



Request for Proposal for Decatur-Macon County Opportunities Corporation

For: Furniture, Office & Lounge, Non-Modular, & Files

Event	Date	Time
Bidder's Electronic Questions Due Date	August 19, 2020	4:00 PM
Voluntary Site Visit request due date	August 19, 2020	3:00 PM
Bid Submission Due Date	August 31, 2020	4:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the DMCOC website.

Project Overview

Through this Request for Proposal (RFP), the Decatur-Macon County Opportunities Corporation (DMCOC) is seeking to engage a qualified vendor to provide furniture, including delivery and installation services, for their offices and lobby located at 365 E Marietta St, Decatur, IL 62521. The scope consists of furnishing several offices, a Senior Center, and conference rooms in their new location which includes a shared lobby space which will need to be costed out separately for material, labor, and installation. **Installation will commence approximately October/November 2020.**

Scope of Work

This RFP contains multiple attachments to communicate the basis of design. Base specifications for the desired furnishings are described on Attachment A & C ((A) Furniture Specification Table for DMCOC & (C) Shared Space furniture Specification Table for Shared spaces). Floor plans showing the intended furniture layout as well as private office and work station typicals are on Attachment B & D ((B) Furniture Layout for DMCOC & (D) Furniture Layout for Shared space).

The manufacturers and models identified on Attachment B & D represent the basis of design for these projects. **Please note that proposals deviating from the basis of design described on Attachment B & D will be rejected. Respondents must satisfy the base bid in full for alternates to be considered.** If a vendor wishes to propose furniture from alternate manufactures or of alternate designs, such alternates must be submitted with the final RFP submission and indicated on Attachment A & C. Alternate furnishings must be equal or better quality in comparison to the base specification. To propose an alternate to the base bid, vendors must provide the following information regarding the proposed alternate:

1. Provide manufacturer, model, and pricing in designated columns on Attachment A & C.
2. Provide line-item breakdown (bill of materials) for all alternates proposed. This should cover individual attributes of each alternate including but not limited to finishes, upholstery grades, and model numbers.
3. Assuming the alternate is being proposed as a cost-saving opportunity, please provide overall projects savings per line-item in designated column on Attachment A & C.
4. Colored cut sheet/brochure of the proposed alternate.

5. A detailed description of how the proposed alternate is equal to the base bid specification as well as *how it isn't*. Any difference between the original specification and the proposed specification should be clearly outlined. Attach description directly to colored cut sheet & line-item breakdown.

The successful respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at DMCOOC at 365 E Marietta St, Decatur, IL. The office is accessible by a street-level entrance.

Respondent will be responsible for supervising the performance of the Scope of Work, including performance by any furniture related subcontractors. Respondent is responsible for overseeing product orders, deliveries, installations, punch-list, and reasonable cleanup activities. DMCOOC will conduct the final walk through upon completion of the project to ensure the furniture package was delivered and installed as anticipated by DMCOOC.

An electronic copy of the furniture plans and an electronic copy of Attachment A & C will be made available to vendors upon request only after we receive a Letter of Intent (Attachment E) signed by a company officer and sent to Karla Jordan, DMCOOC. Please send the completed form to the following e-mail address: kjordan@dmcoc.org. Once furniture order is complete, vendor will provide final furniture installation drawing (floor plan) in both .pdf and .dwg format to DMCOOC.

Furniture quantities are already determined and indicated on both Attachment A & C and the line-item cap spec included with the bid. Quantities are based on DMCOOC's proposed furniture plan (Attachment B & D). Corporation may adjust these quantities to meet their needs as required. Additionally, the successful vendor must agree to hold project pricing for the duration of one (1) year after project completion in the event DMCOOC finds they need to order additional pieces to supplement the floor plan.

Upon the award of the project, the successful vendor will work with the specifying designer to select any remaining finishes and upholsteries. Successful vendor shall provide a full set of color brochures for all lines specified to DMCOOC for record.

Project Timeline

Respondents to this Request for Proposal must provide a schedule which shows:

- Time from order date to receipt of furniture at proposer's warehouse
- Duration of installation (scheduled to be installed during October/November 2020)
- Vendor shall notify DMCOOC no later than two (2) business days prior to delivery and installation of the furniture, delivery notification shall be made to Karla Jordan at kjordan@dmcoc.org. Furniture delivery and installation must be carried out between 8:00 a.m. and 4:00 p.m. on weekdays, or at other times by mutual agreement. If for whatever reason the delivery is postponed beyond the target completion date of November 2020, the successful vendor shall cover monthly storage costs for up to but not more than one month.

DMCOOC may conduct interviews with one or more finalists to determine the successful vendor. DMCOOC's objective is to award the proposal to one vendor. That being said, DMCOOC reserves the right to make awards to multiple vendors on an item-by-item or item group basis. All parties responding to this RFP do so at their own expense. DMCOOC assumes no responsibility or liability for costs associated with responding to this RFP.

Through this RFP, DMCOOC has not committed to undertaking the work set forth. DMCOOC reserves the right to reject any and all proposals (wholly or in part), to call for new proposals, amend scope of services, or to enter into negotiations with one or more respondents if DMCOOC deems it is in their best interest. DMCOOC reserves the right to make those decisions after receipt of responses. DMCOOC's decision on these matters is final.

EVALUATION CRITERIA

Vendors are advised that only complete proposals for all line-items specified will be accepted. Partial or incomplete proposals will void the proposal in its entirety. Each proposal will be reviewed, and a determination will be made based on the following factors:

- Professional ability, capacity, and skill of the vendor to perform the work as outlined in Scope of Work
- Cost
- Ability to perform work within time constraints without delay or interference
- Previous experience working in commercial office buildings
- Availability of all products
- Ability to meet specifications set forth in the Scope of Work
- Recommendations by references
- Conformity to provided base specification
- Other pertinent information submitted
- Minority business participation

	POINTS
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS	20
Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performances, quality and relevance of past work, references, and related items.	
QUALIFICATIONS OF PERSONNEL	10
Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	
SCHEDULE AND PRODUCT AVAILABILITY	30
Proposal completeness, clarity of the schedule and product availability will all be considered.	
BUDGET APPROACH/COST EFFECTIVENESS	40
Effective and efficient delivery of quality services is demonstrated in relation to the budget allocations. The allocations are reasonable and appropriate.	

INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

1. Potential proposers are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal. The office space should be bid separately from the shared space (Lobby) as noted in the Scope of Work.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All cost associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the proposer. DMCOC assumes no responsibility for such cost.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. Proposals misdirected to other locations, or that are otherwise not present at the DMCOC office by the submission deadline for any cause will be determined to be late and will not be considered. For the purpose of this requirement, the official time and date shall be that of the time clock in the reception area of the DMCOC lobby.
7. All proposals should identify the proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Proposers should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
8. All proposals must include the proposer's FEIN and/or Social Security number as evidenced by a W9, downloadable from <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of DMCOC.
10. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by DMCOC, which may use any such materials and ideas.
11. Interested parties are instructed to peruse DMCOC's website (www.dmcoc.org) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. The company reserves the right to award to one or more Proposers.

PROPOSAL REQUIREMENTS

In order to be considered responsive, proposals must at a minimum contain the following:

Technical Proposal Elements

General Firm Information

Provide a brief description of your firm, including the following information:

1. Company profile including legal name, company history, and organizational structure
2. Names of all officers, directors, or parties of the firm
3. Address of all offices of the firm
4. Number of employees of the firm

Experience and Resources

1. Describe your firm and its capabilities. Indicate your capacity to provide the furniture items and related services described in the Scope of Work.
2. Identify specific members of the project team that will be providing services to DMCOC. Provide appropriate background information for each such person as well as contact information including e-mail address and telephone number.
3. Please provide at least three (3) references (including a company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar work within the past three years.
4. Please indicate in-house or contracted installation and services. If in-house, indicate number of installation/service staff. If contracted, please list contractor(s) and length of relationship(s) or volume of work completed within the past three years. Please also indicate estimated installation time for project layout.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or

investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

Furniture Specifications

1. Provide completed Furniture Specification Tables (Attachments A & C). This should include any proposed alternates as well as discount structures and lead times for all proposed lines in the designated columns.
2. Provide a line-item breakdown featuring a full bill of materials that includes each item listed on Furniture Specification Tables (Attachments A & C). This should cover individual attributes of each specified piece including but not limited to finishes, upholstery grade, model numbers, and other notable features that could affect cost (i.e. arm type, casters, lumbar support, etc.).
3. Provide manufacturer warranties for all proposed line items. The selected vendor shall be responsible for warranty labor for the time stated in the manufacturer's written warranty.

Cost Proposal

Please provide a cost proposal for the Scope of Work using the Furniture Specification Tables attached (Attachments A & C). Include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation and clean-up (including the removal of non-recycling and recycling waste materials which includes but is not limited to : dimensional and palette wood, plastics, rigid foams, padding, and metals), related services and any other costs or fees that may be incurred in the performance of the Scope of Work. Delivery and Installation cost should be broken out as a separate line item on Furniture Pricing Tables (Attachments A & C). Should the respondent feel that after hours or weekend work will be required to complete the project on time, please make any necessary adjustments to your labor cost to reflect this possibility and , if applicable, include hourly overtime rates. DMCOC is exempt from Illinois Sales Tax. An Exemption Certificate will be provided with the order.

Bid Acceptance/Rejection

DMCOC reserves the right, without prejudice, to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted and to accept any part of a bid/proposal as deemed to be in the best interest of the Agency. Such rejection must be based on sound, documented reason.

Bids/proposals must be dated and time stamped by the soliciting purchasing office on or before the date and time that the bid/proposal are due. Bids/proposals date and time stamped in another office will be rejected. Receipt of a bid/proposal by the mail system does not constitute receipt of a bid/proposal by the purchasing office.

Final Selection

DMCOC will select Contractor(s) whose bid is most advantageous to the program, unless DMCOC determines it is in the best interest of the program to award the contract to other than the low bidder.

It is anticipated that supplier(s) will be selected and notifications made by August 6, 2020 in accordance with the timetable established on the front cover page.

PROPOSAL SUBMISSION

Responses to this RFP are **due by Monday, August 31, 2020 by 3:00 p.m.** One (1) electronic (PDF) version on a thumb drive and three (3) printed copies of the completed proposals must be mailed or hand-delivered in a sealed envelope marked:

Decatur-Macon County Opportunities Corporation (DMCOC)
Attention: Office Furniture Supply, Delivery, and Installation RFP
1122 E Marietta St
Decatur, IL 62521

Note: No phone calls and late responses will be accepted and responses received via electronic submission only will be disqualified.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Karla Jordan at kjordan@dmcoc.org no later than Wednesday, August 19, 2020 at 4:00 p.m. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.dmcoc.org on Monday, August 24, 2020 to ensure equal awareness of important facts and details.

Decatur-Macon County Opportunities Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Decatur-Macon County Opportunities Corporation reserves the right to reject any or all proposals for not complying with the terms of this RFP.