SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the following suppliers as the lowest responsive, responsible bidders based on the attached Bid Tabulation: 911 Direct Holdings, LLC; Budget Office Interiors, Inc.; ErgoFlex Systems, Inc. dba Xybix Systems, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; W.B. Mason Company, Inc.; and Workscapes, Inc.

Request that lots be drawn to break the ties between W.B. Mason Company, Inc. and Workscapes, Inc. for the following sub-categories: Open Office Systems; Desk Systems; Task Seating; Conference Room Chairs; Metal Office Furniture; Executive Wood Office Furniture; Laminate Bookcases; Lateral Files – Wood; Shelving / Personal Storage; and Occasional Tables per the attached tie breaking spreadsheet.

Total estimated initial expenditure amount not-to-exceed $210,000.00. Period of service will be from October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options.

Funding shall be encumbered from various accounts and executed by Purchase Orders.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst

Date: August 23, 2021

Subject: SC-0253-22 Citywide Purchase of Office Furniture and Related Products

The Procurement Division recommends approval of award to the following suppliers as the lowest responsive, responsible bidders based on the attached Bid Tabulation: 911 Direct Holdings, LLC; Budget Office Interiors, Inc.; ErgoFlex Systems, Inc. dba Xybix Systems, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; W.B. Mason Company, Inc.; Workscapes, Inc.

The Procurement Division also requests that lots be drawn to break the ties between W.B. Mason Company, Inc. and Workscapes, Inc. for the following sub-categories: Open Office Systems; Desk Systems; Task Seating; Conference Room Chairs; Metal Office Furniture; Executive Wood Office Furniture; Laminate Bookcases; Lateral Files – Wood; Shelving / Personal Storage; and Occasional Tables.

Total estimated initial expenditure amount not-to-exceed $210,000.00. Period of service will be from October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options.

Funding for this award will be encumbered from various accounts and executed by Purchase Orders.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Thank you for your assistance and consideration in this matter.

CC: Dustin Freeman
Manager of Purchasing Services
Procurement Division

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 1
CATEGORY: SYSTEMS

Sub-Category: Open Office Systems		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	73.55%
Workscapes, Inc.	HON Company	73.55%
Workscapes, Inc.	Maxon	79.60%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Desk Systems		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Workscapes, Inc.	Jasper	61.60%
Workscapes, Inc.	Maxon	79.60%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Communications Center Workstation		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	73.55%
Workscapes, Inc.	Maxon	79.60%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: Stacking Open Office System		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	73.55%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation

SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 1

CATEGORY: SYSTEMS

Sub-Category: Floor-To-Ceiling Partitions		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
W.B. Mason Company, Inc.	HON Company	73.55%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Computer Stations		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	73.55%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 2
CATEGORY: SEATING

Sub-Category: Task Seating		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Allseating Corp.	60.00%
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Workscapes, Inc.	Global Furniture Group	57.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	60.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Multi-Shift Seating		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Allseating Corp.	60.00%
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	60.00%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Big & Tall Seating		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Allseating Corp.	60.00%
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 2
CATEGORY: SEATING

Sub-Category: Big & Tall Multi-Shift Seating		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Allseating Corp.	60.00%
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Executive Seating		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Allseating Corp.	60.00%
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	60.00%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Krug	0.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Side Chairs		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Workscapes, Inc.	Global Furniture Group	57.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	55.00%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 2
CATEGORY: SEATING

Sub-Category: Side Chairs Continued		
Supplier	**Manufacturer**	**Discount %**
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Lounge Seating		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Workscapes, Inc.	Global Furniture Group	57.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	55.00%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Workscapes, Inc.	Krug	0.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Training Room Seating		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	55.00%
W.B. Mason Company, Inc.	HON Company	60.45%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Multi-Purpose Seating		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Allseating Corp.	60.00%
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 2
CATEGORY: SEATING

Sub-Category: Multi-Purpose Seating Continued		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Global Furniture Group	57.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	60.00%
W.B. Mason Company, Inc.	HON Company	60.45%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Workscapes, Inc.	Sit On It Seating (Exemplis)	64.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Wood Seating		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Workscapes, Inc.	Darran Furniture, Inc.	56.90%
Office Environments & Services, Inc.	Haworth	50.00%
W.B. Mason Company, Inc.	HON Company	60.45%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Workscapes, Inc.	Krug	0.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Conference Room Chairs		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	60.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	58.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Workscapes, Inc.	Krug	51.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 2
CATEGORY: SEATING

Sub-Category: Conference Room Chairs Continued		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	OFS	57.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 3
CATEGORY: TECHNOLOGY / RISK MANAGEMENT

Sub-Category: Dispatch / 911		
Supplier	**Manufacturer**	**Discount %**
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: LAN Furniture		
Supplier	**Manufacturer**	**Discount %**
Perdue, Inc.	Steelcase	50.00%

Sub-Category: WAN Furniture		
Supplier	**Manufacturer**	**Discount %**
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Server Racks		
Supplier	**Manufacturer**	**Discount %**
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Lateral Files - Metal		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	74.80%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	64.00%
W.B. Mason Company, Inc.	HON Company	62.45%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Keyboard Supports		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	66.40%
Office Environments & Services, Inc.	ESI Ergonomic Solutions	58.00%
Workscapes, Inc.	Herman Miller	59.50%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	0.00%
Workscapes, Inc.	Maxon	79.60%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 3
CATEGORY: TECHNOLOGY / RISK MANAGEMENT

Sub-Category: Cable Management		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	66.40%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	0.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: CAD Workstation		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	66.40%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	0.00%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Adjustable-Height Work Surfaces		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	66.40%
Office Environments & Services, Inc.	ESI Ergonomic Solutions	58.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	69.00%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	0.00%
Workscapes, Inc.	Jasper	61.60%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: Ergonomic Accessories		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	66.40%
Office Environments & Services, Inc.	ESI Ergonomic Solutions	58.00%
Workscapes, Inc.	Herman Miller	59.50%
W.B. Mason Company, Inc.	HON Company	60.95%
W.B. Mason Company, Inc.	Humanscale Corp.	0.00%
Workscapes, Inc.	Maxon	79.60%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 3
CATEGORY: TECHNOLOGY / RISK MANAGEMENT

Sub-Category: Ergonomic Accessories Continued		
Supplier	**Manufacturer**	**Discount %**
911 Direct Holdings, LLC	Winstead Consoles	35.00%
Workscapes, Inc.	Workrite Ergonomics	65.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 4
CATEGORY: CASE GOODS

Sub-Category: Metal Office Furniture		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	0.00%
Workscapes, Inc.	Global Furniture Group	57.00%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Executive Wood Office Furniture		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Darran Furniture, Inc.	56.90%
Office Environments & Services, Inc.	Haworth	50.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Laminate Office Furniture		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%
Workscapes, Inc.	HON Company	66.95%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: Computer Desks		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 4
CATEGORY: CASE GOODS

Sub-Category: Computer Desks Continued		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Laminate Bookcases		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	Haworth	50.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: Wood File Cabinets		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Darran Furniture, Inc.	61.60%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	HON Company	62.95%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Wood Bookcases		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Darran Furniture, Inc.	56.90%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	HON Company	62.95%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 4
CATEGORY: CASE GOODS

Sub-Category: Wood Bookcases Continued		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 5
CATEGORY: FILES / STORAGE

Sub-Category: Lateral Files - Steel		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	69.80%
Workscapes, Inc.	Global Furniture Group	57.00%
Workscapes, Inc.	Great Openings	61.60%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	64.00%
Workscapes, Inc.	HON Company	62.95%
W.B. Mason Company, Inc.	HON Company	60.95%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Vertical Files - Steel		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	69.80%
Workscapes, Inc.	HON Company	62.95%
W.B. Mason Company, Inc.	HON Company	60.95%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Lateral Files - Wood		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	72.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Vertical Files - Wood		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	HON Company	60.95%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 5
CATEGORY: FILES / STORAGE

Sub-Category: ADP / Data Storage		
Supplier	**Manufacturer**	**Discount %**
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Metal Storage Cabinets		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Global Furniture Group	57.00%
Workscapes, Inc.	Great Openings	61.60%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	64.00%
Workscapes, Inc.	HON Company	62.95%
W.B. Mason Company, Inc.	HON Company	60.95%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Plans / Blueprint / Maps Storage		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	HON Company	60.95%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Media Storage		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Herman Miller	64.00%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Shelving / Personal Storage		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Global Furniture Group	57.00%
Workscapes, Inc.	Great Openings	61.60%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	60.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 6
CATEGORY: CONFERENCE ROOM / TRAINING ROOM / PUBLIC AREAS

Sub-Category: Mail Processing		
Supplier	**Manufacturer**	**Discount %**
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Public Area Furniture		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	65.40%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	Varies
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Training Room Tables		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Global Furniture Group	57.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	70.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: Wood Conference Tables		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Darran Furniture, Inc.	56.90%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	73.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 6
CATEGORY: CONFERENCE ROOM / TRAINING ROOM / PUBLIC AREAS

Sub-Category: Laminate Conference Tables		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	73.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%
ErgoFlex Systems, Inc. dba Xybix Systems, Inc.	Xybix Systems (sell direct)	42.00%

Sub-Category: Laminate Conference Accessories		
Supplier	**Manufacturer**	**Discount %**
Office Environments & Services, Inc.	Haworth	50.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Presentation Accessories		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Global Furniture Group	57.00%
Workscapes, Inc.	Herman Miller	59.50%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Sub-Category: Computer Training Tables		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	0.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	70.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	0.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products

FORM 6
CATEGORY: CONFERENCE ROOM / TRAINING ROOM / PUBLIC AREAS

Sub-Category: Computer Training Tables Continued		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Maxon	79.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Multi-Purpose Tables		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	67.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	70.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Office Environments & Services, Inc.	Sit On It Seating	61.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Audio / Visual Accessories		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Herman Miller	59.50%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Reception Desks		
Supplier	**Manufacturer**	**Discount %**
Workscapes, Inc.	Darran Furniture, Inc.	56.90%
Office Environments & Services, Inc.	Haworth	50.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%
911 Direct Holdings, LLC	Winstead Consoles	35.00%

Bid Tabulation
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FORM 6
CATEGORY: CONFERENCE ROOM / TRAINING ROOM / PUBLIC AREAS

Sub-Category: Sofas & Loveseats		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	48.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Single & Multiple Seating Units		
Supplier	**Manufacturer**	**Discount %**
Budget Office Interiors, Inc.	Allseating Corp.	41.00%
W.B. Mason Company, Inc.	Allsteel, Inc.	63.70%
Office Environments & Services, Inc.	Haworth	50.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Office Environments & Services, Inc.	National Office Furniture	60.25%
911 Direct Holdings, LLC	Prodigy Consoles	40.00%
Perdue, Inc.	Steelcase	50.00%

Sub-Category: Occasional Tables		
Supplier	**Manufacturer**	**Discount %**
W.B. Mason Company, Inc.	Allsteel, Inc.	67.00%
Workscapes, Inc.	Darran Furniture, Inc.	56.90%
Office Environments & Services, Inc.	Haworth	50.00%
Workscapes, Inc.	Herman Miller	70.00%
W.B. Mason Company, Inc.	HON Company	60.95%
Workscapes, Inc.	HON Company	60.95%
Budget Office Interiors, Inc.	Indiana Furniture	41.00%
Workscapes, Inc.	Jasper	61.60%
Office Environments & Services, Inc.	National Office Furniture	60.25%
Workscapes, Inc.	National Office Furniture	60.00%
Workscapes, Inc.	OFS	57.00%
Perdue, Inc.	Steelcase	50.00%

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Tie Breakers

CATEGORY: SYSTEMS Sub-Category: Open Office Systems			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	73.55%	
Workscapes, Inc.	HON Company	73.55%	

CATEGORY: SYSTEMS Sub-Category: Desk Systems			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: SEATING Sub-Category: Task Seating			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: SEATING Sub-Category: Conference Room Chairs			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: CASE GOODS Sub-Category: Metal Office Furniture			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

Bid Tabulation
SC-0253-22 Citywide Purchase of Office Furniture and Related Products
Tie Breakers

CATEGORY: CASE GOODS Sub-Category: Executive Wood Office Furniture			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: CASE GOODS Sub-Category: Laminate Bookcases			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: FILES / STORAGE Sub-Category: Lateral Files - Wood			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: FILES / STORAGE Sub-Category: Shelving / Personal Storage			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

CATEGORY: CONFERENCE ROOM / TRAINING ROOM / PUBLIC AREAS Sub-Category: Occasional Tables			
Supplier	**Manufacturer**	**Discount %**	**Winner After Lots Drawn**
W.B. Mason Company, Inc.	HON Company	60.95%	
Workscapes, Inc.	HON Company	60.95%	

TERMS AND CONDITIONS

CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

1. **SCOPE**

The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for **Citywide Purchase of Office Furniture and Related Products** as listed in the bid documents.

2. **AWARD**

Award will be **MULTIPLE AWARDS** to the responsive, responsible bidder(s) offering the greatest discount percentage for each manufacturer under a Sub-Category. Example: **Form 1 – Category: Systems; Sub-Category: Open Office Systems**. The responsive, responsible bidder offering the greatest discount percentage for a particular manufacturer under the Sub-Category will be awarded the contract for that manufacturer under that Sub-Category (see below).

Bidder 1 offers a 50% discount for ABC, Inc. (Manufacturer) under Open Office Systems (Sub-Category).
Bidder 2 offers 45% discounts for ABC, Inc. and XYZ, Inc. (Manufacturers) under the same Sub-Category.

Bidder 1 would be awarded a contract for ABC, Inc. and Bidder 2 would be awarded a contract for XYZ, Inc. under Open Office Systems.

In the event of a tie for the same discount percentage for the same manufacturer under the same Sub-Category, the tie will be broken by drawing lots at the General Government Awards Committee (GGAC) meeting. The name of the bidder drawn will be the winner.

The City reserves the right to add or delete Sub-Categories and/or manufacturers as deemed necessary.

The City reserves the right to reject any or all bids. All awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.

- Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.
- Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. **TERM OF AGREEMENT**

The term of this agreement will be October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Bidder shall provide proof of applicable local business license if located within Duval County.

5. **PRE-BID CONFERENCE**

N/A.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**
No guarantee is given to any awarded bidder(s) as to the total number of purchases or of the average dollar amount per order that may result during the term of this contract.

8. **DELIVERY**
A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. **ESCALATION/DE-ESCALATION**
All discount percentages submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for discount percentage escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any discount percentage decrease request.

10. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

11. **PICK UP AND RETURNS**
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. **INVOICING**
Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. **INSURANCE / INDEMNIFICATION**
Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. **REPORTING**
The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. **SUPPLIER ACCESSIBILITY**
The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

All items furnished shall be completely new, unopened if packaged, and free from defects.

All orders must be received within eight (8) weeks (56 calendar days) after receipt of a Purchase Order. In the event the awarded bidder fails to deliver within these guidelines, the City reserves the right to cancel the order in whole or in part at no cost to the City and to make necessary purchases outside of the contract.

In most cases there will be several available sources of supply to fill the needs of the City. When the need arises, the awarded bidder(s) will be contacted for price quotations and the City agency will select the source/product line affording the least cost, consistent with quality and service, that meets its needs.

FORMS:

- **Forms 1 – 6 Sub-Category Discount:** State the manufacturer(s) the bidder is an authorized dealer of and the cost discount percentage for the manufacturer's product line(s). Bidders may submit discounts for multiple manufacturers on any or all of the Sub-Categories. The forms allow for six (6) manufacturers under each Sub-Category. Please duplicate the form(s) if more space is needed.

- **Form 7 Additional Discounts/Costs:** List installation and shipping costs for the manufacturer under the Sub-Category. If the costs are negotiable they must be included on the price quotation for the requesting City agency.

  Form 7 will also be used to state additional discounts, if applicable, such as a discount for a single order of multiple contract items to be delivered at one time, to one destination.

  If the bidder has a Quick Ship Program, he/she must state the number of business days for the delivery of products under the program.

  The bidder will state the cost to warehouse items in which delivery has been delayed for more than fourteen (14) calendar days through no fault of the supplier.

  Finally, the bidder must state his/her cost per hour for space planning.

- **Form 8 Contact Information:** Provide the full contact information of the sales representative for ordering products under this solicitation. Also provide the contact information for the person responsible for administering the contract (i.e. contract renewals, etc.).

- **Form 9 Authorized Dealer Verification Form:** Complete the form and include a signed letter from the manufacture (on the manufacturer's letterhead) verifying that the supplier (bidder) is an authorized dealer for the manufacturer.

- **Form 10 Warranty Information:** Warranties must be equal to, or better than, the requirements contained herein. Failure to complete the form for each manufacture under each Sub-Category shall render the bidder's submission for said manufacturer under said Sub-Category non-responsive.

BIDDER'S RESPONSIBILITY:

- Bidders must maintain a local office and provide a dedicated sales representative(s) available to the City agencies on a daily basis, as needed.

- Bidders must have an available service representative(s) to handle any warranty claims during the warranty period.

- Bidders must have an available representative(s) that will come to the site and assist in designing layouts, space planning, and color coordination.

- Awarded bidders must have samples available in their showrooms of the manufacturers' product lines they were awarded, particularly, seating. If samples of the product line are not readily available, the awarded bidder will produce a sample(s) in a timely manner.

- Awarded bidders must only supply furniture/products in accordance with the Specifications herein. Furniture/products delivered that do not meet the minimum quality requirements will be returned to the bidder at no cost to the City.

- The awarded bidders will provide all labor, furniture/products, invoices, and freight necessary to fulfill the City's needs. All orders will be coordinated between the using agency, the buyer, and the supplier. Contract issues and other unresolved problems will be coordinated through the Procurement Division and/or the Ombudsman's Office and the supplier's authorized representative.

- Bidders must include a letter of verification from the manufacturer's representative stating they are authorized to represent, sell, service and install their product(s) (see *Form 9 Authorized Dealer Certification Form*). This must be honored for the length of this contract. Manufacturers' letters must be submitted with the bid in order for the bidder to be considered for award for said manufacturer.

- When requested by a City agency, the awarded bidder (supplier) must provide a <u>written</u> sales quotation (quote) to the agency detailing the following:
    - Supplier's item number(s)
    - Manufacturer's item number(s) if different from the supplier's item number(s)
    - Product description(s)
    - Manufacturer's suggested retail price (MSRP)
    - Supplier's discount percentage (must be no less than the discount percentage offered on *Forms 1 – 6*)
    - Unit of Measure
    - Estimated timeframe for delivery.

  Note: Quotes not having all the required information will <u>not</u> be accepted.

DELIVERY:

- The City will order items under this contract by issuance of a City purchase order (PO). Each purchase order will specify the item(s) being ordered, the quantity required, the delivery address, and the user (City contact person).

  The supplier shall be prepared to deliver all orders to the user's location and within the delivery timeframe stated on the supplier's quote.

- Suppliers are required to contact the user identified on the purchase order(s) at least 24 hours prior to delivery to ensure space is ready to receive the item(s). Failure to notify the user within 24 hours may cause postponement of the delivery. The City will not be liable for additional charges under this circumstance.

- Delivery shall include placement, assembly (installation/set-up), and servicing (adjustment) of the item(s) to operational status. Inspection and acceptance shall be performed and authorized by the user listed on the purchase order or by another designated City employee.

- All unusable materials and debris shall be removed from the premises by the supplier and properly disposed of. Upon completion of delivery, the supplier shall thoroughly clean all areas to the satisfaction of the City where the item(s) was delivered and serviced.

- Quoted prices must include delivery (see above for description of delivery requirements) of all items listed on the purchase order(s). All deliveries are the responsibility of the supplier. The City will not pay for any additional charges other than what is contained in the purchase order(s) based on the written quote(s) provided. Additional charges must be not greater than the bidder's proposed charges in *Form 7 – Additional Discounts/Costs*.

- All damages and claims are the responsibility of the supplier. No shipment of items by public carrier shall name the City or any of its agencies as consignee.

- All deliveries will be made Monday through Friday between the hours of 8:00 a.m. – 5:00 p.m. Assembly may be performed at other hours at no additional cost to the City but only with written approval obtained in advance from an authorized City employee.

- Should conditions dictate that delivery must be delayed, through no fault of the supplier, the supplier shall be required to warehouse the item(s) for a period not to exceed fourteen (14) calendar days at no additional cost to the City. Additional charges for warehousing items must be not greater than the bidder's proposed charges in *Form 7 – Additional Discounts/Costs*.

- In the event the supplier is not able to deliver the order within the timeframe stated on the written quote, the supplier must contact the user listed on the purchase order to establish a new delivery date. Depending on the situation and the need of the item(s), the supplier may be required to loan a comparable item(s) to the City at no cost until delivery is made.

- A City of Jacksonville Procurement Division representative will monitor the supplier's performance, particularly in terms of delivery, installation, and service. Suppliers who consistently fail to deliver orders on time, or who sell furniture not approved under this contract or items from manufacturers that were not awarded to them will have their award (contract) rescinded.

SUB-CATEGORY DISCOUNTS:

- Bidders must submit their offered discounts on *Forms 1 – 6 Sub-Category Discount* depending on which Sub-Category(ies) they wish to submit discounts for. Awarded bidders shall honor their discount(s) for the duration of the contract term. No supplemental or altered discount form will be accepted. Any deviation from this requirement will result in the rejection of the bid submittal for that manufacturer under that Sub-Category.

- The City prefers to verify MSRP of the item(s) quoted through the manufacturer's or the supplier's website, if available. A printout of the item's MSRP shall be included with the written quote provided by the supplier.

QUALITY:

- All items delivered under this contract must be brand new and of current production model. No used, refurbished, or previously returned items will be accepted.

- All wood case goods furnished must be wood veneer or high-pressure laminate. Drawers must contain no particleboard, hardboard, or masonite, and must not be constructed of laminate only. Drawers shall be dovetail construction or equivalent. Veneers must be Grade A, balanced sheet construction.

- All case goods and filing products furnished must have steel ball bearing suspension and standard counterweights, if applicable.

- All metal/swivel seating must have steel or metal bases. Plastic composites or glass filled nylon are unacceptable.

- All furniture must be fully factory assembled.

WARRANTY:

- The City of Jacksonville requires a **ten (10) year** warranty on all products purchased under this solicitation. The warranty must include all parts and service.

- If the manufacture's standard warranty is not equal to, or better than, the requirements listed above, the bidder must provide, with his/her bid submittal, a signed letter from the manufacturer confirming that the manufacturer will honor said requirements.

- By stating on *Form 10 Warranty Information* that the manufacturer's warranty conforms to the requirements herein, the bidder shall be responsible for any and all warranty claims made under the warranty.

- Exceptions to the ten (10) year warranty requirement:
  - Casters: three (3) year warranty
  - Upholstery: three (3) year warranty
  - Pneumatic: five (5) year warranty

QUICK SHIP PROGRAM:

- All awarded bidders who have a "Quick Ship Program" must make the program available to the City of Jacksonville at no additional cost to the MSRP or reduction of discount.

TERMINATION:

- If, in the opinion of the City of Jacksonville, at any time during the contract the supplier fails to meet the requirements herein or fails to perform in accordance with the terms of this solicitation or in accordance with the Better Industry Standards, the contract may be cancelled upon thirty (30) days written notice. If such action is deemed necessary, the supplier may be placed on the Disqualified/Probationary Vendors List for a specified period of time, subject to appeal to the General Government Awards Committee and the Mayor's Office.