



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

|   |   |
|---|---|
| DATE:   | October 1, 2024                                   |
| CONTRACT COMMODITY/SERVICE:<br><i>(include contracting entity if cooperative)</i> | Office Furniture                                  |
| CONTRACT NUMBER:  | 2406F   |
| COMMODITY CODE:   | 425.48  |
| CONTRACT PERIOD:  | October 1, 2024 through September 30, 2025        |
| RENEWAL OPTIONS:  | 2 remaining one-year renewal periods through 2027 |
| USER DEPARTMENT:  | All County  |
| Contact Name:   | Kennedy Venaglia                                  |
| Phone Number:   | 804-652-3640                                      |
| Email Address:  | kwvenaglia@henrico.k12.va.us                      |
| HENRICO COOPERATIVE TERMS INCLUDED:   | Yes   |
| SUPPLIER: Name:   | Spacesaver Storage Solutions LLC                  |
| Address:  | 10040 Whitesel Road                               |
| City, State:  | Ashland, VA 23005                                 |
| Contact Name:   | David Craig                                       |
| Phone Number:   | 804-239-2578                                      |
| Email address:  | david@spacesaverva.com                            |
| ORACLE SUPPLIER NUMBER:   | 28353   |
| BUSINESS CATEGORY:  | Small   |
| PAYMENT TERMS:  | Net 30  |
| DELIVERY:   | As needed   |
| FOB:  | County of Henrico                                 |
| BUYER: Name:  | Jon Creger, VCA, VCO                              |
| Title:  | Procurement Analyst II                            |
| Phone:  | 804-501-5664                                      |
| Email:  | Cre057@henrico.us                                 |

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## PRICE SCHEDULE – CONTRACT NO. 2406F

| Furniture Line   | Discount Percentage off Manufacturer's List Price |
|--|---|
| Spacesaver Storage Solutions (excluding high density file systems) | 14%   |

### A. General Requirements.

1. Prices quoted shall be a discount from the manufacturer or wholesaler's current list price. Bidders must be an authorized distributor for the product line(s) bid.
2. Discounted price shall include all freight and shipping (including fuel or material surcharges), unloading, unpacking, installation, department specified placement, and removal of all debris from the premises.
3. Bidders do not need to bid on all line items to be considered for award.
4. Bidder(s) bidding on items 10, 11, 21 and 28 (respectively, Haworth, Herman Miller, Open Plan Systems and Trendway) shall include a labor rate per man hour to disassemble and remove existing modular furniture workstations on the Bid Form. Disassembled furniture workstations will be moved to a County facility to be determined at the time the work is requested.
5. All warranties either expressed or implied which are inherent in products specified shall be applicable to products furnished as the result of this solicitation unless exception(s) as noted when bids are submitted. Detailed written warranty information shall be provided with delivery of all furniture.

### B. Requirements of Successful Bidders.

1. Successful Bidders shall provide current catalogs and price lists upon request from any using department at no additional cost to the County, HCPS or the HCSO.
2. Successful Bidders shall provide outside salespeople to provide professional design services for layout of furnishings as needed, at no additional cost to the County.
3. Successful Bidders shall provide detailed quotes for all orders to include at a minimum, the manufacturer, model number, list price, discount percentage, discount price and total pricing.

### C. Delivery Requirements of Successful Bidders.

1. Successful Bidder(s) shall make deliveries to various Henrico County, HCPS and HCSO buildings after receipt of an authorized purchase order. Repeated delays or partial deliveries shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract. Delivery shall be in quantities specified at the time of order.
2. Successful Bidder(s) shall make deliveries within 90 to 120 days of receipt of a purchase order from the County, HCPS or HCSO. Exceptions to these delivery requirements may be granted due to manufacturing delays. Delays must be communicated to the County, HCPS and HCSO in a timely manner.

3. The Successful Bidder(s) shall have delivery tickets signed by an authorized County, HCPS or HCSO employee or agent verifying quantities received and properly installed. Provide a copy of the signed delivery tickets with corresponding invoice.
4. Detailed written warranty information must be provided upon delivery of furniture.

D. Installation Requirements of Successful Bidders.

1. All items installed shall be free of blemishes, scratches, dents, etc.
2. Successful Bidder(s) shall remove all packing materials and other residue caused by the installation.
3. Successful Bidder(s) shall be responsible for damages incurred by their actions to County, HCPS' or HCSO' property during installation. The Successful Bidder(s) shall promptly remedy damage and loss to property caused in whole or in part by the contractor, sub-contractors or anyone directly or indirectly employed by any of them. Successful Bidder(s) shall provide protection doorjambs, floor coverings, cabs, etc. as necessary to prevent damage to such.
4. The Successful Bidder(s) shall be responsible for the security of any tools or products left unsupervised.