

**EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY**

RFP TITLE: Refurbished / Remanufactured Office Furniture – ESC Region 19 Allied States Cooperative
RFP NUMBER: 14-7031
RFP OPENING DATE: April 8, 2014
CONTRACT TERM: Date of award until April 30, 2015 with the option to extend 12 month increments not to extend beyond 36 month in the aggregate
(Extended by Region 19 until April 30, 2016)
(Extended by Region 19 until April 30, 2017)
FUNDING SOURCE: Various
RFP's ISSUED: 62
RESPONSES: 2
ADVERTISEMENT DATES: El Paso Times March 8, 2014 & March 15, 2014
BOARD MEETING DATE: May 15, 2014

RECOMMENDED FOR AWARD **Indoff, Inc.**
NBS, Inc.

TOTAL (estimated) **\$2,000,000.00/per year**

EXPLANATIONS:

Award of this contract will enable ESC-Region 19 and Region 19 Allied States Cooperative members to purchase and utilize the stated goods and services including parts, labor, and warranty when required during the contract period. Awarded vendors received an overall score above 8.0 out of a possible 10.

SPECIFICATIONS PROVIDED BY: Royce Cleveland
ESC Region 19 Allied States Cooperative

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19 Allied States Cooperative

Martin Camacho
ESC Region 19 Allied States Cooperative

Mary Jane Lopez
ESC Region 19 Allied States Cooperative

Contact Information

Indoff, Inc.

Kim Gregory
11816 Lackland Rd.
St. Louis, MO 63146
915-355-0120 / 314-997-1122
Fax: 888-815-2726
www.indoff.com / kim.gregory@indoff.com

NBS, Inc.

~~Roxana Breceda~~ Gabby Rivera (as of 6/29/16)
1601 Magoffin Ave.
El Paso, TX 79901
915-544-1274 915-533-2417 ext. 205
Fax: 915-351-1271 Mobile: 915-630-1782
www.nbsinc.com / rbreceda@nbsinc.com / grivera@nbsinc.com

SPECIAL CONDITIONS

1. Suppliers are requested to provide a discount off manufacturers catalog list price on the entire line of relevant product.
2. All charges, including all transportation, deliveries if installation charges vary, must be specified.
3. Related services such as moving, installing and removing are also being made available through this contract.
4. All electrical wiring shall be new, UL listed. Electrical requirements shall be pre-determined and specified by the customer, prior to ordering. All electrical components provided for system **shall be new replacement parts and U.L. listed / OEM.** Replacement parts must meet or exceed original equipment manufacturers standard quality for performance.
5. Vendor is able to provide additional related services in conjunction with the furniture items they are proposing under this RFP. Reconfiguration of existing manufacturers' lines of furniture may also be provided
6. Vendor is expected to complete the design phase of a project in a time frame as agreed between the vendor and the using agency
7. Prior to Installation: Vendor shall identify the location of electric receptacles, voice and data jacks.
8. Availability during Installation: Vendor shall be available to answer questions and provide consultation, including installation inspections and furniture installation punch lists, if required in order to verify that the installation of the furniture is in accordance with the approved design.
9. The vendor must provide as requested an illustrated catalog and price list(s) showing all items available. Each item shown shall be identified with the catalog model number, type of fabric and finishes available.
10. All finishes shall be applied in accordance with the highest industry standards to assure the longest possible durability. All materials used must be lead-free and shall meet all OSHA Standards in place at the time of manufacture. Material Safety Data Sheets shall be available upon request.
11. All textiles shall meet the flammability requirements of NFPA 260 latest update when tested in accordance with the methods of that standard.
12. Prices shall remain firm for the first 6 months of the contract period. Price changes and catalog updates will be allowed after the first 6 months; vendors are to submit their requests on their company letterhead, indicating the contract award number and specify the changes that they are requesting to be made to the contract. The vendor needs to submit the request 30 days prior to the effective date of the increase to review, authorize and notify Cooperative members.
13. Delivery: Vendors shall indicate in their proposal the number of days; after receipt of order (ARO) an agency can expect delivery of merchandise. Deliveries and installations will be made as specified by the ordering agency during normal business hours.
14. Vendor must provide proof of General Liability, Auto Liability, and Workers Compensation Insurance for award consideration. Vendors who cannot provide these requirements need not respond to this proposal.
15. This contract will be awarded based on 70% pricing and 30% vendor references and ability to facilitate requirements specified in this proposal.
16. A price lists either hard copy paper, web site or CD must be submitted with proposals.
17. If vendor provides additional goods and / or services not identified in this RFP that will result in cost savings to ESC Region 19 Allied States members, please provide details including pricing, discounts, specifications and cost saving analysis on company letterhead and signed by an authorized vendor representative.
18. Item 32. list areas vendor is willing to service other than El Paso (Arizona, New Mexico and Texas)
19. All questions on RFP must be answered in order to completely evaluate the submitted proposal

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

1.) Does vendor offer or use materials made from recycled materials?

If yes, provide details;

Indoff, Inc. - Yes

All Echo panel cores are reupholstered. Other components such as shelf ends, and pans, topcaps and side rails are reupholstered

NBS, Inc. - Yes

1. Fabric - 100% recycled polyester
2. Recycled wood chips are used as substrate
3. All metal is reused or recycled

2) Does vendor offer estimating, designing and consulting?

Indoff, Inc. - Yes

NBS, Inc. - Yes

No Charge

3) Hourly rate for estimating, designing and consulting?

Indoff, Inc. - \$35.00 hour - Furniture consultation and assessment is at no charge Initial design and one revision at no charge, there after the hourly rate of \$35.00 per hour would be added to the project

NBS, Inc. - No Charge

4) Response time for estimating, designing and consulting?

Indoff, Inc. - 24-48 hours

NBS, Inc. - 48 hours

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

- 5) Vendor must state if it provides delivery or not.

What are the costs for delivery?

Indoff, Inc. – Yes - minimum delivery of \$37.00 then quoted on a project by project basis as many factors are considered

NBS, Inc. - Yes - No charge within El Paso

- 6) Hourly rate for installation?

Per employee?

Indoff, Inc. - \$37.00 hour / Per employee \$37.00 hour

NBS, Inc. - \$30.00 hour / Per employee \$30.00 hour

- 7) Does hourly rate include two installers?

Indoff, Inc. - No

NBS, Inc. – Yes

- 8) Does vendor install new furniture purchased from another vendor
move, remove or re configure existing furniture? If so, what is the rate?

Indoff, Inc. - Yes

\$37.00 hour

NBS, Inc. - Yes

\$30.00 hour

- 9) Does vendor have capacity to refurbish Region 19 Coop members
existing modular furniture and related?

If yes, provide details including manufacturer and details:

Indoff, Inc. – Yes - most all major brand of systems (cubicles) and seating. The determination would be based on brand and series, age and condition

NBS, Inc. - Yes - Herman Miller, Steelcase, Knoll, Some Haworth and Hon series. Majority of chairs can be reupholstered

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

10) Average response time for small orders (in days)? (\$5,000.00 and under)

Indoff, Inc. - \$5,000.00 and under 15 days ARO

NBS, Inc. - 10 days (ARO)

11) Average response time for large orders (in days)? (over \$5,000.00)

Indoff, Inc. - over \$5,000.00 20 days ARO

NBS, Inc. - 15 days (ARO)

12) Does vendor offer custom furniture?

If yes, provide details;

Indoff, Inc. – Yes - We will work with end user to develop a specification for the item(s) needed and the materials.
We then develop a shop drawing and pricing to the customer

NBS, Inc. – Yes - Custom made furniture made to customer's specs

13) Is there an additional charge for needed hardware?

Indoff, Inc. - No

NBS, Inc. – No - With the exception of reconfiguration of existing product where additional hardware may be needed

14) Warranty on equipment and installation:

Labor warranty yrs.

Parts (including electrical) yrs.

Indoff, Inc. – Yes – Labor Warranty 2 yrs. – Parts Lifetime

NBS, Inc. – Yes - Labor Warranty 2 yrs. - Parts 15 yrs.

15) Does vendor have a web site or catalog? Catalogs and/or price list to be included for consideration

Web site

Catalog Names

Indoff, Inc. - www.rsisystemsfurniture.com / Echo – Engage

NBS, Inc. - www.nbsinc.com / NBS March 2014

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

16) Discount from web site or catalog for Cooperative members, if not already discounted. %

Indoff, Inc. - 71% off list price \$0 - \$25,000.00
72.25% off list price \$25,000.00 - \$50,000.00
Note - Hard copy prices provided along with bid and can be seen at mfg. website

NBS, Inc. - 0% Catalog is discounted showing net price

17) List of manufactures: brand name specifications and / or references

Indoff, Inc. - RSI - Echo - Panel System / RSI - Engage - Desking Systems

NBS, Inc. - NBS - remanufactured cubicles and custom office furniture / Global - casegoods, seating and storage
ESI - ergonomic products / Eurotech - seating

18) Markup over cost for parts, supplies not identified?

Indoff, Inc.

Less than \$2500	<u>N/A %</u>
Less than \$5000	<u>N/A %</u>
Less than \$10,000	<u>N/A %</u>
Greater than \$10,000	<u>N/A %</u>

All parts and supplies will be identified

NBS, Inc.

Less than \$2500	<u>12%</u>
Less than \$5000	<u>10%</u>
Less than \$10,000	<u>11%</u>
Greater than \$10,000	<u>9%</u>

19) Please provide any additional discount pricing based on dollar purchases on a per shipment basis combined.

Indoff, Inc. - Any project over \$100,000.00 list may be negotiated

NBS, Inc. - Any project over \$100,000.00 will be negotiated

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

20) Does vendor offer discounts for large volume purchases over and above discounts submitted?
If so, please provide details including additional parts discounts and labor costs, if applicable:

Indoff, Inc. - Any project over \$100,000.00 list may be negotiated

NBS, Inc. - Any project over \$100,000.00 will be negotiated

21) Does vendor provide any discount terms such as 1% or 2% 10 days, net 30 days?

Indoff, Inc. – No

NBS, Inc. – Yes – 2% 10 – Net 30

22) Describe the process of remanufacturing / refurbishing furniture in your facility:

Indoff, Inc.

Finishes - 5 standard paint colors. RSI uses low VOC powder coat and water based paints.

Laminate - Grade A offers high pressure laminates, Grade B offers 18 high pressure laminates. 99% VOC free adhesives. Recycled particle board with high pressure decorative T-mold available in 7 colors.

Fabric Application - Panel fabric is stretched and held taut with high pressure spline. Tackboards and flippers doors fabric is applied using low VOC adhesives

Electrical - 8 wire, 3 circuit systems. UL Certified.

Panels - Panel cores are recycled Haworth Unigroup or places with Steelcore, Honeycomb Acoustic Baffle and fiberglass Insulation covered in new fabrics.

Lights - Newly manufactured, powder coated finish and UL certified.

Storage (overhead, cabinets) - File cabinets and pedestals are newly manufactured and powder coated. Shelf pans are new or remanufactured particle board painted and trimmed in high pressure T-mold.

NBS, Inc.

All product finishes are prepared for the application of new fabric, laminate or paint per original manufacturers standards
NBS uses only new plastic laminate to adhered to surface within industry approved adhesive

Fabric application - new fabric is cut to size and stretched by pneumatic upholstery equipment for quality application. This provided consistency with original manufacturer and is preferable to stretching by hand

Electrical - only new UL approved electrical is installed in NBS panels

Panels - NBS will use new or existing panel blanks, depending on size and quantity required. Existing panels' blanks will be stripped of existing fabric. The surface will be sanded to prepare surface for application of fabric or laminate, per approved order

Lights - NBS uses only new task lights, features light deferred lens for proper work surface lighting and a high performance ballast for efficiency

Storage - (overhead, cabinets) NBS will provide new and existing components depending on specification. Metal will be prepared and painted, bearings and glides inspected and replaced as needed.

Other - File drawer pedestals and cabinets are manufactured with wood, full extension glides and laminate fronts. American made metal and refurbished are available upon request.

23.) How many "in stock" fabrics, paint and laminate finishes are offered?

Indoff, Inc. - 5 standard paint finishes, 12 standard fabrics and 9 standard finishes. These are offered at the discount provided. Upgrades are available at a nominal upcharge.

NBS, Inc. - Including but not limited to the following; hardrock maple, acajou mahogany, select cherry, cafelle, vessel oak, light grey and medium tone. Special / premium laminates available upon requests.

Fabrics - in stock chameleon, ocean and buttercream. NBS standard fabric selection available to meet contract's standard lead time also available.

Paint - DT - dark tone, medium tone and others available upon requests.

24.) Location of vendor's manufacturing facility and warehouse including size (sq. ft.)?

Indoff, Inc. - Chandler, AZ - 105,000 sq. ft.

NBS, Inc. - Manufacturing plant and warehouse - 1601 Magoffin Ave. El Paso, TX 79901 125,000 sq. ft.

Showroom, sales and design - 1601 Texas Ave. El Paso, TX 79901 90,000 sq. ft.

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

25.) Please provide average inventory at vendor's cost kept in stock in warehouse, at any given time:

Indoff, Inc. - 1.9 million

NBS, Inc. - 1.5 million

26.) Does vendor have a local facility in El Paso?

If yes provide address;

Indoff, Inc. – Yes

Indoff has dealer partners residing in El Paso and most major metropolitan areas in the continental US to service the Allied States Cooperative. Indoff is looking at facilities for a future catalog showroom.

NBS, Inc. – Yes

Manufacturing plant and warehouse - 1601 Magoffin Ave. El Paso, TX 79901
Showroom, sales and design - 1601 Texas Ave. El Paso, TX 79901

27.) Number of Service Personnel living and working in El Paso, Texas?

Indoff, Inc. - Indoff has subcontracts local installer / warehouse services with 20 business that have met all insurance requirements set forth by Indoff. They can supply a team from 1 person to 15 people.

NBS, Inc. - 20

28.) Contact Person's Name and phone number assigned to this contract in the event of an award?

Indoff, Inc. - Kim Gregory - 915-355-0120 / kim.gregory@indoff.com

NBS, Inc. - Roxana Breceda - 915-544-1271

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

29.) Number of years in business?

Indoff, Inc. - 42 yrs. - furniture dealership / RSI 27 yrs. - manufacturer

NBS, Inc. - 44 yrs.

30.) Number of service/installation vehicles?

Indoff, Inc. – 5

NBS, Inc. - 5

31.) Provide list of three comparable size accounts including phone numbers and contact persons and email addresses.

On File

32.) General and related items catalog;

Indoff, Inc.

<u>Name of company</u>	<u>Name of catalog(s)</u>	<u>Manufacturers</u>
ASI	ais-inc.com	
Allseating	allseating.com	
BBF	bbffits.com	
ESI	esiargo.com	
Eurotech	eurotechseating.com	
Mayline	mayline.com	
USSCO	Indoff (catalog)	

Discount from current list price	ASI	55%
	Allseating	45%
	BBF	48%
	ESI	47%
	Eurotech	47%
	Mayline	45%
	USSCO	20-40%

NBS, Inc.

<u>Name of company</u>	<u>Name of catalog(s)</u>	<u>Manufacturers</u>
Global	Think Global 2/2014	Global
Offices To Go	Offices To Go	Global
ESI	ESI Volume 26	ESI
Eurotech	Eurotech 2013-2014	Eurotech

	<u>Global</u>	<u>ESI</u>	<u>Eurotech</u>
Discount from current list price - \$1 - \$10,000.00	42%	41%	45%
Discount from current list price - \$10,001.00 - \$25,000.00	42.5%	41.5%	45.5%
Discount from current list price - \$25,001.00 - \$50,000.00	43%	42%	46%

33.) Mark areas willing to serve cooperative members outside El Paso.

Details and / or explanations:

Indoff, Inc. - Arizona, New Mexico, Texas

NBS, Inc. - New Mexico, Texas

34.) Can Vendor provide documentation that state product quality has been rated by a Federal Government Agency?

Indoff, Inc. – Yes - On File

NBS, Inc. – No

Additional Information

Indoff, Inc. – Indoff also provides the following services
Assembly of furniture purchased through Indoff or elsewhere
Assistance with fabric and finish selections
CAD design, space planning, consultation
Competitive pricing on over 300 of the nation's premier furniture manufacturer's
Custom Furniture
Delivery
Field measurements and site verification
Furniture repair
Hundreds of recycled products available
Installation of products purchased through Indoff or elsewhere
Leasing
"Like New" program to bring back furniture worth saving
Project Management
Receiving and Inspection
Reconfiguration of existing furniture
Relocation Services
Re upholstery of panels, overhead units, tack boards and all types of seating
Standards Program

NBS, Inc. - NBS also provides the following services

- CAD Design
- Delivery
- Installation
- Assembly
- Reconfiguration
- Retail Showroom
- Re-upholstery
- Custom Furniture
- Paint Shop
- Refurbishment and Refinishing
- Project Management
- Furniture Repair
- Service to High Density filing/storage units
- Rental, leasing and Consignment
- Trade-in (based on age and condition and brand)
- Moving Services
- Warehousing and Storage

Approved by: _____
(Armando Aguirre – Executive Director)
(Armando Aguirre – Executive Director)
(Armando Aguirre – Executive Director)

Date: _____
(April 25, 2014)
(March 05, 2015)
(March 31, 2016)