

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name: Department of Real Estate and Asset Management

Contract # and Title: SWC #99999-001-SPD-0000100-0002, Office, Computer and Educational Furniture

Date: 10/24/2021

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

This contract provides competitive discounted pricing on the purchase of Office, Computer and Educational Furniture products an affordable cost due to volume pricing. The list includes:

Contract with the Office Design Concepts Georgia dba Affordable Interior Systems, Inc. is providing furnishing including delivery and installation services.

To competitively bid this contract independently, the County would not be able to receive the cost savings that it realizes in using the statewide contract.

The benefits of using the statewide contract are:

- No minimum order size
 - Free delivery within the State of Georgia
 - Discounts up to 70% off list price
 - Available ordering methods include the state's electronic ordering portal (Team Georgia Marketplace), Phone, Fax and Web
 - Access to over 500,000 Office, Computer and Educational Furniture items
 - Full credit for returns on all "non-customized" items ordered within 30 days of purchase
 - Manufacturers accepts the P-Card for purchases
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- Three (3) delivery options offered
 - Dock Delivery
 - Inside Delivery

- Delivery and Installed
- Seven (7) Categories of items to choose from
 - Case Goods Ready to Assemble
 - Case Goods Ready to Use
 - Modular
 - Seating
 - Case Goods Value Added
 - Modular Value Added
 - Seating Value Added

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.

Attached

3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)

X leveraging benefits of volume purchasing

X volume discounts

X service delivery requirement advantages

X reduction of cycle times

X enhanced service specification

Additional information:

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.

Yes No

2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). Yes No

3. Reviewed the cost analysis provided by the User Department and determined the following:
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification

4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? Yes No

5. Is the entity is authorized to conduct/transact business in the State of Georgia?
 Yes No

6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? Yes No

7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? Yes No