



# Fulton County

## Legislation Text

File #: 23-0196, Version: 1

### Department

Real Estate and Asset Management

### Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of the lowest responsible bidder - Department of Real Estate and Asset Management, ITB22110K-DJ, Furniture, and Installation Services for the Fulton County Central Warehouse in an amount not to exceed \$1,160,245.01 with The Hon Company, LLC C/O Milton Jones Company, Inc. (Muscatine, IA,), to provide and install office furniture, workstations, and related components for Phase I (Registration and Election) for the Fulton County Central Warehouse. Effective upon issuance of Notice to Proceed for 270 calendar days or completion of project as determined by Fulton County. This is a one-time procurement. **(APPROVED)**

### Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$100,000.00 shall be forwarded to the Board of Commissioners for approval.

### Strategic Priority Area related to this item *(If yes, note strategic priority area below)*

Open and Responsible Government

### Commission Districts Affected

- All Districts
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6

### Is this a purchasing item?

Yes

**Summary & Background** Request approval of the lowest responsible bidder to provide and install office furniture, workstations, and related components for Phase I (Registration and Election) for the Fulton County Central Warehouse.

**Scope of Work:** The service furnishes all materials, labor, tools, equipment, and appurtenances necessary to provide and install office furniture, workstations, and related components for the Fulton County Central Warehouse located at 5600 Campbellton-Fairburn Road, Atlanta, GA 30213.

The Scope of Work consist of, but not limited to:

1. Facilitate the proper ordering of all furniture items for Phase I
2. Provide bi-weekly project status report
3. Deliver, receive, inspect all goods ordered
4. Coordinate and determine installation and assemble of all furniture items for both Phase I
5. Clean and remove any debris generated at the jobsite during and after installation
6. Provide a statement warranting that all proposed product and related equipment conform to current federal, state, and local codes, as well as ADA standard for accessibility
7. Provide a minimum 5-year warranty period of all manufacture systems furniture and components, and to include repair and/or replacement free of charge, both for labor and materials
8. The Contractor will be required to provide for storage of all furniture until the time of installation for all phases of the building; or provide just in time delivery for the furniture to meet all deadlines. The County will not be responsible for any storage of furniture.

**Project Breakdown:**

The existing Fulton County Warehouse is comprised of 600,000 total sq. ft. and the project will be broken-down into two (2) phases:

**Phase I:** 255,000 sq. ft is allocated for the Department of Registration and Elections. This portion of the building will have most of the furniture that is needed under this bid. We anticipated the furniture and equipment needed for the department will need to be delivered and installed by the end of May 2023.

**Phase II:** The remaining portion, 345,000 sq. ft. of the building, includes Emergency Management, Clerk to the Courts, Information and Technology, FGTV, Real Estate and Asset Management, Police Department, Marshall, and Sheriff’s Office. This phase of the building is anticipated for installation of the furniture by mid-April 2023 - May 2023.

**Cost Breakdown for Phase 1**

	<b>Descriptions</b>	<b>Contractor</b>	<b>Cost</b>
1	Office Furniture /Workstations	The Hon Company-SWC	\$1,064,137.85
2	Frameless Glass 15H x 24W	The Hon Company-SWC	\$51,908.58
3	Laminate Tiles 356 total quantity	Minton*Jones- ITB	\$44,198.58
	<b>Total Cost</b>		<b>\$1,160,245.01</b>

**Community Impact:** None of which the Department is aware.

**Department Recommendation:** The Department of Real Estate and Asset Management recommends approval.

The County received and evaluated seven (7) bid responses to the solicitation. The Hon Company,

LLC C/O Milton Jones Company, Inc. submitted the overall lowest responsible and responsive bid. This project was solicited as an ITB (Invitation to Bid) #ITB22110K-DJ, Milton Jones Company, Inc., the lowest bidder, will purchase the office furniture/workstation through a Statewide Contractor, The Hon Company, Inc. (SWC#99999-001-SPD0000100-0091). The statewide furniture contract provides competitive discounted pricing on the purchase of Office, Computer and Educational Furniture products by state entities.

Therefore, the recommendation is to award to The Hon Company, LLC C/O Milton Jones Company, Inc.

**Project Implications:** This contract intent is to accommodate and support the selected County Agencies by providing the most functional and cost-effective solution of office furniture, workstations, related components that will facilitate a multi-business functional workplace environment and support all technology requirement at the Fulton County Central Warehouse

**Community Issues/Concerns:** None of which the Department is aware.

**Department Issues/Concerns:** If this contract is not approved, the County does not have the capacity to; 1.) take possession of the warehouse and 2.) purchase and install the most functional and cost-effective solutions of office furniture, workstations, related components that will accommodate and meet the workplace environment requirements for selected Fulton County Agencies at the Fulton County Central Warehouse.

**Contract Modification** No, this is a new procurement.

**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

**Contract Value:** \$1,160,245.01  
**Prime Vendor:** The Hon Company, LLC C/O Milton Jones Company, Inc.  
**Prime Status:** Non-Minority  
**Location:** Muscatine, IA  
**County:** Muscatine County  
**Prime Value:** \$1,160,245.01 or 100.00%  
**Total Contract Value:** \$1,160,245.01 or 100.00%  
**Total Certified Value:** \$0.00 or 0.00%

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Exhibit 1: Bid Tabulation Sheet
- Exhibit 2: Cost Proposal for Office Furniture/Workstations Phase 1 (The Hon Company)
- Exhibit 3: Cost Proposal for Frameless Glass Phase 1 (The Hon Company)
- Exhibit 4: Cost Proposal for Laminate Tiles Phase 1(Milton Jones)
- Exhibit 5: SWC#99999-001-SPD0000100-0091
- Exhibit 6: Contractor's Performance Report

**Contact Information** *(Type Name, Title, Agency and Phone)*

Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772

### Contract Attached

No

### Previous Contracts

Yes

### Total Contract Value

Original Approved Amount: \$0.00  
Previous Adjustments: \$0.00  
This Request: \$1,160,245.01  
TOTAL: \$1,160,245.01

### Grant Information Summary

Amount Requested:  Cash  
Match Required:  In-Kind  
Start Date:  Approval to Award  
End Date:  Apply & Accept  
Match Account \$:

### Fiscal Impact / Funding Source

#### Funding Line 1:

500-520-5200-C601: Capital, Real Estate and Asset Management, Central Warehouse Buildouts-\$1,160,245.01

Key Contract Terms	
<b>Start Date:</b> Effective upon issuance of Notice to Proceed	<b>End Date:</b> 270 calendar days of completion of project as determined by Fulton County
<b>Cost Adjustment:</b>	<b>Renewal/Extension Terms:</b> O Time Procurement

**Overall Contractor Performance Rating:** N/A

**Would you select/recommend this vendor again?**

Yes

**Report Period Start:**  
N/A

**Report Period End:**  
N/A