

Staff Report

Subject: Approval of proposals for the purchase of office Furniture for Effingham County's Administrative Building and Clarence E. Morgan Facility

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Department: Facilities Maintenance

Meeting Date: January 7, 2025

Item Description: Consideration to approve the procurement of furniture for the Effingham County Administrative Building and Clarence E. Morgan facility.

Summary Recommendation: Staff recommends approval of the furniture purchase orders for Effingham County Administrative Building and Clarence E. Morgan Facility.

Executive Summary/Background:

Effingham County Board of Commissioners is considering the purchase of office furniture for the Administrative Building under the State of Georgia procurement contracts. This procurement ensures compliance with State of Georgia contract guidelines while addressing functional needs for county operations. Each vendor proposed high-quality, durable furniture under state contracts. The proposals evaluated provide specialized furniture for different areas:

Vendor Breakdown Clarence E. Morgan

1. Allseating:
 - Task chairs and benches for administrative workstations and shared spaces.
 - Proposal Cost: \$8,289.33.

2. Exemplis:
 - Guest chairs and nesting chairs for conference and visitor areas.
 - Proposal Cost: \$24,045.28.

3. Hon HNI:
 - Desks, storage units, and conference tables for operational and managerial offices.
 - Proposal Cost: \$23,987.48.

Vendor Breakdown- Administrative Building

1. **Exemplis LLC**
 - 1st Floor Furniture Proposal
 - Total: \$30,140.39

2. Groupe Lacasse

- 2nd Floor Furniture Proposal
- Total: \$86,632.86

3. HNI Workplace

- General Office Furniture
- Total: \$35,812.92

4. JSI

- Specialized Furniture and Meeting Room Fixtures
- Total: \$112,419.50

Alternatives for Commission to Consider

1. Approve the procurement of office furniture as proposed.
2. Reject the current procurement plan and direct staff to revise vendor selections or scope.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Finance, Facilities Maintenance, Purchasing & Procurement

Funding Source: FY2025 Budget- Furniture replacement, multiple buildings

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