State Auditor’s SAO

Request for Proposal (RFP)

SAO Conference Chairs

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| PROPOSAL DELIVERY LOCATION: electronic proposals to: [proposalsubmission@SAO.texas.gov](mailto:proposalsubmission@sao.texas.gov)  **SUBJECT: “Conference Chair Proposal”**  Mail hard-copy proposals to:  State Auditor’s Office (SAO)  Attn: Contract Administration  1501 N. Congress Avenue, Suite 4.224  Austin, Texas 78701 | REFER INQUIRIES TO:  Angelica Ramirez  [Angelica.ramirez@sao.texas.gov](mailto:Angelica.ramirez@sao.texas.gov) |

WITHOUT EXCEPTION – PROPOSAL AND ALL RELATED MATERIALS MUST BE RECEIVED BY THE STATE AUDITOR’S OFFICE NO LATER THAN 1:00 PM (CENTRAL DAYLIGHT TIME) ON FRIDAY **JULY 26, 2019**.

**REQUEST FOR PROPOSAL**

**SAO Conference Chairs**

**SECTION 1 – INTRODUCTION AND SCOPE**

* 1. **Purpose of the Request for Proposal (RFP)**

It is the intent of the State Auditor’s Office (SAO) to solicit proposals to purchase between 130 and 190 conference room chairs. The intent of this RFP is to identify a vendor whose proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered. However, the SAO reserves the right to separately procure items that are the subject of the contract during the contract term, when deemed to be in the State’s best interest. It is the intention of the SAO to make one (1) award for the conference room chairs listed in this RFP and the criteria as listed within.

* 1. **Specifications**

A chair that has clean lines and is not bulky, such as Synopsis Tilter.

The following specifications are standard features required of the office chair:

1. Chair width cannot exceed 25.5”;
2. Mid or High-back (20 wide);
3. Black, non-upholstered arm pads;
4. Adjustable armrest (height & width);
5. Fabric seat, Memory foam seat, or similar (19” depth x 19.5” width);
6. Seat contouring: Minimal to moderate;
7. Chair color: dark gray or similar, pattern or solid (please provide swatches of fabric and color);
8. Seat height adjustable;
9. Seat tilt adjustment
10. Tilt tension control & lock;
11. 360-degree swivel;
12. Black 26” five-star base;
13. Minimum 300 lbs. weight;

The following specifications are not required, but preferred:

1. Seat depth adjuster (seat slider);
2. Backrest angle adjustment (15” range);
3. Backrest height adjustment (15” range);
4. Fabric back;
5. Delivery no later than October 31, 2019.

Please include in the proposal (1) picture and dimensions of chair, (2) expected delivery date, and (3) itemized cost (chairs, delivery, assembly, etc.) for the total purchase.

Delivery of items: Delivery to be discussed with the SAO at the time of award. Awarded vendor is responsible for unpacking all chairs; assembling chairs; inspecting damages/blemishes with an SAO representative; and removing all plastic, cardboard, and other packing materials from the SAO building. Proposals should indicate the number of days required to deliver items to the SAO’s location under normal conditions. Delivery days means calendar days. Unrealistically short or long delivery promises may cause the proposal to be disregarded. If a delay is foreseen, vendor shall give written notice to the SAO. Vendor must keep the SAO advised at all times of the status of the order. No substitutions permitted without the prior written approval of the SAO.

* 1. **Scope of Proposals**

1. Proposals shall clearly identify the basis upon which any fees and charges are calculated and paid.
2. Proposals shall include all warranty information.
3. Proposals may include provisions, terms, and conditions not herein provided. However, all required aspects of the RFP must be included and the SAO reserves the right to consider any additional information or terms that may be presented by a Proposer. The SAO reserves the right to negotiate any point presented in any proposal, and it is not obligated to accept any terms or conditions offered by the Proposer.

**SECTION 2 – GENERAL TERMS AND CONDITIONS**

* 1. **Proposal Costs**

Proposers who submit responses to this RFP do so entirely at their expense. There is no expressed or implied obligation by the SAO to reimburse any individual or firm for any costs incurred in preparing or submitting proposals or providing additional information when requested by the SAO.

* 1. **Standard Proposal Requirements**

1. Proposals that address only part of the requirements contained in this RFP may be considered non-responsive.
2. The SAO reserves the right to reject all proposals and to negotiate portions thereof, including the submitted cost proposals/budgets.
3. The SAO reserves the right to select the proposal based on the best value to the State of Texas and the SAO. The Proposer shall furnish additional information that the evaluation team may require to complete the evaluation of the proposals submitted. Failure to provide the requested material or information may disqualify the proposal.
4. The Contractor must work with the Agency staff to clarify the project activities and/or other products, and modify these items if necessary.
   1. **Disclosure of Proposal Content**

In accordance with the Public Information Act [Texas Government Code, Chapter 552], responses to this RFP may be subject to disclosure subsequent to a contract award. Vendors are responsible for clearly and specifically identifying information they believe is proprietary when they submit their proposals. The SAO will provide notice of requests for information that include vendors’ proprietary information, in accordance with the Public Information Act.

**SECTION 3 – GENERAL INSTRUCTIONS AND STANDARD PROPOSAL REQUIREMENTS**

**3.1 Proposal Submission, Date, and Time**

WITHOUT EXCEPTION – PROPOSAL AND ALL RELATED MATERIALS MUST BE RECEIVED BY THE STATE AUDITOR’S OFFICE NO LATER THAN 1:00 PM (CENTRAL DAYLIGHT TIME) ON **JULY 26, 2019**.

Proposals may be submitted electronically or in hard copy.

Send electronic proposals to: [proposalsubmission@sao.texas.gov](mailto:proposalsubmission@sao.texas.gov) . The Subject line must contain “Conference Chair Proposal”.

Mail hard-copy proposals to:

State Auditor’s Office

Attn: Contract Administration

1501 N. Congress Avenue, Suite 4.224

Austin, Texas 78701

**3.2 Expected Sequence of Events/Critical Dates**

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| **DATE** | **EVENT** |
| July 5, 2019 | Publication of Request for Proposal |
| July 26, 2019 | Proposals are due |
| August 14, 2019 | Contract Award |
| No later than October 31, 2019 | Delivery of SAO Chairs |