

CITY of NOVI CITY COUNCIL

Agenda Item J
October 12, 2009

SUBJECT: Approval to award the remanufactured Steelcase brand and new CMW brand furniture contract to Metro Office Environments, the low qualified bidder through the RFP process, based on product percentage discounts, design fees, and installation fees.

SUBMITTING DEPARTMENT: Facility Operations

CITY MANAGER APPROVAL: *pwa for CJP*

EXPENDITURE REQUIRED	\$20,000-\$70,000 annually (\$112,000 for two year period 7/1/07 to 6/30/09)
AMOUNT BUDGETED	Primarily charged to supply category, larger capital requests are brought to City Council
LINE ITEM NUMBER	Various – supply; capital depending on purchase order request

BACKGROUND INFORMATION:

This contract applies to all remanufactured furniture, wall panels, and associated products used at all City facilities. Three vendors responded to the RFP. Proposals were reviewed by Facility Operations and Purchasing department staff. Metro Office Environments has the largest discounts in all evaluation categories. This is a one year contract that may be renewed two times in one-year increments at the same terms and conditions of the original contract.

RECOMMENDED ACTION: Approval to award the remanufactured Steelcase brand and new CMW brand furniture contract to Metro Office Environments, the low qualified bidder through the RFP process, based on product percentage discounts, design fees, and installation fees.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Burke				
Council Member Crawford				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

AGREEMENT FOR REMANUFACTURED STEELCASE AND NEW CMW FURNITURE

THIS AGREEMENT made this ____ day of _____, _____, between the CITY OF NOVI, a Michigan municipal corporation, whose address is 45175 West Ten Mile Road, Novi, Michigan 48375, referred to as the "City", and _____, whose address is _____, referred to as the "Contractor".

1. Services. The City hereby employs the Contractor to provide those services as set forth in the Request for Proposal, Instructions to Bidders, Specifications, General Conditions, and Contractor's Proposal, all of which are attached hereto as Schedule A and made part of this Agreement.

2. Term of Agreement. This Agreement will begin _____, _____, and will end _____, _____. Either party may cancel this Agreement with Thirty (30) days notice to the other party in writing, by certified mail or personal delivery.

3. Place Where Services Are To Be Rendered. The Contractor will perform services in accordance with this contract at the locations provided below and at other City facilities as requested by the City:

- Novi Civic Center, 45175 W. Ten Mile Road, Novi, MI 48375
- Novi Police Headquarters, 45125 W. Ten Mile Road, Novi MI 48375
- Department of Public Services, 26300 Delwal, Novi, MI 48375
- Fire Stations #1 through 4, various locations
- Other City facilities as requested

4. Compliance with Laws. This Contract and all of the Contractor's work and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because the City is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

5. Governing Law. This Contract shall be governed by the laws of the State of Michigan.

6. Liability. Contractor shall be liable for any injury or damage occurring on account of the performance of its work under this Contract. Consistent with this liability, the Contractor agrees to defend,

pay on behalf of, and hold harmless the City, its agents, and others working on the City's behalf against any and all claims, demands, suits, losses, and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed, or recovered against the City by reason of personal injury and/or property damages which arises out of or is in any way connected or associated with this Contract, including claims arising under the worker's compensation laws of the State of Michigan.

7. Payment to Contractor. In consideration whereof, the Owner agrees to pay the Contractor based on the amounts listed in the Proposal which are subject, however, to adjustment by reason of any change in, addition or deduction from the work, or unsatisfactory performance as provided in the Specifications.

IN WITNESS WHEREOF, the undersigned hereby have executed this Agreement on the date first above-written.

WITNESSES: CITY OF NOVI, a Michigan municipal corporation

_____ By: _____
David B. Landry, Mayor

Date: _____ Date: _____

_____ By: _____
Maryanne Cornelius, City Clerk

Date: _____ Date: _____

By: _____
Contractor

Date: _____

	Global Office Solutions	NBS	Metro Office Environments
Steelcase 9000 Panels/Components - Remanufactured			
\$ 0 - 10,000	65%	66.00%	71%
\$10,001 - 25,000	67%	67.50%	71%
\$25,001 - 50,000	69%	68.75%	71%
\$50,000 - 75,000	71%	71.25%	71%
Steelcase 9000 Stand alone furniture - Remanufactured			
\$ 0 - 10,000	63%	66.00%	71%
\$10,001 - 25,000	65%	67.50%	71%
\$25,001 - 50,000	67%	68.75%	71%
\$50,000 - 75,000	69%	71.25%	71%
CMW Panels/Components - New			
\$ 0 - 10,000	53%	N/A	55.0%
\$10,001 - 25,000	54%	N/A	56.0%
\$25,001 - 50,000	56%	N/A	57.5%
\$50,000 - 75,000	57%	N/A	60.0%
CMW Stand Alone Furniture - New			
\$ 0 - 10,000	53%	N/A	55.0%
\$10,001 - 25,000	54%	N/A	56.0%
\$25,001 - 50,000	56%	N/A	57.5%
\$50,000 - 75,000	57%	N/A	60.0%
Stand Alone Furniture- New, Other than Steelcase or CMW			
\$ 0 - 10,000	40%	52%	55.0%
\$10,001 - 25,000	43%	52%	56.0%
\$25,001 - 50,000	47%	54%	57.5%
\$50,000 - 75,000	50%	55%	60.0%
Buy-Back Policy	All manufacturer's - Market Price	N/A	Steelcase - 3% of manufacturer's list CMW - 3% of manufacturer's list
Hourly Rates - Installation			
M-F, 8 am - 5 pm	\$45.00 per hour	\$42.00 per hour	\$37.50 per hour
After business hours, weekend	\$67.50 per hour	\$63.00 per hour	\$48.75 per hour
Design Fees (less than 50% furniture purchase)	\$55.00 per hour	\$55.41 per hour	\$35.00 per hour
	Discount for Stand Alone Furniture - New (other than Steelcase or CMW) will vary depending on manufacturer.	Holidays not included in labor pricing	Holidays are considered after hours rates. No up-charge on freight. Design fees only apply to moves & reconfiguration of existing furniture. MOE employs our own installation crews.

CITY OF NOVI
QBS GROUP TALLY FOR
RFP REMANUFACTURED STEELCASE & NEW CMW FURNITURE
September 22, 2009

	Global Office Solutions	Metro Office Environments	NBS
Evaluator 1	100	225	275
Evaluator 2	150	300	150
Evaluator 3	100	225	275
TOTAL	350	750	700



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CITY OF NOVI, MICHIGAN
45175 W. TEN MILE RD.
NOVI, MI 48375

**CITY OF NOVI
VENDOR QUESTIONNAIRE FORM**

Date 9/17/09

Firm Name METRO OFFICE ENVIRONMENTS

Address 929 W. 11 MILE RD.

City MADISON HEIGHTS State MI Zip 48071

Telephone 248-398-9710 Fax 248-398-9767

Mobile 248-613-8198

Email Address MSCHEFKE@MOE.OFFICE.COM

Firm Established 1994 Years in Business: 15

Type of Organization: (Circle One)

a. Individual b. Partnership c. Corporation d. Joint Venture e. Other

How many employees? Full time 14 Part time? 4

1) Former Company names, if applicable

N/A

2) How many clients does your company currently serve with the type of services the City of Novi is requesting? Please provide a list.

SEE ATTACHMENT 1

3) Please provide names & qualifications of design personnel to be assigned to this account. Please include sample CAD drawings (office layout) for each person.

JESSICA HOUK - INTERIOR ARCHITECT
DESIGN BA LAWRENCE TECH.
MARK SCHEFKE - CAD DESIGNER

4) Is there any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No Yes

5) Please provide three (3) client references (within the last 3 years) for which you have provided similar scope of services.

Firm Name AM GENERAL CORP.
Address 12200 HUBBARD DRIVE
City LIVONIA State MI Zip 48151
Contact person KEN VERTAILLE Mobile _____
Phone 734-523-6399 Fax 734-367-3734

Firm Name CARETECH SOLUTIONS
Address 901 WILSHIRE
City TROY State MI Zip 48084
Contact person TONY ZASCHAK Mobile _____
Phone 248-823-0250 Fax 248-823-0405

Firm Name SHERMETA, ADAMS & VON ALLEN
Address 901 TOWER DRIVE
City TROY State MI Zip 48098
Contact person TAMMY FAIWA Mobile _____

Phone 248-652-8200 Fax 248-656-3785

6) Please provide information for the contractor that will be doing the installations under this contract.

Installation Company: METRO OFFICE ENVIRONMENTS

Address: 929 W. 11 MILE RD. MADISON HIGHS, ME 48071

Phone number: 248-398-9710

Contact person: KAREN ANDERSON / PAT MCKILLEN

Number of years working together: 15

Does this company have the required insurance? YES

Client reference of installation company:

Firm Name ALL INSTALLATION IS INTERNAL

Address _____

City _____ State _____ Zip _____

Contact person _____ Mobile _____

Phone _____ Fax _____

Firm Name SAME AS ABOVE

Address _____

City _____ State _____ Zip _____

Contact person _____ Mobile _____

Phone _____ Fax _____

Firm Name SAME AS ABOVE

Address _____

City _____ State _____ Zip _____

Contact person _____ Mobile _____

Phone _____ Fax _____



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CITY OF NOVI

REMANUFACTURED STEELCASE AND NEW CMW FURNITURE

PROPOSAL FORM

We the undersigned as proposer, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions.

FURNITURE

Steelcase Series 9000 Movable Walls Open Office Furniture Panels/Components - Remanufactured

Project Cost	Discount (%) off Manufacturer List Price
\$ 0 - \$10,000	- 71 %
\$10,001 - \$ 25,000	- 71 %
\$25,001 - \$ 50,000	- 71 %
\$50,001 - \$ 75,000	- 71 %

Steelcase Series 9000 Stand Alone Furniture - Remanufactured

Project Cost	Discount (%) off Manufacturer List Price
\$ 0 - \$ 10,000	- 71 %
\$10,001 - \$ 25,000	- 71 %
\$25,001 - \$ 50,000	- 71 %
\$50,001 - \$ 75,000	- 71 %

CMW Moveable Walls Open Office Furniture Panels/Components- New

Project Cost	Discount (%) off Manufacturer List Price
\$ 0 - \$ 10,000	- 55 %
\$10,001 - \$ 25,000	- 56 %
\$25,001 - \$ 50,000	- 57.5 %
\$50,001 - \$ 75,000	- 60 %

CMW Stand Alone Furniture - New

Project Cost	Discount (%) off Manufacturer List Price
\$ 0 - \$ 10,000	- 55 %
\$10,001 - \$ 25,000	- 56 %
\$25,001 - \$ 50,000	- 57.5 %
\$50,001 - \$ 75,000	- 60 %

Stand Alone Furniture – New (OTHER than Steelcase or CMW)

Project Cost	Discount (%) off Manufacturer List Price
\$ 0 - \$ 10,000	- 55 %
\$10,001 - \$ 25,000	- 56 %
\$25,001 - \$ 50,000	- 57.5 %
\$50,001 - \$ 75,000	- 60 %

BUYBACK POLICY

If the Vendor buys back Steelcase or CMW furniture, indicate type of furniture included in policy and buy-back price.

Furniture	Price
STEELCASE	3% OF MFG. LIST
CMW	3% OF MFG. LIST

HOURLY RATES

Installation (M-F, 8 am – 5 pm) \$ 37.50 per hour
 Installation (after business hours, weekend) \$ 48.75 per hour

DESIGN FEES

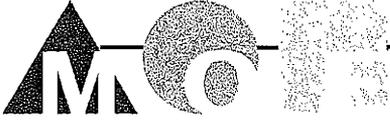
(only if less than 50% of furniture for project is purchased) \$ 35.00 per hour

Exceptions (all exceptions must be noted here): _____

- Comments: HOLIDAYS ARE CONSIDERED AFTER HOURS RATES
 * NO UP-CHARGE ON FREIGHT
 * DESIGN FEES ONLY APPLY TO MOVES & RECONFIGURATION OF EXISTING FURNITURE
 * METRO OFFICE ENVIRONMENTS EMPLOYS OUR OWN INSTALLATION CREWS.

We acknowledge receipt of the following Addendums: 4
 (please indicate numbers)

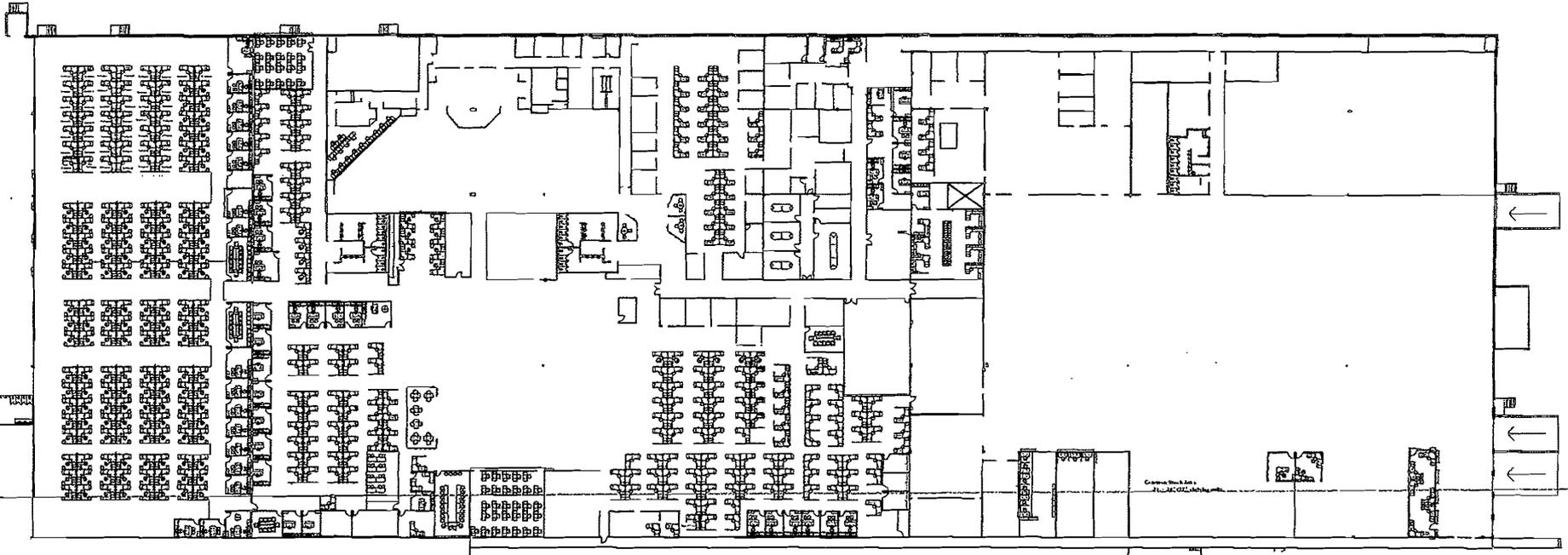
Company Name: Metro Office Environments Inc.
 Agent's Signature: Mark C. Schuffe
 Date: 9/17/09



Attachment 1

AM General
Caretech Solutions
Shermeta, Adams & Von Allen
Farmington Public Schools
Dearborn Federal Credit Union
Pitney Bowes
Sysco Food Services
UHY Advisors
Toyota Boshoku
Ann Arbor Public Schools
Beaumont Hospital-IT Department
City Of Southfield
City Of Sterling Heights
John Deere Landscaping

More available upon request.



AM GENERAL
1220 HUBBARD
LIVONIA, MI 48151

