

CLASS 420 NEGOTIATED CONTRACT EVALUATION FORM

COMMODITIES COVERED:

CAFETERIA, DORMITORY, LIBRARY SHELVING/LIBRARY FURNITURE, LOUNGE, MODULAR OFFICE, SCHOOL FURNITURE, SEATING, WOOD DESKS AND WOOD CREDENZAS

CONTRACT PERIOD: 07/01/15 through 06/30/16

Contract Analyst: Regina Irvin

"RENEWAL"

COMPANY NAME: Commercial Furniture Group
COMPANY ADDRESS: 810 West HWY 25/70
Newport, TN 37813

CONTRACT TO BE SENT TO: Lisa Pritchard
Contract Administrator

IS VENDOR ON SUSPENDED/CANCELED LIST? YES _____ OR NO X

SUPPLIER NUMBER: 3400031145 3 102002404

RFX NUMBER: 3130000150

CONTRACT NUMBER: 8200019062

SMART CONTRACT NUMBER: 1130-15-C-SWCT-00799 00801

DATE RECEIVED BY OPTFM: 5/15/2015

DATE APPROVED BY ANALYST: 6/17/2015

DATE OF PROPOSAL LETTER: May 13, 2015

INFORMATION FOR EMAIL

Your new State of Mississippi Contract Agreement for **Cafeteria Furniture, Library Shelving/Library Related Furniture, Lounge, Modular office Furniture and Seating** is attached for your signature. Please sign and return no later than three (3) business days to Ashley Harrell at Ashley.Harrell@dfa.ms.gov. Once the contract is executed, it will be posted to our website at <http://www.dfa.state.ms.us/Purchasing/Home.html>.

ADD PARAGRAPH ABOUT LOW SALES

If you have any questions, please contact Regina Irvin at Regina.Irvin@dfa.ms.gov.

CONTACT PERSON'S NAME, EMAIL AND PHONE NUMBER:

Lisa Pritchard
lpritchard@mycgroup.com
Telephone: (423) 613-6089

INFORMATION FOR CONTRACT

SCOPE: Admins will include **only** the category (ies) which are listed on Page 1.

TRANSPORTATION TERMS: F.O.B. Destination, Freight Prepaid. Delivered and Installed shall mean freight and installation cost prepaid delivered and installed inside any agency within the State of Mississippi with all charges for transportation and installation paid by the Contractor. Dock Delivered shall mean freight charges paid by the Contractor to the dock only. No installation is included. (Remove Dock Delivered if not applicable.)

Please Note: On orders less than \$1000, the freight only charge shall be prepaid by the vendor and may be added to the invoice. The vendor must include proof of actual shipping charges with the invoice.

PAYMENT TERMS: Net Forty-five (45) days Without Penalty

ORDERING INFORMATION:

Please place all orders under this agreement with the following:

See attached dealers list.

NEGOTIATED CONTRACT EVALUATION/REVIEW FORM

Reviewing Analyst: James Brabston

Date Submitted: June 17, 2015

Reviewing Analyst should review for at least the following: (If unsure about any part of the contract, return to responsible Analyst for clarification.)

_____ If Renewal, purchase summary is included. **Total Amount:** \$412,903.64 *✓yt*

_____ Basis of evaluation typed and understandable. (i.e., equal to GSA, discount from list comparable to other comparable contracts, price/discount, increase/decrease.) GSA pricing discounts offered are from 57.7%. The discounts offered the State are 50% to 55% and are comparable to other contracts. There is a price increase 3%.

_____ Product literature is located on the "G" Drive and in file.

Reviewing Analyst: *SB* (Please Initial) 6/18/15 Returned with Questions _____ Date Returned SB Approved

Date Approved 6/18/15 (If approved, forward to Director)

Director's Approval *[Signature]* Date 6-18-15

Contracts must be approved by Director prior to being submitted to clerical staff.

Date Checked By Final Reviewer: _____

Review Initials: _____

Date of Email For Contract to Be Signed: 6.19.2015

Admin. Initials: *AB*

Date of Second Email For Contract to Be Signed: _____

Admin. Initials: _____

Date Signed Contract Was Returned: 6.22.2015

Admin. Initials: *[Signature]*