

## Agricultural Center Furniture RFP

(Submission deadline is 12 p.m. CST on January 13, 2023)

### Purpose:

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposal for providing new furniture for Colby Community College's new Agricultural Center. The purpose of this RFP is to replace this furniture with antimicrobial furniture for efficient cleaning, and to provide a consistent feel across campus.

### Overview:

In response to the Coronavirus pandemic, physical distancing and easy cleaning, disinfecting, and sanitizing has been critical for providing a safe environment for students on the CCC campus. CCC is looking to purchase a family of seating that will provide a consistent and professional feel throughout campus. The most critical aspect of this RFP is that EVERY new piece of furniture must be antimicrobial characteristics and allow for proper social distancing, if necessary.

### Project Timeline:

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

Issuance of Amended RFP	December 9, 2022
RFP Closes	January 13, 2023
Complete Initial Evaluation	January 16, 2023
Final Award Notification	January 24, 2023
Project Completion Deadline	August 10, 2023

### Scope of Work:

The selected vendor will be responsible for delivering and assembling the following pieces as depicted in each building outlined below. For desks that are considered ADA compliant and accessible for a wide range of disabilities, please provide documentation of its certification.

#### *What is CCC responsible for?*

- CCC will provide a staging area where the furniture may be assembled on campus in each of the buildings the furniture will be installed.
- CCC will be responsible for disposing of the current furniture.
- CCC will be responsible for appropriately spacing the furniture according to CDC guidelines.

### *What is the vendor responsible for?*

- The vendor is responsible for verifying counts of furniture.
- The vendor is responsible for providing written manufacturer warranty information and product specification sheets from the manufacturer for products specified.
- The vendor should provide a description of how its furniture selection will benefit CCC's goal of a campus with a matched blending of furniture types.
- The vendor is responsible for providing a realistic documented timeline that encompasses at a minimum the following areas: ordering, receiving, verifying, delivery, and installation. For consistency purposes, CCC is requesting that vendors provide a Gantt chart or something similar to it.
- The vendor will coordinate and finalize finish selections upon the award of the contract.
- The vendor will only offer pieces of furniture that have hard and soft floor surface options in both glides and casters. The vendor must document/note soft caster and soft glide upcharges on the product specification sheet.
- The vendor is responsible for delivering the furniture to the CCC campus.
- The vendor is responsible for building and installing the pieces of furniture per manufacturer guidelines.
- The vendor must place the furniture in the appropriate classroom, and the final product must be structurally sound and delivered free of any blemish.
- The vendor is responsible for disposing of all trash and packaging associated with the delivered furniture.

### Furniture Requirement Clarifications:

- Please make the recommendation for the casters or glides accordingly. C = 28 oz Shaw carpet squares.
- Antimicrobial furniture may include poly/plastic shells which prevent germ growth and are easily cleaned. CCC prefers metal frames and not wood.
- Delivery and installation should be a separate line item in the quote.
- If carton quantities do not match exactly what is requested, CCC will accept an additional or shortage of 1-2 items if cost savings are documented.
- General Student Chairs – preference will be given to chairs that are stackable and handle the greatest weight capacity. Also, if the chairs have an option for arms, please disclose the cost of these as an "option." We do not have a minimum stack quantity.

### Furniture Requirement Overview:

#### Antimicrobial Stationary Student Chairs – C1 (138 Total Needed)

- ADA accessible
- Blue in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Be stationary with no wheels.
- Have an expressed warranty of greater than three years

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#### Antimicrobial High-Back Stationary Lab Stool-C12 (26 Total Needed)

- ADA accessible
- Blue in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Height adjustable
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

#### Antimicrobial Student Combo Desks-D1 (113 Total Needed)

- ADA accessible
- White/gray desk, blue chair, and chrome frame
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Be stationary with no wheels
- Be a minimum of 30" W X 20" D
- Have an expressed warranty of greater than three years

#### Antimicrobial Student Tables-T1 (54 Total Needed)

- ADA accessible
- White/gray in color
- Antimicrobial material
- Be a minimum of 24" W x 72" and a maximum of 24" x 96"
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

#### Antimicrobial Chairs Student w/Casters – C1B (25 Total Needed)

- ADA accessible
- Blue in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Height adjustable
- Minimum of 4 caster wheels
- Have an expressed warranty of greater than three years

#### Antimicrobial Office Desks-D1B (Six Total Needed)

- ADA accessible
- Grey or wood-grain in color
- Antimicrobial material
- Be a minimum of 30" W x 60"
- Have an expressed warranty of greater than three years
- 2 attached lateral file drawer sets

#### Antimicrobial Office Task Chairs- CTC1 (32 Total Needed)

- ADA accessible
- Blue in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Height adjustable
- Minimum of 4 caster wheels
- Have an expressed warranty of greater than three years

## Furniture Needed:

<u>Agricultural Center Room</u>	<u>Chairs</u>	<u>Quantity</u>	<u>Tables/Single Desks</u>	<u>Quantity</u>
<i>Classroom #1-First Floor</i>	C1	28	D1-Single Desks	28
<i>Classroom #2-First Floor</i>	C12	26	N/A	0
<i>Show Case Classroom-First Floor</i>	C1	50	T1-Tables	26
<i>Conference Room-First Floor</i>	CTC1	26	T1-Tables	26
<i>Classroom #1-Basement</i>	C1	30	D1-Single Desks	30
<i>Classroom #2-Basement</i>	C1	30	D1-Single Desks	30
<i>Classroom #3-Basement</i>	C1B	25	D1-Single Desks	25
<i>Teacher Work Station</i>	N/A	N/A	D1B -Desk	6
<i>Office Task Chairs (various areas)</i>	CTC1	6	N/A	0
<b>Total Furniture:</b>		<b>221</b>		<b><u>171</u></b>

## Requirements:

The vendor is responsible for ensuring all materials and finishes are delivered and assembled in brand new condition, free of any blemish. Bid should reflect the cost of delivery and installation. All applicable workman's compensation, liability, and builders risk insurance needs are required to be provided by the vendor. This documentation should be submitted at the time of the award.

A warranty on the furniture is required. Please provide the details of the warranty. Preference will be given to products with longer warranties.

## Exclusions:

Any project exclusions or any portion of the proposal that cannot be provided must be disclosed in an area labeled *exclusions*. CCC will accept complete bid offering only to allow project to have better coordination with faculty and staff of delivery and installation.

## Communication:

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendors' Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between Colby Community College and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed electronically by submitting an e-mail to the President, Seth Carter at following address: [seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)

## Proposal Submission:

All sealed bids need to be finalized and submitted by 12:00 p.m. (noon) on January 13, 2023, to Thomas Hall (CCC's Main Campus), attention: Seth Carter. Electronic submissions via email ([seth.carter@colbycc.edu](mailto:seth.carter@colbycc.edu)) will be accepted or submissions can be mailed to 1255 S Range, Colby, KS 67701 Attention: Seth Carter.

Vendors are required to prepare and submit, at their own cost, one signed original proposal. Submission must include the Vendor's full response including all attachments, product services and specifications where applicable. Electronic submission must be PDF or Microsoft Word format.

## Selection and Notification:


The Board meeting will be held on Monday, January 23, 2023, to select a vendor. The selected vendor will be notified after approval has been received from the Board of Trustees.


## Statement of Disclosure:


The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).

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# Specification Sheet:


<p><b>Item</b> Chairs - Student</p> <p>Name: Student Chair</p> <p>Tag: C1</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location: _____</p> <p>(Basis of Design)</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: Attach product spec sheet</p> <p>Dimensions: SH: 32 1/4 SW: 21 - 23 SD: 22 - 24</p> <p>Description: One-piece, Injection molded polypropylene shell with high-strength tubular frame; four leg chairs with steel glides.</p>	
<p><b>Features &amp; Material Finishes:</b></p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li>· High strength tubular steel frame</li> <li>· Seat Shell is one-piece injection molded to prohibit germ growth</li> <li>· Stacking or nesting</li> <li>· Steel glides</li> <li>· Durable, textured powder coated paint finish on legs</li> </ul> <p>Family of seating preferred to give continuity throughout campus</p>	<p><b>important Features:</b></p> <p>Weight Rating 300 lbs.</p> <p>Warranty: Minimum of three years</p> <p>Sled base is preferred but four leg can be considered</p>
<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>· Polypropylene shell to be selected from manufacturer's full range.</li> </ul> <p>Final finishes selected upon award</p> <ul style="list-style-type: none"> <li>· Frame color to be selected from manufacturer's full range; to include Platinum or Silver Metallic paint option.</li> </ul>	


<p><b>Item</b>                      Lab stool with Back</p> <p>Name:                      Lab stool with back</p> <p>Tag:                         <b>C12</b></p> <p>Quantity:                 Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer:</p> <p>Product:                    _____</p> <p>Product Base No.:        _____</p> <p>Dimensions:             SH: 50"  SW: 28"  SD: 18"</p> <p>Description:             Flex Poly back with vinyl upholstered seat, foot ring, casters for hard or soft surfaces</p>	
<p><b>Features &amp; Material Finishes:</b></p>	<p><b>Important Features:</b></p>
<p><b>Features:</b> · Polypropylene back and seat pan with vinyl upholstered seat cushion</p> <p>· 2 inch, twin-wheeled casters for hard or soft floors</p>	<p>Weight rating of 300 lbs.</p>
<p><b>Materials:</b> · Upholstery to be medical grade Vinyl or Polyurethane that it anti-microbial and bleach cleanable</p> <p>· Frame color to be selected from manufacturer's full range; upon award</p>	


<p><b>Item</b> Student Tables</p> <p>Name: Student Table  Tag: T1  Quantity: Per Furniture Overview Count  Location:</p> <p>Manufacturer: _____  Product: _____  Product Base No.: _____  Dimensions: H: 29 1/2"  W: 96"  D: 24"</p> <p>Description: 1 1/4" thick top in HPL with 2mm edge Fixed height  Casters or glides available</p>	
<p><b>Features &amp; Material Finishes:</b></p> <p><b>Features:</b>  Casters or glide available  Different depths and widths available upon request</p>	<p><b>Important Features:</b>  Modesty panel available upon request  Nesting table feature upon request</p>
<p><b>Materials:</b></p>	



<p><b>Item</b> Desk - Student</p> <p>Name: Student Desk</p> <p>Tag: <b>D1</b></p> <p>Quantity: <b>Per Furniture Overview Count</b></p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.:</p> <p>Dimensions: SH: 23 - 33" W: 31" <b>D: 20"</b></p> <p>Description: Rectangle student desk with height adjust option, glide , non- handed, chrome finish legs with pencil grooves</p>	
<p><b>Features &amp; Material Finishes:</b></p> <p><b>Features:</b> Hard plastic top for easy cleaning and anit-germ surface Optional leg color</p>	<p><b>Important Features:</b></p> <p>Optional backpack hooks available Optional book boxes available</p>
<p><b>Materials:</b> Surface top that it anti-microbial and bleach cleanable</p>	

<p><b>Item</b> Chairs Student w/Casters</p> <p>Name: Student Chair  Tag: <b>C1B</b>  Quantity: Per Furniture Overview Count  Location:</p> <p>Manufacturer:  Product:  Product Base No.: Attach product spec sheet  Dimensions: SH: 32 1/4"  SW: 21 - 23"  SD: 22 - 24"</p> <p>Description: One-piece, Injection molded polypropylene shell with high-strength tubular frame; four leg chairs with hard surface or soft casters</p>	
<p><b>Features &amp; Material Finishes:</b></p>	<p><b>Important Features:</b></p>
<p><b>Features:</b> · High strength tubular steel frame  · Seat Shell is one-piece injection molded  · Stacks 5-high on floor  · Steel glides  · Durable, textured powder coated paint finish on legs</p> <p>Family of seating preferred to give continuity throughout campus</p>	<p>Weight Rating 300 lbs.</p> <p>Warranty: Minimum of three years</p>
<p><b>Materials:</b> · Polypropylene shell to be selected from manufacturer's full range.</p> <p>· Frame color to be selected from manufacturer's full range; to include Platinum or Silver Metallic paint option.</p>	

<p><b>Item</b> Office Desks Teacher Station</p> <p>Name: Office Desk</p> <p>Tag: <b>D1B</b></p> <p>Quantity: Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.:</p> <p>Dimensions: W - 72" D - 26" H - 30"</p> <p>Description: Teacher desk offering double ped storage on casters for easy relocation if room change necessary to enhance virtual teaching</p>	
<p><b>Features &amp; Material Finishes:</b></p>	<p><b>Important Features:</b></p>
<p><b>Features:</b> HPL Laminate with color choices Ample work area on desk</p> <p>Frame Color: Charcoal</p>	
<p><b>Materials:</b> · Upholstery to be mid-grade Vinyl or Polyurethane that it anti-microbial and bleach cleanable</p>	

<p><b>Item</b> Office Task Chairs</p> <p>Name: Office Task Chairs  Tag: <b>CTC1</b>  Quantity: Per Furniture Overview Count  Location:</p> <p>Manufacturer: _____  Product: _____  Product Base No.:</p> <p>Dimensions: H-  46"  W-  27"  D - 17 - 19</p> <p>Description: Task chair with multiple adjustment features and options</p>	
<p><b>Features &amp; Material Finishes:</b></p>	<p><b>Important Features:</b></p>
<p><b>Features:</b> Arm or armless upon request  Mesh or medical vinyl upholstered back  Lumbar upon request  Casters for hard or soft surfaces upon request</p>	<p>Weight rated to 300 lbs.</p>
<p><b>Materials:</b> · Finish options selected upon award</p>	