



PUBLIC HEARING AGENDA ITEM

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| DATE OF PUBLIC HEARING: March 31, 2020 |
| SUBJECT: Furniture Agreements |
| FROM: Raymond H. Gonzales, County Manager Chris Kline, Deputy County Manager Benjamin Dahlman, Finance Director Jennifer Tierney Hammer, Procurement & Contracts Manager |
| AGENCY/DEPARTMENT: Multiple |
| HEARD AT STUDY SESSION ON: N/A |
| AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| RECOMMENDED ACTION: That the Board of County Commissioners approves agreements with Officescapes and Workplace Elements LLC, to provide Office Furniture for multiple Adams County Buildings. |

BACKGROUND:

The County has several furniture replacement projects approved in the 2020 budget. In order to maintain consistency with current and future furniture orders it was necessary to compete the local cooperative approved vendors to supply furniture for Adams County Buildings.

A formal Request for Proposal was sent directly to four local cooperative approved vendors in November, 2019. Two proposals were received: Officescapes and Workplace Elements, LLC (Elements). Review of the submitted proposals were conducted by an evaluation team. Each proposal was evaluated on the following criteria:

- Capability and Capacity
- Furniture Characteristics
- Furniture Aesthetics
- Work Plan and Project Approach
- Dealer's Capabilities
- Professionalism
- Pricing Structure

After a thorough evaluation, it was determined that both vendors were responsive and responsible, providing excellent value to the County. Each vendor offers an excellent discount and cross section of quality furniture that will maintain consistency among County buildings. The evaluation team recommends the award for current projects as follows:

| Supplier | Location | Dollar Amount |
|-----------------|--|----------------------|
| Elements- | Riverdale Regional Park Administration | \$200,000.00 |
| Elements- | District Attorney's Office | \$838,000.00 |
| Officescapes- | Government Center | \$237,495.08 |

Staff is recommending a two-year pricing agreement with 3 one-year optional renewals, with Workplace Elements LLC, and Officescapes to provide Adams County with furniture on an as needed basis.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Multiple

ATTACHED DOCUMENTS:

Resolution

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

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|------------------------------|
| Fund: 00001/00004 |
| Cost Center: Multiple |

| | Object Account | Subledger | Amount |
|--|-----------------------|------------------|---------------|
| Current Budgeted Revenue: | | | |
| Additional Revenue not included in Current Budget: | | | |
| Total Revenues: | | | |

| | Object Account | Subledger | Amount |
|---|-----------------------|------------------|---------------|
| Current Budgeted Operating Expenditure: | Multiple | Multiple | 1,304,495 |
| Add'l Operating Expenditure not included in Current Budget: | | | |
| Current Budgeted Capital Expenditure: | | | |
| Add'l Capital Expenditure not included in Current Budget: | | | |
| Total Expenditures: | | | 1,304,495 |

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note: