



Agenda Action Form Overview

The Board is requested to authorize the County Manager to execute a contract with Carolina Business Interiors (CBI) for the purchase of furniture for the Project Build at Shoppes of Hope Valley renovation project in the amount \$172,119.82 plus owners contingency of \$8,606.00 and to execute and other related contract if necessary, not to exceed the budget of \$ 180,725.82.

Background/Justification

The Project Build renovation at the Shoppes of Hope Valley involves a full buildout of a space not previously occupied by the County, requiring complete interior construction to support the program's operations. As the facility is being established from the ground up, the purchase of new furniture is essential to support workspace layouts, meeting space, and staff operational needs. The proposal from CBI was prepared using NC Statewide Term Contract and OMNIA group purchasing programs as allowed by North Carolina General Statute 143-129(e) and was therefore not subject to a competitive bidding process. In addition to the purchasing agreement-eligible items, the proposal includes several ancillary items that fall outside the cooperative purchasing agreement. These items have been incorporated into the overall package because their individual costs fall below the County's competitive bidding thresholds for goods.

This renovation is in process, and we anticipate a move in date near October 26, 2026. Funding for this contract is available in project budget.

Policy Impact

This project was approved during the FY 20-29 Capital Improvement Plan.

Procurement Background

Type of purchase

- ☒ Goods
- ☐ Services
- ☐ - Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if $\geq$ \$30,000, BOCC approval if $\geq$ \$90,000

Services: Bids required if $\geq$ \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if $\geq$ \$30,000, BOCC approval if $\geq$ \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption



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Agenda Action Form Supplemental Document

- ☒ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other –

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why?

Fiscal Impact

Adequate funding for these services has been budgeted and is within the CIP project account.

Recommendation

The County Manager recommends that the Board approve execution of a contract with Carolina Business Interiors (CBI) for the purchase of furniture for the Project Build at Shoppes of Hope Valley renovation project in the amount \$172,119.82 plus owners contingency of \$8,606.00 and to execute and other related contract if necessary, not to exceed the budget of \$ 180,725.82.