6

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc., Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual revised expenditure amount is $270,00.00. Total revised not-to-exceed amount is $540,000.00. Period of service is from October 1, 2022 through September 30, 2023 with one (2) one (1) year renewal options remaining.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Award

ANALYST: _____ Corey Sidlo

RESPECTFULLY SUBMITTED: _____ Gregory Pease, Chief Procurement Division

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: August 26, 2022

Subject: SC-0253-22 Citywide Purchase of Office Furniture and Related Products

The Procurement Division recommends approval to utilize the first contract renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc., Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual not-to-exceed expenditure amount is $270,000.00. Period of service is from October 1, 2022 through September 30, 2023 with one (2) one (1) year renewal options remaining.

Funding for this award will be encumbered from various agencies and accounts and executed via Purchase Orders.

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $60,000.00 to ensure sufficient funding for the remainder of FY22. The funds will be added to various suppliers' POA's based on pending requisitions. Revised total not-to-exceed award amount will be $270,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Award

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 6/23/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/24/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22

OPEN DATE: 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the following suppliers as the lowest responsive, responsible bidders based on the attached Bid Tabulation: 911 Direct Holdings, LLC; Budget Office Interiors, Inc.; ErgoFlex Systems, Inc. dba Xybix Systems, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; W.B. Mason Company, Inc.; and Workscapes, Inc.

Request that lots be drawn to break the ties between W.B. Mason Company, Inc. and Workscapes, Inc. for the following sub-categories: Open Office Systems; Desk Systems; Task Seating; Conference Room Chairs; Metal Office Furniture; Executive Wood Office Furniture; Laminate Bookcases; Lateral Files – Wood; Shelving / Personal Storage; and Occasional Tables per the attached tie breaking spreadsheet.

Total estimated initial expenditure amount not-to-exceed $210,000.00. Period of service will be from October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options.

Funding shall be encumbered from various accounts and executed by Purchase Orders.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8/26/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8-27-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:52 AM
To: rfpough@911direct.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Robert. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

David R. Klages

Purchasing Analyst

City of Jacksonville, Procurement Division

214 N. Hogan Street, Suite 800

Jacksonville, FL 32202

Dear David Klages,

We received your email regarding the renewal of SC-0253-22 in the City of Jacksonville and after further review, accept the City's offer to exercise the first contract renewal option.

Thanks,

X Robert Pough 6/5/2022

Robert Pough
Manager

2836 B Industrial Plaza Dr
Tallahassee, FL 32301

(850)386-3002
www.911direct.com

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:53 AM
To: sylvia@budgetofficeinteriors.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Sylvia. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From:	Klages, David
Sent:	Thursday, August 4, 2022 2:41 PM
To:	sylvia@budgetofficeinteriors.com
Cc:	Sidlo, Corey
Subject:	FW: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments:	SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good afternoon, Sylvia. I wanted to follow up on this. Would you please let me know if you would like to renew the contract?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: Klages, David
Sent: Friday, July 1, 2022 9:53 AM
To: sylvia@budgetofficeinteriors.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

Good morning, Sylvia. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800

Klages, David

From: sylvia@budgetofficeinteriors.com
Sent: Thursday, August 4, 2022 3:17 PM
To: Klages, David
Subject: Re: FW: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Yes we do wish to renew. I'm sorry I thought I had already replied to this.

Sylvia Crosby
Office Manager

On 08/04/2022 2:40 PM EDT Klages, David <dklages@coj.net> wrote:

Good afternoon, Sylvia. I wanted to follow up on this. Would you please let me know if you would like to renew the contract?

Thank you,

David R. Klages

Purchasing Analyst

City of Jacksonville, Procurement Division

214 N. Hogan Street, Suite 800

Jacksonville, FL 32202

Phone: (904) 255 – 8813

Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:54 AM
To: halleyb@xybix.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Halley. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From:	Klages, David
Sent:	Thursday, August 4, 2022 2:43 PM
To:	Halley Barba
Cc:	Sidlo, Corey
Subject:	FW: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments:	SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf
Importance:	High

Good afternoon, Halley. I wanted to follow up on this. Would you please let me know if you would like to renew the contract?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: Klages, David
Sent: Friday, July 1, 2022 9:54 AM
To: halleyb@xybix.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

Good morning, Halley. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst

Klages, David

From: Halley Barba <halleyb@xybix.com>
Sent: Thursday, August 18, 2022 10:30 AM
To: Klages, David
Cc: Sidlo, Corey; Inge Meyer
Subject: RE: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi David-

Yes, we would like to renew our contract with COJ. Please let me know if you need any additional information from us.

Thanks,

Halley Barba
Gulf States Territory Manager | Xybix Systems, Inc.
Call/Text: 813.263.5424 | Main Office: 303.683.5656

xybix

From: Klages, David <DKlages@coj.net>
Sent: Thursday, August 4, 2022 2:43 PM
To: Halley Barba <halleyb@xybix.com>
Cc: Sidlo, Corey <CSidlo@coj.net>
Subject: FW: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Importance: High

Good afternoon, Halley. I wanted to follow up on this. Would you please let me know if you would like to renew the contract?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:55 AM
To: mschock@oesjax.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Mel. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

July 7, 2022

TO: David Klages

RE: Contract Renewal for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

Dear David,

Please use this letter as confirmation that OES, Office Environments & Services, is agreeable to exercising the first renewal option for this contract under the original terms and conditions

Thank you,

Mel Schock

Mel Schock

Workplace Consultant

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:56 AM
To: margie.mccormack@perdueoffice.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Margie. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From:	Mark Lebel <Mark.LeBel@perdueoffice.com>
Sent:	Friday, July 22, 2022 2:53 PM
To:	Klages, David
Cc:	Margie S. McCormack
Subject:	FW: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments:	SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon David!
We hope you are doing well today.
Perdue is pleased to extend the conditions and discounting for the first contract renewal as specified in the attached documents.
Please let us know if there is anything else you need from Perdue.
We appreciate our partnership with the City of Jacksonville.
Thank you!

Mark S. LeBel
Account Executive

Perdue, Inc.
(p) 904.807-5712
(m) 904.307-0487
5 W Forsyth Street, Suite 100
Jacksonville, FL. 32202
www.perdueoffice.com

Steelcase
2021 Premier Partner

From: Klages, David <DKlages@coj.net>
Sent: Friday, July 1, 2022 9:56 AM
To: Margie S. McCormack <Margie.McCormack@perdueoffice.com>
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

EXTERNAL EMAIL

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:56 AM
To: hector.cruz@wbmason.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Hector. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Hector Cruz <Hector.Cruz@WBMASON.COM>
Sent: Thursday, August 4, 2022 2:48 PM
To: Klages, David
Cc: Sidlo, Corey
Subject: RE: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi David,
Yes, we would like to renew.

Hector Cruz | Sales Manager
W.B. Mason Company | 11741 Philips Hwy. | Jacksonville, FL 32256
(p) 518-487-8984

From: Klages, David <DKlages@coj.net>
Sent: Thursday, August 4, 2022 2:44 PM
To: Hector Cruz <Hector.Cruz@WBMASON.COM>
Cc: Sidlo, Corey <CSidlo@coj.net>
Subject: FW: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Importance: High

External Email: This email is from outside the company - Please use caution when opening links and attachments.

Good afternoon, Hector. I wanted to follow up on this. Would you please let me know if you would like to renew the contract?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 9:57 AM
To: chill@workscapes.com
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award.pdf; SC-0253-22.pdf

Good morning, Christie. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per Items B and C on page 18 of the (attached) bid document?

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Christie Hill <chill@workscapes.com>
Sent: Wednesday, July 13, 2022 10:54 AM
To: Klages, David
Subject: RE: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good Morning David!

Sorry for the delay. I was out of the office traveling (on PTO) though last week and am getting caught up. I will complete this today!

I hope you had a great Fourth of July Holiday!

Thanks so much,

Christie

Christie Hill
Market President Jacksonville | Workscapes
t: (904) 858-9918 m: (407) 468-5166
chill@workscapes.com
121 W. Forsyth St., Ste 100, Jacksonville, FL 32202
TAMPA | ORLANDO | JACKSONVILLE | FT. MYERS

From: Klages, David <DKlages@coj.net>
Sent: Friday, July 1, 2022 9:57 AM
To: Christie Hill <chill@workscapes.com>
Subject: Renewal 1 for SC-0253-22 Citywide Purchase of Office Furniture and Related Products

Good morning, Christie. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0253-22 Citywide Purchase of Office Furniture and Related Products** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the first contract renewal option? An e-mail attachment of the letter will suffice.