




INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director, Purchasing and Contract Compliance

FROM: Joseph Davis, Director, DREAM 

DATE: October 11, 2021

SUBJECT: Recommendation Award – ITB #21ITB130147C-GS, Modular Workstation and Free Standing Furniture Countywide -FY2022

Recommendation: We are recommending approval of the lowest bidder for Bid#21ITB130147C-GS, Modular Workstations and Free Standing Countywide in the total amount of \$1,200,000 with (A) 5 Star Office Furniture/State Office Furniture, LLC in the amount of \$600,000; (B) Office Design Concept GA, LLC. in the amount of \$400,000; and (C) Beltmann Relocation in the amount of \$200,000 to provide office modular workstations systems and labor for breaking down and reconfigurations of existing furniture for relocation on an “as needed” basis for Fulton County agencies. Effective dates: from January 1, 2022 through December 31, 2022, with two renewal options.

DISCUSSION: The recommendation was based on the bidders’ prices for (Line A: line items #1 -#7)Typical A, B & C for single and cluster modular workstation systems that were described specifically in the diagram configurations in Section 9, Exhibits A in the ITB; (Line B: line items #8 - #18) Percentage discount pricing from each manufacturer’s furniture brands; and (Line C Hourly Rates: line items #19 - #24) Labor flat rates for installation and reconfigurations of new and existing office furniture.

The awards are determined basically in two (2) categories: First, the lowest and responsible bidders (multiple) for combined A **(Typical A, B & C Workstations)** & B **(Percentage Discounts on Name Brand)**; and Second, the lowest single bidder for C **(Hourly Labor Rates)**; tearing down and rebuilding existing workstations, trucks & equipment, furniture inventory and warehouse space. These factors will determine the lowest responsive and responsible bidders to provide modular workstation systems and braking down and reconfigurations of existing furniture for requested office moves on an “as-needed” basis for Fulton County.

The Department received and evaluated three (3) bid to the solicitation.

Modular Workstations:

Only two out of three bidders submitted pricing for modular work stations (Line A) and percentage discount list pricing (Line B). 5 Star Office Furniture/State Office Furniture, LLC submitted the overall lowest costs for Line A (Line Items #1 through #7) (Typical A, B, & C Workstations) @ \$64,837.60 and Office Design Concept GA, 2nd lowest bidder for Line A @ \$75,867.25; that meets the County requirements, particularly the most commonly requested existing brand (MAXON, HON and National furniture lines, etc.) in the County inventories. Both bidders offered competitive discount rates for Line B (Line Items #8 through #18); 5 Star Office Furniture submitted a total avg. discount @ 44.14% and Office Design Concept the next total avg. discount @ 3772.73%. Therefore, we recommend both bidders for awards for submitting the most responsible and responsive bids for modular workstations.

Labor for Furniture Breaking Down and Reconfigurations:

All three bidders did provide costs for C (Hourly Labor Rates) line items #19 through #24, which are labor rates for various types of services such as: breaking down and reconfiguration of existing workstations, miscellaneous labor to include handling and transportation for office relocation for requested moves, and secure warehouse storage space. There were no ambiguous costs submitted by the bidders. Beltmann Relocation submitted the overall total lowest costs @ \$195.20 which offered good competitive flat labor discount rates for tearing down and reconfiguring existing workstations. Therefore, we recommend Beltmann Relocation as the single award to provide labor for breaking down and reconfiguring existing furniture and office relocation.

Recommended Bidder	Base Bid Amount	Award Authority
Modular Workstations		
5 Star Office Furniture/State Office Furniture, LLC	\$64,837.60	\$600,000.00
Office Design Concept GA, LLC	\$75,867.25	\$400,000.00
Labor for Furniture Breaking Down		
Beltmann Relocation	\$195.20	\$200,000.00

Having multiple vendors will provide the County with maximum flexibility and sufficient manpower resources in order to respond to the scope and complexity of the service needs

Funding for this recommendation is subject to availability of funds adopted for FY2022 by BOC for account # 100-TBD-TBD-1458 in the total amount of \$1,200,000.00.

Authorized Signature: JOSEPH N. DAVIS
(By Director/Deputy Director)

Date: 10/11/2021

If you require additional information, contact Harry Jordan at (404) 612-5933.

Cc. Tim Dimond, Deputy Director, DREAM
Sam Bakare, Construction Manager, DREAM
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Sang Gon Kim, Contracting Officer, Purchasing/DREAM