



YAMHILL COUNTY ASSESSMENT & TAX
535 NE 5TH St., Room 42
McMinnville, OR 97128

RE: Office Furniture Assessment and Tax

6/8/2017

General Overview:

The office of Assessment and Tax is a public office with significant citizen, non-resident and commercial foot traffic. The office is in need of new office furniture. The existing panel systems (Various throughout the office) have exceeded their useful life. As part of the furniture replacement, we have studied and designed a new office layout that will maximize the efficiency of the space we are limited to. The new layout will provide for a better customer experience to the citizens who engage with our office.

Four bids were requested; three bids were actually received and reviewed. Approval is requested to proceed with the proposal from NWC Office Furniture. Here is the summary of the three bids;

NWC Office Furniture (selected for approval)	\$38,260.00
Valley Office Solutions	\$48,925.00
ST Johns Panel Systems	\$84,463.00

The 2016-2017 budget was approved for the office furniture expenditure. Additional funds allocated to the office refurbishing project have been moved forward into the 2017-2018 budget to conclude the project.

Thank you for the time and consideration.

Derrick Wharff
Yamhill County Assessor and Tax Collector

Accepted by Yamhill County
Board of Commissioners on
6-15-17 by Board Order
17-210

nwc office furniture

8899 se jannsen rd
clackamas, 97015

Invoice

Date	Invoice #
5/10/2017	1730

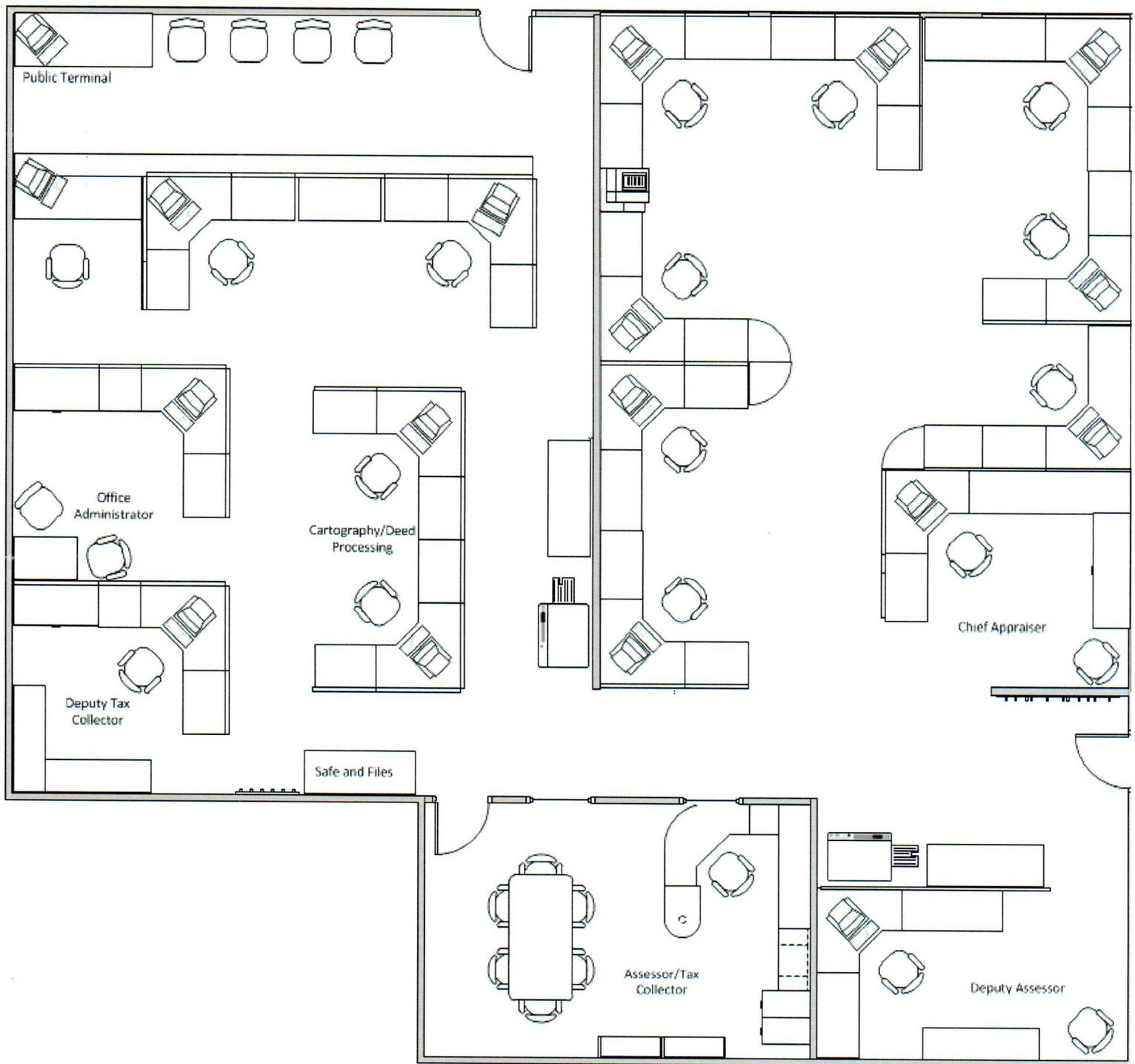
Bill To
Yamhill County Assessment and Taxation 535 ne 5th st room 42 McMinnville, Or 97128

Ship To

Quantity	Item Code	Description	Price Each	Amount
17	miscellaneous	Herman Miller Ao2 cubicles with bbf, 2 drawer, power and panels along wall	650.00	11,050.00
17	miscellaneous	adjustable bases	550.00	9,350.00
10	miscellaneous	7754 mesh back chairs	240.00	2,400.00
1	miscellaneous	front trans top	1,500.00	1,500.00
50	miscellaneous	glass stacker kits	80.00	4,000.00
1	miscellaneous	install and delivery	5,000.00	5,000.00
18	miscellaneous	new tops for adjustabel bases	220.00	3,960.00
1	miscellaneous	lamine panels in front reception	1,000.00	1,000.00

www.officefurniture-pdx.com	Used Items Sold AS IS New returned items 20% restocking fee	Total	\$38,260.00
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Exhibit "A"



Summary

Objective is to open the floor plan and create the ability to see throughout the office from the main walk through fairs. Cubes have been estimated at 7 x 7 and 10 x 10 for employees and supervisors respectively. This rendition would require;

12 7 x 7 Cubicals

4 10 x 10 Cubicals

5 or 6 customer workspace surface

1 custom counter or top surface area for main customer service area.

Exhibit "B"