

Staff Report

Subject: Approval of Purchase Agreement for Office Furniture for IT Department

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Department: IT Department

Meeting Date: April 1, 2025

Item Description: Consideration to approve the procurement of office furniture and workstation systems for the Effingham County IT.

Summary Recommendation: Staff recommends approval of the furniture purchase orders for Effingham County IT Department.

Executive Summary/Background:

- The Effingham County IT Department requires a furniture update to accommodate growing operational and workspace needs. The proposed purchase includes complete workstation systems, office desks, credenzas, hutches, seating, and electrical accessories. The furniture design was developed in consultation with Mason Inc. and is tailored to the spatial layout and departmental requirements.
- Two proposals were submitted for the following:
- **Proposal 31685** (from HNI/HON via Mason Inc.): Includes workstations, office desks, tackboards, panels, power harnesses, lighting, and accessories totaling **\$41,894.90**.
- **Proposal 32511** (from Exemplis/SitOnIt via Mason Inc.): Includes guest seating for multiple offices totaling **\$2,159.92**.
- Design specifications are detailed in the **Updated Design Proposal** dated March 5, 2025, which outlines the layout of four offices and multiple HON Accelerate workstations.

Alternatives for Commission to Consider

1. Approve the procurement of office furniture for the IT Department as proposed.
2. Do not approve the procurement and request reevaluation.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: IT Department, Purchasing & Procurement, Finance

Funding Source: FY2025 Budget

Attachments: Purchase Order, Vendor Proposals, Final proposal design plan