

Office of Purchasing and Supply Services Facilities Administration Building 13300 Old Marlboro Pike, Room 20 Upper Marlboro, MD 20772 301-952-6560 Fax: 301-952-6605

NOTICE OF CONTRACT AWARD

June 22, 2018

MDM Office Systems, Inc. 6411 Ivy Lane, Suite 700 Greenbelt, MD 20770 Telephone: 301-559-7100

Email: Kharris@mdmstandard.com

Dariya Jackson Telephone: 301.952.6726 Fax: 301.952.6605

Email: Dariya.Jackson@pgcps.org

SUBJECT: FY18 Tulip Grove Elementary School - RFQ # DCP18-13 Furniture & Furnishing - PSC No.

16.137.18 C

MDM Office Systems, Inc. has been selected as the vendor to provide services in accordance with the above-mentioned RFQ. This contract sets-forth the terms and conditions and is provided for your review and acceptance. Any changes or additions made by your company must first be accepted by the Purchasing Division before the contract is valid.

The intent of this contract is to provide the Board with an expedited means of procuring supplies and/or services at the lowest cost. This contract is for the convenience of the Board and is considered by Purchasing Department to be a "Non-Exclusive" use contract. The Board does not guarantee any usage. The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule submitted.

Until the contract is signed by MDM Office Systems, Inc. and the BOARD, authorization for commence to service sites on behalf of the contract is forbidden. Please sign below and return all documents to the PURCHASING OFFICE within Ten (10) business days. Failure to sign the contract award and return <u>all</u> required documents within the specified time, shall rule your offer null and void and, therefore, award shall be made to the next low responsive bidder.

INITIAL CONTRACT TERM

The term of the contract will be from date of award until project completion.

OPTION TO RENEW CONTRACT

Upon satisfactory service and by mutual agreement the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY reserves the right to renew the contract. The term of renewal shall not exceed two (2) additional one (1) year periods.

CONTRACT AWARD ESTIMATED AMOUNT

The estimated amount of award is

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\$123,698.59

THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE

DELIVERIES at this time. Commence service/work/deliveries only after receipt of a purchase order(s) signed by the Purchasing Agent.

ALL PURCHASE ORDERS placed throughout the terms of the contract will require delivery/service in accordance with the offered time(s).

LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK

The successful Awardee accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, shall be subject to the payment of liquidated damages as stated in the solicitation documents.

AVAILABILITY OF FUNDS

The contract shall be deemed executory only to the extent of appropriations available to the BOARD for the purchase of such articles. The obligation of the BOARD on all contracts, including those which envision funding through current and successive fiscal years, shall be contingent upon actual Board appropriations for the fiscal year(s) involved.

This notice of award, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the RFQ DCP18-13 for all applicable terms and conditions.

FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Employees Having Direct Contact with and/or Uncontrolled Access to Students:

- A. Any and all current and future employees of the Vendor who have direct contact with students must have a fingerprinting criminal background check conducted by the Maryland Criminal Justice Information System (CJIS) and the FBI, a Child Protective Services clearance conducted by the Prince George's County Department of Social Services, and complete the Safe Schools training module Prince George's County Child Abuse: Mandatory Reporting and any other required training as appropriate.
- B. All background checks must be completed 15 business days prior to beginning work in and around PGCPS property or engaging in any authorized activities involved PGCPS students. The background checks must be completed by the Fingerprinting Office in the Sasseer Administrative Building or by the PGCPS satellite fingerprinting offices located in Prince George's County. No person may begin working in PGCPS until 15 days after completing the background clearance process (fingerprint and CPS) and required online training through Safe Schools.
- C. Prior to initiating any work at a school building, current and future employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and instructors of the Vendor must sign in and sign out via the Raptor Visitor Management System, which requires a copy of their government issued identification.

Restrictions on Employee Assignments:

Vendors are prohibited from assigning the following persons from working at a PGCPS location:

- A. Registered sex offenders (Maryland Code, Criminal Procedure Article Section 11-722)
- B. Individuals convicted of a crime involving third or fourth degree sexual offence under sections 3-307 or 3-308 of the Criminal Law Article; child sexual abuse under Section 3-602 of the Criminal Law Article; a crime of violence as defined in Section 14-101 of the Criminal law Article; or comparable offenses in another state.

 (Annotated Code of Maryland, Education Article Section 6-113)

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C. Individuals identified as an alleged abuse or neglect or following completion of a Child Protective Services investigation with a finding of "indicated" child abuse or neglect.

CRIMINAL BACKGROUND CHECKS

1. GENERAL PROVISIONS

- A. It is the responsibility of the Vendor to make certain that its employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and any instructors meet the background check and training requirements specified below.
- B. The Vendor agrees to provide the designated PGCPS representative with a list of all current employees and an immediate update of changes in personnel, employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff and any instructors. All correspondence should include the following information as applicable:
 - i. title of the project
 - ii. school/office
 - iii. solicitation number
 - iv. contract number; and
 - v. PGCPS representative/project manager
- C. An Executed Contract will not be issued by the PGCPS Purchasing Department until proof has been provided that the background check and training requirements below have been completed 15 days following the issuance of Notice of Award.

Compliance with Laws

Vendors shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the services to be rendered under this Contract. Vendors' violation of any of these laws, statutes, ordinances, rules or regulations constitutes a breach of this Contract and entitles the Board to terminate this Contract immediately upon delivery of written notice of termination to Vendor.

INSURANCE

A Certificate of Insurance, made in favor of the Board of Education of Prince George's County, Upper Marlboro, Maryland 20772-9983, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD within ten (10) business days. The certificate should reference the Solicitation Number as shown herein. It will be the responsibility of the contractor to ensure that a current Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.

Notice of Award RFQ DCP18-13

This notice of award, plus the solicitation and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the RFQ DCP18-13 for all applicable terms and conditions.

ACCEPTED BY: FOR THE FIRM:	FOR THE BOARD OF EDUCATION:
6/27/18	6/29/18
SIGNATURE DATE	SIGNATURE DATE
Korawn Harris	Robert Johnson
NAME	NAME:
Account Managor	Director, Purchasing & Supply Services
TITLE	TITLE
MDM OFFICE Systems, Inc.	FOR THE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-998

CONTRACT PRICING RFQ DCP18-13

FY18 Tulip Grove Elementary School – MDM Office Supply Systems, Inc.

See attached pricing.

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Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters
Bid Bid Option 1 Option 2

\$ 19,386,00	\$ 359.00	×		Clementine	21"W x 19"D x 29	110005000PE	Smith System Cascade Mini- Case storage unit	2	 6	Mobile Storage Unit
\$ 1,728,00	\$ 192.00		π/a		26.5°D x 15.0°W x 52.0°H	H314	Hon 310 Series 4-Drawer Letter Width Vertical File	ဖ	-	Filing Cabinet
\$ 5,399,10	\$ 299.95	×	_	Upholstery: 2w Eider Down. Blueberry: Power and back: Warm Grey Base Color: Warm Grey Hard floor casters			Ki Doni Task Chair Solid Shell (Upholstered Seat & Back)	8	N	Teacher Seating
\$ 4.765.86	\$ 529.54	×		Laminate: Fusion Maple Edge Color: Orange	21°D × 30°W × 30°- 45°H	26553V	Smith System UXL Sit Stand Teacher Lectern, Oblong Top			Teacher Workstation
						(151, 153, 155)	h grade (148, 150, 152); 5th grade	2, 144); 41	(140, 14	Classroom - Grades 3-5 (9) - 3rd grade (140, 142, 144); 4th grade (148, 150, 152); 5th grade (151, 153, 155)
\$ 900.00	\$ 150.00	×			65.5°H × 27°W × 17.5°D	782	MooreCo Cart Wheasel Mobile Storage & Learning Easel	6	1	Mobile Easel
\$ 12.924.00	S 359.00	×		Clementine	21"W x 19"D x 29 1/2"H	110005000PE	Smith System Cascade Mini- Case storage unit	36	o	Mobile Storage Unit
\$ 576.00	\$ 192.00		п/a		26.5°D × 15.0°W × 52.0°H	H314	Hon 310 Series 4-Drawer Letter Width Vertical File	ω	1	Filing Cabinet
\$ 3,599.40	\$ 299.95	*		Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Cotor: Warm Grey Hard floor casters			KI Doni Task Chair Solid Shell (Upholstered Seat & Back)	12	N	Teacher Seating
EXTENDED PRICE	UNIT PRICE	Bid Option 2	Bid Option 1	FINISH/COLOR	SIZE	PRODUCT NUMBER	PRODUCT NAME	QTY YTD	QTY PER SPACE	ITEM
s, Inc.	BIDDER #4 MDM Office Systems, Inc.									

Board of Education Prince Georges County, A	Tulip Grove Elementary Scho
ty, MD	School

									BIDDER #4	
пем	QTY PER SPACE	QTY	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
Mobile Easel	-	9	MooreCo Cart Wheasel Mobile Storage & Learning Easel	782	65.5"H × 27"W × 17.5"D		!	×	\$ 150.00	\$ 1,350.00
Break-Out Space - 1200										
Soft Sealing	4	4	MooreCo Petal Stool with casters 30BSC	30BSC	18"H x 16"W x 16"D			×	S 274.00	\$ 1,096,00
Soft Sealing	- N	2	MooreCo Variable height soft seating bench tounge seating	1500H	18"H x 43"W x 23.2"D			×	s 281.00	\$ 562.00
		:								
Classroom - Art & Science (2) - Art (134); Science (135)); Scienc	e (135)								
Teacher Workstation	11	2	Smith System UXL Sit Stand Teacher Lectern, Oblong Top	26553V	21"D × 30"W × 30"- 45"H	Laminate: Fusion Maple Edge Color: Orange		×	\$ 529.24	\$ 1,058.48
Teacher Seating	1	ю	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	\$ 299.95	\$ 599.90
Classroom • Music* (2) • *Music 179 & Instrumental 181	Instrumer	ntal 181								

Board of Education Prince Georges Cour	Tulip Grove Elementary
es County, MD	nentary School

									BIDDER #4 MDM Office Systems, Inc.	s. Inc.
пем	QTY PER SPACE	QTY 707AL	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	Bid Option 1	8id Option 2	UNIT PRICE	EXTENDED PRICE
Teacher Workstation	1	2	Smith System UXL Sit Stand Teacher Lectern, Oblong Top	26553V	21°D × 30°W × 30°- 45°H	Laminate: Fusion Maple Edge Color: Orange		×	\$ 529.24	\$ 1,058.48
Teacher Seating	1	2	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	S 29.95	\$ 599.90
Filing Cabinet	- 2	4	Hon 310 Series 4-Drawer Letter Width Vertical File	H314	26.5°D × 15.0°W × 52.0°H		n/a		S 192.00	\$ 768.00
Classroom - Specializod' (4) - 'Special Ed (133, 147)/ESOL (125)/Testing (157)	Ed (133, '	147)/ESOI	_ (125)/Testing (157)							
Teacher Workstation	1	- 4	Smith System UXL Sit Stand Teacher Lectern, Oblong Top	26553V	21"D × 30"W × 30"- 45"H	Laminate: Fusion Maple Edge Color: Orange		×	\$ 529.54	\$ 2,118.16
Teacher Sealing		4	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	\$ 299.95	\$ 1,199.80
Filing Cabinet	N	ω	Hon 310 Series 4-Drawer Letter Width Vertical File	H314	26.5°D x 15.0°W x 52.0°H		n/a		S 192.70	\$ 1,541.60
Classroom - Speech - 132										

									BIDDER #4		
ITEM	QTY PER SPACE	ΩΤΥ ΤΟΙΑΙ	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT PRICE	ЕХТ	EXTENDED PRICE
Teacher Seating			KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	\$ 299.95	<u>o</u>	299.95
Filing Cabinet	2	2	Hon 310 Series 4-Drawer Letter Width Vertical File	H314	26.5°D x 15.0°W x 52.0°H		п/a		\$ 192.70	φ 	385,40
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Sansany (2) • (1313) «AZA											
Soft Seating	N	4	MooreCo Dot Rocking Base	97RX	5"H x 14"W x 14"D			×	\$ 97.78	s,	391.12
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Teacher Seating			Ki Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	\$ 299.95	- <u>v</u>	299,95
Filing Cabinet	ω	3	Hon 310 Series 4-Drawer Letter Width Vertical File	H314	26.5°D × 15.0°W × 52.0°H		ηJa		\$ 192.70	-70 -S	578.10
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Tulip Grove Elementary School Board of Education Prince Georges County, MD

									BIDDER	BIDDER #4	
TEM	QTY PER SPACE	QTY	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT OF	M Office System UNIT PRICE	EXTENDED PRICE
Teacher Seating			KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholsiery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	v ·	299.95	\$ 299.95
हरा) • (प्रटवारी विचारमा) स्वातक विकास										;	
Teacher Seating	8	2	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)		:	Ophoratery, two closer Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Lload Rock position		*	\$	299.95	s 599.90
Teacher Workstation			Smith System UXL Sit Stand Teacher Lectern, Oblong Top	26553V	21°D x 30°W x 30°- 45°H	Laminate: Fusion Maple Edge Color: Orange		×	s	529.54	\$ 529.54
Soft Seating	4	4	MooreCo Variable Height Soft Seating Bench		2 @ 12"H x 43"W x 23.2"D; 2 @ 18"H x 43"W x 23.2"D			×	s	270.00	\$ 1,080.00
Soft Seating	10	10	MooreCo Shapes Bench	900S	16"H × 29"W × 28.5"D			×	v	260.00	\$ 2,600,00
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Teacher Workstation		,,,	Smith System UXL Sit Stand Teacher Lectern, Oblong Top	26553V	21°D x 30°W x 30°- 45°H	Larrinate: Fusion Maple Edge Color: Orange		×	v	529.54	S 529,54
Teacher Seating			KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	м	299.95	\$ 289.95

Tulip Grove Elementary School Board of Education Prince Georges County, MD

									BIDDER #4 MDM Office Systems, Inc.	s, inc.
ITEM	QTY PER SPACE	QTY	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
Weight of the constants										
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General Office										
Visitor Table	1	1	Global Wind Square Meeting/Dining Table	3876	36"W × 36"D × 29.5"H	36"W x 36"D x 29.5"H Frame: Charcoal CHR Laminate Top: Clear Maple CMB	×		\$ 611.00	\$ 611.00
Desk Assembly	2	2	Hon Voi					×	.\$ 1,178.50	S 2.357.00
End Table		1	Hon Metal Leg Corner Table	HML8851	23.6°D x 23.6°W x 17.6°H			×	s 63.00	\$ 63.00
Copy/Work Room										
Testing Coordinator										

									BIDDER #4 MDM Office Systems, Inc.	s, inc.
ITEM	QTY PER SPACE	OLA ALD	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISHICOLOR	Bid Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
Filing Cabinet	3	3	Hon 310 Series 4-Drawer Letter Width Vertical File	H314	26.5°D × 15.0°W × 52.0°H		_	×	\$ 192.70	\$ 578.10
Desk Assembly	1	1	Hon Voi					×	\$ 1,178.50	\$ 1,178.50
Principal's Office										
Desk Assembly	1	1	Han Vai					×	S 1,178.50	\$ 1,178.50
Table	1		Global Kadin Round Table	LKD448DIA	48" dia. x 29"H		×		\$ 470.70	\$ 470.70
Principal's Meeting Room (Vice Principal's Office)	AIT'S									
Lounge Seating (Chair)	2	20	Hon Flock Dual Fabric Round Lounge Chair	HFLRC1DF.L.DAPR0 6.DAPR80.P6N	33.5°W × 28°H X 29°D	Frame: Textured Satin Chrome 33.5°W x 28°H X 29°D Fabric: Dapper, Breeze Fabric 2: Dapper, Spring	×		\$ 729.00	S 1,458.00
			-							
Conference										
Conference Table	-1	-1	Hon Preside Modular Top Rectangle Conference Table		12' Table (two-piece top), 54" Depth	Natural Maple Laminate		×	\$ 717.50	\$ 717.50
Offices										
9										

Board of Education Prince Georges Co	Tulip Grove Elementa
eorges County, MD	

									BIDDER #4	
									MDM Office Systems, Inc.	s, Inc.
ITEM	QTY SPACE	TOTAL	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	8id Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
Parent Volunteer										
Counselor Office										,
Teacher Seating		-1	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seal and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	\$ 299.95	\$ 299.95
Reading Recovery Room (Office)										
Desk Assembly			Hon Voi					×	S 1,178.50	\$ 1,178.50
Health Suite									:	
Nurse Waiting										
End table	-1	ï	Hon Flock Cube Table	HFTLS24	24"W x 17"H x 24"D	Natural Maple Laminate	×		\$ 246.00	\$ 246.00
Resting							Ī			

									BIDDER #4	
ITEM	Y TO	QTY TOTAL	PRODUCT NAME	PRODUCT NUMBER	SIZE	FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
Nurso's Office										
Desk Assembly		1	Hon Voi					×	\$ 624.70	\$ 624.70
Filing Cabinet	2	2	Hon 4-Drawer Vertical File	Brigade Series				×	S 192.70	\$ 385.40
Treatment										į
Exam										
			2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	!					į	
Media Genter						:				
Office/Prep										
Teacher Seating	N	N	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	\$ 299.95	\$ 599.90
ි ලෝහ Planning (2)							:	ı		

Board of E	
d of Education Prince Georges County,	Tulip Grove Elementary S

Teacher Seating	QTY PER SPACE	OTY TOTAL	PRODUCT NAME Ki Doni Task Chair Solid Shell (Upholstered Seat & Back)	PRODUCT NUMBER	SIZE	FINISH/COLOR Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters	Bid Option 1	Bid Option 2	BIDDER MDM ON ON I	BIDDER #4 MDM Office Systems, Inc. UNIT PRICE EXTE S 299.95 \$	S 599.90
Desk Seating		<u> </u>	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	W	299.95	\$ 299.95
Filing Cabinet			Hon 4-Drawer Vertical File	Brigade Series				×	S	192.70	s 192.70
Maintenance Office	<u>-</u>	-					:				
Desk Seating	-	<u>.</u>	KI Doni Task Chair Solid Shell (Upholstered Seat & Back)			Upholstery: 2w Eider Down, Blueberry Poly seat and back: Warm Grey Base Color: Warm Grey Hard floor casters		×	Vs	299.95	\$ 299.95
Filing Cabinet			Hon 4-Drawer Vertical File	Brigade Series				×	- v	192.70	\$ 192.70

									MDM Office Systems, Inc.	s, Inc.
STEM	QTY PER SPACE	DIA	PRODUCT NAME	PRODUCT NUMBER SIZE	SIZE	FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
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									BIDDER #4	:
									MDM Office Systems, Inc.	ns, Inc.
ITEM	QTY PER SPACE	OTY	PRODUCT NAME	PRODUCT NUMBER SIZE		FINISH/COLOR	Bid Option 1	Bid Option 2	UNIT PRICE	EXTENDED PRICE
ट्याउठिहास्										
Filing Cabinet			Hon 4-Drawer Vertical File	Brigade Series				×	\$ 192.70	\$ 192.70
व्यक्ताक्री श्रम्प्रहास्त			;		:					
Table	3	ω	Hon Arrange Round Table with Disc Shroud Base		48" dia. x 30"H	Natural Maple Laminate		×	\$ 387.95	\$ 1,163.85
Lounge Seating (Chair)	2	2	Hon Flock Round Lounge		33.5"W × 28"H X 29"D		×		\$ 699.00	\$ 1.398.00
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Cafeteria Table	21	27	Palmer Hamilton 59t round table with 4 benches	59T122760RD-B4	27 " H	Fusion Maple FMP Bench color: Blue		×	\$ 1,181.45	\$ 24,810.45

\$ 123,698.59

Tulip Grove Elementary School Board of Education Prince Georges County, MD