



BOARD OF COMMISSIONERS
Agenda Item Summary

Agenda Category:	Bid Award	Item No:
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Date: May 9, 2023

Originating Department: Finance

Issue: In the matter of approving the Finance Director to sign an order form.

Background: Klamath County Finance Department requested a quote from Workspace for the remodel of the Department. Due to budget constraints the remodel is temporarily on hold, however, the department needs to replace task chairs as soon as possible. Since Workspace had already quoted the task chairs, Finance would like to proceed with the purchase of the chairs only.

Recommended Motion: Board to Approve and authorize the Finance Director to sign order #16828 from Workspace for the purchase of 9 task chairs. Fiscal Impact is \$5,937.50 expenditure from the Finance Department. This expense will require a budget resolution transferring savings in personnel to Material and Services.

DONE AND DATED this _____ day of _____, 20__.

_____	_____	_____
Chair	Vice-Chair	Commissioner
Approved <input type="checkbox"/>	Approved <input type="checkbox"/>	Approved <input type="checkbox"/>
Denied <input type="checkbox"/>	Denied <input type="checkbox"/>	Denied <input type="checkbox"/>
#		



04/25/2023

Prepared for Vickie Noel

Presented By Melody Anderson

Workspace
110 E Main Street
PO Box 1507
Jacksonville, OR 97530
541.776.4043
www.workspace.com

Klamath County Finance- 9 Task Chairs

Bill To:
Klamath County
305 Main Street
Klamath Falls, OR 97601

ATTN: Vickie Noel
Email: vnoel@co.klamath.or.us

Deliver To:
Klamath County
305 Main Street
Klamath Falls, OR 97601

ATTN: Vickie Noel
Email: vnoel@co.klamath.or.us



Thank you for considering a partnership with Workspace. We are a dedicated group of Design, Specification and Installation professionals who will be committed to your project from planning to completion. We're passionate about creating custom work environments that are tailored to meet the specific needs of our customers. Please take a few moments to review the attached proposal that we have created especially for your project.

All pricing is good for 30 days.

We appreciate the opportunity to work with you!

The Workspace Team

THIS IS OUR WHY

OUR CORE

We flip the old ideas of where people work - how they spend more than a third of their lives - by creating innovative spaces that enrich, support, and inspire a new workforce generation.

OUR STANDARD

We're a customer business as much as we are a furniture business, because the design and furnishings we provide must be equally matched with the service and integrity we deliver.

OUR PROMISE

We're a pocket-sized firm that delivers dramatic results; so while we handle projects across the nation, we also take a local, in-house approach to everything we do. From the real human being who answers your first call, to the technician who puts in that last bolt, our goal is always the same: Do the next right thing.

OUR PEOPLE

They're our largest asset - a select group of dreamers, designers, misfits and critical thinkers who support our clients fiercely - completely free in the Workspace Culture to offer up any idea, any time, for any undertaking. It's the reason we don't have salespeople - because every member of our team brings insight, originality, and value to your project.

OUR TECH

We believe in technology. Our investment in skill & software gives us an end-to-end platform which lets us develop, manage, install, and track projects in real time, no matter the size, scope, or location.

Proposal


110 E Main Street
 PO Box 1507
 Jacksonville, OR 97530
 541.776.4043
 www.workspaceteam.com

Order Number	16828
Date	04/25/2023
Customer PO No	
Customer Name	Klamath County
Customer Advocate	Melody Anderson
Project Number	2287
Terms	50% DEPOSIT NET 15 1% LATE CHARGE
Page	3 of 5

B Klamath County
 I 305 Main Street
 L Klamath Falls, OR 97601
 L
 T ATTN: Vickie Noel
 O Email: vnoel@co.klamath.or.us

D Klamath County
 E 305 Main Street
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 T
 O

Prepared for : Vickie Noel

Group	Picture
Seating- Sit On It Torsa Chair	<p>Huntington Splash Fabric</p> 

Line	Quantity	Description	Unit Price	Extended Amount
1	9.00 Each	Torsa, Enhanced Synchro Cntrl, Multi-Adjustable Arms OPTION: C25:Carpet casters OPTION: FC11:Graphite Frame OPTION: Z3:Graphite Back Support/Arms OPTION: B14:Graphite Base OPTION: ~:No Selection OPTION: MC6:Nickel Mesh OPTION: FABRIC:Fabric Grade Selections OPTION: ~:No Selection OPTION: FG1:Fabric Grade 1 OPTION: HUNTINGTON:Huntington Standard Color Selection OPTION: SPLASH:Huntington Splash OPTION: KD:Knocked Down Tag: Tag TG: Cubicles Tag L1: Cubicles	517.50	4,657.50

Individual Items		1,280.00
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Line	Quantity	Description	Unit Price	Extended Amount
2	1.00 Each	Factory Freight	285.00	285.00
3	1.00 Each	Receive, Deliver and Install- Regular Business Hours	995.00	995.00

Order Sub-Total : \$5,937.50

TOTAL ORDER : \$5,937.50

Required Deposit 50.0% : \$2,968.75

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

A FINANCE CHARGE OF 1% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 12% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



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Terms and Conditions

Pricing is good for (30) days from date of proposal. Acceptance of this quote acknowledges the accuracy of the listed specifications on all commercial products, as well as install charges when applicable. This is a custom order and Workspace will not accept returns and/or exchanges for product purchased. Exchanges will be made only if freight damage has occurred and/or products are defective.

If service provided is for transportation of Client's equipment only, said service shall be limited to loading said equipment into seller's trucks, moving said equipment to the specified location, and unloading at said specified new location. Seller shall perform no disassembling or re-assembling of Client's equipment, nor will seller unplug or plug said equipment in or perform any other adjustments or touch the equipment outside of transporting it from one location to another. As such, Client agrees to hold seller harmless and waives any and all liability and remedies from and against seller for any accident outside of the direct transporting of the equipment.

Acceptance of this quote acknowledges full approval of all products/labor and any other pricing quoted. If any changes to the quote are requested by the Client there will be a fee of \$250 assessed for each change and a change order must be submitted and approved.

A 50% deposit is required on all orders at and above \$5,000.00. Remaining balance is due at the time of installation or 60 days after the order is placed, whichever occurs first. For orders directly shipped to the Client, Workspace will invoice in full on the day that the product ships from the manufacturer. Once accepted, this quote is a contract. A processing fee of 3% will be assessed for any payments made with a credit card. Buyer agrees to pay the invoice in full within the terms of NET 15 days. **If payment is late, Client agrees to pay the balance and interest charges of 1% of the unpaid balance per month.** If Workspace pursues the unpaid balance through a collection service or an attorney, Client agrees to pay fees associated with said collection and/or attorney fees in addition to the balance owed plus interest.

Client agrees that storage charges in addition to this quote may be applicable in the event that Workspace is required to store product for a time period not originally agreed upon. Client also accepts that in the event of additional requests for labor, products or storage of products Client will be asked to sign off on change orders if additional charges are to be incurred.

Client agrees that if a construction and/or other trade company delays the installation outside of the control of Workspace, the Client will be responsible for payment in full less 5% of the balance due against final installation. The product will be stored up to 30 days at no charge by Workspace. In the event of delays that extend beyond 30 days the Client will incur additional storage charges.

Client agrees that seller's process is at the seller's discretion. In the event of non-payment Workspace will take action upon their discretion which may include physical re-possession of all products included in this quote.

Client agrees that upon delivery of products, should damage be present or parts are missing, payment shall be paid in full less 5% until the project is complete, upon which time the full balance is due and payable.