

Item 19



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:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

<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

Comments: Requisitions are processed at time of requirement.

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Human Resources Management Department

HRMD

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

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

DATE: May 21, 2013

SUBJECT: Countywide Furniture Contract
Solicitation No.: 1302-011-CW

A handwritten signature in blue ink, reading "Roger A. El Khoury".

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

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

Item #	Item Description	Percentage off List Price						
		Austin Business Furniture	Facilities Resource Inc.	Neutral Posture Inc.	Business Interiors by Staples	* Workplace Resource	* Rockford Business Interiors	Ergogenesis
1302-011-CW--01-01	HON	56.24	0	0	57	0	0	0
1302-011-CW--01-02	GLOBAL	53.29	50.76	0	53	0	56.34	0
1302-011-CW--01-03	MILLER (Big & Tall)	0	0	0	0	0	0	0
1302-011-CW--01-04	NATIONAL OFFICE FURNITURE	56.55	0	0	54	53	0	0
1302-011-CW--01-05	VIRCO	0	0	0	0	0	0	0
1302-011-CW--01-06	MAYLINE	58.83	0	0	0	0	0	0
1302-011-CW--01-07	KNOLL	0	0	0	0	0	0	0
1302-011-CW--01-08	HERMAN MILLER	0	0	0	0	53	0	0
1302-011-CW--01-09	NATIONAL OFFICE FURNITURE	56.55	0	0	54	0	0	0
1302-011-CW--01-10	NEUTRAL POSTURE	55	0	54	48	0	0	0
1302-011-CW--01-11	ERGOGENESIS	0	0	0	0	0	0	67.52
1302-011-CW--01-12	STEELCASE	0	0	0	0	0	61.54	0
1302-011-CW--01-13	REALSPACE	0	0	0	0	0	0	0
1302-011-CW--01-14	OFFICE STAR	51.85	0	0	0	0	0	0
1302-011-CW--01-15	OFFICES TO GO	46.5	0	0	52	0	0	0
1302-011-CW--01-16	KIMBALL INTERNATIONAL	0	0	0	0	56	0	0
1302-011-CW--01-17	AFFORDABLE INTERIOR SYSTEMS	0	0	0	76	0	0	0
1302-011-CW--01-18	ALTERNATE MANUFACTURER - Allsteel	48	0	0	0	0	0	0

Low Bid by Product Line based on highest discount. (Sorted by Bid item #.)

Item #	Item Description	Percentage off List Price	Apparent Low Bidder
1302-011-CW--01-01	HON	57	Business Interiors by Staples
1302-011-CW--01-02	GLOBAL	53.29	Austin Business Furniture
1302-011-CW--01-03	MILLER (Big & Tall)	No Bid Received	N/A
1302-011-CW--01-04	NATIONAL OFFICE FURNITURE	56.55	Austin Business Furniture
1302-011-CW--01-05	VIRCO	No Bid Received	N/A
1302-011-CW--01-06	MAYLINE	58.83	Austin Business Furniture
1302-011-CW--01-07	KNOLL	No Bid Received	N/A
1302-011-CW--01-08	HERMAN MILLER	No Responsive Bid Received	N/A
1302-011-CW--01-09	NATIONAL OFFICE FURNITURE	56.55	Austin Business Furniture
1302-011-CW--01-10	NEUTRAL POSTURE	55	Austin Business Furniture
1302-011-CW--01-11	ERGOGENESIS	67.52	Ergogenesis
1302-011-CW--01-12	STEELCASE	No Bid Received	N/A
1302-011-CW--01-13	REALSPACE	No Bid Received	N/A
1302-011-CW--01-14	OFFICE STAR	51.85	Austin Business Furniture
1302-011-CW--01-15	OFFICES TO GO	52	Business Interiors by Staples
1302-011-CW--01-16	KIMBALL INTERNATIONAL	No Responsive Bid Received	N/A
1302-011-CW--01-17	AFFORDABLE INTERIOR SYSTEMS	76	Business Interiors by Staples
1302-011-CW--01-18	ALTERNATE MANUFACTURER - Allsteel	48	Austin Business Furniture

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.