



## **NOTICE AND AGENDA**

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**Board of Commissioners  
Special Meeting  
Tuesday, July 21, 2020**



### **NOTICE**

The Housing Authority of the City of Spartanburg will hold a special meeting of the Board of Commissioners at 4:00 P.M. on Tuesday, July 21, 2020. The meeting will be held via conference call.

Conference Dial-In Number: 1-929-205-6099; Meeting ID: 864 1695 4218; Password: 131716.

Link to meeting, if using a computer:

<https://us02web.zoom.us/j/86416954218?pwd=QzhBR1B6azl2bmhPOWpubitKakQ2QT09>

### **AGENDA**

#### **CALL MEETING TO ORDER**

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**I. Moment of Silence**

**II. Roll Call**

**III. Approval of Agenda**.....2

**IV. Commissioner Comments**

**V. Public/Staff Comments**

**VI. Action Items and Resolutions**

A. 2020-20 Approval of New Office Furniture Services Contract.....3

**VII. Adjournment**



**Action Item & Resolution  
2020-20**

**Approval of the New Office  
Furniture  
Services Contract**

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**Board of Commissioners  
Special Meeting  
Tuesday, July 21, 2020**

**July 21, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the New Office Furniture Services Contract  
Resolution 2020-20**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-20, approving the CEO to award a contract for New Office Furniture services to Young Office, in the amount not to exceed \$ 225,164.78.

**CONTACT PERSON:**

Nathan Bragg  
Procurement and Special Project Representative  
864-598-6035

**BACKGROUND:**

Spartanburg Housing Authority's (SHA) current central office lease agreement at 2271 S. Pine Street lease agreement will expire December 31, 2020. The relocation is a priority for SHA to establish a location that will serve the future needs of the agency and the families we serve. SHA will properly dispose of existing office furniture which will not be utilized for further use in the upcoming office relocation.

**SUMMARY:**

A new central office is presently being renovated at the Old Star Mill at 170 Arch Street in Spartanburg. This new facility boasts of a brand-new office layout with office furniture to be installed through a professional office furniture vendor. Specifications were developed by SHLTR Architects. The Request for Proposals 2020-001 for New Office Furniture Services was published on April 28<sup>th</sup>. SHA received four proposals on June 2, 2020.

Proposals were submitted by the following companies: Wilcox Furniture Mart, F3 Concepts, Young Office, and PMC/Haworth. An evaluation was conducted of all proposals and a selection was made based on the proposal that best met SHA's goals. The Agency was seeking an office furniture vendor who could provide the requested goods and services to include installation of glass walls and demonstrate they have the capacity to assist with design placement of furniture at a reasonable cost. In addition, the vendor must provide instructional support and rectify any problem and demonstrate they have strong manufacturer & installation warranty with a quick response time in the event of product failure.

It is recommended that we award a contract to Young Office to provide office furniture services.


Company	Final Proposed Amount
F3 Concepts	\$264,584.59
Young Office	\$225,164.78
PMC/Haworth	\$246,235.41

**FINANCIAL CONSIDERATIONS:**

SHA has budgeted the capital expenditures as office improvement cost.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval as it exceeds the limits small purchase threshold of \$60,000.

Respectfully Submitted,   
Nathan E. Bragg, Procurement and Special Projects Representative  
The Housing Authority of the City of Spartanburg

**RESOLUTION NO. 2020-20**

**ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE SPARTANBURG HOUSING AUTHORITY**

**July 21, 2020**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF  
THE SPARTANBURG HOUSING AUTHORITY**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-20, approving the CEO to award a contract for New Office Furniture services to Young Office, in the amount not to exceed \$ 225,164.78.

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Matthew Myers, Chairman

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2020-20

DATE ADOPTED: July 21, 2020