

Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, June 4, 2013

Prepared By/Phone Number: C.W. Bruner, 854-9760 Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Approve Contract Award for Countywide Furniture, IFB No. 1302-011-CW, to the responsive low bidders:

- A. Austin Business Furniture: Global, National Office Furniture, Mayline, Neutral Posture, Office Star, and Allsteel
- B. Business Interiors by Staples d/b/a Staples Advantage: HON, Offices To Go, and Affordable Interior Systems
- C. Ergogenesis: Ergogenesis
- ➤ Purchasing Recommendation and Comments: Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes. This contract will provide for furniture countywide.

IFB No. 1303-011-CW was issued on March 11, 2013. A total of one hundred seventy eight (178) vendors were solicited and seven (7) bids were received. Two (2) of the seven (7) bids were rejected and deemed non-responsive due to non-compliance with the terms and conditions of the solicitation. Both bidders have been notified of their rejected bid.

The Travis County HRMD Risk Management department recommends award to the responsive low bidders. The recommendations for contract award are based on the highest discount offered off the Manufacturer's List Pricer. The Purchasing Office concurs with HRMD Risk Management's recommendation to award contracts to the following bidders:

<u>Bidder</u>	<u>Catalog</u>	<u>Discount</u>
Austin Business Furniture	Global	53.29%
Austin Business Furniture	National Office Furniture	56.55%
Austin Business Furniture	Mayline	58.83%
Austin Business Furniture	Neutral Posture	55.00%
Austin Business Furniture	Office Star	51.85%
Austin Business Furniture	Allsteel	48.00%
Business Interiors by Staples d/b/a Staples Advantage	HON	57.00%
Business Interiors by Staples d/b/a Staples Advantage	Offices To Go	52.00%
Business Interiors by Staples d/b/a Staples Advantage	Affordable Interior Systems	76.00%
Ergogenesis	Ergogenesis	67.52%

> Contract-Related Information:

Award Amount: N/A

Contract Type: Annual, Unilateral

Contract Period: June 25, 2013 through June 24, 2014

> Solicitation-Related Information:

Solicitations Sent: 178 Responses Received: 7
HUB Information: N/A % HUB Subcontractor: N/A

> Funding Information:

Shopping Cart/Funds	Reservation in SAP: N/A
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□ Comments: Requisitions are processed at time of requirement.



Human Resources Management Department

700 Lavaca

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX(512) 854-7134

Date: May 21, 2013

To: C.W. Bruner, Purchasing Agent

From: John Brady, Risk & Safety Specialist, Sr., HRMD Risk Mgt. Division

CC: William Paterson, Risk & Safety Manager, HRMD

Subject: COUNTYWIDE FURNITURE CONTRACT 1302-011-CW

Risk Management, HRMD has reviewed Bid Tabulations for the above Countywide Furniture Contract and recommends awarding the contract to the three lowest bidders offering a wide variety of quality products that meet the needs of Travis County:

- 1) Austin Business Furniture
- 2) Business Interiors by Staples
- 3) Ergogenesis

Should there be any questions regarding this recommendation please contact me at 854-9586.

FACILITIES MANAGEMENT DEPARTMENT



Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: PDC Division FILE: 10-Contracts and PO's

TO:

Cyd V. Grimes, CPM, C.P.P.O., Purchasing Agent gerklison

FROM:

Roger A. El Khoury, M.S., P.E., Director

DATE:

May 21, 2013

SUBJECT:

Countywide Furniture Contract

Solicitation No.: 1302-011-CW

Facilities Management Department (FMD) recommends award of the Countywide Furniture Contract, Solicitation No. 1302-011-CW, to the three apparent low bidders in each category, Austin Business Furniture, Business Interiors by Staples and Ergogenesis.

FMD has reviewed the bid tabulation packet and the unit bid items and determined that the low bids are fair and reasonable. Facilities Management Department recommends approval.

In accordance with the procedure to secure approval for this contract award, this request is being forwarded for approval by the Commissioners Court. If approved, please issue fully executed contracts to the apparent low bidders. Please call Tiffany Talbot at extension 44909 if you have any questions.

ATTACHMENTS:

1) Bid Tabulation Sheet for Solicitation 1302-011-CW

COPY TO:

Leslie Browder, County Executive, PBO Amy Draper, CPA, Financial Manager, FMD Jim Barr, AIA, LEED AP, Sr. Project Manager, FMD Tiffany Talbot, Architectural Associate, FMD C.W. Bruner, Purchasing Agent Assistant IV, CTP, TCPO



Bid Tabulation Packet for Solicitation 1302-011-CW for Countywide Furniture

Austin Business

Furniture

Facilities

Business Interiors

* Rockford

Ergogenesis

Business Interiors

by Staples

Workplace

Resource

Resource Inc.

1302-011-CW-01-01 HON	Item #	Item Description	Percentage off List Price						
1302-011-CW01-03	1302-011-CW01-01	HON	56.24	0	0	57	0	0	0
1302-011-CW01-04 NATIONAL OFFICE FURNITURE S6.55 O O 54 53 O O 1302-011-CW01-05 VIRCO O O O O O O O O O	1302-011-CW01-02	GLOBAL	53.29	50.76	0	53	0	56.34	0
1302-011-CW01-05	1302-011-CW01-03	MILLER (Big & Tall)	0	0	0	0	0	0	0
1302-011-CW01-06 MAYLINE	1302-011-CW01-04	NATIONAL OFFICE FURNITURE	56.55	0	0	54	53	0	0
1302-011-CW01-07 KNOLL	1302-011-CW01-05	VIRCO	0	0	0	0	0	0	0
1302-011-CW01-08 HERMAN MILLER	1302-011-CW01-06	MAYLINE	58.83	0	0	0	0	0	0
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1302-011-CW-01-10 NEUTRAL POSTURE 55	1302-011-CW01-08	HERMAN MILLER	0	0	0	0	53	0	0
1302-011-CW01-11 ERGOGENESIS	1302-011-CW01-09	NATIONAL OFFICE FURNITURE	56.55	0	0	54	0	0	0
1302-011-CW01-12 STEELCASE	1302-011-CW01-10	NEUTRAL POSTURE	55	0	54	48	0	0	0
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1302-011-CW01-18 ALTERNATE MANUFACTURER - Allsteel 48 0	1302-011-CW01-16	KIMBALL INTERNATIONAL	0	0	0	0	56	0	0
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1302-011-CW01-18 ALTERNATE MANUFACTURER - Allsteel 48 Austin Business Furniture	1302-011-CW01-01 1302-011-CW01-02 1302-011-CW01-03 1302-011-CW01-04 1302-011-CW01-05 1302-011-CW01-06 1302-011-CW01-07 1302-011-CW01-08 1302-011-CW01-10 1302-011-CW01-11 1302-011-CW01-12 1302-011-CW01-13 1302-011-CW01-13	HON GLOBAL MILLER (Big & Tall) NATIONAL OFFICE FURNITURE VIRCO MAYLINE KNOLL HERMAN MILLER NATIONAL OFFICE FURNITURE NEUTRAL POSTURE ERGOGENESIS STEELCASE REALSPACE OFFICE STAR OFFICES TO GO	No B No B No Respo	57 53.29 sid Receives 56.55 sid Receives 58.83 sid Receives 56.55 55 67.52 sid Receives 51.85 52	ved ved eceived ved ved	Aust Aust Aust Aust Aust Aust	ess Inte	ness Furr N/A ness Furr N/A ness Furr N/A ness Furr genesis N/A ness Furr genesis	Staples niture niture niture niture niture
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Buyer Notes: Rockford Business Interiors and Workplace Resource LLC bid response is deemed as "Non-Responsive". Bidder did not follow bid instructions by not including delivery and installation price into discount off list price percentage. Per Bid Special Provisions # 4: BID PRICES: Prices and discounts offered shall include the cost of shipping, delivery, discard of cartons and trash, installation and the setup of all items to the designated FOB destination point and shall not include Federal or State of Texas sales, excise and use taxes.