

EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY

RFP TITLE: Refurbished / Remanufactured Office Furniture - ESC Region 19 Purchasing Cooperative
RFP NUMBER: 11-6660
RFP OPENING DATE: April 14, 2011
CONTRACT TERM: Date of award until April 30, 2012 with the option to extend in 12 month increments not to exceed 36 months in the aggregate
(Extended until April 30, 2013 by ESC Region 19)
(Extended until April 30, 2014 by ESC Region 19)

FUNDING SOURCE: Various
RFP's ISSUED: 8
RESPONSES: 2
ADVERTISEMENT DATES: March 27th & April 3rd, 2011
BOARD MEETING DATE: May 19th, 2011

RECOMMENDED FOR AWARD **NBS, Inc.**

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

EXPLANATIONS:

Award of this contract will enable ESC-Region 19 and its Purchasing Cooperative members to utilize the stated goods and services including parts, labor, and warranty when required during the contract period.

SPECIFICATIONS PROVIDED BY: Martin Camacho
ESC Region 19

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Martin Camacho
ESC Region 19

Nancy Alvarado
ESC Region 19

ORDER INFORMATION:

NBS, Inc.

Attn: ~~Kim Gregory~~ Roxana Breceda (as of 1/2014)
1601 Magoffin Ave.
El Paso, TX 79901
800-777-7807 / 915-544-1271 ext. 403
Fax: 915-351-0170
~~kgregory@nbsinc.com~~ rbreceda@nbsinc.com
www.nbsinc.com

SPECIAL CONDITIONS

- 1. 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. While Region 19 Purchasing Cooperative Membership is State-Wide, this contract is intended for use by local agencies participating in the ESC Region 19 Purchasing Cooperative.
- 2. Please indicate which if any of the Purchasing Cooperative Members your company could not or would not be able to provide services to under this agreement?

Region 19 Head Start Sites	_____
Anthony ISD	_____
Burnham Wood Charter School	_____
Candlelighters of El Paso	_____
Children’s Kingdom Learning Center	_____
Canutillo ISD	_____
Christian Joy Center Academy	_____
City of El Paso	_____
City of Horizon	_____
City of Socorro	_____
Clint ISD	_____
El Paso Academy East	_____
El Paso Catholic Diocese	_____
El Paso ISD	_____
El Paso Community College	_____
El Paso Housing Authority	_____
El Paso MHMR	_____
El Paso School for Excellence	_____
El Paso Water Utilities	_____
Fabens ISD	_____
La Fe Preparatory School	_____
San Elizario ISD	_____
Socorro ISD	_____
St. Mark’s School	_____
St. Raphael School	_____
Texas Tech University Health Sciences	_____
Tornillo ISD	_____
UTEP	_____
Ysleta ISD	_____
YWCA of El Paso	_____

Vendor has agreed to service all Cooperative Members

SPECIAL CONDITIONS

1. Suppliers are requested to provide a discount off manufacturers catalog price list on the entire line of relevant product or discount off vendor catalog price list.
2. All prices shall be net, including all transportation, deliveries if installation charges vary specify.
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.
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. All electrical components provided for system **shall be new replacement parts and U.L. listed**. Replacement parts must meet or exceed original equipment manufacturers standard quality for performance.
13. 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.
14. 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.
15. 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.
16. This contract will be awarded based on 70% pricing and 30% vendor references and ability to facilitate requirements specified in this proposal.
17. A price lists either hard copy paper, web site or CD must be submitted with proposals.
18. If vendor provides additional goods and / or services not identified in this RFP that will result in cost savings to ESC Region 19 Purchasing Cooperative members, please provide details including pricing, discounts, specifications and cost saving analysis on company letterhead and signed by an authorized vendor representative.

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

1) Does vendor offer or use materials made from recycled materials? Yes No
If yes, provide details;

1. Fabric – 100% recycled polyester
2. Recycled wood chips are used as substrate
3. All metal is reused or recycled
4. We recycle all products reducing land fill mass

2) Does vendor offer estimating, designing and consulting? Yes No

Vendor offers estimating, designing and consulting

3) Hourly rate for estimating, designing and consulting? \$ 32.50 / hour – *See note

***Note - Initial consultation & preliminary design at no charge \$32.50 per hour thereafter.**

4) Response time for estimating, designing and consulting? 48 hours / days

5) Vendor must state if it provides delivery or not. Yes No

What are the costs for delivery? \$ ~~.060~~ \$0.60 flat rate / per mile

**No charge within El Paso - \$0.60 per mile outside El Paso County
Outside the El Paso area delivery & installation will be quoted on a project by project basis as of 3/22/2013**

6) Hourly rate for installation? \$ 30.00 / hour

Per employee \$ 30.00 / hour

7) Does hourly rate include two installers? Yes No

Vendor offers two (2) installers

8) Does vendor install new furniture purchased from another vendor Yes No

move, remove or re configure existing furniture? If so, what is the rate? \$ 30.00 / hour

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

- 9) Does vendor have capacity to refurbish Region 19 Coop members existing modular furniture and related? Yes No

If yes, provide details including manufacturer and details:

Herman Miller, Steelcase, Knoll, Some Haworth and Hon series, majority of chairs can be reupholstered.

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

- 11) Average response time for large orders (in days)? (over \$5,000.00) **15** days (ARO)
(business days)

- 12) Does vendor offer a furniture buyback program? Yes No
If yes, provide details;

Products will be considered for purchase based on brand, age and condition.

- 13) Does vendor offer custom furniture? Yes No
If yes, provide details;

Custom made furniture made to customer's specification.

- 14) Is there an additional charge for needed hardware? Yes No

With the exception of reconfiguration of existing product where additional hardware may be needed.

- 15) Warranty on equipment and installation: Yes No
Labor warranty **2** yrs.
Parts (including electrical) **15** yrs.

- 16) Does vendor have a web site or catalog? Catalog and/or price list to be included for consideration
Web site www.nbsinc.com Catalog Name **NBS April 2011** Yes No

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

17) Discount from web site or catalog for Cooperative members, if not already discounted. **0%**

Catalog is discounted showing net price

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

**NBS – Remanufactured cubicles and custom office furniture
Global – Casegoods, seating and storage
ESI – Ergonomic Products
Eurotech - Seating**

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

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>

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

Any project over \$100,000.00 will be negotiated

21) 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:

Any project over \$100,000.00 will be negotiated

22) Does vendor provide any discount terms such as 1% or 2% 10 days, net 30 days? Yes **X** No **___**

2% 10 – Net 30

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

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

Finishes – All product finishes are prepared for the application of new fabric, laminate or paint per original manufacturer’s standards.

Laminate – NBS uses only new plastic laminate 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 provides 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 panel 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 – Drawer pedestals & file cabinets – We always provide new American made pedestals & files. Refurbished pedestals available upon request.

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

- 1.) **MFG. & Warehouse located at 1601 Magoffin Ave. El Paso, TX 79901 – 125,000 sq. ft.**
- 2.) **Showroom, sales and design located at 1601 Texas Ave. El Paso, TX 79901 – 38,000 sq. ft.**

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

\$536,000.00

26) Does vendor have a local facility in El Paso?
If yes provide address;

Yes No

MGF. & Warehouse – 1601 Magoffin Ave. El Paso, TX 79901
Showroom, sales & design - 1601 Texas Ave. El Paso, TX 79901

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

19

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

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

~~Kim Gregory – Sales & Marketing Manager – 915-544-1271~~
Roxana Breceda – Marketing & Contracts – 915-544-1271 ext. 403 (as of 1/2014)

29) Number of years in business?

41 yrs.

30) Number of service/installation vehicles?

6

31) Provide list of three comparable size accounts including phone numbers and contact persons?

- 1.
2. **All references on file**
- 3.

32) General and related items catalog;

<u>Name of company</u>	<u>Name of catalog(s)</u>	<u>Manufacturers</u>		
<u>Global</u>	<u>Think Global 1/ 2011</u>	<u>Global</u>		
<u>ESI</u>	<u>ESI Volume 22</u>	<u>ESI</u>		
<u>Eurotech</u>	<u>2010-2011 Eurotech</u>	<u>Eurotech</u>		
		<u>Global</u>	<u>ESI</u>	<u>Eurotech</u>
Discount from current price list - \$1 - \$1,000.00		<u>42%</u>	<u>41%</u>	<u>45%</u>
Discount from current price list - \$1,001.00 - \$2,500.00		<u>42.5%</u>	<u>41.5%</u>	<u>45.5%</u>
Discount from current price list - \$2,501.00 - \$5,000.00		<u>43%</u>	<u>42%</u>	<u>46%</u>

Discounts must include S & H and must remain intact during contract period

BID RESPONSE FORM

Remanufactured / Refurbished Office Furniture

NBS also provides the following services:

- CAD Design
- Space Planning & Consultation
- Delivery
- Installation
- Assembly
- Reconfiguration
- Retail Showroom
- Re upholstery
- Custom Furniture
- Paint Shop
- Project Management
- Warehousing & Storage
- Refurbishment Services
- Furniture Repair
- Service to High Density Filing / Storage Units
- Service to Industrial Shredders
- Leasing

Vendor offers products and services to all 50 states, with Allied States Cooperative as of 3/22/2013

Approved by: _____
(James R. Vasquez)
(James R. Vasquez)
(James R. Vasquez)

Date: _____
(May 6, 2011)
(April 24, 2012)
(March 20, 2013)