



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

**MEMORANDUM**

**TO: The Record**

**FROM: Carla A.B. Smith, CPPO, CPPB**

**DATE: December 2, 2022**

**RE: Recap Memo: RFP 5111**  
**K12 Classroom Furniture, Installation and Related Products and Services**

**INTRODUCTION:**

A Request for Proposal (RFP) for K12 Classroom Furniture, Installation and Related Products and Services was issued on **July 21, 2022**.

A pre-proposal conference was held on **August 4, 2022**.

Proposals were received until **August 31, 2022**. The following Offerors submitted proposals:

- Alumni Classroom Furniture, Inc.
- Delta Graphic
- Hertz Furniture Systems, LLC
- Krueger International, Inc.
- Lakeshore Learning Materials, LLC
- Media Technologies, LLC
- Melos, Inc.
- Meteor Education, LLC
- National Public Seating
- Paragon Furniture, Inc.
- School Outfitters
- Smith Systems Manufacturing Company
- The Hon Company, LLC
- VS America, Inc.
- Wenger Corporation

**COMMITTEE MEMBERS:**

A committee was developed and comprised of the following individuals to evaluate all proposals:

- Carla Smith, CPPO, CPPB, Procurement Coordinator, Virginia Beach City Public Schools

- Carey Underwood, Procurement Specialist, Virginia Beach City Public Schools
- David Kidd, Program Manager, GovMVMT Cooperative (non-voting)
- Gary Blount, NIGP-CPP, CPPB, Assistant Director, Cobb County School District
- Kevin Beardsley, CPO, CPPB, Director of Purchasing, Virginia Beach City Public Schools (non-voting)
- Kris Collora, NIGP-CPP, CPPB, Coordinator of Purchasing, Flagler Schools
- Melanie L. Webster NIGP-CPP, CPO, CPPB, Purchasing Director, Baltimore County Public Schools
- Tyler McCall, Program Manager, GovMVMT Cooperative (non-voting)

**SHORT LISTING:**

The committee members read all proposals and then met as a group on **October 6, 2022**, to discuss and evaluate them. It was decided that the proposals submitted for only a local award would not be evaluated since it was determined that a local award would not be beneficial to Virginia Beach City Public Schools. Level one evaluations were performed. Every Offeror was given full points for pricing because it was determined that a cost model would be too convoluted. Results from the level one evaluation were totaled and ranked as follows:

5111 - K12 CLASSROOM FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES									
NATIONAL Evaluation 1									
October 6, 2022									
	Criteria	Max Points	Alumni Classroom Furniture, LLC	Kroeger International, LLC	Lakeshore Learning Materials, LLC	Meteor Education, LLC	Paragon Furniture, LLC	The non Company, LLC	wenger Corporation
[REDACTED]	Qualifications & Experience	300	150	200	300	250	250	275	250
	Capability	300	150	300	275	300	300	300	275
	Project Methodology	200	0	200	200	200	200	200	175
	Price	200	200	200	200	200	200	200	200
	<b>Total</b>	<b>1000</b>	<b>500</b>	<b>900</b>	<b>975</b>	<b>950</b>	<b>950</b>	<b>975</b>	<b>900</b>
[REDACTED]	Qualifications & Experience	300	200	280	280	280	280	290	280
	Capability	300	200	250	270	250	250	250	250
	Project Methodology	200	100	175	175	180	150	180	150
	Price	200	200	200	200	200	200	200	200
	<b>Total</b>	<b>1000</b>	<b>700</b>	<b>905</b>	<b>925</b>	<b>910</b>	<b>880</b>	<b>920</b>	<b>880</b>
[REDACTED]	Qualifications & Experience	300	250	250	180	180	200	285	280
	Capability	300	200	200	220	180	200	285	280
	Project Methodology	200	100	100	125	130	100	195	190
	Price	200	200	200	200	200	200	200	200
	<b>Total</b>	<b>1000</b>	<b>750</b>	<b>750</b>	<b>725</b>	<b>690</b>	<b>700</b>	<b>965</b>	<b>950</b>
[REDACTED]	Qualifications & Experience	300	250	275	250	275	280	300	300
	Capability	300	250	275	250	275	280	300	300
	Project Methodology	200	100	175	150	150	175	175	175
	Price	200	200	200	200	200	200	200	200
	<b>Total</b>	<b>1000</b>	<b>800</b>	<b>925</b>	<b>850</b>	<b>900</b>	<b>935</b>	<b>975</b>	<b>975</b>
[REDACTED]	Qualifications & Experience	300	200	250	280	250	100	300	200
	Capability	300	150	200	250	225	75	275	200
	Project Methodology	200	75	100	175	190	50	200	100
	Price	200	200	200	200	200	200	200	200
	<b>Total</b>	<b>1000</b>	<b>625</b>	<b>750</b>	<b>905</b>	<b>865</b>	<b>425</b>	<b>975</b>	<b>700</b>
<b>AVERAGE SCORE</b>		<b>675</b>	<b>846</b>	<b>876</b>	<b>863</b>	<b>778</b>	<b>962</b>	<b>881</b>	

After careful consideration it was decided to shortlist to the top **TWO (2)** proposals.  
**The Hon Company, LLC and Wenger Corporation**

**INTERVIEWS AND NEGOTIATIONS:**

On **October 19, 2022**, VBCPS and GovMVMT met with the short-listed Offerors to discuss the redlines noted in their proposals. After completing discussions, a best and final offer was solicited.

**FINAL EVALUATIONS:**

After reviewing the events of the negotiations, the committee performed final evaluations on November **28, 2022**. The rankings were totaled and averaged. The results are listed below:

5111 - K12 CLASSROOM FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES				
NATIONAL Evaluation 2				
November 28, 2022				
	Criteria	Max Points	The Hon Company	Wenger Corporation
	Qualifications & Experience	300	275	250
	Capability	300	300	275
	Project Methodology	200	200	175
	Price	200	200	200
	<b>Total</b>	<b>1000</b>	<b>975</b>	<b>900</b>
	Qualifications & Experience	300	290	280
	Capability	300	250	250
	Project Methodology	200	180	150
	Price	200	200	200
	<b>Total</b>	<b>1000</b>	<b>920</b>	<b>880</b>
	Qualifications & Experience	300	290	285
	Capability	300	290	285
	Project Methodology	200	195	190
	Price	200	200	200
	<b>Total</b>	<b>1000</b>	<b>975</b>	<b>960</b>
	Qualifications & Experience	300	300	300
	Capability	300	300	300
	Project Methodology	200	175	175
	Price	200	200	200
	<b>Total</b>	<b>1000</b>	<b>975</b>	<b>975</b>
	Qualifications & Experience	300	300	200
	Capability	300	275	200
	Project Methodology	200	200	100
	Price	200	200	200
	<b>Total</b>	<b>1000</b>	<b>975</b>	<b>700</b>
<b>AVERAGE SCORE</b>			<b>964</b>	<b>883</b>

The committee decided to make the recommendation to award to **The Hon Company, LLC and Wenger Corporation**.