



## The Mid Atlantic Purchasing Team (MAPT) Vehicle

### Local Cooperative Vehicle

**Contract:** MAPT IFB # 2105-42 Furniture (office, school, library, etc.) and Equipment

**Competitively Solicited & Awarded by:** MAPT, Howard County, MD lead Public Entity for Furniture

**Product Award:** Proposal 1 – Inscape System, Bench & Reform walls; Proposal 5 - Office Specialty

Period of Performance: January 1, 2016 to Dec 31, 2018; with 7 one year renewals

MAPT POC: Shelley Liby [sliby@howardcountymd.gov](mailto:sliby@howardcountymd.gov)

All documents: <http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-contracts>

### About

1. The Mid Atlantic Purchasing Team represents the memorandum of agreement between Baltimore Regional Cooperative Purchasing Committee (BRCPC) and the Metro Washington Council of Governments to work together to aggregate our buying power to even larger volumes.
2. **No fee to participate** from the public entity, but vender must report all sales and terms.
3. **No prior approval necessary** from MAPT for non-member public entities due to the contractual use of broad, sweeping cooperative terms that allows maximum participation.

### Instructions for use

1. **Quote and award must state the MAPT contract IFB # 2105-42**
2. The prices are for inside delivered and placed including removing packaging.
3. Quote must be to the public entity at the awarded discount and against the award pricer. Distribution partners may not mark-up the awarded prices; Inscape pays a rebate.
4. Installation (proposal 9) may be utilized as a separate line item in conjunction with proposal 1 items when building or set-up of the product is necessary in addition to un-boxing (e.g. systems furniture, Reform walls). Installation may not be used with Proposal 5 items.
5. All quotes must be summed per Proposal Number. (i.e. #1=\$9,474 net, #5=\$5,555 net)
6. There are no discount volume tiers.
7. An award may be issued to Inscape direct or in our distribution partner's name. Direct awards or the partner's Purchase Order to Inscape shall contain ONLY the awarded items at the awarded rates. If other non-contract items are quoted (e.g. Ergo, Seating) they should be at standard commercial rates and ordered with a separate PO that does not reference this vehicle.
8. No coordination or advance permission is necessary from MAPT for a non-member public entities to utilize this cooperative vehicle; reporting to MAPT will executed by Inscape post award.

Proposal	Discount / Rate	Pricer / Service
1	57%	2011 (+2013 addend.) Inscape Systems, 2013 Bench, 2011 Reform+ walls
5	56%	2011 Office Specialty
7	\$70/hr.	Design services (all quotes per hour in a multiple of this rate)
8	\$60/hr.	Reconfiguration services (all quotes per hour in a multiple of this rate)
9	\$60/hr.	Installation services (all quotes per hour in a multiple of this rate)



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION  
6751 Columbia Gateway Drive, Suite 501 ■ Columbia, Maryland 21046 ■ 410-313-6370

Darla H. Herbold, CPPO, Administrator, Office of Purchasing  
[www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing)

FAX 410-313-6388  
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November 19, 2015  
VIA EMAIL: [dpepersack@inscapesolutions.com](mailto:dpepersack@inscapesolutions.com)  
[bberndt@inscapesolutions.com](mailto:bberndt@inscapesolutions.com)

Dan Pepersack, Director of Government Sales  
Inscape  
221 Lister Avenue  
Falconer, NY 14733

Re: **Award Notification, Mid-Atlantic Purchasing Team (MAPT)**  
Invitation for Bids No. 2015-42, Furniture (Office, School, Library, Etc.) and Equipment

Dear Mr. Pepersack:

This letter is notification on behalf of MAPT that your firm is hereby awarded a portion of the contract for the subject Invitation for Bids. The items awarded to your firm are reflected on the attached Contract Award.

Be reminded that your firm may be required to provide Certificates of Insurance to participating entities under this contract naming the entities as an additional insured in accordance with the insurance provisions of the subject Invitation for Bids, Section D, number 11. You must maintain, in full force and current, the insurance coverage required under the terms and conditions of this contract while this contract is in effect, including any renewal terms.

A complete list of awards resulting from the subject solicitation will be available on the Baltimore Metropolitan Council website at [www.baltometro.org](http://www.baltometro.org) under Cooperative Purchasing. Payment terms are noted on the list of "Vendors Receiving Awards" and all awards are F.O.B. Destination, Inside Delivery. The participating entities will issue the necessary paperwork for each entity to use this contract.

Sincerely,

Darla H. Herbold, CPPO  
Purchasing Administrator

DHH:SJL:rlc  
Attachment



Howard County, Maryland  
 Office of Purchasing  
 Invitation for Bids No. 2015-42  
 Furniture (Office, School, Library, Etc.) and Equipment  
 on behalf of the



**CONTRACT AWARD**

November 19, 2015

Contract Period: January 1, 2016 – December 31, 2018  
 with 7 one-year renewal options

<i>Vendor and Discount</i>	<i>Manufacturer</i>	
Inscape 57%	Inscape	Proposal 1
Inscape 56%	Office Specialty dba Inscape	Proposal 5

Proposal 7	Design Services - The delivered and installed discounts include the original plus two design revisions. Additional revisions are charged at the design services hourly rate.	\$70.00 per hour
Proposal 8	Reconfiguration - (separate from the purchase) This must be one blended or average hourly rate. A quote will be obtained for each job.	\$60.00 per hour
Proposal 9	Installation - (integral to the purchase) for Systems Furniture, Industrial Shelving and Library Shelving.	\$60.00 per hour
Proposal 10	“Quick Ship” - Delivery and installation within 15 days ARO. (indicate the up charge/percent increase above standard discount for “Quick Ship” furniture and equipment).	

A complete list of awards resulting from the subject solicitation will be available on the Baltimore Metropolitan Council website at [www.baltometro.org](http://www.baltometro.org) under Cooperative Purchasing on or about January 1, 2016.