

**HABERSHAM COUNTY BOARD OF COMMISSIONER**

**EXECUTIVE SUMMARY**

**SUBJECT:** Environmental Health High Density File Storage Shelving

**DATE:** August 27, 2024

**RECOMMENDATION**

**POLICY DISCUSSION**

**BUDGET INFORMATION:**

**STATUS REPORT**

ANNUAL- \$22,527.51

**OTHER**

CAPITAL-

**COMMISSION ACTION REQUESTED ON:** September 16, 2024

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**PURPOSE:** To request Commission approval to purchase high density file shelving for Environmental Health Department from Modern Business.

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**BACKGROUND / HISTORY:** The Habersham County Environmental Health Department, located in the Habersham County Administration Building is seeking approval for high density shelving units. Currently, Environmental Health has run out of space in their office for required filing and is in need of a better solution. Habersham County Facilities Management and County staff have been converting the previously used Elections office into additional space for Environmental Health. The funds for this purchase will come from contingency. Habersham County has utilized Modern Business for all previous purchases of high-density shelving and have a good working relationship with them.

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**FACTS AND ISSUES:**

- a. Currently, Environmental Health has run out of space in their office for required filing and is in need of a better solution.
- b. The funds for this purchase will come from contingency.
- c. Habersham County has utilized Modern Business for all previous purchases of high-density shelving and have a good working relationship with them.

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**OPTIONS:**

- 1) Approve purchasing high density file shelving for Environmental Health from Modern Business.
  - 2) Deny purchasing a high density file shelving for Environmental Health from Modern Business.
  - 3) Commission defined alternative.
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**RECOMMENDED SAMPLE MOTION:** Move to approve purchasing high density file shelving for Environmental Health from Modern Business.

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**DEPARTMENT:**

Prepared by:

Director \_\_\_\_\_

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**ADMINISTRATIVE  
COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

County Manager

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# Habersham County

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## PRICE PROPOSAL

**Date: 6/21/2024**

Prepared For: Mike Bramlett

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Quote Number: 1881-27295

Valid For 30 Days

Prepared by: Charlie Walker

**Confidential**

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## Project Scope

### Bill To

Habersham County  
 Facilities Management  
 4306 Toccoa Highway  
 Clarkesville, GA 30523

### Project Investment

Project Total	\$22,527.51
Tax (0%)	\$0.00
<b>Grand Total</b>	<b>\$22,527.51</b>

### Install To

Habersham County  
 Facilities Management  
 4306 Toccoa Highway  
 Clarkesville, GA 30523

### Payment Schedule 50% Deposit/Remaining Due Upon Receipt

0.00	\$0.00
50% Deposit Due at Signing	\$11,263.76
50% Remaining Balance Due Upon Delivery	\$11,263.75

## Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Habersham County new facilities mobile storage carriages	Storage	\$17,382.51	\$0.00	\$17,382.51
	Freight	\$1,295.00	\$0.00	\$1,295.00
	Installation	\$3,850.00	\$0.00	\$3,850.00
		<b>\$22,527.51</b>	<b>\$0.00</b>	<b>\$22,527.51</b>
<b>Grand Total</b>		<b>\$22,527.51</b>	<b>\$0.00</b>	<b>\$22,527.51</b>

Modern Business Workplace Solutions  
 1018 Telfair Street  
 Augusta, GA 30901  
 Phone: (706) 724-8700  
 Fax: (706) 724-4654



# QUOTATION

# 1881-27295

VALID UNTIL 7/21/2024

**BILL TO**

Habersham County  
 Facilities Management  
 4306 Toccoa Highway  
 Clarkesville, GA 30523

**INSTALL TO**

Habersham County  
 Facilities Management  
 4306 Toccoa Highway  
 Clarkesville, GA 30523

Salesperson  
 Charlie Walker

Payment Terms  
 50% Deposit/Remaining Due Upon  
 Receipt

## Habersham County new facilities mobile storage carriages

### Freight

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	1.00	EA	Freight / Freight / Shipping / Packaging	\$357.61	\$357.61
2	1.00	EA	Freight / Freight / Shipping / Packaging	\$937.39	\$937.39

### Storage

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
3	3.00	EA	MBWS061724-PC / MBWS061724-PC 3 Carriages w/ surcharges	\$2,721.70	\$8,165.09
4	3.00	EA	Habersham Additional Shelving / Aurora Shelving	\$3,072.47	\$9,217.42

### Installation

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
5	1.00	EA	Installation / Labor to receive, deliver and install during normal business hours.	\$3,850.00	\$3,850.00

**CUSTOMER SIGN OFF**

subtotal	\$22,527.51
sales tax	\$0.00
<b>total</b>	<b>\$22,527.51</b>

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Accepted Date

\_\_\_\_\_  
 Print Name



# QUOTATION

# 1881-27295

VALID UNTIL 7/21/2024

On all proposals provided by Modern Business, a 3% processing fee is applied to all orders paid by credit card. Any applicable sales tax will be included on the invoice unless requested to be included in the proposal. All quotations are valid for 30 days from the date issued and are based upon the specification information. Project lead times begin when a complete order has been signed, all the finishes and fabrics have been approved, and the manufacturer has approved the order. Any restocking fees for product returns will be a cost to the customer (see more information below). All material provided by Modern Business including specifications, pricing, and drawings is proprietary and confidential. The disclosure, reproduction, or incorporation into any system without written approval from Modern Business Systems, Inc. is prohibited by law.

## ORDER ENTRY

Modern Business requires a complete purchase order, PO number, or a signed copy of the final proposal before any order can be placed. During normal business hours, the order entry process requires a two-day processing period to ensure order accuracy. This internal order entry process may be delayed if there are any product changes or other discrepancies in product codes.

## SHIPMENT OF PRODUCT

Once the order has been cleared through the standard Modern Business order entry process, the appropriate manufacturer will acknowledge the order and provide an expected ship date of the product. Modern Business does not dictate or control the manufacturer's shipping schedules and is not held responsible for any shipment delays due to any reason. All shipping and/or delivery dates are approximate estimations. Should any item become damaged during the shipment and delivery process, Modern Business will perform the appropriate corrective actions according to guidelines set forth by the individual manufacturer's requirements. Any item that needs replacement or repair will be delivered based on the manufacturer's lead time for damaged goods. All products require a three to five business day transportation period from receipt at Modern Business's location before arriving at the final agreed upon destination.

## FREIGHT POLICY

All freight is prepaid to the customer and included in the product pricing unless otherwise noted on the proposal. Certain products will require an additional freight fee, and these will be made clear on the final proposal provided by Modern Business. Freight is also subject to change due to unforeseen product changes; any additional freight costs will be added to the final invoice.

## RETURN POLICY

All Modern Business sales are complete and final. Orders are placed after complete sign off for finishes, style, and proposal. If a customer is dissatisfied with the installed product, the product is in good condition, and is as specified per the completed order, Modern Business is not responsible for any financial ramifications to return the product to the Manufacturer. Modern Business will however aid in the product return, but there will be a minimum 35% restocking fee, any associated freight costs, and any applicable costs to dismantle, pick up from the site, and package for return. These costs will be proposed to the customer and signed off on before any action to return will take place.

## INSTALLATION

Modern Business sets the installation schedule according to the expected shipment and delivery of the product. Based upon the delivery of the product and the length of time to complete the job, an assigned date on the installation schedule will be created, and the customer will be notified of the expected delivery date. Delays in delivery due to manufacturer's delay in production or shipment will affect expected installation dates and are not the responsibility of Modern Business. It is the end user's responsibility to ensure that the delivery site is available and clear at the time scheduled for installation. Modern Business shall not be liable for delays in delivery due to strikes, accidents, Acts of God, or other causes beyond its control. If the site is not ready for delivery, storage charges of \$75.00 per day could incur, and will be assessed as needed for any equipment held in the Modern Business warehouse more than one week beyond the agreed upon scheduled delivery date.

## OUTSIDE SUPPORT

It is the customer's responsibility for coordinating all outside assistance to include but is not limited to electrical, data, carpet, millwork, or painting in accordance with the expected installation date set forth by Modern Business.

## TERMS OF PAYMENT

Modern Business terms are Net cash thirty (30) days after the date of installation. Account balances unpaid beyond 30 days may incur service charges of 1.5% per month. A deposit may be required with your order and will be agreed upon prior to the order placement. Partial shipments will be invoiced periodically in accordance with the amount of work completed at the time of billing. If Modern Business is required to store product because of delays in new construction or renovation, there will be an invoice created that is 70% of selling price upon our receipt of material to our warehouse. The customer is responsible for payment of any taxes or fees if applicable. Additional delivery, storage and handling charges may apply.

## WARRANTY

Our manufacturers warrant their products to be free from defects in material and workmanship for one year from the date that the customer accepts installation. Certain products and manufacturers carry additional warranties or warranty periods. Complete warranty statements are available upon request. Modern Business offers Preventive Maintenance and/or Extended Warranty service contracts on an annual fee basis.

Please call Modern Business for additional information or assistance.

By signing below, you are agreeing to the terms and conditions expressed in the above document.

Name \_\_\_\_\_  
(Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature (Authorized) \_\_\_\_\_ PO No. \_\_\_\_\_ Date \_\_\_\_\_

Modern Business Workplace Solutions  
 1018 Telfair Street  
 Augusta, GA 30901  
 Phone: (706) 724-8700  
 Fax: (706) 724-4654



# DEPOSIT INVOICE

# 1881-27295-0

Due Upon Receipt  
 6/21/2024

**Bill To**

Habersham County  
 Facilities Management  
 4306 Toccoa Highway  
 Clarkesville, GA 30523

**Install To / End User**

Habersham County  
 Facilities Management  
 4306 Toccoa Highway  
 Clarkesville, GA 30523

PROJECT #	SALESPERSON	QUOTE NAME	PROJECT NAME
1881	Charlie Walker	Habersham County new facilities mobile storage	Habersham County new facilities mobile storage carriages

**Deposit Details Summarized by Phase**

Option	Phase	Price	Tax	Total	Deposit Amount
Habersham County new facilities mobile storage carriages	Storage	\$17,382.51	\$0.00	\$17,382.51	\$8,691.26
	Freight	\$1,295.00	\$0.00	\$1,295.00	\$647.50
	Installation	\$3,850.00	\$0.00	\$3,850.00	\$1,925.00
<b>Total</b>		<b>\$22,527.51</b>	<b>\$0.00</b>	<b>\$22,527.51</b>	<b>\$11,263.76</b>

Remit Payment to:  
 Modern Business Workplace Solutions  
 Attn: Brandy Jones  
 PO BOX 2662  
 Augusta, GA 30914

Order Total	\$22,527.51
Sales Tax	\$0.00
<b>Total</b>	<b>\$22,527.51</b>
<b>50% Deposit Due</b>	<b>\$11,263.76</b>