

RFP #2016-07-07  
Office Furniture Supply, Delivery, and Installation

---

Issued by North Texas Behavioral Health Authority (NTBHA)

Release date: July 15, 2016

**Request for Proposals for:**

## Office Furniture

**PROPOSALS DUE: July 29, 2016 by 12:00 noon CDT**

Proposal(s) shall be emailed electronically and/or a hardcopy mailed to the project manager identified below. All proposals must indicate the RFP #, Project Title and Company name.

**Submit one (1) original electronic version and/or 1 paper copy of the Proposal to:**

North Texas Behavioral Health Authority  
1201 Richardson Drive, Suite 270  
Richardson, TX 75080  
214.366.9407  
[hrogers@ntbha.org](mailto:hrogers@ntbha.org)

## Table of Contents

1	Part I - Proposal Requirements .....	3
	Section IA - General Information .....	4
	1.1.1 Introduction .....	4
	1.1.2 Scope of Project .....	5
	1.1.3 Proposal Timeline .....	6
	1.1.4 Important Factors .....	6
	1.1.5 Contract Terms .....	8
2	Part II - Proposal Preparation and Submittal .....	9
	Section II - Proposal Submission .....	9
	2.1.1 Proposals Due .....	9
	2.1.2 Proposal Limits .....	9
	Section IIC - Proposal Content and Format .....	9
	2.1.3 Cover Sheet .....	9
	2.1.4 Proposal Detail .....	9
	2.1.5 References .....	10
3	Part III - Proposal Evaluation & Contract Award .....	11
	Section IIIA - Proposal Review and Selection .....	11
	3.1.1 Evaluation & Selection .....	11
	3.1.2 Evaluation Scoring .....	11
	Section IIIB - Contract Award .....	11
	3.1.3 Contract Award Decision .....	11
	3.1.4 Contract Development .....	11
	3.1.5 Award Review .....	11
4	Attachments .....	11
	Attachment A -- COVER SHEET .....	11
	Attachment B -- FURNITURE ITEMIZATION .....	13
	Attachment C -- NTBHA Floor Plan .....	13

# 1 PART I - PROPOSAL REQUIREMENTS

## **Section IA - General Information**

- 1.1.1 Introduction** NTBHA, a multi-county local behavioral health authority (LBHA), is seeking proposals for qualified firms to provide, deliver, and install an array of office furniture for their new corporate office location in Dallas, Texas. NTBHA expects to begin operations at this location beginning in August 2016. The work described in this RFP must be substantially complete no later than August 20, 2016.

**1.1.2 Scope of Project**

The successful applicant will contract with NTBHA to provide and install office furniture to furnish office cubicles, professional offices and conference room as depicted in Attachment C – NTBHA Floor Plan. Unit prices for each item should be identified in Attachment B - FURNITURE ITEMIZATION, and must include items that are necessary including cubicle partitions, desks, chairs, shelving and filing cabinets necessary to furnish the administrative spaces outlined in Attachment C – NTBHA Floor Plan. Submitters are encouraged to submit additional items for consideration that haven't been specifically requested but which may further assist in furnishing the cubicles, professional offices and conference room outlined in this RFP.

The contract resulting from this RFP is intended to result in the acquisition of furniture to be owned by NTBHA including delivery and installation by the vendor. The spaces that need furnishing and are to be included in the cost estimate RFP proposal include:

**Cubicles**

- Each cubicle is designed to be 6'x8' (see Attachment A). Currently there are 33 cubicles identified in the floor diagram. However, that number may be adjusted slightly prior to the contract finalization as locations of printers and file cabinets are solidified. Configuration for all cubicles should be identical and if using refurbished items should include only items that have been restored to good condition. Each cubicle should include at a minimum:
  - Walls
  - Desk with bank of drawers
  - Professional chair that is on rollers, swivels and reclines
  - Floor mat designed for low-pile carpet
  - Shelving
  - Note: Bidders may include a variety of options for furnishing each office for consideration.

**Professional offices**

- NTBHA will utilize existing furniture for a portion of the 13 professional offices depicted on the floor plan (Attachment A). However, several will need to be furnished and should include:
  - Professional desk with bank of drawers
  - Professional chair that is on rollers, swivels and reclines
  - Floor mat designed for low-pile carpet
  - Filing cabinet
  - Note: Bidders may include a variety of options for furnishing each office for consideration.

Proposals should contain a description of items being recommended and include pictures if available. Final selection and verification of quantities will be performed based on an in-person meeting and review of actual materials available.

Prior to making a final award, NTBHA will inspect any refurbished furniture items included in the incumbent's proposal. NTBHA prefers that refurbished items come from a single lot. All furniture, whether new or refurbished, must be usable and suitable for NTBHA's general business purposes.

The selected respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at the office location identified by NTBHA, which is anticipated to be 9441 Lyndon B Johnson Freeway, Suite 300 Dallas, Texas 75243. This office is accessible by a street-level entrance. Respondent will be responsible for supervising the performance of the Scope of Work, including performance by any related subcontractors. Furniture delivery and installation must be carried out between 8:00 am and

12:00 pm on Saturdays. Furniture must be available and installed no later than August 13<sup>th</sup>, 2016, including all components for the cubicle spaces at a minimum. However, components for the Professional Offices can be installed as late as August 20<sup>th</sup>, 2016.

Respondent is responsible for verifying all site dimensions, maintaining all minimum clearances required by code, overseeing product orders, deliveries, installations, punch-lists, and reasonable cleanup activities. This includes the removal of non-recyclable and recyclable waste materials related to packing, transport, or installation, including without limitation dimensional and palette wood, plastics, rigid foams and padding, and metals.

Please ensure that the following information is included with your response:

- Warranty information on all items quoted.
- A list of replacement parts with unit pricing, if applicable
- Lead time for delivery after receipt of order

**1.1.3 Proposal Timeline** Anticipated event dates for this RFP:

Event	Date
RFP Release	July 15, 2016
Proposals Due	July 29, 2016 (by Noon CDT)
Proposal Evaluation Period	August 1 through August 3, 2016
Purchase and Implementation Contract Negotiations Complete	August 8, 2016
Furniture delivery and Installation	August 13, 2015 ***Note: Some items may be installed up thru August 20 <sup>th</sup> (TBD)

**1.1.4 Important Factors** **Costs**

The costs associated with each component of furniture will be factored into the evaluation of proposals. However, the least expensive bid may not be chosen once a review of the actual materials is performed. Review of the materials will be performed during Contract Negotiations (see Schedule).

**Timing for Installation**

NTBHA's timeframe for installing new office furniture is tight and inflexible. Bidders should indicate their ability to deliver indicated furniture and perform installation according to the timelines indicated (see Schedule).



**1.1.5 Contract Terms**

**A. GENERAL TERMS**

By submitting a proposal, the respondent agrees and assures that information contained in his/her proposal is accurate to meet the needs of NTBHA as set forth in the Scope of Work; specifications are adequate; and that the respondent accepts the terms and conditions set forth herein. Any exceptions should be noted in the respondent's proposal. Unless otherwise specified, all proposals shall be valid for 90 days from the deadline for submissions.

If NTBHA and the successful respondent (the "Contractor") do not enter a separate contract, the agreement shall consist of the Request for Proposals and all attachments and amendments thereto (including without limitation these Contract Terms), the signed proposal submitted by the Contractor, and a purchase order or letter of agreement requiring the signatures of NTBHA and the Contractor, all of which shall be referred to collectively as the "Contract Documents."

In the event one or more clauses of the Contract Documents are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract Documents.

The Contract Documents may not be amended, modified, or supplemented except by mutual written agreement of the parties.

The Contract Documents and the rights and obligations of the parties thereunder shall be governed by and construed in accordance with the laws of the State of Texas without reference to its conflicts of laws principles. The Contractor agrees that any litigation action or proceeding arising out of this Contract shall be instituted in a state court located in the State of Texas.

Neither party to the Contract Documents shall assign the Contract Documents without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of NTBHA.

**B. INDEMNIFICATION**

Contractor releases, waives, discharges and covenants not to sue NTBHA or any representative, manager, operator, official, officer, director or employee thereof (collectively, the "Released Parties") for any injury, death, damage, loss or claim incurred by Contractor or any agent or representative of Contractor arising out of or in connection with the performance of the Contractor, or any agent, representative, or subcontractor thereof, under the Contract Documents. The Contractor hereby indemnifies and holds the Released Parties harmless from any and all loss, damage, claims, causes of action, costs and expenses (including attorney's fees) arising from or related to the acts or omissions of the Contractor or any agent or representative of the Contractor in connection with the performance of the Contractor, or any agent, representative, or subcontractor thereof, under the Contract Documents. CONTRACTOR'S LIABILITY INSURANCE During the term of the Contract Documents, Contractor shall maintain the following insurance coverage:

- 1) Commercial General Liability -- \$1,000,000 per occurrence or more (bodily injury and property damage);
- 2) Automobile Liability (including hired & non-owned) -- \$1,000,000 per occurrence or more (bodily injury and property damage);
- 3) Workers Compensation (for all personnel in compliance with applicable state law).

**C. PAYMENT**

Payment will be made upon receipt of an accurate invoice for goods that have been delivered, installed and accepted. Contractor may submit an invoice for partial installation. All furnishings must be installed, inspected and punch listed by NTBHA, and punch list items repaired or corrected, before final payment.



## 2 PART II - PROPOSAL PREPARATION AND SUBMITTAL

### Section II - Proposal Submission

- 2.1.1 Proposals Due** Electronic and/or sealed proposals must be received no later than the date and time specified at the location specified on the cover of this document.

The outside of the envelope/package and email shall clearly identify:

- RFP #
- TITLE OF RFP
- NAME AND ADDRESS OF PROPOSER

Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

- 2.1.2 Proposal Limits** Hard copy proposals must be clear, succinct, and not exceed 10 pages in length. Hard copy proposals must:

- Be on white, 8 ½ by 11 paper,
- Be in a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Include a Table of Contents
- Have numbered pages

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered two pages. Color is acceptable, but black-and-white printing or copying should not lose content.

Electronic submissions must include an electronic document (MS Word or PDF) containing the items indicated in 2.1.1 as well as a Table of Contents and the required items identified in this RFP.

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

### Section IIC - Proposal Content and Format

**Proposals must be formatted as follows:**

- 2.1.3 Cover Sheet** Proposer shall complete this form and use it as a proposal Cover Sheet.  
(See *Cover Sheet - Attachment A*)

- 2.1.4 Proposal Detail** Please provide a cost proposal for the Scope of Work using the pricing schedule form provided (*See Itemization - Attachment B*). Without limiting the foregoing, include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation, related services, tax,

and any other costs or fees that may be incurred in the performance of the Scope of Work. Please note that the Scope of Work anticipates the possibility that some installation work would be performed on a Saturday. Please make any necessary adjustments to your labor costs to reflect this possibility and, if applicable, include hourly overtime rates.

- Provide an itemized breakdown of billing rates, hourly costs, and reimbursable expenses for any services that may be requested in addition to the services previously described.
- Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of NTBHA.
- Please include a confirmation on the timing for anticipated delivery and installation, cleanup and project completion.

### 2.1.5 *References*

Proposer shall submit the names of three customer references for similar work that has been completed. Include the contact information for each customer and a brief description of the services that were complete.

### 3 PART III - PROPOSAL EVALUATION & CONTRACT AWARD

#### Section IIIA - Proposal Review and Selection

- 3.1.1 Evaluation & Selection** A Review Committee will evaluate proposals received in response to this RFP.
- 3.1.2 Evaluation Scoring** Each proposal received in response to this RFP will be objectively evaluated and rated according to the 3-part scoring system detailed below. NTBHA is looking for the best value and ability to deliver in the prescribed timeframe. The following criteria will be used:

##### **Round 1 (100 Points)**

Cost	40
Ability to adhere to implementation timeframe	35
Response completeness	25
TOTAL	100

Based on the scoring, NTBHA may choose either to select the best candidate for contract negotiation or may choose to interview Proposers that rate highest for further consideration and selection.

#### Section IIIB - Contract Award

- 3.1.3 Contract Award Decision** It is the intent of NTBHA to award a contract to the highest-scoring Proposer. Should NTBHA not reach a favorable agreement with the highest scoring Proposer, NTBHA reserves the right to terminate negotiations and commence negotiations with the second highest-scoring Proposer, and so on, until a favorable agreement is reached. If an inadequate number of satisfactory proposals are received in response to this RFP, NTBHA reserves the right to reject all proposals received and withdraw this RFP in its entirety.
- 3.1.4 Contract Development** The proposal and all responses provided by the Successful Proposer will become a part of the final contract.
- 3.1.5 Award Review** The public may view proposal documents after contract execution; however, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the NTBHA representative Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized by the evaluation committee.

### 4 ATTACHMENTS

#### Attachment A -- COVER SHEET

**Request for Proposal  
NTBHA Office Furniture**

**General Information:**

Legal Name of Submitter Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_ Tax Identification Number \_\_\_\_\_

I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize that funding for any contract is based upon funding levels as well as approval by the Governing Board of the North Texas Behavioral Health Authority.

\_\_\_\_\_  
Signature  
Administrator of Applicant Agency

\_\_\_\_\_  
Date

**Attachment B – FURNITURE ITEMIZATION**

Insert a table or list with the following information:

- Office Type (Cubicle, Professional Office (indicate office number if applicable), or Conference Room)
- Furniture Item (Cubicle, Desk, Chair, etc.)
- Internal Vendor Code (if applicable)
- Item Description
- Unit Cost
- Installation Considerations (if applicable)

Furniture Itemization (example)

OFFICE TYPE	ITEM	Vendor Code	Description	Unit Cost	Considerations
Cubicle	Walls	12345abc	Exterior panels	325.00	Wiring and carpet must be complete.
Cubicle Installation			Labor	50.00	
	Desk	54321abc	Desk configured for cubicle including bank of drawers (6x8 cubicle)	400.00	Includes delivery and setup
	Shelf	33333abc	Over desk shelf	125.00	Includes delivery and setup
	Office Chair	44444abc	Black swivel on casters	125.00	Includes delivery and setup
	Floor mat		Clear	25.00	Includes delivery and setup
Office1	Desk	55555abc	Desk and matching credenza	1250	Includes delivery and setup
	Executive Chair with matching side chair	44444exc 44444exc2	Black executive chair (high back) and matching side chair	400	Includes delivery and setup
Office2	Desk	55555abc	L shaped desk	1250	Includes delivery and setup
	Executive Chair with matching side chair	44444exc 44444exc2	Black executive chair (high back) and matching side chair	400	Includes delivery and setup
Conference Room	Conference Table	789con	7.5x4.5 oval	1000	Includes delivery and setup
	Chairs	789conchairs	Black, swivel, rollers	175	Recommend 8 chairs for table. Includes delivery and setup

**Attachment C – NTBHA Floor Plan**