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ADDENDUM NO. 1

SUBMITTAL DEADLINE: Thursday, December 21, 2017 @ 2:00 PM CT

Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Purchasing Cooperative Specialist, at questions@esc4.net or (713) 744-8189 no later than November 27, 2017 at 5pm CT. All questions and answers will be posted to www.tcpn.org under [Solicitations](#). Offerors are responsible for viewing the website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)
by

Region 4 Education Service Center ("ESC")

for
Ergonomic Solutions

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network "TCPN."

Solicitation Number 18-04

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. **Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.**

VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name _____
Address _____
City/State/Zip _____
Telephone No. _____
Fax No. _____
Email address _____
Printed name _____
Position with company _____
Authorized signature _____

Acknowledgement of Addendum Number(s): _____

Accepted by The Cooperative Purchasing Network:

Term of contract _____ **to** _____

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

Region 4 ESC Authorized Board Member _____ Date

Print Name

Region 4 ESC Authorized Board Member _____ Date

Print Name

Region 4 Contract Number _____

This Addendum No. 1 amends the Request for Proposals (RFP) for Ergonomics Solutions 18-04 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

This Addendum 1 is hereby issued to address the following:

1. SUBMITTAL DEADLINE: Thursday, December 21, 2017 @ 2:00 PM CT
2. The Scope located B. Scope is revised to read as:

It is the intention of Region 4 ESC to establish a contract with vendor(s) for ergonomic products and their related services. Awarded vendor(s) may provide products and any associated services offered through the course of providing the product, including but not limited to, consulting, under the terms of this agreement. Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities, and service/professional hours. Electronic Catalog and/or price lists must accompany the proposal. Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. If Offeror has existing cooperative contracts in place, Offeror is requested to submit pricing equal or better than those in place.

While this solicitation specifically covers ergonomic products and their associated services, Offerors are encouraged to submit an offering on any and all products or services available that they currently perform in their normal course of business.

3. Appendix B is revised to read as:

Appendix B:
PRODUCT / SERVICES SPECIFICATIONS

Region 4 Education Service Center (ESC) is seeking highly qualified vendor(s) for **Ergonomic Solutions** on a national basis. Offerors must be able to accommodate a nationwide demand for products and associated services to fulfill obligations as a nationwide Supplier. Vendor(s) shall, at the request of Region 4 ESC and/or TCPN participants, provide these covered products and associated services under the terms of this RFP and the CONTRACT TERMS AND CONDITIONS.

The intent of this solicitation is to establish a contract for comprehensive product offering with the ability to provide eligible public agencies with multiple solutions to meet their needs. Therefore, we are requesting Offerors to offer product/services and meet the specified requirements as defined below:

- **Ergonomic Products, including but not limited to:**
 - **Full Office Solutions (Tools or No Tools)**
 - **Workstations**
 - **Cubicles**
 - **Desks & Benching**
 - **Tables**
 - **Monitor Mounting/Arms**
 - **Anti-fatigue mats/flooring**
 - **Accessories**
 - **Seating**
 - **Storage**
 - **Lighting**
 - **Cable Management**
 - **Miscellaneous**

- **Associated Ergonomic Services, including but not limited to:**
 - **Jobsite Evaluation and Training**
 - **Office/cubical/workstation configuration**
 - **Product selection**
 - **Follow Up Performance Evaluations**
 - **Prevention Techniques**
 - **Group Training**
 - **Reporting**
 - **Evaluation Report**
 - **Observation**

Offerors are strongly encouraged to submit their entire catalogue and turn-key solutions within the scope of this RFP. Region 4 ESC reserves the right to reject parts of offerings that it deems to fall outside the scope of the RFP.

Offerors shall be able to offer Region 4 and TCPN members the best options available to meet their needs and shall be familiar with the resources available to provide the products at the best possible cost.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalogue numbers listed in a specification are descriptive, not restrictive. With the Customer's prior approval, the Vendor(s) may provide any product that meets or exceeds the applicable specifications. The Vendor(s) shall demonstrate comparability to the Customer's satisfaction. The Customer will decide at their sole discretion whether a product is acceptable as an equivalent.

The Offerors warrants that all products under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Offerors has the primary responsibility to submit product specific warranty as required and accepted by industry standards.

Offerors shall provide a clear and detailed description of shipping and delivery terms if different than that described in Article 7; 7.1

Certification: Offerors responding with the ability to offer supplemental services shall include a description of services and typical certifications, training and/or education of individuals performing the service.

Dealers/Resellers:

If Offeror is a dealer or re-seller a Manufacturer's Dealer Certificate (Exhibit A) verifying their authorization to offer product line must be included in their response. Failure to include may result in a non-award.

Manufacturers:

A complete list of authorized dealers/resellers must be included in your proposal. Failure to include may result in a non-award. It shall be the responsibility of the manufacturer to ensure this list is current and to advise Region 4/TCPN of any additions and/or deletions to this list.

Product/Price Updates:

New products/services may be added during the term of the contract upon written request providing it is within the original scope of this RFP. All requests are subject to review and approval by Region 4 ESC and/or TCPN. At no time is the Supplier allowed to unilaterally change products or pricing. Successful bidder shall be responsible for notifying TCPN of all obsolete and discontinued products in writing and in a timely manner.

Returns:

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking

4. Appendix C is revised to read as:

Appendix C:
PRICING

Electronic Price Lists

- Offerors shall offer a percent discount off catalog or list pricing. Each supplemental service proposed is to be priced separately including fees and/or hourly rates with all ineligible items identified. Proposer will be responsible for providing and maintaining current “pricing with TCPN both in their proposal and throughout the term of any Contract resulting from this RFP.
- Offerors are encouraged to offer additional discounts for one-time delivery of large single orders to Region 4 ESC and TCPN members. Region 4 ESC intends and TCPN members should seek, to negotiate additional price concessions based on quantity purchases of any products offered under the Contract. TCPN members shall document their files accordingly.
- In addition, awarded Vendor(s) may conduct sales promotions involving price reductions for a specified lesser period. Vendor(s) shall submit to Region 4 ESC documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to Region 4 ESC and all TCPN members. Upon approval, the Vendor shall provide conspicuous notice of the promotion.
- Offerors must submit products, services, warranties, etc. in price list.
- Prices listed will be used to establish the extent of a manufacturer’s product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- Shipping and/or installation charges shall be clearly identified. This includes same day delivery and minimum order amounts for free delivery
- Electronic price lists must contain manufacturer part #, vendor part # (if different from manufacturer part #); description; manufacturers list price and net price to Region 4 ESC (including freight)
- Media submitted for price list must include the offerors company name, name of the solicitation, and date on CD, DVD or Flash Drive (i.e. Pin or Jump Drives).
- Please submit price lists and/or catalogs in excel or delimited format only.

Not to Exceed Pricing

- All pricing submitted shall be “ceiling” or “not-to-exceed” pricing. Region 4 ESC requests pricing be submitted as not to exceed for any participating entity
- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted for solicitation.
- Vendor must allow for lower pricing to be available for similar product and service purchases