



HAYWOOD COUNTY BOARD OF COMMISSIONERS

AGENDA REQUEST

***Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: September 27, 2011

FROM: **Dale Burris, Director of Facilities and Maintenance**

MEETING DATE REQUESTED: October 3, 2011

*Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm*

SUBJECT: DSS \ Health \ Building and Environmental Services Furniture Notice of Award and Contract Approval

REQUEST: Award Furniture Bid Project, approve AIA Document A151-2007 Contract and approve Notice to Proceed for Professional Business Interiors of Asheville based on negotiated contract amount and to allow continuation of negotiations for existing furnishings.

BACKGROUND: Haywood County Board of County Commissioners approved to enter into negotiations with Professional Business Interiors of Asheville at the regularly scheduled meeting on September 19, 2011. Haywood County staff, Padgett & Freeman Architects and Professional Business Interiors had two negotiation meetings on September 20th & 23rd to negotiate the furniture budget without comprising quality.

IMPLEMENTATION PLAN: Approve {Notice of Award}, {Furniture Contract} and {Notice to Proceed} within the budget perimeters, also allow Haywood County staff to re-visit the existing facilities and continue existing furniture relocation cost impact

FINANCIAL IMPACT STATEMENT: Approve funding from the Adaptive Renovation Project Furniture portion in the amount of \$452,667.21

SUPPORTING ATTACHMENTS: YES NO HOW MANY? 24

LIST: Notice of Award (1 page), AIA Document A151-2007 (6 pages), Bid Tabulation (Attachment "A") including original Form of Proposal (6 pages), Negotiations (Attachment "B") dated September 20th & 23rd 2011 (3 pages), Negotiated Form of Proposal (Attachment "C") dated September 26, 2011 (2 pages), Certificate of Liability Insurance (Attachment "D") (1 page), Performance Bond (2 pages), Payment Bond (2 pages) and Notice of Proceed (1)

If yes, one ORIGINAL ATTACHMENT, and 14 copies, copied front and back side of pages, stapled and three-hole punched must accompany the agenda request

PowerPoint Presentation: YES _____ NO X _____

PERSON MAKING PRESENTATION AT MEETING: Dale Burris

TITLE: Director of Facilities and Maintenance

PHONE NUMBER: 452-6651

E-MAIL: dburris@haywoodnc.net

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): 9/28/11

County Manager / Clerk to the Board Comments: _____

In an effort to save paper, attachments should be copied on both front and back sides.

NOTICE OF AWARD

TO: **Professional Business Interiors, Inc.**
123 Sweeten Creek Road, Suite A
Asheville, NC 28803
Phone: (828) 277-7001

PROJECT Description: **Furnishings Procurement Contract for Haywood County Department of Social Services and Department of Health Services located at 157 Paragon Parkway, Waynesville, NC 28786.**

The OWNER has considered the BID submitted by you for the above described WORK in response to its re-Advertisement for Bids dated **August 29, 2011**, and Information for Bidders.

You are hereby notified that your negotiated BID has been accepted for items in the amount of

\$452,667.21.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this **Third (3rd)** day of **October, 2011**.

Haywood County

Owner

By: _____
Mark Swanger

Title: **Chairman of the Haywood County Board of Commissioners**

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by **Professional Business Interiors, Inc.** this the **Third (3rd)** day day of **October, 2011**.

By: _____
Daren Pinkerton

Title: **Vice-President of Sales**

