



Request for Proposals
RFP BID # 25-004

OFFICE FURNITURE AND RELATED SERVICES

RFP Release date **Feb 7, 2024**

Question/ Clarification Submittal
Deadline **Feb 21, 2024**

Proposal Deadline **2:00 PM March 7, 2024**

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I

Introduction/Overview

The City of Powder Springs is seeking proposals from qualified proposers with expertise and experience in providing delivery and installation of furniture, fixtures and equipment (“FFE”). The successful proposer will assist the City and our A&E firm with its plans to furnish our newly constructed and renovated City-owned building located at 4483 Pineview Drive, Powder Springs, GA. The successful proposer will need to work closely with both the City and A&E Firm to deliver and install an array of misc. furniture to fit the office space.

Schedule

The following estimated timeline should be used as a working guide for planning purposes. The City reserves the right to adjust the schedule as required during the course of the solicitation process. The City will make good faith efforts to notify potential proposers of adjustments to the schedule; however, ultimate responsibility for obtaining notice of changes lies with the proposers. Any changes to the proposed schedule will be listed at: cityofpowdersprings.org.

Ad to the MDJ	Feb 3
Publish in MDJ, on the website and Georgia Registry	Feb 7, 14
Pre-Bid on site at 1:00PM	Feb 18
Questions due	February 21
Answers to Questions	February 28
Proposal/Bid due	March 7
Review by city stakeholders	March 10=14
Council approval	March 17
PO issued and contract signed	March 18-21
Order furniture (following PO)	March 19-24
Begin FFE move in (& install signage)	June 16 (12 th week from 3/24)
Complete FFE move in	July 17
AV/IT contractor work period	June 19 – July 15 (completed AV work)

Cost Incurred by Proposers

The City is not liable for any costs incurred by prospective proposers in the preparation of submitting a proposal in response to this RFP, in presentation of the proposal or any other activities related to responding to this RFP.

Evaluation of Proposers

An Evaluation Committee will examine proposal response to eliminate those which are



determined non responsive to the stated requirements. The Evaluation Committee will then evaluate proposal responses and make recommendations of the top ranked proposer for contract award. The Evaluation Committee will apply the evaluation criteria set forth in the RFP or in any addenda issued. A detailed evaluation that follows the initial examination may result in a more than one finalist. The Evaluation Committee may request additional information, request an interview, request a presentation, or request revised or best and final offers. Should interviews or presentations become necessary, the City will contact the top scoring firm(s) from the evaluation to schedule a date and time. The City reserves the right to invite some, all, or no proposers for interviews. At the conclusion of the interviews, if any, the Evaluation Committee will conduct final scoring of the proposals and will select one or more of the top ranked proposers to submit best and final offers. The Evaluation Committee will recommend for contract award the proposer(s) whose proposal fully complied with all of the proposal requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost-benefit, based on the criteria stipulated herein.

Please identify the product that you may expect to require more lead time beyond the 12 weeks provided in the schedule. If you anticipate that the product will not be available when move in begins on June 16, or by required move in completion on July 18, please specify the product in the proposal. Additionally, please specify in the proposal a like-kind alternative product for the city to consider.

Evaluation Scoring Measures

The Evaluation Committee will evaluate proposals received on the following factors.

Product Pricing	15 Points
Product Quality	20 Points
Product Availability, Delivery, Installation and packaging debris removal	20 Points
Qualifications and Experience	25 Points
Customer Service and Support	20 Points

Proposal Accepted

Each proposer submits its proposal with the understanding that the acceptance in writing by the City of the offer to furnish the services requested shall constitute a contract between the proposer and the City, which shall bind the proposer to furnish the services, in the manner offered in the submission, at the rates accepted, and in accordance with conditions and requirements of the City. A formal contract and/or purchase order will be signed between the City and the successful proposer. Each proposer submits its proposal



with the understanding that nothing in this solicitation shall be construed to require the City to award a contract. With the proposal submission, the proposer must indicate that it is prepared to enter into a contract with the City in accordance with the terms and conditions set forth in this solicitation, any addenda, and the proposed contract. Submissions shall be valid for a minimum period of sixty (60) from the date of the opening of the submission. Proposals must be complete and adhere to all requirements. Incomplete and nonresponsive proposals will be disqualified.

Request for Clarification and Questions

If any person submitting a proposal is in doubt as to the true meaning of any part of the Scope of Work, other RFP documents, or finds discrepancies in or omissions from the specifications, they may submit to kaxt@cityofpowdersprings.org a written request for an interpretation or correction no later than 2:00PM February 21, 2028. Only written requests will be accepted. The person submitting the request will be responsible for its prompt delivery and verification of delivery. The request must be fully supported with detailed information and reference to a section of the proposal, if applicable, to assist the City in determining whether the request is or is not valid. Any corrections or changes to this RFP will be distributed to recipients who submitted the "Addenda Request" at the address provided. Verbal questions will not be answered, thus preventing an unfair advantage to any Proposer.

II

Background/Details

The City is in the process of constructing and renovating a city building that will create enough physical space for employees to work safely and comfortably. Second, it will allow City employees to be sited more effectively - the new building will consolidate Municipal Court, all administrative services, economic and community development functions together in the same facility. Third, the new site will create opportunities for parking for businesses and visitors to the City in the new parking deck.

The selected proposer(s) will be responsible for conducting a site visit to assess the space and requirements and preferences, coordinating with the City's project manager and A&E firm to ensure that the FFE meets all relevant standards and specifications, and managing the project timeline and budget. In addition, the proposer(s) must provide a comprehensive list of office furniture products with applicable discounts, warranty information, supporting product



descriptions, images, and certifications. The proposer(s) should ensure that their offerings meet industry standards for durability, safety, and sustainability, while providing ergonomic design features specified by the A&E and effective customer support services throughout the procurement process.

The proposer(s) will be responsible for coordinating and executing all aspects of the delivery, installation, and disposal of products (including packaging materials), as well as providing necessary training and documentation. They must ensure that products meet industry standards and are backed by a warranty, adhere to safety practices, and manage the disposal of products at the end of their useful life, all while ensuring compliance with applicable laws, regulations, and the City's requirements. It is essential that the selected proposer(s) uphold high standards of quality and timeliness while fostering transparent and effective communication throughout the project.

General Requirements

The selected vendor shall provide:

- A. The ability to coordinate between our design firm and the City, as well any pertinent parties regarding project timelines.
- B. The ability to recommend valued options (alternative designs) that may improve efficiency, expedite the schedule, or reduce overall costs for the City.
- C. The ability to identify, acquire, and submit all necessary approvals required prior to ordering/delivery/installation.
- D. Completed forms within this packet.

III

SCOPE OF WORK

Overview:

To provide FFE, including delivery and installation services (including packaging debris haul away), tailored to the specific needs and requirements of the project. The proposer shall collaborate closely with the City project manager and A&E to ensure that the proposed product meets all relevant standards and specifications while accommodating any unique preferences or needs. The proposer is responsible for managing the project timeline, budget, and compliance requirements, ensuring a seamless and satisfactory completion of the project. The proposer(s) must also be responsive to any concerns or questions raised by the City throughout

the project and ensure a seamless and satisfactory completion of the project. The furniture desired would include but not limited to:

1. Private offices
2. Cubicle style work areas
3. Break out/open space areas
4. Conference room furnishings
5. When applicable coordinate with the City and A&E firm to conduct a site visit to assess the space and requirements, taking into account the existing infrastructure, layout, and any specific needs or preferences of the City.
6. Work with the A&E firm that is designing the office renovation to integrate your product with the developing design concepts that meets the City's requirements and preferences, including furniture selection, color schemes, material choices, ergonomics, and space utilization.
7. Coordinating with the City project manager to ensure that the furniture meets all relevant standards and specifications, addressing any concerns or modifications as needed.
8. Providing a project timeline that includes milestones for delivery, and installation, ensuring that the project stays on track and within the agreed-upon timeframe.
9. Providing an estimated budget for the delivery, and installation of the furniture and furnishings, and any contingencies.
10. The proposer shall be responsible for all aspects of the selection and procurement of all furniture, fixtures, and equipment necessary to complete the project. The proposer shall coordinate with the City project manager & A&E to ensure that all furniture, fixtures, and equipment meet the City's requirements and standards.
11. The proposer shall collaborate with the City to accommodate any specific needs or preferences, such as accessibility, sustainability, or technology integration, ensuring that the design created by the A&E Firm is tailored to the unique requirements of the City.

12. The proposer shall be responsible for ensuring that the furniture is completed on time, within the negotiated and approved budget, and to the satisfaction of the City. The proposer shall provide regular progress updates and be responsive to any concerns or questions raised by the City throughout the process.
13. In the event that any issues or discrepancies arise during the installation process, the proposer shall work closely with the City to promptly address and resolve any concerns, ensuring that the final project meets the City's expectations and requirements.
14. Provide Government Price List for Product
15. Provide projected deliverables, Installation, and Maintenance
16. Provide Specifications and quality of your product.
17. Provide setup and assembly
18. Provide Communication and Coordination
19. Provide Training and Documentation
20. Provide Warranty and Maintenance
21. Provide Disposal and Recycling services
22. Provide Safety and Insurance
23. Provide Final Inspection and Touch-ups
24. Coordinate with City and A&E Staff to create a task order/ project timeline

Evaluation Criteria

Criterion	Analysis Questions	Point Value
Product Pricing	<ul style="list-style-type: none"> • How competitive are the proposed prices compared to similar products and services in the market? • Does the proposal offer any discounts or incentives for bulk purchases? • Is there an online catalogue with up-to-date pricing? • Are there any hidden costs or fees that may affect the overall cost 	15

Product Quality	<ul style="list-style-type: none"> • Does the proposed furniture possess certifications from recognized industry bodies, such as BIFMA (Business and Institutional Furniture Manufacturers Association) or ANSI (American National Standards Institute)? • If no BIFMA or ANSI certifications are provided, what certifications or testing results are provided to support quality/durability claims? • What is the warranty offered on the proposed products? 	20
Product Availability, Delivery and Installation	<ul style="list-style-type: none"> • Does the proposer have a reliable supply chain for product availability? • Is the proposer experienced in delivering and installing furniture as required? • Does the proposer have a standard operating procedure for delivery and installation? • Are there any additional costs associated with delivery and installation? • Does the proposer have online access to available products, including pricing, warranty, pictures, descriptions? 	20
Qualifications and Experience	<ul style="list-style-type: none"> • Does the proposer have relevant experience in providing furniture procurement, installation, and design services? • Did the proposer provide a portfolio of previous projects or a list of references? • Are the proposer's staff trained in their respective roles? • Is the proposer knowledgeable about industry trends and best practices? 	25
Customer Service and Support	<ul style="list-style-type: none"> • Does the proposer have a clear and efficient communication plan for addressing inquiries and issues? • What is the proposer's response time for customer inquiries or support requests? • Are there any testimonials or feedback from previous clients to support their customer service claims? • What ongoing support, such as maintenance and repairs, does the proposer provide after the installation is complete? • Does the proposer offer training or guidance on proper use and care of the furniture and products? • Is there a dedicated account manager or point of contact for the Agency throughout the project? 	20
Total Points		100

IV

Submission Requirements

Interested firms should submit 3 paper copies and one electronic copy of a Letter of Interest with the submission requirements outlined below. **Hard copies** should be submitted to:

City of Powder Springs
Attn: Kelly Axt, City Clerk
1114 Richard D. Sailors Parkway
Powder Springs, GA 30127

Electronic copies should be submitted as an attachment to: Kelly Axt at kaxt@cityofpowdersprings.org.

Deadline for submission no later than 2:00pm March 7, 2025.

Your Submission should include the following information:

- Cover Page and Executive summary, which includes qualification and experience. To include: Name, address and brief description of firm.
- A narrative as to the firm's interest, particular abilities and qualifications related to this project. This should include product lines, levels of quality options available (Good, Better, Best), and any special warranties that are offered.
- Describe previous projects awarded to this firm and key personnel pertinent to this project. Include reference contact information.
- Provide examples of knowledge, expertise and/or experience with other related work pertaining to the ordering, delivering, and installation of product and removal of packaging debris.
- Proposer's technical approach and methodology to address the requirements set forth in the Scope of Work. The Proposer should describe the specific procedures, tools, and techniques that they will use to deliver the required products and services. The section should cover the following:
 - A detailed overview of the Proposer's technical approach and methodology, including an explanation of how the approach will meet the requirements set forth in the Scope of Work.
 - An overview of the Proposer's project management process, including how they will coordinate with the Agency and manage project tasks and timelines.
 - A description of the Proposer's experience with similar projects, including the size and scope of the projects, and any challenges or obstacles that were encountered, including any success stories that demonstrate their expertise in this area.

- Firm's proximity to the work area
- A list of any sub-contractor or teaming partners that the Proposer plans to work with, and a description of their roles and responsibilities.
- Government Specification List.

Qualifications

This section should provide information about the Proposer's qualifications and experience of the individuals who will be working on the project. The section should cover the following:

- A detailed description of qualifications and experience, including their education, certifications, and relevant work experience.

Office Furniture, Installation and Coordinated Design Services

The selected Proposer will provide a detailed approach to providing office furniture, installation, and coordinated design services as required by the Scope of Work. This section shall include:

- A comprehensive plan for furnishing all required areas, including workstations, private offices, conference rooms, and other designated areas.
- A detailed approach for coordinating the procurement, delivery, and installation of all furniture items.
- A detailed approach for furniture selection, and coordination of finishes and colors.
- A description of the proposer's approach to sustainable and environmentally friendly furniture and materials.
- A clear statement of the proposer's commitment to ensuring that all furniture items meet or exceed applicable industry standards for quality, durability, and safety, and are delivered and installed in accordance with the highest standards of workmanship and professionalism.
- Documentation of the proposer's compliance with all relevant industry certifications, such as but not limited to LEED, GREENGUARD, and BIFMA.
- A description of the proposer's experience providing office furniture, installation, and design services of a similar size and scope, including references and case studies.
- Details on any warranties or maintenance requirements associated with the furniture items or installation services, and how the proposer plans to fulfill these obligations.
- A comprehensive cost proposal explanation for all furniture, installation, and coordinated design services required by the Scope of Work, including all direct and indirect costs associated with procurement, delivery, installation, and follow-up services.

Cost Proposal

Submit a detailed cost proposal and include any other pricing discounts or offers that will assist the City in obtaining the best possible pricing for the services provided. Include the government price list for product. Proposers must identify in their cost proposal all direct costs they anticipate they will incur.

Timing & Disclaimer

The City is seeking qualified proposers with expertise and experience in providing comprehensive office furniture solutions, including coordinated design, delivery, installation, and maintenance services. Qualified Furniture suppliers will need to work closely with the City and its A&E firm to quickly & effectively coordinate a design based on the proposers product line that the A&E firm and City deem appropriate for the space. The City is looking to move into the space as soon as renovations are complete, which is anticipated to be in June 2025.