



## REQUEST FOR BOARD ACTION

ITEM NO. 9.

**DATE OF MEETING:** March 18, 2013

**REQUESTED BY:** Mike Taylor, Library Director/Claiburn B. Watson, Finance Officer

**SHORT TITLE:** Resolution Authorizing Contract and Purchase Order to Carolina Furnishings + Design for York House: \$20,396.65

**BACKGROUND:** Shelving and basic furnishings for the William Dallas Herring Regional Heritage Collection to be installed in the York House are needed. Funding is available within the project budget for this purpose.

The library solicited pricing through an informal RFP to commercial firms with experience in providing shelving and furnishings to libraries. Pricing was solicited for standard adjustable library steel shelving, oak study tables, chairs, map case, and a custom cabinet designed to secure personal items of volunteers and visitors. Quotes were received from five firms. There was a spread of about \$11,000 between the low and high quote. Further negotiations were conducted with the three firms with the lowest quotes. Despite a 5% reduction from one of these firms, the rankings remained the same. There was a spread of about \$2,500 between the three lowest quotes.

The lowest bidder, Carolina Furnishings + Design from West End, NC is the recommended vendor for this purchase. References from previous libraries were checked, particularly ones with shelving installations in historic facilities with wooden floors. Responses were all favorable. Pender County also has experience in working with one of the partners in this firm David Criscoe, when he worked with a different company. He oversaw the installation of furnishings in the libraries in Burgaw and in Hampstead. Mr. Criscoe would also personally oversee installation in the York House. Delivery and installation can occur four to six weeks after the order is authorized.

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing an order with Carolina Furnishings + Design and issuance of a Purchase Order in the amount of \$20,396.65.

**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 Carolina Furnishings + Design in the amount of \$20,396.65 including tax for the renovation of the York House (\$19,106.56 without tax). The Chairman/County Manager is authorized to execute any/all agreements necessary to implement the resolution.

60-407400, Project 6090      York House Renovation – Capital Outlay      \$20,396.65

**AMENDMENTS:**

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

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

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

\_\_\_\_\_  
George R. Brown, Chairman      3-18-2013  
Date

\_\_\_\_\_  
ATTEST      3/18/13  
Date



## PENDER COUNTY PUBLIC LIBRARIES

**Central Library:**  
Michael Y Taylor, Director

PO BOX 879, 103 SOUTH COWAN STREET  
BURGAW, NC 28425  
PHONE: 910-259-1234 FAX: 910-259-0506

**Hampstead Branch:**  
Marsha Dees, Mgr.

75 LIBRARY DRIVE  
HAMPSTEAD, NC 28443  
PHONE: 910-270-4603 FAX 910-270-5015

TO: Dr. Mickey Duvall, County Manager  
Claiburn B. Watson, Finance Officer  
FROM: Mike Taylor, Library Director  
DATE: February 27, 2013  
RE: Informal Price Quotes for York House Shelving/Furnishings

Below are the tabulations of the informal bidding process after negotiations. The prices reflect product costs before applicable taxes.

I am recommending Carolina Furnishings + Design from West End, NC which provided the lowest price quoted. I am confident of the quality of the products. This is the major equipment purchase, although there will be some additional much smaller purchases from other vendors or possibly even this vendor as well.

Five vendors provided quotes from the RFP specifications. All were from in-state and have experience in library installations. I further negotiated with the three firms offering the lowest prices and achieved more savings. One knocked another 5% off, but the rankings stayed the same.

\$19,106.56	Carolina Furnishings + Design, West End, NC	Contact: David Criscoe
\$20,330.37	CBA/Charlotte.	Contact: Tom Broke
\$21,644.55	Interior Systems, West End, NC.	Contact: Mark Goudy
\$29,028.00	Culver Rufus Dale dba RDS, Canton, NC	
\$29,535.00	Big Sky Design, Wilmington, NC.	Contact: Jennifer Kraner

I checked references of library customers Carolina Furnishings + Design has worked for. I have particularly talked with several of the NC public library customers where installations were done in historic buildings similar to the York House. I heard reaffirming recommendations on the firm from all.

The county also has library business experience with a partner of the firm, David Criscoe, when he worked for Interior Systems which was awarded the contract for the current facility here in Burgaw when built in 1991. David would personally be overseeing the installation of the shelving, tables, chairs, cabinet, and files in the York House. He has made two site visits personally and another staff member has visited twice as well.

Therefore, I recommend Carolina Furnishings + Design for this major purchase of shelving and furniture.