



111 S. De Anza Blvd.
Mountain House, CA 95391

REQUEST FOR PROPOSAL
#LUSD2018-04

RFP#LUSD2018-04

ISSUED: 4/9/2018

TURNKEY FURNITURE SUPPLIER

Lammersville Unified School District desires to contract with one or more vendor(s), operating in the educational market segment, who demonstrate the capability to provide turnkey services for furniture and related products for K-12 School projects. Through this Request for Proposal, Lammersville Unified School District invites proposals to provide turnkey services for furniture, fixtures and equipment, as defined herein.

**Lammersville Unified School District
K-12 School Furniture Projects**

111 S De Anza Blvd, Mountain House,
CA 95391

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1.0 Introduction

- 1.1 The Lammersville Unified School District (“The District”) desires to contract with one or more Proposer(s) and/or Vendor(s), operating in the educational market segment, who demonstrate the capability to provide turnkey services for furniture and related products for the K-12 School Furniture Projects.
- 1.2 **The term of this contract shall be for the final furniture selection, ordering, project management, delivery and installation of new furniture for the K-12 School Furniture Projects.**
- 1.3 The K-12 School Furniture Projects is designed to be over multiple phases. The first phase of the project is to provide furniture for the addition of MakerSpaces at each K-8 site. Additional phases are to be determined as part of modernization and new construction. **See Attachment A for specifications for Phase 1, MakerSpaces.**
- 1.4 The construction of phase one will be completed during the summer of 2018.
- 1.5 Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to do so may result in rejection of the submittal.
- 1.6 This is a Request for Proposals (RFP) only. Proposals will be treated as offers to enter into a Contract with Owner. The School District and successful Proposer(s) may memorialize their contractual relationship and obligations using the form of contract submitted by Proposer with its Proposal as the basis for negotiations. It is acknowledged by the Proposer that exceptions or special conditions of the Proposer will not be binding upon the Owner unless those exceptions or special conditions are expressly accepted by the Owner, and specifically incorporated into the final Contract.

2.0 Schedule

2.1

Schedule:

- Issuance of Request for Proposals March 30, 2018 ("RFP Issue Date")
- Questions from Proposer accepted through 2:00pm, one (1) week past RFP Issue Date – April 6, 2018

- Proposals Due April 18, 2018 ("Proposal Due Date")

- Recommendation(s) / Review(s) April 20, 2018
- Board Approval(s) May 2, 2018
- Issuance of Purchase Orders May 4, 2018

- Installation Complete* July 27, 2018 for Phase 1
- Move-In Complete* July 31, 2018 for Phase 1

* Installation and Punch-list dates to be coordinated with the District.

2.2

The District reserves the right, in its sole and absolute discretion, to change any or all portions of the above-identified timeline as it determines to be in its best interest.

2.3

The District will not be under any requirement to complete the evaluation by a specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the Lammersville Unified School District. Notification of any changes to the time schedule will be made to Proposers by U.S. Certified mail, email or fax.

2.4

Each Proposer shall provide with its proposal a schedule showing time required to produce shop drawings (if applicable), complete production runs, complete delivery and installation, if applicable.

3.0 Instructions to Proposers

- 3.1 One (1) signed original and four (4) copies of sealed proposals must be received by the addressee below no later than 2:00 p.m. on April 18, 2018. ("Proposal Due Date")
- 3.2 Proposer's sealed proposal package must be clearly labeled: "PROPOSAL: Turnkey Furniture Supplier RFP #LUSD2018-04"
- 3.3 Proposals must be delivered to:
Alvina Keyser
Chief Business Official
LAMMERSVILLE UNIFIED SCHOOL DISTRICT
111 S De Anza Blvd
Mountain House, CA 95391
- 3.4 The date and time each proposal package is received by the District will be recorded upon receipt.
- 3.5 Proposers must provide a sole contact person's email upon receiving the proposal for the purpose of all correspondence during the proposal process.
- 3.6 Each Proposer is responsible for the timely submission of its Proposal. The District is not liable for any delivery or postal delays. Proposals received after the Proposal Due Date specified above will not be accepted or considered. All Proposals received after the Proposal Due Date specified above will be returned by making them available to the respective Proposer, unopened, for said Proposer to pick-up at their sole cost and expense.
- 3.7 No oral, facsimile, electronic telegraphic, telephone proposals, modifications or interpretations of the sealed proposal package, including the required copies, will be considered or given unless confirmed in writing before by the District the Proposal Due Date.
- 3.8 Proposers should become familiar with any local conditions which may, in any manner, affect the services required. The proposer(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.
- 3.9 Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the District.

- 3.10 Any proposal may be withdrawn prior to the proposal Due Date. Any proposal not withdrawn will constitute an irrevocable offer to provide the District with the services specified in the proposal.
- 3.11 This RFP in no manner obligates the Owner to the eventual purchase of any or all products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be withdrawn by the Owner without penalty or obligation at any time prior to the signing of the agreement or purchase order.
- 3.12 Expenses for developing and presenting proposals are the responsibility of the Proposer and shall not be charged to the Owner. Supporting documentation and manuals submitted with this proposal become the property of the Owner.
- 3.13 By submitting a proposal, each Proposer affirms that they have examined the documents presented herein and satisfied itself as to the conditions under which it will be obligated to provide new furniture, fixtures and equipment in accordance with this RFP. Proposers are required to view drawings and/or specifications to insure they are adhered to exactly when proposals are submitted. No claim for additional compensation will be allowed due to unfamiliarity with the documents.
- 3.14 Before submitting proposals, Proposers must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at the Proposers' own risk and they cannot secure relief on the plea of error.
- 3.15 Any corrections made on or to Proposer proposals, whether with correction fluid or other means, must be initialed by the Proposer.
- 3.16 In order to maintain comparability and enhance the review process, it is requested that the proposals be organized and tabbed in the manner specified in the Proposal Requirements, Section 8.0 of this RFP.
- 3.17 The Proposer shall comply with any and all federal, state, or local laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the furniture and services anticipated in this RFP and the Contract. The Proposer, including all employees and agents shall perform all services in accordance with all State licensing laws. The Proposer, including its employees and agents, shall be responsible for knowing the School District's policies and procedures concerning appropriate behavior of persons in its facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies and procedures.
- 3.18 The Contract shall be governed by the laws of the State of California, without regard to any conflicts of laws.

4.0 Inquiries & Addendums

- 4.1 All clarifications, corrections, or changes to the RFP documents will be made by Addendum only. Proposers shall not rely upon interpretations, corrections, or changes made in any other manner. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All addenda issued shall become part of the proposal documents.
- 4.2 In order to maintain a fair and impartial competitive process, the District staff will not communicate with any Proposer regarding this RFP once distributed. All questions and inquiries must be submitted via email no later than 2:00 p.m. local time on April 6, 2018 exactly one week past the RFP Issue Date. Questions must be submitted via email addressed to:
 - 4.3 It is the Proposer's responsibility to alert the District of any detail or specification that, in his/her opinion is not practical or functional.
 - 4.4 All questions will be answered via email no later than one (1) week prior to the Proposal Due Date .
 - 4.5 No response will be made to any oral questions.
 - 4.6 If necessary, addendum(s) will be issued to clarify questions received.
 - 4.7 Copies of any Addendums issued will be sent via e-mail to the identified sole contact person for each Proposer.

Thor Harrison
Associate Superintendent
LAMMERSVILLE UNIFIED SCHOOL DISTRICT
111 S De Anza Blvd.,
Mountain House, CA 95391
tharrison@sjcoe.net

- 4.8 Copies of addendums will be made available at the district office – 111 S De Anza Blvd., Mountain House, CA 95391 of addenda, where proposal documents will be kept on file. It is each Proposer's responsibility to check the District's Office prior to the RFP Due Date to ensure that it has received all of the information, including, but not limited to, all Clarifications and Addenda to this RFP.
- 4.9 No Addendum will be issued later than 5:00pm local time exactly one (1) week prior to the Proposal Due Date, except an addendum withdrawing the Request for Proposals or an addendum which includes postponement of the date for receipt of proposals.

5.0 Proposal Format & Content

- 5.1 In order to maintain comparability and enhance the review process, it is requested that the proposals be organized and tabbed in the manner specified below.
- 5.2 COVER LETTER - Include your firm's name, address, phone number, website, and a cover letter of interest.
- 5.3 FIRM PROFILE - Include a brief history of your company, key members of the management team, the company's vision statement and management philosophy.
- 5.4 EXPERIENCE & REFERENCES – Vendors are to furnish a minimum of five (5) qualified references to support their proposals. References are to be from organizations that are not part of the vendor's organization and that closely parallel the needs stated in this RFP. References shall be from organizations that have successfully utilized the products and services which the Vendor has offered in its proposal(s). The references supplied should include the name and address of the organization, the name(s), titles, and the telephone numbers of the persons to be contacted and a general scope of the product or services provided.
- 5.5 TEAM - list key members of the project team proposed for the project, include relevant experience, credentials, and a brief description of specific role(s).
- 5.6 SERVICES –
 - 5.6.1 Project Management and Logistics - Describe the project flow from award to installation. Include the step-by-step process that your firm uses to manage projects of this nature and the oversight tools available to the district.
 - 5.6.2 Schedule - Each Proposer shall provide with its proposal a schedule showing time required to produce shop drawings (if applicable), complete production runs, complete delivery and installation, if applicable. Note: Dates for final Installation and punch-list to be coordinated with the District.
 - 5.6.3 Installation Processes - Provide a summary of the firm's standard delivery and installation process, including the

methods used to place the correct item in the correct place. Also include information regarding your installation staff or experience references for third party install partnerships.

- 5.6.4 Design Capabilities – Describe your design capabilities. Include if you have designers in-house or if you subcontract. Identify what deliverables are available to the District.
- 5.6.5 Professional Educational Services - Describe your capacity to provide professional educational services that assist teachers in meeting specific instructional outcomes to maximize use of the new environments.

- 5.6.6 Additional Services and Considerations - Provide a summary of additional resources your firm offers clients to help track, verify, and control the project management, delivery & installation, punch work, and ongoing service after the project's completion. Include all relevant information about any technology the district will be able to access to aid in its transparency and control
- 5.7 INSURANCE REQUIREMENTS – Include requirements delineated in Section 6.0 of this RFP.
- 5.8 PROPOSAL CERTIFICATION – Proposer is to certify its proposal as to its compliance with the proposal specifications using the form included in Section 10.0 of this RFP.
- 5.9 NON-COLLUSION AFFIDIVIT – Include the completed and signed affidavit, included in Section 11.0 of this RFP.

6.0 Insurance Requirements

- 6.1 It is mandatory that the firm submitting the proposal have minimum Liability limits of \$1,000,000.00 for both Comprehensive General Liability and Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). If the Proposer's current certificate of insurance does not meet the amount required, a statement must be included with the proposal document from their insurance carrier indicating that if a Proposal award was made to the firm, that the carrier would write the necessary insurance coverage. The successful Proposer must then have the required insurance placed in force with written notification provided to Lammersville Unified School District, prior to issuance of a purchase order which authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible proposer. Successful vendor must list Lammersville Unified School District as an additional insured.

7.0 Evaluation Process

- 7.1 Proposals will be received and publically opened.
- 7.2 The District's Evaluation Committee will convene, review and discuss all proposals received.
- 7.3 The Evaluation Committee will assign points to each proposal received in accordance with the Evaluation Criteria identified in Section 11.0 of this RFP. The District Evaluation Committee will then select the top responses and conduct in person interviews with those selected firms.
- 7.4 If there are portions of any proposal the District finds unacceptable or otherwise in need of clarification or revision, the Owner reserves the right to request additional information from Proposers.

8.0 Evaluation Criteria

- 8.1 CRITERIA: Proposals will be evaluated and award will be based on the Proposer's ability to offer the best value and on anticipated quality of service for principal elements including but not limited to:
 - Responsiveness to all requirements included in this RFP
 - Qualifications and expertise of the firm, team members, and other consultants proposed
 - Breadth of the scope of services the firm offers in completing a successful project
 - Proposer's references, relevant experience and reliability with similar projects
 - Delivery and installation capabilities
 - Direct manpower/supervisory support
 - Demonstration of a thorough understanding of requirements and specifications
 - Demonstration of Professional Educational Services with high quality educational consultants to support teachers in using the new environments per the district's intended instructional program.

NOTE: Evaluation Criteria are not listed in order of preference.

8.2 RANKING: The District will rank all proposals received which meet the submittal requirements. The following factors will be considered in the scoring and subsequent ranking of the proposals received.

Similar Projects-References	15 points
Project Team Experience	15 points
Design Capabilities	20 points
Professional Educational Services	20 points
<u>Turnkey Furnishings Scope of Services</u>	<u>30 points</u>
Maximum Points	100 points

9.0 Award

- 9.1 Award shall be made to the responsive and responsible vendor whose proposal is determined to be the most advantageous “Best Value” to the Lammersville Unified School District taking into consideration the evaluation factors set forth in this Request for Proposal.
- 9.2 The District reserves the following rights:
- to accept or reject any and all proposals in whole or in part; to reject all proposals;
 - to waive any formalities or irregularities contained in a proposal that does not comply with the terms and conditions of this RFP,
 - to make modifications to this RFP, or specification through addenda;
 - to conduct interviews with any of the proposers and to require a formal presentation by any of the proposers;
 - to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all proposals;
 - to modify or waive the conditions and requirements of this RFP where it determines that such modification is in its best interest;
 - to require proposer(s) to submit evidence of qualifications or any other information the District may deem necessary.
 - to at their sole discretion, purchase select items directly from a manufacturer; and
 - to select the proposal and/or specific items that in the sole discretion of the District are in their best interest whether or not the proposal selected is the lowest monetary proposal.
- 9.3 The award of a contract shall be the sole discretion of the Lammersville Unified School District.
- 9.4 The District reserves the right to make the final selection based upon its own ranking. Further, nothing herein will prevent the District, from making multiple awards and to deem all proposals responsive, and to assign work to any firm(s) deemed responsive.

10.0 Proposal Certification

Proposer is to certify its proposal as to its compliance with the proposal specifications using the language as stated hereon.

**RESPONSE TO LAMMERSVILLE UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS for K-12 School Furniture Project
DATED MARCH 30, 2018, AND TO ANY AMENDMENTS THERETO**

The undersigned duly authorized to represent the persons, firms and corporations joining and participating in the submission of this Proposal states that the Proposal contained herein is complete and is in strict compliance with the requirements contained in the RFP. If there are no modifications, deviations or exceptions, state same as part of the Proposal Certification Statement:

_____ **NONE** _____ **YES** (If there are, state YES and describe in a separate attachment)

This proposal will remain in effect for a period of 24 months.

Any notice required under the RFP/Proposal shall be personally delivered or mailed by first class or certified mail, with proper postage, prepaid, to the subject vendor at the following address:

Company Name: _____ Tax ID: _____
Address: _____
Attn: _____
Submitted by: _____

Signature: _____ Date: _____

11.0 Non-Collusion Affidavit

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal (such persons, firms and corporations hereinafter being referred to as the "Vendor"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other Proposer, or with any official of the Owner or any employee thereof, or any person, firm or corporation under contract with the Owner whereby the Vendor, in order to induce acceptance of the foregoing Proposal by said Owner, has paid or is to pay to any other Vendor or to any of the aforementioned persons anything of value whatever, and that the Vendor has not, directly or indirectly entered into any arrangement or agreement with any other Vendor or Vendors which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

Signature: _____

Company Name: _____

Date: _____

STATE OF _____)

) SS

COUNTY OF _____)

On this _____ day of _____, 20____. Before me a Notary Public in and for said county, personally appeared _____, agent of the said firm _____ and who acknowledged the same to be his free act and deed as such agent.

Appendix A

MakerSpaces within Lammersville Unified will provide students flexible work areas and seating that promotes the development of group creativity, experimentation, and innovation using Vex kits, Ozobots, Legos, circuitry, greenscreen broadcasting technology, Rokenboks, and other such types of learning experiences. The furniture in these spaces should be sturdy, modular, provide a variety of storage options to organize materials, flexible for a variety of groupings and learning experiences including easily movable with the ability to be compactly stored when a larger open space is desired.

Multiple tables, types of seating, and storage options are desired for each site. Each site will require its own plan based on space available.

Examples:



