



# Chicago Metropolitan Agency for Planning

Agenda Item No. 6.0

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
www.cmap.illinois.gov

## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** January 3, 2018

**Re:** Contract Approval for Sit-Stand Desks

---

---

The Chicago Metropolitan Agency for Planning is seeking to install motorized sit-stand desks for employees as part of our efforts to ensure ergonomically productive workspaces. CMAP currently has forty-two (42) desks that it would like to convert to sit-stand desks and may be interested in additional desks in the future to accommodate additional staff. The scope of service requires a vendor that can provide sit-stand desks that will fit within the existing cubicle configurations, associated hardware attachments, and standing mats.

### Review Process

A Request for Proposals (RFP) was sent to potential vendors and posted to the CMAP website on September 29, 2017. Staff held a non-mandatory in-person and on-line pre-bid information session for vendors on October 5. Questions posed during the on-line session and CMAP's responses were documented and posted on the CMAP website following the pre-bid session. On October 20, CMAP received qualified proposals from five vendors: Henricksen, Office Revolution, Thomas Interiors, Versa Products, and Wiley Office Furniture.

Proposals were reviewed by three CMAP staff members. The review team scored each proposal independently by October 27. The criteria for selection included the following.

1. Completeness, thoroughness and detail of response as reflected by the proposal's coverage of all elements in the product and work requested.
2. The relevance of similar work as described in the proposal.
3. Style & Construction (e.g. appearance of; equipment, operation, quality, design, materials).
4. Warranty, including duration and coverage for parts and labor.
5. Cost to CMAP, including consideration of all project costs and per-hour rates.

Table 1 shows the score of each firm that submitted a response to the RFP. Table 2 reflects the total project cost, which includes options for PC/CPU slings, keyboard/mouse trays and standing mats.

**Table 1: Scoring**

Criteria	Maximum Score	Henricksen	Office Revolution	Thomas Interiors	Versa Products	Wiley Office Furniture
Response to scope	10	8.3	8.0	6.0	6.0	7.0
Relevance of similar Work	10	7.3	7.0	8.0	6.0	6.0
Style & Construction	10	8.0	7.7	8.0	7.3	8.0
Warranty	10	7.7	8.7	8.0	6.7	6.7
Cost	10	9.0 (\$29,293.79)	5.7 (\$43,418.42)	4.3 (\$60,333.60)	5.3 (\$46,278)	7.7 (33,461.30)
Total	50	40.3	37.1	34.3	31.3	35.4

**Table 2: Project Cost**

	Henricksen	Office Revolution	Thomas Interiors	Versa Products	Wiley Office Furniture
Primary Desk Bid:	\$29,293.79	\$43,418.30	\$60,333.60	\$46,278.00	\$33,461.30
Options:	\$10,022.88	\$18,402.72	\$19,898.76	\$19,278.00	\$18,152.40
Total Project Cost	\$39,316.67	\$61,821.02	\$80,232.36	\$65,556	\$51,613.70

The Selection Committee were favorably impressed by all vendors. All vendors provided quality products, were experienced in performing the services requested and offered similar warranties and options. The Selection Committee has recommended Henricksen as the preferred vendor. Henricksen offers a quality product at a fair and reasonable price that was the lowest cost amongst all of the submitted proposals. Their warranty meets CMAPs requirements and covers both parts and labor for 5 years. The proposed standing mat, keyboard tray and PC sling all meet the requirements of the RFP. This vendor, is experienced in integrating these desks with existing furniture systems.

It is requested that the Board approve the selection of Henricksen as the preferred vendor for this contract for a total project cost, not to exceed \$77,000. Henricksen's bid of \$39,316.67 was based on retrofitting forty-two (42) desk. However, to accommodate future requests to retrofit additional desks, CMAP is requesting approval to spend up to \$77,000. Support for this project is included in the FY18 Operating Budget.

ACTION REQUESTED: Approval

###