



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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Request for Proposal

For

Furniture for New North Whitfield Middle School

For The

**Whitfield County Schools
Purchasing Department**

**1030 Hill Road
Dalton, GA 30721**

RFP # WCS-PR-2020-022

January 25, 2021

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

1.1 Product / Service: **Furniture for New North Whitfield Middle School**

1.2 Owner: **Whitfield County Board of Education
1306 South Thornton Ave.
Dalton, Georgia 30720**

1.3 Representative of Owner: **Jim Fugate
Procurement Officer**

1.4 Anticipated Time Frames:

Issue RFP to market	January 25, 2021
Pre-Proposal meeting	N/A
Questions on RFP due	February 8, 2021
Response to questions posted	February 10, 2021
RFP responses due in Procurement Office by 2:00pm	February 19, 2021
Proposal Evaluations	February 22, 2021
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	March 1, 2021

Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

There will be no mandatory Pre-Proposal meeting.

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-PR-2020-022 Furniture for New North Whitfield Middle School”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

**Due to Covid concerns, you may submit electronic version on Vendor Registry.
This electronic version must be organized the same as a hard copy
submission. This is described in Section 5.0.**

www.wcsga.net/purchasing -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on February 19, 2021**

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SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board; 4) award purchases on an individual item or combined item basis, whichever is in its best interest.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract in whole or in part. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered. Whitfield County School District reserves the right to award the contract in whole, or in part to one or more vendors.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at www.wcsga.net/TermsAndConditions

END OF SECTION

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SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Furniture for New North Whitfield Middle School

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

Titled: Furniture for New North Whitfield Middle School
Dated: January 25, 2021

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Contact person email address / phone number

Business Address

Federal I.D. Number

END OF SECTION

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**SECTION 3.0
PROPOSAL FORM (Continued)**

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP **Furniture for New North Whitfield Middle School** and submits the proposal of:

- _____ (Dollars) for Admin Furniture.
- _____ (Dollars) for Classroom Furniture.
- _____ (Dollars) for Multi-Purpose Furniture.
- _____ (Dollars) for Cafeteria Furniture.
- _____ (Dollars) for Media Center Furniture.
- _____ (Dollars) for Miscellaneous r Furniture.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Director of Facilities**.

Additional Cost Items

_____ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____ Hourly rate for labor (man hours).

For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.

BuyBoard	E&I Cooperative Services
OMNIA Partners	NCPA – National Cooperative Purchasing Alliance
Sourcewell	TIPS – The Interlocal Purchasing System

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS
TAB 5 Cost

END OF SECTION

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SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 PROPOSAL CRITERIA

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 TECHNICAL

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. Whitfield County School District further reserves the right to purchase items at the individual line item level. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:

TAB 1 Company and contact information

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

TAB 2 Understanding and Ability to meet all RFP Requirements

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 3 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

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TAB 5 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

TAB 6 Additional information not requested.

END OF SECTION

SECTION 6.0

PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

- 6.1.1 Provide furniture for new North Whitfield Middle School.
- 6.1.2 **You may bid all or part of the items listed.** If you bid a portion of a section, list the No-Bid products description with NO BID in the price field.
- 6.1.3 **Whitfield County Schools reserves the right to purchase any, all or none of the products listed on your response.**
- 6.1.4 **All products proposed are to be priced as delivered and installed.** Whitfield County Schools will assume no liability for damage to products not properly installed by vendor.

6.2 SERVICE LEVEL AGREEMENT

- 6.2.1 Design services for media center, cafeteria and other areas as needed.
- 6.2.2 Provide furniture. Price to include delivery and installation.
- 6.2.3 All furniture must have minimum 10 year warranty. Lifetime warranty preferred. State the warranty for each item.

6.3 THE WORK/PRODUCT

Products listed are primarily for reference only to be an example of the style and quality we are asking for. You are expected to respond with the products your organization regularly sells and supports that is equivalent or superior to products listed.

The colors shown may not match the description. The description is correct.

The cafeteria, media center and design room sections are to be designed by your firm based on the specifications and capacities listed. We require a 2D drawing of the proposed configuration and prefer a 3D drawing in full color showing what your design will look like. Qualified respondents will be provided with DWG file and colors of flooring / walls to assist in the design process.

Items where the district has standardized on products that fit our needs exactly are listed as such in each section. Examples include Palmer Hamilton cafeteria tables and Church Chairs for the Multi-Purpose room. If you cannot provide those products and you are selected as a finalist in our selection process, you will be expected to provide a sample of the product for our inspection and approval delivered to our warehouse located at 201 E. Tyler Street, Dalton, GA 30721 at no cost to the district. After our evaluation, you may take the product back. Additionally, you will be expected to provide at least 3 additional references that have used the product for more than 5 years.

All classrooms and office areas will require a CAD drawing in 2D to verify the product dimensions you are proposing will fit into the space. We prefer 3D drawings in color to




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see how the proposed configuration will look. Qualified respondents will be provided with a CAD (DWG) file and colors of flooring / walls to assist you in the design process. Email me at jim.fugate@wcs.ga.net to request the file.

6.3.1 Admin Furniture as follows:

All (other than teacher/student) desks, credenzas, conference tables, side tables, bookcases are to be HON or Groupe Lacasse. Any substitution must be equivalent or superior to these products and will require a sample of the product to be delivered to WCS upon request for evaluation at no charge to the district. Additional references that specifically have the substitute product for more than 5 years will be required. **Laminate is to be Wilsonart Kinswood Walnut 8218.**

Quantity	Description	Reference Products
1	72"Wx36"D U Desk Bow Front Single Pedestal - Full to Floor Desk B/B/F Credenza - Full to Floor F/F Bridge Hutch across credenza. Back panel. Activity Light Wood Center Drawer. Rm 1119 Principal's Office	HON 10500 Series HON Concinnity Series Group Lacasse It is the proposer's responsibility to determine RH/LH desk configuration / placement based on CAD drawings / design.
8	L Desk with Full Pedestals Desk B/B/F Return F/F Stack on Storage to cover - Return (length) + Desk (width) Back Panel. Activity Light Wood Center Drawer Rm 1106 - SRO Rm 1109 - Bookkeeper Rm 1114 - AP #1 Rm 1117 - AP #2 Rm 1306 - Media Specialist Rm 1404 - Instr. Coach Rm 1422.3 - Counselor #1 Rm 1422.4 - Counselor #2	HON 10500 Series HON Concinnity Series Group Lacasse It is the proposer's responsibility to determine RH/LH desk configuration / placement based on CAD drawings / design.
1	2 Drawer filing cabinet on wheels that matches L Desk. Rolls under desk. Rm 1109 Bookkeeper	HON H105104

Quantity	Description	Reference Products
3	Small Round Mini Conference Table with Laminate Panel X Base. Seat 4 people	HON Preside
19	4 drawer filing cabinet – Letter w/ Lock – Color Putty	HON 310 Series
5	Bookcase 5 shelf 36”W - Match Laminate of Desk	HON H105535
9	All mesh Executive Style Chair. Adjustable, headrest, arms.	Global Industrial Interion All Mesh Premium Chair
28	Guest / Side Chairs w/Arms Anti-Microbial Fabric	HON HIGS6 Ignition Guest / Multi-Purpose 4 leg stacking
		
8	Lobby Chairs w/Arms Anti-Microbial Vinyl	HON HIGS6 Ignition Guest / Multi-Purpose 4 leg stacking
3	Lobby Side tables. Laminate to match Admin Furniture.	HON HFTLS24 Flock 24 Cube Table Laminate
2	Chairs for Receptionists – Mesh back w/arms and casters	HON Ignition 2.0 HIWMM See Example below
		
2	10 Foot Boat Shaped Conference Table	HON Preside HTLB48120 HON Preside HTTLEG120
18	Conference Room / Task Chairs – Black, Mesh, Casters, Arms	HON Volt H571AGA10 See Example below
		

Quantity	Description	Reference Products
	Room 1402 – Design Room / Professional Learning We want design from you to accommodate 20-25 adults with Conference Room Style Chairs / Collaborative Tables and Soft Seating. Example products do not include soft seating. We want you to propose in your design.	Chairs – HON Volt 5711 like Conference room / Task Chairs above. Tables: Virco Slide/Nest or ArtcoBell Expanse/Nebula HON Build/Nest Soft Seating per your design.

Provide your response to this section as a separate page titled:





Admin Furniture Response


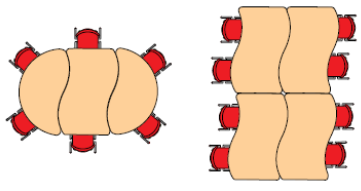

Include quantity, manufacturer, manufacturer part number, product description, warranty in years (LT for lifetime) and unit cost. You may include representative pictures or product ad sheets for us to examine.

Fill in each product’s unit cost on Admin tab of Product Pricing spreadsheet.

If you No-Bid any line item, list the product description on the response page and put NO BID in the quantity and List NO BID on the unit cost of the Product Pricing spreadsheet.

6.3.2 Classroom Furniture as follows:

Quantity	Description	Reference Products
1,114	Student Desk – Triangle Hard Plastic top, Fixed legs, NO book rack. Light wood color top, grey legs	ArtcoBell 7SD
Examples		
1,670	Student Chairs – 18” Black plastic shell, chrome legs	ArtcoBell D10A Discover Virco N2 Series
57	Teacher Desk – 30x48 Metal - Black, Single Pedestal, Medium Oak Laminate top	HON H88251R Virco 540 Series
58	Teacher Chair – Black, Casters, padded seat	Virco 9050P ArtcoBell D16A-2 Scholarcraft 3118-C
		
1	Horseshoe Table 60”x30” Oak Laminate top- Oak Top, Silver frame	Virco 50HORS6030 HON HESH6066E
		

Quantity	Description	Reference Products
128	Collaborative Table 30"x 60" Frame: Grey/Silver Laminate: Medium Oak Banding: Matching	Virco 50SL306030 Slide ArtcoBell Expanse HON Build - Ribbon See Example below.
128	Collaborative (Nesting) Table 30"x60" Frame: Grey/Silver Laminate: Medium Oak Banding: Matching	Virco 50NEST6030 Nest ArtcoBell Nebula HON Build - Wisp See Example below
Examples		
10	Mobile Art Tables	Hann A2-4260PL2-C 
49	4 Shelf Bookcases. Laminate to match teacher desk.	HON H105533
52	4 drawer metal filing cabinet with lock	HON 310 Series

Provide your response to this section as a separate page titled:

Classroom Furniture Response

Include quantity, manufacturer, manufacturer part number, product description, warranty in years (LT for lifetime) and unit cost. You may include representative pictures or product ad sheets for us to examine.

Fill in each product's unit cost on Classroom tab of Product Pricing spreadsheet.

If you No-Bid any line item, list the product description on the response page and put NO BID in the quantity and List NO BID on the unit cost of the Product Pricing spreadsheet.

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6.3.3 Multi-Purpose Room Furniture as follows:

Seating for 250 persons. The district has standardized on Church Chairs seating as configured below. Please quote as listed under Reference Products.

Quantity	Description	Reference Products
42	72" Round Conference Room Tables Plastic Top(white)/Metal legs (grey)	Virco Core-A-Gator 6172R NPS COR72R
5	Table Dollies – Capacity 10 Tables each	Virco HRTT1 NPS CORDOL10
250	Banquet Seating with Side Ganging – Male/Female. Grey Fabric/Silver legs	Church Chairs SB1-HM Frame: Fog Grey Fabric: Interweave Granite

Provide your response to this section as a separate page titled:

Multi-Purpose Room Furniture Response

Include quantity, manufacturer, manufacturer part number, product description, warranty in years (LT for lifetime) and unit cost. You may include representative pictures or product ad sheets for us to examine.

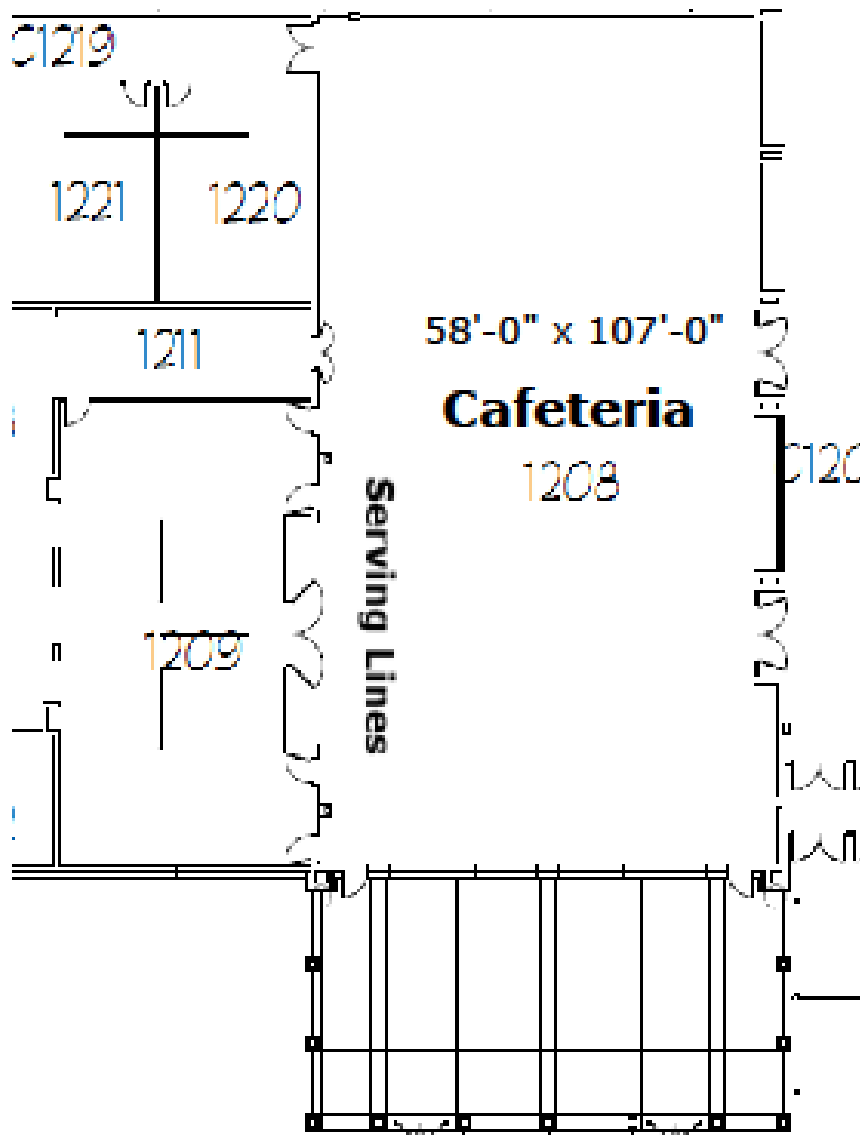
Fill in each product’s unit cost on Multi-Purpose tab of Product Pricing spreadsheet.

If you No-Bid any line item, list the product description on the response page and put NO BID in the quantity and List NO BID on the unit cost of the Product Pricing spreadsheet.

6.3.4 Cafeteria Furniture as follows:

We want proposers to design a cafeteria to seat 320 students. We want multiple shaped tables in the proposal so as to not have an institutional look and feel of long rectangular tables only. We require a 2D drawing of the proposed configuration and prefer a 3D drawing in full color showing what your design will look like.

The district standard table is the Palmer Hamilton product line. If you present other manufacturers, you must provide a sample product for our Food Service and Maintenance personnel to inspect / approve.



6.3.4.1 Additional Cafeteria Furniture required

Quantity	Description	Reference Products
8	Outside Tables 46" Rectangle - Metal with Plastic Coating - Grey or Black	Global Industrial TMR277151GY
6	36" Diameter Bistro height tables.	Palmer Hamilton Areo Xbase ATX4236RD
12	Bistro height chairs	Palmer Hamilton Encore Chair EMPHP12LUG2
2	Manager Chairs – Same as Conference Room / Task Chairs – Black, Mesh, Casters, Arms	HON Volt H5711

Provide your response to this section as a separate page titled:

Cafeteria Furniture Response

Include quantity, product description, warranty in years (LT for lifetime), unit cost, extended cost with total cost for this section at the bottom of the page.

Add Unit Costs for the miscellaneous items listed here plus the total cost of your design on the Cafeteria tab on the Product Pricing spreadsheet.

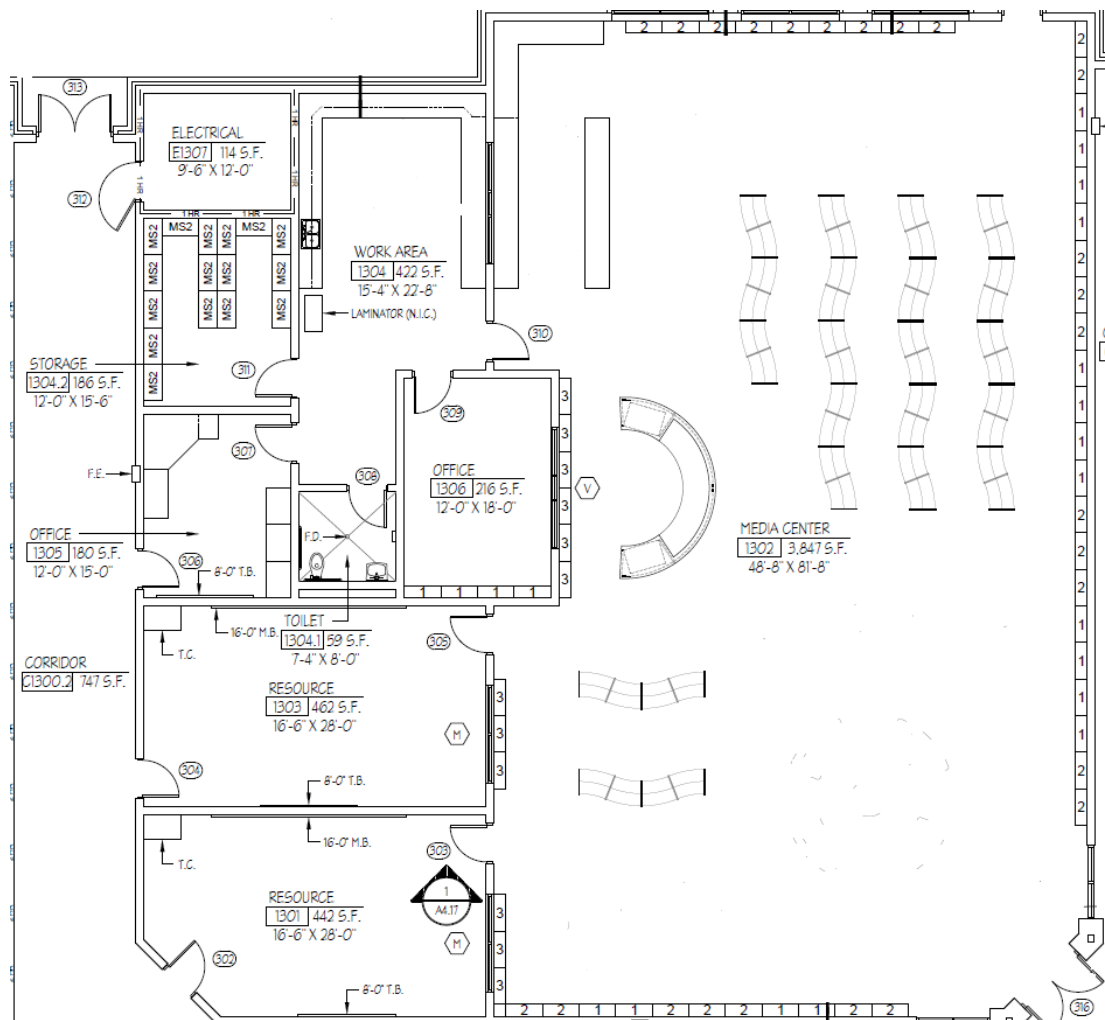
If you No-Bid any line item, list the product description on the response page and put NO BID in the quantity and List NO BID on the unit cost of the Product Pricing spreadsheet.

6.3.5 Media Center Furniture as follows:

We want you to design the Media Center to accommodate 50 students using:

1. Nesting collaboration tables (Example: Virco 50SL306030 Slide and 50NEST6030 Nest or ArtcoBell Expanse / Nebula).
2. 18" student chairs (Example: Artco Bell D10A Discover)
3. Soft seating (you determine in design).
4. The Resource rooms are to be the same type of collaborative tables with comfortable chairs more in line with Conference Room / Task chairs (HON Volt H5711). School has specifically asked for the Nova / Nebula shaped tables in the Resource rooms. The media center products are left up to your designers given the parameters listed in #1 and #2 above.

We want a 2D of the entire layout with a 3D rendering (does not need to include the entire layout) to show how the Media Center will look given this configuration.



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Provide your response to this section as a separate page titled:

Media Center Furniture Response

Include products as per your design ideas. Provide all quantities, product descriptions, unit costs, extended costs and warranties. Group as follows:

Media Center – List all components of your design on this page as requested above and subtotal extended cost for this category.

Resource centers – School has specifically requested collaborative tables shaped like the ArtcoBell Nova/Nebula. Pricing sheet reflects this request. List all components on this page as requested above.

Note: Media Specialist furniture (Rm 1306) is included in Admin furniture section. Do not duplicate in this section.

6.3.6 Miscellaneous Furniture as follows:

6.3.6.1 Nurses Station

Provide furniture for Nurses station. Couch and Chairs must be hospital grade anti-microbial vinyl upholstery.

Quantity	Description	Reference Products
1	Recovery Couch – Hospital Grade Vinyl (Anti-Microbial)	Do not have reference product
4	Student Chairs 18” Black	AB D10A Virco N2 Scholarcraft 3100
1	4 drawer filing cabinet	HON H310 series

6.3.3.2 Band Room

Quantity	Description	Reference Products
80	Chairs – Black on Black	Wenger Student Chair
5	Chair Dolly	
80	Stands	Wenger Classic 50 Stand
4	Stand Dolly	

Provide your response to this section as a separate page titled:

Miscellaneous Furniture Response

Include quantity, manufacturer, manufacturer part number, product description, warranty in years (LT for lifetime) and unit cost. You may include representative pictures or product ad sheets for us to examine.

Fill in each product’s unit cost on Miscellaneous tab of Product Pricing spreadsheet.

If you No-Bid any line item, list the product description on the response page and put NO BID in the quantity and List NO BID on the unit cost of the Product Pricing spreadsheet.

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

New North Whitfield Middle School
3450 Cleveland Highway
Dalton, GA 30721

END OF SECTION

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SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

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SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

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SECTION 9.0
EVALUATION MATRIX / COMMITTEE

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