

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Council Members

FROM/PHONE: Donald DiPetrillo, Fire Chief/EMC, 797-1213
Prepared by Frank Suriano, Assistant Chief, 797-1843

SUBJECT: Resolution

AFFECTED DISTRICT: All Districts

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE PURCHASE AND INSTALLATION OF INTERIOR OFFICE, WORKSTATIONS, AND TRAINING ROOM FURNITURE AND THE MOVING OF EXISTING FURNITURE FOR THE PUBLIC WORKS/FIRE ADMINISTRATIVE BUILDING FROM WORKSCAPES SOUTH, LLC. UTILIZING THE STATE OF FLORIDA CONTRACT NO. 425-001-06-1.

REPORT IN BRIEF: The Town Council approved the bid by Double E Contracting, Inc. for construction of the new Public Works/Fire Administration Building by Resolution R-2005-094. The building is scheduled for completion in August 2006. Workscapes South, LLC provided a quote for the purchase of interior office, workstations, and training room furniture to be consistent with the brand, style and make of existing furniture. To keep the warranty from being voided on our existing furniture, Workscapes will disassemble, move, and reassemble all furniture in the new Public Works/Fire Administration Building. The expected delivery of furnishings is approximately 8 weeks from the time a purchase order is received. The bid is to furnish 7 offices, 4 workstations, 1 conference room, 2 training rooms, 1 computer lab, 3 offices of misc. additions and move 3 offices and 8 workstations. The Fire Rescue Department staff recommends the purchase of furnishings from Workscapes South, LLC in the amount of \$99, 888.80.

PREVIOUS ACTIONS: Resolution 2005-094.

CONCURRENCES: The Procurement Manager concurs with this recommendation.

FISCAL IMPACT: Yes

Has request been budgeted? Yes

If yes, expected cost: \$ 99, 888.80

Account Name: Fire Impact Fee Expenses Account No. 001-0620-522-6461

If no, amount needed: n/a

What account will funds be appropriated from: n/a

RECOMMENDATION(S): Motion to approve the resolution to purchase and install interior office, workstations, and training room furniture and move existing furniture for the new public works/fire administrative building from Workscapes South, LLC piggybacking the State of Florida Contract No. 425-001-06-1.

Attachment(s): Resolution
Procurement Authorizations/Bid Sheets/Piggyback Bid Checklist

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE PURCHASE AND INSTALLATION OF INTERIOR OFFICE, WORKSTATIONS, AND TRAINING ROOM FURNITURE AND THE MOVING OF EXISTING FURNITURE FOR THE PUBLIC WORKS/FIRE ADMINISTRATIVE BUILDING FROM WORKSCAPES SOUTH, LLC. UTILIZING THE STATE OF FLORIDA CONTRACT NO. 425-001-06-1.

WHEREAS, the Town of Davie Fire Rescue Administration is in need of interior office, workstations, and training room furniture for the Public Works/Fire Administrative Building; and

WHEREAS, Workscapes South, LLC is providing this furniture utilizing the State of Florida Contract No. 425-001-06-1; and

WHEREAS, after review, the Town Council wishes to purchase and have installed interior office, workstations, and training room furniture and move existing furniture for the Public Works/Fire Administrative Building.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Town Council of the Town of Davie hereby accepts the purchase and installation of interior office, workstations, and training room furniture and the moving of existing furniture for the Public Works/Fire Administrative Building from Workscapes South, LLC in the amount of \$99, 888.80.

SECTION 2. The Town Council authorizes the allocation to and expenditure from the Fire Rescue Departments - Fire Impact Fee Expenses Account No. 001-0620-522-6461.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006.

MAYOR/COUNCIL MEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006.

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
030-3004-522-64-09	Capital Outlay / Fire Station Furniture	\$99, 888.80

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
 Piggyback on Contract Number 425-001-06-1
 Sole Source
 Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed 
 Department Head

Have Funds been Reserved _____

Date _____ Signed _____

Signed _____
 Town Administrator

VENDOR	<u>BIDS SUBMITTED</u>	COST
Workscapes South, LLC		\$ 99, 888.80

Signed _____
 Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

Vendor	Cost
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Form **W-9**
(Rev. November 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)
Workscapes South LLC

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other LLC Exempt from backup withholding

Address (number, street, and apt. or suite no.)
632 S. Federal Hwy

City, state, and ZIP code
Fort Lauderdale, FL 33301

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social Security number
| | + | + | | |

or

Employer identification number
59+36181813613

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person [Signature] Date 8/17/02

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Town of Davie Vendor/Bidder Disclosure

I, Jennifer Moran being first duly sworn state that:
The full legal name and business address of the person(s) or entity contracting with the
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: Workscapes South, LLC
Address: 632 S. Federal Hwy
Ft. Lauderdale, FL 33301
FEIN 59-3688363
State and date of incorporation 1.1.01

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Names, Addresses, and Titles of Individual Who Will Lobby:

Full Legal Name	Address	Ownership
<u>Elizabeth Norak</u>	<u>1040 arlington st. Orlando, FL 32805</u>	<u>100</u> %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %



2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

By: J.P.M.
Signature of Affiant

Date: 8/17/06

Jennifer R. Moran
Print Name

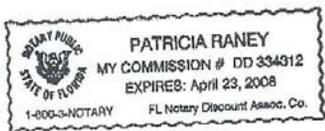
SUBSCRIBED AND SWORN TO or affirmed before me this 17 day of August 2006, by Jennifer Moran, he/she is personally known to me or has presented drivers license as identification.

Patricia Raney
Notary Public, State of Florida at Large

PATRICIA RANEY
Print or Stamp of Notary

DD 334312
Serial Number

My Commission Expires: 4-23-08



PIGGYBACK BID CHECKLIST

Completed by

1. Piggyback of bid awarded by - Knoll, Inc., East Greenville, PA
 - Kimball Office/National, Jasper, IN
 - The HON Company, Muscatine, IA
Contract No. 425-001-06-1

B

2. Date of award March 2, 2006

B

3. Date of expiration March 1, 2010

B

4. Date of last renewal March 2, 2006

B

5. Copy of bid award attached YES NO

B

6. Requested item same as awarded item YES NO

B

7. Approved Procurement Authorization attached YES NO

B

8. Justification To furnish the new public works/fire administrative building

B

9. Benefit to the Town

B

“Florida’s purchasing power allows the Division of State Purchasing to deliver the best value in goods and services for state agencies and local governments. The Division strives to develop and implement sound procurement practices throughout the state and is dedicated to building strong relationships with all state agencies, local governments, and vendors. The Division promotes fair and open competition in the state's procurement process and provides professional leadership and guidance in understanding and using the best resources available.”

10. Contact information sheet attached YES NO

B



DEPARTMENT OF MANAGEMENT
SERVICES

"We serve those who
serve Florida"

JEB BUSH
Governor

Tom Lewis, Jr.
Secretary

MyFlorida.com



Division of State Purchasing
4050 Esplanade Way
Suite 360
Tallahassee, Florida
32399-0950

Telephone:
850-488-8440

Fax:
850-414-6122

Internet:
www.MyFlorida.com

CERTIFICATION OF CONTRACT

TITLE: Office Furniture & Files

CONTRACT NO.: 425-001-06-1

ITB NO.: 07-425-001-F

EFFECTIVE: March 2, 2006 through March 1, 2010

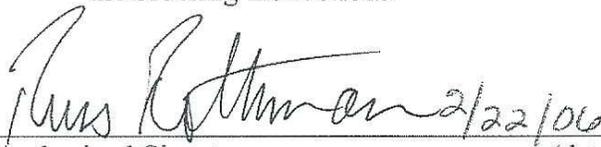
SUPERSEDES: 425-001-01-1

CONTRACTOR(S): See Attached List

- A. AUTHORITY - Upon affirmative action taken by the State of Florida Department of Management Services, a contract has been executed between the State of Florida and the designated contractors.
- B. EFFECT - This contract was entered into to provide economies in the purchase of Office Furniture & Files by all State of Florida agencies and institutions. Therefore, in compliance with Section 287.042, Florida Statutes, all purchases of these commodities shall be made under the terms, prices, and conditions of this contract and with the suppliers specified.
- C. ORDERING INSTRUCTIONS - All purchase orders shall be issued in accordance with the attached ordering instructions. Purchaser shall order at the prices indicated, exclusive of all Federal, State and local taxes.

All contract purchase orders shall show the State Purchasing contract number, product number, quantity, description of item, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)

- D. CONTRACTOR PERFORMANCE - Agencies shall report any vendor failure to perform according to the requirements of this contract on Complaint to Vendor, form PUR 7017. Should the vendor fail to correct the problem within a prescribed period of time, then form PUR 7029, Request for Assistance, is to be filed with this office.
- E. SPECIAL AND GENERAL CONDITIONS - Special and general conditions are enclosed for your information. Any restrictions accepted from the supplier are noted on the ordering instructions.


Authorized Signature 2/22/06
(date)

BW/meb

Attachments

Contractors Awarded:

Affordable Interior Systems, Hudson, MA (A)
Allseating Corporation, Mississauga, Ontario, CANADA (A)
Allsteel, Inc., Muscatine, IA (A)
Artopex, Plus, Inc., Granby, Quebec, CANADA (A)
Atlantic Datafurniture Product (Design Options) Tampa,FL (A)
Cabot Wrenn, Hickory, NC (A)
Canadian Atlas Furniture, Mississauga, Ontario, Canada (A)
Cramer, Inc., North Kansas City, MO (A)
Dauphin, Boonton, NJ (A)
David Edward Company, Ltd. Inc., Baltimore, MD (A)
Davis Furniture, High Point, NC (A)
DMI Office Furniture, Louisville, KY (A)
ESI Ergonomic Solutions, LLC, Mesa, AZ (R)
Falcon Products, St. Louis, MO (A)
Flex-Y-Plan Industries, Inc., Fairview, PA (B)
Great Openings, Ludington, MI (A)
Groupe Lacasse, LLC, St. Pie, Quebec CANADA (A)
The Gunlocke Company LLC, Wayland, NY (A)
Harter, Middlebury, IN (A)
Haworth, Inc., Holland, MI (A)
Herman Miller, Inc., Zeeland, MI (A)
High Point Furniture Industries, Inc., High Point, NC (A)
Highmark, Huntington Beach, CA (A)
The HON Company, Muscatine, IA (A)
Humanscale Corporation, Piscataway, NJ (A)
Indiana Furniture DBA Indiana Desk, , Jasper, IN (A)
Jasper Seating, Jasper, IN (A)
Jofco, Inc., Jasper, IN (A)
Kimball Office/National, Jasper, IN (A)
Knoll, Inc., East Greenville, PA (A)
Krueger, Int., Inc. (KI), Green Bay, WI (A)
La-Z-Boy, Ferdinand, IN (A)
Magnuson Group Inc., Woodridge, IL (A)
Maxon Furniture, Kent, WA (A)
Mayline Company, Sheboygan, WI(A)
Miller Office Furniture, High Point, NC (A)
Neutral Posture, Inc., Bryan , TX (A)
Nova Solutions, Inc., Effingham, IL (A)
Nowseating Corporation, Mississauga, Ontario, CANADA (A)
Nucraft Furntiure, Comstock, Park, MI (A)
OFS Sales Corporation, , Huntingburg, IN (A)
Paoli, Inc., Orleans, IN (A)
Patrician Furniture Co., High Point, NC (C)
Rosemount Office Systems LLC., Lakeville, MN (B)
Source International, , Shrewsbury, MA (A)
Standard Desk, Laval, Quebec, CANADA (A)
Steelcase, Inc., Grand Rapids, MI (A)
Teknion, LLC, Mount Laurel, NJ (A)
Trinity Furniture, Trinity, NC (A)
Vecta, Grand Prairie, TX (A)
Versteel, Jasper, IN (A)
Viking Acoustical Corp., Lakeville, MN (A)
Wright Line, LLC, Worcester, MA (A)
Zoom Seating, Middlebury, IN