

SHELBY COUNTY GOVERNMENT  
PURCHASING DEPARTMENT  
160 NORTH MAIN, ROOM 900  
MEMPHIS, TN 38103  
222-2250

TO: CLIFTON DAVIS  
PURCHASING DEPARTMENT

FROM: ROBERT BRENNER   
PURCHASING DEPARTMENT

DATE: May 9, 2016

RE: APPROVED RECOMMENDATION SHEET (FINAL APPROVAL OF  
AWARD BY BOARD OF COMMISSIONERS REQUIRED)

Attached is a copy of the approved recommendation sheets for award of the Sealed Bid referenced below:

REFERENCE: BID NO.: SEALED BID NUMBER I000388  
DUE DATE: MAY 4, 2016  
DESCRIPTION: GENERAL OFFICE FURNITURE

It is necessary that the award of this bid receive approval by the Board of Commissioners before issuance of a purchase order or the signing of a contract by the County.

Please prepare the commission packet including the applicable contract documents, bonds, certificate of insurance, etc. and return the complete packet to Bernita Poole in the Contract Section of the Purchasing Department for further routing.

Your contract, if required, should include or incorporate the Bid Specification. If there are fund sources other than County General Funds or CIP which partially or wholly fund this contract (e.g. State or Federal), it is mandatory that all restrictions or requirements which attach to these funds be included in your contract.

**Also, if bid specifications include multiple renewal periods please include renewals in your resolution and contract.**

By way of this memo, we are notifying the Office of E.O.C. Information (Contract Compliance Status Reports, etc.) required for inclusion in the commission packet to my attention in Purchasing. Upon receipt I will forward it to the Contract Administration Section for further processing.

Attachments

cc: Carolyn Watkins, Admin., E.O.C. Office  
Sealed Bid File

CJ

SHELBY COUNTY PURCHASING DEPARTMENT  
 SEALED BID RECOMMENDATION SHEET  
 SEALED BID NO: SBI000388      DATE DUE: 5/4/2016

TITLE OR DESCRIPTION OF BID

YES	NO	REQUIREMENTS	DESCRIPTION	NO.
	X	CIP PROJECT	<b>GENERAL OFFICE FURNITURE</b>	
X		BOARD OF COMMISSION APPROVAL	TOTAL NUMBER RFB SENT OUT	10
	X	CONTRACT	TOTAL NUMBER BIDS RECEIVED	2
	X	SURETY (BONDS, ETC.)	NUMBER OF RESPONSES UNOPENED	
X		CERTIFICATE OF INSURANCE	(NO E.O.C. CERTIFICATION)	0
X		E.O.C.REPORTS ATTACHED AND		
X		CERTIFIED BY ADMINISTRATOR		
X		COPY TO DEPARTMENT		
X		COPY TO DIVISION DIRECTOR		
X		COPY TO E.O.C.		

DEPARTMENT(S)	VARIOUS
CONTACT(S)	CLIFTON DAVIS

PERCENT DISCOUNT OFF LIST BY MANUFACTURER

<u>Vendor</u>	HON	NATIONAL	GLOBAL	ALL STEEL	OTHER
*STAPLES ADVANTAGE - MEMPHIS	57%	55%	52%	52%	52%
OFFICE INTERIORS OF MEMPHIS	56.5%				

**\*BID AWARD**

EOC Numbers:

Staples Advantage - EOC-V-0718-26225  
 Office Interiors of Memphis - EOC-V-0917-25704

**RECOMMENDATION:** ON THE BASIS OF THE HIGHEST DISCOUNT OFFERED MEETING OUR BID SPECIFICATIONS AND WITH THE CONCURRENCE OF THE USING DEPARTMENTS, I HEREBY RECOMMEND THE AWARD OF THIS BID TO **STAPLES ADVANTAGE - MEMPHIS.**

TOTAL ESTIMATED AMOUNT RECOMMENDED FOR AWARD IS **\$350,000.00**

SHELBY COUNTY PURCHASING DEPARTMENT  
SEALED BID RECOMMENDATION SHEET  
SEALED BID NO: SBI000388      DATE DUE: 5/4/2016

General Office Furniture

NOTES:

SHELBY COUNTY HAS MAINLY PURCHASED FROM THE FULL LINE OF HON, A MAJOR RECOGNIZED "MID-MARKET" MANUFACTURER OF FURNITURE. THE STAPLES BID WAS THE HIGHEST DISCOUNT OFF LIST FOR HON WITH DESIGN SERVICES, DELIVERY, AND INSTALLATION INCLUDED. ALSO, ONLY STAPLES OFFERED FAVORABLE DISCOUNTS FROM OTHER MAJOR "MID-MARKET" FURNITURE MANUFACTURERS.

THE DOLLAR AMOUNT IS BASED ON PREVIOUS YEARS PURCHASES BY SHELBY COUNTY GOVERNMENT FOR THIS TYPE OF FURNITURE. HOWEVER, MAJOR RENOVATIONS, OR THE LACK OF, COULD INCREASE OR DECREASE THE ESTIMATED DOLLAR AMOUNT SIGNIFICANTLY.

THE AWARD PERIOD IS FOR JULY 1, 2016 THROUGH JUNE 30, 2017. THERE SHALL BE ABSOLUTELY NO GUARANTEED ORDER QUANTITIES AND/OR DOLLAR AMOUNTS TO BE PURCHASED AGAINST THIS BID. UNIT PRICES (DISCOUNTS) QUOTED SHALL BE GUARANTEED FIRM FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2017. UNIT PRICES (DISCOUNTS) INCREASES/DECREASES WILL BE SUBJECT TO MANUFACTURER'S PRICE INCREASES/DECREASES ONLY FOR THE ADDITIONAL RENEWAL PERIODS.

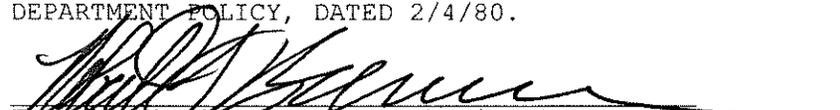
THIS BID CONTAINS OPTIONS TO RENEW FOR TWO (2) ADDITIONAL TWELVE MONTH PERIODS OF JULY 1, 2017 TO JUNE 30, 2018, AND JULY 1, 2018 TO JUNE 30, 2019.

THIS AWARD REQUIRES BOARD OF COMMISSION APPROVAL

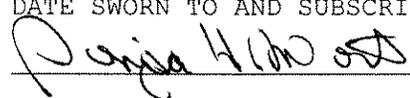
  
Robert S. Brenner, Buyer / Date 4/6/16

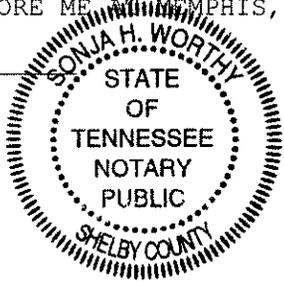
 5/6/16  
Clifton Davis, Administrator of Purchasing/Date

6I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT BID I000388 DATED 5/4/2016 IS IN COMPLIANCE WITH PROCEDURES AS STATED IN THE SHELBY COUNTY COMMISSION RESOLUTION NO.50 ON PURCHASING DEPARTMENT POLICY, DATED 2/4/80.

  
For the Shelby County Purchasing Department

DATE SWORN TO AND SUBSCRIBED BEFORE ME, IN MEMPHIS, TENNESSEE ON THIS 6<sup>th</sup> DAY OF May, 2016.

  
Notary Public



My Commission Expires: October 30, 2016  
My Commission Expires