

Manor Independent School District
Board of Trustees Board Meeting Agenda Item
February 20, 2024

CONSENT ITEM SHEET

RE: Consider and possible action regarding purchase of furniture at the Manor New Tech Multipurpose Facility, including delegation of authority to Superintendent or his designee to finalize purchase and any agreements related to same.

Supporting Documents:

1. *Quote Summary*
2. *Quotes from Vendors (and No Bid)*

District Goals:

FACILITIES & MAINTENANCE- By 2026, Manor ISD will proactively provide facilities to ensure 100% of scholars will have safe, well-maintained, environmentally sustainable, and community accessible facilities.

Bottom of Form

Background Information:

The District will be purchasing new furniture for the Multipurpose Facility. Administration sought quotes from an interlocal purchasing cooperative and asks the Board to approve the purchase as described below.

Fiscal Implications:

The proposed quote is for \$56,235.00. This will come from 2019 Bond funds.

Administrative Recommendation:

Administration recommends that the Board approve INDECO SALES, INC. as the top-ranked vendor for the furniture purchase at the Manor New Tech Multipurpose Facility. This is through an interlocal purchasing cooperative under BuyBoard Contract No. 67-22.

Proposed Motion Language:

"I move that the Board approve INDECO SALES, INC. to purchase furniture for the Multipurpose Facility using an interlocal purchasing cooperative BuyBoard Contract No. 67-22 as presented by Administration and further delegate authority to the Superintendent or his designee to finalize the purchase."

Mr. Joe Mendez

Contact Person

Dr. Robert Sormani

Approved by Superintendent

Manor ISD Quote Summary

The MISD Quote Summary sheet is to be used for purchases that require more than one quote. In the shaded spaces below, the end user is to provide all applicable information necessary for the MISD Purchasing Office to review. A minimum of two (2) vendors must be contacted when two or more are available.

NOTE: The end user must attach this Quote Summary Sheet and quotes documentation with purchase requisition when more than 1 quote is required.

Quote Information

DESCRIPTION: Folding Charis and Conference Tables

CAMPUS/DEPT: Manor New Tech Multi Pupose Facility

CONTACT: Ryan M.

DATE: 1/9/2024

PHONE: 512-278-4078

Supplier Information

Vendor #1	Vendor #2	Vendor #3	Vendor #4 (if applicable)
Company Name <u>Indeco</u>	Company Name <u>Virco</u>	Company Name <u>Moore Co.</u>	Company Name _____
City/State <u>Belton TX</u>	City/State <u>Conway AR</u>	City/State _____	City/State _____
Contact Person <u>Steve Skyes</u>	Contact Person _____	Contact Person _____	Contact Person _____
Phone <u>1-800-692-4256</u>	Phone <u>501-329-2901</u>	Phone _____	Phone _____
Email _____	Email <u>orders@virco.com</u>	Email _____	Email _____
Response Type _____	Response Type _____	Response Type _____	Response Type _____
Cooperative <u>Buyboard 67-22</u>	Cooperative <u>US Communities</u>	Cooperative _____	Cooperative _____
	<u>#R-TC-18004</u>		
Quote # <u>11049</u>	Quote # <u>8293236</u>	Quote # <u>NO BID</u>	Quote # _____

Quote Responses

Item / Service Description	Qty	Unit	Vendor #1		Vendor #2		Vendor #3		Vendor #4	
			Indeco		Virco		Moore Co.		0	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1 Folding Chairs and Conference Tables	1	Each	\$ 56,235.00	\$ 56,235.00						
2 Folding Chairs and Conference Tables	1	Each			\$ 83,175.17	\$ 83,175.17				
3										
4										
5										
6										
7										
8										
9										
10										
*Shipping / Freight Cost (if applicable)										
*All shipping / freight cost must be included in the total			Total	\$ 56,235.00	Total	\$ 83,175.17	Total	\$ -	Total	\$ -

COMMENTS: _____

Award Information

Recommended Vendor: Indeco

Award Amount: \$ 56,235.00

Reason for Award: Has done quality of work in the past and at lesser cost.

Using Local Funds		Using Grant Funds	
Purchase Price	Quote(s) Required	Purchase Price	Quote(s) Required
\$1 - \$9,999	1 Quote	\$1 - \$9,999	1 Quote
\$10,000 - \$49,999	1 Quote from Coop or	\$10,000 - \$250,000	3 Quotes & Quote Summary
≥ \$50,000	BOARD APPROVAL	≥ \$50,000	BOARD APPROVAL
50,000 or greater	Formal Bid Required	250,000 or greater	Formal Bid Required



Highway 65 South, Conway, AR 72032 - orders@virco.com
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

QUOTATION #8293236

Sold To:
MANOR IND SCHOOL DISTRICT
10335 US HWY 290E
MANOR TX 78653

Ship To:
MANOR NEW TECH HIGH SCHOOL
10323 US HIGHWAY 290 E
MANOR TX 78653
REFERENCE: MULTI-PURPOSE ROOM

Quotation Date: 11/14/2023

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2023 CONTRACT #R-TC-18004 CLASSROOM FURNITURE MODIFICATION 6 Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

1) FOB Point: FOB Destination - Delivered & Installed

2) Payment Terms: Net 30 days (subject to credit approval)

3) Prices Are Firm: For Orders Received By 12/31/2023

4) For Shipment By: Please note that prices are for orders placed prior to 12/31/2023 and shippable no later than 01/31/2024. Orders requiring delivery after this date will not be processed and will require a requote.

5) Shipment from Virco: Quick Ship: 10 business days or less
Campus Basics: 4 to 6 weeks
Made to Order: 8 weeks +

Models not included in Quick Ship or Campus Basics are Made to Order and typically ready in 8 weeks. Extended lead times may apply; contact your Virco Territory Sales Manager for more information. Variety of lead times on same sales order will carry longest lead time on entire order. Additional shipping and handling charges will apply to orders that are requested to partial ship before Virco's acknowledged due date. Orders requiring delivery date after expiration of quote will require revised quote and may include additional storage fees.

6) Color: Standard Virco colors only unless specified otherwise

7) Purchase Order: We require customer approval by purchase order or signed quote to be emailed to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232

8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment



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QUOTATION #8293236

9) Quantity: Any change in quantities may result in a price change



QUOTATION #8293236

Shipping To: MANOR NEW TECH HIGH SCHOOL

Tag #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #X-190G	SPECIAL: Folding Chair, Steel, Fabric Upholstered Seat And Back, Double Rear Leg Braces, Enclosed Seat Pan, With Ganging Device - MANOR NEW TECH HS TEAM CHAIRS-NAUGAHYDE SPIRIT MILLENIUM VINYL 413 DOVE-FRAME TBA STANDARD FRAME COLOR WITH CUSTOM NEW TECH HS TITAN LOGO (Color Not Selected)	\$275.00	100	\$27,500.00
2	Virco Inc #HCT6072	Chair truck, storage cart for folding chairs, rack style, 84 chair capacity. (Color Not Selected)	\$924.29	3	\$2,772.87
3	ERG #FT2496FC_SF_GRP2	FLIGHT TRAINING TABLE-24"X96"-BLACK CASTERS-POWDER COAT FINISH FRAME-PVC EDGE BAND (Color Not Selected)	\$1,404.91	30	\$42,147.30
4	ERG #FT2448FC_SF_GRP2	FLIGHT TRAINING TABLE-24"X48"-BLACK CASTERS-POWDER COAT FRAME-PVC EDGE BAND (Color Not Selected)	\$1,075.50	10	\$10,755.00
Total					\$83,175.17

The undersigned certifies understanding and agreement of this Quote Letter and has authority to sign for purchase.

MANOR IND SCHOOL DISTRICT
10335 US HWY 290E
MANOR TX 78653

X _____
PO # (if available)

X _____
Name (Print)

X _____
Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

How To Place Your Order With Virco

3 Ways To Order:

1. Email your PDF quote from Virco to **orders@virco.com** (please make sure the quote is signed before submitting)
2. Email your standard PO to **orders@virco.com**
3. Order online at Shop.Virco.com (must register with Inside Sales)

What to Expect Once Order Is Placed *(see below to complete the order process)*

- We will respond to let you know your order was received.
- Once we process your order, an electronic or paper acknowledgment will be sent

In Order to Complete the Order Process, Virco Must Receive The Following Information

Account Info

- ☒ "Sold To" Information
- ☒ "Ship To" Information
- ☒ Pricing source

Delivery Info

- ☒ Delivery contact information (name and phone number for a call before delivery)
- ☒ Special delivery requests such as specific delivery hours
- ☒ Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)

****Please note - our system only allows 8 lines of 30 characters each so please make sure to prioritize any delivery info****

Product Info

- ☒ Model (Ex: 9018, ZBOOMMEG)

Color/Finish for the Following:

CHAIRS

- ☒ Bucket Color ☒ Frame Color ☒ Glide
(Ex: Navy/Chrome/Nylon Glides)

TABLES/DESKS

- ☒ Top/Edge Banding ☒ Frame Color ☒ Glide
(Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)

FILING CABINETS

- ☒ Frame Color
(Ex: Moonstone)





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QUOTATION #8293236

VIRCO FULL SERVICE GUIDELINES

At Virco, we're committed to providing you with the highest quality and most cost effective delivery and installation services. That's because your complete satisfaction, as well as the safety of our employees and of any other personnel at your facility is of paramount importance. With that in mind, please be aware of the following **IMPORTANT CONDITIONS** that apply to Virco delivery and installation services:

- * Virco Full Service deliveries include inside delivery of product to a staging area in the building closest to the unloading area or 100 feet from the trailer(s); whichever is closer. Unless otherwise noted on the quote, truck access to the building must be no further than fifty yards from the building entrance. Building access outside this distance may result in a change order to offset the additional expense to move furniture into the building.
- * The customers designated representative must count all cartons of furniture unloaded from the trailer(s). The number of cartons received should match the Bill of Lading exactly. Any shortages, overages and/or apparent freight damage must be noted on the Bill of Lading before it is signed and the carrier leaves the premises.
- * Paperwork for all shortages and damages will be immediately processed and replacements will be shipped as soon as possible.
- * Virco quotes that include installation services, are based on a project site that is 90% complete with little or no obstruction from the general contractor, their sub-contractors or other trades. This includes the use of an elevator for multi-story buildings. If conditions are not at the anticipated level of completion and delivery and installation are still required, a change order may be submitted for the additional work required to complete the project on schedule.
- * In rare cases, Virco may agree to work under hard-hat conditions. Working in hard-hat conditions may result in unforeseen additional costs. Change orders may be submitted to offset the additional work required to complete the project on schedule.
- * Virco's installation services are based on working Monday through Friday from 7 AM to 5 PM, unless noted otherwise on the quote and customer purchase order. Unforeseen project conditions that require working days and hours different than those noted above, may result in change orders to offset the additional costs associated with working outside the intended project scope.
- * If a customer reschedules a delivery or installation date from that which was initially requested and printed on a Purchase Order, this may cause a rescheduling delay. Because Virco's Field Service Department schedules many deliveries and installations to committed time frames, it often happens that equipment and resources have already been fully allocated on any given date. While Virco will do its best to accommodate specific rescheduling requests, we reserve the right to reschedule on the next available date.



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QUOTATION #8293236₁

* Virco's quotes, unless otherwise noted, are based on delivering your order as a complete project to maximize shipping efficiencies. Requests for multiple deliveries due to construction delays, may result in additional freight charges. Freight charges will be added to the invoice.

* Installation charges include the delivery, set-up and placement of furniture one time only. Virco will not set furniture in place multiple times so that contractors can have sequential access to particular areas of a school.

* Every room will have a posted inventory list and will include product model numbers, descriptions, quantity and color. Upon placement of the furniture the room sheet will be noted, dated and initialed. Thereafter if a contractor or school personnel moves Virco furniture for any reason, it will be the responsibility of others to return furniture to its proper location.

* Upon the substantial completion of the project, a walk through will be scheduled and each room list will be reviewed and confirmed. All uncompleted work or additional needs will be noted and signed by a district representative. At the end of the initial walk through, 90% of the invoice value should be processed for payment. The remaining 10% will be used as a retainer until completion of the project.

* After the initial walk through, all subsequent work and walk throughs will only be related to the open issues for that room.

* For an installation, the site's end user must provide the following:

- Safe access to and from staging areas and rooms.
- Hours the site is available for installation, including weekends.
- A site contact, who must be available to provide room access and answer pertinent questions during the installation.
- A list of model numbers, colors and quantities of all items for each room to which furniture will be delivered.
- This list will also include height preferences for each desk and table.
- Tables and or desks will be assembled to the following height unless noted otherwise. Table or desk height requests must be noted on the room list and agreed to by the customer.

- Pre-K & K	-->	23 inches
- 1st & 2nd Grade	-->	26 inches
- 3rd & 4th Grade	-->	28 inches
- 5th Grade to Adult	-->	29 inches



* Each item will be moved from the staging area to its destination, as identified by the on-site contact only one time. In this context, Virco suggests that a large venue such as a cafeteria or multi-purpose room be designated as a staging area.

* Furniture will be unboxed and assembled in or near its destination. Customer requests that product remain in cartons and be installed at a later date may result in a change order to off-set the costs associated with additional trip charges by the contracted installer.

Multi-Purpose Room

Quote #8293236

r.1

Supplier/Model #/Description/Color		Supplier/Model #/Description/Color	
<p>Tag #1 Qty: 100 ea</p> <p>Virco Inc #X-190G - SPECIAL: Folding Chair, Steel, Fabric Upholstered Seat And Back, Double Rear Leg Braces, Enclosed Seat Pan, With Ganging Device</p> <p>Budget Unit Price: \$275.00</p>	 <p>Image Does Not Reflect Actual Color Priced</p>	<p>Tag #2 Qty: 3 ea</p> <p>Virco Inc #HCT6072 - Chair truck, storage cart for folding chairs, rack style, 84 chair capacity.</p> <p>Budget Unit Price: \$924.29</p>	 <p>Image Does Not Reflect Actual Color Priced</p>
<p>Tag #3 Qty: 30 ea</p> <p>ERG #FT2496FC_SF_GRP2 - FLIGHT TRAINING TABLE-24"X96"-BLACK CASTERS-POWDER COAT FINISH FRAME-PVC EDGE BAND</p> <p>Budget Unit Price: \$1,404.91</p>	 <p>Image Does Not Reflect Actual Color Priced</p>	<p>Tag #4 Qty: 10 ea</p> <p>ERG #FT2448FC_SF_GRP2 - FLIGHT TRAINING TABLE-24"X48"-BLACK CASTERS-POWDER COAT FRAME-PVC EDGE BAND</p> <p>Budget Unit Price: \$1,075.50</p>	 <p>Image Does Not Reflect Actual Color Priced</p>



Proposal
Indeco - Belton
805 E. 4th Avenue
Belton, TX 76513
Phone: 1-800-692-4256

Order Number	11049
Date	01/05/2024
Customer PO No	
Customer Name	Manor ISD
Salesperson	Steve Sykes
Project Number	
Terms	NET 30
Page	1 of 2

T Manor ISD
O 10335 US Hwy 290 E
Manor, TX 78653

ATTN: Accounts Payable
Phone: 512-278-4000
Email: accounts.payable@manorisd.net

S Manor ISD - Multi-Purpose Facility
H TBD
I Manor, TX TBD
P
T
O ATTN: TBD

Prepared for : Steve Sykes

Line	Quantity	Description	Unit Price	Extended Amount
1	100.00 Each	SPEC SEATS #2617/CS100 Convention Series Folding Chair, Ganging Brackets, Front "K" Brace, 1.2" Foam Cushion Seat, Powder Coat Frame Finish: Frame Color: TBD Vinyl Color: TBD Logo on seat cushion and backrest	154.00	15,400.00
2	30.00 Each	KI T28F-74P--TBD-TBD-4ACB-TBD-TBD-TBD Trek Fixed Leg, Rect, T Base, 74P Edge, 24x96" TBD: Edge Color TBD: Surface Finish TBD: Base Finish /ACB: 4 black casters w/black hub caps (2 locking) TBD: Table Height Other Than 29" TBD: Wire Management Options TBD: Grommet Option	1,009.00	30,270.00
3	10.00 Each	KI T24F-74P--TBD-TBD-4ACB-TBD-TBD-TBD Trek Fixed Leg, Rect, T Base, 74P Edge, 24x48" TBD: Edge Color TBD: Surface Finish TBD: Base Finish /ACB: 4 black casters w/black hub caps (2 locking) TBD: Table Height Other Than 29" TBD: Wire Management Options TBD: Grommet Option	725.00	7,250.00
4	1.00 Each	SPEC SEATS SPEC SEATS FREIGHT	915.00	915.00
5	1.00 Each	Indeco Freight Freight	800.00	800.00
6	1.00 Each	Indeco Install Install	1,600.00	1,600.00



Proposal

Indeco - Belton
805 E. 4th Avenue
Belton, TX 76513
Phone: 1-800-692-4256

Order Number	11049
Date	01/05/2024
Customer PO No	
Customer Name	Manor ISD
Salesperson	Steve Sykes
Project Number	
Terms	NET 30
Page	2 of 2

Order Sub-Total : \$56,235.00
TOTAL ORDER : \$56,235.00

Please review the quotation and notify us if any changes are needed. Pricing is valid for 30 days from date above.
Thank you for the opportunity to be of service!

1/8/24, 2:58 PM

Manor Independent School District Mail - Fwd: Folding Chairs and Conf Tables



Bridget Bolden <bridget.bolden@manorisd.net>

Fwd: Folding Chairs and Conf Tables

1 message

Ryan Marcum <ryan.marcum@manorisd.net>
To: Bridget Bolden <bridget.bolden@manorisd.net>

Mon, Jan 8, 2024 at 12:03 PM

Here is the first quote. I have two. The other is from Virco. The third one is a no bid from Moore Co. (?)

Thanks,

Ryan Marcum
Director of Bonds and Construction
Manor ISD
(512) 278-4078 office

----- Forwarded message -----

From: **Steve Sykes** <steve.sykes@indecosales.com>
Date: Mon, Jan 8, 2024 at 11:52 AM
Subject: RE: Folding Chairs and Conf Tables
To: ryan.marcum@manorisd.net <ryan.marcum@manorisd.net>

Apologies... Here's the quote with the KI tables. The main issue is your length requirement of 96". Most if not all of the more affordable options only go to 72". Would that length work and how many more would you need?

Thanks, Steve

Steve Sykes

Senior Account Manager

steve.sykes@indecosales.com

m 254.721.5873 • p 800.692.4256

www.indecosales.com

Indeco
Furniture Done Right

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