

Issue Analysis Form

Date: 8/14/2018
Item: Furniture – Courthouse
Lower Level
Lead Department(s): General Properties, Finance
Contact Person(s): Mike Purvis; Betsy Drewry;



Description and Current Status

Renovations are currently underway in the lower level of the Prince George County Courthouse. The board approved and appropriated a total project budget of \$1,803,325 at its February 27, 2018 meeting. Part of the approved budget for this project included \$126,761 for furniture and other miscellaneous items.

Universal Design Associates (UDA), working with HVC Chenault, Project Architect, met with the judges and other personnel to determine furniture needs for the lower level area. Furniture specifications were developed by UDA and an Invitation for Bids was prepared for the *majority of the furniture* needs.

IFB #18-0621-1 was issued on June 21, 2018 with a bid submission deadline of July 19, 2018. A copy of the IFB with specifications is available on the County's Finance website at http://www.princegeorgeva.org/bid_detail_T16_R59.php (link). Six (6) responses were received, and five (5) were determined to be responsive. The lowest responsive bid received was from **JMJ Corporation at \$62,084.66**. See bid tabulation sheet (**Attachment A**).

One correction / specification adjustment with a cost impact was noted when reviewing the bid submissions. The laminate color option for HPFi line was not available in "Morris Oak" as specified in IFB, and "Driftwood" was substituted by the 2 lowest responsive bidders. A more acceptable color substitution "Skyline Walnut" (which is considered custom with an upcharge) was provided to the lowest responsive bidder to determine a pricing impact. The adjusted bid and **recommendation for contract award is \$63,443.32 (an increase of \$1,358.66 over the original bid with color substitution) - see Attachment B.**

Staff is requesting the board to authorize:

- County Administrator to enter into a contract with MJM Corporation for \$63,443.32 [Resolution Attached for Consideration]

Other Notes on Furniture:

Herman Miller line chairs (9) will be purchased from American Office of Richmond through U. S. Communities contract pricing (quoted price of \$4,015.80). Other miscellaneous items (such as appliances, trash cans, flags, plants and art work) will be purchased in accordance with County purchasing guidelines. All items noted here will come from the \$126,761 budgeted for furniture and miscellaneous items.

Government Path

- Does this require IDA action? Yes No
- Does this require BZA action? Yes No
- Does This require Planning Commission Action? Yes No
- Does this require Board of Supervisors action? Yes No
- Does this require a public hearing? Yes No
- If so, before what date? Yes No

Fiscal Impact Statement

The total cost for furniture and miscellaneous items is not expected to exceed the established budget. Sufficient funds were appropriated on February 27, 2018.

County Impact

The renovation and furniture purchase will provide much needed courtroom and chamber spaces in the County Courthouse.

Notes

BID TABULATION



Project: Furniture - Prince George Courthouse Lower Level

IFB: 18-0621-1

Bid Response Due Date: July 19, 2018

Bid Response Due Time: 11:00 AM

COUNT	BIDDER	Total Bid Price	Responsiveness Status	4.0 Terms & Signature Sheet Completed?	Terms Company cannot meet - Attachment?	Attachment 2 - Pricing Summary Properly Submitted?	3.3 Contractor Licensing Information Provided?	RANK
1	American Office Furniture	\$ 68,489.00	Responsive	Yes	N/A	Yes	Yes	3
2	JMJ Corporation	\$ 62,084.66	Responsive	Yes	N/A	Yes	Yes	1
3	The Supply Room	\$ 62,683.00	Non-Responsive (too many substitutions)	Yes	N/A	Yes	Yes	Non-Respn
4	Creative Office Environments of Richmond	\$ 63,401.80	Responsive	Yes	N/A	Yes	Yes	2
5	New Day Office	\$ 73,762.38	Responsive	Yes	N/A	Yes	Yes	5
6	Atlantic Corporate Interiors	\$ 68,636.52	Responsive	Yes	N/A	Yes	Yes	4

Pricing adjustment is required for laminate selection on S02, S03, S20, T01, and T02. Contract price will differ from bid.

Item #	Manufacturer	Item	Description	Qty	List Price Each	Net / BID Price Each	Extended \$	Municipal or Cooperative Contract Reference (If Applicable)	Vendor Notes
D01	National	Desk 36 x 72	Adjustable Height, Judge Waymak	1	\$6,463.00	\$2,908.35	\$2,908.35	VIZIENT	
D02	National	Credenza w/ Hutch	Judge Waymak	1	\$4,689.00	\$2,110.05	\$2,110.05	VIZIENT	
D03	National	Bookcase 36" w	Judge Saunders	1	\$1,623.00	\$730.35	\$730.35	VIZIENT	
D04	National	Desk 36 x 72 w/ Return	Single Ped, BR/RF, Judge Saunders	1	\$5,666.00	\$2,549.70	\$2,549.70	VIZIENT	
S01	Not Used								
S02	HPFI	Sectional 2 Seat - COM & ganging kit included	Laminate base, upholstered seat/back	9	\$2,122.00	\$1,105.21	\$9,946.89	GSA	
S03	HPFI	Sectional 3 Seat - COM Included	Laminate base, upholstered seat/back	1	\$3,045.00	\$1,595.58	\$1,595.58	GSA	
S04	KFI	Chair	Ganging, Stackable	19	\$361.00	\$141.87	\$2,695.53	GSA	
S05	Trinity	Chair	Arms, Casters @ Courtroom Tables	6	\$1,679.00	\$755.55	\$4,533.30	GSA	
S06	Trinity	Judge Chair	Courtroom Bench	1	\$2,481.00	\$1,116.45	\$1,116.45	GSA	
S07	Trinity	Clerk Chair	Clerk/Bench Chair	2	\$1,208.00	\$543.60	\$1,087.20	GSA	
S08	SitOnIt	Sofa 3 seat	Judge Waymak	1	\$2,851.00	\$1,311.46	\$1,311.46	IPA	
S09	National	Side Chair with Arms	Judge Waymak	2	\$1,321.00	\$594.45	\$1,188.90	VIZIENT	
S10	Not Used								
S11	National	Side Chair without Arms	Judge Waymak	2	\$1,576.00	\$709.20	\$1,418.40	VIZIENT	
S12	Trinity	Love Seat	Waiting	1	\$2,299.00	\$1,034.55	\$1,034.55	GSA	
S13	St. Timothy	Side Chair with Casters, no arms	Courtroom	4	\$1,115.00	\$479.45	\$1,917.80	GSA	
S14	Trinity	Executive Desk Chair	Judge Saunders	1	\$2,043.00	\$919.35	\$919.35	GSA	
S15	Trinity	Love Seat	Judge Saunders	1	\$3,741.00	\$1,683.45	\$1,683.45	GSA	
S16	Trinity	Side Chair with Arms	Judge Saunders	3	\$1,493.00	\$671.85	\$2,015.55	GSA	
S17	KFI	Chair	Stacking, Break Room	6	\$298.00	\$117.11	\$702.66	GSA	
S18	National	Side Chair	Waiting, Baniatric	1	\$1,561.00	\$702.41	\$702.41	VIZIENT	
S19	National	Guest Chair with Arms	Waiting	1	\$866.00	\$389.70	\$389.70	VIZIENT	
S20	HPFI	Sectional, 3 seat Bench - COM Included	Waiting	4	\$2,485.00	\$1,233.99	\$4,935.96	GSA	
T01	HPFI	Corner Table - ganging kit included	Waiting	2	\$1,260.00	\$583.28	\$1,166.56	GSA	
T02	HPFI	Table w/ sectional furniture	Corridor	2	\$894.00	\$403.19	\$806.38	GSA	
T03	National	Table 36x72 with Modesty Panel	Courtroom	3	\$3,648.00	\$1,641.60	\$4,924.80	VIZIENT	
T04	Versteel	Table, 42" dia	Conference	2	\$1,122.00	\$489.19	\$978.38	NCPA	
T05	Trinity	Round Coffee Table, 36" dia	Waiting, Corian Top	1	\$2,696.00	\$1,213.20	\$1,213.20	GSA	
T06	Trinity	End Table, 24" Square	Waiting, Corian Top	2	\$1,292.00	\$581.40	\$1,162.80	GSA	
T07	Versteel	Table 30x72	Break Rm	1	\$977.00	\$425.97	\$425.97	NCPA	
T08	Fairfield	End Table, 26" Dia	Judge Waymak	1	\$811.00	\$291.96	\$291.96	GSA	
T09	Buller Speciality	End Table, 22" Dia	Judge Saunders	1	\$630.00	\$275.00	\$275.00	NCPA	
T10	Not Used								
T11	Not Used								
Furniture Subtotal									
								\$58,738.64	
								\$1,714.68	
								\$2,990.00	
Grand Total Furniture Bid								\$63,443.32	

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 14th day of August, 2018:

Present:

Vote:

Alan R. Carmichael, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

A-7

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONTRACT (\$63,443.32 FURNITURE COURTHOUSE LOWER LEVEL)

WHEREAS, On June 21, 2018 an Invitation for Bids was advertised by the Finance Department to obtain pricing for furniture for the lower level of the Prince George County Courthouse. The bid closed on July 19, 2018 with six responses, five of which were determined to be responsive. The lowest responsive bid was received from **JMJ Corporation** in the amount of \$62,084.66. A revision was required when a laminate color in our specifications was not available from the manufacturer, and revised pricing of **\$63,443.32** was submitted by **JMJ Corporation**; and

WHEREAS, \$63,443.32 is available in the appropriated Courthouse basement renovation budget approved on February 27, 2018; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with **JMJ Corporation** in the amount of \$63,443.32 to move forward with the furniture purchase for the Courthouse basement.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14th day of August, 2018, hereby awards the bid for the furniture in the lower level of the Prince George County Courthouse to **JMJ Corporation** in the amount of \$63,443.32 and authorizes the County Administrator to execute a contract with **JMJ Corporation**.

A Copy Teste:

Percy C. Ashcraft
County Administrator