DEPARTMENT OF ADMINISTRATION
PROCUREMENT DIVISION
RECOMMENDATION OF AWARD

TO: Rob Wynkoop, Deputy Commissioner **FROM: Teresa Deaton-Reese, CPPO**

DATE: October 9, 2008 **EST. AMOUNT: $200,000.00**

REQ: 510-9-8360

AGENCY: Department of Workforce Development

DESCRIPTION: Furniture

TOTAL NUMBER OF SOLICITED VENDORS: 322

TOTAL NUMBER OF INDIANA FIRMS SOLICITED: 143

TOTAL NUMBER OF MINORITY & WOMAN VENDORS SOLICITED: MBE_16 WBE_16

SECRETARY OF STATE: Yes

SAVING AMOUNT OF SPLIT: No savings

MINORITY BUSINESS PARTICIPATION: None **If yes, percentage(s) __ award amount: $ _____**
WOMAN-OWNED BUSINESS PARTICIPATION: None **If yes, percentage(s) __ award amount: $ _____**

QUOTE/BIDS WERE RECEIVED FROM THE FOLLOWING VENDORS:

This solicitation was done as a negotiated bid. The bid called for a complete office set up with all matching furniture, therefore a split was not in order, although different options were considered which will be explained below.

ROUND ONE*

VENDOR	AMOUNT	INDIANA FIRM	PREFERENCE CLAIMED	BUY AMERICAN	EVAL. AMOUNT	# OF NO BIDS
1. Pen Products	$22,570.00	Yes	N/A	N/A	$2,570.00	Chairs Only
2. Lafayette Office	$176,766.44	Yes	ISBP – 15%	Yes	$150,251.47	16 of 78
3. Business Furniture	$183,285.00	Yes	IBP -5%	Yes	$174,120.75	0 of 78
4. Office Furniture	$248,815.00	Yes	N/A	No	$248,815.00	0 of 78
5. Office Works	$251,191.49	Yes	IBP – 5%	Yes	$238,631.92	0 of 78
6. d2P	$303,844.95	Yes	IBP – 5%	Yes	$288,652.70	0 of 78

Preferences:
All vendors claimed the Indiana Business Preference and/or the Indiana Small Business Preference, claiming this preference did not affect the award. After the initial round of pricing, Business Furniture is low. This bid is to be awarded to all one vendor to due the fact that this is office furniture for one location. Pen Products no bid 8 sets of chairs requested totaling 112 chairs out of 226 requested. Lafayette Business Furniture no bid 12 sets of chairs totaling 166 chairs out of 226 requested. Therefore I conducted an analysis to determine who was low without the chairs and Business Furniture was still the low bidder.

ROUND TWO

Target pricing was sent to all 4 vendors who bid on the entire project, Business Furniture, Office Furniture, Office Works, and d2P on October 8, 2008 asking them to respond by 3:00 Pm on October 9th due to the rush nature of this bid.

		Preference Claimed	Eval Amount
Office Furniture	$194,010.44	N/A	$194,010.44
Dp2	$202,844.95	IBP – 5%	$192,418.21
Office Works	$222,339.51	IBP – 5%	$211,222.53

Business Furniture responded – Price Unchanged

dP2 noted that the original price of $303,844.00 was in error. So they corrected if in the target pricing round.

Even with the price decrease from the vendor's listed above Business Furniture remains low and is recommended for award. Office Furniture claimed the ISBP which did make them low. However upon requesting documentation of proof they stated they claimed that preference in error. See attached e-mail.

Teresa Deaton-Reese
Procuring Agent/Procurement Division/Date

Approval/Date 10-9-08