

**REQUEST FOR PROPOSALS
MAY 19, 2017**

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 W. Shaw Ave in Clovis. The present WIC office located at 1551 E. Shaw Ave, Fresno, CA will close around mid-August, 2017 and open its new location at 786-B W. Shaw Avenue, Clovis, CA prior to September 1, 2017. 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 an office design incorporating as much of the existing inventory located in the E. Shaw office as possible, with new furnishings for the new office space located at 786-B, W. Shaw Avenue (Corner of Willow/Shaw). The design's first priority must incorporate a like quality of existing office furnishings as is present.

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

(A) Existing E. Shaw Office Specifications:

- Approximately 1780 sq. ft. of office space
- Office components consisting of minimal modular units
- Waiting area accommodating seating for up to 12 people
- Reception desk with countertop, seating for one (accommodates one PC and two Printers)
- No Classroom Area
- 5 offices and 8 desk set-ups (each accommodates one PC)
- Supervisor office furnishings are in good condition and usable
- Chairs/Seating in unusable condition (requires replacement)

(B) New W Shaw Office Specifications:

- Approximately 2422 sq. ft. of total space (includes the following privately constructed spaces: two rest rooms (public and employee), secured storage, breakroom, breast-feeding room, classroom and supervisor office). Please see attached floor plan (CAD drawing) of proposed office design/layout.
- Desire to utilize modular office room dividers, with product line incorporating wall height to a minimum of 80" utilizing glass panels or as recommended to promote confidentiality. Panels

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should have material surfaces which are easy clean and maintain as well as incorporating glass panel at a minimum along the top of units to provide an open atmosphere

- Waiting area accommodating seating for up to 12-15 people
- Reception area with cabinetry, countertop, seating for two and client intake area (accommodates three PC, two Printers and a standing copy machine)
- Classroom chairs to accommodate up to 10 people
- 7 open, yet confidential modular office/desk units (each to accommodate one PC)
- 1 supervisor office
- Chairs/Bench Seating to accommodate, as specified in diagram

ONSITE VISITATIONS and Q&A

Vendors are invited to visit the existing office and view shell of new location, by appointment only, to gain insight of the existing office configuration, staff work processes, and the client's office navigation. Participants will have the opportunity to photograph, measure, and inventory furnishings, case goods, and furniture for planning purposes. Viewing dates/times will be from May 23, to May 26, 2017 and can be arranged between the hours of 8:30 AM to 10:00 AM or between 3:00 PM to 5:30 PM (Pacific). Appointments for viewing must be pre-arranged by contacting Jack Lazzarini at (559) 263-1386.

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
 - Delivery and Freight
 - Taxes
- Provide a time schedule to complete the onsite relocation and new installation from the date of the bid award.
- Provide an order to installation time schedule commencing from the execution of purchase contract
- Office Design 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 Haworth inventory include manufacturer's product specifications
- Provide three customer references whose project compares with the size and cost of this proposal
- The bid proposal deadline is May 31, 2016 at 6.00 PM (Pacific),
- Proposal format; submit a mailed or hand delivered proposal package with a hardcopy original, and two copies, and forward a PDF file to, jack.lazzarini@fresnoeoc.org



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- Jack Lazzarini, Director
Fresno EOC, WIC
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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 receive the opportunity to execute an agreement.

The scoring based on a 110-point scale as follows:

- Technical proposal (40-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.
- Cost (30-points): Clarity and transparency of how the Vendor arrived at the proposed cost.
- References (15-points): Input from references three (3) clients describing their accounts with the Consultant relative to work quality, timeliness, adherence to budget. past experience providing similar solutions to comparable clients, experience of proposed project team and key team members
- Delivery and installation schedule (10-points)
- Minority, Women, Disabled Veteran, Small Business: Signed certification or self-certification accepted. (15-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 May 27, 2016. Unauthorized contact regarding this RFP with other Fresno EOC employees may result in disqualification.



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KEY DATES TO REMEMBER

RFP Issued, Notifications sent May 19, 2017
Onsite Visitation and Q&A: May 23-May 26, 2017 by pre-appointment only
Q&A deadline: May 30, 2017
Proposal Deadline: May 31, 2017 – 6:00 PM
Proposed W Shaw Avenue Office Installation: Aug 1-Aug 15, 2017
Target New W Shaw Office Opening: Sept 1, 2017

Thank you for considering this bid proposal.
Jack Lazzarini, WIC Director

Revised 5/16/17

Add another Door to help improve flow of clients/ waiting area/ intake/ enter/ exit



LAYOUT E
WILLOW PLAZA CLOVIS 14 APR 11
PRELIMINARY

VIGEN INCORPORATE

PROJECT: WIC W SHAW - BLDG 'A' LEASE SPACE B
WILLOW PLAZA SHOPPING CENTER
CLOVIS, CA

A1.0

WIC W Shaw Draft Floorplan