



REQUEST FOR INTEREST

No. VoBG-2024-12

Public Works Furniture

2/1/2024

NOTICES/INSTRUCTIONS

1.1 INTRODUCTION & BACKGROUND

This request for expression of interest is for information only to assist the Village of Buffalo Grove in the purchase of office furniture. The Village is currently in the process of renovating an adaptive reuse property at 1650 Leider Lane which will be the home of the new Public Works facility. The Village anticipates the new facility will be open for operations by early September. **All furniture shall be ready for delivery and set up by August 1, with the ability to store the furniture for up to 45 days.**

1.2 PURPOSE

The purpose of this Request for Interest is to conduct initial market research to find interested vendors for these goods and services.

1.3 RESPONSE REQUIREMENTS

Please keep your response to 10 pages or less. Submittal Documents shall be a single attachment as a .pdf document (up to 200 MB). Response should contain the following information in the order presented below:

- Contact Information

Please provide the following contact information:

- Company Name
- Address
- Name of the individual who will act as primary point of contact for inquiries
- Contact Person's Telephone Number
- Contact Person's Email Address

- Company Information- Please answer the below questions:

- a. Are you part of a Governmental Purchasing Cooperative (and if so, which one)?
- b. Does your company pay prevailing wage for installation?
- c. What are your warranty and service terms?
- d. What major lines do you represent? The Village seeks durable & long-lasting furniture.
- e. What is your typical lead time from the date the order is placed to when it is installed?
- f. Does your company charge to hold furniture if the facility is not ready? If so, how much?

- Approach
Based on the information provided to date, briefly describe the approach you would recommend for providing this service and why.
- Estimated quantities.
Attached as the last page are the estimated quantities of the desired office furniture.

1.4 **SUBMISSION OF INFORMATION AND QUESTIONS**

Please have submissions submitted by **2/16/2024 EOD**

Submit your response through the vendor registry website. Submittal Documents shall be a single attachment as a .pdf document (up to 200 MB)

Any questions should go to the following:

Tom Wisniewski-Purchasing Manager

50 Raupp Blvd,

Buffalo Grove, IL 60089

Email: Tcwisniewski@vbg.org

SUBJECT LINE:

“Public Works Furniture”

1.5 **OUTCOME**

The Village of Buffalo Grove does not guarantee any formal solicitation will be generated based on this Request for Interest.

Estimated Quantities

	<u>Qty</u>		<u>Qty</u>
MAIN LEVEL		<u>Support Areas</u>	
<u>Lobby</u>		<u>Break Room</u>	
<u>Waiting Area</u>		- Tables	20
- Seating	2	- Chairs	80
- Guest Chairs	3		
- Small Conference Table	1		
<u>Administration</u>		UPPER LEVEL	
<u>Executive Offices</u>		<u>Training/EOC</u>	
- Desk	3	<u>Training</u>	
- Task Chair	3	- Nesting Tables	28
- Small Conference Table	3	- Chairs	56
- Guest Chairs	8	<u>Conference Room</u>	
- Bookcase	2	- Conference Table	1
<u>Private Offices</u>		- Conference Chairs	10
- Desk	4	<u>Radio Room</u>	
- Task Chair	4	- Workstations	0
- Guest Chairs	4	- Chairs	5
- Lateral File	4	<u>Engineering</u>	
<u>Conference Room</u>		<u>Private Offices</u>	
- Conference Table	1	- Desk	6
- Conference Chairs	10	- Plan Table	1
<u>Admin Assistant</u>		- Task Chair	6
- Task Chair	1	- Guest Chairs	12
- File Storage	2	- Lateral File	6
- Mailbox	1	<u>Cubicle Workstations</u>	
<u>Team Rooms</u>		- Workstations	3
<u>Managers' Offices</u>		- Task Chair	3
- Desk	6	- Standing Height Collab Table	1
- Task Chair	6	<u>Support Areas</u>	
- Guest Chairs	12	<u>Bunk Rooms</u>	
- Lateral File	6	- Twin Bed	4
<u>Managers' Conf Room</u>		- Nightstand	4
- Conference Table	1	<u>Quiet Room</u>	
- Conference Chairs	8	- Lounge Chair	1
<u>Building Maintenance</u>		- Side Table	1
- Flex Tables	6	<u>Kitchen</u>	
- File Storage	6	- Tables	4
- Chairs	11	- Chairs	12
- Wall Mounted Drawing Rack	1		
<u>Sewer Drainage</u>			
- Flex Tables	7		
- File Storage	6		
- Small Conference Table	1		
- Chairs	15		

Estimated Quantities Continued

	<u>Qty</u>	
- Lateral File	2	
<u>SCADA</u>		
- Flex Tables	5	
- Chairs	5	
<u>Water</u>		
- Flex Tables	8	
- File Storage	6	
- Chairs	16	
- Small Conference Table	1	
- Lateral File	2	
<u>Forestry</u>		
- Flex Tables	8	
- File Storage	6	
- Chairs	16	
- Small Conference Table	1	
- Lateral File	2	
<u>Streets</u>		
- Flex Tables	6	
- File Storage	6	
- Chairs	14	
- Small Conference Table	1	
<u>Fleet</u>		
- Flex Tables	4	
- File Storage	6	
- Chairs	12	
- Small Conference Table	1	
- Lateral File	2	
<u>Sign Shop</u>		
- Flex Tables	2	
- Chairs	2	
- Material/Storage Racks	2	