



To: Board of Directors  
From: Robert Zingelmann  
Date: February 27, 2018  
Subject: Recommendation of Contract Award

Region 4 ESC/TCPN held a bid opening on December 21, 2017 for RFP # 18-04 for **Ergonomic Solutions**. There were eight (8) proposals submitted:

- ErgoSquad
- Fellowes, Inc. dba ESI Ergonomic Solutions
- Institute of Health & Human Performance, Inc. dba: BIODINETIX
- Kay Davis Associates LLC
- Krueger International
- Neutral Posture, Inc.
- The HON Company LLC
- Varidesk, LLC

After careful review of all proposals, the Evaluation Team has determined that four (4) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

**CONSIDERATION**

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

**RECOMMENDATION**

The Evaluation Team recommends the following companies for award based on their response:

<b>Contract</b>	<b>Vendor</b>	<b>Term of Contract</b>
Ergonomic Solutions	Fellowes, Inc. dba ESI Ergonomic Solutions Krueger International The HON Company LLC Varidesk, LLC	Three (3) years with option of two (2) one year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Christine Dorantes  
Contract Manager

From: Robert Zingelmann  
Chief Financial Officer

Date: February 28, 2018

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on February 27, 2018 the following contract was approved as presented:

➤ **Ergonomic Solutions**

- Fellowes, Inc. dba ESI Ergonomic Solutions
- Varidesk, LLC
- The HON Company
- Krueger International Supplier(s)

Contract is effective April 1, 2018. If you have any questions, please let me know.



To: Dr. Pam Wells  
Executive Director

From: Robert Zingelmann  
Chief Financial Officer, Business/Operations Services

Date: February 28, 2018

Re: Ergonomic Solutions; RFP # 18-04

The Evaluation Committee has reviewed the responses and recommend that the following companies be awarded:

- Fellowes, Inc. dba ESI Ergonomic Solutions
- Varidesk, LLC
- The HON Company
- Krueger International

The recommended vendors submitted offers that were determined to be most advantageous to The Cooperative Purchasing Network (TCPN) members, based upon the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of TCPN members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.