

Purchasing Notes

EVENT # 8879	TITLE: Modular Walls for Human Services Department	COST: \$6,413.00
TYPE OF PROCUREMENT: Contract Modification	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) N/A		
N/A		
MATRIX (IF APPLICABLE) N/A		

NOTES

Recommend approval of Contract Modification No. 1 for Modular Walls for the Human Services Department with National Office Systems in the amount of \$6,413.00.

The Coastal Georgia Center (CGC) located at 305 Fahm Street is being made ready to receive the relocation of the Human Services Department as they vacate the Savannah Morning News building (1375 Chatham Parkway). The Human Services Department will be moving into a former conference room and two other rooms formerly occupied by other City staff who were recently relocated to the Adams Municipal Complex on Gwinnett Street. Modular DIRT walls were procured in the amount of \$24,405.32 to create three offices for supervisors of the Human Services Department at the CGC. Human Services staff has requested one additional wall system be procured to create a private office for the Assistant Human Services Director. This additional wall system costs \$6,413.00. Because the total procurement of the modular walls from National Office now totals more than \$25,000, the additional purchase is being submitted to City Council for approval. The purchase is a Sole Source as National Office Systems is the exclusive sales representative of the DIRT modular wall system in the region, and DIRT walls are being procured to match other modular walls in the facility to create a cohesive and seamless appearance.

Recommend approval of Contract Modification No. 1 for Modular Walls for Human Services with National Office Systems in the amount of \$6,413.00.

(B) Indicates a local, non-DBE owned business.