



SC Higher Education Tuition Grants Commission

Providing Opportunity. Promoting Choice.

111 Executive Center Dr
Suite 242
Columbia, SC 29210
(803) 896-1120
info@sctuitiongrants.org

Katherine H. Harrison
Executive Director

STAFF RECOMMENDATION REGARDING DEPUTY DIRECTOR OFFICE FURNITURE PURCHASE

S.C. Code of Laws, Section 11-35-450, requires governing boards/commissions to approve the purchase of office furniture exceeding \$1,000 if it is to be used in the agency's executive director's or assistant/deputy director's office. When the Tuition Grants Commission moved to the current office suite in 2019, the Commission approved the purchase of new furniture for the Executive Director's office, with the old furniture being repurposed for the Deputy Director's office.

That furniture, which is a mixture of individual pieces purchased in 2014 and in the 1980s has more than served its purpose and should be replaced. Current issues leading to the request for new furniture include the "computer" desk being slightly damaged during the move; while functional for the past five years, the impacts of the damage are becoming more noticeable through normal wear and tear. Additionally, the credenza and lateral file, both obtained in the 1980s, do not have appropriate locking mechanisms to allow for the storage of sensitive or restrictive paperwork, limiting their use.

Commission Staff have worked with Lorick Office Products, which is an approved vendor on State Contract for office furniture, to obtain a quote for a new desk and two matching lateral files with proper locking mechanisms. Lorick Office Products is also a registered minority business and purchases through this furniture contract would support the agency's Minority Business Expenditure goal plan for FY2024, which is required of all State agencies.

Commission Staff recommend that the Commission consider approving the purchase of a new desk and matching lateral file cabinets for use in the Deputy Director's office in the amount of \$3,785.40, which includes applicable taxes and fees. If approved, the current furniture would be sent to the state's surplus supply, and if subsequently sold, the agency would recoup a percent of the sale.

A vote by the South Carolina Tuition Grants Commission is required to approve this purchase.

Bill To:

111 Executive Center Dr.
 Suite 242
 Columbia SC 29210
 Kira Demery

Project: PRIVATE OFFICE
 Designer: Taricka Taylor-Lorick
 Account Rep: Taricka Taylor-Lorick

Ship To:

111 Executive Center Dr.
 Suite 242
 Columbia SC 29210
 Kira Demery

Quote: Q1-030724
 Date: 3/7/2024

Sold To:

111 Executive Center Dr.
 Suite 242
 Columbia SC 29210
 Kira Demery


Contract #: SC State Contract

QUOTATION





Grand Total: \$3,785.40

Line#	0		List:	\$0.00	\$0.00
1		Lorick Contract 4400023060	Sell:	\$0.00	\$0.00
			Disc:		0.00
Line#	0		List:	\$0.00	\$0.00
2		4400022782 Office Source Furniture Contract Number	Sell:	\$0.00	\$0.00
			Disc:		0.00
			Subtotal:		\$0.00

LATERAL FILE


Line#		2	COE PL112	List:	\$1,248.00	\$2,496.00
3			2 drw lateral filing cabinet w/ removable top 36"W x 22"D x 29" H	Sell:	\$624.00	\$1,248.00
				Disc:		50.00
			Laminate Color Selection	MH	LAM: Mahogany	
			Pull Selection	STD	Standard Black Pull	
				Subtotal:		\$1,248.00

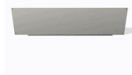
U-SHAPE DESK WITH HUTCH

Line#		1	COE PL189	List:	\$946.00	\$946.00
4			Bow Front Desk Shell, 71"W x 36/41"D	Sell:	\$473.00	\$473.00
				Disc:		50.00
			Laminate Color Selection	MH	LAM: Mahogany	
Line#		1	COE PL193	List:	\$344.00	\$344.00
5			Bridge, 36"W x 24"D	Sell:	\$172.00	\$172.00
				Disc:		50.00
			Laminate Color Selection	MH	LAM: Mahogany	
Line#		1	COE PL182R	List:	\$859.00	\$859.00
6			Credenza w/corner extension, 71"W x 24/36"D Right	Sell:	\$429.50	\$429.50
				Disc:		50.00
			Laminate Color Selection	MH	LAM: Mahogany	
Line#		1	COE PL166	List:	\$696.00	\$696.00
7			Full pedestal, Box/box/file	Sell:	\$348.00	\$348.00
				Disc:		50.00

Laminate Color Selection MH LAM: Mahogany
 Pull Selection STD Standard Black Pull

Line#		1	COE PL144OH		List:	\$851.00	\$851.00
8			Open Hutch, 71"W x 36"H		Sell:	\$425.50	\$425.50
					Disc:		50.00

			Laminate Color Selection	MH	LAM: Mahogany		
Line#		1	COE PL44SGD_OD		List:	\$373.00	\$373.00
9			Silver Glass Door Set for New PL144, Outside Doors (2 per set)		Sell:	\$186.50	\$186.50
					Disc:		50.00

Line#		1	COE GBM1769		List:	\$445.00	\$445.00
10			17x69 Magnetic White Glassboard		Sell:	\$222.50	\$222.50
					Disc:		50.00

Subtotal: \$2,257.00

Line#			LOP SC Sales Tax		List:	\$0.00	\$0.00
			SC Sales Tax (8.0%)		Sell:	\$280.40	\$280.40
					Disc:		

Grand Total: \$3,785.40

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Lorick Office Product

CUSTOMER ACCEPTANCE OF TERMS AND CONDITIONS

Accepted By: _____

Title: _____

Date: _____