



Student and Faculty Furniture Replacement

(Submission deadline is 12 p.m. CDT on July 14, 2021)

Purpose

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposal for replacing furniture found throughout the Colby Community College (CCC) campus. Currently, there is a substantial amount of non-matching all-in-one desks and chairs, various length stand-alone tables, and non-matching stand-alone and lab-style chairs. In addition to student furniture being replaced, CCC will be replacing each faculty office with a new faculty desk and office chair. 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. Many classrooms on the CCC campus currently utilize a variety of different-sized tables and a wide variety of individual student desks. In order to provide a consistent feel across campus, accommodate physical distancing requirements, allow for easy cleaning, and maximize student capacity, CCC is replacing a vast majority of the furniture used by students on a daily basis. 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.

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	June 18, 2021
RFP Closes	July 14, 2021
Complete Initial Evaluation	July 15-16, 2021
Final Award Notification	July 27, 2021
Project Completion Deadline	December 31, 2021

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.

RFP Revisions Summary – published June 16, 2021

The following revisions to the RFP have been made in response to vendor feedback:

- The weight capacity has been changed per chair.
- The type of flooring the furniture will be on has been added by each room number/name below. Please make the recommendation for the casters or glides accordingly. C = 28 oz Shaw carpet squares, and VCT = Vinyl Composition Tile
- Antimicrobial furniture may include poly/plastic shells which prevent germ growth and are easily cleaned. CCC prefers metal frames and not wood. The use of any fabrics is to be vinyl/synthetic options with a minimum of 100,000 double rubs or greater. For any laminate surfaces, they must be High-Pressure Laminate (HPL) and should not be Thermofused Laminate (TFL).
- Office Desks – These desks are for faculty offices and do not need to be mobile. The desk should have a left and right pedestal file on the underside of the single desk.
- Delivery and installation should be a separate line item in the quote.
- CCC does not currently utilize buying contracts. However, CCC will make every effort to join a buying contract to realize cost savings. If a vendor uses a buying contract as part of the quote, please clearly disclose that in the proposal.
- 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.
- The backless rolling lab stools are used for both health care (Physical Therapist Assistant) and some science labs.
- If a virtual tour or pictures of the current furniture is desired, please contact Justin Villmer, and he will send them out.
- The date of completion – CCC understands that there are shipping delays and have thus pushed the completion date back. Please document ways that you would recommend to minimize interruptions to students, and also a certification that you can be flexible in your time of day for work.

- Quantity change in the Multi-Purpose room in the Student Union.

Furniture Overview Pt. 1:

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Bedker Memorial Complex</i>				
702 – Grant (C)	C1	24	D1	22
			D1a	2
704 – Hodgeman (C)	C1b	26	N/A	N/A
705 – Meade (C)	C1	40	D1	38
			D1a	2
706 – Morton (C)	C1b	25	N/A	N/A
707 – Rawlins (C)	C1b	17	T1	3
708 – Russel (C)	C1	10	D1	9
			D1a	1
710 - Tom Moorhous Lecture Hall (C)	C1	28	D1 (Pod style desks)	26
			D1a	2
711 – Wichita (C)	C1	56	T1	7
712- Clay (C)	C1	40	D1	38
			D1a	2
714 – Crawford (C)	C1	32	D1	30
			D1a	2
Total – Student Furniture		<u>298</u>		<u>184</u>
Faculty Offices (C)	CTC1	12	D1b	12
Total – Faculty Furniture		<u>12</u>		<u>12</u>
Building/Room				
	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Ceramics Building</i>				
Main Area (VCT)	C1	22	D1	20
			D1a	2
Total – Student Furniture		<u>22</u>		<u>22</u>
Building/Room				
	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Ferguson Hall</i>				
Room 501 (C)	C1	24	D1	22
			D1a	2
Room 507 (C)	C1	32	D1	30
			D1a	2
Room 509 (C)	C1	30	D1	28
Room 509 (VCT)	S1	20	D1a	2
Total – Student Furniture		<u>106</u>		<u>86</u>
Faculty Offices (C)	CTC1	18	D1b	18
Total – Faculty Furniture		<u>18</u>		<u>18</u>
Building/Room				
	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Frahm Theater-CAC</i>				
Band Performance Room (C)	C1	39	N/A	N/A

Room 301 (C)	C1	2	N/A	N/A
Room 302 (C)	C1	2	N/A	N/A
Room 303 (C)	C1	2	N/A	N/A
Room 304 (C)	C1	2	N/A	N/A
Vocal Performance Room (C)	C1	39	N/A	N/A
Total – Student Furniture		86		

Furniture Overview Pt. 2:

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>H.F. Davis Memorial Library</i>				
Room 249 (C)	C1	34	D1	32
			D1a	2
Room 250 (C)	C1	38	D1	36
			D1a	2
Room 252 (C)	C1	24	N/A	N/A
Room 253 (C)	C1	30	D1	28
			D1a	2
Adult Education (C)	C1	20	T1	8
Total – Student Furniture		146		110
Faculty Offices (C)	CTC1	4	D1b	2
Total – Faculty Furniture		4		2

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Pierre C. Henry Allied Health Building</i>				
803-Cherokee (C)	C1b	24	D1	22
			D1a	2
804 (C)	S1	24	N/A	N/A
805 Haskell (C)	C1b	32	D1	30
			D1a	2
806 (C)	C1b	20	N/A	N/A
809-Pottawatomie (C)	C1b	30	D1	28
			D1a	2
810 (VCT)	S1c	9	N/A	N/A
Total – Student Furniture		139		86
Faculty Offices (C)	CTC1	8	D1b	7
Total – Faculty Furniture		8		7

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Stanley Carr Agricultural Center</i>				
Exam Room (VCT)	S1	4	N/A	N/A
Room 602 (VCT)	C1	22	D1	20

			D1a	2
Total – Student Furniture		<u>26</u>		<u>22</u>
Faculty Offices (C)	CTC1	10	D1b	10
Total – Faculty Furniture		<u>10</u>		<u>10</u>

Furniture Overview Pt. 3:

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Thomas Hall</i>				
402-Decatur (VCT)	C1	13	D1	12
			D1a	1
403-Ellis (C)	C1	12	D1	11
			D1a	1
404-Gove/405 Graham (VCT)	S1b	30	N/A	N/A
406-Jewel (VCT)	S1	33	N/A	N/A
408-Lane (VCT)	S1b	32	N/A	N/A
409-Logan (VCT)	S1b	32	N/A	N/A
410-Ness (C)	C1	24	D1	22
			D1a	2
411-Norton (C)	C1	22	D1	20
			D1a	2
412-Osborne (C)	C1	18	D1	16
			D1a	2
Total – Student Furniture		<u>216</u>		<u>89</u>
Faculty Offices (C)	CTC1	13	D1b	13
Total – Faculty Furniture		<u>13</u>		<u>13</u>

Building/Room	Chairs	Quantity	Tables/Single Desks	Quantity
<i>Student Union</i>				
106 (C)	C1	32	D1	30
			D1a	2
Multi-Purpose Room (C & VCT)	C1	120	T1	30
Totals – Student & Faculty Furniture		<u>152</u>		<u>62</u>

Furniture Requirement Overview:

See Product Specification Sheets

Antimicrobial furniture may include poly/plastic shells which prevent germ growth and are easily cleaned. CCC prefers metal frames and not wood. The use of any fabrics is to be vinyl/synthetic options with a minimum of 100,000 double rubs. Please include the fabric specification sheets that states the recommended cleaning procedures. For any laminate surfaces, they must be High-Pressure Laminate (HPL) and should not be Thermofused Laminate (TFL). Please include color options for selections upon award.

Antimicrobial Stationary Student Chairs – C1

- 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

Antimicrobial Rolling Student Chairs – C1b

- ADA accessible
- Blue in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Have an expressed warranty of greater than three years

Antimicrobial Backless Rolling Lab Stool – S1

- ADA accessible
- Blue or Black in color
- Antimicrobial material
- Have a weight capacity of 250 pounds or greater
- Height adjustable
- Minimum of 5 caster wheels
- Have an expressed warranty of greater than three years

Antimicrobial High-Back Stationary Lab Stool – S1b

- ADA accessible
- Blue or Black 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 High-Back Rolling Lab Stool – S1c

- ADA accessible
- Blue or Black in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Height adjustable
- Minimum of 5 caster wheels
- Have an expressed warranty of greater than three years

Antimicrobial Student Desk – D1 and D1a

- ADA accessible
- **Different widths for D1 and D1a**
- Height adjustable
- Antimicrobial material
- Be stationary with no wheels
- Have an expressed warranty of greater than three years

Antimicrobial Student Tables – T1

- ADA accessible
- Antimicrobial material
- Have an expressed warranty of greater than three years

Antimicrobial Office Chairs – CTC1

- ADA accessible
- Black in color
- Antimicrobial material
- Have a weight capacity of 300 pounds or greater
- Height adjustable
- Minimum of 5 caster wheels
- Have an expressed warranty of greater than three years

Antimicrobial Office Desks – D1b

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

Requirements

The vendor is responsible for ensuring all materials and finishes are delivered and assembled in brand new condition, free of any blemish. The 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 the 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 email to the Vice President of Business Affairs, Justin Villmer, at the following address:

Justin.Villmer@colbycc.edu

Proposal Submission

All sealed bids must be finalized and submitted by 12:00 p.m. on July 14, 2021, to Thomas Hall (CCC's Main Campus), attention: Justin Villmer. Electronic submissions via email (Justin.villmer@colbycc.edu) will be accepted, or submissions can be mailed to 1255 S Range, Colby, KS 67701. Attention: Justin Villmer.

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

Selection and Notification


The Board meeting will be held on Monday, July 26, 2021, to select a vendor. The selected vendor will be notified after approval has been received from the Board of Trustees.


Statement of Disclosure

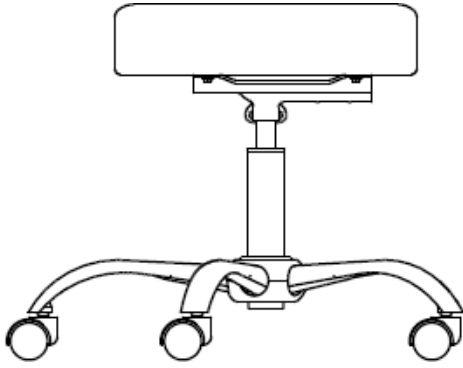
The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn before the scheduled 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).


(product specifications next page)


spec sheet


<p>Item Chairs - Student</p> <p>Name: Student Chair</p> <p>Tag: C1</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location: (Basis of Design)</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: _____</p> <p>Dimensions: Attach product spec sheet 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>Features & Material Finishes:</p>	<p>important Features:</p>
<p>Features:</p> <ul style="list-style-type: none"> · High strength tubular steel frame · Seat Shell is one-piece injection molded to prohibit germ growth · Stacking or nesting · Steel glides · Durable, textured powder coated paint finish on legs <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>Sled base is preferred but four leg can be considered</p>
<p>Materials: · Polypropylene shell to be selected from manufacturer's full range.</p> <p>Final finishes selected upon award</p> <ul style="list-style-type: none"> · Frame color to be selected from manufacturer's full range; to include Platinum or Silver Metallic paint option. 	


<p>Item Chairs Student w/Casters</p> <p>Name: Student Chair</p> <p>Tag: C1b</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: _____</p> <p>Dimensions: Attach product spec sheet 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>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features: · 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>Materials: · 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>Item Chairs - Lab Stool w/o back</p> <hr/> <p>Name: Lab stool w/o back / casters</p> <p>Tag: S1</p> <p>Quantity: _____</p> <p>Location: Per Furniture Overview Count</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: _____</p> <p>Dimensions: Attach Product Spec Sheet SH: 17 - 22 SW: 16" dia SD: 27"</p> <p>Description: Seat is healthcare graded vinyl in black; polished base with casters for multi-surfaces</p>	
<p>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features:</p> <ul style="list-style-type: none"> Black vinyl is acceptable Pneumatic height adjustable Swivel seat 	<p>Weight rating 250 lb.</p>
<p>Materials:</p>	


<p>Item Lab Stools w/glides and back</p> <hr/> <p>Name: Lab Stools Tag: S1b Quantity: Per Furniture Overview Count Location:</p> <p>Manufacturer: _____ Product: _____ Product Base No.: _____</p> <p>Dimensions: Attach product spec sheet SH: 40 - 41" SW: 17-18" SD: 23"</p> <p>Description: Poly shell available in multiple colors and injection molded</p>	
<p>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features: · Molded plastic shell back · Four leg chairs with Wall Safe leg design · Metal tube frame · Polypropylene seat pan with or w/o upholstered foam cushion (vinyl) · Glides for soft or hard surfaces available</p>	<p>Weight rating of 300 lbs.</p>
<p>Materials: · Hospital 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>—</p>

<p>Item Lab stool with Back</p> <p>Name: Lab stool with back</p> <p>Tag: S1c</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: _____</p> <p>Dimensions: Attach product spec sheet</p> <p> SH: 50"</p> <p> SW: 28"</p> <p> SD: 18"</p> <p>Description: Flex Poly back with vinyl upholstered seat, foot ring, casters for hard or soft surfaces</p>	
<p>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features: · 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>Materials: · 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>Item Desk - Student</p> <p>Name: Student Desk</p> <p>Tag: D1 and D1a</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: _____</p> <p>Dimensions: Attach product spec sheets SH: 23 - 33" W: 24-30" (D1) W: 36" (D1a) (ADA Compliant) D: 24"</p> <p>Description: Rectangle student desk with height adjt option, glide , non-handed, chrome finish legs with pencil grooves</p>	
<p>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features: Hard plastic top for easy cleaning and anit-germ surface Optional leg color</p>	<p>Optional backpack hooks available Optional book boxes available</p>
<p>Materials: Surface top that it anti-microbial and bleach cleanable</p>	

<p>Item Student Tables</p> <p>Name: Student Table</p> <p>Tag: T1</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>Product Base No.: _____</p> <p>Dimensions: Attach product spec sheet 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>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features:</p> <p>Casters or glide available Different depths and widths available upon request</p>	<p>Modesty panel available upon request Nesting table feature upon request</p>
<p>Materials: ·</p>	

<p>Item Office Task Chairs</p> <hr/> <p>Name: Office Task Chairs</p> <p>Tag: CTC1</p> <p>Quantity: Per Furniture Overview Count</p> <p>Location:</p> <p>Manufacturer: _____</p> <p>Product: _____</p> <p>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>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features: 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>Materials: · Finish options selected upon award</p>	

<p>Item Office Desks Teacher Station</p> <p>Name: Office Desk Tag: D1b Quantity: Per Furniture Overview Count Location:</p> <p>Manufacturer: _____ Product: _____ Product Base No.: _____</p> <p>Dimensions: Attach product spec sheet 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>Features & Material Finishes:</p>	<p>Important Features:</p>
<p>Features: HPL Laminate with color choices Ample work area on desk</p> <p>Frame Color: Charcoal</p>	
<p>Materials: · Upholstery to be mid-grade Vinyl or Polyurethane that it anti-microbial and bleach cleanable</p>	