

Lincoln County 911 Emergency Services, Troy, MO

Request for Qualifications

Furniture Procurement and Installation

June 6, 2024

General Information

Lincoln County 911 Emergency Services (“LCES” or “Owner”) is seeking a qualified firm (“Firm” or “Vendor”) to provide procurement, fabrication, installation, and warranty services related to furnishings and furniture for the new 911 Dispatch/EOC Center located in Troy, Missouri as detailed in this Request for Qualifications. Firms are invited to submit qualifications for evaluation from which a short list of firms will then be interviewed for final selection. Shortlisted firms may also be required to participate in a preliminary pricing exercise. Interviews may include tours of showrooms or demonstrations of available product lines. As LCES may utilize cooperative purchasing programs for contracting of these goods and services, a higher preference will be given to responders utilizing a cooperative purchasing program that LCES qualifies to use.

There is no expressed or implied obligation of LCES to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Background Information

The new Lincoln County 911/EOC Center will be located at 911 Professional Parkway, Troy, MO 63379 (corner of Lincoln Drive and Professional Parkway). The site is owned by LCES. The center will be approximately 15,000 SF and the home of the 911 Dispatch Center, 911 Emergency Services offices, Emergency Operations Center, Emergency Management tenant space, and miscellaneous support spaces.

The Vendor will be required to work with on the project a team of LCES staff, the LCES Owner Representative, NAVIGATE Building Solutions (“NAVIGATE”), and the Architect (and their consultants), JEMA, LLC (“JEMA”). The Executive Director shall retain responsibility for the proper administration of the project. The team shall not be a public body empowered to exercise governmental or proprietary authority or perform a governmental or proprietary function. Therefore, meetings shall not be open to the public.

Final construction documents (drawings and specifications) are now being prepared by JEMA architects and their consultant team.

Scope of Services

The furniture procurement and installation specifications require furnishings for all areas indicated in the bid documents, including but not limited to the private offices, lobby, central break area, conference rooms, breakout, central training/EOC room, and others as shown on Exhibit B. This RFQ also includes chairs for the dispatch communication center and dispatch training. Console furniture for the dispatch communication and dispatch training rooms are to be furnished by others and not including in this RFQ.

LCES anticipates furniture installation in November/December 2025. The construction schedule is expected to be confirmed with General Contractor Bidding in July – August 2024. The selected firm will provide move planning services to coordinate sequencing and schedules with the Owner's Representative (Navigate Building Solutions), LCES staff, and in coordination with the General Contractor. The selected firm will be expected to provide warranty services.

There is a potential this package could also include an internal and external signage scope of work. Respondents to include any qualifications they may or may not have relating to this type of work. Ability to provide signage design and/or procurement services will not be part of the evaluation criteria of this scope, but if the respondents firm also performs these services, please indicate that in your response.

To provide potential bidders with an overview of the project furniture scope of work, products, and services that will be required, we have provided Attachment B – *Overall Floor Plan*. See also Attachment C – *Instructions to Vendors*.

The scope of services (minimum) is as follows:

1. Planning, Programming, & Design
 - a. Develop office furniture designs.
 - b. Review JEMA construction documents and create furniture plan that works with the final construction documents floor plan.
 - c. Make recommendations for final furniture materials, fabrics, colors, etc. that work with the JEMA interior design that has already been prepared and approved by the owner.
 - d. Review with LCES.
 - e. Revise as needed.
 - f. Preliminary budget generated based on selections and in alignment with established project budget.
 - g. Review with LCES.
2. Contract Documentation and Administration – Technical Specifications
 - a. General products, furniture specifications, materials, colors, and covering selections and samples.
 - b. Review all final drawings and specifications with LCES.
 - c. Provide updated budgets, final pricing/quotes, and review with LCES.
 - d. Review warranty on products with LCES.
3. Furniture Delivery and Installation
 - a. Schedule delivery of products according to LCES's timeline. Coordinate with NAVIGATE and the General Contractor.

- b. Provide all labor, material, equipment, and supervision to deliver, set up and install products on site as specified in accordance with contract documents, including protection and cleanup.
 - c. Inspect all deliveries for shortages or damage and in conjunction with LCES, Create a punch list. Retainage will not be released until the punch list has been resolved to Owner's satisfaction.
 - d. Final walk-through, inspection, and acceptance of project.
4. Submittals
- a. Submit brochures or actual samples for final product selections.
 - b. Submit colors and materials samples for coordination with JEMA interior design and final selection by owner.
 - c. Submit copies of Operation and Maintenance Manual. This manual should contain narrative on operation of any equipment, preventive maintenance including cleaning, adjustment, and lubrication schedules (if required). The manual should also contain a copy of the manufacturer's warranty and service agreement.
 - d. Submit Safety Data Sheets (SDS), as applicable.
 - e. Submit certification that, to the best of the manufacturers and contractors' knowledge, no asbestos containing materials have been incorporated into this project.

Specifications for Proposal (must be included with response)

To select the best qualified firm for the project, we are asking that the prospective firms respond to the following:

Quality of Submittals

Provide a complete and well-organized response to this RFQ.

Approach to Project

1. Attachment A – *Vendor Information Sheet* filled out and signed by authorized representative.
2. Provide a detailed description of the understanding of the project and identify your firm's approach to the project. Include the following:
 - a. Planning/Programming/Design – Describe your firm's process for collaborating with the Owner and JEMA to prepare and finalize the furniture plans, product/material selection, procurement and delivery/installation.

- b. Quality Assurance – Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items LCES may add during a later phase of work, delivery and install process, punch list process and warranty tracking.
 - c. Storage Capability – Detail the physical warehouse space, including the State where products may be stored pending final delivery to the site.
3. Experience with similar projects over the past five (5) years with references – provide a list of 911 Dispatch Centers, EOCs, etc.
4. Distinguishing features of your firm and the services provided.
5. List of names and credentials of each project team member and their anticipated tasks – include skills and qualification, technical competence, experience on similar projects, workload during the delivery and installation. Describe if delivery and installation will be subcontracted and physical location of proposed team.
 - a. List the Key Suppliers/Manufacturers that your company represents and/or if your firm will manufacture and provide certain products.
 - b. Ability to purchase utilizing one or more cooperative purchasing agreements.
 - c. How many manufacturers are available through each contract? Is a discount schedule available per manufacturer, and will the manufacturer contract allow for pricing based on volume?
 - d. Provide a list of vendors your firm anticipates you may be using for this project.
6. Any additional information deemed relevant to selection for this project.

Criteria for Selection

All proposals submitted will be evaluated using the following criteria:

1. Compliance with the RFQ including ability to provide items in Attachment B and C.
2. Understanding of the project and project approach
3. Experience with similar projects
4. Depth and breadth of experience and qualifications for personnel assigned.

SOQ Instructions

For consideration to be given to any Statement of Qualification (“SOQ”) submitted in pursuant of this RFQ, Five (5) sealed copies must be received by **2:00 pm (CDT) on June 25, 2024.**

Submit SOQ in a sealed envelope labeled:
Furniture Statement of Qualifications for
New Lincoln County 911/EOC Center

Submit sealed envelopes to:
C/O Lincoln County 911 Emergency Services
Attn: James Roberts
250 W. College Street
Troy, Missouri 63379

No faxed, emailed, or late SOQs will be accepted. Owner will not be responsible for SOQs placed in the mail which do not arrive by the deadline. SOQs received before the time of opening will be kept by the LCES Executive Director securely and unopened. SOQs received after the deadline will not be considered.

Contact with LCES Personnel

Until after the final selection and award has been made, interested firms and all representatives are prohibited from contacting any LCES personnel and/or LCES elected officials, while such elected official is acting on behalf of Owner.

All questions relating to the RFQ are to be addressed by Navigate Building Solutions, Ray Hutsel, 8419 Manchester Road, Brentwood, MO 63141, 636-212-1556 or ray@navigatebuildingsolutions.com. Addenda information shall be shared, as necessary, with all participants.

Anticipated Schedule

- RFQ Issued 6/6/2024
- RFQ Responses Due 6/25/2024
- Review and Shortlist of Firms 6/26/2024 – 7/3/2024
- RFP Preliminary Pricing Effort 7/8/2024 – 7/12/2024
- Interviews of Shortlisted Firms (if needed) Week of 7/15/24
- Selection of Vendor Week of 7/22/2024
- Furniture Kickoff & Final Design Effort Targeted by 7/29/2024
- Initial Quote Received To Be Determined
- Final Quote and Contract To Be Determined
- Furniture Installation November/December 2025

Other Miscellaneous Information

1. Nothing contained herein will create any contractual relationship between the Owner and the firm submitting an SOQ. Statements contained in the response of the successful firm may become part of the agreement for services.
2. Information received from each firm will become the property of the Owner.
3. Owner reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
4. The Owner, Principal, or Corporate Officer of the responding firm shall sign the response to the SOQ that all the information provided is true.
5. The Owner reserves the right to accept or reject any or all Qualifications and to waive any irregularities.
6. The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a final purchase order.
7. As part of your cover letter, please designate a single representative or prime contact through whom the Owner may communicate at the firm.

8. The selected firm shall agree to indemnify and defend and hold harmless the Owner, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to
9. By submitting a response, the applicant offers to enter into a final purchase order, the form and content of which shall be agreed upon by both parties. The applicant's submission shall not be revocable for ninety (90) days following the response deadline indicated above. LCES reserves the right to waive any defects in the offer of any vendor, to reject any or all offers, and to request additional information from any and all vendors.
10. FWAP Documentation – If selected, Vendor will provide to LCES, no later than the execution of the final agreement , all documentation and required affidavits that the firm has enrolled in, and participates in, a Federal Work Authorization Program, as required by Section 285.530 Missouri Revised Statutes with respect to employees working in connection with the contracted services. Firm shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

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Attachment A

Vendor Information Sheet (to be completed by all responders)

Business Name	
Address	
City, State, Zip	
Year Established	
Contact Name	
Contract Phone	
Contact Email	

I, the undersigned, have read the Request for Qualifications, including Attachments B and C, and understand and agree to the terms of those attachments if selected by LCES to provide the scope of this package.

Name of Company

Signed

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Attachment B – Overall Floor Plan A101 (Anticipated Furniture Scope)

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Attachment C

Instructions to Vendors

1. After firms are shortlisted, shortlisted firms will participate in a preliminary pricing exercise. After review of submitted preliminary pricing, Owner may select a firm or choose to interview firms prior to award. All remaining terms in this Attachment C will apply for awarded firm during the course of the project.
2. Vendor(s) shall submit proposals clearly outlining any unit pricing, discount structure, inside delivery costs, assembly costs, required deposit, etc. All discounts available to LCES shall be applied. Price quotes are firm, no increase permitted through the duration of the project. Pricing to include all design, shipping, freight, storage, and installation of all items. All formal quotes are to be directed to LCES.
3. Vendor(s) will provide a “binder reference” of all products included on their quote including any potential substitutions from original specifications to be submitted with their proposal. Binder to include cut sheet, dimensions, specifications, warranty information and suggested upholstery/finish samples of each item.
4. Vendor will provide furniture floor plans drawn to scale. Plans should include all furnishings and miscellaneous furniture items.
5. Vendor(s) shall provide eight (8) weeks of storage at no cost to the Owner, if needed. This would begin from the target installation date. Vendor to confirm delivery date with Owner and Owner’s Representative.
6. It is the Vendor’s responsibility to confirm with the Owner that clear inside door openings, access routes to intended room/locations, etc., are adequate. Vendor to notify the Owner’s Representative of any anticipated delivery difficulties. Vendor to be responsible for unloading, uncrating, and delivering to designated area stated on purchase order. The vendor is also responsible for all trash removal from site.
7. It is the Vendor’s responsibility to confirm with the Owner that the building conditions will permit furniture layouts as shown on the plans, which will be based on construction documents. If delivery and construction schedule permit, this must be done prior to placement of order.
8. The Vendor shall provide a written installation outline and schedule to be reviewed and approved by LCES and Navigate Building Solutions. Important to note, there will be no loading dock.
9. The Vendor shall adequately protect the Owner’s property during all phases of delivery and/or installation. It is the Vendor’s responsibility to repair, at their expense, all damage to the furniture and the building as a result of the delivery and/or installation. Damages beyond repair should be replaced.

10. If selected, Vendor agrees to provide insurance with the following coverages:
 - a. Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
 - b. Workers compensation insurance: Statutory coverage per RSMo. 287.010 et seq
 - c. Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.

All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.

11. The Vendor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its operation and is responsible for removal of such materials from the site.
12. It is anticipated that the Vendor will establish a comprehensive process for monitoring the status of all orders, production, schedules, requests for approval, delivery schedules, etc. Vendors will submit status reports to LCES and Navigate Building Solutions. In addition, they should be notified 72 hours prior to delivery.
13. The Vendor is to submit the proposal with a summary sheet indicating cost per room, and a grand total of furniture and itemized charges.
14. The Owner reserves the right to accept or reject any portion of a proposal, or all proposals submitted.
15. The Owner will review all specifications with the selected vendor and may adjust or change any item(s) prior to order entry.
16. All furniture and furnishings must be tagged prior to shipping indicating room number and item reference code number.
17. Manufacturers failing to meet the promised delivery date, to be advised, shall be liable for operational losses sustained by LCES as a result of their delay.
18. Vendor(s) are advised to carefully review instructions. In the event of any errors or omissions, Vendor is responsible to rectify at own expense.
19. The Vendor shall certify that he/she is licensed in accordance with all local and Missouri State Statutes, and shall submit a copy of such license if it is applicable.
20. Vendor shall provide two (2) manuals that provide the manufacturer's instructions for operations, brochures, maintenance, and cleaning, as well as a copy of all furniture warranties.

21. Vendor to coordinate with telephone and data installer, and the Owner's Information Technology staff as required.
22. The owner shall review with Vendor payment terms as standard with LCES– net (30) days after satisfactory delivery and installation (as approved by Owner) and invoice date.
23. The Owner is sales tax exempt. A copy of the Owner's Tax Exempt Letter will be provided with the final contract/purchase order.

