



CONTRACT DATA SHEET

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

TITLE: OFFICE FURNITURE

CONTRACT #: BP608-08

CONTRACT DATES: 08/01/08 - 07/31/13

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): FM RESOURCES
1 WOODBURY BLVD.
ROCHESTER, NY 14604
PHONE: 585/238-2880
FAX: 585/238-2899

**SUBMITTAL OF
FORMAL
PROPOSAL:**

Bid proposal must be legible and submitted in the original form, bearing an original signature. **COPIES 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.

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 catalog sheets listing the specifications for any alternate bid. Further, the vendor 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.

Due to existing installations, no alternate will be considered for the All Steel Concensys furniture line.

QUICK SHIP:

The successful bidder must have in place a "Quick Ship" program of selected furniture and fabrics. These items must be available for shipment within five (5) business days after receipt of order.

DEFINITION:

This proposal refers to specific published and dated price lists as the basis for establishing the type and quality of items to be covered by the bid.

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.

**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.

QUALIFIED BIDDER:

Each bidder must be prepared to present satisfactory proof of their capacity and ability to perform this contract. Such proof may include, but not be limited to, an inspection of the bidder's facilities, equipment, references, personnel and performance of similar size contracts. **The Purchasing Manager reserves the right to reject any bid** where the bidder cannot satisfy the County as to his ability to perform.

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.**

**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.**

**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.

**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.

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.

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 located in New York State. 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.

SERVICES TO BE PROVIDED UNDER MONROE COUNTY'S FURNITURE CONTRACT

1. All furniture to be new, unused.
2. Free assembly, delivery and installation of ALL furniture pieces.
3. Removal of all corrugated and related debris.
4. NO DOCK DROP DELIVERIES.
5. All RTA (ready to assemble) pieces assembled prior to delivery.
6. Free design and specification list.
7. Bidder to maintain accurate graphic and specification database at no charge to client. Bidder must be able to provide two-dimensional and three-dimensional computer generated drawings as needed.
8. Successful bidder must honor all manufacturers' warranties. This warranty would include all parts and labor to repair problem. All warranty issues must be resolved within 4 weeks of report of defect.
9. Bidder 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 a showroom or some location to view a representative selection of the furniture bid.

UNIT PRICE SHEET

PRICE LIST

DISCOUNT OFF LIST

Hon Group List Pricer 1/1/2013	55.5%
Alternate: Turnstone Furniture Components	51.0%

QUICK SHIP PROGRAM

MANUFACTURER DESCRIPTION DISCOUNT OFF LIST PRICE

Hon Group	Price List 1/1/2013	51%
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Guaranteed Delivery 5 business days A.R.O.

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ Fax:

E-mail:

Please submit this survey to Monroe County Purchasing.