



# BUYERS GUIDE FOR

## Office Seating

*Version 1 dated March 29, 2019*

*(Before ordering, check ORPIN for the latest version)*

### DESCRIPTION:

#### 1. PS CONTRACT ADMINISTRATOR CONTACT INFORMATION:

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#### 2. Scope:

The multiple award for Office Seating covers all office seating for each category listed below:

- SMALL ERGONOMIC CHAIRS
- MEDIUM ERGONOMIC CHAIRS
- LARGE ERGONOMIC CHAIRS
- MESH ERGONOMIC CHAIRS
- GUEST & LOBBY CHAIRS
- CONFERENCE ROOM CHAIRS TO INCLUDE FOLDABLE/STACKABLE
- MULTI SHIFT CHAIRS
- BIG & TALL ERGONOMIC CHAIRS
- STATIONARY AND HEIGHT-ADJUSTABLE STOOLS

#### 3. Each Office Seating Price Agreement is listed below go to ORPIN for more information:

PA 8309 Office Master (OM)

PA 8310 HON

PA 8311 Global

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PA 8312 ergoCentric

PA 8313 Remiers (RFM)

PA 8278 Herman Miller Office Furniture (See Below Information)

#### **4. RECOMMENDATION FOR, QUOTES AND PRODUCT DEMONSTRATIONS/TRIAL:**

- a) Agency should have an assessment completed by their Agency Assessor to determine what type of seating will best fit their need. That assessment can best be determined by utilizing the Office Task Chair Quote Form. (see link below)
- b) When Agency has their assessment they shall mark down on the form (see link below) their measurements determined by the assessor. Agency shall also determine the type of features (ie: use the form: color, seat pan, casters, material type etc.)
- c) Once the form is completed based on their assessment, the agency shall send the form with the seating requirements to the Price Agreement contacts. The Agency will determine their Best-Value based on their Agency need.
- d) The Price Agreement contact will fill out the Quote section of the form and send it back to the agency.
- e) Once the Agency has received the form back and has determined the Best-Value and which Price Agreement to go with.
- f) The Agency may then move forward with a demonstration/trial of the seating (based on standardization, fit, price, demonstration/trial). This demonstration/trial will help the Agency to determine if the quoted seating will meet the agency needs.
- g) Following this process will avoid the Supplier missing out a sale and avoid the Supplier performing work that will not be rewarded.

#### **5. FOR ALL ORDERING INSTRUCTIONS**

**See Section 3, of each Price Agreement for dedicated website and ordering instructions**

**See Section 3, of each Price Agreement for Warranty**

**See Section 3, of each Price Agreement for Delivery information**

**See Section 3, of each Price Agreement for Customer Service and telephone numbers**

**See Section 3, of each Price Agreement for ANSI/BIFMA Standards**

**See Section 3, of each Price Agreement for Trial Period information**

**See Exhibit E for Discounts and Authorized Dealers**

#### **6. Purchase Order Language to Include:**

- a) Make sure to put this language on the Purchaser Order:

This Purchase Order, in addition to any exhibits or addenda attached, is placed against State of Oregon Solicitation# DASPS-2196-18 and Price Agreement \_\_\_\_\_. The terms and conditions contained in the Price Agreement including Exhibits C,D, and E, apply to

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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.

PO's will be issued to the Manufacturer on the Price Agreement. The PA in ORPIN displays the Manufacturer's name and address.

The PO must have the PA XXXX number listed above on it to make sure all purchases and usage is reported by the Manufacturer.

### **7. BEST VALUE ANALYSIS INSTRUCTIONS:**

Purchasing Entities that are State Agencies may use any one of the following three selection listed below in the buy decision processes to select the contractor for Office Seating and Services, the Office Task Chair Quote Form will help in this process.

#### **a) This information is provided as a recommendation for your agency's Best Value Analysis**

- 1) Option 1: Highest Ranked Proposer in RFP # DASPS-2196.18:** Purchasing Entity may issue purchase orders or contracts for Products or Services, or both, to the Awardee who received the highest total points based on RFP Ranking, RFP #DASPS-2196-18. Below:

<b>RANKED PROPOSERS</b>	<b>FINAL</b>
<b>Supplier</b>	<b>Total</b>
HON	<b>1053.34</b>
RFM	<b>938.04</b>
Ergo Industrial / Ergo Centric	<b>898.48</b>
Global	<b>894.12</b>
OM	<b>878.61</b>

OR

- 2) Option 2: Highest Ranked Proposer in Product Comparison by using the Office Task Chair Quote Form:** Purchasing Entity, on an annual basis (beginning upon the Effective Date of this Price Agreement/Participating Addendum and then on each anniversary date thereafter) may make a selection to be effective for the entire contract year period, as follows:

Information below is provided as an Example Only:

- (a) Purchasing Entity may create its own Products and Services list comprised of your agency standard types of office seating and Services ("Market Basket");

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- (b) Purchasing Entity may then define the criteria for, and assign a total possible point award amount, to the attributes most important to Purchasing Entity in the selection of a contractor for Products and Services, such as: Assessment, price, functionality, accounting/invoicing issues, use, availability, past performance;
- (c) Purchasing Entity may request quotes for the Market Basket contents from each of the contractors for the upcoming contract year period;
- (d) Purchasing Entity may then evaluate and score the market basket from each contractor; and
- (e) Purchasing Entity may acquire the Products and Services from the proposer with the highest-ranking Market Basket.

OR

**3) Options 3: Cost Comparison:** Based on the Assessment and the Office Task Chair Quote Form, the Purchasing Entity may conduct a Product –specific or Service-specific, or both, comparison for each required Good and Service, based upon price.

3.1. Purchasing Entity must document its selection process in its procurement file.

3.2 Contractors chosen in accordance with one of the above selection processes are final, per Purchasing Entity’s decision.

All determinations must be documented and in the procurement file.

### **8. Office Seating is also available through the Office Furniture Participating Addendums listed below:**

Authorized Purchasers must still perform the Best Value Analysis and document the file. When issuing the Purchase Order you must follow the ordering process for the following Price Agreements.

#### **PA 8278 Herman Miller Office Furniture**

### **9. State of Oregon – DAS Risk Management Assessment**

- a) Assessment Form to be completed prior to getting quotes and Product Demonstration/Trial.

“Ergonomics toolkit” at the following website address:  
<https://www.oregon.gov/das/Risk/Pages/ToolkitErgo.aspx>

### **10. Office Task Chair Quote Form**

The Buyer’s Guide is now updated and posted on the website. Here’s the document URL that you can use in your ORPIN PA postings:

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<https://www.oregon.gov/das/Procurement/Guiddoc/BuyersGuideOfficeSeating.docx>

I've also added the information to the list of popular price agreements on our public website:  
<https://www.oregon.gov/das/Procurement/Pages/PAs.aspx>

Please let me know if I can help with anything else,