



GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

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NERAHOO HEMRAJ

Controller

May 16, 2018

GENESEE COUNTY REQUEST FOR INFORMATION #18-140

Genesee County is interested in obtaining pricing, terms, product information, references and qualifications from your firm, for the purpose of comparing Purchasing Cooperative Agreements (Bridge Agreements) for the provision of **Office Furniture and Related Services**. Genesee County is asking your firm to **submit one original, one copy, and one electronic copy** of the requested information as required in this Request for Information (RFI).

The intent is to evaluate offers from responsive firms for the provision of **Office Furniture and Related Services**. All firms solicited must submit an offer predicated on Purchasing Cooperative Agreements (Bridge Agreements) that may be used by Genesee County for sourcing office furniture and required services. Due to concerns regarding competitive bidding requirements, the County will not entertain GSA Contracts relative to this procurement.

Upon evaluating compliant offers, a recommendation will be made to the Genesee County Board of Commissioners for award of contract. The evaluation of offers will be based on price, product quality and suitability, appropriateness of warranties (product and labor), offeror's references and responsiveness of offer.

All responsive offers are due in the Genesee County Purchasing Department no later than Tuesday, June 12, 2018 by 11:00 a.m. (EDT). The Genesee County Purchasing Department is located at 1101 Beach Street, Room 361, Flint, Michigan 48502. Late offers and those transmitted by facsimile or e-mail will not be accepted.

If you have any questions or concerns regarding this matter, please feel free to contact me.

Respectfully,

Cindy Carnes

Cindy Carnes
Purchasing Manager

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SOLICITATION: #18-140 OFFICE FURNITURE AND RELATED SERVICES FOR GENESEE COUNTY

SECTION 1. INSTRUCTIONS TO OFFERORS

1. Sealed offers will be received until **Tuesday, June 12, 2018 by 11:00 a.m. (EDT)**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 200, Flint, MI, 48502. **LATE OFFERS AND OFFERS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, one copy, and one electronic copy of your offer.** All offers become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the offers must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your offer.
3. Michigan Inter-governmental Trade Network– an alternate review of the OFFICE FURNITURE AND RELATED SERVICES can be done at <https://www.bidnetdirect.com/mitn>.
 - i. Genesee County has partnered with BidNet as part of the Michigan Inter-governmental Trade Network (MITN) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental Trade Network](https://www.mitn.info/Registration.asp?ID=2340) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](https://www.mitn.info/Registration.asp?ID=2340) support department toll free 1-800-835-4603.
4. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this solicitation, shall be made by and through the purchasing contact referenced in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of offer.
5. Use the following format for your offer:
 - a. Completed Financial Bid Form, based on the provided furniture count. Alternate pricing models can be submitted to show a good, better, best options with the furniture finishes and styles. Separate each bid form with unit pricing to clearly show the different pricing models.
 - b. Detailed Pricing Information with Product Cross References & Unit Pricing Provide detailed pricing information in spreadsheet format by Manufacturer

with column headings: Item with Part Description, Part Number, discount off list price, and Net Unit Price. This information should include a total price/cost for each item installed, including all services required in this solicitation. For comparison purposes, the information must be presented in the same order as the product references in the specifications (see Attachment #2) with any item additions for a proposed design added at the end. These pages listing furniture by manufacturer will be the Unit price for each item.

- c. Signed Signature Page
- d. Completed References Page - Genesee County reserves the right to contact references in evaluating a prospective Contractor's ability to perform the services required. Therefore, a list of four (4) references shall be included with the offer that can attest to the offeror's qualifications to provide the services referenced in this solicitation (see Reference Page).
- e. Design Plan that depicts a layout of the space with the proposed product state how this design will meet the objectives of an ergonomic office.
- f. Detailed Work Plan – Provide a schedule from time project is awarded to final approved installation including all workstations fitted to staff.
- g. Statement of Exceptions – See Section 3.6.
- h. Statement of Debarment and Suspension – See Section 3.5.
- i. Warranty & Guarantee Information – Provide copies of and detailed information on warranties and guarantees for product and labor.
- j. Product Catalog - Additional Product Information
- k. Information on optional product finishes

SECTION 2. STANDARD TERMS & CONDITIONS

1. See Genesee County website, Purchasing Department for Standard Terms and Conditions

SECTION 3. ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** This document provides prospective offerors with information to enable them to prepare and submit information for consideration by Genesee County (the "County"), for the purpose of providing Office Furniture and Related Services to Genesee County.
2. **Issuing Office:** This solicitation is issued by the Genesee County Purchasing Department on behalf of the Genesee County Friend of the Court. The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 361, Flint, Michigan 48502, phone: (810) 257-3030 or ccarnes@co.genesee.mi.us. Email is the preferred method of contact.
3. **Questions & Inquiries:** In preparing offers, prospective offerors are advised to rely only upon the contents of this solicitation and written clarifications (addenda) issued by Genesee County. All questions regarding this solicitation shall be submitted in writing by mail or email, and received no later than **Tuesday, May 29, 2018 at 11:00 a.m. EDT**, to the Genesee County Purchasing Department as

listed above. E-mail is the preferred method of contact for all inquiries concerning this solicitation. No verbal interpretation to any respondent as to the meaning of any requirement stated in this solicitation shall be binding on Genesee County. All responses to questions regarding this solicitation shall be issued in writing, as an addendum, by Genesee County. Telephone questions will not be answered.

4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this IFB prior to the date for bid submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
5. **Debarment & Suspension:** All offerors shall be required to provide with the submitted offer disclosure of whether the offeror, or its principals, is or is not debarred, suspended, or proposed for debarment. The County will check the Excluded Parties List System to ensure that an offeror is not debarred by a government agency. Debarment of an offeror will be grounds for rejection of offer.
6. **Statement of Exceptions:** The offeror shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in this solicitation. Failure to furnish this statement shall mean that the offeror agrees to meet all requirements set forth in this solicitation.
7. **Acceptable Deviations:** The decision of Genesee County shall be final as to what constitutes acceptable deviations from all terms, conditions, specifications or requirements associated with this solicitation.
8. **Validity Period:** Any offer submitted as a result of this solicitation shall be binding on the offeror for 120 calendar days following the due date.
9. **Disclosure:** All information in an offeror's bid is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the bid. All requests regarding disclosure and requests for confidentiality of a bid response to this IFB shall be submitted in writing and received no later than Tuesday, May 29, 2018 at 11:00 a.m. EDT, to the Genesee County Purchasing Department as listed above.
10. **Acceptance of Offer Content:** The contents of the offer of the successful offeror and its Best and Final Offer (if applicable) may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation or termination of the contract.

20. **Prime Contractor Responsibilities:** The successful offeror(s) shall be required to assume responsibility for all services offered regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

SECTION 4. QUALIFICATIONS OF PROPOSERS

In order to qualify for award, a proposer shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

No submission will be considered from any proposer unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

The following requirements are necessary for consideration of contract award:

1. All firms solicited must submit an offer predicated on Purchasing Cooperative Agreements (Bridge Agreements) that may be used by Genesee County for sourcing office furniture and required services.
2. Proposer shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation.

SECTION 5. SCOPE OF SERVICES

GENERAL REQUIREMENTS

Genesee County seeks a qualified furniture dealer to provide goods and services for Genesee County.

The contractor selected will furnish, as authorized through purchase orders to be issued by the Genesee County Purchasing Department. The initial project will be office furniture and installation for the Friend of Court (FOC) in the McCree Health and Human Services building at 630 S. Saginaw, Flint, MI.

The contractor selected will be expected to provide services at a “no additional charge basis” in addition to the furniture goods. Services to be included are:

1. Storage of new furniture in the event that delivery is required before installation of the new furniture;
2. Incidental design service for any workstations or miscellaneous furnishings;
3. Design consultation with County staff for color, fabric and accessory selection.

Genesee County's sole obligation under this solicitation will be for furniture at the prices and types specified in this solicitation and in the quantities subsequently approved for purchase as provided by an authorized purchase order.

Purchase orders covering the required furniture will be sent to the selected dealer by the Genesee County Friend of the Court ("FOC"). At this time, details regarding final quantities, specifications, delivery instructions, etc., will be clarified.

The FOC reserves the right to increase or decrease the quantities of furniture at the unit prices offered.

In the event the goods are rejected by the FOC as not in accordance with the specifications, a matter in which the FOC shall be the final judge, said goods shall be removed and, if required by the FOC, be replaced by the successful offeror/contractor. Any and all replacement materials are subject to approval by the FOC.

Due to budgetary constraints, Genesee County reserves the right to accept in whole or in part any portion of the furniture proposed in an offer.

GUARANTEE

All offerors are to submit written warranties and guarantees for the specified products.

The offeror shall guarantee against defects in installation for at least one year from the date of acceptance at no cost to the FOC.

PAYMENT

Terms of Payment shall be Net 30 days upon satisfactory completion of the installation.

DELIVERY AND INSTALLATION

All shipments shall be FOB destination, delivered and installed. Title to the goods shall pass and payment therefore shall be authorized upon completion of installation. The successful offeror/contractor must have a trained, experienced, and technically capable installation crew to perform the installation requirements. Installation costs should consider any critical completion times and include any additional charges for evening or weekend rates, as deemed necessary by the offeror and in compliance with the installation schedule of the FOC.

ADDITIONAL SERVICES

The successful offeror/contractor shall include as part of his offer, after installation, demonstration to Genesee County staff on how the furniture and accessories function and adjust. The successful offeror/contractor is responsible for installing worksurfaces at the appropriate height. Contractor is to allow for follow up with Individual County staff to determine the correct ergonomic worksurface height, and then adjust the worksurfaces accordingly.

SPECIFICATIONS

The successful offeror/contractor shall furnish and install furniture, components, and accessories per the required specifications and manufacturer requirements. Finishes and colors for the new space have not been selected and are at the discretion of the proposer, Attachment 1 has a sampling of the current finishes in the FOC offices. The current finishes should be considered the 'good' level of a good, better, best pricing model.

All brackets and miscellaneous attachments are the responsibility of the contractor to insure that the installation is complete and satisfactory to the FOC. The enclosed specifications (see Attachment #2) are general modular furniture and depicted the desired type of workspace and storage.

Any use of a brand name in this solicitation is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Brand Name or Equivalents may be offered as substantially equivalent products as approved alternates. Approved alternates or Equivalents may be offered only with complete specifications and must be equal or superior to the products specified.

All items offered are to include accessories and features normally provided as standards for that item. Approved alternates shall duplicate all standard accessories and features of specified items.

The successful offeror/contractor will be required to meet with the FOC and the County's architect to select and approve fabric and finish choices.

The successful offeror/contractor shall completely install all items furnished to the satisfaction of the FOC. All items shall be put in place according to the approved floor plans agreed upon by the FOC, architect and successful offeror/contractor. All liabilities for proper implementation of the design are the responsibility of the successful offeror/contractor. "All liabilities" means the contractor is responsible for field measurements of the building. The FOC must be notified of any changes required in the furniture layout due to variations between the floor plan and the actual measurements.

All crating and refuse shall be disposed of or recycled by the contractor. All furniture shall be in perfect condition, thoroughly cleaned, tested, oiled, and adjusted at the time of turning over to the FOC for acceptance. Any damages done to the walls, doors, ceilings, or floors during installation must be repaired to the satisfaction of the FOC by the contractor.

Prices are to be quoted for each individual item as specified with shipping, delivery, installation and follow-up service charges included in the price.

Seating must meet the stated requirements for the solicitation. The successful contractor will be required to submit a sample of the seating specified to get the approval of the FOC before the order is placed.

Accessories and features normally provided as standard are to include all connectors, brackets, wire management, fillers and other miscellaneous hardware required to complete the installation and provide a neat appearance which is structurally sound.

ERGONOMICS

The furniture proposed should be designed to facilitate task performance, minimize fatigue and injury by fitting equipment to the body size, strength and range of motion of the user.

Office furnishings, which are generally available, have adjustable components that enable the user to modify the workstation to accommodate different physical dimensions and the requirements of the job. Ergonomically designed furniture can reduce pain and injury, increase productivity, improve morale, and decrease complaints. The purchase of equipment should be task specific to eliminate:

1. static or awkward posture,
2. repetitive motion,
3. poor access or inadequate clearance and excessive reach,
4. display that are difficult to read and understand, and
5. controls that are confusing to operate or require too much force.

Therefore, furniture that is selected should be suitable for the types of tasks performed and be adaptable to multi-purpose use. Office workstations must be designed carefully to meet the need of the staff and to accomplish the goals of the facility.

Design objectives should support humans to achieve the operational objectives for which they are responsible. There are three goals to consider in human-centered design.

1. Enhance human abilities
2. Overcome human limitations
3. Foster user acceptance

To achieve these objectives, there are several key elements of ergonomics in the office to consider.

1. Equipment - video display terminals
2. Workstation design - chairs, work surfaces and accessories
3. Environment - space planning, use of colors, lighting, acoustics, air quality and thermal factors
4. Training - preparing workers to deal with technology

Recommendations

The following guidelines are from the American National Standards Institute and the Environmental Health and Safety Center.

Chairs

Seat Height:

Seat height should be pneumatically adjusted while seated. A range of 16 - 20.5 inches off the floor should accommodate most users. Thighs should be horizontal, lower legs vertical, feet flat on the floor or on a footrest. Seat height should also allow a 90 degree angle at the elbows for typing.

Seat Width and Depth:

A seat width of 17-22 inches suffices for most people and should be deep enough to permit the back to contact the lumbar backrest without cutting into the backs of knees. The front edge should be rounded and padded. The seat slant should be adjustable (0 to 10 degrees). Avoid bucket-type seats. The seat should swivel easily.

Backrest:

The backrest should offer firm support, especially in the lumbar (lower back) region, should be 12-19 inches wide, and should be easily adjustable both in angle and height, while sitting. The optimum angle between seat and back should permit a working posture of at least 90 degrees between the spine and thighs. Seat pan angle and backrest height and angle should be coordinated to allow for the most comfortable weight load on the spinal column.

Seat Material:

A chair seat and back should be padded enough to allow comfortable circulation. If a seat is too soft, the muscles must always adjust to maintain a steady posture, causing strain and fatigue. The seat fabric should "breathe" to allow air circulation through clothes to the skin.

Armrests:

Armrests are optional, depending on user preference and task performed. They should not restrict movement or impede the worker's ability to get close enough to the work surface. The worker should not rest his or her forearms while keying.

Workstation Design

1. Correct work station height depends upon the user of a work station and upon the chair and other factors that interact with the user and table. The ideal is for the user to be able to sit at the work station with the keyboard in place and be able to easily maintain a 90-100 degree elbow angle and straight wrists while keying. The height of an adjustable keyboard support should adjust between 23" and 28" to accommodate most-but not all-users. 26" is a recommended compromise position while leg clearance must still be considered.
2. Leg room: Knee spaces should allow a worker to feel uncrowded and to allow some changes of position even with the keyboard support lowered to the correct level for use. The knee space should be at least 30" wide by 19" deep by 27" high to comply with the requirements of the Americans with Disabilities Act. For those using a footrest, clearance must be calculated with the legs in place on the footrest. Likewise, depth of the "clearance envelope" for both legs and toes should be evaluated while the workstation user is in a normal working position at the work station (determined by the design of the seating system and the way the user sits). Drawers and support legs (for furniture) should not go where human legs need to fit.
3. The work station top should be big enough to allow space not only for all computer-related necessary equipment, but also for paperwork, books, and other materials needed while working at the computer. Working with materials on chairs and at odd angles has the potential for neck and other body strain. Frequently used items should be kept close to avoid long reaches. A general recommendation is that the work area top should be at least as big as the standard office desk - 30

inches by 60 inches. A depth of at least 30 inches allows flexibility in use/reuse of the work area. Usable space may be maximized by good wire/cable management.

4. Thickness of work surface: one inch

SECTION 6. EVALUATION CRITERIA

It is the intent of Genesee County to conduct a fair and comprehensive evaluation of all offers received. The solicitation/Contract will be awarded to the offeror who submitted an offer that is most advantageous to Genesee County. All offers will be evaluated based on the following criteria and points listed:

- Price/Cost 25
- Product Quality and Suitability 25
- Functionality and ergonomics 25
- Appropriateness of Warranties (Product and Labor) 15
- Offeror's References 10
- Responsiveness of Offeror pass/fail

FINANCIAL BID FORM
GENESEE COUNTY IFB #18-140
Office Furniture and Related Services

See Attachment 2 the furniture count page for Unit Designator details

Furniture Unit Name	Unit Designator	Quantity	Unit Cost	Total
Director	DD-1	1		
Deputy Director	DD-2	1		
Supervisor, Manager, Referee,	OF-1	13		
Office, Attorney	OF-2	40		
Cubicle	CB-1	74		
Small conference	CF-1	3		
Med conference	CF-2	3		
Large conference	CF-3	1		
Computer room	CP-1	1		
Training room	TR-1	1		
Cafeteria	CA-1	1		
Interview	IN-1	7		
Hearing room	HR-1	2		
Collaboration 1	CL-1	1		
Collaboration2	CL-2	1		
TOTAL				

Estimated time for delivery after purchase order is issued _____ days

Time frame for installation _____ days

List the longest lead times on this page. Should different products have different lead times provide the detailed information in the Work Plan.

Contract Information:

 Name of contracting agency or cooperative, contract number

 Expiration date any available contract extensions

Submitted by: _____
 Company Name

UNIT PRICING GENESEE COUNTY IFB #18-140

Provide detailed pricing information in spreadsheet format by Manufacturer. Unit Price is an amount incorporated into the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

Submitted by: _____

Manufacturer:

Item Name or description	Additional details	Catalog or Part #	Discount off list	Net Unit Price
unit designator				
unit				
task chair				
desk				
desk pedestal	bbf			
	bb			
credenza	sep			
	int			
guest chair				
conference table	s			
	m			
	l			
conference chair				
bookcase				
work table				
side board				
teacher's station				
powered panels				
closed bin				
open shelf				
task light				
café table				
dining table				
café chair				
counter stool				
Non-powered panels				
Lateral file				

SIGNATURE PAGE

GENESEE COUNTY SOLICITATION #18-140

Office Furniture and Related Services

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the IFB,
3. has not engaged in any collusive actions with any other potential proposers for this IFB,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from bid due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda _____ issued as part of the IFB:

Conflict of Interest:

____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this bid.

OR

____ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Bid.

Exceptions to Solicitation and/or Standard Contract: NO _____ YES _____ (include attached statement)

Name (typed): _____

Signature: _____ Title: _____

Company: _____

Federal Employee Identification Number (FEIN): _____

DUNS Number: _____

Date: _____

Contact Person of company representative for matters regarding this IFB

CONTACT NAME POSITION

E-MAIL

MAILING ADDRESS CITY STATE ZIP CODE

PHONE FAX

REFERENCE PAGE
GENESEE COUNTY SOLICITATION #18-140

List four (4) references for similar projects/contracts Submitted by: _____

1. Company	Phone Number
Contact Name and Position	E-mail Address
Project Description	\$
Start and Finish dates of Project	Dollar Amount of Project

2. Company	Phone Number
Contact Name and Position	E-mail Address
Project Description	\$
Start and Finish dates of Project	Dollar Amount of Project

3. Company	Phone Number
Contact Name and Position	E-mail Address
Project Description	\$
Start and Finish dates of Project	Dollar Amount of Project

4. Company	Phone Number
Contact Name and Position	E-mail Address
Project Description	\$
Start and Finish dates of Project	Dollar Amount of Project

ATTACHMENT #1 – Current FOC furniture

Office picture shows the furniture of the Friend of Court and Deputy Friend of Court
Current chair fabric is Sage and Onyx
Surface finish is Amber Cherry

Attachment #1 is available at the Genesee County Purchasing website,
(<http://www.gc4me.com/Purchasing/currentbids.htm>.)

ATTACHMENT #2 – Proposed Furniture Layout and Furniture Count

Attachment #2 is available at the Genesee County Purchasing website,
(<http://www.gc4me.com/Purchasing/currentbids.htm>.)