



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

BID NO. 2016-082

**ANNUAL CONTRACT
FOR
MISCELLANEOUS OFFICE FURNITURE**

**BIDS DUE FEBRUARY 29, 2016
2:00 P.M.**

BID NO. 2016-082

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This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

PRE-BID CONFERENCE

All bidders are encouraged to attend a Pre-Bid Conference to be held:

DATE: WEDNESDAY, FEBRUARY 17, 2016

TIME: 10:00 A.M.

**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD, SUITE 303
FORT WORTH, TX 76102**

RSVP: Vendors planning to attend the pre-bid conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Tuesday, February 16, 2016.

Send RSVP'S to Susanna Lea, at (817) 884-2629.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE, COUNTYWIDE**. All bids must be submitted on the attached Bid Proposal Form. Vendors may bid on any or all items. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND ONE (1) COPY

OF

COMPLETED BID PROPOSALS

MUST BE RECEIVED IN THE

PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76196-0104

ON OR BEFORE FEBRUARY 29, 2016

AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND ONE (1) COPY

OF

COMPLETED BID PROPOSALS

MUST BE RECEIVED IN THE

PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76102

ON OR BEFORE FEBRUARY 29, 2016

AT 2:00 P.M.

All bids, including a "NO BID", are due in the Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder. If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

No oral explanation in regard to the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

SUSANNA LEA, CPPB, BUYER
FAX: (817) 884-2629

All documents relating to this bid, including but not limited to, the bid document, questions and their answers, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Monday, February 22, 2016. After the question deadline, all questions and their responses will be posted on the website and available for download by bidders.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the County.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work, which in the judgment of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certification of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552, Government Code. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Prices shall include all charges for freight, inside delivery and installation, surcharges and other fees. Successful bidder(s) shall uncrate, fully assemble each unit, and remove all cartons, packing material, etc. from Tarrant County property. Delivery will be F.O.B. to locations specified on Individual Purchase Orders.

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to the County and may be part of the bid proposal and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future County orders.

The County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed date, the County reserves the right to cancel the order without liability on its part.

A **packing list** shall accompany each shipment and shall show:

- Tarrant County Purchase Order Number
- Name and address of Vendor
- Name and address of receiving department
- Description of material shipped, including item numbers, quantity, etc.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Contract Terms:** Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages 7-10; therefore it would be in the vendor's best interest to help Tarrant County facilitate this cooperative effort. **A "NO" answer could result in complete rejection of bid.**
 - A. Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?

_____Yes _____No
 - 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the successful bidder and each governmental entity.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the vendor.
- d) Vendor(s) awarded contract(s) resulting from Request for Bid (RFB) shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

B. SECONDARY/ALTERNATE AWARD: Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the vendor from the contract. This in no way negatively affects the status of the primary vendor.
- 2) If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Bidder, be willing to accept a secondary/alternate award based on the above?

Yes No

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	48.	City of Blue Mound	99.	City of Forest Hill
2.	Allen ISD	49.	City of Bovina	100.	City of Forney
3.	Alvord ISD	50.	City of Bowie	101.	City of Fort Worth
4.	Anna Fire Department	51.	City of Boyd	102.	City of Frisco
5.	Aransas County	52.	City of Bridge City	103.	City of Gainesville
6.	Arlington ISD	53.	City of Bridgeport	104.	City of Galena Park
7.	Armstrong County	54.	City of Brownwood	105.	City of Galveston
8.	Atascosa County	55.	City of Bryan	106.	City of Ganado
9.	Bastrop County	56.	City of Burkburnett	107.	City of Garland
10.	Bell County	57.	City of Burleson	108.	City of Gatesville
11.	Benbrook Water Authority	58.	City of Caddo Mills	109.	City of Georgetown
12.	Bethany Special Utility District	59.	City of Canton	110.	City of Glen Heights
13.	Bexar County	60.	City of Carrollton	111.	City of Godley
14.	Birdville ISD	61.	City of Castle Hills	112.	City of Granbury
15.	Blue Ridge Fire Department	62.	City of Cedar Hill	113.	City of Grand Prairie
16.	Bosque County	63.	City of Cedar Park	114.	City of Grand Saline
17.	Branch Fire Department	64.	City of Celeste	115.	City of Grapevine
18.	Brazoria County	65.	City of Celina	116.	City of Greenville
19.	Brazos County	66.	City of Cibolo	117.	City of Haltom City
20.	Briar Volunteer Fire Department	67.	City of Cleburne	118.	City of Haslet
21.	Brooks County	68.	City of Cockrell Hill	119.	City of Heath
	Constables, Precincts 1-4	69.	City of Colleyville	120.	City of Horizon City
22.	Brown County	70.	City of Combine	121.	City of Hudson Oaks
23.	Bulverde Police Department	71.	City of Commerce	122.	City of Huntsville
24.	Burnet County	72.	City of Converse	123.	City of Hurst
25.	Cameron County	73.	City of Coppel	124.	City of Hutchins
26.	Carroll ISD	74.	City of Copperas Cove	125.	City of Hutto
27.	Carrollton-Farmers Branch ISD	75.	City of Corinth	126.	City of Irving
28.	Castleberry ISD	76.	City of Corsicana	127.	City of Italy
29.	Cedar Hill ISD	77.	City of Crowley	128.	City of Jefferson
30.	Chambers County	78.	City of Cumby	129.	City of Keene
31.	Cherokee County	79.	City of Dalworthington Gardens	130.	City of Keller
32.	City of Aledo	80.	City of De Leon	131.	City of Kennedale
33.	City of Allen	81.	City of Decatur	132.	City of Killeen
34.	City of Alvord	82.	City of Deer Park	133.	City of Krum
35.	City of Amarillo	83.	City of Denison	134.	City of Kyle
36.	City of Anna	84.	City of Denton	135.	City of La Vernia
37.	City of Arlington	85.	City of DeSoto	136.	City of Lake Dallas
38.	City of Athens	86.	City of Diboll	137.	City of Lake Worth
39.	City of Aubrey	87.	City of Duncanville	138.	City of Lancaster
40.	City of Austin	88.	City of Early	139.	City of League City
41.	City of Azle	89.	City of Eastland	140.	City of Leander
42.	City of Balch Springs	90.	City of El Paso	141.	City of Lewisville
43.	City of Bangs	91.	City of Electra	142.	City of Lindale
44.	City of Baytown	92.	City of Emory	143.	City of Little Elm
45.	City of Bedford	93.	City of Euless	144.	City of Littlefield
46.	City of Bells	94.	City of Everman	145.	City of Live Oak
47.	City of Benbrook	95.	City of Farmers Branch	146.	City of Lubbock
		96.	City of Farmersville	147.	City of Lucas
		97.	City of Ferris	148.	City of Lufkin
		98.	City of Floresville	149.	City of Lumberton
				150.	City of Mansfield

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

151.	City of Marshall	201.	City of Terrell	244.	Ector County ISD
152.	City of McAllen	202.	City of Texarkana	245.	Eddy County, NM
153.	City of McKinney	203.	City of Texarkana, AR	246.	Education Service Center Region XI
154.	City of Melissa	204.	City of The Colony	247.	El Paso County
155.	City of Merkel	205.	City of University Park	248.	El Paso County Hospital District dba University Medical Center of El Paso
156.	City of Mesquite	206.	City of Van Alstyne	249.	Electra ISD
157.	City of Midlothian	207.	City of Venus	250.	Ellis County
158.	City of Morgan's Point Resort	208.	City of Waco	251.	Erath County
159.	City of Murphy	209.	City of Watauga	252.	Everman ISD
160.	City of Nacogdoches	210.	City of Waxahachie	253.	Fannin County
161.	City of Nederland	211.	City of Weatherford	254.	Fort Bend County
162.	City of New Braunfels	212.	City of Westworth Village	255.	Fort Worth Housing Authority
163.	City of North Richland Hills	213.	City of White Settlement	256.	Fort Worth ISD
164.	City of Odessa	214.	City of Whitesboro	257.	Fort Worth Transportation Authority
165.	City of Palestine	215.	City of Whitewright	258.	Freestone County
166.	City of Pasadena	216.	City of Wills Point	259.	Frisco ISD
167.	City of Pelican Bay	217.	City of Wilmer	260.	Grandview Police Department
168.	City of Pharr	218.	City of Wylie	261.	Grapevine\Colleyville ISD
169.	City of Plano	219.	Clay County	262.	Grayson County
170.	City of Port Isabel	220.	Clear Creek ISD	263.	Gregg County
171.	City of Pottsboro	221.	Cochran County	264.	Guadalupe County
172.	City of Princeton	222.	Collin County	265.	Hardin County
173.	City of Ralls	223.	Collin County Community College	266.	Harris County Department of Education
174.	City of Red Oak	224.	Comal County	267.	Harris County Emergency Services District
175.	City of Richardson	225.	Cooke County	268.	Harrison County
176.	City of Richland Hills	226.	Coryell County	269.	Hays County
177.	City of River Oaks	227.	Cottdonale Volunteer Fire Department	270.	Heart of Texas Region MHMR Center
178.	City of Roanoke	228.	Crowley ISD	271.	Henderson County
179.	City of Rockwall	229.	Dallas County	272.	Hitchcock Police Department
180.	City of Round Rock	230.	Dallas/Fort Worth International Airport Board	273.	Hood County
181.	City of Rowlett	231.	Dallas ISD	274.	Hopkins County
182.	City of Royse City	232.	Decatur ISD	275.	Housing Authority of of the City of Austin
183.	City of Runaway Bay	233.	Denison ISD	276.	Hunt County
184.	City of Sachse	234.	Denton County	277.	Hurst Euless Bedford ISD
185.	City of Saginaw	235.	Denton County Fresh Water Supply Dist. No. 1-A	278.	Hutchinson County
186.	City of San Angelo	236.	Denton ISD	279.	Idea Public Schools
187.	City of San Benito	237.	DeSoto ISD	280.	Jasper County
188.	City of San Marcos	238.	Diana Special Utility District	281.	Jefferson County
189.	City of Sanger	239.	Duncanville ISD	282.	Jim Wells County
190.	City of Sansom Park	240.	Duval County	283.	Johnson County
191.	City of Seagoville	241.	Eagle Mountain-Saginaw ISD		
192.	City of Sherman	242.	East Texas Council of Governments		
193.	City of Sour Lake	243.	Ector County		
194.	City of Southlake				
195.	City of Southmayd				
196.	City of Springtown				
197.	City of Sulphur Springs				
198.	City of Taft				
199.	City of Taylor				
200.	City of Temple				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

284. Johnson County Special Utility District	325. North Texas Tollway Authority	361. Tarrant County Hospital District
285. Karnes County	326. Northwest ISD	362. Tarrant County Workforce Development Board
286. Kaufman County	327. Nueces County	363. Tarrant Regional Water District
287. Kaufman ISD	328. Olton Police Department	364. Taylor County
288. Keller ISD	329. Orange County	365. Terrell ISD
289. Kennedale ISD	330. Palo Pinto County	366. Texas A&M University at Commerce
290. Kinney County	331. Panola County	367. Texas Alcoholic Beverage Commission
291. Krum ISD	332. Paradise ISD	368. Texas Dept. of Parks & Wildlife
292. Lake Dallas ISD	333. Parker County	369. Texas Dept. of Public Safety
293. Lake Worth ISD	334. Parker County Emergency Services District 1	370. Titus County
294. Lamar County	335. Potter County	371. TML Multistate Intergovernmental Employee Benefits Pool
295. Lamb County	336. Public Transit Service of Mineral Wells	372. Tom Green County
296. Lampasas County	337. Rancho Viejo Police Department	373. Town of Addison
297. Lavon Police Department	338. Randall Conty	374. Town of Argyle
298. Leon County	339. Red Oak ISD	375. Town of Edgecliff Village
299. Lewisville ISD	340. Red River County	376. Town of Fairview
300. Limestone County	341. Rockwall County	377. Town of Flower Mound
301. Little Elm ISD	342. Round Rock ISD	378. Town of Hickory Creek
302. Lovejoy ISD	343. Region 9 Education Service Center Wichita	379. Town of Highland Park
303. Lowry Crossing Volunteer Fire Dept.	344. Sam Rayburn ISD	380. Town of Lakeside
304. Lubbock County	345. San Jacinto College District	381. Town of Little Elm
305. Mansfield ISD	346. San Patricio County	382. Town of Northlake
306. Marilee Special Utility District	347. Schleicher County	383. Town of Pantego
307. McKinney ISD	348. Senior Center Resource and Public Transit, Inc. of Hunt County	384. Town of Ponder
308. McLennan County	349. Seven Points Fire Rescue	385. Town of Prosper
309. McLennan Community College	350. Sherman ISD	386. Town of Sunnyvale
310. MHMR of Tarrant County	351. Smith County	387. Town of Trophy club
311. Midland County	352. Springtown ISD	388. Town of Westlake
312. Midway ISD	353. South Montgomery Fire Department	389. Town of Westover Hills
313. Milam County	354. South Texas College	390. Travis County
314. Mills County	355. SPAN, Inc.	391. Travis County Healthcare District
315. Montgomery County	356. Tarleton State University	392. Trinity River Authority
316. Montgomery County Hospital District	357. Tarrant Appraisal District	393. United States Marshals Service
317. Mount Pleasant Police Department	358. Tarrant County 9-1-1 Emergency Assistance District	394. University of North Texas
318. Nacogdoches County	359. Tarrant County College District	395. University of North Texas Health Science Center
319. Navarro County	360. Tarrant County Emergency Services District 1	396. University of Texas at Arlington
320. New Caney ISD		397. University of Texas at Dallas
321. Nevada Volunteer Fire Department		
322. Nolan County		
323. North Central Texas Council of Governments		
324. North Texas Municipal Water District		

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

- 398. University of Texas MD
Anderson Cancer Center
- 399. Upper Trinity Regional
Water District
- 400. Upshur County
- 401. Upton County
- 402. Van Alstyne ISD
- 403. Van Zandt County
- 404. Victoria County
- 405. Waco ISD
- 406. Walker County
- 407. Ward County
- 408. Weatherford College
- 409. Westminster Fire Dept.
- 410. Weston Volunteer Fire
Department
- 411. White Settlement ISD
- 412. Williamson County
- 413. Williamson County
Emergency Services
District No. 3
- 414. Wilson County
- 415. Wise County
- 416. Wood County
- 417. Zapata County

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. MINIMUM INSURANCE REQUIREMENTS

- A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Professional Liability — \$1,000,000 per occurrence
\$2,000,000 aggregate
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
1. Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
 2. All certificates shall provide Tarrant County with an unconditional thirty days written notice in case of cancellation or any major change.
 3. As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 4. All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
 5. The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 6. The Contractor/Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **Criminal Background Check:**

Certain contracts may require vendors to enter sensitive security areas. These include, but are not limited to, Tarrant County Sheriff's Department, Tarrant County Courts, Tarrant County District Attorney's Offices, Tarrant County Information Technologies, etc.

If a particular contract requires your personnel to enter such a location the following could apply.

- a. The successful bidder shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Tarrant County property.
- b. Vendor personnel who perform work on Tarrant County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- c. Criminal Background checks conducted by your firm may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- d. Award of a contract could be affected by your firms' refusal to agree to these terms. Award could also be affected if your firm is unable to supply personnel who can pass a Criminal Background Check.

Note: The Criminal Background Check applies to the individual and not the Company.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. Instructions to Bidders:

- A. Tarrant County provides a standard selection of miscellaneous furniture to all its departments, Countywide. This furniture must meet County standards for quality and design.
- B. **The successful bidder(s) will be responsible for handling repairs.**
- C. Prices must include inside delivery and installation. This includes all surcharges and other fees.
- D. All pages of this Request for Bid (RFB) are to be returned with your bid.
- E. All pricing must be typed or written in ink. Failure to do so will void bid. Changes may be crossed through and corrections made by inserting corrected information adjacent with the initials of the person responsible for preparing bid. In the event of errors in multiplication or addition of a unit price affecting a total price, the unit price will govern.
- F. Bid Proposal Signature Form (page 27) must be signed by an individual authorized to contractually bind their firm when submitting bid. **Failure to do so will void the submitted bid.**
- G. Bid Proposal prices include freight, inside delivery and installation (including all handling, re-packaging, assembly, checkout of equipment and placement in fully operable condition), surcharges and other fees.
- H. All furniture must be "New" and not remanufactured.
- I. Submit with Bid Proposal copies of manufacturer's catalog sheets, brochures, diagrams, and other descriptive data.
- J. Bidders shall submit a current **Manufacturer's price list** for all brands for which they are submitting a bid. Price list may be submitted via printed copy or a link to an electronic copy.
- K. Tarrant County reserves the right to issue a Request for Bid for any project that exceeds \$25,000.00.
- L. Any bidder submitting a bid which includes components, parts, or pieces that are not from an approved manufacturer or acceptable alternates will disqualify that bid in its entirety.
- M. Potential bidder(s) shall submit written warranties for all products, executed by Manufactures, agreeing to replace or repair furniture which fails in materials or workmanship within the specified warranty period.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- N. Mockups/Samples/Demos of items from each category may be required for bid evaluation and end-user approval. Mockups/Samples/Demos must demonstrate quality equal to specified products to be considered for bid award. Owner reserves the right to reject any non-equal product.
- O. Product substitutions will not be allowed after bid award.

7. **Qualifications of Bidders:**

- A. The bidder may be required before the award of any contract to show to the complete satisfaction of Tarrant County that it has the necessary facilities, ability, human and financial resources to provide the work specified therein in a satisfactory manner. The bidder may also be required to give past history and references in order to satisfy Tarrant County in regard to the bidder's qualifications. Tarrant County may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to Tarrant County all information for this purpose that may be requested. Tarrant County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy Tarrant County that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:
 - 1. The ability, capacity, skill and financial resources to perform the work or provide the services required;
 - 2. The ability of the bidder to perform the work promptly or within the time specified, without delay or interference;
 - 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder; and
 - 4. The quality of performance on previous contracts or work.

8. **Ordering:**

- A. Acknowledgement of receipt of Purchase Orders for Furniture, Furnishing and Equipment must be received by Tarrant County Purchasing Department in order to determine that orders have been placed in a timely manner.
- B. The successful bidder(s) shall provide a list of all delivery dates and update the Tarrant County Purchasing Department weekly. It is the responsibility of the successful bidder(s) to inform Tarrant County Purchasing Department immediately of any delays in production or ship dates.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- C. Payment for ordering, delivery and installation of all products will be made in accordance with the Tarrant County Purchasing Department's regular payment schedule.
- D. Tarrant County is not required to pay deposits.
- E. Tarrant County reserves the right to make changes to any order until the order has been confirmed.
- F. Quantities may be increased or decreased at the discretion of Tarrant County.

9. **Delivery/Installation:**

- A. The successful bidder(s) shall be responsible for all transportation costs. Delivery is to be FOB destination, freight prepaid. Seller to pay freight charges, bear freight charges, own freight in transit and file claims, if any.
- B. Twenty-four (24) hours minimum notice must be given to Owners representative for all deliveries and installations. Delivery shall be coordinated so that all furniture is delivered to the inside of the building.
- C. The successful bidder(s), hereinafter referred to as "contractor", is responsible for providing material handling equipment, delivering and installing materials.
- D. The contractor is responsible for receipt of furniture/equipment, delivery, installation, damage claims, and all other service and freight issues.
- E. Tarrant County requires up to a 14-day grace period, when needed, for storage of furniture to avoid double handling fees.
- F. All items shall be fully assembled and set in place, with tops level and all dust and dirt removed. Surfaces shall be cleaned, polished, or oiled as required by manufacturer's instructions. Tape and/or tape marks are to be removed from all surfaces. Contractor shall remove all crating, plastic coverings and debris from premises. All items should be ready for the Owner's use, unless otherwise instructed.
- G. The successful bidder(s) shall take special precautions to make all necessary provisions to protect carpet from soiling or damage. Vendor is required to provide a hard surface on which to roll in heavy wheeled equipment so as to not cause damage or movement to carpet.
- H. The successful bidder(s) shall take all necessary precautions to protect the building from damage during installation. Should damage to any part of the building occur due to the vendor(s) during installation, the expense for restoring areas to their original condition will be the responsibility of the vendor.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

10. Warranty of Service:

- A. Notwithstanding inspection and acceptance by Tarrant County, contractor warrants that all services performed under this contract will conform to the requirements of the contract at the time of acceptance. Tarrant County shall give written notice of any nonconformance to the contractor stating that the contractor shall correct or re-perform the services or that Tarrant County does not require correction or re-performance.
- B. If the contractor is required to correct or re-perform, it shall be at no cost to Tarrant County and any services corrected or re-performed shall be subject to this clause. If the contractor fails or refuses to re-perform, Tarrant County may correct or replace with similar services and charge to the contractor the cost occasioned thereby. If Tarrant County does not require correction or re-performance, Tarrant County shall make equitable adjustment in contract price.

11. Information and Literature:

- A. Bidders shall furnish all information and literature requested. Failure to furnish information may be cause for rejection.

12. Services:

- A. Tarrant County has the right to inspect and test all services called for by the contract, to the extent practical at all times and places during term of the contract. Tarrant County shall perform inspections and tests in a manner that will not delay the work unduly.
- B. The contractor is responsible for replacing any or all items, at no cost to Tarrant County, should any problems arise with quality or workmanship. It is the responsibility of the contractor to return to the installation location to pick up items in question. Tarrant County will not be responsible for shipping items back to the contractor.
- C. Repairs, including parts and/or on-site touch-ups may be required for end-user approval.
- D. If any of the services do not conform to contract requirements, Tarrant County may require the contractor to perform the services again in conformity with contract requirements, at no increase in contract amount.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- E. When defects in services cannot be corrected by re-performance, Tarrant County may:
 - 1. Require the contractor to take necessary action to ensure that future performance conforms to contract requirements; and
 - 2. Reduce the contract price and reflect that reduced value of the services performed.

- F. If the contractor fails to promptly perform the services again or take necessary action to ensure future performance, Tarrant County may:
 - 1. By contract or otherwise, perform the services and charge to the contractor any cost incurred that is directly related to the performance of such service, or;
 - 2. Terminate the contract for default, or
 - 3. Both.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

Evaluation criteria shall include, but is not limited to the following:

- a. Unit Price
- b. Delivery
- c. Vendor's past performance record with Tarrant County
- d. Tarrant County's evaluation of vendor's ability to perform
- e. Tarrant County's experience with products bid
- f. Special needs and requirements of Tarrant County
- g. Vendor's agreement to extend pricing under this contract to other governmental entities

Quantities indicated on the Bid Proposal Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed vendor is bidding item specified. Successful vendor will not be allowed to make unauthorized substitutions after award.

Demonstrations or samples may be requested for bid evaluation. Demonstrations/samples will be free to the County. Failure to provide demo equipment/samples will be justification for bid rejection. Tarrant County reserves the right to determine equals. **Demonstration Equipment/Samples must be the same product as that bid and may be picked up after bid evaluation.**



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply required references will deem your bid/response as non-responsive and it will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or their designee will conduct reference checks. Any deviation to this will result in rejection of the bid/response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

VENDOR REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

BID PROPOSAL SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Respondent that if this bid is accepted, Respondent will furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days.

The undersigned affirms that he/she is duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchase any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that he/she has read and understands the specifications and any attachments contained in this bid package. **Failure to sign and return this form will result in the rejection of the entire bid.**

Signature _____ **X**

Authorized Representative

NAME AND ADDRESS OF COMPANY:

_____ Date _____

_____ Name _____

_____ Title _____

Tel. No. _____ FAX No. _____

E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.



Did you provide references,
sign your bid and/or your
addendum?

If not, your bid will be rejected

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

The following information applies ONLY to an awarded Bidder/Respondent

Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by Commissioners Court, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within ten (10) business days** from notification of pending award by the Tarrant County Purchasing Agent, the completed Form 1295 **must** be submitted to Tarrant County.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a Tarrant County contract.

Instruction and information are available at <https://www/ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

**BY SIGNING ON THE "COMPLIANCE PAGE"
YOUR FIRM AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE.**

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

DISCLOSURE OF INTERESTED PARTIES

By submitting a bid or proposal in response to this solicitation, the Bidder/Respondent agrees to comply with HB 1295, Government Code 2252.908. Bidder/Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID.

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID FORMS/DOCUMENTS CHECKLIST

<p>✓ Indicates Compliance</p>	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	<p>1. Vendor References. Bidder has provided three (3) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.</p>
	<p>2. Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.</p>
	<p>3. Bid Proposal Forms. All sections of Bid Proposal Forms have been completed.</p>
	<p>4. Insurance Certificates (If required). Bidders must submit all Insurance Certificates with bid. If no insurance requirements specified, mark N/A.</p>
	<p>5. Addenda. When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.</p>
	<p>6. It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Compliance with Federal and State Laws, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>
	<p>7. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.</p>
	<p>8. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. Tarrant County will not be responsible for errors made by the bidder.</p>

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID FORMS/DOCUMENTS CHECKLIST

✓ Indicates Compliance	A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.
	9. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)
	10. Bidder has sealed and marked the envelope with the Bid Number, Bid Title, and due date.
	11. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Discount Off List for All Allsteel Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ____ Yes ____ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - WOOD

Concensys Double Pedestal Desk, 72"L x 36"D With Locks Keyed Alike Allsteel Concensys Align Double Pedestal Veneer Desk	\$ _____	\$ _____	10	\$ _____
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Concensys Double Pedestal Desk, 60"L x 30"W With Locks Keyed Alike Allsteel Concensys Align Double Pedestal Veneer Desk	\$ _____	\$ _____	10	\$ _____
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Concensys Double Pedestal Desk, 72"L x 36"D, With Locks Keyed Alike Allsteel Concensys Align Double Pedestal Veneer Desk	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - LAMINATE

Concensys Double Pedestal Desk, 72"L x 36"D, With Locks Keyed Alike Allsteel Concensys Involve Double Pedestal Veneer Desk	\$ _____	\$ _____	10	\$ _____
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Concensys Double Pedestal Desk, 60"L x 30"W With Locks Keyed Alike Allsteel Concensys Involve Double Pedestal Veneer Desk	\$ _____	\$ _____	10	\$ _____
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Concensys Double Pedestal Desk, 72"L x 36"D, With Locks Keyed Alike Allsteel Concensys Involve Double Pedestal Veneer Desk	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - METAL

Concensys Single Pedestal Desk, 48" x 30" Metal/Laminate Top, With Locks Allsteel Concensys EA-CAD-09.12 AY	\$ _____	\$ _____	10	\$ _____
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BOOKCASE - WOOD

Align Wood Veneer Bookcase, 2 Shelf, 30"W x 30-1/2" x 20"D Allsteel Align YWBK330	\$ _____	\$ _____	10	\$ _____
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Align Wood Veneer Bookcase, 4 Shelf, 30"W x 52-1/2" x 20"D Allsteel Align YWBK430	\$ _____	\$ _____	10	\$ _____
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Align Wood Veneer Bookcase, 5 Shelf, 30"W x 67-1/2" x 20"D Allsteel Align YWBK530	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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BOOKCASE - LAMINATE

Allsteel Involve Storage, 2 Shelf 36"W x 18"D x 28"H Allsteel Involve KL283624A	\$ _____	\$ _____	10	\$ _____
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Allsteel Involve Storage, 3 Shelf 48"W x 18"D x 42"H Allsteel Involve KL424818A	\$ _____	\$ _____	10	\$ _____
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Allsteel Involve Storage, 4 Shelf 36"W x 15"D x 65"H Allsteel Involve KLBC653615A	\$ _____	\$ _____	10	\$ _____
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Allsteel Involve Storage, 5 Shelf 36"W x 15"D x 72-1/2"H Allsteel Involve KLBC723615A	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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BOOKCASE - METAL

Essentials Bookcase, 2 Shelf, 34-1/2"W x 29"H x 13"D Allsteel Essentials EBC30	\$ _____	\$ _____	10	\$ _____
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Essentials Bookcase, 3 Shelf, 34-1/2"W x 41"H x 13"D Allsteel Essentials EBC42	\$ _____	\$ _____	10	\$ _____
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Essentials Bookcase, 4 Shelf, 34-1/2"W x 59"H x 13"D Allsteel Essentials EBC60	\$ _____	\$ _____	10	\$ _____
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Essentials Bookcase, 5 Shelf, 34-1/2"W x 71"H x 13"D Allsteel Essentials EBC72	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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LATERAL FILES

Essentials Lateral File, 2 High, 36"W x 27-1/4"H x 18"D Allsteel Essentials ELF236NB	\$ _____	\$ _____	10	\$ _____
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Essentials Lateral File, 4 High, 36"W x 52-3/4"H x 18"D Allsteel Essentials ELF436NB	\$ _____	\$ _____	10	\$ _____
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Essentials Storage w/Receding Top Door, 5 High, 36"W x 64-1/4"H x 18"D Allsteel Essentials ELF536NB	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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VERTICAL FILES

Vertical File, 2 Drawer, Letter 15"W x 29"H x 28-1/2"D Allsteel A982	\$ _____	\$ _____	10	\$ _____
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Vertical File, 4 Drawer, Letter 15"W x 52"H x 28-1/2"D Allsteel A984	\$ _____	\$ _____	10	\$ _____
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Vertical File, 5 Drawer, Letter 15"W x 60"H x 18-1/2"D Allsteel A985	\$ _____	\$ _____	10	\$ _____
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Vertical File, 2 Drawer, Legal 18-1/4"W x 29"H x 28-1/2"D Allsteel A982C	\$ _____	\$ _____	10	\$ _____
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Vertical File, 4 Drawer, Legal 18-1/4"W x 52"H x 28-1/2"D Allsteel A984C	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 1 - ALLSTEEL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Vertical File, 5-Drawer, Legal 18-1/4"W x 60"H x 28-1/2"D Allsteel A985C	\$ _____	\$ _____	10	\$ _____
TABLES				
Aware Folding Table, 18" x 72" Allsteel Aware AW3LT1872F	\$ _____	\$ _____	10	\$ _____
Aware Folding Table, 30" x 60" Allsteel Aware AW3LT3060F	\$ _____	\$ _____	10	\$ _____
Aware Folding Table, 30" x 72" Allsteel Aware AW3LT3072F	\$ _____	\$ _____	10	\$ _____
TASK CHAIRS				
Sum Task Chair, with Arms, Grade C Fabric Allsteel SUM-MWVA.2.0.A1.PAL.BLK	\$ _____	\$ _____	10	\$ _____
TOTAL FOR CATEGORY 1 - ALLSTEEL				\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 2 - ERGOGENESIS/BODYBILT

Discount Off List for All Ergogenesis/Bodybilt Furniture _____ % (Discount Must Remain the Same for All Items.)

How is Price List Provided? Printed Copy? ___ Yes ___ No Electronic Link? _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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EXECUTIVE CHAIRS

High Back Chair with Neckroll, Leather Upholstery, Grade: Scandanavian, Standard Configuration Ergogenesisie/Bodybilt J3507	\$ _____	\$ _____	10	\$ _____
High Back Chair with Neckroll, Vinyl Upholstery, Grade 4, Standard Configuration Ergogenesisie/Bodybilt J3507	\$ _____	\$ _____	10	\$ _____
High Back Chair with Neckroll, Fabric Upholstery, Grade 1, Standard Configuration Ergogenesisie/Bodybilt J3507	\$ _____	\$ _____	10	\$ _____
High Back Cair, Mesh, Fabric Seat, Grade 1, Standard Configuration Ergogenesisie/Bodybilt R2607	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 2 - ERGOGENESIS/BODYBILT

Item Description	List Price	Discounted Price	Quantity	Extended Price
High Back Task Chair, Vinyl Upholstery, Grade 4, Standard Configuration Ergogenesisie/Bodybilt J2507	\$ _____	\$ _____	10	\$ _____
High Back Task Chair, Fabric Upholstery, Grade 1, Standard Configuration Ergogenesisie/Bodybilt J2507	\$ _____	\$ _____	10	\$ _____
TASK CHAIRS				
Intensive Use 24 Hour Task Chair, Fabric Upholstery, Grade 1, Standard Configuration Ergogenesisie/Bodybilt I2504	\$ _____	\$ _____	10	\$ _____
TOTAL FOR CATEGORY 2 - ERGOGENESIS/BODYBILT				\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Discount Off List for All Global Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - WOOD

Wood Desk, Double Pedestal, 60" x 30" Dufferin DD6030EE	\$ _____	\$ _____	10	\$ _____
Wood Desk, Double Pedestal, 66" x 30" Dufferin DD6630EE	\$ _____	\$ _____	10	\$ _____
Wood Desk, Double Pedestal, 72" x 30" Dufferin DD6630EE	\$ _____	\$ _____	10	\$ _____

DESK - LAMINATE

Laminate Desk, Double Pedestal, 60" x 30" Zira Z3060F22	\$ _____	\$ _____	10	\$ _____
Laminate Desk, Double Pedestal, 66" x 30" Zira Z3066F23	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Laminate Desk, Double Pedestal, 72" x 30" Zira Z3672F24	\$ _____	\$ _____	10	\$ _____
DESK - METAL				
Metal/Laminate Top Desk, Single Pedestal, 48" x 30" StreamLINE SD348BG	\$ _____	\$ _____	10	\$ _____
Metal/Laminate Top Desk, Double Pedestal, 60" x 30" StreamLINE SD3060HH	\$ _____	\$ _____	10	\$ _____
Metal/Laminate Top Desk, Double Pedestal, 66" x 30" StreamLINE SD3066HH	\$ _____	\$ _____	10	\$ _____
BOOKCASE - WOOD				
Wood Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Dufferin DB23615	\$ _____	\$ _____	10	\$ _____
Wood Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Dufferin DB43615	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Wood Bookcase, 4 Shelf, 36"W x 13"D x 57"H Dufferin DB53615	\$ _____	\$ _____	10	\$ _____
Wood Bookcase, 5 Shelf, 36"W x 13"D x 71"H Dufferin DB63615	\$ _____	\$ _____	10	\$ _____
BOOKCASE - LAMINATE				
Laminate Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Zira ZHBC48	\$ _____	\$ _____	10	\$ _____
Laminate Bookcase, 4 Shelf, 36"W x 13"D x 57"H Zira ZHBC65	\$ _____	\$ _____	10	\$ _____
Laminate Bookcase, 5 Shelf, 36"W x 13"D x 71"H Zira ZHBC72	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
BOOKCASE - METAL				
Metal Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Global 91SBC2-36	\$ _____	\$ _____	10	\$ _____
Metal Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Global 91SBC3-36	\$ _____	\$ _____	10	\$ _____
Metal Bookcase, 4 Shelf, 36"W x 13"D x 57"H Global 912BC4-36	\$ _____	\$ _____	10	\$ _____
Metal Bookcase, 5 Shelf, 36"W x 13"D x 71"H Global 912BC5-36	\$ _____	\$ _____	10	\$ _____
LATERAL FILES				
Lateral File, 2 Drawer, with Lock, Recessed Pulls 36"W x 19"D x 28"H Global 9336P-2F1H	\$ _____	\$ _____	10	\$ _____
Lateral File, 4 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 53"H Global 9336P-4F1H	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Lateral File, 5 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 66"H Global 9336P-5FiH	\$ _____	\$ _____	10	\$ _____
VERTICAL FILES				
Vertical File, 2 Drawer, with Lock, Recessed Pulls, Letter 15"W x 28"D x 29"H Global 25-201	\$ _____	\$ _____	10	\$ _____
Vertical File, 4 Drawer, with Lock, Recessed Pulls, Letter 15"W x 28"D x 52"H Global 25-401	\$ _____	\$ _____	10	\$ _____
Vertical File, 5 Drawer, with Lock, Recessed Pulls, Letter 15"W x 28"D x 60"H Global 25-501	\$ _____	\$ _____	10	\$ _____
Vertical File, 2 Drawer, with Lock, Recessed Pulls, Legal 18"W x 28"D x 29"H Global 25-251	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Vertical File, 4 Drawer, with Lock, Recessed Pulls, Legal 18"W x 28"D x 52"H Global 25-451	\$ _____	\$ _____	10	\$ _____
Vertical File, 5 Drawer, with Lock, Recessed Pulls, Legal 18"W x 28"D x 60"H Global 25-551	\$ _____	\$ _____	10	\$ _____
TABLES				
Folding Table, Laminate, 18" x 72" Global GFFT1872	\$ _____	\$ _____	10	\$ _____
Folding Table, Laminate, 30" x 66" Global GFFT3060	\$ _____	\$ _____	10	\$ _____
Folding Table, Laminate, 30" x 72" Global GFFT3072	\$ _____	\$ _____	10	\$ _____
Racetrack Oval Conference Table Top, Laminate 48" x 96" Global Boardroom Tables OV9648D	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Racetrack Oval Conference Table Top, Laminate 48" x 120 Global Boardroom Tables OV12048D	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, Laminate, 42" Diameter Global Boardroom Tables RO42D	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, Laminate, 48" Diameter Global Boardroom Tables RO48D	\$ _____	\$ _____	10	\$ _____
Cylinder Conference Table Base, Laminate, 18" x 28" Global Boardroom Tables TD18	\$ _____	\$ _____	10	\$ _____
Panel Conference Table Base, 8"W x 24"L x 28"H Global Boardroom Tables TX22	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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EXECUTIVE CHAIRS

High Back Chair, with Arms, Leather Global Accord 2670LM-2	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Mesh Back, Leather Seat, Global Accord 2676L-2	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl Global Accord 2670-2	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl Global Accord 2671-4	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric Global Accord 2670-2	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric Global Accord 2671-4	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TASK CHAIRS

Task Chair, High Back, with Adjustable Arms, Mesh Back, Upholstered Seat Global Ride 2621-1	\$ _____	\$ _____	10	\$ _____
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Task Chair, High Back, with Adjustable Arms, Vinyl, Grade 4 Global Ride 2631-1	\$ _____	\$ _____	10	\$ _____
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Task Chair, Mid Back, with Adjustable Arms, Vinyl, Grade 4 Global Ride 2739	\$ _____	\$ _____	10	\$ _____
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Task Chair, High Back, with Adjustable Arms, Grade II Fabric Global Ride 2631-1	\$ _____	\$ _____	10	\$ _____
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Task Chair, Mid Back, with Adjustable Arms, Grade II Fabric Global Graphic 2739	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
24 Hour Task Chair, with Adjustable Arms, Grade II Fabric Truform TS5451-3	\$ _____	\$ _____	10	\$ _____
GUEST CHAIRS				
Guest Chair, Sled Base, with Side Arms, Fabric Seat & Back, Grade 4 Global Rest 2624	\$ _____	\$ _____	10	\$ _____
Guest Chair, Sled Base, No Side Arms, Vinyl Seat and Back, Grade 4 Global Rest 2634	\$ _____	\$ _____	10	\$ _____
Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back, Grade 4 Global Rest 2604	\$ _____	\$ _____	10	\$ _____
Guest Chair, Leg Base, No Side Arms Vinyl Seat and Back, Grade 4 Global Rest 2614	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 3 - GLOBAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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STACK CHAIRS

Stack Chair, Sled Base, with Side Arms Global Sonic 6523WS	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Sled Base, No Side Arms Global Sonic 6518WS	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, with Side Arms Global Sonic 6513WS	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, No Side Arms, Global Sonic 6508WS	\$ _____	\$ _____	10	\$ _____
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TOTAL FOR CATEGORY 3 - GLOBAL \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Discount Off List for All Hon Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - WOOD

Wood Desk, Double Pedestal, 68" x 30" Hon HPA061D	\$ _____	\$ _____	10	\$ _____
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Wood Desk, Double Pedestal, 72" x 36" Hon HPA075D	\$ _____	\$ _____	10	\$ _____
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DESK - LAMINATE

Laminate Desk, Double Pedestal, 60" x 30" Hon H10771	\$ _____	\$ _____	10	\$ _____
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Laminate Desk, Double Pedestal, 68" x 30" Hon H10775	\$ _____	\$ _____	10	\$ _____
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Laminate Desk, Double Pedestal, 72" x 36" Hon H10791	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - METAL

Metal/Laminate Top Desk, Single Pedestal, 48" x 30" Hon H38252L	\$ _____	\$ _____	10	\$ _____
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Metal/Laminate Top Desk, Double Pedestal, 60" x 30" Hon H38155	\$ _____	\$ _____	10	\$ _____
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Metal/Laminate Top Desk, Double Pedestal, 68" x 30" Hon H38170	\$ _____	\$ _____	10	\$ _____
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BOOKCASE - WOOD

Wood Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Hon HPC670X	\$ _____	\$ _____	10	\$ _____
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Wood Bookcase, 4 Shelf, 36"W x 13"D x 66"H Hon HPC673X	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
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BOOKCASE - LAMINATE

Laminate Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Hon H105532	\$ _____	\$ _____	10	\$ _____
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Laminate Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Hon H105533	\$ _____	\$ _____	10	\$ _____
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Laminate Bookcase, 4 Shelf, 36"W x 13"D x 57"H Laminate - Hon H105534	\$ _____	\$ _____	10	\$ _____
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Laminate Bookcase, 5 Shelf, 36"W x 13"D x 71"H Laminate - Hon H105535	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
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BOOKCASE - METAL

Metal Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Hon HS30ABC	\$ _____	\$ _____	10	\$ _____
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Metal Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Hon HS42ABC	\$ _____	\$ _____	10	\$ _____
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Metal Bookcase, 4 Shelf, 36"W x 13"D x 57"H Hon HS60ABC	\$ _____	\$ _____	10	\$ _____
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Metal Bookcase, 5 Shelf, 36"W x 13"D x 71"H Hon HS72ABC	\$ _____	\$ _____	10	\$ _____
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LATERAL FILES

Lateral File, 2 Drawer, with Lock, Recessed Pulls 36"W x 19"D x 28"H Hon H682	\$ _____	\$ _____	10	\$ _____
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Lateral File, 4 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 53"H Hon H684	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
Lateral File, 5 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 66"H Hon H685	\$ _____	\$ _____	10	\$ _____
VERTICAL FILES				
Vertical File, 2 Drawer, with Lock, Recessed Pulls, Letter 15"W x 28"D x 29"H Hon H312	\$ _____	\$ _____	10	\$ _____
Vertical File, 4 Drawer, with Lock, Recessed Pulls, Letter 15"W x 28"D x 52"H Hon H314C	\$ _____	\$ _____	10	\$ _____
Vertical File, 5 Drawer, with Lock, Recessed Pulls, Letter 15"W x 28"D x 60"H Hon H315	\$ _____	\$ _____	10	\$ _____
Vertical File, 2 Drawer, with Lock, Recessed Pulls, Legal 18"W x 28"D x 29"H Hon H312C	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
Vertical File, 4 Drawer, with Lock, Recessed Pulls, Legal 18"W x 28"D x 52"H Hon H314C	\$ _____	\$ _____	10	\$ _____
Vertical File, 5 Drawer, with Lock, Recessed Pulls, Legal 18"W x 28"D x 60"H Hon H315C	\$ _____	\$ _____	10	\$ _____
TABLES				
Racetrack Oval Conference Table Top, 48" x 96" Hon HTVA4896	\$ _____	\$ _____	10	\$ _____
Racetrack Oval Conference Table Top, 48" x 120 Hon HTVA48120	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, 42" Diameter Hon HTLR42	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, 48" Diameter Hon HBLC480	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
Cylinder Conference Table Base, 18" x 28" Hon HTLR48	\$ _____	\$ _____	10	\$ _____
Panel Conference Table Base, 8"W x 98"L x 28"H Hon HTLP96	\$ _____	\$ _____	10	\$ _____
EXECUTIVE CHAIRS				
Highback Chair, with Arms, Leather Hon H2091	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Mesh Back, Leather Seat, Hon HN1	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl Hon H2091	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl Hon H2092	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric Hon H2091	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
Mid Back Chair, with Arms, Grade II Fabric Hon H2092	\$ _____	\$ _____	10	\$ _____
TASK CHAIRS				
High Back Chair, with Arms, Mesh Hon HN1	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl Hon HN1	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl Hon HN1	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric Hon HN1	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric Hon HN1	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms Hon HVL220	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 4 - HON

Item Description	List Price	Discounted Price	Quantity	Extended Price
Task Chair, without Arms Hon HVL210	\$ _____	\$ _____	10	\$ _____
GUEST CHAIRS				
Guest Chair, Sled Base, with Side Arms, Fabric Seat & Back Hon H6008	\$ _____	\$ _____	10	\$ _____
Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back Hon H4003	\$ _____	\$ _____	10	\$ _____
Guest Chair, Leg Base, No Side Arms, Vinyl Seat & Back Hon HIGCL	\$ _____	\$ _____	10	\$ _____
STACK CHAIRS				
Stack Chair, Sled Base, No Side Arms Hon H4041	\$ _____	\$ _____	10	\$ _____
TOTAL FOR CATEGORY 4 - HON				\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 5 - HUMANSCALE

Discount Off List for All Humanscale Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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EXECUTIVE CHAIRS

High Back Chair, with Arms, Leather Humanscale Freedom F211GZ101	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Arms, Mesh Back, Leather Seat, Humanscale Liberty L111BM10V101	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Arms, Vinyl Humanscale Freedom F211GK101	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Arms, Grade II Fabric Humanscale Freedom F211GF101	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 5 - HUMANSCALE

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TASK CHAIRS

Mid Back Chair, with Arms, Vinyl Humanscale Freedom F211GK101	\$ _____	\$ _____	10	\$ _____
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Mid Back Chair, with Arms, Grade II Fabric Humanscale Freedom F111GF101	\$ _____	\$ _____	10	\$ _____
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Mid Back Chair, without Arms, Grade II Fabric Humanscale Freedom F110GF101	\$ _____	\$ _____	10	\$ _____
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GUEST CHAIRS

Guest Chair, Sled Base, with Side Arms, Fabric Seat & Back Humanscale Cinto C35S10V101	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Sled Base, No Side Arms, Vinyl Seat & Back Humanscale Cinto C30S10V101	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back Humanscale Liberty L406BM10V101				
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Guest Chair, Leg Base, No Side Arms, Vinyl Seat & Back Humanscale Liberty L400BM10K101				
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 5 - HUMANSCALE

Item Description	List Price	Discounted Price	Quantity	Extended Price
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STACK CHAIRS

Stack Chair, Sled Base, with Side Arms Humanscale Cinto C35S10	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Sled Base, No Side Arms Humanscale Cinto C30S10	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, with Side Arms Humanscale Cinto C15S10	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, No Side Arms, Humanscale Cinto C10S10	\$ _____	\$ _____	10	\$ _____
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TOTAL FOR CATEGORY 5 - HUMANSCALE \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Discount Off List for All Kimball Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - WOOD

Wood Desk, Double Pedestal, 66" x 30"
Kimball Priority 53K3060DDFBW8 \$ _____ \$ _____ 10 \$ _____

Wood Desk, Double Pedestal, 66" x 30"
Kimball Priority 53K3066DDFBW8 \$ _____ \$ _____ 10 \$ _____

Wood Desk, Double Pedestal, 72" x 36"
Kimball Priority 53K3672DDFBW8 \$ _____ \$ _____ 10 \$ _____

DESK - LAMINATE

Laminate Desk, Double Pedestal, 60" x 30"
Kimball Priority 53K3060DDFBL8 \$ _____ \$ _____ 10 \$ _____

Laminate Desk, Double Pedestal, 66" x 30"
Kimball Priority 53K3066DDFBL8 \$ _____ \$ _____ 10 \$ _____

Laminate Desk, Double Pedestal, 72" x 36"
Kimball Priority 53K3672DDFBL8 \$ _____ \$ _____ 10 \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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BOOKCASE - WOOD

Wood Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Kimball Priority 53K3628BCOFW	\$ _____	\$ _____	10	\$ _____
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Wood Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Kimball Priority 53K3640BCOFW	\$ _____	\$ _____	10	\$ _____
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Wood Bookcase, 4 Shelf, 36"W x 13"D x 57"H Kimball Priority 53K3653BCOFW	\$ _____	\$ _____	10	\$ _____
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Wood Bookcase, 5 Shelf, 36"W x 13"D x 71"H Kimball Priority 53K3667BCOFW	\$ _____	\$ _____	10	\$ _____
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BOOKCASE - LAMINATE

Laminate Bookcase, 2 Shelf, 36"W x 13"D x 29-1/2"H Kimball Priority 53K3628BCOFL	\$ _____	\$ _____	10	\$ _____
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Laminate Bookcase, 3 Shelf, 36"W x 13"D x 43-1/2"H Kimball Priority 53K3640BCOFL	\$ _____	\$ _____	10	\$ _____
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Laminate Bookcase, 4 Shelf, 36"W x 13"D x 57"H Kimball Priority 53K3653BCOFL	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Laminate Bookcase, 5 Shelf, 36"W x 13"D x 71"H Kimball Priority 53K3667BCOFL	\$ _____	\$ _____	10	\$ _____
LATERAL FILES				
Lateral File, 2 Drawer, with Lock, Recessed Pulls 36"W x 19"D x 28"H Kimball Fundamental FND18362	\$ _____	\$ _____	10	\$ _____
Lateral File, 4 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 53"H Kimball Fundamental FND18364	\$ _____	\$ _____	10	\$ _____
Lateral File, 5 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 66"H Kimball Fundamental FND183625	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TABLES

Racetrack Oval Conference Table Top, 48" x 96", Rim Profile Type 1 Kimball Conferencing Solutions CCS4896RCW	\$ _____	\$ _____	10	\$ _____
Racetrack Oval Conference Table Top, 48" x 120 Rim Profile Type 1 Kimball Conferencing Solutions CCS48120RCW	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, Wood, 42" Diameter Rim Profile Type 1 Kimball Conferencing Solutions CCS42RDW	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, Wood, 48" Diameter Rim Profile Type 1 Kimball Conferencing Solutions CCS48RDW	\$ _____	\$ _____	10	\$ _____
Cylinder Conference Table Base, Wood, 18" x 28" 16" Diameter Kimball Conferencing Solutions CBS2716CYW	\$ _____	\$ _____	10	\$ _____
Panel Conference Table Base, Wood, 8"W x 24"L x 28"H Kimball Conferencing Solutions CBS2327RTW	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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EXECUTIVE CHAIRS

Highback Chair, with Arms, Leather Kimball Xtreme K31WY-L7	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Mesh Back, Upholstered Seat/Headrest, Grade 2 Kimball Hero K275H	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl, Grade 2 Kimball Xtreme K31WY	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl, Grade 2 Kimball Xtreme K31JM	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric Kimball Xtreme K31WY	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric Kimball Xtreme K31JM	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TASK CHAIRS

High Back Chair, with Arms, Mesh Back, Upholstered Seat Kimball Itsa K38AA	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Adjustable Arms, Vinyl, Grade 2 Kimball Xtreme K31WY	\$ _____	\$ _____	10	\$ _____
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Mid Back Chair, with Adjustable Arms, Vinyl, Grade 2 Kimball Xtreme K31JM	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Adjustahble Arms, Grade II Fabric Kimball Xtreme K31WY	\$ _____	\$ _____	10	\$ _____
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Mid Back Chair, with Adjustahble Arms, Grade II Fabric Kimball Xtreme K31JM	\$ _____	\$ _____	10	\$ _____
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GUEST CHAIRS

Guest Chair, Sled Base, with Side Arms, Mesh Back, Upholstered Seat Kimball Hero K570H	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 6 - KIMBALL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Guest Chair, Sled Base, No Side Arms, Vinyl Seat & Back, Grade 2 Kimball Event 95-3D-2	\$ _____	\$ _____	10	\$ _____
Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back, Grade 2 Kimball Beo K58EE	\$ _____	\$ _____	10	\$ _____
Guest Chair, Leg Base, No Side Arms, Vinyl Seat & Back Grade 2 Kimball Event 95-1D-2	\$ _____	\$ _____	10	\$ _____
STACK CHAIRS				
Stack Chair, Leg Base, with Side Arms, Amber Finish Kimball Bingo K50A	\$ _____	\$ _____	10	\$ _____
Stack Chair, Leg Base, No Side Arms, Amber Finish Kimball Bingo K50N	\$ _____	\$ _____	10	\$ _____
TOTAL FOR CATEGORY 6 - KIMBALL				\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Discount Off List for All National Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - WOOD

Wood Desk, Double Pedestal, 60" x 30" National Waveworks WWN3060DDFW8	\$ _____	\$ _____	10	\$ _____
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Wood Desk, Double Pedestal, 66" x 30" National Waveworks WWN3066DDFW8	\$ _____	\$ _____	10	\$ _____
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Wood Desk, Double Pedestal, 72" x 30" National Waveworks WWN3672DDFW8	\$ _____	\$ _____	10	\$ _____
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DESK - LAMINATE

Laminate Desk, Double Pedestal, 60" x 30" National Waveworks WWN30C0DDFL8	\$ _____	\$ _____	10	\$ _____
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Laminate Desk, Double Pedestal, 66" x 30" National Waveworks WWN3060DDFL8	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Laminate Desk, Double Pedestal, 72" x 30" National Waveworks WWN3672DDFLS	\$ _____	\$ _____	10	\$ _____
DESK - METAL				
Metal/Laminate Top Desk, Single Pedestal, 48" x 30" National Waveworks WW3048DRFLM1	\$ _____	\$ _____	10	\$ _____
Metal/Laminate Top Desk, Double Pedestal, 60" x 30" National Waveworks WW3060DDFLM8	\$ _____	\$ _____	10	\$ _____
Metal/Laminate Top Desk, Double Pedestal, 66" x 30" National Waveworks WW3066DDFLM8	\$ _____	\$ _____	10	\$ _____
BOOKCASE - WOOD				
Wood Bookcase, 2 Shelf, 36"W x 13"D x 28"H National Waveworks WW3628BCOFW	\$ _____	\$ _____	10	\$ _____
Wood Bookcase, 3 Shelf, 36"W x 13"D x 40"H National Waveworks WW3640BCOFW	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Wood Bookcase, 4 Shelf, 36"W x 13"D x 53"H National Waveworks WW3653BCOFW	\$ _____	\$ _____	10	\$ _____
Wood Bookcase, 5 Shelf, 36"W x 13"D x 69"H National Waveworks WW3669BCOFW	\$ _____	\$ _____	10	\$ _____
BOOKCASE - LAMINATE				
Laminate Bookcase, 2 Shelf, 36"W x 13"D x 28"H National Waveworks WW3628BCOFL	\$ _____	\$ _____	10	\$ _____
Laminate Bookcase, 3 Shelf, 36"W x 13"D x 40"H National Waveworks WW3640BCOFL	\$ _____	\$ _____	10	\$ _____
Laminate Bookcase, 4 Shelf, 36"W x 13"D x 53"H National Waveworks WW3653BCOFL	\$ _____	\$ _____	10	\$ _____
Laminate Bookcase, 5 Shelf, 36"W x 13"D x 69"H National Waveworks WW3669BCOFL	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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BOOKCASE - METAL

Metal Bookcase, 3 Shelf, 36"W x 13"D x 42"H National Waveworks WW3642BCOFM	\$ _____	\$ _____	10	\$ _____
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Metal Bookcase, 4 Shelf, 36"W x 13"D x 54"H National Waveworks WW3654BCOFM	\$ _____	\$ _____	10	\$ _____
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Metal Bookcase, 5 Shelf, 36"W x 13"D x 66"H National Waveworks WW3666BCOFM	\$ _____	\$ _____	10	\$ _____
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LATERAL FILES

Lateral File, 2 Drawer, with Lock, Recessed Pulls 36"W x 19"D x 28"H National Waveworks WW1836LFF2M	\$ _____	\$ _____	10	\$ _____
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Lateral File, 4 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 53"H National Waveworks WW1836LFF4M	\$ _____	\$ _____	10	\$ _____
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Lateral File, 5 Drawer, with Lock, Recessed Pulls, 36"W x 19"D x 66"H National Waveworks WW1836LFF5M	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TABLES

Folding Table, Laminate, 30" x 66" National Waveworks WW3060WSSL	\$ _____	\$ _____	10	\$ _____
Folding Table, Laminate, 30" x 72" National Waveworks WW3072WSSL	\$ _____	\$ _____	10	\$ _____
Racetrack Oval Conference Table Top, Wood, 48" x 96" National Waveworks WWN4896RC2W	\$ _____	\$ _____	10	\$ _____
Racetrack Oval Conference Table Top, Wood, 48" x 120" National Waveworks WWN48120RC2W	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, Wood, 42" Diameter National Waveworks WW42RDW	\$ _____	\$ _____	10	\$ _____
Round Conference Table Top, Wood, 48" Diameter National Waveworks WW48RDW	\$ _____	\$ _____	10	\$ _____
Cylinder Conference Table Base, Wood, 18" x 28" National Basics BW-18	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
Panel Conference Table Base, Wood, 8"W x 24"L x 28"H National Basics 10N2428PNW	\$ _____	\$ _____	10	\$ _____
EXECUTIVE CHAIRS				
Highback Chair, with Arms, Leather National Respect N75BAC-GR L7	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Mesh Back, Upholstered Seat, Grade 2 National Mix-it N15MR	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl, Grade 2 National Respect N75BAC	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl, Grade 2 National Respect N75BCC	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric National Respect N75BAC	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric National Respect N75BCC	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
TASK CHAIRS				
High Back Chair, with Arms, Mesh Back, Upholstered Seat, Grade 2 National Mix-it N15MR	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Adjustable Arms, Vinyl, Grade 2 National Mix-it N12MR	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Adjustable Arms, Vinyl, Grade 2 National Mix-it N12JR	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Adjustahble Arms, Grade II Fabric National Mix-it N12MR	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Adjustahble Arms, Grade II Fabric National Mix-it N12JR	\$ _____	\$ _____	10	\$ _____
24 Hour Task Chair, with Adjustable Arms, Grade II Fabric National Gotcha N25DDCX	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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GUEST CHAIRS

Guest Chair, Sled Base, with Side Arms, Fabric Seat & Back
National Respect N75WS-GR 2 \$ _____ \$ _____ 10 \$ _____

Guest Chair, Sled Base, No Side Arms, Vinyl Seat & Back,
Grade 2
National Respect N75WS-GR 6 \$ _____ \$ _____ 10 \$ _____

Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back,
Grade 2
National Mix-it N12QQ \$ _____ \$ _____ 10 \$ _____

Guest Chair, Leg Base, No Side Arms, Vinyl Seat & Back
Grade 2
National Jiminy N52GHM-GR 2 \$ _____ \$ _____ 10 \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 7 - NATIONAL

Item Description	List Price	Discounted Price	Quantity	Extended Price
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STACK CHAIRS

Stack Chair, Leg Base, with Side Arms, Package of 4
National Cinch N45AP, Arms: N45MM

\$ _____ \$ _____ 10 \$ _____

Stack Chair, Leg Base, No Side Arms, Package of 4
National Cinch N45AP

\$ _____ \$ _____ 10 \$ _____

TOTAL FOR CATEGORY 7 - NATIONAL \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 8 - SIT-ON-IT

Discount Off List for All Sit-On-It Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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EXECUTIVE CHAIRS

High Back Chair, with Arms, Leather Sit-On-It Prava 6423T a105 (L)	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Arms, Mesh, Grade 2 Sit-On-It Focus 5623T a92 B1	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Arms, Vinyl Sit-On-It Prava 6423T a105 (V)	\$ _____	\$ _____	10	\$ _____
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Mid Back Chair, with Arms, Vinyl Sit-On-It Prava 6422T a105 (V)	\$ _____	\$ _____	10	\$ _____
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High Back Chair, with Arms, Grade II Fabric Sit-On-It Prava 6423T a105 (F)	\$ _____	\$ _____	10	\$ _____
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Mid Back Chair, with Arms, Grade II Fabric Sit-On-It Prava 6422T a105 (F)	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 8 - SIT-ON-IT

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TASK CHAIRS

High Back Chair, with Arms, Vinyl Sit-On-It Focus 5623T a92 B4 (V)	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl Sit-On-It Focus 5622T a92 B4 (V)	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric Sit-On-It Focus 5623T a92 B4 (F)	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric Sit-On-It Focus 5622T a92 B4 (F)	\$ _____	\$ _____	10	\$ _____
24 Hour Task Chair, with Arms, Grade II Fabric Sit-On-It Non-Stop 672T2 a68 (F)	\$ _____	\$ _____	10	\$ _____
24 Hour Task Chair, without Arms, Grade II Fabric Sit-On-It Non-Stop 672T2 (F)	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 8 - SIT-ON-IT

Item Description	List Price	Discounted Price	Quantity	Extended Price
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GUEST CHAIRS

Guest Chair, Sled Base, with Side Arms, Fabric Seat & Back, Grade 2 Sit-On-It Freelance 5234 (F)	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Sled Base, No Side Arms, Vinyl Seat & Back, Grade 2 Sit-On-It Freelance 5233 (V)	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back, Grade 2 Sit-On-It Freelance 5214 (F)	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Leg Base, No Side Arms, Vinyl Seat & Back, Grade 2 Sit-On-It Freelance 5213 (V)	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 8 - SIT-ON-IT

Item Description	List Price	Discounted Price	Quantity	Extended Price
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STACK CHAIRS

Stack Chair, Sled Base, with Side Arms, Plastic Seat & Back Sit-On-It Freelance 5234	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Sled Base, No Side Arms, Plastic Seat & Back Sit-On-It Freelance 5233	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, with Side Arms, Plastic Seat & Back Sit-On-It Freelance 5214	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, No Side Arms, Plastic Seat & Back Sit-On-It Freelance 5213	\$ _____	\$ _____	10	\$ _____
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TOTAL FOR CATEGORY 8 - SIT-ON-IT \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 9 - VIA

Discount Off List for All VIA Furniture _____ % **(Discount Must Remain the Same for All Items.)**

How is Price List Provided? **Printed Copy?** ___ Yes ___ No **Electronic Link?** _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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EXECUTIVE CHAIRS

High Back Chair, with Arms, Leather, Grade 5 VIA Carmel 6903-29C-90A	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Mesh, Grade 2 VIA Proform 152-9C-95A	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl, Grade 3 VIA Proform Parallel 172-9C-95A	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl, Grade 3 VIA Proform 171-9C-95A	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric VIA Voss 2V25-29C-19A	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric VIA Voss 2V23-29C-80A	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 9 - VIA

Item Description	List Price	Discounted Price	Quantity	Extended Price
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TASK CHAIRS

High Back Chair, with Arms, Mesh, Grade 2 VIA Genie 405-61C-41A1	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Vinyl, Grade 3 VIA Proform 172-9C-50A11	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Vinyl, Grade 3 VIA Proform 171-9C-50A11	\$ _____	\$ _____	10	\$ _____
High Back Chair, with Arms, Grade II Fabric VIA Palmer 154-29C-50A7	\$ _____	\$ _____	10	\$ _____
Mid Back Chair, with Arms, Grade II Fabric VIA Palmer 155-29C-50A7	\$ _____	\$ _____	10	\$ _____
24 Hour Task Chair, with Arms, Grade II Fabric VIA Brisbane HD 1503-24C-41A5	\$ _____	\$ _____	10	\$ _____
24 Hour Task Chair, without Arms, Grade II Fabric VIA Brisbane HD 1503-24C-0A	\$ _____	\$ _____	10	\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 9 - VIA

Item Description	List Price	Discounted Price	Quantity	Extended Price
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GUEST CHAIRS

Guest Chair, Sled Base, with Side Arms, Fabric Seat & Back, Grade 2 VIA Proform 151-24CR	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Leg Base, with Side Arms, Fabric Seat & Back, Grade 2 VIA Vista 324B	\$ _____	\$ _____	10	\$ _____
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Guest Chair, Leg Base, No Side Arms, Vinyl Seat & Back, Grade 3 VIA Vista 304B	\$ _____	\$ _____	10	\$ _____
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STACK CHAIRS

Stack Chair, Leg Base, with Side Arms, Grade 3 VIA Camden Tapered 223B	\$ _____	\$ _____	10	\$ _____
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Stack Chair, Leg Base, No Side Arms, Grade 3 VIA Camden Tapered 203B	\$ _____	\$ _____	10	\$ _____
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TOTAL FOR CATEGORY 9 - VIA \$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 10 - VIRCO

Discount Off List for All Virco Furniture _____ % (Discount Must Remain the Same for All Items.)

How is Price List Provided? Printed Copy? ___ Yes ___ No Electronic Link? _____

Item Description	List Price	Discounted Price	Quantity	Extended Price
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DESK - METAL

Desk, Single Pedestal, Laminate Top, 48"W x 30"D Virco 543	\$ _____	\$ _____	10	\$ _____
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BOOKCASE - METAL

Bookcase, Four (4) Shelves, (Three (3) Adjustable), 36"W x 12"D x 52"D Virco BCM3652	\$ _____	\$ _____	10	\$ _____
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TABLES

Folding Table, Melamine Top, Metal Legs, 60"L x 30"W Virco 603060	\$ _____	\$ _____	10	\$ _____
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Folding Table, Melamine Top, Metal Legs, 72"L x 30"W, Virco 603072	\$ _____	\$ _____	10	\$ _____
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ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

CATEGORY 10 - VIRCO

Item Description	List Price	Discounted Price	Quantity	Extended Price
Folding Table, 3/4" Thick Plywood Top, High Pressure Laminate, 72"L x 30"W Virco 623072	\$ _____	\$ _____	10	\$ _____
Folding Table, 96"L x 18"W Virco Core-A-Gator 611896	\$ _____	\$ _____	10	\$ _____
Folding Table, 96"L x 30"W Virco Core-A-Gator 613096	\$ _____	\$ _____	10	\$ _____
TOTAL FOR CATEGORY 10 - VIRCO				\$ _____

ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE

BID PROPOSAL

**CATEGORY 11
MISCELLANEOUS OFFICE FURNITURE MANUFACTURERS**

Discount Off Manufacturer's List
Discount must remain same for all items.

Manufacturer	Percentage (%) Off	List Provided Printed	Provide Electronic Link
1. Paoli	_____ %	___ Yes ___ No	_____
2. Eurotech	_____ %	___ Yes ___ No	_____
3. Neutral Posture	_____ %	___ Yes ___ No	_____
4. Spec Furniture	_____ %	___ Yes ___ No	_____
5. Cabpt Wrenn	_____ %	___ Yes ___ No	_____
6. Arconas	_____ %	___ Yes ___ No	_____
7. Krug	_____ %	___ Yes ___ No	_____