

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Ruth Gordon, Jefferson County Clerk

DATE: 12/13/2011 for 12/19/2011 Agenda

SUBJECT: Transfer of Funds within Clerk's Budget/Purchase of Furniture

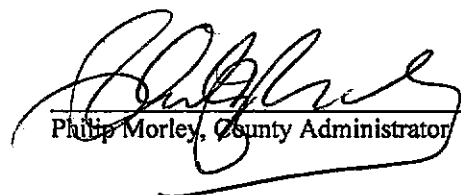
STATEMENT OF ISSUE: In order to make more efficient use of space and to provide adequate storage the Clerk proposes to purchase office furniture. The Clerk requests that the County Commissioners approve the transfer of funds appropriated for personnel costs in the Clerk's budget to be made available for expenditure on furniture pursuant to State Contract 14393.

ANAYLSIS: Since 2007 the Clerk has been requesting a remedy to the overcrowded condition in which our department works. With hope of moving our staff to a larger space extinguished, this year we divested ourselves of the unmandated duty of Jury Management, thus freeing a work station and allowing us to reconfigure the office so that the walk ways and chair clearance will provide enough space to move around the office, the cash drawer will be removed from the front counter, and so that more storage will be available. Extensive discussions with Gordon Ramstrom last year pursuant to a prior attempt to make this space work for us made clear the need to be very creative in order to adequately meet the workflow needs of the office in the 21'x22' space available. Because existing work stations are not reconfigurable due to their construction, in order to shoehorn us into our available space more efficiently we need to replace our furniture.

FISCAL IMPACT: In June, 2010 the Clerk began to perform all Jury Management duties herself in addition to her other duties in order to try to facilitate a transfer of those duties to the Court. In 2010 that resulted in approximate savings of \$13,850 to the County General Fund. In 2011 the Clerk continued to perform those duties until September, saving an estimated \$14,540 in 2011. Additional 2011 savings of approximately \$500 in the Clerk Hire line of the Clerk's General Fund budget allow a transfer of \$15,000 from personnel appropriations to supplies and equipment so that this purchase may be done within funds appropriated to this department.

RECOMMENDATION: Approve the transfer of funds and assist the Clerk in acquisition of the necessary furnishings to more efficiently and effectively use the office space available.

REVIEWED BY:


Philip Morley, County Administrator

12/19/11
Date



TO: ACCOUNTING DEPARTMENT - AUDITOR'S OFFICE

REQUEST FOR BUDGET TRANSFER, COUNTY CLERK DEPARTMENT

Date: December 19, 2011

BUDGET YEAR 2011

Please be advised that after a thorough examination of my current budget it appears that an adjustment should be made. Due to there being sufficient funds in other accounts within the budget of the department to permit the necessary adjustment(s), I hereby request the following transfer(s):

Transfer From:

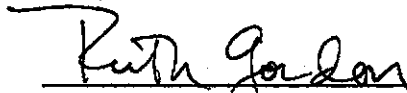
<u>001 050 000</u>	<u>51230.10.0000</u>	<u>Salaries & Wages</u>	<u>\$10,000.00</u>
Fund/Department #	BARS Account #	BARS Title	\$ Amount
<u>001 050 000</u>	<u>51230.20.0000</u>	<u>Personnel Benefits</u>	<u>\$5,000.00</u>
Fund/Department #	BARS Account #	BARS Title	\$ Amount
<u>001 050 000</u>	<u>51230.42.0010</u>	<u>Postage</u>	<u>\$3,000</u>
Fund/Department #	BARS Account #	BARS Title	\$ Amount

Transfer To:

<u>001 050 000</u>	<u>51230.35.0010</u>	<u>Office Equipment</u>	<u>\$18,000.00</u>
Fund/Department #	BARS Account #	BARS Title	\$ Amount

Reason for Transfers:

Purchase of new workstations, storage and work counter to make more efficient use of staff time and available space in the Clerk's Office.



(Submitted by)

(Approved by)

 ORIGINAL



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

DATE: 12/14/2011

TO: Ruth Gordon

RE: T2503E - Jefferson County Courthouse - Reception

We are pleased to present the attached FINALIZED DRAWING PACKET for your review. This packet includes the following:

- Two and three dimensional product drawings with room layouts
- A detailed Bill of Materials
- A final quotation of all charges and taxes
- Color Selection Authorization

Our goal, at CI Design Services, is to provide you with the most complete, accurate, and professional presentation of our product that's possible. Please don't hesitate to contact us if you have any questions or concerns.

After we have reviewed this packet together and you've signed all necessary pages, please forward the entire packet along with your signed Purchase Order to CI Customer Service via email to support@washingtonci.com or fax to (1-888-535-0627).

Thank you for your support of our program.

Sincerely,

Marc Raybould - A/E, HQ

Account Executive

PAGES: 9 Including Cover Page

 ORIGINAL



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

CUSTOMER:

JEFFERSON COUNTY COURTHOUSE

SPACE PLAN DESIGN

DRAWING NUMBER:
T2503E

PROJECT NAME:
RECEPTION - OPTION E

PACKET:

DRAFT FINAL

DATE:

12/14/11

PRODUCTS:

SYSTEM X03

POWERWORKS

FLEXSTATION

VOLUTION

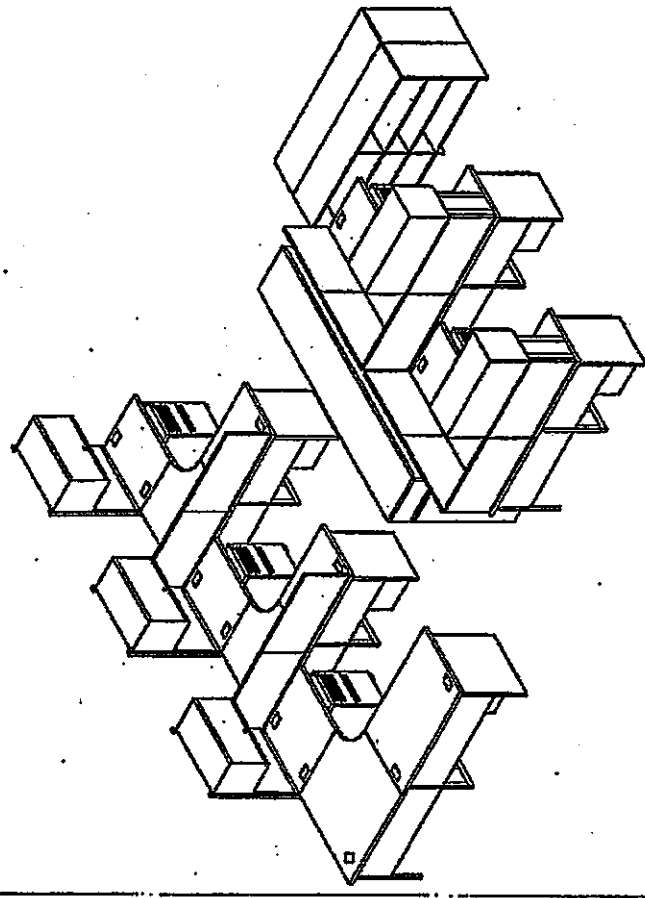
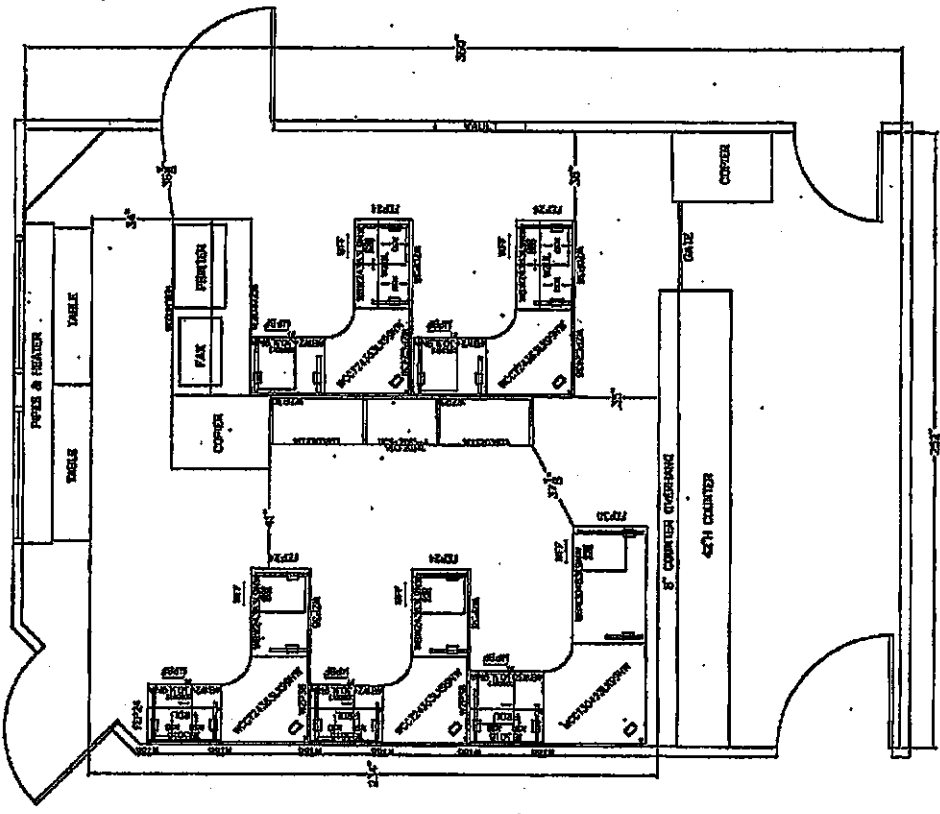
GENESIS

VERSA

RES. LIVING

CASEGOODS

SEATING



T2503E
JEFFERSON COUNTY COURTHOUSE
RECEPTION - OPTION E

DRAWN BY:
C. MANNERING

SCALE:
NTS

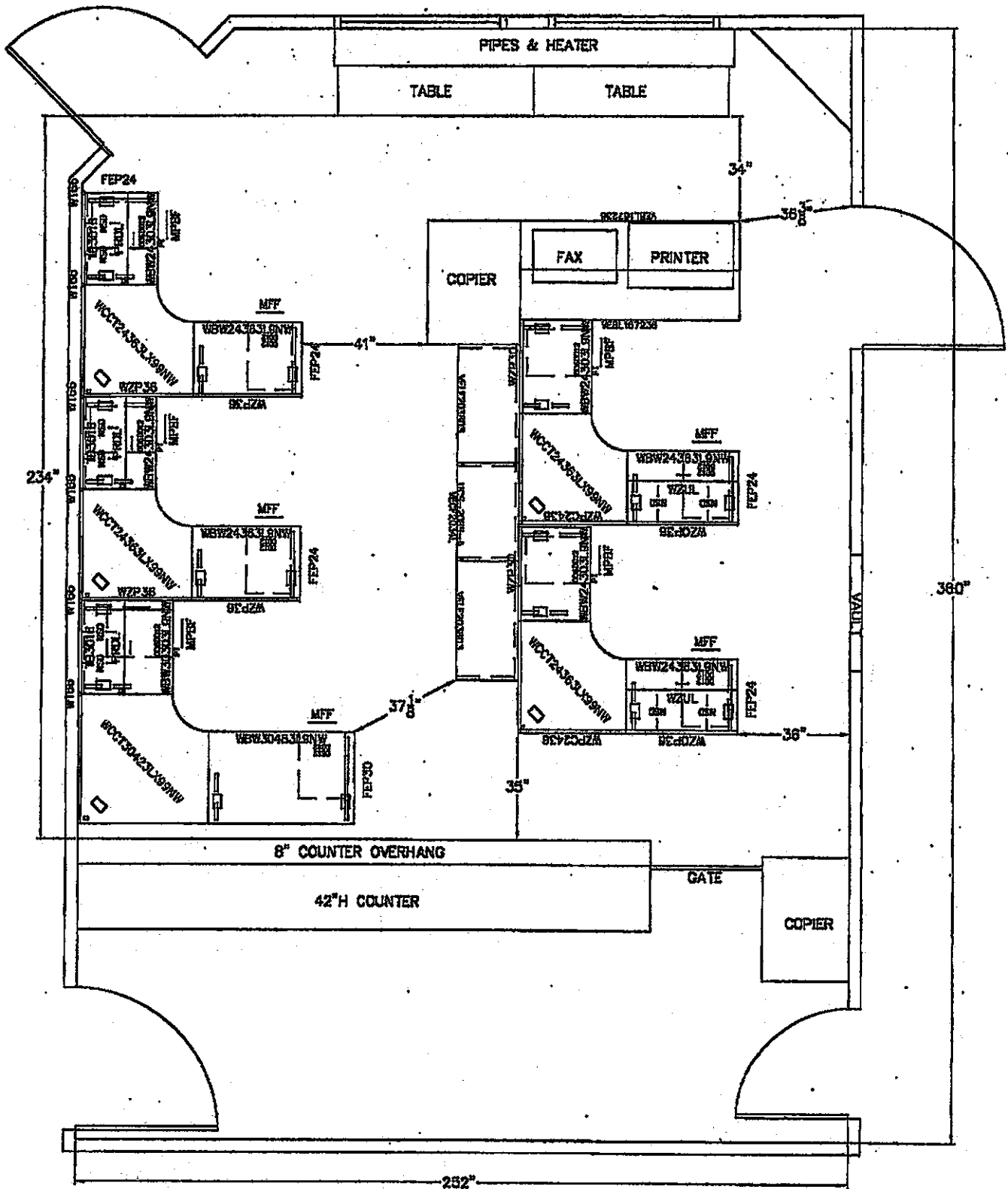
CHECKED BY: *APD* **AW DN**

SUPERVISOR APPROVAL:

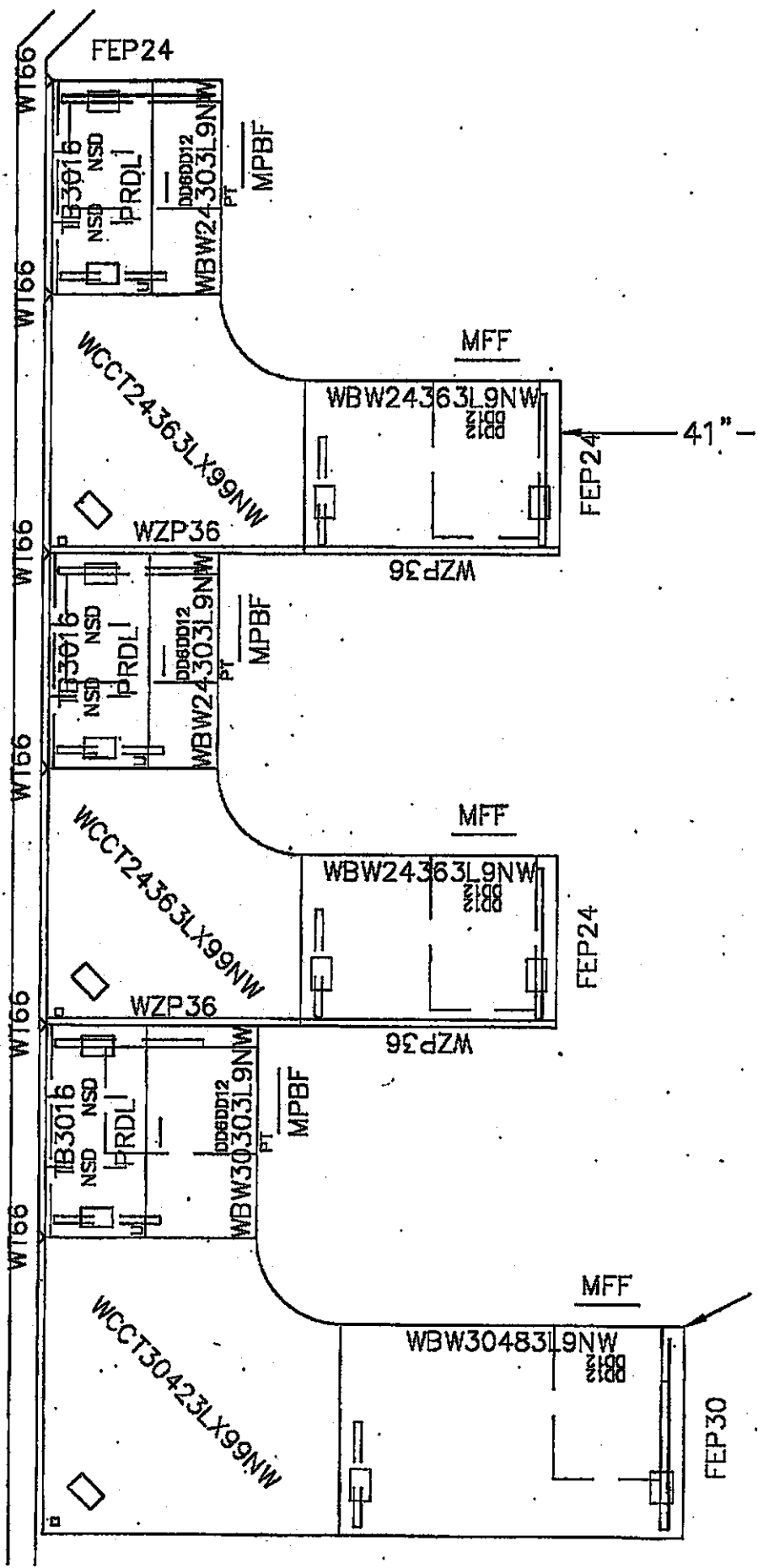
[Signature] DATE: **12-14-11**

LEGEND

- TACKERBOARD (TEL, WPT, WPTF, WPTG)
- OVERHEAD SIGNAGE (SINK)
- PEDESTAL (REPC, RPT)
- LAMP, FILE



T2503E
 JEFFERSON COUNTY COURTHOUSE
 RECEPTION - OPTION E



FEP24

WT66

WT66

WT66

WT66

WT66

WT66

WBW24303L9NW
PT
MPBF

WCCT24363LX9NW
WZP36

WBW24363L9NW
RR12

MFF

FEP24 41"

WBW24303L9NW
PT
MPBF

WCCT24363LX9NW
WZP36

WBW24363L9NW
RR12

MFF

FEP24

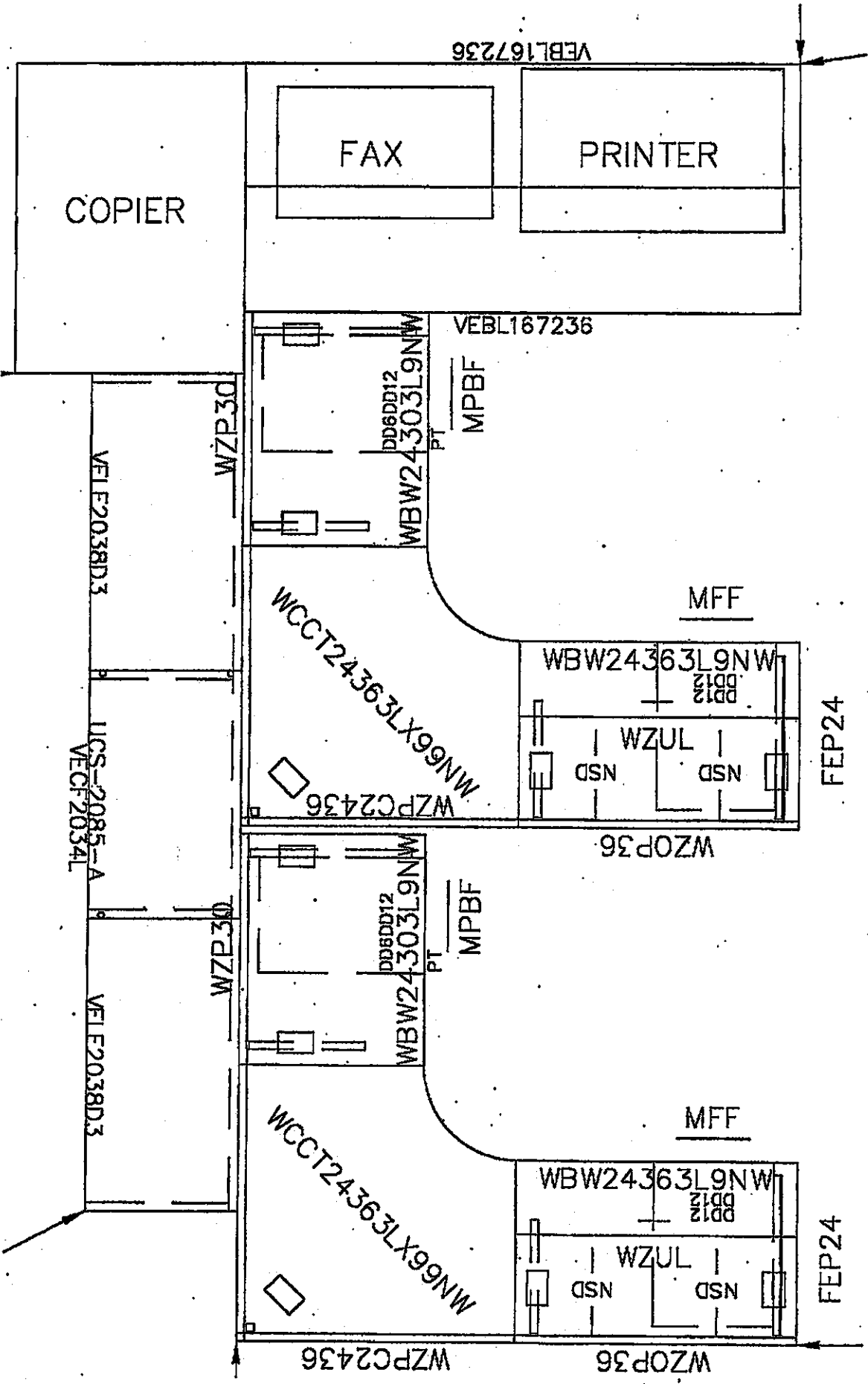
WBW30303L9NW
PT
MPBF

WCCT30423LX9NW
WZP36

WBW30483L9NW
RR12

MFF

FEP30



Project T2503E
 Description JEFFERSON COUNTY COURTHOUSE - RECEPTION - OPT E
 Status ESTIMATE
 Designer CM
 CAD CM

Order Number
 Workstations
 Project Date 11/22/2011
 Revised 12/14/2011 2:47:28 PM

Model Number	Fabric	Trim	Laminate	Description	Quantity	Price	Extended
ACCESSORIES (INSTALL)							
CI-DD-12				DRAWER DIVIDR FILE DRWR	15	\$7.00	\$105.00
CI-DD-8				DRAWER DIVIDR FILE DRWR	5	\$6.00	\$30.00
CI-FT				PENCIL TRAY-(BLACK)	5	\$4.00	\$20.00
CI-TB-3018	/TBD			TACKBOARD 30 X 18	3	\$55.00	\$165.00
WBW24FEP		/XX		WZ - FULL END PANEL 24"	5	\$35.00	\$175.00
WBW30FEP		/XX		FULL END PANEL 30"	1	\$41.00	\$41.00
					34		\$536.00
CASE GOODS (INSIDE DELIVERY)							
VEBL167238	/TBD	/XX		LATBOOKCASE, 16X72X38, 4 ADJ S	2	\$844.00	\$1,288.00
					2		\$1,288.00
CASE GOODS (INSTALL)							
UCS-2085-A	/TBD	/XX		FILE TOPPER UNIT 20X108X10.5	1	\$360.00	\$360.00
					1		\$360.00
DESKS AND WORKSURFACES (INSTALL)							
WBW2430-3L/BNWL		/XX	/TBD	WZ 24X30 BASIC WKSF	4	\$243.00	\$972.00
WBW2436-3L/BNWR		/XX	/TBD	WZ 24X36 BASIC WKSF	4	\$253.00	\$1,012.00
WBW3030-3L/BNWL		/XX	/TBD	WZ 30X30 BASIC WKSF	1	\$248.00	\$248.00
WBW3048-3L/BNWR		/XX	/TBD	WZ 30X48 BASIC WKSF	1	\$277.00	\$277.00
WCCT2436-3LX/BNW		/XX	/TBD	WZ 24X36 CNR CRVLNR WKSF	4	\$250.00	\$1,160.00
WCCT3042-3LX/BNW		/XX	/TBD	WZ 30X42 CNR CRVLNR WKSF	1	\$388.00	\$388.00
					15		\$4,057.00
FILING & STORAGE (INSIDE DELIVERY)							
CIP-1624M-FF		/XX		24" MOBILE PED FILE/FILE	5	\$281.00	\$1,405.00
CIP-1624M-PBF		/XX		24" MOBILE PED PEN/BOX/FILE	5	\$292.00	\$1,460.00
VECF2034L	/TBD	/XX		COMBO FILE, 20X34, LT	1	\$612.00	\$612.00
VELF2038D3	/TBD	/XX		LAT FILE, 3DR, 20X38	2	\$871.00	\$1,742.00
					13		\$5,219.00
OVERHEAD STORAGE COMPONENTS (INSTALL)							
NSD		/XX		STEEL CABINET SHELF DIVIDER	10	\$8.00	\$80.00
					10		\$80.00
OVERHEADS/STORAGE (INSTALL)							
PRDL30X1/PM		/XX	/TBD	30" LAMINATE OVERHEAD-FNL MNT	3	\$285.00	\$855.00
WZUL36		/XX	/TBD	WZ 36" UNIV OVERHEAD-LAMINATE	2	\$359.00	\$718.00
					5		\$1,573.00
PANEL TRIM AND INTERSECTION CONDITIONS (INSTALL)							
CI-CWT-88		/XX		WALL TRACK 66"	6	\$53.00	\$318.00
					6		\$318.00
PRIVACY SCREENS (INSTALL)							
WZOP38	/TBD	/XX		WZ 38X18 PRIVACY SCREEN-OH	2	\$155.00	\$310.00
WZP30	/TBD	/XX		WZ 30X18 PRIVACY SCREEN	2	\$142.00	\$284.00
WZP38	/TBD	/XX		WZ 38X18 PRIVACY SCREEN	4	\$147.00	\$588.00
WZPC2436	/TBD	/XX		WZ 24X36 PRIVACY SCREEN - CNR	2	\$343.00	\$686.00
					10		\$1,868.00
							\$15,299.00



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

COLOR/FINISH SELECTION AUTHORIZATION

Customer Service 1.800.628.4738
FAX 360.432.7978

SUBMIT WITH ORDERS FOR: Panels, privacy screens, work surfaces, overheads, tables, files, residential and seating.

Customer Information	T 2503E	DATE 12/14/11
CUSTOMER NAME Ruth Gordon - Jefferson County Courthouse - Reception	PHONE 360-365-9182	FAX 360-365-6672
CI ACCOUNT EXECUTIVE Marc Raybould	PHONE 360-725-9155	FAX

Standard Furniture

Stand Alone Work Surfaces LAMINATE FINISH White Tigris 4783-60 EDGE TREATMENT PVC GROMMET/BRACKET COLOR Black		Panel Hung Work Surfaces LAMINATE FINISH EDGE TREATMENT EDGE COLOR GROMMET/BRACKET COLOR	
Edges Color Black	Base Color (or stain to match) Black	Edges Color Black	Base Color (or stain to match) Black
Panels FABRIC COLOR TRIM COLOR	Privacy Screens FABRIC COLOR Ovation Shadow 125-006 TRIM COLOR Black	Overheads METAL COLOR (CABINET) Black LAMINATE FINISH, FABRIC COLOR OR METAL COLOR (DOORS) White Tigris 4783-60 <input type="checkbox"/> VENUS DOOR/EDGE COLOR: Black	
Wood Files LAMINATE FINISH EDGE TREATMENT PVC DRAWER PULL COLOR <input type="checkbox"/> MATCH LAMINATE FINISH	Edges Color EDGE COLOR <input type="checkbox"/> MATCH EDGE COLOR	Metal Files COLOR	Tack Boards FABRIC COLOR Ovation Shadow 125-006
		Other:	FINISH OR COLOR

Residential Furniture

WOOD TYPE	STAIN COLOR	LAMINATE FINISH
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Tables

MODEL #	QTY	LAMINATE FINISH	EDGE TREATMENT / EDGE COLOR	FRAME COLOR

Seating

MODEL #	QTY	UPHOLSTERY (FABRIC & VINYL)	UPHOLSTERY COLOR	FRAME COLOR

Custom Furniture / Provided By Customer

MODEL #	QTY	LAMINATE FINISH	UPHOLSTERY COLOR	OTHER

CUSTOMER SIGNATURE	DATE SIGNED
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PLEASE NOTE: This sheet must accompany your order. Customer signature and date is required for processing.
cc: Customer, Account Executive, Customer Service



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

COLOR/FINISH SELECTION AUTHORIZATION

CI Space Planning Services 283.858.4680
FAX 283.858.4647

SUBMIT WITH ORDERS FOR: **VERSA COLLECTION** (desks, bridges, returns, credenzas, work surfaces, file cabinets, desk top storage, bookcases, tables)

Customer Information:	T 2503E	DATE 12/14/11
CUSTOMER NAME Ruñ Gordon - Jefferson County Courthouse - Reception	PHONE (360) 385 - 9182	FAX (360) 385 - 5672
CI ACCOUNT EXECUTIVE Marc Raybould	PHONE (360) 725 - 9155	FAX ()

COLOR CHOICES	ALL	DESKS	CREDENZAS	WORK SURFACES	FILE CABINETS /MOBILE PEDS	DESK TOP STORAGE	BOOK CASES	TABLES
LAMINATE 1 Other(see instruction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDGE COLOR 1 Other(see instruction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROMMET COLOR 1 Select	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	NA	Std	NA	NA
Hand Pull Type/Color 1 Black Bow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA
LAMINATE 2 Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDGE COLOR 2 Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROMMET COLOR 2 Select	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	NA	Std	NA	NA
HAND PULL TYPE/COLOR 2 Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA
Lock Color Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA

Special Instructions: White Tigris 4783-60 Laminate and Edge Banding

TACK BOARDS

Fabric Name / Number	Qty	Fabric Name / Number	Qty

SEATING

MODEL #	QTY	UPHOLSTERY NAME (FABRIC & VINYL)	UPHOLSTERY COLOR	FRAME COLOR

CUSTOMER SIGNATURE	DATE SIGNED
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PLEASE NOTE: This sheet must accompany your order. Customer signature and date is required for processing.
cc: Customer, Account Executive, Customer Service



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

FINAL QUOTATION SUMMARY

12/14/2011

AGENCY:	Jefferson County Courthouse
DEPT:	Reception - Option E
ATTN:	Ruth Gordan
SHIP ADDRESS:	1820 Jefferson Street
CITY:	Port Townsend

AE	Marc Raybould
DRAWING #	T2503E
DESIGNER	C. Mannerling

CI requires a purchase or field order with the correct dollar amount to accompany this packet with appropriate signatures.
Upon receipt of these items CI will begin processing your order for scheduling and shipment.

Additional Systems Furniture (Plus Install and Delivery)

Qty	Item#	Description	Size	Price	Total
1				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				Subtotal:	\$ -

Additional Case Furniture (Plus Inside Delivery)

Qty	Item#	Description	Size	Price	Total
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				Subtotal:	\$ -

Additional Charges

Qty	Item#	Description	Size	Price	Total
1		15% Upcharge for White Tigris Laminate		\$ 4,002.00	\$ 600.30
1		5% Upcharge for Ovation Shadow		\$ 2,033.00	\$ 30.60
				\$ -	\$ -
				Subtotal:	\$ 630.80

Approved as to form only:

David Alvey 12/14/2011
Jefferson Co. Prosecutor's Office

FURNITURE SUBTOTAL (B.O.M. + Additional Furniture)

INSTALLATION & DELIVERY - Systems & Custom (\$60 Min.)
INSIDE DELIVERY (All Non-Installed Items)
CUSTOM FURNITURE INSTALLATION (Per Quote)
RECONFIGURATION FEES (Per Quote)
ADDITIONAL CHARGES (As listed above)

\$	15,289.00
\$	1,055.04
\$	260.28
\$	-
\$	-
\$	630.80
\$	17,245.12
\$	1,552.06
\$	18,787.18

TOTAL PRICE For this Bid is Effective Through
Sunday, February 12, 2012

SUBTOTAL
SALES TAX 9.0%
TOTAL

Special Instructions:

Signature confirms the quote and drawings referenced above accurately depict the items you wish to purchase and reflect your requirements and field conditions. Customer acknowledges responsibility for providing certified electrician per directions on the drawing title page.

Customer's Signature:

(Customer signature required to process this quote request.)

Date:

C.I. Account Executive Signature:

Date:

A Color Selection Sheet is included in this packet. Please review, sign, and return with packet.