
Memorandum

To: Warren Hutmacher, City Manager
City of Dunwoody

From: Joe Wheeler, Sr. Project Manager
Boyken International

Cc: Don Boyken, CEO
Boyken International
Barry Stein, Director of Atlanta Operations
Boyken International

Date: March 19, 2009

Re: City of Dunwoody City Hall Build-out
Dunwoody, GA
Phase 2 - Furniture Procurement

Warren,

The purpose of this memorandum is to inform you of the submissions of bids for the procurement and installation of furniture for the remaining phases of the City of Dunwoody City Hall and Police Station build-out.

We recommend that DeKalb Office Environments be awarded the bid. DeKalb Office Environments was the most responsive bidder and has submitted the most complete and detailed bid. DeKalb is also the lowest bidder after all necessary adjustments are made. Awarding the contract to DeKalb will also provide continuity throughout your space as they were the successful bidder on phase 1.

The scope of this work consists of procuring and installing furniture for all of City Hall on the second floor and the remainder of the Police Station on the first floor. This scope was developed by the interior designer, Sherry Friedenborg of Gardner, Spencer, Smith, Tench & Jarbeau, with input from Boyken International and various staff members of the City of Dunwoody. The exact quantity and lay out of all furniture was drawn to scale and is reflected in the current construction documents.

Ms. Friedenburg coordinated with potential bidders and submitted floor plans and instructions to each bidder. As new information came in and changes were made, she would distribute this information to all bidders. The vendors who submitted bids were Office Images, DeKalb Office Environments, and Business Environments.

All final bids were received on Wednesday, March 18th. Boyken has worked closely with Ms. Friedenburg to qualify each bid to ensure that each bidder was submitting the proper quantity and quality of product. Through this process it was discovered that that all three bids were not identical in quantity and quality of product. In order to properly compare each bid adjustments were made to certain bids to ensure an accurate comparison of pricing.

Two main discrepancies were found in the analysis of the bid and they are as follow;

1. Office Images specified new furniture in areas where existing is to be reused
2. Office Images and Business Environments specified new filing cabinets in areas where used cabinets were to be used.

The following table provides a complete summary of the bids and their associated adjustments:

Office Images

Description	Detail	Amount
Base Bid		\$238,925.39
Adjustments	Delete Credit for Complete Project	\$7,500.00
	Remove Files	(\$29,447.64)
	Remove Furniture That Is To Be Reused	(\$33,164.77)
	Add Table in Break Room	\$253.33
Total Adjusted Price		\$184,064.31

Business Environments

Base Bid		\$234,034.14
Adjustments	Remove Files	(\$28,293.24)
Total Adjusted Price		\$205,740.90

DeKalb Office Environments

Base Bid		\$147,808.13
No Adjustments Necessary		

DeKalb Office Environments is specifying Steelcase furniture. Office Images is specifying Hayworth furniture. Hayworth is of similar quality and durability as Steelcase. Business Environments is specifying AIS furniture. According to the project interior designer, AIS is not as high quality or durability as Hayworth or Steelcase. While AIS may be suitable for some office environments, this furniture is not recommended in city government and particularly law enforcement environments.

Should you have any questions, please feel free to contact us.