

REQUEST FOR PROPOSAL FOR FURNITURE AND STORAGE RELATED PRODUCTS AND SERVICES

EDUCATION SERVICE CENTER, REGION 10

400 E Spring Valley Rd
Richardson, TX 75081
Telephone: (972) 348-1184



AMENDMENT 1

Original publication date	03/07/2025
Publication date of Amendment	03/21/2025
Product or service	Furniture and Storage Related Products and Services
RFP #	R10-1176
Proposal due date	04/17/2025
Proposal submittal location	https://region10.bonfirehub.com/portal/?tab=login

Principle contract officer	Mr. Clint Pechacek Purchasing Consultant
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Public opening location	Region 10 ESC 400 E. Spring Valley Rd. Richardson, TX 75081
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Education Service Center, Region 10 ("Region 10 ESC") is issuing this amendment to RFP R10-1176 for Furniture and Storage Related Products and Services in order to:

1. Amend the instructions regard page limitation at the top of the Questionnaire (page 5 of Section 2 of the RFP). Changes are highlighted.
2. Add a Manufacturer's Letter Affidavit to the required forms in Section 2 of the RFP.

The amended pages and an updated signature page follow. This amendment does not alter any other details of the RFP, including all due dates and times. The schedule for this RFP will remain as shown below:

Event	Date:
Deadline for questions	03/27/2025 @ 4 pm CDT
Issue Addendum/a (if required)	03/28/2025
Proposal Due Date	04/17/2025 @ 2pm CDT
Approval from Region 10 ESC	06/18/2025
Contract Effective Date	07/01/2025

Vendors who do not submit a signed contract signature page will be eliminated from consideration.

PROPOSAL FORM 2: QUESTIONNAIRE & EVALUATION CRITERIA

Instructions:

Respondents should incorporate their questionnaire responses directly into the green cells below. Failure to provide responses in this format may result in the proposal being deemed as non-responsive at the sole discretion of Region 10.

Respondents may incorporate additional documents as part of their response which may be utilized by Region 10 as part of the evaluation. Additional documents must be consolidated as part of this Section 2 at the end of your response. **Vendor responses are strictly limited to 150 total pages (not including Attachment B – Pricing Excel pricesheet).**

Region 10 has associated the evaluation criteria with the question that most closely aligns with that respective evaluation criteria. Region 10 reserves the right at its sole discretion to base its evaluation and specific evaluation criteria on any part of the respondent's proposal.

PROPOSAL FORM 24: MANUFACTURER LETTER AFFIDAVIT

Respondents should indicate below whether they manufacture all the products offered in their proposal or if they operate as an authorized reseller, dealer, distributor, or manufacturer's representative for any products offered in their proposal.

Respondents submitting proposals as an authorized reseller, dealer, distributor, or manufacturer's representative shall indicate that they are able, upon request, to provide a letter from the manufacturer certifying that Respondent is an actual authorized reseller, dealer, distributor, or manufacturer's representative for that manufacturer and that the Respondent is authorized to submit a proposal for that product, and which guarantees that if the Respondent should fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume the Respondent's obligations or arrange for fulfillment through another competent dealer to complete the balance of the project.

Manufacturer letters will be requested from vendors being considered for award before final recommendations are made to the board. Failure to provide manufacturer letters may result in a respondent being eliminated from consideration for award.

Check one of the following:

- ☐ Our company manufactures all products offered in this response
- ☐ Our company operates as an authorized reseller, dealer, distributor, or manufacturer's representative and will provide the required letter from every manufacturer represented upon request from Region 10 ESC. I understand that failure to provide said letters may result in my response being rejected in part or in whole, and that misrepresentation of manufacturer consent may result in termination of any resulting contract for cause.

PROPOSAL FORM 23: VENDOR CONTRACT AND 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 Respondent 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.

VENDORS MUST SUBMIT THIS FORM COMPLETED AND SIGNED TO BE CONSIDERED

Prices are guaranteed: **120 days**

Company name	
Address	
City/State/Zip	
Telephone No.	
Email address	
Printed name	
Position with company	
Acknowledgement of Amendment 1 (Initial)	
Authorized signature	

Term of contract July 1, 2025 to June 30, 2028

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 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

Region 10 ESC Authorized Agent

Date

Print Name

Equalis Group Contract Number _____