



May 7, 2010

TO: Potential Bidders

RE: REQUEST FOR PROPOSAL  
School Furniture and Equipment  
The Museum School of Avondale Estates

To Whom It May Concern:

The Avondale Education Association (AEA) ("Owner") is seeking a qualified Vendors (Dealers) to solicit proposals for furniture and equipment to equip The Museum School of Avondale Estates, Georgia. The Museum School will provide a complete facility for Kindergarten, 1st through 8th grade children. Initially, the school will house K – 3<sup>rd</sup> grades. The space program includes classrooms, restrooms, administration and staff support areas. The school will be located near the city limits of Avondale Estates, GA.

The furniture selection, design, and procurement services will include but not be limited to the following:

- Design Intent and Product Specification
- Product Proposal
- Delivery
- Contract Administration
- Project Closeout

A further description of requirements be found on the attached pages. Hard copy proposals are due on **Monday, May 24 by 4:00pm EDT**. All questions must be submitted via email to the address below. The deadline for Request for Information questions is Wednesday, May 19 at 5:00pm EDT. Two (2) copies of each proposal shall be delivered to:

Attn: FF&E RFP  
The Museum School of Avondale Estates  
151 Locust Street  
Avondale Estates, GA 30002

Within your proposal please include:

- Project Contact Person
- Relevant Experience and Company Background
- National Alliances and Networks for Product Delivery
- Experience with similar K-8 school facilities
- Years in Business
- Proposed sub contractors and related information

The time process for vendor selection shall be as follows:

Furniture RFP Issued	5.7.2010
Request for Information Deadline	5.19.2010
Furniture RFP Response Due	5.24.2010
Furniture Vendor Selection	5.28.2010
Implementation Grant Funding	7.2.2010
Furniture Delivery	6.4.2010 - 7.9.2010

The Furniture Vendor will be selected based upon the vendor's capabilities, fee structure, product compatibility and ability to meet the project schedule. We look forward to your response.

Sincerely,

Brian Patrick, Facilities Committee Member  
The Museum School of Avondale Estates  
[brian.patrick@themuseumschool.org](mailto:brian.patrick@themuseumschool.org)

## GENERAL REQUIREMENTS

### A. CODES AND STANDARDS

Following codes and standards will be responsibility of the Architect and Engineer team. Furniture Vendor should comply with pertinent codes and standards relevant to the furniture design. Project shall be designed in accordance with applicable laws, ordinances, codes and regulations of building, zoning, fire department and other governmental agencies having jurisdiction including, but not limited to, the following. Where there are conflicts between codes and regulations, the most stringent shall be applicable. All versions shall be the current version applicable in jurisdiction where project is located.

1. The National Fire Protection Association Life Safety Code (NFPA) 101, NFPA 13, NFPA 70, NFPA 72.
2. Latest Building Codes and supplements.
3. The building and fire safety codes and appropriate supplements that apply in the city, county, state for all projects.
4. NEC (National Electric Code).
6. Applicable local, state, federal, public utility, transportation and/or environmental (e.g., Environmental Protection Agency) regulations.
7. Americans with Disabilities Act (ADA).

### B. SUB-CONTRACTORS

To complete the tasks outlined in this document, the Furniture Vendor / Dealer may be utilizing the services of sub-contractors. The Project Manager reserves the right to review and approve any and all sub contractors.

### C. REQUEST FOR ADDITIONAL SERVICES

If there are services requested of the Furniture Vendor by the Owner that are perceived to be outside of the basic scope of services, thus requiring additional compensation, the Furniture Vendor must notify the Owner of such circumstances prior to starting the work. Furniture Vendor claims for additional compensation, when the additional work was not reviewed and approved by the Owner's authorized representative previously will not be paid.

### D. COMPENSATION

The Museum School applied for a federally funded Implementation Grant in February and expects to receive notice of status in June. Grant funds will not be available to schools until July 2, 2010. These funds are to be applied specifically to start-up costs, including furniture and curriculum materials. Though The Museum School will receive QBE funding from the state of Georgia, the majority of costs associated with furniture will be paid through the Implementation Grant. Upon notice of status and funding amount, The Museum School will provide documentation to furniture vendors, highlighting funds available. It is the school's preference to pay for the majority of furniture costs using grant funds, as is the intent of the grant itself. Therefore, the school is seeking to contract with a vendor where a minimal down payment is required. Please state in your proposal the down payment required and offer suggestions for timing of the first bulk payment given the time constraints listed here. Final payment is expected to be made promptly after delivery of all furniture.

## DESIGN INTENT & PRODUCT SPECIFICATION

- 1.A. The Owner has prepared a design intent package – Attachment A – for the required furnishings. Alternate suggestions will be considered for acceptance based on budget constraints. Timing is also an issue, so items with shorter lead times will also be considered.

The general classroom areas include the following:

- Cubbies/Lockers
- Manipulative Storage
- Center Tables
- Center Chairs
- Teachers' Desk
- File Cabinet
- Student Chairs



- Student Desks grades 1-3
- Student Tables (K)
- Whiteboards
- Bulletin Boards
- Storage Cabinet

It is the Owner's intent to use furniture as described in the design intent. Please submit proposals for products based on your interpretation of the project requirements. The Owner is looking for value oriented, creative, durable, and flexible solutions to the furniture needs for the project.

## **PRODUCT PROPOSAL**

### **2.A. PRIMARY PRODUCT LINE**

Provide a list of Primary Products relevant to this project your company markets and sells.

### **2.B. MANUFACTURING RELATIONSHIPS**

Provide a list of product manufacturers that your company currently represents in the metro Atlanta, GA area.

### **2.C. CODES & REGULATIONS**

All furnishings, fabrics and foam must pass all applicable City of Avondale Estates, DeKalb County, State of Georgia, and other major National Codes. Certificates of approval or a letter from the Dealer indicating compliance must be provided if requested.

### **2.D. CONNECTORS & ACCESSORIES**

Any connectors, part or accessories that are required to supply a finished project whether or not they are identified or implied by the design drawings and specifications, defined herein, must be included in the pricing and delivery.

### **2.E. PRODUCT WARRANTIES**

A minimum one year warranty is required and must be stated in the proposal. The manufacturers shall itemize their warranties and guarantees for their products prior to contract award. State any extended warranties beyond the minimum one year parts and materials.

### **2.F. DESIGN**

Attached to the RFP – Attachment B – is a basic furniture layout for the facility. Please note any potential conflicts (space or otherwise) or deficiencies in the design as proposed. Bidders are encouraged to offer additional recommendations to create a successful, forward-looking learning environment.

### **2.G. PRICING**

Pricing should be complete with each item priced and listed separately. Vendor may use the provided spreadsheet to assist filling out line-item pricing. However, Vendor will indemnify The Museum School and its representatives for any misuse of this spreadsheet or any errors or omissions. Vendor will use this spreadsheet at his own risk. The furniture bid should include the total cost of all products with freight, delivery, FOB, and any additional costs should be itemized. The Museum School of Avondale Estates is established as a 501c3 non-profit state institution and is therefore exempt from paying sales taxes. Installation services are not required; however, such services may be considered at a future date.

All project pricing, unit list prices and discounts shall be valid on all items for one year. The Dealer shall indicate if unit pricing is based on volume and provide a scale if this is the case. The Dealer shall provide written guarantee of lead-time for fulfillment of this contract and future reorders/replacement order. The unit price for reorders or replacement orders should be indicated if different. The Owner intends to purchase furniture and equipment as listed in Attachment "A". However, the purchase of some items such as AV equipment may be deferred due to cost or other constraints.

The price submitted shall be valid without commitment from the Owner for sixty (60) days from the bid date. The Owner reserves the right to accept or reject any or all bids. It is understood that price is an important criterion; however, the Owner reserves the right to award a contract to any bidder at the sole discretion of the Owner.

The cost for preparing a response to this RFP is the sole responsibility of the responding firms. The Owner will not provide reimbursement for such costs.

## **DELIVERY & STORAGE**

### **3.A. DELIVERY & STORAGE**

Delivery to designated on-site storage may require after-hour (5PM – 8PM) or weekend delivery and ALL delivery times must be coordinated to a specific time in order to access loading doors and available storage. The submitted pricing shall include all freight, delivery, FOB to each selected site. A minimum of 48 hours advanced notice must be provided to the Owner prior to delivery of products. Bulk product delivery in a minimum number of installments is highly encouraged.

As schedules change throughout the project, product may not be able to be direct shipped to a site, and therefore temporary storage services may be required. It is expected that a certain amount and time of storage – typically less than a week - will be inclusive within your proposal, and that prolonged storage will be a cost to the Owner. Define how this would be managed and at what cost to the Owner. A required interruption or delay in delivery is not expected unless unforeseen site conditions emerge.

The Furniture Vendor will coordinate delivery of all furniture. All furniture must be delivered and installed completely as outlined in the individual project schedule.

### **3.B. COORDINATION**

The Dealer will coordinate furniture delivery to integrate with the overall project schedule. The Dealer is responsible to coordinate fully with the Owner so that any delivery, staging or other conflicts will be resolved prior to delivery.

### **3.C. INSURANCE**

Please define your specific insurance coverage carried for product delivery. You will be required to provide insurance certificates to the Owner.

### **3.D. DAMAGE, MISSING OR INCORRECT PRODUCT**

Upon delivery your company will be responsible for cataloging all damaged, incorrect, or missing product. This will be presented to the Owner's authorized representative within two days following the time of delivery. The Vendor will be required to replace damaged product, or locate product to complete the order within two weeks of the initial delivery.

All products shall be delivered in new condition. B-stock or repackaged products are not acceptable.

## **CONTRACT ADMINISTRATION**

4.A. Furniture Vendor will take an active role in expediting the furniture delivery on behalf of the Owner.

4.B. Furniture Vendor will communicate in a timely fashion with the Owner.

4.C. Furniture Vendor will provide input to the general contractor to develop a detailed project construction schedule overlaying the delivery of furniture. Contractor will distribute the schedule to all parties as requested by the Owner.

4.D. Furniture Vendor will be available for consultation throughout the construction and installation period to provide clarification of the document or modifications if required.

4.E. Furniture Vendor will communicate with the Owner Representative and review file / overhead cabinet keying requirements prior to placing furniture order.

## **PROJECT CLOSEOUT**

5.A. Furniture Vendor will coordinate and review for completeness, project closeout documents required from the manufacturer and sub contractors such as warranties and operations / maintenance manuals.

### ***Attachments:***

A – Design Intent list of furniture and equipment

B – Conceptual furniture layout for two representative classrooms