7

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0254-22 **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:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with the following suppliers: Budget Office Interiors, Inc., Office Environments & Services, Inc., Perdue, Inc., PRIDE Enterprises, Venture Office Solutions, and W.B. Mason. The revised annual expenditure amount is $75,000.00. Total expenditure not to exceed $150,000.00. 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-0254-22 Citywide Purchase of Office Furniture and Related Products

The Procurement Division recommends approval to utilize the first contract renewal option with the following suppliers: Budget Office Interiors, Inc., Office Environments & Services, Inc., Perdue, Inc., PRIDE Enterprises, Venture Office Solutions, and W.B. Mason. The annual not-to-exceed expenditure amount is $75,000.00. 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 ERGONOMIC CHAIRS

BID #: SC-0254-22

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

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 6 **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: Budget Office Interiors, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; PRIDE Enterprises; Venture Office Solutions; and W.B. Mason.

Total estimated initial expenditure amount not-to-exceed $75,000.00. 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 0 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 10:53 AM
To: sylvia@budgetofficeinteriors.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Good morning, Sylvia. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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 3:03 PM
To: sylvia@budgetofficeinteriors.com
Cc: Sidlo, Corey
Subject: FW: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Importance: High

Good afternoon, Sylvia. I wanted to follow up on this one as well. 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 10:53 AM
To: sylvia@budgetofficeinteriors.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs

Good morning, Sylvia. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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 3:18 PM
To: Klages, David
Subject: Re: FW: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs

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 David we do wish to renew the contract. Sorry I thought I had replied.

Thanks,
Sylvia Crosby
Office Manager

On 08/04/2022 3:02 PM EDT Klages, David <dklages@coj.net> wrote:

Good afternoon, Sylvia. I wanted to follow up on this one as well. 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 10:53 AM
To: mschock@oesjax.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Good morning, Mel. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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-0254-22 Citywide Purchase of Ergonomic Chairs

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 10:54 AM
To: margie.mccormack@perdueoffice.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Good morning, Margie. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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 2:50 PM
To: Klages, David
Cc: Margie S. McCormack
Subject: FW: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.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 our conditions and discounting for the first contract renewal period as specified in the attached documents.
Please let us know if there is anything else you need.
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 10:54 AM
To: Margie S. McCormack <Margie.McCormack@perdueoffice.com>
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs

EXTERNAL EMAIL

Good morning, Margie. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** under the same terms and conditions as currently awarded.

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 10:55 AM
To: customerservice@pride-enterprises.org
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Good morning. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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

Corporate Office
223 Morrison Road
Brandon, FL 33511

PRIDE ENTERPRISES

Office: 813.324.8700
Toll-Free: 800.643.8459

July 6, 2022

City of Jacksonville
Procurement Division
Attn: David R. Klages
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Re: City of Jacksonville Contract Renewal 1, SC-0254-22 Citywide Purchase of Ergonomic Chairs

Dear Mr. Klages:

PRIDE Enterprises is pleased to agree to the first renewal of Contract **SC-0254-22, Citywide Purchase of Ergonomic Chairs.** PRIDE agrees to provide pricing at 55% off our price list at the time of the order for the period **October 1, 2022** through **September 30, 2023**.

Under separate cover, our Risk Manager, *Mr. Rocco Feckno* will be providing you with a copy of our current Certificate of Liability Insurance noting the solicitation number on the policy and listing the City of Jacksonville as Additional Insured 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 referenced bid document.

Please let us know if you have any questions or need any additional information. We look forward in continuing to provide the City of Jacksonville with our products and services.

Appreciatively,

Mary Jacobs
Customer Service Manager
PRIDE Enterprises, Customer Service Department
Phone: 813.890.6616
e-Mail: customerservice@pride-enterprises.org

PRIDE
IMPACT THROUGH INDUSTRY

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 10:55 AM
To: raina@ventureofficesolutions.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Good morning, Raina. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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: Raina Brautigam <raina@ventureofficesolutions.com>
Sent: Wednesday, July 6, 2022 4:33 PM
To: Klages, David
Subject: Re: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs

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, I would like to accept the renewal. I will get the necessary documents to you as soon as possible. Thank you for the opportunity.

Raina Brautigam, OTR, CHT, CPE

Owner & Board Certified Professional Ergonomist

+1 813.375.2366 | raina@ventureofficesolutions.com

VentureOfficeSolutions.com

On Fri, Jul 1, 2022 at 10:55 AM Klages, David <DKlages@coj.net> wrote:

Good morning, Raina. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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?

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 10:56 AM
To: hector.cruz@wbmason.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf

Good morning, Hector. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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 3:06 PM
To:	Hector Cruz
Cc:	Sidlo, Corey
Subject:	FW: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments:	SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.pdf
Importance:	High

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

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 10:56 AM
To: hector.cruz@wbmason.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs

Good morning, Hector. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** 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

Klages, David

From: Hector Cruz <Hector.Cruz@WBMASON.COM>
Sent: Thursday, August 4, 2022 4:13 PM
To: Klages, David
Cc: Sidlo, Corey
Subject: Re: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs
Attachments: image001.jpg; image001.jpg; SC-0254-22.pdf; SC-0254-22 - GGAC - Bid Award.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.

Yes. Thank you.

Hector Cruz | WB Mason Co
518-487-8984
Jacksonville FL.

On Aug 4, 2022, at 3:07 PM, Klages, David <DKlages@coj.net> wrote:

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 one as well. Would you please let me know if you would like to renew the contract?

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

From: Klages, David
Sent: Friday, July 1, 2022 10:56 AM
To: hector.cruz@wbmason.com
Subject: Renewal 1 for SC-0254-22 Citywide Purchase of Ergonomic Chairs

Good morning, Hector. The City of Jacksonville would like to exercise the first of three contract renewal options for **SC-0254-22 Citywide Purchase of Ergonomic Chairs** under the same terms and conditions as currently awarded.