RFP for the Purchase and Installation of a New Modular Office System

Fresno County Economic Opportunities Commission (Fresno EOC) a 501 (c) (3) nonprofit corporation is seeking furniture quotes from qualified firms for its new Women, Infants, Children (WIC) Office location off of Kings Canyon Road. The present WIC office located at 4995 E. Kings Canyon Rd, Fresno, CA will close around mid-May, 2020 and open its new location at 4856 E. Kings Canyon Rd, Fresno, CA prior to June 1, 2020. These deadlines are firm in order to limit the disruption of WIC services.

This RFP seeks qualified firms who can design and install a modular office configuration for WIC’s office relocation.

SCOPE of WORK

Create a high traffic, family friendly office design incorporating as much of the existing specified furnishings and panel inventory located in the existing office as possible, with new furnishings for the expanded new office space to be located at 4856 Kings Canyon Rd. The design’s first priority must incorporate a like or higher quality of existing office furnishings as is present. If unable to incorporate the specified existing panel system, Fresno EOC WIC will accept a new office system design that is comparable in quality to the existing furnishings.

General Description of the (A) Existing and (B) New Office

(A) Existing Office Specifications:

- Approximately 2720 sq. ft. of office space
- Office components consisting of a fair amount of AIS Matrix brand modular units in good, usable condition at 80” height, if used
- Waiting area seating for up to 20 people
- Reception desk with countertop, seating for two and one client intake area (accommodates two PCs and two Printers)
- 15 open, yet confidential modular office/desk set-ups and 2 private office rooms/desk set-ups (including under the desk 3-drawer locking file cabinet, overhead locked cabinet with task light)
- Armless Participant Chairs
- 1 private Supervisor’s office
- 1 break room
- 1 breastfeeding room
- 1 storage room
- 19 Office Task Chairs in good condition to be re-used at new location
(B) New Office Specifications:

- Approximately 4500 sq. ft. of total space (includes the following privately constructed spaces: two rest rooms (public and employee), secured storage, break room, breast-feeding room, classroom, janitorial room and supervisor office). Please see attached floor plan of proposed office design/layout.
- Desire to utilize specified existing AIS Matrix units, as possible, keeping to a height of 80” or comparable product line incorporating glass panels, as current. Office cubicles must have the minimum 80” panels to enhance client/staff confidentiality.
- Panels should have durable/washable material surfaces which are easy to clean and maintain as well as 3-rows of glass panels along the upper portion of each unit to provide an open atmosphere
- Durable modular panels to accommodate 12 offices. Estimated Dimensions: 8’x 8’
- Desks in each office (12 total), with locking 3-drawer under desk file cabinet, locking overhead cabinet with overhead lighting (may utilize existing, as possible).
- A minimum of 50 coordinating armless participant chairs that stackable and are covered in a durable and washable material designed for high traffic use. Two will be utilized in each office (26), 20 in classroom/breakroom, 4 in intake area, and others, if used in common waiting areas.
- Two family friendly/high traffic waiting areas: 1) one main waiting area with seating for up to a minimum of 15 people and 2) one central waiting area with seating for up to 6 people
- Large, wrap around ADA compliant Reception area with enhanced cabinetry, bi-level countertops, (accommodates two PCs in main front facing area and two client seated intake areas on opposite side to accommodate two PCs, and a standing copy machine). The reception area will have an entrance door. (The reception area will surround an enclosed storage room with separate entrance door)
- One modular door w/window constructed with partitions to separate main waiting area and second central waiting area
- Classroom and breakroom will be separated by a folding accordion type wall from floor to ceiling
- Supervisor’s office will be furnished with existing furnishings
- Removal of all existing furnishings from existing site to be either reused/discarded, as appropriate and included in detailed bid

ONSITE VISITATIONS and Q&A

Bidders are invited to schedule an appointment to view the existing office at 4995 E. Kings Canyon Rd to gain insight of the existing office configuration, staff work processes, and the client’s office navigation. Bidders will have the opportunity to photograph, measure, and inventory specified furnishings, case goods, and panels for planning and for potential reuse/recycling purposes. Staff will be available to answer questions regarding WIC’s vision of the new office space.

Site reviews can be arranged by contacting Jack Lazzarini (See contact information below).
BID PROPOSAL REQUIREMENTS

Your bid proposal must include the following information and in the format listed below:

- Provide product specifications and color samples.
- An itemized pricing schedule for,
  - New office products - case goods, furnishings, panels
  - Labor charge, includes existing office relocation, and new office installations (calculated at standard wage, NOT Prevailing Wage)
  - Delivery and Freight
  - Taxes
- Provide a time schedule to complete the onsite relocation and new installation (Must be between May 15 and June 1, 2020).
- Provide an order to installation time schedule starting with the execution of a purchase contract
- Office Design Layout Plan
- Warranty and post purchase service terms of new furnishings
- Expiration of your price quotation, prices must remain firm for a minimum of 90 days from bid proposal submission date
- If offering a comparable product line to the existing AIS Matrix inventory include manufacturer’s product specifications
- The bid proposal deadline is Wednesday, February 19, 2020 at 12.00 (Noon) PM (Pacific),
- Proposal format; submit a mailed or hand delivered proposal package to,
  Jack Lazzarini, Director
  Fresno EOC, WIC
  1920 Mariposa Street, Suite 120,
  Fresno, CA 93721
  jack.lazzarini@fresnoeoc.org

EVALUATION

An evaluation committee will review and score each bid proposal. The Vendor who attains the highest score will be invited to execute an agreement.

The scoring based on a 100-point as follows:

- Cost (40-points): Overall Cost; Clarity and transparency of how the Vendor arrived at the proposed cost.
- Technical proposal (30-points): The Vendor’s ability to meet the criteria outlined in the RFP, meet delivery date deadlines, proposed warranty and service back-up. Overall quality of office configuration plan has an understanding of WIC’s office processes and use of space. Offers innovative approaches in meeting the task.
**Request For Proposals**  
**February 5, 2020**

- Known Timeliness, Customer Service, Work Quality and Past Experience of Bidder (15-points): If unknown, Bidder may submit references from (3) clients.
- Delivery and installation schedule (10-points)
- Minority, Women, Disabled Veteran, Small Business: Signed certification or self-certification accepted. (5-points)

**REJECTION OF BID PROPOSALS**

The Vendor acknowledges the right of Fresno EOC to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the Vendor’s RFP deemed most favorable to Fresno EOC after all have been examined and evaluated. In addition, the Vendor recognizes the right of Fresno EOC to reject a submission if Vendor’s RFP proposal is in any way incomplete or irregular.

**QUESTIONS**

Direct all questions regarding this RFP to both Jack Lazzarini and Annette Thornton via email; jack.lazzarini@fresnoeoc.org and annette.thornton@fresnoeoc.org. All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage (www.fresnoeoc.org) under the RFP section and in order to expedite Q&As Vendors will also receive email responses. Fresno EOC will not accept questions after Tuesday, February 18, 2020. Unauthorized contact regarding this RFP with other Fresno EOC employees may result in disqualification.

**KEY DATES TO REMEMBER**

- RFP Issued/Posted on Wednesday, February 5, 2020
- Q&A Deadline: Tuesday, February 18, 2020
- Proposal Deadline: Wednesday, February 19, 2020 – 12:00 Noon
- Kings Canyon Office Installation: May, 2020
- Kings Canyon Opening: prior to June 1, 2020

Thank you for considering this bid proposal.

Jack Lazzarini, WIC Director  
Jack.lazzarini@fresnoeoc.org  
Office: (559) 263-1160