**BUYERS GUIDE** *FOR*

PO-10700-00013612

The HON Company, LLC

Office Furniture (NASPO)

***Version 2 (October 17, 2023)***

**DESCRIPTION:**

The State of Utah, on behalf of NASPO ValuePoint and participating states issued

RFP CT22-79 seeking offers from qualified and responsible proposers to provide office furniture and related services.

The State of Oregon, acting by and through the Department of Administrative Services, Enterprise Goods and Services, Procurement Services (DAS PS) issued notice of its intent to participate with NASPO ValuePoint and the State of Utah and to award participating addenda (PAs) (OregonBuys Notice S-10700-00002594).

The State of Utah, as the lead state, awarded 10 Master Agreements (MAs). Awards include items in the following product categories:

Office Seating and Accessories

Lounge and Public Seating and Accessories

Desks and Tables and Accessories

Panel Systems and Accessories

Storage and Accessories

Architectural Products and Accessories

Recycling or Donation/Reuse Programs

Through this cooperative solicitation, DAS PS awarded 6 Participating Addenda for use by State Agencies and Oregon Cooperative Procurement Program members.

In addition, through a separate solicitation, DAS PS executed Price Agreements for use by State Agencies and Oregon Cooperative Program members for Office Seating.

**AWARDED PARTICIPATING ADDENDA/PRICE AGREEMENTS AND CATEGORIES AWARDED:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supplier** | **Oregon PA #** | **Master Agreement #** | **Office Seating and Accessories** | **Lounge and Public Seating and Accessories** | **Desks and Tables and Accessories** | **Panel Systems and Accessories** | **Storage and Accessories** | **Architectural Products and Accessories** | **Recycling/Donation/ Reuse Programs** |
| Allsteel | PO-10700-00013607 | MA3963 |  | X |  | X |  | X | X |
| ergoCentric | 8312 | N/A | X |  |  |  |  |  |  |
| Global Industries | 8311 | N/A | X |  |  |  |  |  |  |
| Haworth | PO-10700-00013608 | MA3966 | X |  | X |  | X | X |  |
| MillerKnoll | PO-10700-00013609 | MA3967 | X | X | X | X | X |  | X |
| Office Master | 8309 | N/A | X |  |  |  |  |  |  |
| RFM Preferred Seating | 8313 | N/A | X |  |  |  |  |  |  |
| Steelcase | PO-10700-00013611 | MA3969 |  | X | X | X | X | X |  |
| The HON Company | PO-10700-00013612 | MA3970 | X | X | X | X | X |  | X |

**AVAILABLE PRODUCTS AND SERVICES:**

The products and services listed on the Contractor page of the NASPO ValuePoint website (See <https://naspovaluepoint.org/portfolio/office-furniture-and-related-services-2023-2028/>) at the prices listed therein (subject to any additional fees, including vendor-collected administrative fees) in the following categories:

Category 1: Office Seating and Accessories

Category 2: Lounge and Public Seating and Accessories

Category 3: Desks and Tables and Accessories

Category 4: Panel Systems and Accessories

Category 5: Storage and Accessories

Recycling or Donation/Reuse Programs

**CONTRACTOR SELECTION:**

Purchasing Entities/Authorized Purchasers who are State Agencies must follow the selection process outlined below (also outlined in Section 5.1 of the Participating Addendum) in order to award a Contract to one of the contractors.

**Contractor Selection Process, Large Purchases.** From time to time, State Agency Purchasing Entities may purchase Goods or Services from Contractor or other contractors, and shall use one of the following selection processes for all purchases over the small procurement threshold (currently $10,000):

**Brand Name or Sole Source Justification** - A documented brand name justification in compliance with applicable statute and rule; or

**Best Value Analysis** – Purchasing Entity may request and conduct a comparison of the offers based upon a best value analysis. Purchasing Entity shall:

Contact all Contractors holding a Participating Addendum for the Goods and Services via phone or e-mail and request a written, responsive quote for the anticipated Services. Quoted rates must not exceed the most competitive rates and discounts set forth in Contractor’s Master Agreement. However, Contractor may agree to extend specialized, discounted pricing based on the Purchasing Entity’s requirements by providing a specific quote to the Purchasing Entity.

Determine which Contractor provides the best value for Purchasing Entity based on Purchasing Entity’s application of some or all of the following factors:

* Applicable preferences;
* Applicable discounts and incremental pricing options;
* Shipping costs;
* Delivery process and service levels;
* Installation, maintenance and repair service levels;
* Applicable warranties;
* Contractor’s past performance record through reference checks;
* Contractor’s service area;
* Inventory levels;
* Price comparison of the current market value of Services similar to the Services;
* Comparison of pricing to MSRP;
* Life-cycle costing including expected life, salvage value and discounted total cost of ownership.

Document its procurement files describing the process, considerations, findings, and decisions used for determining the Contractor selected through the Best Value Analysis.

**Contractor Selection Process, Small Purchases.** For purchases under the small procurement threshold (currently $10,000), a State Agency Purchasing Entity with appropriate authority may select the Contractor of its choice in compliance with applicable statute and rule.

Purchasers who are not State Agencies may select the Contractor of the Authorized Purchaser’s choice in compliance with applicable statute and rules.

**MANDATORY PURCHASE ORDER LANGUAGE:**

### Purchase Orders must contain the following language:

### This Purchase Order, in addition to any exhibits or addenda attached, is placed against Master Agreement MA3970 and Oregon Participating Addendum No. PO-10700-00013612. The terms and conditions contained in the Addendum apply to this purchase and take precedence over all other conflicting terms and conditions, express or implied. There are no understandings, agreements or representations, oral or written, not specified herein.

**OREGONBUYS PURCHASE ORDERS:**

### At this time, OregonBuys functionality does not accommodate issuance of purchase orders when there are authorized dealers with multiple locations sharing the same tax identification number. DAS PS is working with its OregonBuys implementation partner for a solution. Once identified, this Buyer’s Guide will be updated. In the interim, purchase orders may be placed with authorized dealers outside of OregonBuys.

**ORDER PLACEMENT:**

Please see the Oregon Supplemental HON Buyers Information Guide included in OregonBuys as a separate attachment.