

2012 Chair Committee Recommendations

All of the chairs below are available for viewing and ordering from Purchasing. These are the only chairs that can be purchased through the four (4) year contract period.

<u>Chair Name</u>	<u>Manufacturer</u>	<u>Distributor</u>	<u>Price Range</u>
Improve HE	Haworth	encompus	\$ 531.71
Improve Tag	Haworth	encompus	\$ 515.63
Lively	Haworth	encompus	\$ 309.14
Very	Haworth	encompus	\$ 381.41
Zody	Haworth	encompus	\$ 522.02
Delivery Charge \$36.00 for 1 st chair, each add'l chair per order \$9.00			
Celie	Herman Miller	AOI	\$ 498.00
Celie (w/upholstery)	Herman Miller	AOI	\$ 572.00
Includes Delivery		AOI	
Everest	ADI	OID	\$ 547.00
Connexion	Teknion	OID	\$ 543.00
Projek	Teknion	OID	\$ 405.00
Savera (Mid-back)	Teknion	OID	\$ 352.00
Savera (High-back)	Teknion	OID	\$ 362.00
Includes Delivery		OID	
Loover (High back)	Global	Pay-Less Office Products	\$ 387.49
Weev (Medium Back)	Global	Pay-Less Office Products	\$ 315.14
Weev (High Back)	Global	Pay-Less Office Products	\$ 327.25
Duet (Side Chair)	Global	Pay-Less Office Products	\$ 86.60
Delivery \$40.00/1st chair. Additional chairs in order- \$20.00 per chair.			
No delivery charge on side chair.			
HIWM3 Mid Back Mesh	Hon	Staples	\$ 296.55
HIWM3 Mid Back Upholstered	Hon	Staples	\$ 265.05
4041 Polymer (Stack Chair)	Hon	Staples	\$ 249.30 (4 pack)
Includes Delivery			

12-12-09
RECEIVED

DEC 12 2012

LANCASTER COUNTY
CLERK

CONTRACT DOCUMENTS

**CITY OF LINCOLN, NEBRASKA,
LANCASTER COUNTY,
LINCOLN - LANCASTER COUNTY
PUBLIC BUILDING COMMISSION**

**ANNUAL SUPPLY
FOR
OFFICE SEATING
BID NUMBER 12-249**

**Pay-Less Office Products, Inc.
13467 Chandler Road
Omaha, NE 68138
402-891-6210**

**CITY OF LINCOLN-LANCASTER COUNTY, NEBRASKA and
LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2012, by and between **Pay-Less Office Products, Inc., 13467 Chandler Road, Omaha, NE 68138**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, and the Lincoln-Lancaster County Public Building Commission hereinafter called the "Owners".

WHEREAS, the Owners have caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Annual Supply for Office Seating, Bid No. 12-249** _____ and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the Owners, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the Owners, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the Owners' award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal, or part thereof, as follows:

Agreement to proposal as listed on the Award Recommendation Sheet.

2. The Owners agree to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the Owners:

Owners will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. Owners shall order on an as needed basis for the duration of the contract.

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the Owners will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln, Lancaster County, Nebraska and Lincoln-Lancaster County Public Building Commission. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions or any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County" or "Building Commission") it shall mean the "Owners" encompassing the City of Lincoln, Lancaster County and Lincoln-Lancaster County Building Commission.
8. Contract Term. This Contract shall be effective upon execution by all parties. The term of the Contract shall be a four (4) year term with the option for one (1) additional four-year term.
9. The Contract Documents comprise the Contract, and consist of the following:
 1. Contract Agreement
 2. Accepted Proposal/Response
 3. Specifications
 4. Instructions to Bidders
 5. Insurance Requirements
 6. Sales Tax Exemption Form 13

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the Owners do hereby execute this contract.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

Janet Roney
City Clerk



CITY OF LINCOLN, NEBRASKA

[Signature]
Mayor

Approved by Resolution No. A-87192
dated 1-30-13

LINCOLN LANCASTER COUNTY PUBLIC BUILDING COMMISSION

Attest:

Paul Gruber
Public Building Commission Attorney

Lesida Wilson
Chairperson, Public Building Commission

dated 02-12-13

EXECUTION BY LANCASTER COUNTY, NEBRASKA

Contract Approved as to Form:

Richard [Signature]
Lancaster County Attorney

The Board of County Commissioners of
Lancaster, Nebraska

[Signature]
[Signature]
[Signature]
[Signature]

dated 12/18/12

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary

(SEAL)

Payless Office Products
Name of Corporation

13467 Chandler Road
(Address)

By: [Signature]
Duly Authorized Official

VP of Sales & Marketing
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

(Address)

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Name

Address

Signature

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Asst. Purchasing Agent	Address	Purchasing 440 S. 8th St. Lincoln, NE 68508	Address
Email	rwalla@lincoln.ne.gov	Contact	Robert Walla Asst. Purchasing Agent	Contact
Phone	1 (402) 441-8309			
Fax	1 (402) 441-6513			
Bid Number	12-249	Department	Purchasing	Department
Title	Annual Supply - Office Seating	Building		Building
Bid Type	RFP	Floor/Room	Suite 200	Floor/Room
Issue Date	09/12/2012	Telephone	1 (402) 441-8309	Telephone
Close Date	9/26/2012 12:00:00 PM CST	Fax	1 (402) 441-6513	Fax
Need by Date		Email	rwalla@lincoln.ne.gov	Email

Supplier Information

Company Pay-LESS Office Products, INC.
 Address 13467 Chandler Road
 Omaha, NE 68138
 Contact Jean Olson
 Department
 Building
 Floor/Room
 Telephone 1 (402) 891-6210 718
 Fax 1 (402) 891-6221
 Email jolson@paylessoffice.com
 Submitted 9/26/2012 11:20:43 AM CST
 Total \$0.00

Signature _____

Supplier Notes _____

Bid Notes _____

Bid Activities _____

Bid Messages _____

Please review the following and respond where necessary

#	Name	Note	Response
1	Insurance Requirements	I acknowledge reading and understanding the Insurance Requirements.	Yes
2	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
3	Specifications	I acknowledge reading and understanding the specifications.	Yes
4	Electronic Signature	Please check here for your electronic signature.	Yes
5	Instructions to Proposers	I acknowledge reading and understanding the Instructions to Proposers.	Yes
6	Renewal is an Option	Contract Extension Renewal is an option.	Yes
7	Contact	Name of person submitting this bid:	Jean Olson
8	Bid award	I acknowledge and understand that the City, County and/or Public Building Commission reserves the right to award bids item-by-item, with or without alternates/options, by groups, or "lump sum" such as shall best serve the requirements and interests of the City, County and/or Public Building Commission. If your pricing is based on an all-or-nothing basis, please indicate so in the Supplier Notes section of your E-Bid response.	Yes
9	References	I have attached my References to the Response Attachment section of this bid.	Yes
10	Tax Exempt Certification Forms	Materials being purchased in this bid are tax exempt and unit prices are reflected as such. A Purchasing Agent Appointment form and a Exempt Sales Certificate form shall be issued with contract documents. (Note: State Tax Law does not provide for sales tax exemption for proprietary functions for government, thereby excluding the purchases of pipes to be installed in water lines and purchase of water meters.)	Yes
11	Term Clause with Escallation/De-Escalation	I acknowledge that the term of the contract will be a (4) four year term from the date of the executed contract. (a) Bid prices firm for the first full contract period. YES or NO (b) Bid prices subject to escalation/de-escalation YES or NO (c) If (b), state period for which prices will remain firm: through _____	b, 2 years
12	Delivery	State number of delivery days ARO for each chair order. FOB to the City/County at the location specified with all transportation charges paid.	5-7 Business Days
13	Proposal Submission	I have prepared and delivered/mailed to the City Purchasing Agent 1 original and 5 copies of my proposal as requested in the Specifications.	Yes

Line Items

#	Qty	UOM	Description	Response
1	1	EA	This is to notify you that RFP 12-249 for the Annual Supply of Office Seating is available. Please prepare your written response and return your proposals as instructed in the RFP according to the specifications. Respond to the Attribute section and submit before the closing date and time. Also, you are required to enter a 0 for your response in this line item. If you have any questions, call 402-441-7417.	\$0.00

Item Notes:

Supplier Notes: See PDF attachment by Pay-LESS Office Products, Inc.

Response Total: \$0.00

2012 Chair Committee Recommendations

All of the chairs below are available for viewing and ordering from Purchasing.
 These are the only chairs that can be purchased through the four (4) year contract period.

<u>Chair Name</u>	<u>Manufacturer</u>	<u>Distributor</u>	<u>Price Range</u>
Improve HE	Haworth	All Makes	\$ 611.16
Improve Tag	Haworth	All Makes	\$ 592.68
Lively	Haworth	All Makes	\$ 346.84
Very	Haworth	All Makes	\$ 425.76
Zody	Haworth	All Makes	\$ 582.72
Delivery Charge \$17.00 per Order		All Makes	
Celle	Herman Miller	AOI	\$ 498.00
Celle (w/upholstery)	Herman Miller	AOI	\$ 572.00
Includes Delivery		AOI	
Everest	ADI	OID	\$ 547.00
Connexion	Teknion	OID	\$ 543.00
Projek	Teknion	OID	\$ 405.00
Savera (Mid-back)	Teknion	OID	\$ 352.00
Savera (High-back)	Teknion	OID	\$ 362.00
Includes Delivery		OID	
Loover (High back)	Global	Pay-Less Office Products	\$ 387.49
Weev (Medium Back)	Global	Pay-Less Office Products	\$ 315.14
Weev (High Back)	Global	Pay-Less Office Products	\$ 327.25
Duet (Side Chair)	Global	Pay-Less Office Products	\$ 86.60
Delivery \$40.00/1st chair. Additional chairs in order - \$20.00 per chair.			
No delivery charge on side chair.			
HIWM3 Mid Back Mesh	Hon	Staples	\$ 296.55
HIWM3 Mid Back Upholstered	Hon	Staples	\$ 265.05
4041 Polymer (Stack Chair)	Hon	Staples	\$ 249.30 (4 pack)
Includes Delivery			

DATE: 10/25/12 **QUOTE# 6695-0** OR



Remit to: Pay-LESS Office Products, Inc.
 PO Box 390157, Omaha, NE 68139
 (402) 891-6210 • Fax (402) 891-6221
 www.paylessoffice.com

If you have questions about your quote Please
 contact your Account Representative listed below.
 Thank you!

JEAN OLSON 402-885-7718
PROJECT #: 6144
PROJECT NAME: 20121025 CITY OF LINCOLN

Your Complete Office Solution

Billing Address

CITY OF LINCOLN
 STE 200, SOUTHWEST WING
 440 S 8TH ST
 LINCOLN NE 68508 2294

PHONE # 402-441-8313 PO #

Shipping Address

1. DEPT:
 2. SUITE:
 3. ADDRESS:
 LINCOLN NE

Account # 11492 Dept#

MFG/Item #	Description	QTY	Your Price	Ext Price
------------	-------------	-----	------------	-----------

- 4. ZIP CODE: _____
- 5. PURCHASE ORDER #: _____
- 6. CONTACT: _____
- 7. PH: _____
- 8. TAG: _____
- 9. DELIVERY INST: _____
- 10. NOTES: _____

2661-8	GUS LOOVER-High back weight sensing synchro w/arms. Soft descent pneumatic seat height adjustment.	1	387.490	387.49
	Option = ~03 GRADE 03			
	Option = ~URBA URBAN (PARKER)			
	Option = UR20 1-GRANITE ROCK			
	Option = AA A-HT/PVT ADJ TEL EXT ARMST			
	Option = BK F-(STD) BLACK			
	Option = CI C-(STD) 2" DUAL-WHL CASTOR - BLCK			
	Option = VU19 M-MESH - COAL BLACK - STD			
INSTALL	OIS DELIVER AND INSTALL	1	40.000	40.00

SUBTOTAL 427.49

ACCEPTED BY _____ DATE _____

TOTAL 427.49

No product will be ordered until signed copy of proposal is returned. Quoted price is valid for 30 days unless otherwise noted. Allow 2-3 weeks for delivery unless otherwise noted. Special order items are subject to 4-6 week lead-time. NOTE: All pricing is reflected without installation cost and will be additional to bid unless otherwise noted. Installation is bid at regular time rate, unless an overtime (after hours) rate is required. Any alterations or deviations from the agreed installation plan, while in progress, will require a written change order and will be billed as an extra from the above quotation. Method of payment are as follow: 40% deposit of sale price prior to order date and remainder at 30 days, or upon customer's request, deposit can be 1/3 of the sale price, 1/3 at the time of delivery and remaining balance at 30 days. A late fee of 15% of the sale price will be added if the balance is not paid within 30 days.

Thank you for choosing PL-Interiors! A division of Pay-LESS Office Products, Inc Omaha, NE [p] 402-891-6210 [f] 402-891-6221

DATE: 10/25/12 QUOTE# 6696-0 OR



Remit to: Pay-LESS Office Products, Inc.
 PO Box 390157, Omaha, NE 68139
 (402) 891-6210 • Fax (402) 891-6221
 www.paylessoffice.com

If you have questions about your quote Please contact your Account Representative listed below. Thank you!

JEAN OLSON 402-885-7718
 PROJECT #: 6145
 PROJECT NAME: 20121025 CITY OF LINCOLN

Your Complete Office Solution

Billing Address

CITY OF LINCOLN
 STE 200, SOUTHWEST WING
 440 S 8TH ST
 LINCOLN NE 68508 2294

PHONE # 402-441-8313 PO #_

Shipping Address

1. DEPT: _____
 2. STE: _____
 3. ADDRESS: _____
 LINCOLN NE

Account # 11492 Dept#

MFG/Item #	Description	QTY	Your Price	Ext Price
	4. ZIP CODE: _____			
	5. PURCHASE ORDER #: _____			
	6. CONTACT: _____			
	7. PH: _____			
	8. TAG: _____			
	9. DELIVERY INST: _____			
	10. NOTES: _____			
	**Attention :ATTN:			
	Who Called : PH:			
2221-3	GUS WEEV-Medium back multi-tilter chair with arms. Option = ~03 GRADE 03 Option = ~URBA URBAN (PARKER) Option = UR22 1-BLACK COAL Option = AA A-HT/PVT ADJ TEL EXT ARMRST Option = BK F-(STD) BLACK Option = C1 C-(STD) 2" DUAL-WHL CASTOR - - BLCK	1	315.140	315.14
INSTALL	OIS ASSEMBLE AND DELIVER	1	40.000	40.00

SUBTOTAL 355.14

ACCEPTED BY _____ DATE _____

TOTAL 355.14

No product will be ordered until signed copy of proposal is returned. Quoted price is valid for 30 days unless otherwise noted. Allow 2-3 weeks for delivery unless otherwise noted. Special order items are subject to 4-6 week lead-time. NOTE: All pricing is reflected without installation cost and will be additional to bid unless otherwise noted. Installation is bid at regular time rate, unless an overtime (after hours) rate is required. Any alterations or deviations from the agreed installation plan, while in progress, will require a written change order and will be billed as an extra from the above quotation. Method of payment are as follow: 40% deposit of sale price prior to order date and remainder at 30 days, or upon customer's request, deposit can be 1/3 of the sale price, 1/3 at the time of delivery and remaining balance at 30 days. A late fee of 15% of the sale price will be added if the balance is not paid within 30 days.

Thank you for choosing PL-Interiors! A division of Pay-LESS Office Products, Inc Omaha, NE [p] 402-891-6210 [f] 402-891-6221

DATE: 12/05/12 QUOTE# 6876-0 OR



Your Complete Office Solution

Remit to: Pay-LESS Office Products, Inc.
 PO Box 390157, Omaha, NE 68139
 (402) 891-6210 • Fax (402) 891-6221
 www.paylessoffice.com

If you have questions about your quote Please
 contact your Account Representative listed below.
 Thank you!

JEAN OLSON 402-885-7718
 PROJECT #: 6301
 PROJECT NAME: 20121205 CITY OF LINCOLN

Billing Address

CITY OF LINCOLN
 STE 200, SOUTHWEST WING
 440 S 8TH ST
 LINCOLN NE 68508 2294

Shipping Address

1. DEPT: _____
 2. STE: _____
 3. ADDRESS: _____
 LINCOLN NE

PHONE # 402-441-8313 PO #PO#_

Account # 11492 Dept#

MFG/Item #	Description	QTY	Your Price	Ext Price
	4. ZIP CODE: _____			
	5. PURCHASE ORDER #: _____			
	6. CONTACT: _____			
	7. PH: _____			
	8. TAG: _____			
	9. DELIVERY INST: _____			
	10. NOTES: _____			
	**Attention :ATTN: _____			
2220-3	GUS WEEV-High back multi-tilter chair with arms. Option = ~03 GRADE 03 Option = ~URBA URBAN (PARKER) Option = UR22 1-BLACK COAL Option = SC A-HGT ADJ SSU Option = BK F-(STD) BLACK Option = C1 C-(STD) 2" DUAL-WHL CASTOR - BLCK	1	327.250	327.25
INSTALL	OIS ASSEMBLE AND DELIVER	1	40.000	40.00

SUBTOTAL 367.25

ACCEPTED BY _____ DATE _____

TOTAL 367.25

No product will be ordered until signed copy of proposal is returned. Quoted price is valid for 30 days unless otherwise noted. Allow 2-3 weeks for delivery unless otherwise noted. Special order items are subject to 4-6 week lead-time. NOTE: All pricing is reflected without installation cost and will be additional to bid unless otherwise noted. Installation is bid at regular time rate, unless an overtime (after hours) rate is required. Any alterations or deviations from the agreed installation plan, while in progress, will require a written change order and will be billed as an extra from the above quotation. Method of payment are as follow: 40% deposit of sale price prior to order date and remainder at 30 days, or upon customer's request, deposit can be 1/3 of the sale price, 1/3 at the time of delivery and remaining balance at 30 days. A late fee of 15% of the sale price will be added if the balance is not paid within 30 days.

Thank you for choosing PL-Interiors! A division of Pay-LESS Office Products, Inc Omaha, NE [p] 402-891-6210 [f] 402-891-6221

DATE: 10/26/12 **QUOTE# 6697-0** OR



Remit to: Pay-LESS Office Products, Inc.
 PO Box 390157, Omaha, NE 68139
 (402) 891-6210 • Fax (402) 891-6221
 www.paylessoffice.com

If you have questions about your quote Please contact your Account Representative listed below. Thank you!

JEAN OLSON 402-885-7718
PROJECT #: 6146
PROJECT NAME: 20121025 CITY OF LINCOLN

Your Complete Office Solution

Billing Address

CITY OF LINCOLN
 STE 200, SOUTHWEST WING
 440 S 8TH ST
 LINCOLN NE 68508 2294

PHONE # 402-441-8313 PO #

Shipping Address

1. DEPT: _____
 2. SUITE: _____
 3. ADDRESS _____
 LINCOLN NE

Account # 11492 Dept#

MFG/Item #	Description	QTY	Your Price	Ext Price
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- 4. ZIP CODE: _____
 - 5. PURCHASE ORDER #: _____
 - 6. CONTACT: _____
 - 7. PH: _____
 - 8. TAG: _____
 - 9. DELIVERY INSTRUCTIONS: _____
 - 10. NOTES: _____
- Who Called : CONTACT: _____

6621	GUS DUET-Sledbase side chair. Plastic seat and back.	1	86.600	86.60
	Option = ~01 GRADE --			
	Option = ~DPLS DUET PLASTIC COLOR			
	Option = BLK 1-BLACK			
	Option = CH F-CHROME			

SUBTOTAL 86.60

ACCEPTED BY _____ DATE _____

TOTAL 86.60

No product will be ordered until signed copy of proposal is returned. Quoted price is valid for 30 days unless otherwise noted. Allow 2-3 weeks for delivery unless otherwise noted. Special order items are subject to 4-6 week lead-time. NOTE: All pricing is reflected without installation cost and will be additional to bid unless otherwise noted. Installation is bid at regular time rate, unless an overtime (after hours) rate is required. Any alterations of deviations from the agreed installation plan, while in progress, will require a written change order and will be billed as an extra from the above quotation. Method of payment are as follow: 40% deposit of sale price prior to order date and remainder at 30 days, or upon customer's request, deposit can be 1/3 of the sale price, 1/3 at the time of delivery and remaining balance at 30 days. A late fee of 15% of the sale price will be added if the balance is not paid within 30 days.

Thank you for choosing PL-Interiors! A division of Pay-LESS Office Products, Inc Omaha, NE [p] 402-891-6210 [f] 402-891-6221



City of Lincoln, Nebraska
Specifications
Ergonomic Office Seating
September 26, 2012

2. Pricing

2.1 Full Line Seating offer from vendor Pay-LESS Office Products, Inc. Omaha, NE. Seating offering of Global.

- Dedicated Task - Weev
- Multi-Task - Granada
- Managerial - Truform
- Side - Supra
- Lobby - Wind
- Conference Room - Aspen
- Stacking Chairs – Duet
- All selections provided below by Pay-LESS Office products below are priced based on the In-Stock furniture selections that will allow for a 3 day Quick Ship

2.2 Written Response for each chair proposed

2.2.1 Seating Manufacturer -

2.2.2 Warranty Information on all parts

2.2.3 Manufacturer's list price

2.2.4 Discount Schedule –

Price Breaks for ordering 10 or more –

2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Dedicated Task – Weev, Part Number: 2221-3 UR15**

2.2.1 Seating Manufacturer - Global

2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty

2.2.3 Manufacturer's list price - \$575.00

2.2.4 Discount Schedule – 45% off List

Price Breaks for ordering 10 or more – \$48% off list

2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Multi-Task - Granada, Part Number: 3212 3N S101**

2.2.1 Seating Manufacturer - Global

2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty

2.2.3 Manufacturer's list price - \$660.00

2.2.4 Discount Schedule – 45% off List

Price Breaks for ordering 10 or more – \$48% off list

2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Managerial – Truform**, Part Number: 5450-3 SC JN02
 - 2.2.1 Seating Manufacturer - Global
 - 2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty
 - 2.2.3 Manufacturer’s list price - \$621.00
 - 2.2.4 Discount Schedule – 45% off List
 - Price Breaks for ordering 10 or more – \$48% off list
 - 2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Side - Supra**, Part Number: 5332 S106
 - 2.2.1 Seating Manufacturer - Global
 - 2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty
 - 2.2.3 Manufacturer’s list price - \$362
 - 2.2.4 Discount Schedule – 45% off List
 - Price Breaks for ordering 10 or more – \$48% off list
 - 2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Lobby - Wind**, Part Number 3361LM 477/577
 - 2.2.1 Seating Manufacturer - Global
 - 2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty
 - 2.2.3 Manufacturer’s list price - \$1565.00
 - 2.2.4 Discount Schedule – 45% off List
 - Price Breaks for ordering 10 or more – \$48% off list
 - 2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Conference Room – Aspen**, Part Number 2851-3 AS JN11
 - 2.2.1 Seating Manufacturer - Global
 - 2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty
 - 2.2.3 Manufacturer’s list price - \$878
 - 2.2.4 Discount Schedule – 45% off List
 - Price Breaks for ordering 10 or more – \$48% off list
 - 2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

- **Stacking Chairs – Duet**, Part Number 6621 BLK
 - 2.2.1 Seating Manufacturer - Global
 - 2.2.2 Warranty Information on all parts – Lifetime Warranty – Per Global Seating Warranty
 - 2.2.3 Manufacturer’s list price - \$158
 - 2.2.4 Discount Schedule – 45% off List
 - Price Breaks for ordering 10 or more – \$48% off list
 - 2.4.4.1 Separate Discounts – Same discount percentage for all seating from Global

3. Ordering

- 3.1 The Vendor Representative will be Jean Olson ph. 402-885-7718 jolson@paylessoffice.com
- 3.2 Orders placed as an as-needed bases.

4. Trade-In Allowance

4.1.2 Vendor Pay-LESS Office Products agrees to dispose of parts and will divert materials from the Sanitary Landfill by donating any items in working condition to the Salvation Army Discounts Stores, Disable American Veterans or the Goodwill Industries.

5. Warranties

- 5.1 Written Reponse of applicable warranty terms and conditions.
- 5.2 Full details of warranty components (See the attached Global Warranty information)
 - 5.2.1 Frame/Structural components, Lifetime warranty per General Commerical Seating. Globals' wannaty for general commerical seating covers all chair components...frame..and other structural componets.
 - 5.2.2 Fabrics/upholstery, Global warrants Global branded textiles and Global carded textile programs inclusive of fabrics, vinyls, and leather produts for five (5) years.
 - 5.2.3 Penumatic cylinder/casters, Lifetime warranty per General Commerical Seating. Globals' wannaty for general commerical seating covers all chair components including pneumatic cylinders, bases, casters, .and other structural componets.
 - 5.2.4 Normal use warranty, The warranty applies to single shift, standard commerical usage, defined as a standared eight (8) hour day, fourty (40) hour week for users weighing up to 300 lbs.
 - 5.2.5 24x7 Shift warranty, Global offers prodaucts deisgned for multiple shift applications (24 hours a day/7 days a week).... Global warrants these products for twelve (12) years to the original purchaser.
 - 5.2.6 Maxiumum weight capacity – See the selected Global chair. The General Commerical Seating. The warranty applies to single shift, standard commerical usage, defined as a standared eight (8) hour day, fourty (40) hour week for users weighing up to 300 lbs.

6. Delivery

- 6.1 Vendor shall indicate any delivery and assembly charges. Pay-LESS Office Products will provide the chair assembly and installation by Pay-LESS Installers and/or Office Installation Specialists (OIS) of Lincoln, NE. Single chair per delivery location charge \$40.00 to assemble and deliver. Additional chairs \$20.00 per chair.

LIFETIME WARRANTY

login, select INFORMATION, then GLOBAL, and then PRICE BOOK/PRICING.
Global warrants that all commercial products are free from defects in material and workmanship, for the life of the product, to the original purchaser.

Global will repair or replace, at Global's option, as the sole remedy for any defect covered by the warranty. The warranty applies to products manufactured after January 1, 2011.

GENERAL COMMERCIAL SEATING

Global's warranty for general commercial seating covers all chair components including pneumatic cylinders, bases, casters, glides, frames, arms, plastic seats, backs and other structural components.

Exceptions to the warranty for general commercial seating are as follows:

- Foam, textiles (as sampled on Global branded and textile program cards), mesh material and electrical devices, are warranted for five (5) Years
- Control mechanisms are warranted for twelve (12) Years

The warranty applies to single shift, standard commercial usage, defined as a standard eight (8) hour day, forty (40) hour week for users weighing up to 300 pounds.

HEAVY DUTY SEATING

Global offers products designed for multiple shift applications (24 hours a day / 7 days a week) and larger individuals weighing up to 350 and/or 500 pounds (depending on series and/or model). Global warrants these products for twelve (12) years to the original purchaser. All components (including control mechanisms, pneumatic cylinders, bases, casters, glides, frames, arms, plastic seats/backs, etc.) are covered for 24/7 applications under the warranty. The exceptions are foam and textiles, which are covered for five (5) years. Textiles on these products must exceed 100,000 double rubs for the textile portion of the warranty to apply. Heavy Duty product series that apply under this warranty currently include: Concord Executive 24 hour, Dexter/Dexter+, Granada TS, Malaga TS, Mallorca TS, Maxima II, Robust, Salute, Saxon, Stamina+, Truform TS, Yorkdale TS and TriTek Ergo Select TS.

LIGHT USE SEATING

Global offers light use seating that is warranted for ten (10) years for the original purchaser. The warranty covers all components (frames, glides, and arms). The foam/textiles are warranted for five (5) years. The warranty on these light use series is for an eight (8) hour day, forty (40) hour week for users up to 200 pounds. Light use product series that apply under this warranty currently consists of Galaxy and Key series.

TEXTILES

Global warrants Global branded textiles and Global carded textile programs inclusive of fabrics, vinyls and leather products for five (5) years. Global carded textile programs are currently with Momentum, Maharam, KnollTextiles, Designtex, Ultrafabrics, Dani and Spinneybeck. Global does not warrant COM (Customer Own Materials) or GPM (Global Purchased Materials) that are customer specified materials, or graded-in and purchased by Global for a customer. For GPM or COM products, please contact the textile supplier for performance information and warranty details.

SEATING WARRANTY SUMMARY

SEATING TYPE	COMPONENTS WARRANTY FOR ORIGINAL PURCHASER	USE TIME FOR WARRANTY COVERAGE	EXCEPTIONS
General Commercial Seating	Lifetime	8 Hours / 5 Days Per Week	Foam / Textiles / Mesh, Electrical Devices - 5 Years Control Mechanisms - 12 Years
Heavy Duty Seating	12 Years	24 Hours / 7 Days Per Week	Foam / Textiles - 5 Years
Light Use Seating	10 Years	8 Hours / 5 Days Per Week	Foam / Textiles - 5 Years

Ergonomic Features



A TENSION ADJUSTMENT

Increase or decrease to match body weight. Allows you to rock comfortably, without heavy pushing, reducing muscle fatigue.



B CHAIR TILT LOCK

Lock the tilt movement in position(s) to accommodate your working posture. Allows you to lock your chair in a comfortable and supportive position. (can be either single position or infinite style).



C SEAT HEIGHT

Raise or lower to allow your feet to rest flat on the floor. Avoids pressure under your thighs, easing blood flow.



D BACK HEIGHT

Raise or lower to position lumbar support in your lumbar area. Reduces likelihood of back pain.



E SEAT DEPTH

Change the depth of the seat to accommodate the length of your thighs. Keeps your back in contact with the backrest while avoiding pressure behind your knees.



F FORWARD SEAT ANGLE

Allows chair to tilt forward changing the angle of your thighs in relation to the floor. Helps reduce disc pressure during forward leaning tasks.



G BACK ANGLE

Adjust to change the angle of your torso in relation to your thighs. Helps reduce disc pressure and relaxes your back muscles.



H ARM HEIGHT

Raise or lower to support your forearms. Reduces muscular effort in neck and shoulders, minimizing risk of pain.



J KNEE-TILT MOVEMENT

Chair tilts from a pivot point at the front of the seat, keeping your feet on floor as you rock. Maintains stability while enhancing blood flow.



L SYNCHRO-TILT MOVEMENT

Backrest reclines at a faster rate than the seat, increasing the angle between your torso and thighs. Enhances comfort and encourages dynamic body movement.



M WATERFALL SEAT EDGE

Reduces pressure at the back of the knee, contributing to good blood flow.



N PROPERLY CONTOURED CUSHIONS

Support the body effectively, allowing you to sit longer without discomfort.



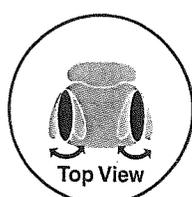
P VIBRATING BACK/SEAT

Soothing effect contributes to your relaxation during work breaks.



Q WIDTH ADJUSTABLE ARMS

Allows outward movement of armrests to match shoulder breadth. Ensures armrests properly support forearms, reducing muscular effort in neck and shoulders.



R ARM ROTATION

Rotate armcap to support your forearm in various positions. Reduces muscular effort in neck and shoulders, minimizing risk of pain.



S CENTER-TILT MOVEMENT

Chair tilts from a pivot point under the center of the seat allowing you to rock. When your feet are well supported, blood flow is enhanced.



T PUSH BUTTON

Push to activate control. Location within reach increases your adjustment. Promotes good posture as you move to various positions.

Maximize Your Ergonomic Seating

Every Global chair is built with features that are ergonomically designed to promote proper posture and provide maximum comfort. While fully supporting your body, these features also allow you to adjust your chair to fit YOU.

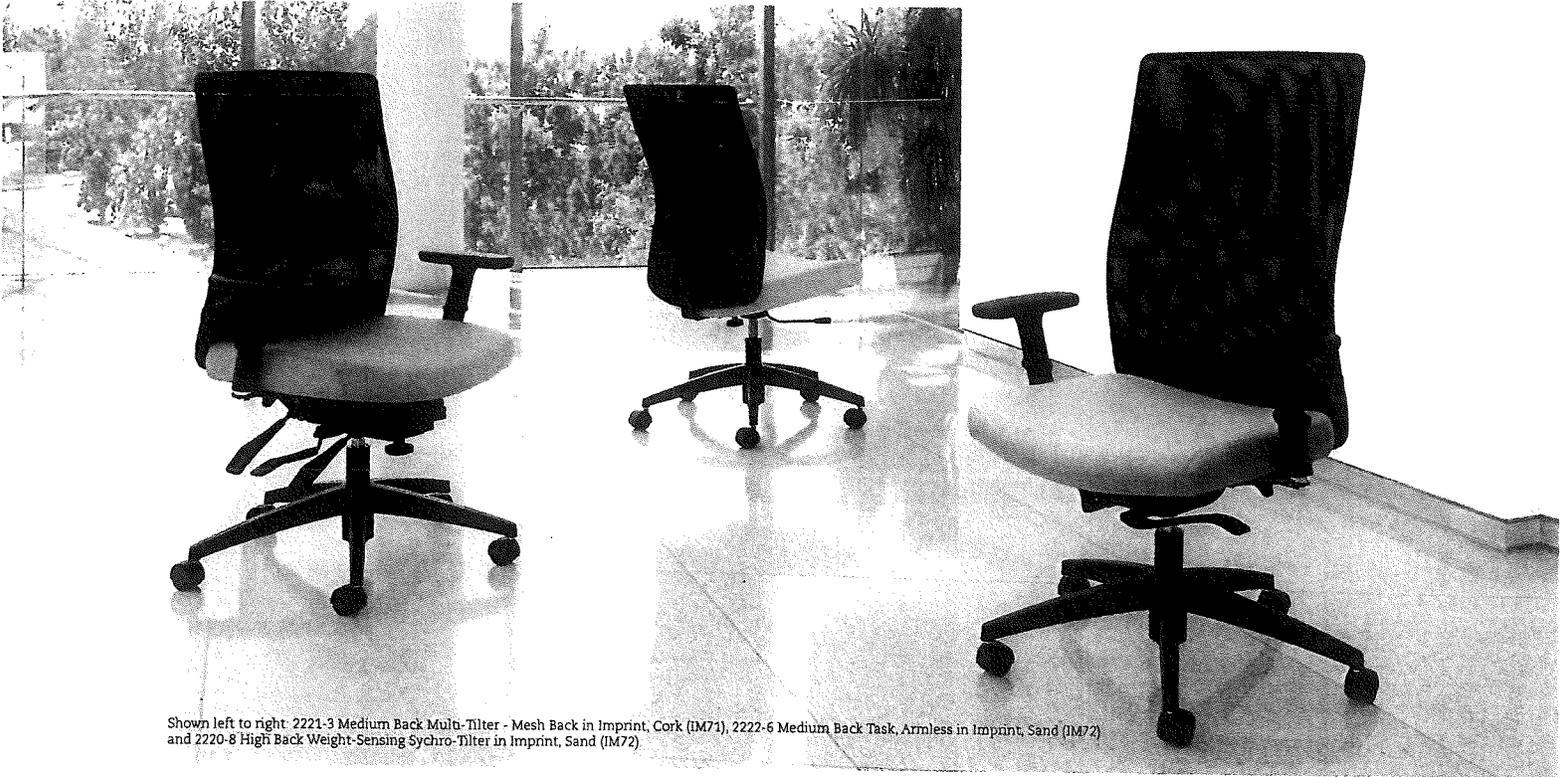
Always select a chair that is designed for the type of work you perform and make certain the chair is comfortable for the length of time spent using it. Ensure that the seat and back cushions are contoured to fit your body which will help eliminate pressure points. An ergonomically designed chair should allow changing positions easily. As you work, reposition yourself throughout the day to reduce strain and stress on specific muscle groups. If you change job functions, adjust your chair to fit the new task.

Proper ergonomic seating should help eliminate many of the work-related injuries that result from poor posture and poorly designed seating.

Weev

Beautiful mesh seating at an affordable price. The woven chair back 'breathes and gives' as the user leans into it, removing pressure points along the spine. The built-in lumbar support is flexible, reshaping to match and support the users' body profile.

Ergonomic Features: A, B, C, F, G, H, M, N, Q, S



Shown left to right: 2221-3 Medium Back Multi-Tilter - Mesh Back in Imprint, Cork (IM71), 2222-6 Medium Back Task, Armless in Imprint, Sand (IM72) and 2220-8 High Back Weight-Sensing Sychro-Tilter in Imprint, Sand (IM72)

INstock Weev Model



2221-3

INstock 3DAY
2221-3 Medium Back Multi-Tilter
 Shown in Urban, Beach Day (UR15)
 25W x 24D x 39H
 Price As Stocked \$575

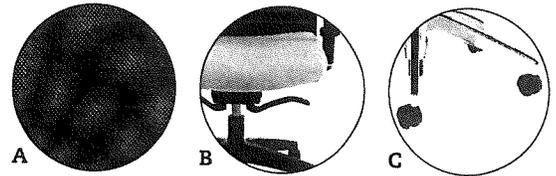
Additional Weev Model (normal lead time applies)



2220-3

INstock 3DAY
2220-3 High Back Multi-Tilter
 Shown in Desigotex Delaine, Marble (DE54)
 25W x 24D x 42H
 Starting At \$595

Features:



A. Breathable mesh back with built-in lumbar support. **B.** Weight-sensing synchro-tilt mechanism (available on certain models only). **C.** Aluminum spider base - B7A (Optional - Add \$133 list).



2221-3 shown in Urban, Granite Rock (UR20)

2221-3 shown in Urban Black Coal (UR22)

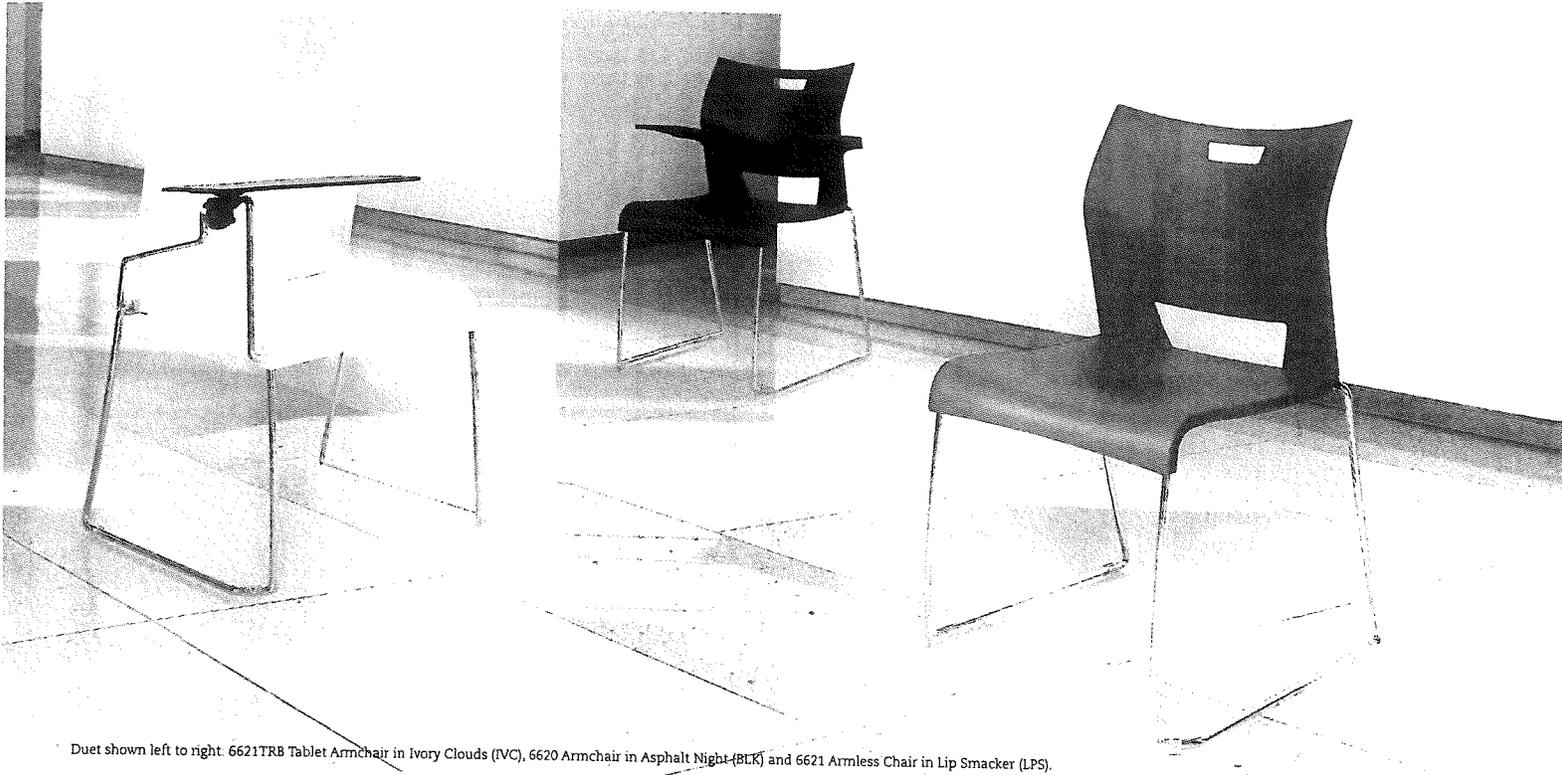
INstock Fabrics - Weev



Urban - Beach Day [UR15], Granite Rock [UR20], Black Coal [UR22]

Duet

Duet features a ½ inch diameter, chrome plated, solid steel frame that incorporates a built-in wall saver feature. Duet models 6621 and 6621G can be stacked and stored up to 40 high on an optional mobile dolly. Designed by Zooney Chu.



Duet shown left to right: 6621TRB Tablet Armchair in Ivory Clouds (IVC), 6620 Armchair in Asphalt Night (BLK) and 6621 Armless Chair in Lip Smacker (LPS).

INstock Duet Models



6620

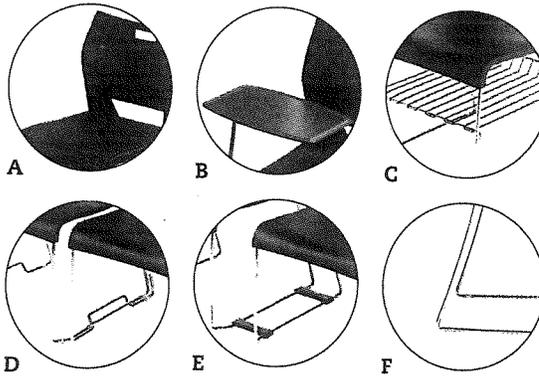
INstock 3DAY
Armchair with polypropylene seat and back - Shown in Asphalt Night (BLK)
 25.5W x 23D x 32.25H
 Price As Stocked **\$223**



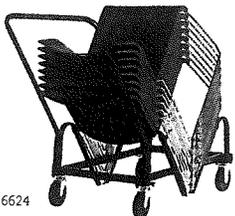
6621 (back)

INstock 3DAY
Armless Chair with polypropylene seat and back - Shown in Asphalt Night (BLK)
 20.5W x 23D x 32.25H
 Price As Stocked **\$158**

Features:



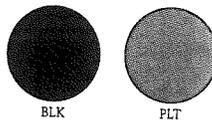
A. Upholstered seat (shown above) and upholstered seat and back models are also available. **B.** Optional writing tablet flips up to allow easy entry. Offered in Black phenolic material. **C.** Two types of racks are available: book rack and backpack rack. **D.** Integrated ganging available for selected armless chairs. **E.** Ganging bracket set for use with all armless chairs with non-integrated ganging feature. Consists of two same size brackets that snap on the front and rear of the sled base. **F.** Wall saver leg design.



6624

INstock
Dolly - shown with 6621 stacked
 26.5W x 40D x 19H
 Price As Stocked **\$473**

INstock Finishes - Duet



Polypropylene - Asphalt Night (BLK), Platinum (PLT)



Your Complete Office Solution



Your Complete Office Solution

Jean Olson

Director of Furniture Sales
jolson@paylessoffice.com

direct: 402-885-7718 • fax: 402-891-6221
13467 Chandler Road, Omaha, Nebraska 68138
www.paylessoffice.com

SPECIFICATIONS ERGONOMIC OFFICE SEATING

1. GENERAL INFORMATION

- 1.1 The City of Lincoln, Lancaster County and the Lincoln/Lancaster County Public Building Commission (hereinafter referred to as Owners) are issuing this Request For Proposal for the purpose of identifying Vendors to provide affordable, safe and ergonomically correct seating.
- 1.2 Office chairs from the following manufacturers are currently being purchased by the Owners for the various departments and agencies: **Cramer, Haworth, Herman Miller, ADI and Steelcase**
 - 1.2.1 The Owners do not have a preference for the brands of chairs to be purchased as long as they meet or exceed the requirements of these specifications.
 - 1.2.1.1 All chairs proposed by the Vendors must be presented and shown to a selection committee during an interview process conducted at the City/County Purchasing office.
 - 1.2.2 Only the newest models of chairs offered by manufacturers can be presented and provided by Vendors under a contract award.
- 1.3 All firms who are factory-authorized distributors for these manufacturers are hereby requested to submit price proposals.
 - 1.3.1 The Owners welcome pricing from other competitive bidding efforts such as, WSCA, Corporate Express, US Communities, State of Nebraska, etc.
 - 1.3.2 Any pricing resulting from competitive bidding efforts of others should be clearly marked using the contract number or reference and the entity holding the contract identified.
 - 1.3.2.1 A copy of the contract shall be attached to the written response.
- 1.4 **Vendors must submit an electronic response on the City/County Purchasing Ebid System AND a written response which will be received in the City of Lincoln/Lancaster County Purchasing Office prior to the date and time listed in the Ebid header.**
 - 1.4.1 Proposals received after the specified day and hour will not be accepted.
 - 1.4.2 One (1) original and Six (6) copies of the written proposal shall be submitted to the attention of Robert Walla, Assistant Purchasing Agent for the City of Lincoln/Lancaster County.
 - 1.4.3 Written Response must be delivered/sent to:
City/County Purchasing
Robert Walla
Office Seating
440 So. 8th Street
Lincoln, NE 68508
- 1.5 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Bob Walla, Asst. Purchasing Agent (rwalla@lincoln.ne.gov) Or Fax:(402)441-6513.
 - 1.5.1 These inquiries and/or responses shall be distributed to prospective Vendors electronically as an addenda.
 - 1.5.2 The Owners shall only reply to written inquiries received within five (5) calendar days of bid opening.
 - 1.5.3 Any communication with City, County or PBC staff, other than the Purchasing Dept, is prohibited and may result in the rejection of bid.
- 1.6 The term of the agreement shall be four (4) years from date of execution by all parties with the option to renew for one (1) additional four (4) year term upon mutual consent by all parties.
 - 1.6.1 Vendors shall update their chair offerings during the contract term as new models are made available by the manufacturers.
 - 1.6.1.1 Updated chairs must have similar warranty and pricing.

2. **PRICING**

- 2.1 The Owners request pricing for the full line of seating offered by the Vendor, including dedicated task, multi-task, managerial, side, lobby, conference room and stacking chairs.
- 2.2 Indicate on the written response the following information for each chair being proposed:
 - 2.2.1 Seating manufacturer
 - 2.2.2 Warranty Information for all parts
 - 2.2.3 The manufacturer's price list to be used as the basis of pricing for the initial term of agreement.
 - 2.2.4 The discount schedule to be applied against the manufacturer's price list, clearly indicating any applicable quantity price break discounts.
 - 2.2.4.1 If separate discount structures apply to different series of seating within the manufacturer's line, attach a separate sheet in your written response that clearly identifies the applicable series and discount structures.
- 2.3 In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following procedure must be followed:
 - 2.3.1 Vendor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
 - 2.3.2 Such notice must be accompanied by a copy of the Supplier's advisory or notification to the Vendor of price changes.
 - 2.3.3 No price escalation will be authorized in excess of the amount of the increase referred to on the Supplier's notice.
 - 2.3.4 Purchasing shall issue a contract Amendment with revised pricing upon receipt and approval which will be executed by both parties for the remaining term of the contract.
 - 2.3.5 The approved price change shall be honored for all orders received by the Vendor after the effective date of such price change.
 - 2.3.6 Approved price changes are not applicable to orders already issued and in process at time of price change.
 - 2.3.7 Purchasing reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
 - 2.3.8 The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City/County.
 - 2.3.9 If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
 - 2.3.10 Vendors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document.
 - 2.3.11 **No price increase will be allowed the first two years of the initial contract period.**
- 2.4 Vendors are encouraged to propose various seating options that are at various price points which are ergonomic with sufficient warranties.
- 2.5 The Owners currently purchase approximately 70-90 task chairs per year and 50-70 side chairs per year.
 - 2.5.1 This amount is variable based on departmental needs and no quantities are guaranteed for awarded Vendors.

3. **ORDERING**

- 3.1 The Vendor representative responsible for the administration of this agreement shall individually assist the various departments and agencies in placing orders, including sizing the chair to the individual, selecting appropriate chair features, fabric selection and quoting final contract pricing.
- 3.2 Orders will be placed on an as-needed basis with no minimum or maximum order quantity implied or promised.

4. TRADE-IN ALLOWANCE

- 4.1 In order to reduce the amount of surplus property managed by the Purchasing Division, and to provide a means of disposing of surplus and obsolete stock, the Owners request that Vendors offer trade-in allowances for surplus office seating replaced by new seating purchased from the Vendor (even if it is nominal, such as hauling it away free of charge).
 - 4.1.1 The terms and conditions of such trade-in allowances shall include the following terms:
 - 4.1.1.1 Trade-ins are offered on an as-is, where-is basis; and no warranties whether expressed or implied are intended regarding the condition of the seating or fitness of the seating for specific applications.
 - 4.1.1.2 Vendor is responsible for all transportation away from Owners premises.
 - 4.1.1.3 To every extent possible, Vendor agrees to dispose of any trade-ins received by re-use seating or component recycling of seating parts that will divert materials from the Sanitary Landfill.
 - 4.1.2 Vendors shall indicate in their written response their willingness to accept such trade-ins, trade-in allowances, and any additional terms associated with such trade-ins.

5. WARRANTIES

- 5.1 Include in your written response a full and complete statement of applicable warranty terms and conditions.
- 5.2 Your proposal shall explain full details of the warranty components, including but not limited to:
 - 5.2.1 Frame/structural components
 - 5.2.2 Fabrics/upholstery
 - 5.2.3 Pneumatic cylinder/casters
 - 5.2.4 Normal use warranty
 - 5.2.5 24 x 7 Shift warranty
 - 5.2.6 Maximum weight capacity (as advertised and/or certified)

6. DELIVERY

- 6.1 Vendor shall indicate any delivery and assembly charges to locations throughout the City of Lincoln.
- 6.2 Assemble and inspect chairs for compliance with order specifications.
- 6.3 Deliver chair direct to the ordering individual.
- 6.4 Once chairs are ordered and delivered, and upon request, the Vendor representative shall make arrangement to demonstrate the selected chair features and to assist the customer in adjusting the chair to maximize comfort and support in their individual work space.
 - 6.4.1 Review adjustment features, proper seating posture, and normal maintenance/care procedures with individual.

7. MAINTENANCE REQUIREMENTS

- 7.1 Vendor shall perform all administration of warranty claims.
- 7.2 Vendor shall provide factory-trained personnel for field repairs.
- 7.3 Provide similar loaner chair if in-shop repairs are required.
- 7.4 Vendor shall reply to all chair complaints within 24 hours of call from customer.
 - 7.4.1 Service work or replacement must be completed within 24 hours of response from Vendor.

8. DEMONSTRATOR CHAIRS

- 8.1 Vendor must provide demonstrator chairs of the exact brand and model of chair being awarded, which will be assigned to, and located in, the City/County Purchasing Division during the duration of the contract, including all features and adjustments as those being bid.
- 8.2 Each chair shall have a plastic sleeve with the chair name, color, features, price and fabric selection chart to assist in the ordering process of selected chairs.
- 8.3 A catalog and fabric chart for every chair selected will be provided to the Purchasing office in addition to the plastic sleeve.
 - 8.3.1 Company representative shall assist in conducting periodic office ergonomics seminars sponsored by City/County Safety and Training personnel as requested.

- 8.3.2 All firms selected and offered final contracts will be asked to participate in a vendor fair at the City/County Building on Wednesday October 24, 2012 from 11am to 1pm to introduce the new seating.
- 8.3.2.1 The vendor fair will be structured as an open house where all City/County/PBC employees are invited to attend on a specific day (or half day) to meet the new Contractors and see demonstrations of the new seating.

9. EVALUATION CRITERIA AND AWARD

- 9.1 Contract awards will be made to the most responsive Vendor whose proposal complies with all the requirements of this Request for Proposal and any addenda, except for such minor defects as may be waived by the Owners.
- 9.2 Evaluation criteria will include, but not be limited to:
 - 9.2.1 Pricing structure
 - 9.2.2 Warranty terms and conditions
 - 9.2.3 Comfort and fit of the chairs
 - 9.2.4 Depth and variety in the chair line, including special needs (i.e., big/tall, large weight, small, etc.)
 - 9.2.5 Vendor services
 - 9.2.6 Repair services
 - 9.2.7 Ergonomics and Safety Features
 - 9.2.8 Comfort and Adjustability of chairs
 - 9.2.9 Any additional Vendor services, manufacturer's warranties, etc. offered by the Vendor to the benefit of the Owners.

10. SUBMITTAL REQUIREMENTS

- 10.1 Submit one (1) original and six (6) copies of your Written Proposal prior to the day and time listed on the bid information.
 - 10.1.1 **You must also complete the electronic portion of this proposal on the E-bid System.**
 - 10.1.1.1 The electronic response of this proposal will include information such as addendums, term agreement and acknowledgment of requirements.
 - 10.1.1.2 Electronic response will be printed and made a part of proposal.
- 10.2 The following documents must be included in each written proposal package:
 - 10.2.1 The Proposal information.
 - 10.2.2 Any attachments to the Proposal Form required by this Request for Proposal (detailed discount structure, additional services).
 - 10.2.3 Complete statement of warranty terms and conditions including labor & materials
 - 10.2.4 A complete explanation of all exceptions to this Request for Proposal, detailed on company letterhead.
 - 10.2.5 Manufacturer's Price List to be used as basis of pricing for initial term of Agreement.
 - 10.2.5.1 Chair specifications, if not included in Manufacturer's Price List.
 - 10.2.6 Chart of available fabric selections and corresponding ordering codes.
 - 10.2.7 Catalogs from manufacturer for office seating being proposed.
 - 10.2.8 At least (2) two references where the chairs being offered are currently in use.