

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

RFP TITLE: Refurbished / Remanufactured Office Furniture – ESC Region 19 Allied States Cooperative

RFP NUMBER: 17-7252

RFP OPENING DATE: June 6, 2017

CONTRACT TERM: Date of award until July 31, 2019 with the option to extend another three (3) years annually, not to exceed 60 months in the aggregate.
(Extended by Region 19 until July 31, 2020)
(Extended by Region 19 until July 31, 2021)
(Extended by Region 19 until July 31, 2022)

FUNDING SOURCE: Various

RFP's ISSUED: 26

RESPONSES: 2

ADVERTISEMENT DATES: Washington Post – May 12, 2017 and May 19, 2017
El Paso Times – May 12, 2017 and May 19, 2017

BOARD MEETING DATE: July 20, 2017

RECOMMENDED FOR AWARD ~~Indoff, Inc.~~ *removed as of 7/22/21
National Business Services, Inc. dba 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

Rebecca Hernandez
ESC Region 19 Allied States Cooperative

Renae Lawrence
ESC Region 19 Allied States Cooperative

Contact Information

~~Indoff, Inc.~~ *removed as of 7/22/21

Kim Gregory
3550 Lee Blvd, Ste. C
El Paso, TX 79936
915-355-0120 / 314-997-1122
Fax: 888-815-2726

www.indoff.com / kim.gregory@indoff.com

[Item and Price List](#) ~~States Served~~ All 50 States

National Business Services, Inc. dba NBS, Inc.

Gabby Rivera
1601 Magoffin Ave.
El Paso, TX 79901
915-533-2417 ext. 205
Fax: 915-351-1271 Mobile: 915-630-1782

SPECIAL CONDITIONS- READ CAREFULLY

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 may 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 12 months of the contract period. Price changes and catalog updates will be considered after the first 12 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. A price lists either hard copy paper, web site or CD must be submitted with proposals.
16. 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.

REQUIRED QUESTIONNAIRE

1. Total number of employees?
Indoff, Inc.- Over 400
National Business Services, Inc. dba NBS, Inc.- 30
2. Total number of delivery vehicles?
Indoff, Inc.- 4
National Business Services, Inc. dba NBS, Inc.- 4
3. Number of years in business?
Indoff, Inc.- 46 years
National Business Services, Inc. dba NBS, Inc.- 47 years
4. Does vendor charge additional fees for work performed outside normal business hours? If yes, please explain.
Indoff, Inc.- Time and a Half
National Business Services, Inc. dba NBS, Inc.- Monday- Friday after 5:00pm an hourly rate of \$45.00/hr will be assessed. Saturdays will be charged at \$45.00/hr. (min of 4/8 hours). Sundays & holidays will be charged at \$60.00/hr (min 8 hours).
5. Provide a designated contact person for expedited/emergency work.
Indoff, Inc.- Kim Gregory- (915) 355-0120
National Business Services, Inc. dba NBS, Inc.- George Ambacher- (915) 727-8063
6. This bid will be for use by ESC Region 19 and its ESC Purchasing Cooperative members as well as any other members that join during the contract period. Will the vendor agree to service other members throughout the period of the contract performance? If not, please explain:
Indoff, Inc.- Yes
National Business Services, Inc. dba NBS, Inc.- Yes
7. Provide four (4) educational or related references company has provided electrical services to in the southwest during the past 12 months? Information must have Agency Name, Contact person, person's title, phone number, mailing address, and email address if available.

ON FILE

8. Does vendor offer or use materials made from recycled materials? Provide details.
- Indoff, Inc.-** Yes, Recycled Particle Board, Panel Cores and Metal Shelving Sanded & Re-Painted. We can recycle your existing upholstered items with new fabric and/or foam.
- National Business Services, Inc. dba NBS, Inc.-** Yes, 1. Fabric is 100% recycled polyester, 2. Recycled wood chips are used to create medium density particle board, 3. All metal is used or recycled, 4. We recycle all products reducing landfill mass
9. Does vendor offer estimating, designing and consulting services?
- Indoff, Inc.-** Yes
- National Business Services, Inc. dba NBS, Inc.-** Yes
10. Does vendor install furniture purchased from another vendor?
- Indoff, Inc.-** Yes
- National Business Services, Inc. dba NBS, Inc.-** Yes
11. Average response time for orders? Provide detail in terms of order size and ARO.
- Indoff, Inc.-** All order 3-4 weeks ARO
- National Business Services, Inc. dba NBS, Inc.-** 10 Business days on orders \$5,000 and under, 15 Business days on orders over \$5,000.00
12. Does vendor offer custom furniture? Please explain
- Indoff, Inc.-** Yes, we will work with the end user to develop specification & shop drawing for their approval with pricing.
- National Business Services, Inc. dba NBS, Inc.-** Yes, Furniture can be manufactured to meet customer's specifications and/or needs.
13. Is there an additional charge for additional hardware? Please explain
- Indoff, Inc.-** Only in the case of reconfiguration of existing products where additional hardware may be required.
- National Business Services, Inc. dba NBS, Inc.-** Yes, When reconfiguring customers' existing furniture.
14. Describe the process of remanufacturing/refurbishing furniture.
- Indoff, Inc.-** On File
- National Business Services, Inc. dba NBS, Inc.-** On File

15. How many in stock fabrics, paints & laminates finishes are offered?
- | | |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indoff, Inc.- | On File |
| National Business Services, Inc. dba NBS, Inc.- | We offer 4 in stock fabrics, laminates, and paints. When matching ASC members existing furniture finishes, we have open lines with Burch fabrics- Wilsonart and Formica laminates |
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16. Provide the location of vendors manufacturing facility warehouse including size (sq. ft.)
- | | |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indoff, Inc.- | Chandler, AZ- 105,000 sq. ft. |
| National Business Services, Inc. dba NBS, Inc.- | 1. Manufacturing & Warehouse-
1601 Magoffin- El Paso, TX 79901- 125,000 sq. ft.,

2. Showroom, Sales & Design-
1601 Texas- El Paso, TX 79901- 38,000 sq. ft. |

Approved by: _____

(Armando Aguirre – Executive Director)
 (Armando Aguirre- Executive Director)
 (Armando Aguirre- Executive Director)
 (Armando Aguirre- Executive Director)

Date: _____

(July 10, 2017)
 (May 23, 2019)
 (April 22, 2020)
 (April 26, 2021)