

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20040449

1. REQUESTED MOTION:

ACTION REQUESTED: Approve the award of project EX040385, the purchase of a mobile file system from United Business Systems at the Florida State Contract price of \$68,769.51 Also approve the expenditure of a not-to-exceed amount of \$6,500. for incidentals such as, but not limited to, overnight delivery, emergency repairs, as well as any unforeseen parts that may be necessary.

WHY ACTION IS NECESSARY: The Board must approve purchases over \$50,000.

WHAT ACTION ACCOMPLISHES: Provides mobile file system for the 2nd floor of the Justice Center POD C.

2. DEPARTMENTAL CATEGORY:

COMMISSION DISTRICT #

C2B

3. MEETING DATE:

04-27-2004

4. AGENDA:

- CONSENT**
- ADMINISTRATIVE**
- APPEALS**
- PUBLIC**
- WALK ON**
- TIME REQUIRED:**

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE**
- ORDINANCE**
- ADMIN. CODE** *AC-41*
- OTHER**

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER**
 - B. DEPARTMENT** *Public Works*
 - C. DIVISION**
- BY:** *Jim Lavender, Director*

7. BACKGROUND: On April 8, 2004 The Division of Purchasing received a request from Lee County Public Works to prepare a request to purchase a mobile file system for the Justice Center, at the prices listed in the Florida State Contract.

Funding Available: 20868230100.506410.812
 Attachments: (1) Department's Request for State Contract Purchase
 (2) Florida State Contract #420-590-02-1
 (3) United Business Systems Quote

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>4/12/04</i>	<i>4-12-04-PA</i>	<i>N/A</i>	<i>4-12-04</i>	<i>4/13/04</i>	<i>QA</i>	<i>OM</i>	<i>Risk</i>	<i>GC</i>	<i>4/12/04</i>
<i>[Signature]</i>	<i>[Signature]</i>				<i>4/14/04</i>	<i>4/14/04</i>	<i>4/15/04</i>	<i>[Signature]</i>	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED**
- DENIED**
- DEFERRED**
- OTHER**

Rec. by CoAtty
 Date: *4/13/04*
 Time: *11:50*
 Forwarded To:
Co. Admin
4/13/04

**RECEIVED BY
COUNTY ADMIN:** *[Signature]*
4/13/04
COUNTY ADMIN
FORWARDED TO:
4/15/04
[Signature]

**MEMORANDUM
FROM
THE DEPARTMENT OF
PUBLIC WORKS**

04 APR -8 AM 11:35

Date: April 7, 2004

To: Janet Sheehan
Purchasing Director

From: Bev Dearborn
Program Manager *Bev*

RE: Mobile File System for Justice Center

Please use the attached information to prepare a blue sheet to purchase a mobile file system for the Clerk of Courts Civil Division. Please use State Contract # 420-590-02-1 with United Business Systems for \$68,769.51. The furniture will be installed on the second floor of Pod C of the Justice Center.

Funds are available in account string: 20868230100.506410.812

Please let me know if you need any additional information.

As always, thank you for your assistance.

C: Betty Schuetzman

ATTACHMENT 2

Library Furniture 420-590-02-1

Effective: 2/21/02 through 2/20/05

Certification
Contract Administrator
Revisions
E-Procurement Amendment
Complete Contract

Frequently Asked Questions

Contractors

- Adapto (ProGroup, Inc.) <http://www.adapto.com/florida/contract.htm>
- Agati, Inc. <http://www.agati.com/floridacon.htm>
- BC Inventar, Inc. <http://www.libraryinteriors.com/contractsfl/bci.html>
- Blanton & Moore Company <http://www.blantonandmoore.com/florcon.htm>
- Borroughs Corporation <http://www.teamborroughs.com/florida/main1.html>
- Brodart Company <http://www.shopbrodart.com/f/florida.htm>
- Buckstaff Company <http://www.buckstaff.com/Contracts/Florida/Florida.html>
- Datum Filing Systems, Inc. http://www.datumfiling.com/State_Contract/Florida/florida.html
- Direct Line Corporation <http://www.common senseinc.com/DirectLine/flcontract.htm>
- Estey, Div. Of Tennsco <http://www.libraryinteriors.com/contractsfl/estey.html>

F.E. Hale Mfg., Inc.	http://halebookcases.com/florida
Furniture by Design	http://home.earthlink.net/~furniturebydesign/
Equipto (Aurora Equipment Co.)	http://www.equipto.com/florida.htm
Gressco Ltd. Corporation	http://www.libraryinteriors.com/contractsfl/gressco.html
Int'l Library Furniture, Inc.	http://www.internationallibrary.com/fla.htm
Jasper Chair Company, Inc.	http://www.jasperchair.com
Kardex Systems, Inc.	http://www.kardex.com/contracts/Florida
Library Bureau (Moduform, Inc.)	http://www.newton-fl.com/st_contract/contracts.htm
Library Bureau Steel (Charles Bessler Co.)	http://www.newton-fl.com/st_contract/contracts.htm
Megastar Systems (Remstar International, Inc.)	http://www.megastarsystems.com/florida
Midlands Company, Inc.	http://www.libraryinteriors.com/contractsfl/midlands.html
Montel Aetnastak, Inc.	http://www.montel.com/aetnastak.htm
Palmieri Furniture Limited	http://www.palmierifurniture.com/pages/floridacontract.html
PRIDE Enterprises	http://www.peol.com/state_library.htm
Richards-Wilcox, Inc.	http://www.timestwo.com/590J
Russell Carroll Manufacturing, Inc. (Russwood)	http://www.newton-fl.com/st_contract/contracts.htm
Spacesaver Storage Systems, Inc.	http://www.spacesaver.com/stateofflorida/default.html
TAB Products Co.	http://www.tab.com/solutions/government/florida
Tesco	http://www.tesco-ind.com/florida
Worden Company	http://www.libraryinteriors.com/contractsfl/worden.html

State of Florida Contract

Servicing Dealers

Ordering Instructions

Price Sheet

All orders should be directed to:

SPURS Vendor Number: F-591224726-008

Vendor: United Business Systems Co. Inc
Street Address: 4180 St. John's Parkway , Suite 1004
City, State, ZIP: Sanford, Florida 32771
Telephone: 407-328-0688
Toll Free No.: 800-432-6230
Ordering Fax No.: 407-328-8188

Will accept the State of Florida Purchasing Card (VISA).

Product Information: Direct Inquiry to:

Name and Title: Mark Haubenschild, VP of Sales
Address: 1450 Janesville Avenue
City, State, ZIP: Fort Atkinson, Wisconsin 53538-2798
Telephone: 920-563-0532
Toll Free No.: 800-492-3434
Fax No.: 920-563-2702
URL Home Page Address: www.spacesaver.com
E-mail Address: mhaubenschild@spacesaver.com

Servicing DealersPrice SheetOrdering Instructions**Brand Name Bid:** Spacesaver Corporation**Price List Name/Number:** Federal Supply Schedule Price List GS-28F-1003C
Period 11/11/94 – 10/31/03**Fixed Discount from List Prices/GSA Discount:****Moveable Carriages & Wide Span Shelving (SIN 711-7):****\$125 - \$124,999 48.7%**

\$125,000 - \$187,499 49.2%

\$187,500 - \$312,499 52.6%

\$312,500 - \$444,444 55.0%

Cantilever/Bookstack Shelving:

\$0 - \$4,874 49.5%

\$4,875 - \$13,374 54.2%

\$13,375 - \$23,999 56.5%

\$24,000 - MO 59.4%

4-Post and Case-Type Shelving:

\$0 - \$6,249 47.1%

\$6,250 - \$12,499 49.5%

\$12,500 - \$21,249 54.2%

\$21,250 - MO 56.5%**Optional Installation Service (SIN 711-95):**

Any dollar amount 0%

Quick Ship Programs are available for:

List any series/products available on quick ship:

Installation Costs: Optional Installation Service:

Location differences are such that individual surveys and cost estimates for these services are mandatory.

Space Planning Costs: **\$45.00 / Hour****Shipping/Delivery Costs:** Receiving and inside delivery costs based on individual end users requirements and are priced extra.

INFORMATION FOR ORDERING

- 1a. Special Item Numbers: 711-7 and 711-95.
- 1b. Lowest price model number under SIN 711-7: S1 X; Lowest unit price: \$149.00 (S1 X Modular Floor)
2. Maximum Order: \$200,000 Net - Item 711-7. The value of orders placed under Item 711-95 (Optional Installation Service) shall be excluded from the Order Limitation provisions.
3. Minimum Order: \$100.00
4. Geographic Coverage: Continental US and the District of Columbia.
5. Point of Production: Fort Atkinson, Jefferson County, Wisconsin.
6. Discounts from List Prices:

SIN 711-7			4-Post and Case	\$0 - \$6,249	47.1%
Movable Carriages	\$125 - \$124,999	48.7%	Type Shelving	\$6,250 - \$12,499	49.5%
& Wide Span Shelving	\$125,000 - \$187,499	49.2%		\$12,500 - \$21,249	54.2%
	\$187,500 - \$312,499	52.6%		\$21,250 - MO	56.5%
	\$312,500 - \$444,444	55.0%			
Cantilever/Bookstack	\$0 - \$4,874	49.5%	SIN 711-95		
Shelving	\$4,875 - \$13,374	54.2%	Optional Installation Service	Any dollar amount	0%
	\$13,375 - \$23,999	56.5%			
	\$24,000 - MO	59.4%			

7. Quantity discounts: N/A.
8. Prompt Payment Terms: 1% - 10 days, 1/2% - 15 days, Net - 30 days from receipt of invoice.
- 9a. Government Commercial credit card accepted under this contract.
- 9b. Discount for payment by Government commercial credit card: N/A.
10. Foreign Items: N/A.
11. Time of Delivery: Delivery time after receipt of orders should be anticipated as 60 days for systems and related accessories unless earlier delivery is requested and confirmed by Spacesaver.
12. F.O.B. Points: All items will be shipped F.O.B. destination, within the continental United States, from 1450 Janesville Avenue, Fort Atkinson, Wisconsin 53538.
13. Ordering Addresses: Spacesaver Storage Systems, Inc., c/o any sales office (see 22 below), 1450 Janesville Avenue, Fort Atkinson, Wisconsin 53538

14. Payment Address: ~~Spacesaver, P.O. Box 88054, Milwaukee, WI 53288-0954~~ **UBS FOR STATE CONTRACTS**
15. Warranty Provision: The contractor guarantees the equipment against defective material workmanship and performance; Lifetime Limited Warranty for all structural frames and a 5-year Limited Warranty for all equipment other than the structural frames. During the 5-year period, all parts are included at no cost, and labor is included at no cost for the first fourteen (14) months. Said guarantee to run from date of the System Acceptance signed by the using agency. All parts found defective within that period shall be replaced and any repairs or adjustments required shall be made by the contractor without cost to the Government.

Following the fourteen (14) month labor warranty period stated above, The Spacesaver Group will provide continuing service under a separate preventative maintenance agreement. Cost for such agreement available on request from the area Spacesaver Group Sales Office.

16. Export Packing Charges: Prices do not include transportation (freight) cost or export packaging from port of embarkation to any location outside of the continental United States.
17. Government Commercial Credit Card Terms: Payment accepted by I.M.P.A.C., VISA/MasterCard SmartPay Program.
18. Terms & conditions of rental, maintenance, and repair: N/A.
19. Terms and Conditions of Installation: The Net prices do not include engineering, installation*, unloading and portage or erection of systems components at customer's location. Location differences are such that individual surveys and cost estimates for these services are mandatory. The Spacesaver Group Sales Offices will perform the above services throughout the United States. Application surveys are locally available from The Spacesaver Group Sales Offices without charge. Spacesaver Sales Offices will also assist in the detail mechanics of order placement.

*The installation service option does not normally include system engineering, site preparation or modification. Thus, electrical power outlets, masonry or structural modification and relocation of existing equipment or housed materials is excluded. Furthermore, it should be assumed that there is no provision for unloading of trucks nor portage to site from the truck or from interim storage area. Should any of the above excluded services be required, the buying agency shall request a separate quotation defining the additional services they require under item 711-95. All work is conducted during normal daytime business hours, Monday through Friday.

20. Terms and conditions of repair parts: N/A.
21. List of service and distribution points: c/o Spacesaver Storage Systems, Inc., 1450 Janesville Avenue, Fort Atkinson, Wisconsin 53538.
22. List of participating dealers: c/o Spacesaver Storage Systems, Inc., 1450 Janesville Avenue, Fort Atkinson, Wisconsin 53538
23. Preventive maintenance: N/A.

702806290

01.22.20 p.m. 03-10-2004

4/6

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 / 1		
2. AMENDMENT/MODIFICATION NO. Modification # 30	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)				
6. ISSUED BY National Furniture Center (3FNOM-CO) General Services Administration, FSS Crystal Mall BLDG., #4, Room 403 Washington, DC 20406	CODE	7. ADMINISTERED BY (if other than item 6)		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, state and ZIP Code) Spacesaver Corporation 1450 Jenseville Avenue Fort Atkinson, WI 53538				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT ORDER NO. GS-28F-1003C	10B. DATED (SEE ITEM 13) 11/01/94		
CODE	FACILITY CODE						

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended, is not extended, is not required.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 6 and 18, and returning copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By express letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in point of contact, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
<input checked="" type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Federal Acquisition Regulation 1.802-1, Contracting Officer's Authority and Contractor's letter dated March 18, 2004.
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section borders, including solicitation/contract subject matter where feasible.)
 This above numbered contract awarded under FSC Group 71, Part 1 - Office Furniture is hereby modified to extend the contract an additional Three (3) months covering the period April 1, 2004, through June 30, 2004.

All discounts, terms and conditions for this three (3) month extension period remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as hereon changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Douglas J. O'Connell Contracting Officer	15B. CONTRACT/ORDER NO. GS-28F-1003C	15C. DATE SIGNED 3/15/04	15D. UNITED STATES OF AMERICA BY Helen Zivkovich (Signature of Contracting Officer)	15E. DATE SIGNED 3-18-04
NUN 750-01-182-8078 PREVIOUS EDITION UNUSABLE		30-105	STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR 101-11.63.2.3	



19637 Woodfield Circle, North Fort Myers, Florida 33917 • 239-567-2587 • FAX 239-567-2587

April 12, 2004

Ms. Betty Scheutzman
Capital Projects Construction Manager
Lee County Division of Construction & Design
1500 Monroe Street
Fort Myers, FL 33902

Dear Betty:

Re: POD 'C' File Room
Lee County Clerk of Courts, Civil Division

With the establishment of parameters of floor space to be provided for this file room, which is set at 39'-0" in length and 24'-0" in depth, we are now in a position to provide the specifications and price for the high density mobile file system to be supplied and installed in this area.

Our Design #: 160243A, Revision 1

To consist of:

One double faced mobile unit, mechanically assisted for ease of movement, 92" high x 24" deep (12" deep each face) x 24'-0" long in 6 sections 3'-6" and 1 section 3'-0" long. Each section fitted with 7 shelf openings in the height, plus a top. This unit designated for letter size files.

Page Two

Four double faced mobile units, mechanically assisted for ease of movement, 92" high x 24" deep overall, each faced equipped with 3" bumper extensions to facilitate the housing of legal size files. Each unit will be 23'-6" long in 5 sections 3'-6" long and 2 sections 3'-0" long. Each section fitted with 7 shelf openings, plus a top.

Four double faced mobile units, similar to above specifications, except units are 24'-0" long in 6 sections 3'-6" and 1 section 3'-0" long. Each section fitted with 7 shelf openings, plus a top. Made for legal size files.

One double faced fixed unit 92" high x 24" deep overall with 3" bumper extension to facilitate housing of legal size files. The unit to be 24'-0" long in 6 sections 3'-6" long and 1 section 3'-0" long, each section fitted with 7 shelf openings, plus top.

One single faced fixed unit 92" high x 12" deep with 3" bumper extensions to facilitate housing of legal size files. The unit to be 24'-0" long in 6 sections 3'-6" long and 1 section 3'-0" long, each section fitted as before.

One double faced fixed unit, generally as described before, except the unit is 23'-6" long in 5 sections 3'-6" long and 2 sections 3'-0" long, all 92" high and fitted with 7 shelf openings, plus a top.

An unfinished laminated plywood deck and ramp system fitted under all mobile units, ready for carpeting by others.

Exposed ends of all units fitted with plastic laminated end panels, color to match the file system in POD 'B'.

Shelving color of all units to be the same as the file system in POD 'B'.

Also included are a total of 743 file dividers called for by Civil Division management.

Your Investment

Based on state contract, our price is as follows:

State Contract #:420-590-02-1, located in the system under Spacesaver Storage Systems, Inc./United Business Systems.

Page Three

Mobile component list price	\$54,027.75	
Less 48.7%	<u>26,311.51</u>	\$27,716.24
Shelving component list price	38,275.65	
Less 56.5%	<u>21,625.74</u>	<u>16,649.91</u>
Total net price delivered		44,366.15

Services

Receiving all equipment		
Unloading		
Inside delivery		
Staging in area		
Full and complete installation		
to meet design plan		
Removing all packaging and pallets	24,258.36	
Design Fee - 3.22 hours @ \$45.00	<u>145.00</u>	<u>\$24,403.36</u>
Total Project Cost		\$68,769.51

With regard to floor load considerations, due to the reduced floor space allocated for the system as now specified, the weight factor is reduced. The current figures are as follows:

Equipment weight	27,476.7 lbs.
Estimated legal file weight, based on 31.1 lbs. per foot on 3,321.5 feet of shelving	103,298.65 lbs.
Estimated letter size file weight, based on 28.14 lbs. per foot on 319.66 feet of shelving	<u>8,995.23 lbs.</u>
Total equipment and file weight at full load	139,770.58 lbs.

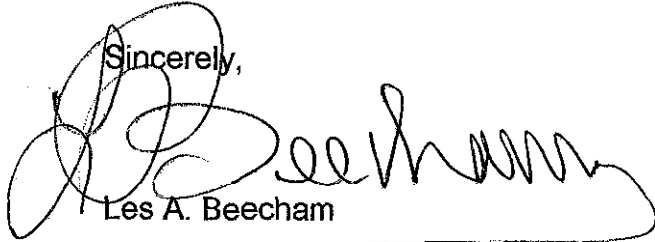
This compares with 150,839.12 lbs., based on the earlier design.

Page Four

Conclusion

This completes our submission for this project. Should you have any comments or questions, please do not hesitate to let us know so that any issue can be addressed.

Sincerely,

A handwritten signature in black ink, appearing to read "Les A. Beecham". The signature is written in a cursive style with a large, looping initial "L".

Les A. Beecham

Project #: 1600243

MEMORANDUM
FROM
THE DIVISION OF PURCHASING

DATE: April 12, 2004

TO: JIM LAVENDER
PUBLIC WORKS DIRECTOR

Janet Sheehan
FROM: JANET SHEEHAN, CPPB
PURCHASING DIRECTOR

RE: BLUE SHEET # 20040449

PROJECT: Mobile File System

TYPE: State Contract Purchase

AWARDED TO: United Business Systems

Attn. Mr. Lavender— When you have finished your review of this package, please forward it Kristie Kroslack in the County Attorney's Office.

If there are any questions or concerns with this package, please contact Patti Armbruster at 344-5450.