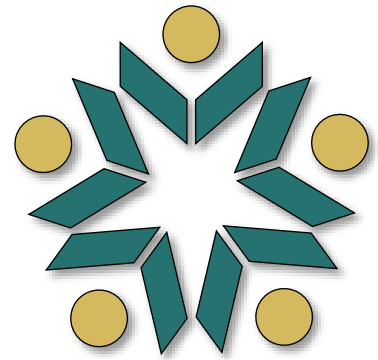


Caldwell County Board of Education & McKissick Architecture



Request for Proposals

Granite Falls Middle School
Furniture Packages



McKissick Architecture

on behalf of

Caldwell County Board of Education

404 East 4th Street
Winston-Salem, NC 27101

p 336 | 722 6152

f 336 | 722 6192

Contact Information:

Information & Clarification

Kristen McKissick

Designer

McKissick Associates Architects
404 East 4th Street
Winston-Salem, NC 27101

kristen@mckissickassociates.com

336 | 722 6152 extension 103

717 | 979 6952 cell

RFP Submission & Contracts

Jeff Church, Ed. D.

Associate Superintendent for Auxiliary Services

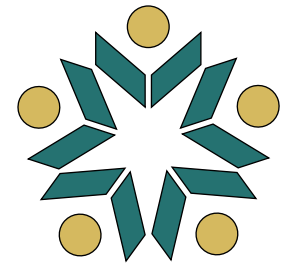
Caldwell County Schools
1914 Hickory Boulevard, SW
Lenoir, NC 28645

jeffchurch@caldwellschools.com

828 | 728-8407

**McKissick Architecture
Caldwell County Board of Education**





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Request for Proposals

The Caldwell County Board of Education is requesting proposals from vendors for CLASSROOM, OFFICE, SCIENCE & STEM FURNITURE to be provided as the FF&E portion of the renovations and additions project, located at

- **Granite Falls Middle School**
90 North Main Street
Granite Falls, NC 28630-1419

A second proposal will be issued at a later date that will include additional furnishings for the CAFETERIA & COMMONS area of the project.

This proposal includes two attached documents:

- **Caldwell County Schools RFP, Product Submissions.xlsx**

This document identifies each product to be submitted with an associated identification key for its location in the project. A summary page includes the list of items, quantities and room locations.

- **Caldwell County Schools RFP, Supplemental Drawings.pdf**

This document includes layout drawings which identify the locations of furnishings by their identification key.

This RFP provides prospective vendors with sufficient information to enable them to prepare and submit proposals for consideration by the school system. A vendor shall identify clearly and thoroughly any variation between its proposal and the school system's requirements included in the RFP. Items in the proposal may be considered independently or in total.

Potential vendors may make their proposal for part or all of the equipment outlined in the Appendices. Proposals should be for the products indicated or substitution deemed comparable by the school system AND MUST BE AVAILABLE ON NORTH CAROLINA STATE FURNITURE REQUIREMENTS CONTRACT.

A proposal submitted in response to this RFP shall constitute a binding offer. The signature of the vendor shall indicate acknowledgment of this condition. Signature shall be that of a person legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the vendor of all terms and conditions including compensation, as set forth herein.

Interested vendors are asked to register their intent to bid along with their contact information to:

kristen@mckissickassociates.com

so that bidding documents can be sent and confirmed, and so that additional clarifications can be provided to all vendors throughout the bid period.



GENERAL INFORMATION

Contact Information

All communications regarding this RFP, must be directed in writing via email to:

Kristen McKissick

McKissick Associates Architects, Designer

kristen@mckissickassociates.com

717 | 979 6952 cell

Kristen McKissick is to be the sole point of contact and communication concerning this RFP.

Vendors may make written inquiries via email concerning this RFP to obtain clarification of requirements. Inquiries made in person, by mail, or by telephone will not be accepted. Inquiries shall not be accepted after the date indicated in the Schedule of Activities and Timeline.

Vendors shall not contact school staff or board members directly with questions and may not rely on any verbal statements by school staff that alter any specification or other term or condition of the RFP.

All questions relating to this project shall be directed to the Project Contact identified above in the form of an email no later than November 9, 2020. Responses will be provided to all proposers via email by November 12, 2020.

In order to be considered, interested vendors must submit qualifications/pricing structure by no later than 2:00 p.m. EST, November 16, 2020 to the school by mail in a sealed opaque envelope to the address below.

Jeff Church, Ed. D.

Associate Superintendent for Auxiliary Services

Caldwell County Schools
1914 Hickory Boulevard, SW
Lenoir, NC 28645

TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY THE DATE AND TIME LISTED ABOVE. LATE PROPOSALS WILL NOT BE ACCEPTED.

Proposals may be modified or withdrawn by the vendor prior to the Proposal Submission Deadline set forth in the Schedule of Activities.

Bidding Schedule

Delivery dates may vary based on the construction schedule. Terms for changes in delivery dates will be discussed with the vendor during contract discussions.

Request for Proposals Issued	October 26, 2020
Prospective Vendors Written Inquiry	November 9, 2020
Deadline (No questions will be accepted after this date and time)	
Response to written inquiries	November 12, 2020
Proposal Submission Deadline	November 16, 2020
Deadline (No proposals will be accepted after this date and time)	
Vendor Selections	November 23, 2020
Final Contract / Purchase Order Issued	December 7, 2020
Delivery of Furniture – Phase 1 (classrooms & offices)	* January 15, 2021
Delivery of Furniture – Phase 2 (STEM, library & cafe/commons)	* TBD
Delivery of Furniture – Phase 3 (gymnasium building)	* TBD

Starred dates indicated earliest possible delivery dates. Dates may shift due to construction completion schedule.

Evaluation Criteria

An Evaluation panel will review and score offers submitted and make a recommendation for award. This selection will be for award to the responsible vendor(s) whose proposal is determined to be most advantageous to the school system at their sole discretion. The matrix below will determine the finalist for selection. In general terms, the criteria and weights for selection are as follows:

Proposal Evaluation Criteria	Available Points
Executive Summary, including manufacturer's location and financial stability	10
Product Quality and Specifications, including color and feature options	45
Pricing Structure	25
Schedule	5
Warranty and Maintenance	15
Total Score (100 possible points)	100

Furnishing Packages

In order to simplify ongoing warranty and maintenance, and to ensure consistency of general appearance throughout the facility, "furnishing packages" are identified within the "Caldwell County Schools RFP, Product Submissions.xlsx" document.

Packages are intended to be sets of complementary furnishings that share common utilization, function and anticipated maintenance such that sourcing these multiple products from the same bidder is seen as advantageous to Caldwell County Board of Education.

To be considered, a proposer submitting qualifying products for consideration must submit at least one product for every item that is identified in the Product Submissions document as being within the same furnishing package. A proposer is encouraged but not required to submit a bid for every package.

Multiple Contracts

In order to allow, include and encourage Proposers of all sizes and specialties to participate, the Caldwell County Board of Education may choose to award multiple contracts for FF&E furnishings. Contracts may be awarded to the same proposer for multiple furnishing packages as identified in the "Product Submissions" document.

Contractual Terms and Conditions

Installer/warranty service provider should have demonstrated corporate financial stability as well as experience in provision/installation of education facilities. References are to be provided upon request. The Caldwell County Board of Education reserves the right to consider historic information and facts about the proposer, whether gained from the submitted response, question and answer conferences, references, or any other source, during the evaluation process. Final terms and conditions will be specified upon award. The Caldwell County Board of Education reserves the right to accept or reject any or all proposals presented and the right to waive any informalities or irregularities it deems in the best interest of the school system.

Definitions

Throughout these documents the term Owner (also referred to herein as the school system) shall mean:

Caldwell County Board of Education

Located at:

The Caldwell County Schools
1914 Hickory Boulevard, SW
Lenoir, NC 28645

The Architect for the Project is:

McKissick Associates Architects

Architect: Vern McKissick III, AIA
Designer: Kristen McKissick

404 East Fourth Street
Winston Salem, NC 27101

336 | 722-6152

Proposer, Bidder and Vendor may be referred to throughout these documents in both the neutral and the masculine gender.

Sub-contracts / Suppliers

The Proposer is aware and has been advised that Subcontractors/Suppliers shall be given full access to the RFP Documents for bidding purposes so as to ensure consistency and contract adherence. Proposer will require each Subcontractor/Supplier and each Sub-subcontractor/Supplier, through legally enforceable written Contracts, to meet all of the responsibilities of the Contractor with respect to any portion of the Work performed by any Subcontractor/Supplier or Sub-subcontractor/Supplier.

Equipment Performance Conformance

The materials, products and equipment described in the RFP establish a standard of required function, dimension, appearance and quality to be met by any proposed item.

Use of Premises

Vendor shall have limited use of premises for installation operations. Do not disturb portions of site beyond areas in which the Work is indicated:

The Vendor must employ, so far as possible, such methods and means in the carrying out of this work as will not cause any interruption or interference with the Owner's or any other contractor's use of the site.

Coordinate delivery with Owner. Schedule deliveries to minimize use of existing driveways and entrances, and to minimize space and time requirements for storage of materials and equipment on-site.

Sales Tax

Pricing Structure shall reflect the Owner's tax-exempt status in relation to this Project and the requirements of Applicable Laws related to certain exemptions from the application of sales taxes.

North Carolina and County Sales Taxes:

Applicable North Carolina sales taxes paid on taxable purchases of building materials, supplies, fixtures or equipment which will **become annexed to, affixed to, or in some manner, become a part of the permanent Project** shall be included in proposed prices.

The Contractor will be required to submit separate Certificates showing the amount of North Carolina and County sales taxes paid with the monthly applications for payment.

In the event more than one taxable purchase is made from the same Vendor during the payment period, the listing in the Certificate shall contain a subtotal by vendor showing the total amount of the invoices and the total amount of State and County sales taxes paid thereon.

In the event taxable purchases are made from the Vendors in more than one North Carolina county, the listing on the certificate shall also be subtotaled by the name of the county.

A copy of each invoice of purchases of materials, supplies, fixtures or equipment which becomes annexed to, affixed to or, in some manner, becomes a part of the Project shall be attached to each Certificate.

Federal Taxes

Caldwell County is exempt from Federal Excise and Transportation taxes. The County will issue Federal Excise Exemption Certificates or Bureau of Internal Revenue Tax Exemption Number only upon request of the Contractor. Issuance of the Certificate does not mean that the Contractor is entitled to a tax refund. All requests for refunds are to be handled by the Contractor. The County will not guarantee any Federal Tax refund to the Contractor.

Payments, Incentives, and Penalties

Delivery may be made upon receipt of an executed Purchase Order from the Caldwell County Board of Education. Full payment will be made within 30 days upon satisfactory acceptance of products received.

Award of Contract(s)

The award(s) will be made to the responsible vendor whose proposal, conforming to the RFP, will be the most advantageous to the school district, price and other factors considered.

The school reserves the right to award this RFP in part, to multiple vendors, if so determined by the school to be in the best interest of the school.

Submission of a proposal indicates Proposer's acceptance of the selection technique and Proposer's recognition that the School will select the proposal(s) that is(are) determined to be most advantageous to the school system, at the school system's sole discretion.

Minority businesses are encouraged to submit proposals for this RFP. The Caldwell County Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, Section 168A-3.



SCOPE OF WORK

Summary of Work

The Caldwell County Board of Education is currently in the midst of a renovation and addition project for the Granite Falls Middle School. The furnishings are to be provided at the completion of each phase of construction work. The Phases include the following areas:

- Phase 1 - New Addition – approx. 54,000 sf – Includes, but it not necessarily limited to Classrooms, Science Labs, Music Classroom, Art Classroom, School Offices, and Health Suite
- Phase 2 - Building Renovation – approx. 28,000 sf – Includes, but it not necessarily limited to STEM suite, Media Center and Cafeteria
- Phase 3 – Gymnasium – Minimal renovation and furnishings

Furnishings including quantities and locations are detailed in two additional attached documents:

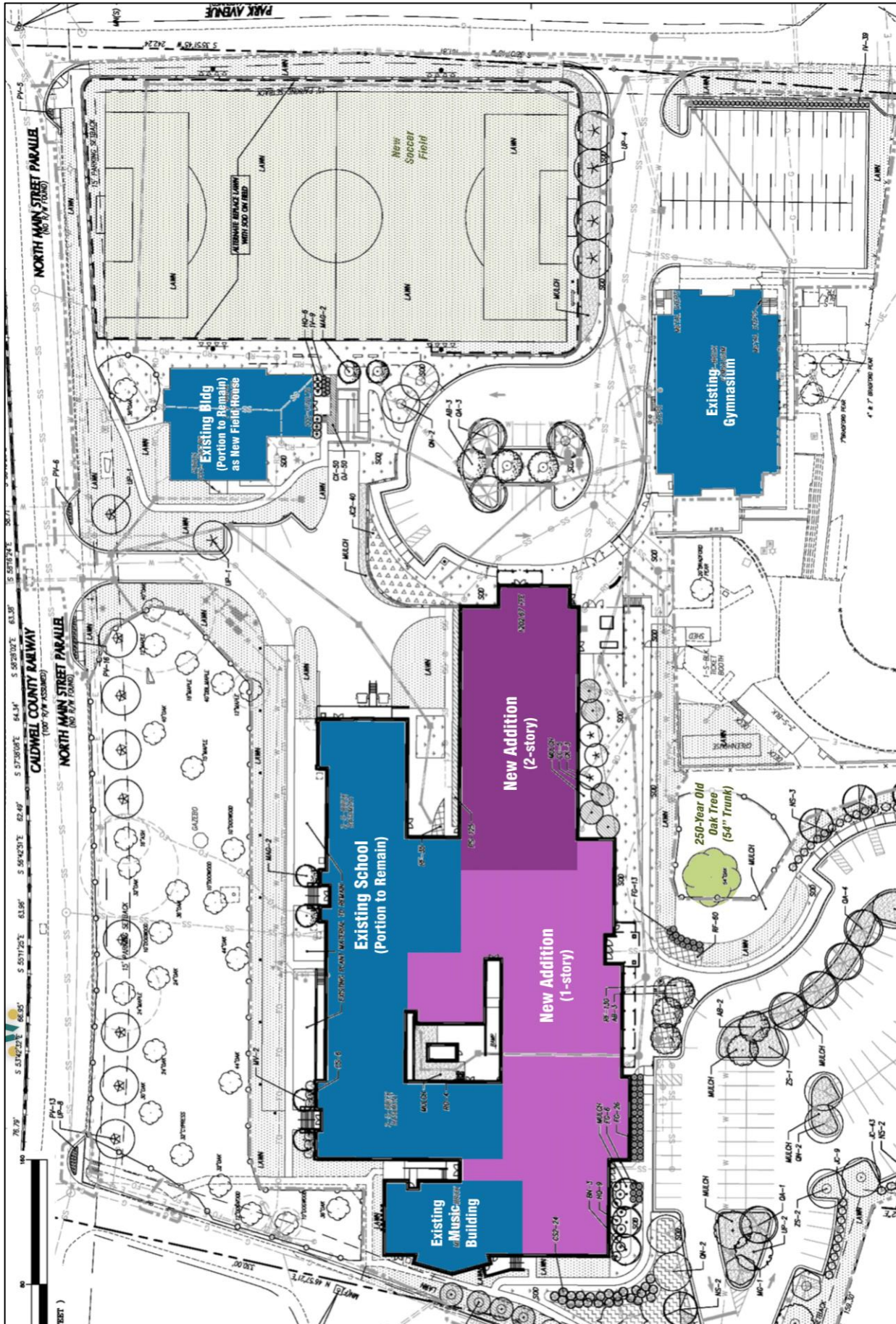
- **Caldwell County Schools RFP, Product Submissions.xlsx**

This document identifies each product to be submitted with an associated identification key for its location in the project. A summary page includes the list of items, quantities and room locations.

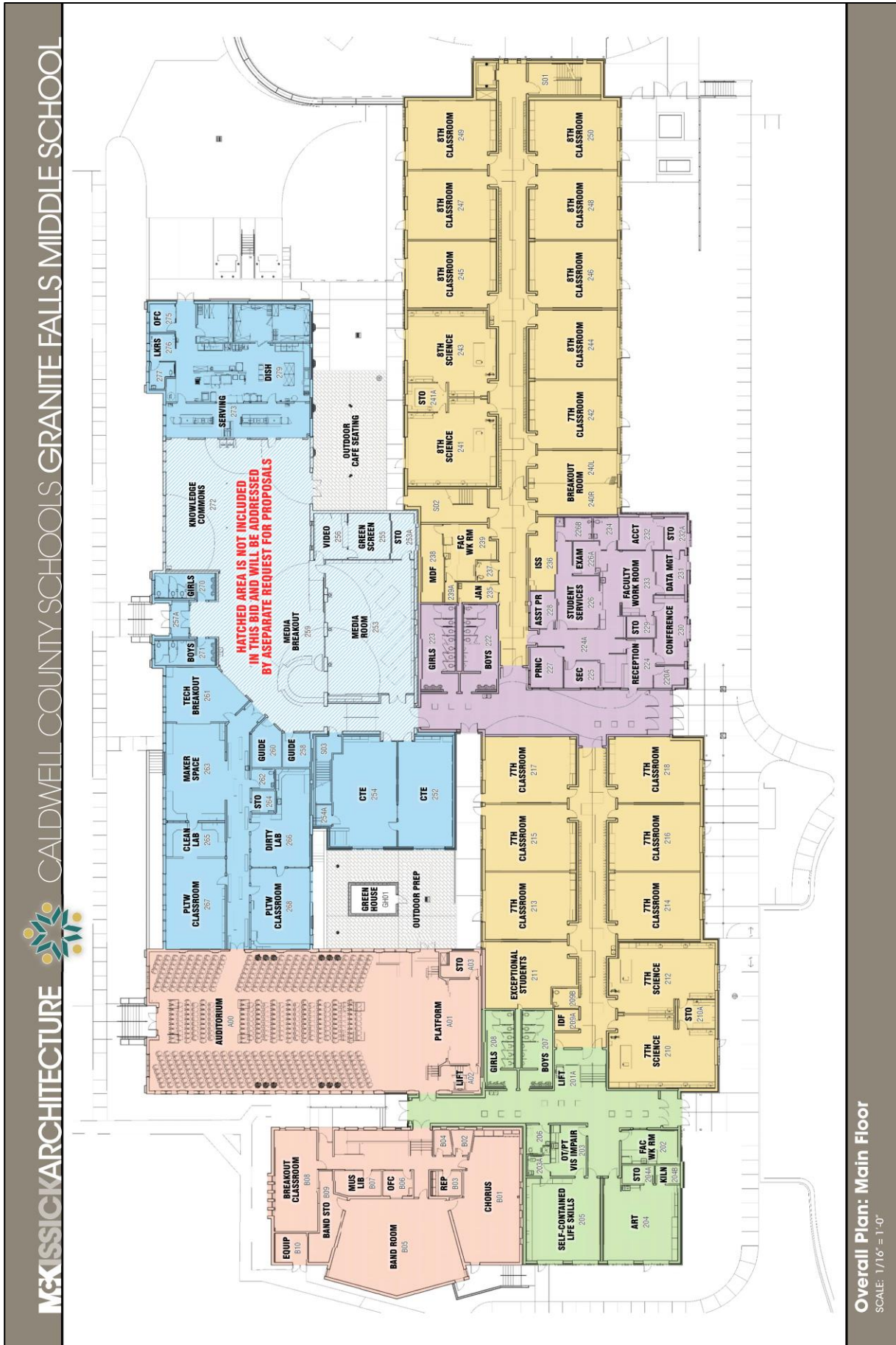
- **Caldwell County Schools RFP, Supplemental Drawings.pdf**

This document includes layout drawings which identify the locations of furnishings by their identification key. The general scope drawings included on the next pages are included in greater resolution in the supplemental drawings document.

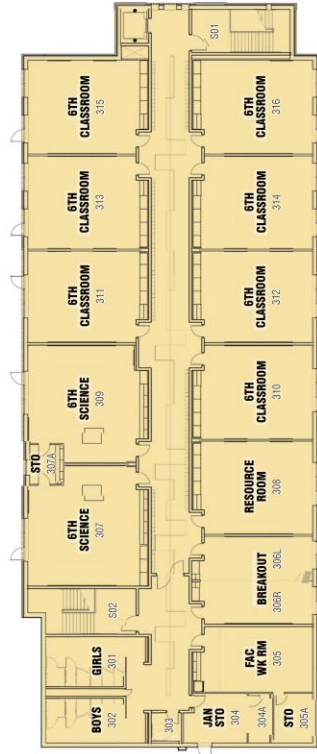
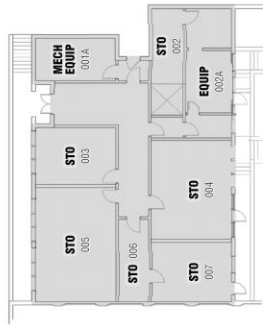
Site Plan: General Project Areas



Floor Plan: Main Building, Level 1



Floor Plan: Main Building, Level 2



Overall Plan: Lower & Upper Floors

SCALE: 1/16" = 1'-0"



SUBMITTAL REQUIREMENTS

Submittal Requirements

To facilitate a timely response and a comprehensive evaluation of submitted proposals, all Proposers shall submit proposals adhering to the following response format:

■ Proposer Information Page

Completed form on Appendix A must be submitted.

■ Executive Summary

Provide a 2–page maximum Executive Summary of your company. This section of your proposal should include a summary that describes your company culture, pricing, capabilities, and background. The purpose of this summary is to provide the school system with a brief, clear understanding of your proposal, your pricing strategy, and the way your company does business.

■ Product Submissions

Using the attached Excel spreadsheet, Vendors should include the information on the form for each of the items for which they have a qualifying product. Only one product option is required for the bid, but Vendors are encouraged to include additional options or configurations to give the school system flexibility in consideration of features and budget. Up to 5 options or variations will be accepted for each furnishing item identified.

This information must be submitted electronically on a USB drive with the proposal. Additionally, the vendor may provide their electronic materials via their own cloud service with credentials for access included in the written, sealed proposal.

■ Pricing Structure & Summary

Explain the pricing structure you propose. Individual item prices are to be included with the product submission spreadsheet, however, additional aggregate costs for other fees and expenses should be comprehensively described. Pricing quoted by a vendor shall include, but are not limited to: product costs, labor costs, travel expenses, administrative costs, copies, collating costs, taxes, mileage charges, supplies, mailing charges, communications, design fee, assembling and/or installation, payment and performance bond, shipping/delivery to the school and clean up and removal of packing materials. All of the proposal contents and fees must be guaranteed for ninety (90) days from the proposal date.

■ Scheduling Strategy

Provide a schedule noting major milestone events as well as the various events to be completed during the production phase including those milestones at which the Owner must provide a selection confirmation for materials, color or quantity. Alert the primary contact in the event of delivery or production schedules may be impacted by availability of raw materials or shipping issues. Note that delivery dates are subject to completion of construction phase and acceptance of furnishings prior to construction completion will be at the discretion of the school system.

■ Warranty & Maintenance Information

Provide all warranty & maintenance Information. The Proposers shall clearly describe to the School how they propose to guarantee and warranty their products and services. Desk and chairs must include a minimum 5–year warranty (longer warranty preferred). The length, time, and conditions of any warranty offered must be attached to or stated in the RFP document. Warranty period shall begin after final acceptance of the items provided and placed into service by the user agency, and, if appropriate, offer ongoing maintenance services for successive one year periods thereafter at fixed annual prices. Furnishings damaged prior to the School's acceptance shall be replaced at the cost of the vendor. Proposers shall provide a user manual containing all pertinent technical documentation, warranty information, replacement parts and re-order information to the School upon delivery of the furniture.



APPENDICES

Appendix A: Proposer Information

Proposing Entity

Company Name: _____

F.E.I.N. (required): _____

Company Address: _____

Company Phone: _____

Is the vendor's company minority-owned*? Yes No

Is the vendor's company woman-owned*? Yes No

** Ownership means active daily management in the organization and an ownership interest greater than fifty percent.*

Terms

(must be at least NET 30 days): _____

Primary Contact

Name: _____

Email: _____

Phone: _____

Authorized Representative

Name: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

IMPORTANT: VENDOR NAME MUST BE PRINTED ON THE OUTSIDE OF THE RFP SUBMITTAL ENVELOPE.

Please be advised that proposals must be delivered in a sealed envelope (including USB drive for electronic access to documents). Vendors are urged to read these documents thoroughly before submitting a response. Response must be signed by a representative of the vendor who is legally authorized to bind the vendor to the proposal.

THIS PAGE MUST BE COMPLETED, SIGNED AND SUBMITTED WITH PROPOSAL.