CONTRACT INFO SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

DATE: **JUNE 15, 2020**

CONTRACT EXTENSION

BID TITLE: Office Furniture

CONTRACT #: BP# 0622-18 (4700007479)

CONTRACT DATES: 08/24/2018 – 07/31/2021

BUYER: **Susan Archacki**
PHONE: 585-753-1110
FAX: 585-753-1104

VENDOR(S): #11116427
W B Mason
45 Vantage Point Drive
Rochester, New York 14624

CHANGES AS FOLLOWS: THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH July 31, 2021

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER
B. SITTER

TERMS AND CONDITIONS

BID ITEM:	OFFICE FURNITURE
FOR:	Various Departments
PURCHASING CONTACT:	~~Walter Bribiesca, (956) 758-1121~~
DUPLICATE COPIES:	**PLEASE SUBMIT YOUR BID IN DUPLICATE: THE ORIGINAL AND ONE (1) COPY.**
BID INFORMATION:	At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
SUBMITTAL OF FORMAL PROPOSAL:	Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.** All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.
SPECIFICATION ALTERATIONS:	Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
QUANTITIES:	The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. **Estimates are based upon actual annual usage for 2017 by County departments only.**
QUALIFIED BIDDER:	Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.
METHOD OF AWARD:	Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the TOTAL. **Bidder must bid on all items in order to be considered. The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

BUYER CONTACT: The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

[redacted]
Monroe County Division of Purchasing
200 County Office Building
39 West Main Street
Rochester, NY 14614
[redacted]

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on **July 16, 2018.**

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **July 18, 2018.**

CONTRACT TERM: Contract will start with the date of the contract award and run through **July 31, 2019**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

MINIMUM ORDER: No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

PRICE CHANGES: Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

PURCHASE ORDER ISSUANCE: Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

BILLING PROCEDURE: All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

BRAND REFERENCE: References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.

SECURITIES AND INSURANCE: Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm on that day.

DELIVERIES: All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within five (5) weeks after receipt of purchase order number. Monroe County reserves the right to terminate the contract in the event the specified delivery time is not met.

WARRANTY/ GUARANTEE: All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

OTHER AGENCIES: The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

UNCONTEMPLATED PURCHASES: Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT: The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS: The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

REPORT OF PURCHASE:

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

SERVICES TO BE PROVIDED UNDER MONROE COUNTY'S FURNITURE CONTRACT

1. All furniture to be new and unused.

2. Free assembly, delivery and installation required of ALL furniture pieces.

3. Removal of all corrugated and related debris required.

4. NO DOCK DROP DELIVERIES.

5. All RTA (ready to assemble) pieces assembled prior to delivery.

6. Free design and specification list.

7. Vendor to provide accurate graphic and specification database at no charge to client. Vendor must be able to provide two-dimensional and three-dimensional computer generated drawings as needed. Vendor must have in-house mapping/design staff and labor/installation staff.

8. Successful vendor must honor all manufacturers' warranties. This warranty would include all parts and labor to repair problem. All warranty issues must be resolved within four (4) weeks of report of defect.

9. Vendor must provide dedicated sales and support staff for this contract. This team would handle all end user consultation requests, process orders, verify accuracy of purchase orders and relay any problems, delays and part numbers discrepancies to end user.

10. Vendor must be able to handle purchase orders via fax, mail or Internet.

11. Vendor to maintain proper stock of catalogs, readily available for County's end users.

12. Vendor to have an existing showroom or some location to view a representative selection of the furniture bid. This will allow Monroe County employees to visit and sit in or at furniture being considered for purchase. In addition, the vendor must be able to provide various products at the employer's office, if they so choose.

UNIT PRICE SHEET

Discounts to be based on the Hon List Pricer, July, 2018.

Subtract the discounted percentage from the 2017 list price purchases by category to determine the discounted price by category. Then add the discounted prices together to determine the total discounted cost/price.

Example: Seating $195,468.00 -5% discount off list = $185,695.00.

Category	2017 List Price Purchases	Discount Off List	Discounted Price
1. Seating	$195,468.00	58 %	$ 82,097.00
2. Case Goods & Tables	$42,339.00	58 %	$ 17,782.00
3. Files/Storage	$21,944.00	59.5 %	$ 8,887.00
4. Systems	$333,033.00	70 %	$ 99,910.00
		TOTAL	$ 208,676.00

Quickship Program Discount Off List Price 56 %

Mapping 250 Hours $ 0 /hr.