



INTEROFFICE MEMORANDUM

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

FROM: Joseph Davis, Director, DREAM *JD*

DATE: June 17, 2025

SUBJECT: Recommendation Award–ITB#25ITB1366580C-GS Modular Workstations and Free-Standing Furniture Countywide

RECOMMENDATION: We are requesting approval to recommend Bid#25ITB1366580C-GS, Modular Workstations and Free-Standing Countywide in the total amount of \$1,500,000 for Group A and Group B. The recommendation for Group A is with (A) Office Design Concept, LLC in the amount of \$433,330.00; (B) Bright Interiors Group in the amount of \$433,330.00; and (C) Corporate Environment of Georgia in the amount of \$433,330.00. The recommendation for Group B is with (A) Office Design Concept, LLC in the amount of \$433,330.00. These contracts, if approved will 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: Upon approval through December 31, 2025, with two renewal options.

DISCUSSION: The County received and evaluated 5 bid responses to the ITB solicitation.

The recommendation was based on the bidders’ prices for Groups A & B. (Group 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 & Design and project management; (Group B: Line 8 item) Labor flat rates for installation and reconfigurations of new and existing office furniture; (Line 9 item) Miscellaneous labor; (Line 10 item) Pre-approved overtime /weekend; (Line 11 item) Labor for furniture inventory; and (Line 12 item) Warehouse storage space per square footage.

Modular Workstations:

The County received and evaluated 5 bid responses to the solicitation. Only 4 out of 5 bidders submitted pricing for modular workstations Group A. The lowest bidder Office Design Concept, LLC submitted a bid of \$43,066.33; the second lowest bidder Bright Interiors Group submitted a bid of \$55,037.75; the third lowest bidder Corporate Environment of Georgia submitted a bid of \$55,226.81 and the fourth lowest bidder Hyer Office Furniture, Inc submitted a bid of \$65,694.18. All of the bidders provide product lines that meet the County requirements, particularly the most commonly requested existing brands (MAXON, HON and National furniture lines, etc.) in the County inventory. Therefore, we recommend the lowest 3

bidders for awards that submitted the most responsible and responsive bids for modular workstations, due to the increase of service requests and projects anticipated during this contract period.

Labor for Furniture Breaking Down and Reconfigurations:

All 5 bidders submitted pricing for Group B, which includes 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. The apparent low bidder, Office Design Concept, LLC, offered competitive flat labor discount rates for tearing down and reconfiguring existing workstations. Therefore, we recommend the low bidder for award to provide labor for breaking down and reconfiguring existing furniture and office relocation.

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 of Fulton County.

If you require additional information, contact Khandi Flowers, Contracting Officer at ext. 27944.

Authorized Signature: *Joseph Davis*
Joseph N. Davis Date: 6/17/2025
(By Director/Deputy Director)

If you require additional information, contact Khandi Flowers at (404) 612-7944.

Cc. Tim Dimond, Deputy Director, DREAM
Sam Bakare, Administrator, Building Construction, DREAM
Keith Johnson, Senior Construction Project Manager, DREAM
Mark Hawks, C Team, CAPA, Purchasing & Contract Compliance
Harry Jordan, Contract Administrator, DREAM
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