

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



REQUEST FOR PROPOSALS

FF&E FOR SEVERAL DISTRICT OF COLUMBIA PUBLIC SCHOOLS

February 11, 2014

Proposal Due Date: **March 6, 2014 by 2:00 p.m. EST**

Preproposal Conference: **February 20, 2014 at 10:30 a.m. EST**

to be held at:

**Frank D. Reeves Center
2nd Floor Community Room
2000 14th Street, NW
Washington, DC 20009**

Contact: D'Angela Moore
Contract Specialist
Contracts & Procurement
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Reeves Center
2000 14th St. NW – 8th floor
Washington, DC 20009

Solicitation Number: **DCAM-14-NC-0109**

Executive Summary

The Department of General Services (the "Department") is issuing this Request for Proposals (RFP) to engage multiple manufacturers to provide classroom and related Furniture, Fixture & Equipment (FF&E) for approximately twenty-one (21) newly modernized schools in the District of Columbia Public School (DCPS) system.

The selected manufacturers shall be required to make furniture available at the agreed-upon prices exclusively to dealers/installers authorized by the Department to manage logistics, and assume financial and schedule responsibility for complete installation of the FF&E products.

A.1 Type of Contract

The contracts resulting from this procurement will be indefinite delivery indefinite quantity (ID/IQ) contracts and will include fixed unit prices for those items of furniture described in **Attachment A (to be issued by Addendum)**, for a base period and three (3) one year option periods. Unit prices may only be adjusted if the required number of any one item of furniture varies by more than 20%, or, if the aggregate amount varies by more than 10%.

Additional items can be added to the requirements after contract award if needed. However, prior to any additional item being added to the contract the Awardee shall provide a list of the items along with corresponding unit prices and estimated quantities to the contracting officer who will determine whether or not the proposed pricing is reasonable before modifying the contract to add items. The Awardee shall not provide additional items or substitute/alternate items unless and until the contracting officer or his designee has provided approval in writing.

A.2 Form of Contract

The Form of Contract will be provided by Addendum. Offerors should carefully review the Form of Contract when submitting their proposals. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal.

A.3 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

1. Proposed Furniture (35 points)
2. Relevant Experience (10 points)
3. Past Performance and References (10 points)
4. Project Management/Work Plan (5 points)
5. Cost (40 points)

A.4 Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP - February 12, 2014
- Pre-proposal Conference - February 20, 2014 10:30 am
- Last Day for Questions/Clarifications - February 25, 2014
- Proposals Due - March 6, 2014 at 2:00 pm
- Sample Products Delivered - March 11, 2014 at 3:00 pm
- Notice of Award - March 25, 2014

A.5 Attachments

Attachment A - Unit Price Spreadsheet & Form of Offer Letter

Attachment B - Performance Specifications

Attachment C - First Source

Attachment D - Disclosure Statement

Attachment E - Tax Affidavit

SECTION B SCOPE OF WORK

B.1 Scope of Work

The Contractor will be required to manufacture and deliver FF&E for schools for approximately twenty-one (21) newly modernized schools. Fourteen (14) of these schools are scheduled to be completed in time for the beginning of the 2014/15 school year (August 2014), and seven (7) of these schools are scheduled to be completed in time for the beginning of the 2015/16 school year (August 2015).

The Department desires to obtain pricing for FF&E that will be delivered for the start of each school year. The estimated quantity of pieces of furniture will be provided by Addendum in **Attachment A**.

B.1.1 Performance Specifications

This procurement is open to all furniture manufacturers. The Department has developed a set of FF&E performance specifications which describe the characteristics of the required furniture. These specifications (the "Performance Specifications") are included as **Attachment B**.

Offerors will be required to identify furniture that meets or exceeds the requirements of the Performance Specifications and which the Offeror believes will best meet the Department's needs. To the extent that an item may contain minor variations from the requirements set forth in the Performance Specifications, such variance should be specifically identified (preferably by

highlighting the particular requirement in the Performance Specification) and a detailed explanation provided as to why a waiver is appropriate (item is functionally equivalent). The decision to accept the variation or deviation will be made by the Department in its sole and absolute discretion.

Each Offeror will be required to submit catalog "cut sheets" that adequately describe the items as part of its proposal. Offerors should include an index with their cut sheet catalog that refers to the line items listed on **Attachment A**. However, for some of the more numerous/important items (such as student desks and chairs), Offerors will be required to submit a product sample in addition to the cut sheet. The items for which product samples are required will be highlighted in green and indicated with a double asterisk on **Attachment A**. The written proposals (including all cut sheets) must be submitted no later than the bid date specified herein. These samples, however, should be delivered to the designated location no later than Monday, March 11, 2014 at 3:00pm.

B.2 Management & Coordination. The selected Contractor shall be required to undertake the following tasks:

- Coordinate with the Department, the Program Manager, and/or the Department's dealer/installer with respect to the ordering and delivery of FF&E. The selected Contractors and the dealers/installers shall develop a mutually agreeable process for coordinating efforts to complete the Scope of Work.
- Manufacturers shall incur financial responsibility if items are damaged while delivering FF&E furniture to the designated site.
- Participate in progress meetings, as necessary, with the Department, the Department's Program Manager and/or dealer/installers or other contractor(s).

B.3 Key Personnel

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Account Executive who will have overall responsibility for administering the contract; and (ii) the individuals who will coordinate the delivery of the furniture to each school. Contractor will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.

B.4 Licensing, Accreditation and Registration

The Contractor and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

B.5 Conformance with Laws

It shall be the responsibility of the Contractor to perform under the contract in conformance with the Office's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

B.6 Time is of the Essence

Time is of the essence with respect to the contract. The individual school modernization projects must be substantially complete in time for the beginning of the 2014/2015 school year. As such, the Contractor must dedicate such personnel and other resources as are necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner. The selected Contractor will need to coordinate exact delivery dates and times with the Department, the Department's Program Manager, and/or the Department's dealer/installer or design-builder.

SECTION C ECONOMIC INCLUSION

CI. Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title I of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous offer to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors that are in the competitive range; however, the Department reserves the right to award conduct interviews of some or all Offerors prior to making its award. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

If Oral Presentations are required, each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 30 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's key personnel who will be assigned key jobs for this project. Each Offeror will be limited to 5 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

If Oral Presentations are required, the Offeror may present information about its capabilities and special qualifications to serve as the Contractor for this Project, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor with the highest evaluated score.

D.4.1 Proposed Furniture (35 points)

Offerors will be required to identify furniture that meets the requirements of the Performance Specification and which the Offeror believes will best meet the Department's needs. Assuming the proposed FF&E meets the Performance Specification (or the Department deems the proposed FF&E to be functionally equivalent and issues a waiver), the proposed FF&E will be evaluated using the following criteria: (i) durability; (ii) aesthetics; (iii) quality; (iv) functionality; and (v) ergonomic design. To facilitate this evaluation, Offerors will be required to submit catalog "cut sheets" that thoroughly describe the items. However, for some of the more numerous/important items (such as student desks and chairs), Offerors will be required to submit a product sample in addition to the cut sheet. The items for which product samples are required will be highlighted in green on **Attachment A**. This element of the evaluation will be worth up to thirty-five (35) points.

D.4.2 Relevant Experience (10 points)

The Department desires to engage a Contractor with the experience necessary to realize the objectives set forth in **Section A** of this RFP. In its proposal, each Offeror will be required to identify its experience/success on programs and projects of similar size and scope, and its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Account Executive who will have overall responsibility for administering the contract; and (ii) the individuals who will coordinate the delivery of the furniture and supervise the coordination with the dealers/installers procured under separate contract. Offerors will be evaluated based on their demonstrated experience in (i) managing the delivery of a large volume of FF&E at multiple

sites; (ii) managing the FF&E ordering process and coordinating with an owner with regard to multiple sites/projects; and (iii) knowledge of the furniture industry and in particular as it applies to school facilities. This element of the evaluation will be worth up to ten (10) points.

D.4.3 Past Performance and References (10 points)

List a minimum of five recent relevant references or projects that the Offerors performed that are similar in size and scope to this project. Evaluation of this factor will be based on the quality of the Offerors' past performance using information obtained from references provided in the Offerors proposal and may also include other relevant information that is available to the Department including information on contracts with federal state and local government and commercial sources. This element of the evaluation will be worth up to ten (10) points.

D.4.4 Project Management/Work Plan (5 Points)

Offerors are required to submit a Project Management/Work Plan ("the Plan"). The Plan should clearly explain how the Contractor intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should: (i) Identify the key personnel and their specific roles in managing the Project; (ii) Identify the key milestone dates with respect to ordering and manufacturing FF&E in order to meet the beginning of the 2014/2015 school year and provide a description of how these dates will be achieved; (iii) Describe the proposed FF&E "just in time" delivery process; (iv) Describe the proposed coordination efforts with dealers/installers required for this Project; and, (v) Describe the key challenges inherent in this Project and explain how they will be overcome or mitigated. This element of the evaluation is worth up to five (5) points.

D.4.5 Cost (40 points)

Offerors will be required to bid a schedule of unit rates as indicated on **Attachment A**. This element of the evaluation is worth up to forty (40) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions of the Offeror's technical proposal shall be proffered in an original and six (6) hard copies. In addition, Offerors shall submit two (2) electronic copies of its proposal on CD-ROM or USB flash drive. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "FF&E FOR SEVERAL DISTRICT OF COLUMBIA PUBLIC SCHOOLS"

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Att'n: JW Lanum
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EDT, on March 3, 2014. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Therefore brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of Attachment B, to bid a total lump sum price for each school year. In accordance with the attached pricing schedule, and outline any requested changes. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive. The Department intends to award this contract to the most qualified firm(s). Cost information will be used to negotiate a fair and reasonable price this project.

E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of Attachment D.

E.4.3 Executive Summary

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

E.4.4 General Subcontracting Information and Firm(s) Data

Each Offeror should provide the following information for the Prime Contractor and each of its subcontractors (if applicable).

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
 - i. Age
 - ii. Firm history(ies)
 - iii. Firm size(s)
 - iv. Areas of specialty/concentration
 - v. Current firm workload(s) projected over the next two years
 - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the prime's organization and personal qualifications of proposed key staff, including:
 - i. Identification of the single point of contact.
 - ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
 - iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

E.4.5 Relevant Experience

Offerors shall submit a response that addresses the requirements of **Section D.4.2** of this RFP.

E.4.6 Past Performance References

Offerors shall should list at least five Past Performance and References that addresses the requirements of **Section D.4.3** of this RFP.

E.4.7 Project Management/ Work Plan

Each Offeror should submit a Project Management/ Work Plan that addresses the requirements of **Section D.4.4** of this RFP.

E.4.8 Cost Information

The Offeror should submit the Bid Form in substantially the same format as **Attachment A**. This Bid Form and related cost information should be included in a separate packet.

E.4.9 First Source

The Contractor and the Contractor's subcontractors shall comply with the District of Columbia's First Source Employment Act via **Attachment C**.

E.4.10 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment E**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

D'Angela Moore
Contracts & Procurement
Department of General Services
Reeves Center
2000 14th St. NW – 8th floor
Washington, DC 20009
202-698-7912 (desk)

Any written questions or inquiries should be sent to dangela.moore@dc.gov on or before COB February 24, 2014.

F.2 Preproposal Conference

A pre-proposal conference will be held on February 20, 2014. The conference will be held at the **Frank D. Reeves Center, 2nd Floor Community Room, 2000 14th Street, NW, Washington, DC 20009**. Interested Offerors are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to D'Angela Moore at the address listed in Section F.1 no later than close of business, March 6, 2014. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become

the property of the Department and the Department shall the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.

- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Contractor will be required to maintain the following types of insurance throughout the life of the contract. Any and all premiums or deductibles associated with such coverage shall be paid by the Contractor.

G.1.1 Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage. The Contractor will be required to maintain this coverage in force for a period of at least two years after substantial completion.

G.1.2 Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Contractor, or its subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence.

G.2 Additional Insurance Requirements

Any and all insurance policies shall be issued in the Contractor's name and shall name as additional insured parties, the DGS and the District of Columbia, and shall not be canceled or reduced without a thirty (30) day prior written notice to DGS.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the DGS and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to DGS and with an A.M. Best's rating of not less than A-(Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.