

PROCUREMENT SUMMARY

RFB# 2024-007

Date Submitted:	January 23, 2024	Procurement Process:	Request for Bids (RFB)
Submitted by:	Brian Davis	Length of Advertising:	GA Code for Construction (30+ days)
Supplier Name:	Indoff, Inc.	Source Selection Method:	Lowest Evaluated Bidder
Description:	Office Furniture, 400 East Main Street	Fair Price Determination:	Adequate Price Competition
Agreement Type:	PSA - Standard	Not Low Bid Award:	Lowest Price Rejected (See notes)
Contract Number:	007-2024-00	County Business:	No County Businesses Responded
Contract Category:	One-Time Purchase	Submissions Received:	Vendors Contacted:
Contract Term:	Other - See Notes	RFP/RFQ Selection Criteria Used in Selection Process	
Contract Value:	\$130,568.37	Weight	Evaluation Criteria
Contract Options/Renewals:	None	100%	Lowest Responsive Bid
Source of Funds:	ARPA		
Debarred/Suspended:	No (screen-print on file)		
SAM Requirement:	Meets SAM Requirement		
BOC Meeting Prepared for:	February 6, 2024		

Bidder/Proposing Business	Place of Business	Evaluated Price
INDOFF	St. Louis, Missouri	\$130,568.37
Office Design Concepts GA LLC	Atlanta, Georgia	\$137,538.51
Office Images	Roswell, Georgia	\$145,280.09

***Important Price Evaluation Notes**

Cherokee County issued RFB# 2024-007 on 12/11/2023. 8 bids were received of which 3 were deemed responsive. The project is federally funded under the American Rescue Plan Act of 2021 (ARPA). Indoff, Inc. was the evaluated Responsive and Responsible low bid and is therefore recommended for award.

Other Important Considerations

This project is Federally funded via the American Rescue Plan Act of 2021 (ARPA). The lower bid did not comply with RFB 2024-007's documentation requirements.



CHEROKEE COUNTY BOARD OF COMMISSIONERS
BID OPENING TAB

Solicitation Number: 2024-007
Solicitation Name: Office Furniture, 400 East Main Street
Bid Due Date / Time: January 18, 2024 10:00 AM

Proposals Received (no particular order)

NAME	CITY/STATE	Cost
CWC	Atlanta, Georgia	\$ 60,650.64
Empire Office	Cumming, Georgia	\$ 72,403.20
Panel Systems Unlimited	Tucker, Georgia	\$ 98,415.76
Impact Office Interiors	Griffin, Georgia	\$ 112,413.00
INDOFF	St. Louis, Missouri	\$ 130,568.37
Office Design Concepts GA LLC	Atlanta, Georgia	\$ 137,538.51
Office Images	Roswell, Georgia	\$ 145,280.09
VARI Sales Corporation	Coppell, Texas	\$ 153,827.40

Required Forms:

<input checked="" type="checkbox"/>	App A - Info/Add Form		App I - Bid Bond
<input checked="" type="checkbox"/>	App B - Non-Coll Affidavit		App J - Contractor's Qual. Statement
<input checked="" type="checkbox"/>	App C - E-Verify Affidavit	<input checked="" type="checkbox"/>	COI - Certificate of Insurance
<input checked="" type="checkbox"/>	App D - References	<input checked="" type="checkbox"/>	Certifications, Licenses or Registrations
<input checked="" type="checkbox"/>	App E - Contract Acceptance Form		General Contractor's License
<input checked="" type="checkbox"/>	App F - Sus/Debar Form	<input checked="" type="checkbox"/>	Pricing Form
	App G - Contractor License Cert.	<input checked="" type="checkbox"/>	ARPA Terms, Conditions, Certifications & Representations
	App H - (Perf/Labor & Mat'l/Payment) Bonds		

Notes:

LIVE OPENING STREAMED VIA ZOOM

Opening/Reading Attendance

NAME
Brian Davis
Matt Williams
Tye Beavers

COMPANY
Cherokee County
Cherokee County
Cherokee County

SUBMISSION & PRESCREENING CHECKLIST

SOLICITATION #:	2024-007
SOLICITATION TITLE:	Office Furniture, 400 East Main Street
SOLICITATION DUE DATE:	January 18, 2024
SOLICITATION TIME DUE:	10:00 AM



No.	Consultants	Appendix A Information & Addenda Acknowledgement	Appendix B Non-Collusion	Appendix C E-Verify	Appendix D References	Appendix E CSA Acceptance	EXCEPTIONS?	Appendix F Suspension / Debarment	Evidence of / ability to provide insurance at the limits defined	Certifications, Licenses or Registrations	Pricing Sheet / Bid Form	ARPA T&C's	Previous Experience	Schedule	Warranty	Layout	Comments
	REQUIRED:	Y	Y	Y	Y	Y	Y / N	Y	Y	Y	Y	Y	Y	Y	Y	Y	
1	CWC	n	n	n	n	n	?	n	n	y	y	n	y	y	y	y	Did not provide: Appendix A - F, ARPA Terms and &Conditions, or evidence of ability to provide insurance.
2	Empire Office	y	y	y	y	y	y	y	y	y	y	y	y	y	y	y	Appendix A is missing Addendum 2 (Q&A). Appendix E exceptions to Termination for Default & Convenience. ARPA T&C's exception for termination.
3	Panel Systems Unlimited	y	y	y	y	y	n	y	n	y	y	y	y	y	y	y	Did not quote room# 111. Did not provide evidence of ability to provide insurance. Appendix C (E-Verify) unsigned but notarized and not completely filled out.
4	Impact Office Interiors	y	y	y	y	y	n	y	y	y	y	y	y	n	y	y	Did not provide lead times.
5	INDOFF	y	y	y	y	y	n	y	y	y	y	y	y	y	y	y	
6	Office Design Concepts GA LLC	y	y	y	y	y	n	y	y	y	y	y	y	y	y	y	
7	Office Images	y	y	y	y	y	n	y	y	y	y	y	y	y	y	y	
8	VARI Sales Corporation	y	y	y	y	y	n	y	n	y	y	y	y	y	y	y	Did not provide evidence of ability to provide insurance.