

## NASPO ValuePoint Master Agreement for Office Furniture and Related Services

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NASPO ValuePoint Master Agreement for Office Furniture and Related Services

<b>Open</b>	3/16/2022 11:00 AM MDT	<b>Type</b>	Request for Proposal No Line Item
<b>Close</b>	4/27/2022 12:00 PM MDT	<b>Number</b>	CT22-79
		<b>Currency</b>	US Dollar
<b>Sealed Until</b>	4/27/2022 12:00 PM MDT		

### Contacts

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**Cat Turner**

[caturner@utah.gov](mailto:caturner@utah.gov)

### Commodity Codes

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<b>Commodity Code</b>	<b>Description</b>
56101	Office furniture including partitions and desks and filing cabinets and credenzas and conference tables
56110	Commercial and industrial furniture including desk systems and seating and computer support furniture and panel systems
56120	Classroom and instructional and institutional furniture and fixtures including library furniture

## Description

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# The State of Utah

Division of Purchasing & General Services

In conjunction with

## NASPO ValuePoint

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# Request for Proposal

## State of Utah Solicitation Number CT22-79

### NASPO ValuePoint Master Agreement for

### Office Furniture and Related Services

This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence.

#### **Purpose of this Solicitation**

The purpose of this RFP is to enter into a contract to provide NASPO ValuePoint Master Agreement for Office Furniture and Related Services.

This RFP and resulting contract award(s) is a solutions-based solicitation; meaning the State of Utah is seeking equipment, products, and/or services that meet the requirements of this RFP and that are commonly desired or are required by law or industry standards. Offerors may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, and/or services identified in this RFP.

Given the cooperative nature of this RFP, it is expected that offerors shall propose a wide array of equipment, products, and/or services at lower prices and with better value than what they would ordinarily offer to the public or to a single government entity.

#### **Closing date and time**

The closing date and time for this sourcing event is as provided in this posting. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

#### **Multiple Contract Award Anticipated**

It is anticipated that this RFP will result in multiple contract awards.

#### **Future Procurements**

The State of Utah reserves the right and may reopen this solicitation, or create a new solicitation if it determines there may be more competition for the procurement item than when the original solicitation was posted.

#### **Length of the Contract**

The contract resulting from this RFP will be for FIVE (5) years.

**Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number**

The State of Utah Division of Purchasing is the issuing procurement unit and the conducting procurement unit for this RFP (referred to as "the State"). The reference number for this RFP is Solicitation #CT22-79. This solicitation number must be referred to on all proposals, correspondence, and documentation submitted to the State relating to this RFP.

**Additional Information**

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the State of Utah Division of Purchasing procurement officer overseeing this RFP.

Wherever in this RFP an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Offerors.

Offerors may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the request for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the request for proposals, be returned at the Offeror's expense. Samples must be labeled or otherwise identified as specified in the request for proposals by the procurement unit.

The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.

The State reserves the right to conduct discussions with the Offerors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions.

**New Technology**

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

**Evaluation Administrative and Mandatory Minimum Requirement Compliance**

Each proposal received shall be evaluated as outlined in this RFP and the Utah Procurement Code.

**Right to Open For Competition**

The State of Utah reserves the right and may reopen this solicitation, or create a new solicitation if it determines there may be more competition for the procurement item than when the original solicitation was posted.

### Prerequisites

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## Buyer Attachments

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1. [Office Furniture RFP.docx](#)
2. [Attachment A - NASPO Value Point Master Terms and Conditions.docx](#)
3. [Attachment B - Scope of Work.docx](#)
4. [Attachment C - OEM Mandatory Minimum Requirements.xlsx](#)
5. [Attachment D - Cost Proposal.xlsx](#)
6. [Attachment E - Score Sheet.xls](#)
7. [Attachment F - Claim of Business Confidentiality](#)
8. [Attachment G - NASPO ValuePoint Detailed Sales Reporting Template.xlsx](#)
9. [Attachment H - Colorado Special Provisions.pdf](#)
10. [Attachment I - Connecticut - Exhibit A Consulting Agreement.pdf](#)
11. [Attachment J - Hawaii Exhibit A.pdf](#)
12. [Attachment K - Nevada Terms and Conditions.pdf](#)
13. [Attachment L - New Mexico - Separate Terms and Conditions.pdf](#)
14. [Attachment M - Rhode Island - General Conditions Addendum A.pdf](#)
15. [Attachment M - Rhode Island - General Conditions of Purchase.pdf](#)
16. [Attachment N - Utah - Terms and Conditions for Goods and Services.pdf](#)
17. [Changing Your Time Zone 2022.pptx](#)

**Group 1: Acceptance of Prerequisites**

**Instructions:**

- 1.1 Offeror acknowledges that it is the offerors responsibility to to upload any and all documents in responding to the solicitation. If the vendors fails to upload a document, uploads an incorrect document, uploads a blank document, or uploads any document incorrectly the State of Utah may not allow the vendor to make changes following the closing of the solicitation. ★
- 1.2 Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★
- 1.3 Offeror acknowledges that they do not have financial ties to individuals or entities on an OFAC sanctions list. ★
- 1.4 In accordance with Utah Statute 63G-27-101, effective May 5, 2021, vendors contracting with the State to provide a good or service, including supplies, information technology, or construction services must certify they are not currently engaged in a boycott of the State of Israel and agrees not to engage in a boycott of the State of Israel for the duration of the contract (if awarded). Offeror is providing this certification in accordance with state law by selecting "Yes" to this question. ★
- 1.5 If Offeror has any information that is not already provided within its proposal that if known to the State would impact the State's determination on offeror's responsiveness for a contract award (i.e., legal action, recent turn-over in major personnel, loss of a major contract, any alleged violations of federal, state or local regulations, etc.), please mark "yes" to this question and upload such information in the space provided below. Otherwise, please mark "no". Please see UCA 63G-6a-120 & 902 for additional details. ★
- 1.6 Please upload information impacting Offeror's responsiveness here. ★
- 1.7 Does Offeror have an outstanding tax lien in the State of Utah? If yes, Offeror must provide a statement regarding its debarment or suspension. ★

**Group 2: Vendor Information**

**Instructions:**

- 2.1 Please provide your firm's legal company name. ★
- 2.2 Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.) ★
- 2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★
- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
- 2.6 Identify your firm's type of business. ★
- 2.7 Is Offeror (owners, principles, partners) a retiree currently receiving benefits through the Utah Retirement Systems (URS)? ★
- 2.8 Is Offeror an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by Offeror's manager at the State of Utah. ★

**Group 3: Submission of Proposal**

**Instructions:**

- 3.1 Offeror shall upload its Business Proposal Response here. See RFP Section 2.11.1. ★
- 3.2 Offeror shall upload its OEM Mandatory Minimum Requirements here. See RFP section 2.11.2. ★
- 3.3 Offeror shall upload its Optional Services response here. See RFP section 2.11.2. ★
- 3.4 Offeror shall upload its OEM Evaluated Qualifications response here. See RFP section 2.11.3. ★
- 3.5 Offeror shall upload its Product Mandatory Minimum Requirements response here. See RFP section 2.11.4.1. ★
- 3.6 Offeror shall upload its Product Evaluated Qualifications here. See RFP Section 2.11.4.2. ★
- 3.7 Offeror shall upload its Redacted Proposal and Attachment F here. See RFP Section 2.11.5. ★
- 3.8 Offeror shall upload its Exceptions and/or Additions to Attachment A - NASPO ValuePoint Master Agreement Terms and Conditions here. See RFP Section 2.11.6. ★

- 3.9 Offeror shall upload its Cost Proposal here. See RFP Section 2.11.7. ★
- Group 4: Vendor's Submission**
- Instructions:**
- 4.1 Offeror/Bidder understands and acknowledges that if Offeror/Bidder accessed the "View as PDF" document available on the Utah Public Procurement Place Business Opportunities website and did not login to Offeror/Bidder's account in the Utah Public Procurement Place system, that Offeror/Bidder may not be viewing the entire the sourcing event and therefore may not be viewing the complete sourcing event requirements. ★
- 4.2 Offeror/Bidder acknowledges that Offeror/Bidder has logged into Utah Public Procurement Place account and viewed the full sourcing event requirements including hyperlinks before submitting a response to a sourcing event.
- 4.3 Potential Conflicts of Interest. Vendor must identify any conflict, or potential conflict of interest, that might arise during the contract. If no conflicts are identified or expected, write "None" in this section. ★
- 4.4 Offeror acknowledges that the State of Utah may sign participating addendums with national cooperatives that also meet the scope of this solicitation and contract(s) awarded from this solicitation if it is in the best interest of the State. Any participating addendums with national cooperatives will be reviewed for alignment with the Utah Procurement Code. ★
- 4.5 Offeror affirms that yes that pursuant to the Code of Federal Regulations 2 CFR 200.216 - Prohibition on certain telecommunication and video surveillance services or equipment, that none of the goods (including component parts) or services offered within its proposal are from the entity Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). ★
- 4.6 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★