

**Downriver Community
Conference**

**REQUEST FOR PROPOSAL
FOR OFFICE FURNITURE**

14-05

PROPOSALS SHOULD BE DIRECTED TO:

**LORREE SMITH
PURCHASING COORDINATOR
Downriver Community Conference
15100 Northline Rd. Suite 136
Southgate, MI 48195**

INQUIRIES SHOULD BE DIRECTED TO:

**LORREE SMITH
(734) 362-3444**

REQUEST FOR PROPOSALS CALENDAR

Request for Proposals Released	April 20, 2014
Proposals Due	April 25, 2014
Proposals Evaluated	April 28, 2014
Contract Award	April 30, 2014

Note: This schedule is subject to change.

A. ENTITY DESCRIPTION

The Downriver Community Conference (DCC) is a nonprofit organization serving twenty communities in the Southeast Michigan Downriver area. The DCC is audited as a local unit of government under Public Act 7. The DCC is also a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. The DCC is governed by a Board of Directors. The DCC operates a local Michigan Works agency as well as weatherization services, EPA Brownfield revolving loan funds and other EPA grants, a PTAC center, 504(b) loan program and other programs. The DCC is the administrative entity that oversees and coordinates the Downriver Mutual Aid (DMA). The DMA includes various police teams, fire teams and Downriver Area Narcotics Organization (DRANO). The DCC employs 125 employees.

B. GENERAL PURPOSE

The Downriver Community Conference (DCC) invites proposals from qualified vendors to reconfigure and furnish staff and customer areas with installation no later than June 14, 2014. DCC reserves the right to award none, some or all of the services requested. Meetings to discuss the scope of services and to do a walk through of the office space will be held on Tuesday, April 22nd and Wednesday April 23rd by appointment only. Contact Lorree Smith at (734) 362-3444 or lorree.smith@dccwf.org schedule an appointment.

C. SCOPE OF SERVICES

1. Reconfigure and replace existing lobby furniture.
2. Configure and design an area for customers to fill out forms.
3. Replace (35) existing rolling task chairs for customer labs areas. No fabric chairs will be accepted.
4. Replace (40) Mid Back Executive rolling staff chairs with arms.
5. Replace (45) Guest chairs. No fabric chairs will be accepted.

6. Design and propose furniture and layout for staff lunch/break room.
7. Replace existing fabric cubicle panels for 16 staff cubicles with With new solid and/or plexiglass panels for a more open feel.

D. RFP Terms

1. Closing Submission Date

Proposals must be submitted no later than 4:00 P.M. on Friday, April 25th, 2014.

2. Inquiries

Inquiries concerning this RFP should be directed to Lorree Smith at (734) 362-3444 or at lorree.smith@dccwf.org.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the DCC.

Offeror must guarantee installation of entire purchase by June 14, 2014.

4. Instructions to prospective bidders:

Your proposal should be addressed as follows:

Lorree Smith
Purchasing Coordinator
Downriver Community Conference
15100 Northline Rd. Suite 136
Southgate, MI 48195

It is important that the proposal be submitted in a **sealed** envelope clearly marked with the following information:

Request for Proposal
For Office Furniture
Downriver Community Conference
April 25, 2014 4:00 P.M.

All proposals must be hand delivered or mailed and be valid for a period of sixty (60) days from the above date. It is the responsibility of the Offeror to insure that the DCC receives the proposal by the date and time specified above. Mailed proposals must be received, not postmarked, by April 25, 2014 at 4:00pm or it will be considered late. Late proposals will not be considered.

E. REQUESTED FORMAT OF RFP RESPONSE

It is suggested that the RFP response be formatted as follows:

1. Title Page:

The response should identify the RFP subject and the name of the independent Offeror, local address, telephone number, name and title of contact person and date of submission. The period, which the proposal is effective, should also be disclosed along with the signature of the person able to legally bind the organization to the contract.

2. Table of Contents:

The table of contents of the proposal should include a clear and complete identification of the materials submitted by the section and page number.

3. Letter of Transmittal:

The letter of transmittal should contain the following information:

- a. A brief understanding of the proposal to be presented.
- b. A positive commitment to perform the service as required.
- c. The names of the persons authorized to represent the respondent, their title, address and telephone number should be included. This may be important if different from the individual who signs the transmittal letter.

4. Profile of the Offeror:

The respondents are requested to provide a profile of general background information. This should include:

- a. The size of the respondent based on number of employees, annual sales and whether it is local, regional, national or international in operations.
- b. At least 5 references should be presented.

5. Product and Cost Explanation:

- a. Offerer must include itemized product description and cost. Brochures and photographs of what is being presented should be included.
- b. Variations to the requested bid can be offered and will be reviewed as long as what is requested is presented as well.
- c. Keep in mind when providing pricing that DCC may choose all or some of the products offered.

F. Submission of Proposal

Three copies of the proposal should be submitted including one original copy with original signatures.

G. Non-Responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- a. The proposal is not received timely in accordance with the terms of this RFP.
- b. The proposal does not follow specified format.

H. Evaluation

Evaluation of each proposal will be based on the following criteria:

<u>FACTORS</u>	<u>POINT RANGE</u>
1. Price	0 – 20
2. Understanding of products requested	0 – 10
3. Satisfaction of reconfigure and design of lobby area and furniture	0 - 10
4. Satisfaction of layout and proposed lunch/ Break room furniture	0 - 10
5. Satisfaction with proposed variations of chairs.	0 - 10
6. Guarantee of delivery and Installation by June 14, 2014	0 – 20
7. Overall completeness of RFP	<u>0 – 5</u>
MAXIMUM POINTS	85

I. REVIEW PROCESS

The DCC, may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors proposals.

However, DCC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from the both technical and price standpoints, which the

Offeror can propose.

DCC will award the contract to the responsible bidder with the highest points.

The DCC is not obligated to award a contract and may, at its discretion, reject all proposals if it is in their best interest to do so.