



REQUEST FOR PROPOSAL

for Selection of a Furniture Vendor to Provide Services for

VICKSBURG NEW MUNICIPAL BUILDING

VICKSBURG, MI

Issued April 24, 2023

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A. INTRODUCTION

You are invited to participate in this Request for Proposal. Please submit your proposal response in conformance with the instructions specified herein. "Owner" is the Village of Vicksburg and "Designer" is Eckert Wordell LLC.

By submitting a proposal response, the Vendor agrees and promises to sell, furnish, deliver and install to Owner's project site all commodities and services contained in this Request for Proposal for which a contract is awarded.

The designer will be responsible for finish selections and coordinating furniture, while making sure the design intent is maintained.

Vendor will be responsible for making sure product selections meet the budget; creating specifications; and the delivery, installation, and storage of selected products.

Acceptance of the Vendor's proposal by Owner, by issuance of a purchase order or contract, constitutes a binding contract made and entered into by and between the Owner and the Vendor.

B. PROJECT OVERVIEW

The Village of Vicksburg is constructing a new, 5788 SF, municipal building in Vicksburg, Michigan which requires furnishings for the areas indicated in this section; however, furnishings may not be limited to this list.

- Lobby 101:
 - Two (2) lounge style/fully upholstered seats.
 - One (1) small side table.
- Reception 104:
 - One (1) ergonomic task chair.
 - One (1) box/box-file cushioned mobile pedestal for personal storage.
- Accounts Payable 105:
 - One (1) primary and one secondary work surface desk with grommet.
 - One (1) ergonomic task chair.
 - One (1) box/box-file cushioned mobile pedestal for personal storage.
 - One (1) 36" lateral file storage that is two high with laminate finished top.
 - A 4' W x 3'H tackable surface above desk surface.
 - One (1) partial height modesty panel extending the full front of the underside of the primary desk surface.
- Clerk 106:
 - One (1) primary and one secondary work surface desk with grommet.
 - One (1) ergonomic task chair.
 - One (1) box/box-file cushioned mobile pedestal for personal storage.
 - One (1) lockable 36" lateral file storage that is three high with laminate finished top.
 - A 4' W x 3'H tackable surface above desk surface.
 - One (1) partial height modesty panel extending the full front of the underside of the primary desk surface.
- Treasurer 107:
 - One (1) primary and one secondary work surface desk with grommet.
 - One (1) ergonomic task chair.

- Two (2) lockable 30" lateral file units that are three high, laminate finished top.
- A 3'-6" W overhead closed storage, tackable below.
- One (1) box/box-file cushioned mobile pedestal for personal storage.
- Two (2) stackable, armless guest chairs (no upholstery).
- One (1) partial height modesty panel extending the full front of the underside of the primary desk surface.
- Village Offices 108:
 - Six (6), three-high, 36" wide lateral file units. Does not require finished tops, as this top will be fabricated by the millworker.
 - Four (4) 36"W three high lateral file unit with integrated laminate work top.
 - Three (3) 3'H x 4'W wall mounted white boards
 - Called out as a separate line item:
 - Two (2) 6'-6" x 6'-6" workstations with 54"high tackable panels and grommet.
 - Two (2) ergonomic task chairs.
 - Two (2) box/box-file cushioned mobile pedestal for personal storage.
 - Two (2) task lights (desk lamps).
- Staff Lounge/Meeting 110:
 - One (1) 10'L x 4'W rectangular table with mockett outlet on surface.
 - Ten (10) stackable, armless guest chairs (no upholstery).
 - Two (2) 3'H by 4'W wall mounted white boards
- Village Manager 111:
 - One (1) primary and one secondary work surface desk with grommet.
 - One (1) ergonomic task chair.
 - Two (2) lockable 36" lateral file storage units that are three high, laminate finished top.
 - A 5' W overhead closed storage, with tackable surface below.
 - One (1) box/box-file cushioned mobile pedestal for personal storage.
 - One (1) partial height modesty panel extending the full front of the underside of the primary desk surface.
 - One (1) 6'L x 4'W rectangular table.
 - Six stackable, armless guest chairs (no upholstery).
 - One (1) 3'H by 4'W wall mounted whiteboard
- Meeting Hall 115:
 - One (1) mobile podium.
 - Nine (9) executive ergonomic full upholstered task chairs.
 - Three (3) ergonomic task chairs.
 - Twenty-four (24) armless, foldable, stackable chairs: no cushion or upholstery. Provide stackable chair cart.
 - One (1) moveable table with lockable casters. This table should accommodate three people/chairs and include an integrated mockett outlet and cable management as well as a partial modesty panel on the underside of worktop.
- AV 117:
 - One (1) ergonomic task chair.
- Evidence and Ammunition 119:
 - South and east wall to have a 24" D open shelving: four-high standard metal wall mountable shelving unit.

- Squad Room 121:
 - Three (3) ergonomic task chairs.
 - Two (2) box/box-file cushioned mobile pedestal for personal storage.
- Interview/Conference 124:
 - One (1) square 4' x 4' post leg table.
 - Four (4) stackable, armless guest chairs (no upholstery).
- Police Chief 126:
 - One (1) primary and one secondary work surface desk with grommet.
 - A 5'W upper storage with tackable surface below.
 - One (1) ergonomic task chair.
 - One (1) box/box-file cushioned mobile pedestal for personal storage.
 - One (1) partial height modesty panel extending the full front of the underside of the primary desk surface.
 - Two (2) 30"W four high lockable lateral files, laminate finished top.
 - Two (2) 3'H by 4'W wall mounted whiteboard.
 - One (1) 48"D circular post leg table.
 - Four (4) stackable, armless guest chairs (no upholstery).
- Furniture will need to be cleanable and durable to stand the test of time and a standard, regular cleaning routine.

C. SUBMISSION INSTRUCTIONS

A completed proposal and signed cover sheet response shall be mailed or dropped off to the address listed below, by **2 p.m. on Friday May 12, 2023**. All submissions shall reference 'Sealed Bid' on the outside of the envelope. Any proposals received after this time will be rejected. No electronic bids will be accepted.

Attn: Village Manager Jim Mallery
126 N. Kalamazoo Ave
Vicksburg, MI 49097

D. VENDOR'S INSTRUCTIONS

1. **Addition of Terms and Conditions.** Additional terms and conditions submitted with a proposal response are of no effect unless accepted in writing by the Owner and Designer. Proposals with any additional terms and conditions may be rejected.
2. **Proposal Held Firm.** Proposal responses will be firm for 60 days, unless otherwise specified by the Owner and/or Designer in writing.
3. **Proposal Opening.** All proposals received by the specified deadline will be considered by Owner and Designer.
4. **Proposal Results.** Proposal results are the property of the Owner and will not be published.
5. **Cost for Proposal Development.** Vendor is responsible for bearing the costs incurred in responding to this RFP, preparing a proposal, and otherwise participating in this RFP process.
6. **Late Proposals.** It is the Vendor's responsibility to ensure that a proposal response is electronically received by the Owner and Designer by the date and time specified. Late proposal responses will be rejected.

7. **New Equipment and Materials.** Unless otherwise indicated, all equipment and materials shall be new and under current production for use in the United States. Submit any required samples or enclosures, if applicable. Due to manufacturers having different product lines and the associated graded fabrics, the proposal should include the appropriate fabric grades for business/commercial applications and the products selected. All fabric grades should be specified in the proposal and should be reflected in the quote. There are no selected or standard furniture manufacturers, products or finishes for this project. We are looking to vendors to provide product recommendations that will be suitable for standard business operations while also meeting the design aesthetic. Solutions need to be durable. The budget has not been specified yet. Please provide cost effective to mid-range products and indicate if you have the resources to specify alternate products to meet a budget if the need arises. We value the services that the vendor will provide throughout each step of the design process in order to create a successful project. The furniture solution's focus should be on performance of the product and function of the users within the space. At this time, we would like to see images of furniture product recommendations and product specs for each selection. We will request renderings once a vendor is selected.
8. **Packaging.** All commodities and equipment are to be delivered and packaged strongly and securely according to accepted commercial practices.
9. **Pricing (Unit and Total Prices).** The unit price is to be according to the unit of measurement specified in the solicitation. All prices must be in United States currency. Prepare your price in the specified unit of measure, F.O.B. destination, freight prepaid to the delivery location listed on the cover sheet.
10. **Questions and Clarifications.** All questions and requests for clarification regarding this solicitation must be addressed electronically to the Designer **by 2:00 p.m. on Friday May 5, 2023.** The requirements of this solicitation can only be altered by written amendment of the solicitation. All responses to written questions shall be electronically answered by the Designer **by 5:00 p.m. on Tuesday May 9, 2023.**
11. **Disclosure Compliance with Iran Sanctions Act.** Check one of the following boxes.
 - ☐ The Vendor certifies, by submitting a proposal for services, that neither they, nor any of its subsidiaries or affiliates, have engaged in investment activities in Iran.
 - ☐ The Vendor is unable to certify that they have not engaged in investment activities with Iran and will provide full disclosure of investment activities in Iran with proposal submission including: Name, Address, Relationship to Vendor, Description of Activities, Duration of Engagement, Anticipated Cessation of Engagement, Vendor/Bidder Contact information, and any other information pertinent to the investment activities. Failure to provide this information will render the proposal as non-responsive and the bid will be discarded.
12. **Familial Disclosure Affidavit.** All proposals shall be accompanied by a sworn statement disclosing any familial relationship that exists between the Vendor's owner(s), board, or any employees and any employee of the Village of Vicksburg.

By submitting this proposal, the Vendor hereby represents and warrants, except as provided below, that no familial relationships exist between the Vendor or any employee of the Vendor, and any employee of the Village of Vicksburg.

Vendor/Employee Relationship: (provide names and relationship)

13. **Signature.** The Vendor submitting the proposal response or that Vendor's duly authorized agent or representative must electronically sign the proposal response by including the following form:

Company Name:			
Street Address:			
P.O. Box:	City:	State:	Zip Code:
Telephone:		Cell Phone:	
		E-Mail:	
Name of Person Signing:		Title:	
Authorized Signature:			

14. **Specifications, Compliance.** All proposals submitted in response to this Request for Proposal must comply with the specifications contained herein, and the successful Vendor will be held responsible. Noncompliance with specifications is grounds for rejection of the proposal response. Vendors who desire to submit commodities or services that deviate from these specifications or have any objections to the specifications stated herein must contact the Architect in writing as soon as possible, so the Architect can determine whether the specifications need to be amended.
15. **SPECIAL TERMS AND CONDITIONS.** Delivery. The selected Vendor shall deliver commodities and services ordered as follows:
- Delivery must be made after the Vendor receives a signed purchase order from the Owner.
 - Anticipated delivery of product to the Owner's job site is **October 2, 2023**. The Owner will confirm date for delivery by **September 25, 2023**. Vendor should note that they can meet the agreed upon delivery date on purchase order.
 - If delivery requirements cannot be met within the specified time, the Vendor must immediately notify the Architect in writing of the delay and the approximate date delivery may be expected.
 - In the event the project site is not ready to accept the goods and/or services, Architect and Vendor will coordinate the storage, installation and postponed delivery.
 - Owner and Vendor to coordinate any costs associated with storage and postponed delivery.
16. **F.O.B. Point and Freight.** Delivery and passage of title shall be as follows.
- Delivery will be F.O.B. Destination, to the site location interior delivery. The freight is to be included in the price of the products. Title will pass to the Owner upon delivery to the specified destination.
17. **Product Information and Specifications.**
- Descriptive literature or detailed manufacturer's specifications for the specific equipment or commodities being offered must be provided. Vendors are instructed to clearly mark the literature information that demonstrates compliance with the specification.
18. **Volume.** The volume of this contract shall be represented on plans and documents included in this package.
19. **Servicing of the Proposed Services.** The selected Vendor will be required to provide Owner with current catalogs, replacement data, and price lists. The selected Vendor will also be required to provide qualified

sales personnel/customer representative to provide support and address any usage and maintenance concerns while products are under warranty.

20. **Training – Ergonomic assessment.** The selected Vendor will provide product training and ergonomic assessment at no additional expense to the Owner at the following address:

126 N. Kalamazoo Ave
Vicksburg, MI 49097

E. PROPOSAL REQUIREMENTS

Proposal shall be submitted in clear, organized document following the order as described below. Please keep responses brief and concise.

1. Vendor Information

Please provide the following information:

- **Company Profile**—provide a brief overview and history of your dealership.
- **Leadership and Project Team**—List of principals/officers of the firm and the primary contact for this project. Provide bios of key personnel your firm will commit to this project and their specific roles and responsibilities.
- **Project Experience**
Please provide three (3) projects, similar in scope and type to this project, completed within the last five years for which your firm acted as a furniture dealer. In addition, please include the following information:
 - Project Name
 - Project Cost
 - Size (SF)
 - Owner
 - Contact
 - Phone Number
 - Email
 - Extent of services provided
 - Identify key staff involved and project responsibilities
 - Provide a reference for each project

2. Project Scheduling

The dates mentioned in section E are for reference only. If you suggest deviations from this schedule that would affect your proposal, please indicate how in your response including how you will propose alternatives and address scheduling conflicts.

3. Project Management and Budgeting Services

The Designer will provide the Vendor with a budget for furniture and style direction. Please describe your approach to providing the Designer with product lines/selections, materials, and budget estimates. Designer will make final decisions on product selections.

4. Installation Services

Please give a brief description of your firm's approach to installation management. Also describe your method of handling and replacing goods that were **received** damaged.

5. Warranties

Please describe how you handle damaged goods and warranties after installation.

F. SELECTION CRITERIA

Proposals will be reviewed for the following criteria:

1. Responsiveness to scope
2. Product quality
3. Design phase support services

Any proposal can be rejected by the owner for any reason

G. ATTACHMENTS

- 22007_Vicksburg_New_Municipal_Building_Furniture_Breakdown
- 22007_Vicksburg_New_Municipal_Building_Tagged_Furniture_Plan

Chairs						
Plan View	Item	Tag	Description	Size Product Details	Location	Quantity
		CH-1	Lounge Chair, Fully Upholstered	N/A	Lobby 101	2
		CH-2	Ergonomic Task Chair Upholstered Seat & Back, Arms, Casters	N/A	Reception RM 104 Accounts Payable RM 105 Clerk RM 106 Treasurer RM 107 Village Offices RM 108 Village Manager RM 111 Meeting Hall RM 115 AV RM 117 Squad Room RM 121 Police Chief RM 126	15
		CH-3	Stackable, Armless guest chairs, No Upholstery	TBD- Based on Final Selection	Treasurer RM 107 Staff Lounge/Meeting RM 110 Village Manager RM 111 Meeting Hall RM 115 Police Chief RM 126 Interview/Conference RM 124	50
		CHS-1	Moveable Stage Cart for Stackable Chairs	TBD- Based on Final Selection	Storage RM 118	1
		CH-4	Ergonomic Executive Chair, Arms	N/A	Meeting Hall RM 115	9
Tables						
Plan View	Item	Tag	Description	Size Product Details	Location	Quantity
		TB-1	Small Side Table	18"-24" Dia	Lobby RM 101	1
		TB-2	Moveable table with lockable casters. This table should accommodate three people and include the following: Three integrated mockett outlet (or similar) and usb, partial modesty panel on the underside of worktop.	96" X 30" D	Meeting Hall RM 115	1
		TB-3	Conference Table	72" L x 48"W	Village Manager RM 111	1
		TB-4	Conference Table with mockett outlet on surface	120" L x 48"W	Staff Lounge/ Meeting RM 110	1
		TB-5	Round Seat Height Table	48" Dia	Police Chief RM 126	1
		TB-6	Square Seat Height Table	48" X 48"	Interview/Conference RM 124	1
Desk Systems						
Plan View	Item	Tag	Description	Size Product Details	Location	Quantity
		DSK-1	L-Shaped Desk Includes the following: Partial modesty panel on underside of primary surface, 48"W x 36"H tackable surface above secondary surface Grommet on desk surface	Primary Desk Surface: 66"L x 30"D Secondary Surface: 78"L x 30"D	Accounts Payable RM 105 Clerk RM 104	2
		DSK-2	L-Shaped Desk Includes the following: 42"W Upper Shelving with Tackable Surface below Partial modesty panel on underside of primary surface Grommet on desk surface	Primary Desk Surface: 90"L x 30"D Secondary Surface: 78"L x 30"D	Treasurer RM 107	1

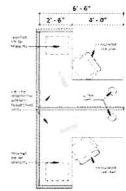


Image for Aesthetic/style only.

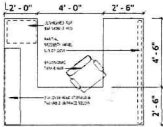


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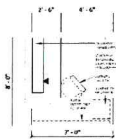


Image for Aesthetic/style only.

DSK-3	L-Shaped Desk Includes the following: 54"H Tackable Panel System on all sides of desk Grommet on desk surface	Workstation: 78" x 78"	Village Offices RM 108	2
DSK-4	U-Shaped Desk Includes the following: 42"W Upper Shelving with Tackable Surface below Partial modesty panel on underside of primary surface Grommet on desk surface	Primary Desk Surface: 84"L x 30"D Secondary Surface: 48"L x 30"D Third Surface: 84"L x 24"D	Village Manager RM 111	1
DSK-5	L-Shaped Desk Includes the following: 60"W Upper Shelving with Tackable Surface below Partial modesty panel on underside of primary surface Grommet on desk surface	Primary Desk Surface: 84"L x 30"D Secondary Surface: 96"L x 30"D	Police Chief RM 126	1

Lateral Files	Plan View	Item	Tag	Description	Size Product Details	Location	Quantity
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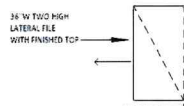


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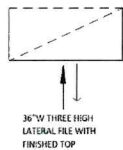


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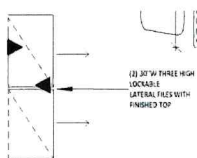


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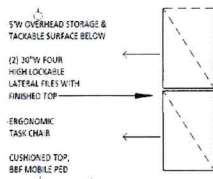


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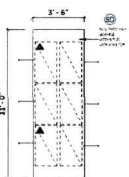


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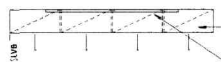
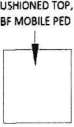

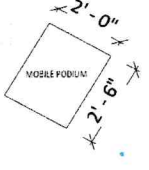



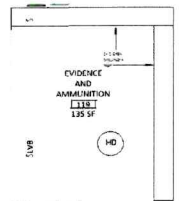


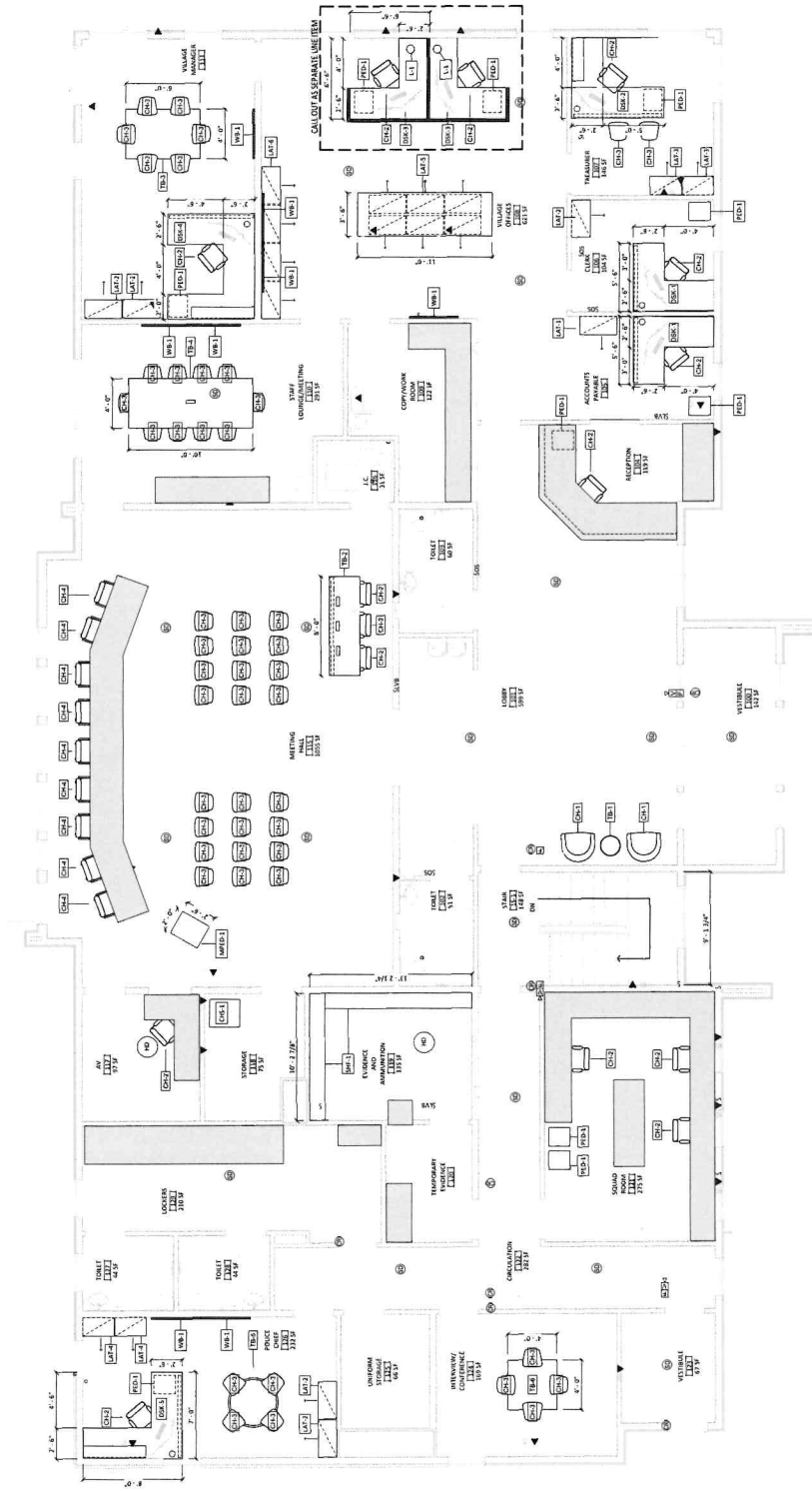


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LAT-1	36"W Two High Lateral file with Laminate Finished Top	36"W x 28"-29"H	Accounts Payable RM 105	1
LAT-2	36"W Three High Lateral File with Laminate Finished Top Lockable	36"W x 40"H	Clerk RM 106 Village Manager RM 111 Police Chief RM 126	5
LAT-3	30"W Three High Lateral File with Laminate Finished Top Lockable	36"W x 40"H	Treasurer RM 107	2
LAT-4	30"W Four High Lateral File with Laminate Finished Top Lockable	30"W x 50-53"H	Police Chief RM 126	2
LAT-5	Bank of lateral files with integrated laminate worktop. Six lockable units of 36" length. This bank will be standing height. There will be a 10 inch overhang on both ends for future use of bartolotti.	132"L by 42" W x 40" H	Village Offices RM 108	1
LAT-6	Four 36"W three high lockable lateral file units with integrated laminate work top.	346"L x 18"W x 40"H	Village Offices RM 108	1

Office Accessories		Item	Tag	Description	Size Product Details	Location	Quantity
 <p>CUSHIONED TOP, BBF MOBILE PED</p>							
			PED-1	Box, Box, File cushioned mobile pedestal for personal storage.	16" W x 18"D x 26"H	Reception RM 104 Accounts Payable RM 105 Clerk RM 106 Treasurer RM 107 Village Offices RM 108 Village Manager RM 111 Squad Room RM 121 Police Chief RM 126	10
	Image for Aesthetic/style only.						
			MPED-1	Mobile Podium	TBD- Based on Final Selection	Meeting Hall RM 115	1
	Image for Aesthetic/style only.						
 <p>36" H x 48" W WALL MOUNTED WHITEBOARD</p>			WB-1	36"H by 48"W wall mounted whiteboard	36"H by 48"W	Village Offices RM 108 Staff Lounge/Meeting RM 110 Village Manager RM 111 Police Chief RM 126	8
	Image for Aesthetic/style only.						
			SHF-1	Adjustable Shelving, Four Rows High	24"D x 10' 2 7/8" L (Four Rows High) 24"D x 17' 2 1/4" L (Four Rows High)	Evidence & Ammunition RM 119	8 Shelves Total
	Image for Aesthetic/style only.						
			L-1	Task Light	TBD- Based on Final Selection	Village Offices RM 108	2
	Image for Aesthetic/style only.						



1 FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

LEGEND
 ○ COUNCIL
 □ MEETING
 □ NOT IN SCOPE

FURNITURE PLAN VICKSBURG NEW MUNICIPAL BUILDING