



**AGENDA**

**McDUFFIE COUNTY BOARD OF COMMISSIONERS**

**May 2, 2022 at 6:30 PM**

**Government Center Meeting Room**

**COMMISSIONERS' WORK SESSION**

**WELCOME & CALL TO ORDER**

**Chairman Newton**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**DISCUSSION ITEMS**

- 1. Discussion Concerning Bohler Road**
- 2. Discussion Concerning Easements for Wrightsboro Road Sewer Project**
- 3. Discussion Concerning Chairs for Meeting Room.**
- 4. Discussion Concerning Agency Expenditures.**
- 5. Discussion Concerning Extension Office.**
- 6. Discussion Concerning Insurance Renewal.**

**EXECUTIVE SESSION-Pending Litigation  
Personnel**

**ADJOURNMENT**



## Final Proposal - SOI

Office Creations  
5250 Brook Hollow Parkway  
Norcross, GA 30071

Order Number	31365
Date	04/14/2022
Customer PO No	
Customer Name	Thomson McDuffie Government
Salesperson	Jennifer Lovejoy - DB
Project Number	
Terms	NET 10
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T Thomson McDuffie Government  
O 210 RAILROAD ST  
THOMSON, GA 30824  
  
ATTN: Nikki Milburn, 706-597-7300

I Thomson McDuffie Government  
N 210 RAILROAD ST  
S THOMSON, GA 30824  
T  
A  
L ATTN: Nikki Milburn, 706-597-7300  
L

Prepared for : House

Group	Quantity	Description	Unit Price	Extended Amount
D&I Exemplis/ Sit On It/Ideon/ Symmetry	1.0	<p>PRICED DELIVERED &amp; INSTALLED</p> <p>DEALER OF RECORD Office Creations, Inc. 5250 Brook Hollow Parkway Norcross, GA 30071</p> <p>People Soft # SWC Contract #: 99999-001-SPD0000100-0029</p> <p>Remit To: Exemplis (Sit On It, Ideon, Symmetry) c/o Office Creations 6415 KATELLA AVENUE CYPRESS, CA 90630  Phone: 888.274.8664</p>	8,011.50	8,011.50

Line	Quantity	Description	Unit Price	Extended Amount
1	30.00 Each	<p>Sit On It 5213.UP-----G5-FB---AC-FABRIC---FG4-HOBNOB-CARBON Freelance, Four-Leg Chair, Upholstered Seat &amp; Back, Armless ~:No Heavy Duty Upgrade ~:No Seat Foam Upgrade ~:No Ballastic Nylon Option G5:Standard Multi-Surface Glide FB:Black Frame ~:No Bookrack Upgrade AC:Fully Assembled in a Carton FABRIC:Fabric Grade Selections ~:No Selection FG4:Fabric Grade 4 HOBNOB:Hobnob Standard Color Selection CARBON:Hobnob Carbon</p>	267.05	8,011.50

Total Product : \$8,011.50



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Order Sub-Total : \$8,011.50

**TOTAL ORDER : \$8,011.50**

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 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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### Terms & Conditions

1. ORDERS: Buyer's order will not be processed until Seller has approved and received:
  - a. X \_\_\_\_\_ Agree to Terms & Conditions Below
  - b. X \_\_\_\_\_ Signed Proposal within 3 Business Days from date of transmittal (See Section #3: Freight)
  - c. X \_\_\_\_\_ Approved and signed drawings and specifications, if applicable
  - d. X \_\_\_\_\_ If Installation Date is altered, storage fees will be charged at the rates specified within section 4.
  - e. X \_\_\_\_\_ Client will be invoiced for proposal balance on originally confirmed install date in the event of a delay in furniture installation.
  
2. PAYMENT:
  - a. Standard Payment Terms:
    - i. Projects >\$100,000: All projects require 50% deposit before order(s) can be placed (Proforma – Due Upon Receipt), 30% progress payment at first shipment (Proforma – Due Upon Receipt) and 20% at Final Invoicing (Invoice – NET10)
    - ii. Projects between \$5,000 - \$100,000: All projects require 50% deposit before order(s) can be placed (Proforma – Due Upon Receipt) and 50% at Final Invoicing (Invoice – NET10)
    - iii. Projects <\$5,000: No deposit is required and will be invoiced in full at completion of project (Invoice – NET10)
    - iv. Bids/RFP: Negotiated with client per project scope
    - v. For all Project Categories: If projects are delayed or interrupted due to no fault of Seller or due to factors beyond Seller's control, the product will be billable upon shipment and Buyer remains obligated to pay each invoice when due. Seller can ship/install or provide services from a single purchase order, and invoice Buyer, in stages and Buyer agrees to pay Seller for products and services when invoiced per established credit terms. Unpaid invoices past the due date will accrue interest at 1.5% per month or the maximum amount allowed by law. All fees, including reasonable attorney's fees, incurred in collection of monies due to the Seller will be paid by Buyer. Buyer may reject and withhold payment only for furniture noted on a delivery ticket or punch list as rejected, but in no event may Buyer withhold payment for more than 10% of an invoice.
  - b. On-line Orders: Due to the nature of on-line orders, a 75% deposit (Proforma – Due Upon Receipt) is required for any project consisting of on-line orders over \$5,000 with remaining 25% at Final Invoicing (Invoice – NET10).
  - c. COM Fabrics: Due to the nature of COM Fabrics, all COM Fabrics will be included on separate proposal(s) requiring payment in full (Proforma – Due Upon Receipt) if over \$5,000.
  - d. Punch: Office Creations strives to be punch free at the completion of initial installation. If, however, punch is determined, please feel free to withhold 5% of the Final Invoice or \$5,000, whichever is smaller (Invoice – NET10).

\*\* Please note, there is a 3% credit card processing fee for all credit card payments.
  
3. FREIGHT:
  - a. The captured Final Proposal is valid for 3 business days from date of transmittal. If Final Proposal is unable to be signed and returned to Office Creations before 5PM three business days after transmittal then Freight will have to be reconfirmed and a new Final Proposal executed.
  
4. DESIGN:
  - a. The initial three (3) revisions for any project will not have any Design Time charged to the project.





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- b. Any revision past the initial three (3), will be charged Design Time at a rate of \$70.00 per hour and included as an individual line item on the Final Proposal.
5. STORAGE: Seller offers storage options as noted below to all clients:
- If Installation Date noted on Signed Proposal is altered within 60 days of said date, then the following storage fees will apply:
    - No Charge for initial 15 days from arrival to Warehouse
    - Thereafter, \$1.75 per square foot per month
    - \$4.00 per piece into and \$4.00 per piece out of storage for product handling
  - Any product brought back from jobsite will be stored at the following rates:
    - \$1.75 per square foot per month for inventory stored without the use of SnapTracker
    - \$2.50 per square foot per month for inventory stored with the use SnapTracker
    - \$4.00 per piece for any in/out movement of product
  - Long-Term Inventory Storage (separate service agreement upon request)
6. CANCELLATIONS: All or part of a furniture order cannot be cancelled without prior written approval by Seller. If Buyer cancels after an order is initiated, Buyer will pay all charges incurred through cancellation date including any applicable restocking fees. These charges vary based on specific manufacturer policies. CANCELLATION OF LABOR + SERVICES: Service and labor must be cancelled a minimum of two (2) business days prior to install start date. Failure to do so will subject Buyer to cancellation fee noted on proposal or a minimum \$250.00. Storage and redelivery will be charged separately. Design costs accrued up to time of cancellation are payable by Buyer.
7. RETURNS: Manufacturers do not accept the return of furnishings. Merchandise may not be returned or replaced, credit or deduction taken, or refund requested without prior written authorization from Seller and payment by Buyer of restocking, pick-up, uninstall and freight fees. Damaged or defective items will be repaired or replaced and must be noted at time of Punch walk through (if applicable).
8. PRICES: Prices quoted are valid for 30 days. Proposals may not include all applicable taxes and freight. Taxes and freight will be added to invoice.
9. DELIVERY AND INSTALLATION:
- Business Hours: Normal working hours are from 8:00am - 5:00pm, Monday through Friday unless otherwise noted and agreed to, excluding holidays. Overtime labor costs will be added when overtime work is performed at the Buyer's request or if Seller incurs additional labor costs due to unfavorable building conditions.
  - Condition of Job Site: All installation is quoted based on a free and clear jobsite. Therefore, if the job site is not ready for installation (i.e. any trades/furniture/IT equipment/debris is present, which impedes the scheduled delivery and installation), a change order will be submitted to cover the altered installation schedule.
  - Building Electrical Connections: It is the responsibility of the Buyer to make electrical connections from the building power supply to the furniture and/or panel systems unless otherwise agreed to. Data and telephone cabling is also the responsibility of the Buyer.
  - Protection of Delivered Goods: It is the Buyer's responsibility to protect furniture after installation. Any damage caused other trades, fire or "Act of God" is not the responsibility of the Seller.
  - Job Site Services: Electric current, HVAC, elevator access and sanitation facilities will be furnished without charge to Seller. Adequate facilities for off-loading, staging and handling of merchandise will be provided by the Buyer without charge to Seller. For any services or conditions outside the norm, which incur additional costs, the Buyer will reimburse the accrued fees.
  - Scope: Any services requested outside the original scope of work (i.e. \*continuous installation to \*\*phased installation) will be considered as a change order and will be subject to billing at the current hourly rate. Continuous Installation: Consecutive days of installation from



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initiation to final completion. Phased Installation: Consecutive days of installation with breaks in between before final completion.

10. **INDUSTRY STANDARDS:** All merchandise, including veneers, are subject to reasonable variations in color, pattern, grain and finish according to the trade customs of the industry. These variations, or any subtle changes over time, are not considered defects.
11. **FREIGHT CLAIMS:** Seller will file claims for transportation damage except drop shipments which are the responsibility of Buyer.
12. **CONCEALED DAMAGE:** Seller is not responsible for any concealed damage noted after the initial 15 days from arrival to Warehouse.
13. **DELAY:** Seller is not liable for failure, delay or interruption in performance which is beyond Seller's control including strikes, lockouts, work stoppages, accidents, manufacturers' production schedule and acts of God including weather, war, and terrorism.
14. **LOSS:** Buyer agrees to hold Seller harmless from all claims, expenses, fees and losses related to its breach of these Terms and Conditions and any related document.
15. **PRODUCT WARRANTY:** Product warranty is provided by each manufacturer. Seller disclaims all express or implied warranties. If manufacturer does not expressly cover labor under stated warranty, Office Creations will cover labor for warranty related items for six (6) months based on date of manufacture.
16. **LABOR WARRANTY:** Seller warranties all labor for six (6) months from date of installation.

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Signature

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Date





YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

JOURNAL DETAIL 2022 1 TO 2022 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1005400 572000 AGENCY APPROPRIATIO							
2022/03/000251 03/31/2022 GEN	-856.00 REF						
2022/04/000032 04/04/2022 API	3,455.72 VND	024200 IN 02/22					
2022/04/000032 04/04/2022 API	750.49 VND	024200 IN 03/22					
					reclass		
					MCDUFFIE DFACS	COUNTY PARTICIPATI	70843
					MCDUFFIE DFACS	COUNTY PARTICIPATI	70843
1005400 611005 TRANSFERS-LAWN CARE	5,939	5,939	1,878.18	.00	.00	4,060.82	31.6%
2022/01/000235 01/31/2022 GEN	455.26 REF						
2022/01/000248 01/01/2022 BUC	5,939.00 REF						
2022/02/000189 02/28/2022 GEN	455.26 REF						
2022/03/000241 03/31/2022 GEN	967.66 REF						
					RECLASS		
					ORIGINAL BUDGET 2022		
					MONTHEND		
TOTAL FAMILY & CHILDREN SERVICES	40,439	40,439	13,505.22	4,405.38	.00	26,933.78	33.4%
TOTAL GENERAL FUND	40,439	40,439	13,505.22	4,405.38	.00	26,933.78	33.4%
TOTAL EXPENSES	40,439	40,439	13,505.22	4,405.38	.00	26,933.78	
GRAND TOTAL	40,439	40,439	13,505.22	4,405.38	.00	26,933.78	33.4%

\*\* END OF REPORT - Generated by workman \*\*



<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Chapman Trading Company	\$ 540.00	Christmas gift f/staff
Richards Flowers	\$ 50.00	Flowers - Pam Walker
Saucy Saucy Food Truck	\$ 1,107.50	Christmas meal f/staff
Janay Dennis	\$ 242.00	Painting party f/staff
El Bonito, LLC	\$ 155.96	Christmas Lunch Board members
Positive Promotions	\$ 444.22	Christmas gifts for staff
Saucy Saucy Food Truck	\$ 366.21	February meal
El Bonito, LLC	\$ 221.94	Pizzas for Law Enforcement
Thomson Chamber	\$ 100.00	membership dues
Positive Promotions	\$ 79.40	Board member Christmas gifts
Home Fresh Bistro	\$ 940.50	33 DFCS Christmas lunches Glascok County, McDuffie/Warren
Home Fresh Bistro	\$ 484.50	Christmas meal 17 staff
Chapman Trading Company	\$ 360.00	Long sleeved T-shirts staff
Ingles Market	\$ 134.95	Fruit baskets for Board members
Chapman Trading Company	\$ 779.00	Vests/mugs for staff members
	<u>\$ 6,006.18</u>	