

REQUEST FOR PROPOSAL (RFP)
for Furniture & Installation

Private Offices & Ancillary Spaces



ACCESS

assisting. improving. empowering.

ISSUE DATE: December 9, 2020

RESPONSES DUE: December 15, 2020

AWARD NOTIFICATION: December 18, 2020

EQUAL OPPORTUNITY EMPLOYER / PROGRAM

WORK TO BE PERFORMED AT:

ACCESS
6451 Schaefer Road
Dearborn, MI 48126

Arab Community Center for Economic and Social Services (ACCESS) strives to enable and empower individuals, families and communities to lead informed, productive and culturally sensitive lives. As a nonprofit model of excellence, we honor our Arab American heritage through community-building and service to all those in need, of every heritage. ACCESS is a strong advocate for cultural and social entrepreneurship imbued with the values of community service, healthy lifestyles, education and philanthropy.



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BIDDING INFORMATION	
Issue Date:	December 9, 2020
Questions Deadline:	<p>December 7, 2020 at 5:00 PM (EST)</p> <p>All questions should be submitted in writing via email to Rachid Elabed relabed@accesscommunity.org.</p> <p>To be properly received, email subject line must include: Private Offices & Ancillary Spaces RFP Question</p>
Proposal Due Date:	<p>December 11, 2020 at 5:00pm (EST)</p> <p>Responses must be submitted electronically using one of the methods below:</p> <ul style="list-style-type: none"> • Email proposal to Rachid Elabed at relabed@accesscommunity.org. <p>To be properly received, Email Subject line must include: Private Offices & Ancillary Spaces RFP Response</p> <p>ACCESS WILL NOT ACCEPT PAPER/HARD COPY OR LATE PROPOSALS</p>
Award Notice:	December 18, 2020
Contract Start Date:	The contract period is scheduled to begin December 18, 2020
Installation Start Date:	February 15, 2021



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I. INTRODUCTION

ACCESS is seeking to secure one firm to provide the following Scope of Work as needed. The firm shall provide the procurement and installation of private offices, conference rooms, and reception/waiting areas. ACCESS plans to award one (1) contract for requested services as detailed in this RFP.

II. CONFIDENTIALITY

ACCESS will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by your RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

III. ORGANIZATION QUALIFICATIONS

Eligible applicants include non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following credentials:

- Maintain all required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP;
- Have a Certificate of Incorporation; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.

The contractor must be able to comply with all state of Michigan regulations as well as any other county, local or federal laws or regulations as required to lawfully provide the services.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the nondiscrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support ACCESS throughout the term of a contract, if awarded as a result of this RFP.

To be considered for an award for this service, the proposing organization or individual must have at least five (5) years' experience representing public agencies, non-profit organizations, federal grant recipients and organizations of similar scope and size.



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IV. SCOPE OF WORK

ACCESS is seeking to secure one firm to provide the procurement and installation of private offices and ancillary spaces.

A. Private Office Procurement and Installation

Private Office Requirements:

- Woodgrain laminate casegoods with woodgrain laminate storage.
- Guest chair, sled base, with metal frame, plastic back, and vinyl upholstery on seat.
- Bariatric chair (chair and a half) with vinyl upholstery on seat and back.
- Refer to the drawing typicals for more details.

B. Workstation Guest Seating Procurement and Installation

Workstation Guest Seating Requirements:

- Guest chair, sled base, with metal frame, plastic back, and vinyl upholstery on seat.

C. Conference Room Procurement and Installation

Conference Room Requirements:

- Woodgrain laminate tables with metal base.
- Guest chair, sled base, with metal frame, plastic back, and vinyl upholstery on seat.
- Refer to the drawing typicals for more details.

D. Reception / Waiting Area Procurement and Installation

Reception / Waiting Area Requirements:

- All waiting area seating to with sled base, metal frame, plastic back, and vinyl upholstery on seat.
- Refer to the drawing typicals for more details.

E. Shared IT Office Procurement and Installation

Shared IT Office Requirements:

- Refer to the drawing typicals for more details regarding the computer lab-specific furniture going in this office.



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F. Meeting / Gathering Space Procurement and Installation

Meeting / Gathering Space Requirements:

- All meeting / gathering space furniture to be laminate for the hard surfaces and vinyl for the soft seating.
- Refer to the drawing typicals for more details.

V. PROPOSAL REQUIREMENTS

Accuracy and completeness of information. All information pertaining to the prospective applicant's approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

Ambiguous or inaccurate budget information is a basis for proposal disqualification.

VI. RFP PROCESS AND PROCEDURES

A. Preparation of Proposals

The proposal must include the completed Excel pricing summary sheet, as well as product brochures/cutsheets and warranties for all specified furniture. Each proposal shall show the full legal name and businesses address of the prospective vendor, including street address if different from mailing address, and must be signed and dated by the person or persons authorized to bind the prospective vendor.

B. Changes in Proposal Requirements

ACCESS may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by ACCESS and will be sent to each vendor who has formally identified themselves as a potential responder. If changes are made, ACCESS may, at its discretion, extend the time allowed for submission of proposals.

C. Submittal Information

Prospective vendors shall submit their proposals in the following order and must contain the elements listed below, including all applicable attachments:

1. Cover Letter

2. Table of Contents

3. Summary

Provide a two (2)-page summary of the proposal that outlines the bidding vendor's background and history of experience providing furniture and installation services.

Provide a list of clients and experience working with non-profits of a similar size and nature to ACCESS.



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Qualifications

Applicant shall provide the following information that describe qualifications to successfully carry out activities described in the RFP.

- a) Proposal should also describe how many years of experience individual team members in their prospective fields have. Identify key staff on your team that may be assigned to ACCESS. As applicable, information must include:
 - i. Name
 - ii. Title
 - iii. Brief description of their role
 - iv. Years of experience
- b) Provide documentation of Incorporation (inc. LLC, etc.)

4. Performance History

The applicant shall provide the following information that demonstrate a proven track record:

- a) List at least three (3) customer references, including names, mailing address, email addresses, and contact numbers, that can attest to the qualifications presented in this bid.

5. Service Delivery Description

The applicant shall provide the following information that describes a customer-focused service delivery model

- a) Describe estimate projected timelines for completion for key deliverables in the project scope.
- b) Describe how projects are managed to ensure timely delivery if services.
- c) Describe your hours of operation including:
 - i. Standard Business (Days and Time)
 - ii. After Hours (Days and Times)
 - iii. Holidays

6. Price Proposal

Bidders are required to complete the completed Excel pricing summary sheet related to private offices and ancillary spaces.

ACCESS reserves the right to select proposals from the most qualified firms with competitive discounts. ACCESS will select one firm to perform the Scope of Work outlined in this RFP.



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D. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant's proposal, ACCESS designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless ACCESS determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective vendor is acceptable.

ACCESS reserves the right to request additional information to amplify, clarify, or support proposals. ACCESS also reserves the right, at its own discretion, to request oral presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation after one is requested by ACCESS will be grounds for rejection of your proposal.

1. Vendor Selection Criteria (INTERNAL USE-ONLY)

ACCESS reserves the right to reject any or all proposals, in-part or in-total, for any objective or subjective reason whatsoever. If a proposal is selected, it will be the most advantageous based on the quality of service, the Vendors' qualifications, and capabilities to provide the specified service, and other factors which the ACCESS may consider. ACCESS does not intend to award a bid fully on the basis of any response made to the proposal; ACCESS reserves the right to consider proposals for modifications at any time before a proposal is awarded, and negotiations will be undertaken with that Vendor whose proposal is deemed to best meet ACCESS' specifications and needs. Proposals will be reviewed and scored as follows.

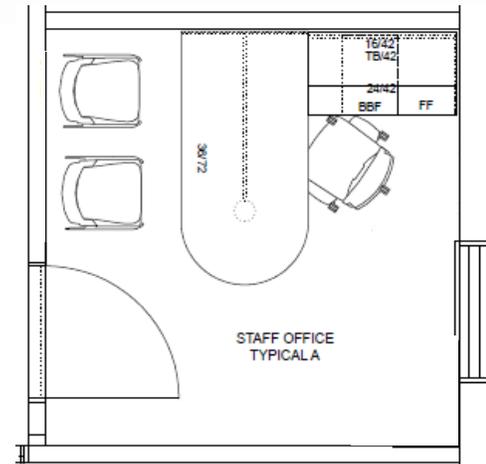
1. **Quality** (25 Points): Materials used for furniture.
2. **Durability** (25 Points): How long it would last.
3. **Design** (25 Points): Design that best matches the interior of the building.
4. **Warranty** (25 Points): Assurance that the manufacture will stand by the quality of the product and cover any damages or manufacture defects.

Typical A- Staff Office



- A** 36"D x 72"L D-Shape Laminate Peninsula Desk with Full Modesty Panel
- B** 24"D x 42"L Return with Laminate Box/Box/File and File/File Pedestals
- C** 20"H x 42"W Wall Mounted Tackboard
- D** 18"H x 42"W Wall Mounted Laminate Overhead
- E** Plastic Back and Vinyl Upholstered Seat Guest Chairs with chrome sled base

• **Desk Chair is not included in scope**

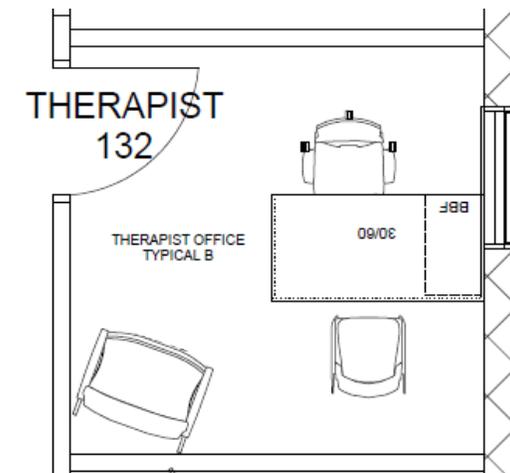


Plan View

Typical B- Therapist Office



- A** 30" x 60" Laminate Desk Shell with Laminate Box/Box/File Pedestal
- B** Plastic Back and Vinyl Upholstered Seat Guest Chairs with chrome sled base
- C** Bariatric/ 1-1/2 Guest Chair with Vinyl upholstery on seat and back and 4 metal legs



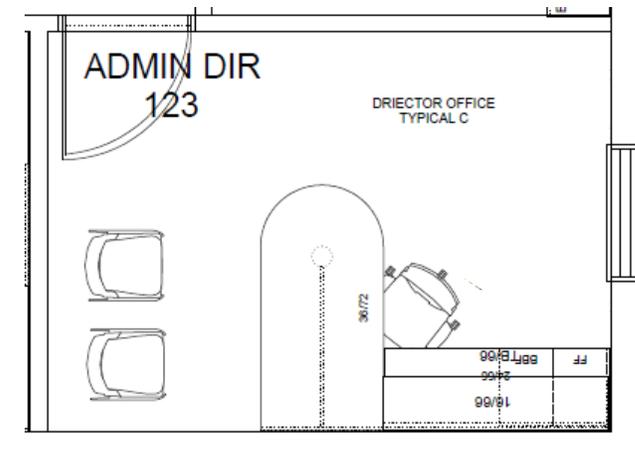
Plan View

- **Desk Chair is not included in scope**

Typical C- Director Office



- A** 36"D x 72"L D-Shape Laminate Peninsula Desk with Full Modesty Panel
- B** 24"D x 60"L Return with Laminate Box/Box/File and File/File Pedestals
- C** 20"H x 60"W Wall Mounted Tackboard
- D** 18"H x 60"W Wall Mounted Laminate Overhead
- E** Plastic Back and Vinyl Upholstered Seat Guest Chairs with chrome sled base



Plan View

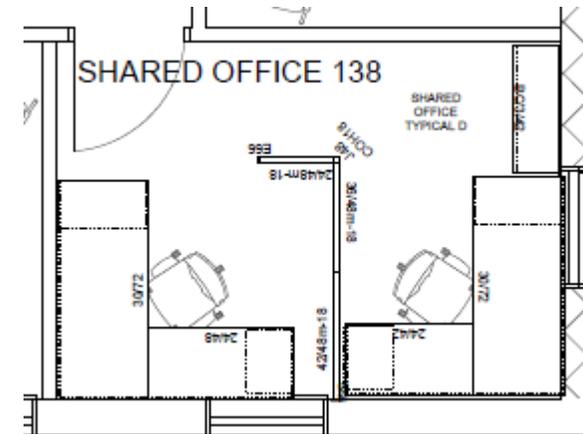
- **Desk Chair is not included in scope**

Typical D- 1st Floor Shared Office Typical



- Ⓐ 42" w x 48" H Fabric Panel with 18" H Framed Glass Stacker, without power
- Ⓑ 36" w x 48" H Fabric Panel with 18" H Framed Glass Stacker, without power
- Ⓒ 24" w x 48" H Fabric Panel with 18" H Framed Glass Stacker, without power
- Ⓓ 30" D x 72" Desk Shell with Box/Box/File Pedestal, Laminate
- Ⓔ 24" D x 42"/48" L Return with File/File Pedestal, Laminate
- Ⓕ 42" W x 42" H Metal Bookcase with Laminate Top

• **Desk Chair is not included in scope**

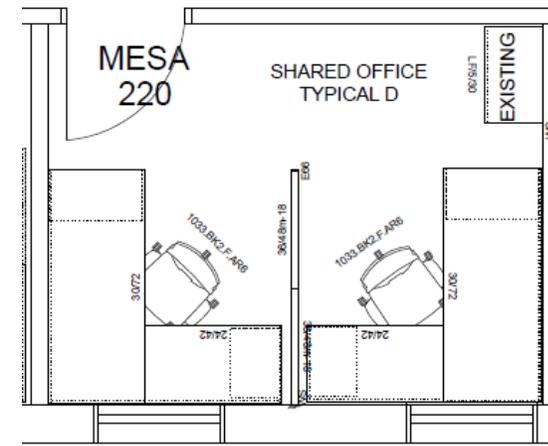


Plan View

Typical D- 2nd Floor Shared Office Typical



- A** (2) 36" w x 48" H Fabric Panels with 18" H Framed Glass Stacker, no power
- B** 30" D x 72" L Laminate Desk with Box/Box/File Pedestal
- C** 24" D x 42" L Laminate Desk Return with File/File Pedestal



Plan View

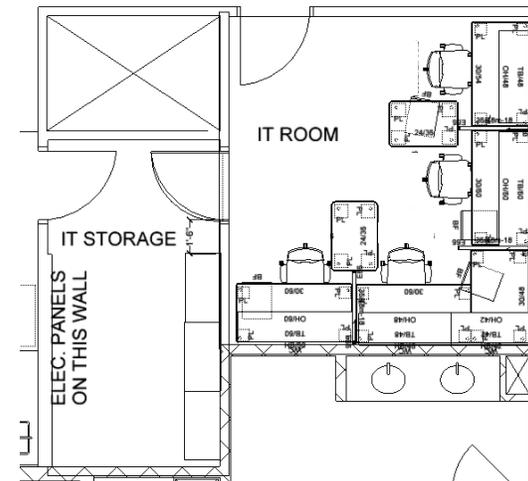
- **Desk Chair is not included in scope**

IT Shared Office and Storage Room



- A 36" w x 48" H Fabric Panels with 18" H Framed Glass Stacker, no power
- B 18" H Fabric Tackboard, hung with wall track
- C 30" D Worksurface with Post Legs
- D 19" D Metal Mobile Box/File Pedestal
- E Metal Overhead Bin, hung with wall track and bracing
- F 24" D x 36" L Table with Casters
- G (3) 36" W x 18" D x 77" H Double Door Metal Storage Cabinets

- **Desk Chair is not included in scope**
- **Workstation sizes vary based on room size; please refer to furniture plan for exact sizing in room**

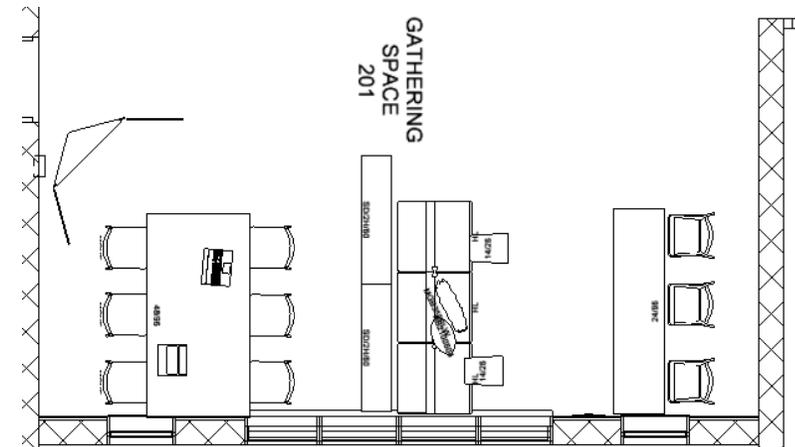


Plan View

Gathering Space 201



- A** Stools with Plastic Back, Vinyl Upholstered Seat, and 4 metal legs
- B** 24"D x 96"L Bar Height Table with Full Modesty Panel
- C** 100"L x 33"D Armless lounge sofa with vinyl upholstery
- D** 18" x 14" Laminate personal table
- E** (2) 60"L x 14"D x 28"H Open Storage Bookcases
- F** Chairs with Plastic Back, Vinyl Upholstered Seat, and 4 metal legs
- G** 48"D x 96"L x 28"H Laminate Meeting Table
- H** 72"H Adjustable Fabric Screen



Plan View