

Request for Proposal Receipt Form

RFP Specifications for:

**Licking County Board of Developmental Disabilities (LCBDD)
Office Furniture/Office Systems**

Proposer to complete this form prior to receiving an RFP packet. This form must be retained in the RFP folder to enable LCBDD to send updates and corrections to the RFP documents. Email the completed form to Gary Smith, gary.smith@lcountydd.org

Proposer's Company Name: _____

Address: _____

City/State/Zip: _____

Phone: (_____) - _____ - _____

Contact Person: _____

Contact Person's Email: _____

Date RFP Provided: _____ By: _____

**Licking County Board of Developmental Disabilities
Request for Proposals
Office Furniture/Office Systems**

Article 1 General Information

Project Owner: Licking County Board of Developmental Disabilities
116 N 22nd Street
Newark, OH 43055

Project Name: E.S. Weiant Center Renovation
116 N 22nd Street
Newark, OH 43055

Procurement Description: The Project includes consolidating facilities from two locations into one to be located at 116 N. 22nd St., Newark, Ohio. Upon renovation of the location, approximately 95 people will be operating from the location. The completed renovation will include systems furniture that will provide for a functional and collaborative working environment. Openness and natural light should be considered.

Procurement Estimate: \$450,000.00

Anticipated Schedule Milestones: Award Approval: TBD
Estimated Start of Delivery: January 17, 2019
Estimated Completion of Delivery: February 6, 2019

Article 2 Scope of Supply

General

The Scope of the Office Furniture/Office Systems ("Furniture") covered by this Request for Proposal ("RFP") is described in the **Scope of Supply** attached at **Exhibit A**.

The selected Proposer must supply the Furniture in accordance with the criteria set forth in this RFP.

Quality

The Furniture quoted must be of high quality and able to withstand daily use.

Functionality

The Furniture must be flexible and functional after initial set-up.

Warranty

The Proposer must provide written warranty coverage for all components of the Furniture, including but not limited to, chairs, panels, desks, surface tops, fabrics, electrical equipment, etc.

Article 3 Selection Process

General

The Proposer selection process will proceed as described under ORC Section 307.862(E), which states that the Owner may award a contract to the Proposer whose proposal is determined to be the most advantageous to the Owner, taking into consideration the evaluation factors and criteria included in this RFP.

Criteria for the Evaluation of Proposals

The Owner will use the following criteria to evaluate all Proposals:

1. compliance with all the minimum specifications of the Furniture;
2. track record of timely delivery
3. ability to install and maintain the Furniture;
4. ability to store Furniture before delivery, if needed;
5. additional options available for the Furniture;
6. durability and warranty information associated with the Furniture; and
7. overall cost.

| Criteria | Points |
|---------------------------------|---------------|
| Minimum Specifications | 15 points |
| Timeliness of Delivery | 15 points |
| Ability to Install and Maintain | 15 points |
| Ability to Store | 5 points |
| Additional Options | 10 points |
| Warranty and Durability | 20 points |
| Overall Cost | 20 points |

Selection Schedule

| | |
|--------------------------------|----------------------------------|
| RFP Posted and Distributed | June 6, 2018 |
| Deadline for written questions | June 30, 2018 |
| Responses to Questions | July 16, 2018 |
| Proposals Due | 4:00 pm on August 1, 2018 |
| Award Approval | TBD |

Article 4 Submission Requirements

Proposal Guarantee

Each Proposer must include a Proposal Guarantee with its Proposal in the form of a bid bond, certified check, cashier's check, or money order in the amount of five percent (5%) of the Total Proposed. The Owner will retain the Proposal Guarantee until after the contract is awarded and executed, at which time the Owner will release all submitted Proposal Guarantees.

Proposal Format

Proposers must use the **Proposal Form** attached at **Exhibit B**.

Description of Furniture

Each proposer must identify the Furniture it proposes to supply in accordance with the following format:

1. Overview of the Furniture; benefits, features, including minimum specifications as well as any other capabilities. Included in the overview, the Proposer must demonstrate how the Furniture is in compliance with the minimum specifications. If not in compliance with the minimum specifications, the Proposer must state why;
2. Installation of Furniture may occur in a series of phases; and
3. Proposers will provide a layout of the Furniture for all areas of the proposal and electrical configurations layouts which would represent electrical needs for the Furniture.

Submission Instructions

Each Proposer must submit one original and three copies of its Proposal in a sealed envelope by no later than the above indicated "Proposals Due" date and time.

The Owner will accept Proposals by mail or drop off only. Electronic submissions will not be accepted.

The sealed envelope containing the Proposal must be clearly marked on the outside as follows:

Mail: Licking County Board of Developmental Disabilities
Office Furniture/Office Systems RFP
Attn: Gary Smith
P.O. Box 4910
Newark, OH 43058-4910

Drop Off: Licking County Board of Developmental Disabilities
Office Furniture/Office Systems RFP
Attn: Gary Smith
195 Union St.
Newark, OH 43055

Submission Delivery

Any Proposal received after the deadline will be not be considered and will be returned to the Proposer unopened. Direct any questions regarding the competitive proposal process to Gary Smith, CFO/Director of Finance at gary.smith@lcountydd.org.

Article 5 General Provisions

1. *Questions/Inquiries.* Any questions must be submitted only in writing by email to Gary Smith, CFO/Director of Finance, LCBDD gary.smith@lcountydd.org, no later than the above-stated deadline for submission of written

questions. Answers to any questions will be emailed to all Proposers which have provided an email address to the Owner.

2. *Contact with the Owner.* Proposers (including their anticipated consultants) which are considering responding to this RFP are strictly prohibited from communicating with the Owner or any member of its staff except **(1)** as otherwise explicitly provided in this RFP or **(2)** in the normal course of business under an existing contract with the Owner.
3. *Cancellation and Rejection.* The Owner may reject all Proposals and cancel all or any portion of this solicitation at any time for any reason. The Owner will have no liability to any Proposer arising out of any cancellation of this solicitation or rejection of any related submission. The Owner may waive minor variations in the selection process.
4. *Right to Reject.* The Owner reserves the right to reject any Proposal for the following reasons:
 1. The Proposer takes exception to the terms and conditions of the RFP;
 2. The Proposer fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; and/or
 3. The Proposer submits prices that the Owner considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Owner.

The Owner reserves the right to reject, in whole or in part, any proposal that the Owner determines, using the criteria listed in **Article 3**, would not be in the best interest of the county.

5. *Owner Reserved Rights.* Owner reserves the right to: **(1)** reject any and all proposals, to postpone the Proposer selections, and re-solicit or cancel the competitive process if it is deemed in the best interest of the Owner; **(2)** reject any additional information from any and all Proposers; **(3)** subject the execution of the contract to procure to the availability of funds in the negotiation of terms with the Proposer; **(4)** enter into negotiations with any or all Proposer(s) based upon the Proposals received; and **(5)** waive liability for reimbursement of any costs incurred by Proposers responding to the competitive bidding process.
6. *Communications.* The Owner may conduct discussions with any Proposer who submits a Proposal for the purpose of clarification or corrections regarding the Proposal to ensure full understanding of and responsiveness to the requirements specified in the RFPs.
7. *Definitions.* Terms not otherwise defined but which are used in this RFP are defined according to ORC Chapter 307, and related statutory and regulatory provisions.
8. *Proposal Revision.* If the Owner requests a clarification of any Proposal, the Proposer must submit the clarification in writing to the Owner by the date specified in the request but no later than the date scheduled for the Proposer's interview (if any).
9. *Applicable Law and Forum.* The rights of any Proposer or any party to a subsequent contract shall be governed by Ohio law, and only the Municipal court or Common Pleas Court of Licking County, Ohio, will have jurisdiction over any action or proceeding related to the Proposal or any subsequent contract. The Proposer irrevocably consents to that venue and jurisdiction.
10. *Computing Time.* When the RFP refers to a period of time by a number of days, it excludes the first day and includes the last day of the period. If the last day of the period falls on a Saturday, Sunday, or a legal holiday,

that day shall be omitted, and the period shall end of the next day which is not a Saturday, Sunday, or legal holiday.

11. *Public Records.* Documents submitted to the Owner in response to the RFP are public and will be available for inspection under ORC Section 149.43 after announcement of the selected Proposer. The following information shall remain confidential and will not be released: **(1)** Proposal Form(s), except for subtotals for cost categories (if any); **(2)** Surety letters showing bonding capacity; and **(3)** insurance certificate(s).

4818-3112-1254, v. 1
Version 2 GLS

**Scope of Supply
Office Furniture/Systems Furniture
Licking County Board of Developmental Disabilities**

Work Stations:

Quantity of (62) 6' X 8' workstations to include:

50" high tack-able acoustical fabric panels with 8" frameless glass stackers on all panels. No power in panels.

(1) 24" X 96" work surface with (1) mobile box/file pedestal with cushion top and handle.

(1) Fixed file/file pedestal

(1) 24" X 48" electrical height adjustable (sit to stand) table

(1) clamp on Axil power/data module

(1) Ergonomic Task Chair

Private Offices (19 offices):

(1) 36" X 72" single pedestal desk with box-box/file pedestal.

(1) 30" X 48" electrical height adjustable (sit to stand) table.

(1) Ergonomic Task Chair

(2) Mesh back side chairs with casters

For inclusion in 14 of the offices as described above:

(1) 30" diameter conference table

(2) Mesh back side chairs with casters.

Conference Rooms (5):

(4) 24" X 72" Mobile flip-top, easily configurable tables, per room.

(12) 4 leg mesh back nesting chairs on casters, per room.

(2) clamp on power/data modules, per room.

(1) 60" wide storage credenza.

Large Conference Room (1):

(16) 24" X 72" Mobile flip-top, easily configurable tables.

(45) 4 leg mesh back nesting chairs on casters.

(8) clamp on power/data modules.

(2) 60" wide storage credenzas.

Break Room (1):

(6) 36" diameter tables.

(24) plastic stack chairs.

Multipurpose Room (1):

(90) high density armless polypropylene stack chairs, no arms.

(1) 8' X 16' Portable stage.

Lobby (1):

(11) high density armless polypropylene stack chairs, no arms.

(2) size appropriate tables for lobby area.

Receptionist Work Area (1):

- (1) 30" X 48" electrical height adjustable (sit to stand) table.
- (1) Table adjoining the work surface sized for the available space.
- (1) Ability to have 2 or monitors in the immediate work area.
- (1) File drawers as appropriate for work area.
- (1) Ergonomic Task Chair

Huddle Rooms (3):

- (1) 42" diameter table, per room.
- (5) height appropriate chairs, per room.

Mother's Room (1):

- (1) Lounge chair
- (1) Side table
- (1) Mirror
- (1) Lamp
- (1) Dormitory style refrigerator/freezer combination.
- (1) Special height panels with doors.

Accommodated Room (1):

- (1) 24" X 96" work surface with (1) mobile box/file pedestal with cushion top and handle.
- (1) Fixed file/file pedestal
- (1) 24" X 48" electrical height adjustable (sit to stand) table
- (1) clamp on Axil power/data module
- (1) Ergonomic Task Chair

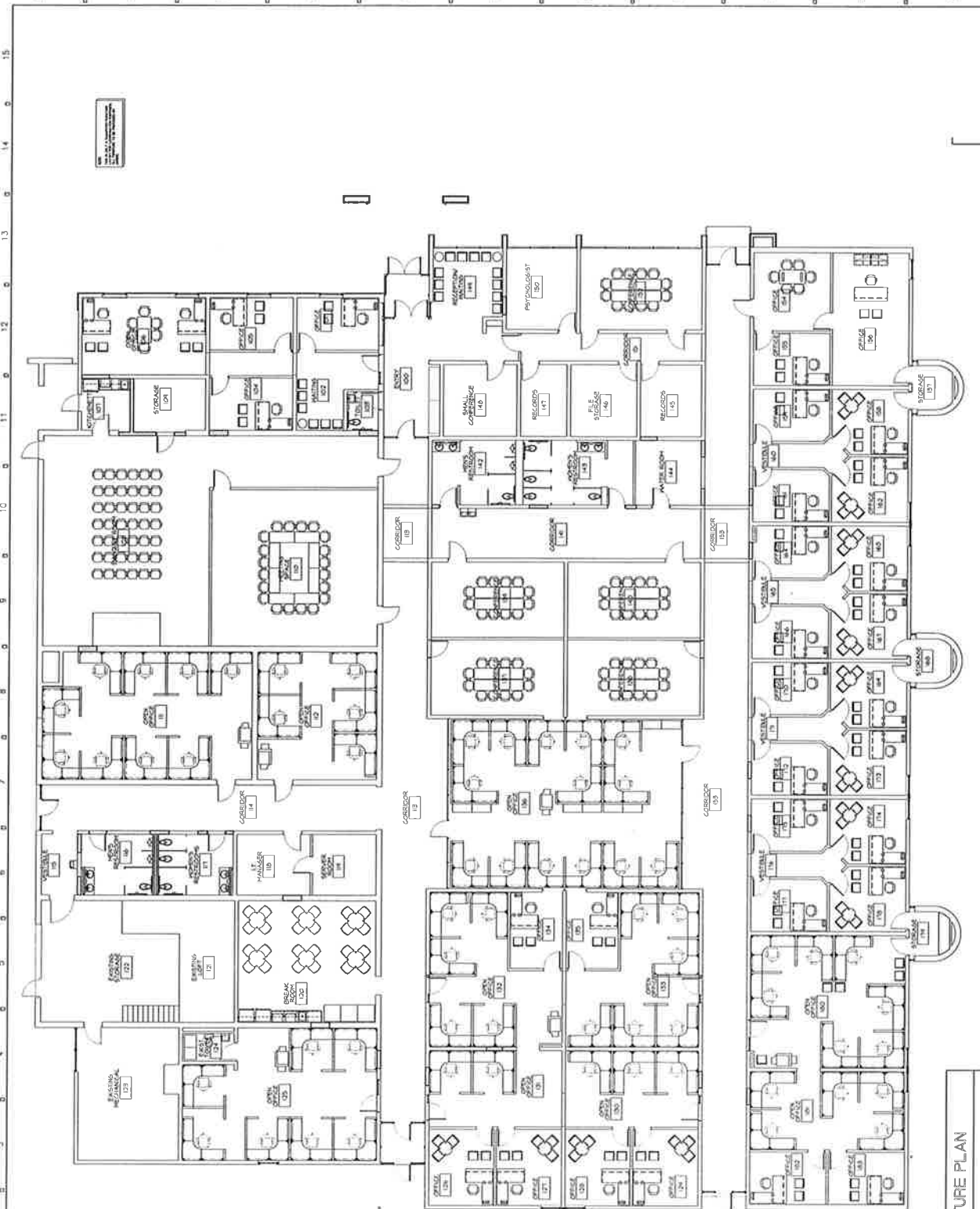
Miscellaneous Accessories:

- (1) Podium for multipurpose room.
- (6) Glass mark-able/erasable glass boards (quote as alternate traditional white boards).
- Stacking chair dolly's – quantity appropriate based on number of stackable chairs.
- (4) configurations for hallway collaboration: (4) lounge chairs and table.
- Background noise that serves as a mean to make conversations less audible at a distance

Demonstration models to be set up and made available for board staff to view at a site to be determined by the Licking County Board of Developmental Disabilities.

Delivery and Installation.

STATEMENT OF PROJECTS - ALL RIGHTS RESERVED



A1 FFURNITURE PLAN
 SCALE: 1/8"=1'-0"

PROJECT TITLE: FURNITURE PLAN
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DATE: 12/17/17
 PROJECT NO: 17-10001-00-01

LIICKING COUNTY BOARD OF DEVELOPMENTAL DISABLES BUILDING ALTERATIONS
 ARCHITECTS: **Wachtel & Meunier**
 ARCHITECTS/PLANNERS INC.
 116 NORTH 22ND STREET
 WHEELING, OHIO 44093
 PHONE: (330) 474-4224
 FAX: (330) 474-4225
 WWW.WACHTELMEUNIER.COM



DATE: _____
 REVISIONS: _____

**Proposal Form
Office Furniture/Systems Furniture
Licking County Board of Developmental Disabilities**

Please complete the following for your Proposal. You may attach additional information/documents if necessary.

1. Bidder Information

| | |
|------------------------|--|
| Company Name: | |
| Street Address: | |
| City, State, Zip Code: | |
| Website: | |
| Contact Person: | |
| Phone: | |
| Email address: | |

2. Description of the Furniture you propose to supply:

3. Describe your track record of timely delivery:

4. Describe your ability to install and maintain the Furniture, if needed:

5. Describe your ability to store the Furniture before delivery:

6. Describe additional options available for the Furniture:

7. Provide the durability and warranty information associated with the Furniture:

8. Provide the Total Proposed Price (in words and numerals) for all Furniture including installation, set-up, training, warranty, etc.

9. Provide the necessary lead time for ordering, delivery, and installation of all Furniture:

Representations. By submitting a Proposal, the Proposer represents and warrants that: (1) it is familiar and in compliance with all Applicable Law concerning nondiscrimination including without limit Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1983, Ohio Revised Code Sections 153.59, 153.591, and 4112.01, and all subsequent amendments; (2) it is familiar and in compliance with all Applicable Law concerning ethics including without limit Ohio Revised Code Sections 102.04 and 3517.13, and all subsequent amendments; and (3) it has no unresolved finding for recovery against it issued by the Auditor of the State of Ohio on or after January 1, 2001, except as permitted under Ohio Revised Code Section 9.24(F); (see www.auditor.state.oh.us to confirm).

Proposal Documents. The Proposer must include with this Proposal Form:

1. the **Vendor Affidavit** attached to this form at **Exhibit 1**
2. the Proposal Guarantee (see RFP)

Company Name

Signature

Date _____

VENDOR AFFIDAVIT FORM

Project Name: _____

Non-Delinquency of Personal Property Taxes:

The undersigned being duly sworn, if a contract is awarded to you, states that we (the Vendor) are charged at the time the bid was submitted and delinquent property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent property taxes on any such list. Nor do I have any debt owed to the State of Ohio.

Non-Discrimination and Equal Employment Opportunity:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or nation origin. If awarded the bid and/or contract under this proposal, said party shall take affirmative action to insure that are employed and that employees are treated during employment, without regard to race, religion, color, sex, or national origin. If successful as best and lowest bidder under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the by assurances found in Section 153.54 of the Ohio Revised Code in contract provisions with the owner if selected as the successful bidder by LCBDD.

Non-Collusion:

That the bid being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agree to directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; have not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, to secure advantages again the Licking County Board of Developmental Disabilities or any person or persons interested in the proposed contract; that all statements contained in said proposal of bid are true, and that, such bidder has not directly or indirectly submitted this bid, or contents thereof, or divulged information or data relative thereto to any other potential information or date relative thereto to any other potential bidder. Further affiant states that no LCBDD employee has any financial interest this company or the bid being submitted.

That we do hereby affirm that the above statements to be true and in consideration of the award of the aforementioned contract, that above statements are incorporated in said contract as a covenant of the undersigned.

Company Name

Company Tax I.D. Number

Bidder/Vendor Signature

Print Name & Title

Sworn to before me and subscribed in my presence this _____ day of _____, 20_____.

Notary Public Signature
4819-2589-2198, v. 1

Date Commission Expires