

Palm Beach State College

REQUEST FOR QUOTE

RFQ #16-17-07

RFQ Title: Presidential Suite - Office Furniture – Lake Worth

Date: September 28, 2016

SCHEDULE: This Request for Quote will be governed by the following schedule:

Bidder to submit responses to: *Palm Beach State College, Attn: Purchasing Department-MS 27, 4200 Congress Avenue, Lake Worth, FL 33461, on October 25, 2016 by 2:30PM or email to purchasing@palmbeachstate.edu. Mailed or emailed responses must have the Request for Quote number and title on proposal.*

Release of RFQ	September 30, 2016
Deadline for Written Questions	October 7, 2016
Answers to Questions, emailed to participating vendors	October 14, 2016
Quotes Due	October 25, 2016
Evaluation/screening of quotes	October 26, 2016
Award date	October 27, 2016



PALM BEACH STATE
COLLEGE

REQUIRED SUBMISSION RESPONSE FORM

Purchasing Department
Palm Beach State College
4200 Congress Avenue MS#27
Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a bid for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this bid for the bidder.

RFQ 16/17-07 Presidential Suite Office Furniture			
Vendor Name			
Bidding As (Check One)	Corporation	Individual	Other (Explain)
Address			
City		State	Zip Code
Telephone		Fax	
Email			
Representative Name			
Representative Title			
Signature			

SPECIAL CONDITIONS:

PURPOSE: It is the purpose and intent of this Request for Quote to secure firm pricing for furniture item(s) as listed herein for Palm Beach State College, Presidential Suite - Office Furniture at our Lake Worth Campus.

AWARD: The bid will be awarded to overall low bidder, "Lot by Lot", "Manufacturer by Manufacturer" "Item by Item" or any combination thereof, whichever is in the best interest of the College.

ASSEMBLY AND INSTALLATION: It will be the responsibility of the successful bidder to supply all necessary labor to complete delivery, assembly and installation of product(s) as specified.

DELIVERY: The product delivered under this bid shall remain the property of the seller until a physical inspection of this product is made and thereafter accepted to the satisfaction of Palm Beach State College designee appointed for this project and must comply with the terms herein, and be fully in accord with specifications and of the highest quality.

DEBRIS: The successful bidder/vendor shall be responsible for the prompt removal of all debris which is a result of this delivery.

EQUIVALENTS: No alternates will be accepted. Items quoted must be "as specified".

QUANTITIES: The quantities shown are the required product(s) needed for this project. The College has the right to increase or decrease the total quantities at the College's discretion.

PRICES: Firm Price: Palm Beach State College will not accept any bids that do not guarantee a firm price until the completion of the project. You are required to download the excel worksheet entitled "Worksheet-PBSC-Interior-Furniture-Specs-1617-07.xlsx" (<http://www.palmbeachstate.edu/purchasing/Documents/Worksheet-PBSC-Interior-Furniture-Specs-1617-07.xlsx>); the Excel sheet has a formula to calculate your quantity, unit price and extended prices for your convenience.

EXTENDED BID PRICES: Bidder is requested to indicate if additional quantities of proposed product(s) may be purchased at the same price quoted herein: **YES:**_____ or **NO:**_____, through **DATE:**_____.

F.O.B POINT: The F.O.B. point shall be Palm Beach State College, 4200 Congress Avenue, Lake Worth, Florida 33461. Building AD, Room 210

PROTECTION OF PROPERTY: The successful bidder shall at all times guard from damage or loss to the property of the College or of other vendors or contractors. The College may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the successful bidder, designated appointee or bidder/vendor representative.

INSURANCE: It shall be the responsibility of the successful bidder to maintain Worker's Compensation Insurance, Property Liability Insurance, Property Damage Insurance, and Vehicle Liability Insurance during the time an of the bidders personnel are working on Palm Beach State College property. The successful bidder shall furnish the College with a Certificate of Insurance after award has been made but prior to start of any work on College Property.

WARRANTY: The successful bidder shall fully guarantee all items furnished hereunder against defect in material and/or workmanship. Should any defect in materials or workmanship appear, the successful bidder shall replace same product, at no cost to the College.

QUESTIONS: Direct all questions related to this bid and project to purchasing@palmbeachstate.edu.

FURNITURE SPECIFICATIONS:

The furniture specified for this project is for the Presidential Suite - Office Furniture. Listed below are the specified manufacturers for this project as well as a Furniture Specification Spreadsheet and CAD schematics. There are two customized pieces, the President's desk and Work Wall. The customized pieces described in the specifications are the basic specifications but may slightly change as final decisions are made.

Note: Although the Furniture & Equipment Plan (A-2.4) shows a curved counter in the Office Reception area (AD210) for both office workstations. The correct version is diagram R1S & R2N of the enclosed documents and R-1 & R-2 on the Pricing excel worksheet attached to this Request for Quote.

EQUIVALENTS:

Items quoted must be "as specified". No alternates other than what is listed will not be accepted.

Bidder(s) must use the Furniture Specification Spreadsheet for bid proposal which is provided in this RFQ. No changes can be made on the Furniture Specification Spreadsheet by the bidder, except the addition of pricing and shipping/freight.

CONTRACT PRICING:

The successful bidder(s) proposal must be based off the State of Florida Furniture Contracts or any buying cooperative that has been successfully publicly advertised and solicited. Bidder must identify which contract they are using for this proposal.

AUTHORIZED DEALERS: The successful bidder must be listed as an authorized State of Florida Contract Dealer for the manufacturers they proposed.

MEASUREMENT:

It will be the responsibility of the AWARDED bidder(s) to verify all measurements for accuracy and to verify that all furniture proposed will be adequate for the space. The AWARDED bidder(s) will have the opportunity to access the location after the award and prior to ordering. Some furniture requirements may be subject to change.

QUALIFICATION OF BIDDERS/SUBCONTRACTOR INSTALLATION TEAM: The successful bidder must fill out and identify, for this project, the installing company whether it's in-house or a subcontractor on the enclosed Bidder's Installation Qualification Form.

MANUFACTURERS:

David Edwards, Gunlocke, Halcon, Haworth, HBF, Lumisource, Steelcase

FABRIC MANUFACTURERS:

ArcCom, HBF Textiles, Luna Textiles

Required Documents (downloadable from links provided):

A-2.4 Furniture & Equipment Plan

(<http://www.palmbeachstate.edu/purchasing/Documents/A-2.4-Furniture-and-Equipment-Plan-1617-07-Presidential-Suite-Office-Furniture-Layout.pdf>)

P1 President's Desk schematic

(<http://www.palmbeachstate.edu/purchasing/Documents/P1-Custom-Halcon-Desk-for-Dr-Parker-082416-1617-07.pdf>)

P2 President's Work Wall schematic & pictures

(<http://www.palmbeachstate.edu/purchasing/Documents/P2-Halcon-WorkWall-Elev-9-23-2016-1617-07.pdf>)

R1S & R2N Sherri Reception Workstation & Nicolette's Reception Workstation

(<http://www.palmbeachstate.edu/purchasing/Documents/R1S-R2N-Gunlocke-furn-plan-1617-07.pdf>)

Required Documents - Continued (downloadable from links provided):

Excel Worksheet

(<http://www.palmbeachstate.edu/purchasing/Documents/Worksheet-PBSC-Interior-Furniture-Specs-1617-07.xlsx>)

Two CAD Drawings

(<http://www.palmbeachstate.edu/purchasing/Documents/1617-07-CAD-drawings.pdf>)

Bid Submittal Form:

- 1. Type of Solicitation: 'Request for Quote' (RFQ)
- 2. Solicitation No. RFQ #16/17-07
- 3. **Project: Presidential Suite - Office Furniture – Lake Worth Campus**
- 4. **Bids are due by 2:30pm on Friday, September 30, 2016 at Palm Beach State College, Purchasing Department, Building PS100 (MS#27), 4200 Congress Ave., Lake Worth, FL 33461**
All bids are deemed to include all provisions of this RFQ, specifications and drawings.
- 5. Name and address of bidder:

Contact person and Tel. No.
- 6. **Required data:** State of Florida License No. _____
TAX/EIN I.D. _____
- 7. **Name of Insurance Co., contact person, and telephone number.**
- 8. By signature hereto, the bidder agrees to perform the work required by the specifications included in RFQ #16/17-07 for the amount bid and in the timeframe provided. By signature, bidder also acknowledges receipt of all amendments (if any) as issued by Palm Beach State College to RFQ #16/17-07.

Totals Bid Amount

Materials (include product & miscellaneous items) \$

Installation and Labor \$

Shipping/Freight \$

Total Project Bid. \$

Total Calendar Days to Complete Project _____

By: _____

Printed Name and Title of Authorized Representative of Bidder

Signature: _____

Date _____

Authorized Representative of Bidder

BIDDER/INSTALLATION QUALIFICATION FORM

Basic Company Overview:

-
1. Company Name: _____
Address: _____

Phone Number: (____) _____
Federal id# _____ Date of Organization or Incorporation: _____
Corporation____, S Corporation____, Partnership____, LLC____(C/S/P), Individual:____
Number of years in business under same ownership: _____

2. **List name of officers of your firm:**

_____ TITLE: _____
_____ TITLE: _____
_____ TITLE: _____

3. **Project/Office Organization:**

PROJECT MANAGER – Name: _____ **Title:** _____
Phone No: _____ (cell)

Please list any other personnel & title that will be working on this project:

3. **Experience/Reference: (List Project of Equal Size)**

<u>COMPANY NAME</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>PHONE NUMBER</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

INSTALLATION COMPANY QUALIFICATION FORM

1. Company Name: _____

Address: _____

Phone Number: () _____

Federal id# _____ Date of Organization or Incorporation: _____

Corporation____, S Corporation____, Partnership____, LLC____(C/S/P), Individual: _____

Number of years in business under same ownership: _____

List name of officers of Installation Company:

_____ TITLE: _____

_____ TITLE: _____

_____ TITLE: _____

3. **Date of Organization or Incorporation:** _____

4. **Installation Contact Information:**

Project Manager Name: _____

Phone Numbers: DAY: _____ NIGHT: _____

Years of Experience: _____

On-Site Installation Supervisor Name: _____

Phone Numbers: DAY: _____ NIGHT: _____

Years of Experience: _____

5. **Experience/Reference: (List Project of Equal Size)**

<u>COMPANY NAME</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>PHONE NUMBER</u>
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1. _____

2. _____

3. _____

6. **Insurance Carrier:**

Name: _____

Address: _____

Contact Person: _____ Phone No. _____

STATEMENT OF NO BID

ITB No.	16/17-07
ITB Title	Presidential Suite - Office Furniture

Palm Beach State College
Purchasing Department
4200 Congress Avenue MS#27
Lake Worth, FL 33461

Attn: Procurement Director

We, the undersigned, have declined to bid on your bid number **16/17-07** for **Presidential Suite - Office Furniture** for the following reason(s):

- _____ We do not offer this product / service.
- _____ Our current workload would not afford us the time to devote to your project.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance / bond requirements.

We understand that if the “No Bid” is not executed and returned that our name may be removed from the list of qualified bidders for Palm Beach State College.

Company Name _____

Signature _____

Company Address

Telephone Number _____