

**GORDON COUNTY, GEORGIA  
MEMORANDUM**

To: Board of County Commissioners  
From: Regan Bramblett  
Subject: Office Chairs, File Cabinets, and Shelving  
Date: December 2, 2021

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Gordon County issued a proposal which includes the purchase, delivery, and installation of chairs, filing cabinets, and shelving for the renovated Annex building. The proposal was posted on the County's web site, the State of Georgia procurement website, and advertised in the Calhoun Times on 09/29, 10/06, 11/03, and 11/10/2021. The deadline to submit the sealed bids was 2:00 p.m. on 11/17/2021. County staff opened the proposals received at that time in a public opening. Below are the companies that submitted proposals:

<b>Submitter:</b>
<b>Office Depot</b>
<b>J. Scott Graphics</b>
<b>Ernie Morris</b>
<b>Sheffield Office Products</b>
<b>RADG Holdings</b>

**RECOMMENDATION**

County staff recommends the following materials be awarded to:

**Chairs and Filing Cabinets:** Office Depot \$75,949.19

**Deed Room Shelving:** J. Scott Graphics \$75,478.00

The funds for these purchases will come from the 2012 SPLOST Courthouse Project Fund.