



## REQUEST FOR BOARD ACTION

ITEM NO. 9c.

**DATE OF MEETING:** October 3, 2011

**REQUESTED BY:** Carolyn Moser, Health Director, Health Department

**SHORT TITLE:** Resolution Authorizing a Purchase Order to DRS Business Systems, Inc. for 20 Medical Chart File Cabinets in the Amount of \$27,719.

**BACKGROUND:** The Health Department desires to replace the Medical Chart File Cabinets with double sided rotary action file cabinets that hold twice the medical charts. Space for additional medical record storage is minimal at best. The current filing system has an open access arrangement however, access is limited to one medical records clerk at a time. The new cabinets will meet HIPPA requirements and can be locked. Funding is available within the health department budget, and will be shared among several program budgets.

The Health Department received quotes from Medical Arts Press in the amount of \$33,306; Smart Practice in the amount of \$32,000; and DRS Business Systems, Inc in the amount of \$27,719. The Health Department recommends purchasing the filing cabinets from DRS Business Systems, which has the lowest quote.

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing a purchase order to DRS Business Systems, Inc. in the amount of \$27,719 for 20 Medical Chart File Cabinets

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

  
\_\_\_\_\_  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the Board hereby authorizes a purchase order to DRS Business Systems, Inc in the amount of \$27,719 for 20 Medical Chart File Cabinets. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

Account # 900051-407100	Other Equipment	\$3,465
Account # 900052-407100	Other Equipment	\$3,464
Account # 900053-407100	Other Equipment	\$3,465
Account # 900057-407100	Other Equipment	\$3,465
Account # 900058-407100	Other Equipment	\$3,465
Account # 900060-407100	Other Equipment	\$3,465
Account # 900061-407100	Other Equipment	\$3,465
Account # 900076-407100	Other Equipment	<u>\$3,465</u>
	<b>Total</b>	<b>\$27,719</b>

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman      Date

\_\_\_\_\_  
ATTEST      Date

# Quotation



**Dealer**  
 100585  
 PRS Business Systems  
 Marty Berliner

**EZ2: Option A**  
**D0016366SAF**  
 9.13.11

**Customer**  
 SHIP TO: 28425

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 Dealer/Rep: Datum Filing Systems  
 Prepared By: SAF  
 Drawing Number: D0016366SAF

Qty	Model No.	Description	List	Discount	Ext. List
<b>EZ2</b>					
20	XLT-S8	EZ2 ROTARY ACTION FILE, STARTER, LETTER, 8"H	3,175.00	0.00%	63,500.00
<b>DESIGN</b>					
1	GSA DESIGN	GOVERNMENT DESIGN FEE (LIST) HOURLY RATE	100.00	0.00%	100.00

GSA Contract #GS-28F-1040C  
 SIN 711-2, 711-3, 711-7, 711-11  
 \$227.00 - \$45,454.00 LIST = 56% discount  
 \$45,455.00 - \$180,723.00 = 58.5% discount  
 \$180,724.00 - \$1,219,512.00 = 59% discount  
 SIN 711-94, Design Services (if used, \$75.00 per hour)  
 SIN 711-95, Installation Services  
 Contract Expiration: 10/31/2013  
 FOB Origin (Prepay and Add) Dock to Dock  
 Time of Delivery: 30-60 DAYS ARO  
 Installation is not included  
 Datum is a Small Business  
 Order MUST be made out to Datum Filing Systems, 89 Church Road, Box 355, Emigsville, PA 17318

Quote Valid for 90 days from Date Listed

TOTAL SYSTEM WEIGHT EXCLUDING MEDIA _____	9,380
TOTAL LINEAL FILING INCHES _____	7680"
Estimated Media Weight _____	15,360
Estimated Total Weight (Pounds) _____	24,740

Mtrl Price _____	63,600.00
Discount _____	58.50%
Estimated Freight _____	1,325.00
Other Costs _____	0.00
Tax _____	0.00
Sell Price _____	\$27,719.00

**\*\* FREIGHT QUOTED AS (1) TRUCKLOAD \*\***

**Estimated Freight:**  
 Estimated Freight on this proposal is based on Dock to Dock Delivery  
 Additional services are available and may be subject to added charges.  
 Please consult a Datum Sales Representative with your specific requirements.

\*\*\*\*Thank you for allowing us to quote\*\*\*\*  
 Paint and Laminate/Melamine colors must be specified on order prior to order entry.