



**ACKNOWLEDGMENT OF RECEIPT**  
**RFP #3036-2**

Description: **Furniture**

Please provide the requested information below as acknowledgment that you have received our Request for Proposal noted above. It is **MANDATORY** that interested Proposers complete this acknowledgment and return via Fax to MCCCCD Purchasing at **(480) 731-8190** or by mail. Only by doing this, will we be able to provide you notification of any amendments to this RFP.

Proposals from firms **not** acknowledging the amendments may be considered incomplete and subject to disqualification.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax #: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Name: (Print) \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR PROPOSALS**

**#3036-2**

**FURNITURE**

**PROPOSALS DUE: March 31, 2011 at 3:00 p.m. (local time)**

## SCHEDULE OF EVENTS

EVENT

DATE

RFP Release:

March 9, 2011

Deadline for Questions:

March 17, 2011

Responses due no later than: 3:00 PM (local time)

March 31, 2011

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## 1.0 BACKGROUND

The Maricopa Community Colleges comprise ten colleges, two skill centers and numerous education centers dedicated to educational excellence, meeting the needs of businesses and the citizens of Maricopa County. Each college is individually accredited, yet part of a larger system, the Maricopa County Community College District. The District is one of the largest higher education systems in the world and the largest provider of health care workers and job training in Arizona, a major resource for business and industry and for individuals seeking education and job training. More than a quarter million students attend the Maricopa Community Colleges each year taking credit and non-credit courses. The Maricopa Community Colleges employs nearly 4,500 full-time faculty and staff and more than 9,000 part-time faculty and staff. Many management and staff positions (including clerical, crafts, food services, security, child care, maintenance and operations, custodial, grounds) become available throughout the year. All positions with the exception of certified safety officers are advertised individually as they occur.

## 2.0 PURPOSE

The purpose of this RFP is to solicit innovative and financially positive responses from qualified firms to provide furniture for our various locations. To enable furniture contractors to propose and provide the best mixture of service and quality, facility, and financial incentives, MCCCCD is offering this as a five (5) year contract.

## 3.0 PROPOSAL PROCESS

All proposals must be submitted in writing. No oral or telephone proposals, modifications, or amendments will be considered. Facsimile (fax machine) or computer data transfer submittals will **not** be accepted. Proposers shall only submit one (1) proposal. It is therefore critical that proposers carefully review all bid documents to ensure that the proposal submitted reflects the most favorable terms possible, both economically and technically. **Multiple proposals shall result in all proposals by the proposer being rejected.** Failure to comply with all provisions in this RFP may result in your proposal being disqualified.

### 3.1 **Proposal Questions**

All questions regarding this Request for Proposal should be directed to:

Ren R. Carlson, C.P.M., Buyer I  
Maricopa County Community College District  
2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6941  
(480) 731-8519      FAX (480) 731-8190  
E-Mail: ren.carlson@domail.maricopa.edu

*Questions must be sent by mail or e-mail. Questions will only be accepted until March 17, 2011. We will not respond directly to the company asking the question. Questions we feel need to be responded to will be answered in the form of an addendum and sent to all potential respondents on/about March 22, 2011.*

### **3.2 Site Visits**

No site visits are scheduled.

### **3.3 Withdraw of Proposals**

Any Proposer may withdraw their proposal by written request at any time **prior** to the deadline set for receipt of proposals. No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after due date. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

### **3.4 Proposal Submission**

It shall be the responsibility of the Proposer to assure that Proposals are received as follows:

**The Proposal packet must contain one (1) original, eleven (11) copies of the proposal and one (1) copy in PDF Format on CD/DVD/flash drive.** The original must be clearly marked "Original" and the Proposal packet must be delivered Sealed.

The Proposals must be addressed to and received at the Main Reception Desk of MCCC, address 2411 West 14th Street, Tempe, AZ, 85281, **no later than 3:00 P.M. (local time), March 31, 2011.** Proposals received after this time and date shall not be considered and will be returned unopened. When delivering your bid/proposal, please allow for sufficient time to check in through the Security Desk.

**NOTE:** If you are hand carrying or having a proposal package hand delivered, you or the delivery agent should allow sufficient time to arrive, park, and go through security prior to dropping off your proposal package. This applies to any other method of delivery (FedEx, UPS, USPS, etc.) as well. Late proposals will not be accepted or considered for award. **Regardless of the method of delivery, it is your responsibility to insure on-time delivery of the proposal package.**

### **3.5 Opening of Proposals**

Proposals will be opened publicly, immediately following the deadline for receipt. Only names of proposers will be read.

### **3.6 Proprietary Information**

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

### **3.7 Evaluation of Proposals**

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request For Proposal. The award shall be made on the proposal(s) that serves the best interest of the District and will not be evaluated solely on a monetary basis. No contract award shall exist until executed in writing.

### **3.8 Cost of Preparing Proposals, Providing Additional Materials, Interviews**

Any and all costs associated with the preparation of responses to this RFP and any subsequent inquiries, meetings or oral presentations shall be entirely the responsibility of the proposer and shall not be reimbursable in any manner by the District.

### **3.9 Contract Development**

The content of the RFP and the successful proposer's proposal will become an integral part of the contract. MCCCCD also reserves the right to make an award without further discussion of the proposals received. Therefore, it is critical that all proposals be submitted initially in the most favorable terms possible, both financially and operationally.

### **3.10 Contract Commencement/Term**

A written Notice of Award will be made prior to commencement of performance. It is the intent of MCCCCD to commence the resulting contract on July 1, 2011 and run through June 30, 2016, for a total of five (5) years.

### **3.11 Contract Extension**

MCCCD will provide the contractor with written notice of any intent for continuation of the contract (exercise of the option periods) ninety (90) days before the end of the initial or subsequent contract period. MCCCD reserves the right to unilaterally extend the period of any contract for sixty (60) days beyond the stated expiration date.

### **3.12 Award without Discussion**

The District reserves the right to make an award(s) without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

### **3.13 MCCCD Modifications to Proposals**

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by MCCCD Purchasing. Addenda will be mailed or faxed to all that are known to have received a copy of the RFP. **Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal.**

### **3.14 Deviations from RFP**

Proposers must specifically provide a separate listing of each circumstance in which their proposal differs from any terms or conditions of the request for proposal. Failure to list such a deviation will result in that terms of the proposal being disregarded in favor of the correlative term(s) of the RFP.

### **3.15 Signature**

The Contractor shall furnish and include all requested information with their proposal. Statements are required to be complete and accurate, and the proposal shall be signed by an authorized signatory of the company (sworn to and notarized, if requested). A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Proposer. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal.

### **3.16 Award Consideration**

From the total information requested, determination shall be made of the Proposer's ability to serve the District. Only proposals from responsible organizations or individuals, as determined by MCCCCD, which have the capability of providing the required services under this RFP, shall be considered. Representatives from the District reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The District reserves the right to negotiate any and all provisions presented in the proposals.

## **4.0 GENERAL CONDITIONS**

The following General Terms and Conditions, which become part of any award made from this RFP, constitute the provisions of the agreement to be executed between the District and successful Proposer. The District reserves the right to negotiate with the successful Proposer and modify any of the provisions of the agreement upon mutual agreement of the parties.

### **4.1 Extended Contract**

The Maricopa County Community College District (MCCCCD) has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful proposer, these organizations may access any subsequent agreement/contract resulting from a solicitation done by MCCCCD. If the proposer does not want to grant such access, it must be stated in there proposal. In the absence of a statement to the contrary, MCCCCD will assume that access is granted by the proposer to any subsequent agreement/contract.

### **4.2 Liability for Taxes**

The Contractor assumes complete liability for all taxes applicable to the operations, income, and transactions of the Contractor. MCCCCD shall not be liable and will not make reimbursement to the Contractor for any tax imposed either directly or indirectly upon the Contractor by any authority by reason of the contract or otherwise.

### **4.3 Philosophy of Service**

Recognizing that the successful operation of this contract is dependent on favorable response from the users, the Contractor shall meet regularly to work with the authorized District and College representatives to effect adjustments in operations and cooperate at all times to maintain maximum efficiency and good public relations with students, faculty, staff and administration.

#### 4.4 Catastrophe

If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at MCCCCD shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

#### 4.5 Insurance Requirements

The Contractor shall maintain during the term of this Contract the following insurance policies issued by companies licensed in Arizona with a current A. M. Best rating of A:VII or better. Prior to commencing work or services, Contractor shall furnish the MCCCCD Risk Manager with certificates of insurance evidencing the required coverages, conditions and limits required by this Contract. **The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name the State Board of Directors for Community Colleges of Arizona and Maricopa County Community Colleges, its agents, officers, officials, employees, and volunteers as additional insureds.** In the event any insurance policy(ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided or materially changed without 30 days written notice by certified mail to the MCCCCD Risk Manager. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by MCCCCD shall not contribute to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subcontractors.

**Commercial General Liability** insurance with a limit of not less than \$2,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

**Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's owned, hired, and non-owned vehicles.

**Workers' Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

#### **4.6 Indemnification**

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

#### **4.7 Permits**

The Contractor shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, county, state and federal laws, and assume liability for all applicable taxes including but not restricted to sales, and personal property.

#### **4.8 Safety Program**

Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in relating to, and arising out of, the Contractor's work or service, as described in this Contract's scope of work and service. Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury, or loss to:

1. All employees on the work site and all other persons who may be affected.
2. All of the work, materials, and equipment to be incorporated therein, whether in the work site, storage or of the work site.

Contractor shall comply with all applicable laws, ordinances, rules and regulations of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. Contractor shall erect and maintain, as required by existing and future conditions of the scope of work or service, all necessary safeguards for safety and protection, including posting danger signs and other warning against hazards and promulgating safety regulations. Contractor shall comply with all OSHA standards as they apply to the Contractor's scope of work and service.

#### **4.9 Non-Collusion**

MCCCD encourages free and open competition. Whenever possible, specifications, Bid or Proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy MCCCD's needs and the accomplishment of a sound economical operation.

The Proposer's signature on this document, guarantees that the prices offered have been established without collusion with other eligible bidders and without effort to preclude MCCCD from obtaining the lowest possible competitive price.

#### **4.10 Audits**

Contractor shall make available all records pertaining to the contract for purposes of audit by MCCCCD staff or other review agencies.

#### **4.11 FERPA**

If Contractor has access to students' educational records, Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this contract. At all times during this contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects.

#### **4.12 Contract Assignment**

This contract, in part or in whole, shall not be subcontracted or assigned to another contractor without prior written permission of the appropriate District Legal authority.

### **5.0 STANDARD TERMS AND CONDITIONS**

Upon the award of a contract(s) and purchase order(s) to the successful proposer, the following terms and conditions will be in force.

#### **5.1 Modification**

No modification of the issued contract or purchase order shall bind the Buyer unless the Buyer agrees to the modification in writing.

#### **5.2 Force Majeure**

Neither party shall be held responsible for any losses resulting if the fulfillment of any of the terms or conditions of this contract are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.

#### **5.3 Warranties**

In addition to any implied warranties, Seller warrants that the goods and services furnished will conform to the specifications, purposes and descriptions proposed.

#### **5.4 Assignment-Delegation**

No right or interest in this contract shall be assigned, or delegation of any obligation made, by Seller without the written permission of Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

### **5.5 Interpretation-Parol Evidence**

The Contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this purchase order. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this contract, the definition contained in the Code is to control.

### **5.6 Non-Discrimination**

In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including sexual harassment and pregnancy), sexual orientation, handicap/disability, age and disabled or Vietnam era veteran status. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities. The Contractor shall at all times maintain compliance with the Americans with Disabilities Act.

### **5.7 Conflict of Interest**

Pursuant to A.R.S. 38-511, the Contract and/or any Purchase Order(s) issued against it is subject to cancellation by MCCCCD if any personnel significantly involved in this contract are found to be in conflict of interest.

### **5.8 Remedies and Applicable Law**

These laws of the State of Arizona will apply to the Contract and suits pertaining to this Contract shall be brought in the courts of the State of Arizona.

## 5.9 Contract Termination

MCCCD may terminate this Contract for convenience by giving Contractor 15 days written notice of termination. A non-breaching party may terminate this Contract for the failure of the other party to comply with this Contract by giving that other party 10 days' written notice of the failure to comply. MCCCD may terminate this Contract immediately if the Contractor files for bankruptcy or receivership, or takes any actions relating to insolvency, such as an assignment for the benefit of creditors. MCCCD may terminate this Contract under A.R.S. Section 38-511 for a violation of that statute.

## 5.10 Availability of Funds

Purchase Orders will be funded for a maximum of one fiscal year. MCCCD reserves the right not to fund future years if, funds are not available, or the contract is terminated.

## 5.11 Resolution of Disputes

Disputes are to be resolved to the satisfaction of MCCCD.

## 5.11 Payment

After services have been provided, payment may be requested by submitting an itemized invoice (clearly referencing a Purchase Order number) and any supporting documentation that may be required. **In no instance, however, should any services be provided nor will any payment be made without a signed purchase order having been issued for those services by the MCCCD Purchasing Department or one of the MCCCD Colleges.**

## 5.13 Title and Risk of Loss

The title and risk of loss of the goods shall not pass to the Buyer until the Buyer actually receives and accepts the goods at the point of delivery. The Contractor assumes all risk as to difficulties that are due to any unfavorable conditions within its indirect control. Additionally, the Contractor assumes all risk for difficulties in the nature of the project or the work that the Contractor knew or should have known about at the submission of each individual project proposal resulting from this solicitation.

## 5.14 Confidential Information/Privacy Laws

MCCCD is subject to various federal and state laws mandating that it keep certain information confidential. The Contractor may receive or have access to confidential information during the performance of this contract. The contractor agrees that it will not disclose, publish, reproduce, or otherwise make available information that MCCCD identifies to it as confidential without the written authorization of MCCCD. This requirement survives the termination or cancellation of the contract.

### **5.15 Work to be Performed by Others**

MCCCD reserves the right to perform any and all services in-house or may utilize the services of other firms on unrelated projects.

### **5.16 Compliance with Laws**

The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments thereto) and shall indemnify, hold harmless, and defend the District from any and all costs or expenses whatsoever arising out of Contractor's compliance or noncompliance therewith.

### **5.17 Interpretation**

The parties intend this Contract to express their complete and final agreement.

### **5.18 Replacement**

If, upon receipt of written notice from MCCCD specified in the Contract Termination clause in the General Terms and Conditions, the Contractor selected is not performing all requirements of the contract in a manner consistent with the highest industry standards, the Contractor must take immediate action to correct the deficiency. Contractor's failure to take immediate action within the time set forth in the Contract Termination clause will result in termination of the contract and the purchase by MCCCD of replacement services. In the event MCCCD must go outside of the contract to complete required services as specified in the Replacement paragraph above, MCCCD is entitled to exercise all of its remedies under applicable law and in equity. That includes recovery of its expenses and the costs associated with the Contractor's failure to comply with the Contract, including the costs of alternative services to complete the contract work to MCCCD's satisfaction.

### **5.19 Legal Worker Requirements**

As mandated by Arizona Revised Statutes § 41-4401, MCCCD is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes §23-214-A. That statute requires that employers verify the employment eligibility of their employees through the federal E-verify system. An "employer" is an independent contractor, a self-employed person, the State of Arizona or any of its political subdivisions, or any individual or type of organization that transacts business in the State of Arizona, that has a license issued by an agency in the State and that employs one or more employees in the State. (See A.R.S. §23-211-4.) Therefore, in signing or performing any contract for MCCCD, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and with A.R.S. § 23-214-A;
- B. Any breach of that warranty is material and is subject to penalties up to and including immediate termination of the contract; and
- C. MCCCDC or its designee is authorized by law to randomly inspect the records relating to an employee of the Contractor or any of its subcontractors who works on the contract to ensure compliance with the warranty made in Paragraph A above.

#### **5.20 Parties to Agreement**

The contract shall be between the Maricopa County Community College District, hereafter referred to as District, and the successful Proposer, hereafter referred to as Contractor.

#### **5.21 Provision of Supplies, Materials and Labor**

The Contractor shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the services included in this contract, subsequent extensions and amendments.

#### **5.22 Safekeeping of Records**

Contractor shall keep in a safe place all financial records and statements pertaining to the operations of this contract for a period of three (3) years from the close of each year's operation.

#### **5.23 Charges Outside Scope of Agreement**

Charges of the contractor for services not permitted by or beyond the scope of this contract shall be an expense of the contractor and not of or reimbursable by MCCCDC.

#### **5.24 Non-Waiver**

MCCCDC's failure to notify the contractor or to object to the contractor's non-compliance with the terms of the contract shall not be deemed a waiver of MCCCDC's right to demand compliance with the contract or to terminate the contract for breach for the contractor's subsequent non-compliance with any term of the contract, or its repeated failure to perform according to the contract.

#### **5.25 Advertising**

No advertising or publicity concerning MCCCDC using the Contractors services shall be made without prior written approval of such advertising or publicity by MCCCDC.

## 6.0 SPECIFICATIONS

**The sections below require specific, written responses or confirmations.** To be considered for selection, respondents shall meet/provide the following requirements:

### 6.1 Preparations

The Contractor shall measure carefully and check all dimensions and other conditions in the field to insure proper fit in the areas designated. The Contractor shall be totally responsible for the accuracy of his measurements. No request for material or installation extras to the Owner will be considered because of measurement or takeoff errors by the Contractor.

**6.2 Contractor Services** (For smaller projects/purchases or where appropriate, the district may modify and reduce the requirements of this section)

6.2.1 Contractor shall provide a Project Manager as the primary contact and a knowledgeable back-up person. Any change in Contractor personnel during the project is subject to review and approval by MCCCCD.

6.2.2 Contractor shall provide an estimated progress schedule and delivery/installation date after discussion with MCCCCD but soon after receipt of purchase order as possible after discussion with MCCCCD. The progress schedule shall indicate the proposed starting and completion of the phases of the Work within the contract time, including dates for production, shipment, delivery and installation. It shall include any other critical dates, such as deadlines for approval of shop/installation drawings, selections of finishes, fabrics and/or materials, receipt of district provided materials, C.O.M., changes, delays or cancellations.

6.2.3 Contractor shall immediately notify the MCCCCD representative or designer of any delays with custom materials, which could delay production so that materials may be re-selected at the district's option.

6.2.4 Contractor shall provide twice monthly status reports to the MCCCCD representative, beginning with purchase order release. Beginning four (4) weeks prior to start of the installation, provide weekly status reports continuing through punch list. Contractor shall supply the following information on the status report:

- A. Purchase order number
- B. Date purchase order received by Contractor
- C. Date of order for custom materials (i.e., fabrics, laminates, etc.)
- D. Back order status of custom materials
- E. Installation tag number
- F. Estimated arrival date in Phoenix

## G. Estimated installation delivery date

6.2.5 Contractor shall verify all manufacturer acknowledgments within the manufacturer's time frame and notify the manufacturer immediately of corrections and/or changes. Contractor shall supply copies of all acknowledgments to MCCCCD representative.

6.2.6 Contractor shall revise ship dates as acknowledgments and schedule updates are received and notify the MCCCCD representative of any schedule changes and follow up with any necessary coordination to ensure schedules are met. Once the installation schedule has been finalized, acceptance of changes to the schedule is at the sole discretion of MCCCCD.

6.2.7 Contractor shall notify the MCCCCD representative two (2) weeks prior to shipments.

6.2.8 Contractor shall receive furniture and file all claims at time of delivery.

6.2.9 During installation, the Contractor's Project Manager shall, on a daily basis, report to the MCCCCD representative regarding the status of the project until completion of the installation. Critical issues should be reported to the designated MCCCCD representative within four (4) hours; other issues within twenty-four (24) hours.

6.2.10 Contractor shall respond to service calls within three (3) working days.

### **6.3 Installation/Shop Drawings (If Required)**

6.3.1 Contractor shall provide drawings and project data specified herein in accordance with the following requirements:

6.3.1.1 Drawings and other required information shall be submitted to the MCCCCD representative. Sufficient time shall be allowed so that no delay occurs due to the required lead-time in ordering or delivery to the job site.

6.3.1.2 Provide three (3) prints of each sheet of drawings and schedules for parts of the Work as specified or required. The MCCCCD representative will correct, annotate, clarify or amplify the drawings submitted, or at his option, require the Contractor to do so.

6.3.1.3 The Work required by the drawings shall not be executed until confirmation of review is obtained from MCCCCD.

6.3.1.4 Contractor shall prepare installation layouts or coordinating drawings, when required to solve tight field condition. Such drawings shall consist of dimensioned plans and elevations and must give complete information, particularly as to structural interferences. Drawings shall be coordinated in the field by the Contractor and his subcontractors for proper relationship to the Work of other trades, based on field conditions, and shall be checked and approved by them before submission to the MCCCCD representative for final review. Changes to previously approved shop drawings and submittals required by installation or coordination drawings produced at a later time must be brought to the MCCCCD representative in writing as soon as the change becomes know.

6.3.1.5 The submission of shop drawings (in either original submission or when resubmitted with corrections) shall constitute evidence that the Contractor has checked all information thereon, and that he accepts and is willing to perform the work as shown. No claim for an extra charge shall be based on work shown on shop drawings.

6.3.1.6 The cost for any changes in construction due to improper checking and coordination by the Contractor shall be paid by him, and the Contractor shall be responsible for all additional costs, including coordination.

6.3.1.7 Drawings shall clearly show the following information:

- A. Interior Designer's name (if applicable), MCCCCD project name and address
- B. Drawing title, number, date and scale
- C. Working and erection dimensions
- D. Necessary details, including complete information for making connections with other work.
- E. Types of materials and finishes.
- F. Descriptive tag numbers and locations at which materials are to be installed in the Work. The same reference identification shall be used as shown on the contract documents.

6.3.1.8 If shop drawings show variations from contract requirements because of standard shop practice or other reasons, specific mention shall be made of such variations on a transmittal form.

6.3.1.9 Drawing review by the MCCCCD representative will be general. It shall not relieve the Contractor of responsibility for accuracy of such shop drawings, nor proper fitting, construction of work, furnishing of materials, or work required by contract documents and not indicated on drawings. Drawing approval shall not be construed as approving departures from contract documents.

6.3.1.10 Review of drawings and schedules shall not relieve the Contractor from responsibility for any violation indicated on such drawings or schedules of local, county, state, or federal laws, ordinances, or rules and regulations of commissions, boards or other authorities or utilities having jurisdiction.

#### **6.4 Sample Mock-Up Submittals (when required by the MCCCCD or interior designer)**

6.4.1 Samples and mock-ups shall be of sufficient size and quantity to clearly illustrate the functional characteristics of the furnishing product and the full range of color, texture fabric and pattern.

6.4.2 The approval or acceptance of samples will not preclude the rejection of any material upon the discovery of defects in same prior to the final acceptance of the completed work.

6.4.3 After a material has been approved, no change in brand, make or material will be permitted unless satisfactory written evidence is presented to and approved by MCCCCD that the manufacturer cannot make the scheduled delivery date of approved material, that material delivered has been rejected and substitution of suitable material is an urgent necessity, or that other conditions are apparent which indicate approval of such substitute materials to be in the best interest of MCCCCD.

6.4.4 All samples shall be shipped prepaid.

6.4.5 Each sample shall be labeled to indicate the purchase order number, project name, contractor, and manufacturer.

6.4.6 Samples which are rejected by MCCCCD must be resubmitted as soon as possible after notification of rejection, and shall be marked "resubmitted sample" in addition to the other information required.

6.4.7 MCCCCD reserves the right to retain samples for comparison purposes until completion of work.

6.4.8 Samples will be returned or may be used in the work unless otherwise specified.

6.4.9 Contractor shall pay all costs of furnishing or constructing and removing mock-ups and samples.

## **6.5 Pre-Performance Meetings**

6.5.1 At MCCCCD's request, the vendor will participate in an initial pre-performance meeting. It shall be attended by the authorized representative(s) of the Contractor, an authorized representative of MCCCCD and other interested parties.

6.5.2 The following items will be covered in the meeting:

- A. Organizational arrangement of Contractor's personnel, personnel of subcontractors, materials suppliers, and MCCCCD.
- B. Lines of communication.
- C. Project schedule. Contractor shall provide a critical path schedule and revisions as required for maintaining an accurate schedule.
- D. Review contract documents.
- E. Processing of Installation Drawings and other data submitted to MCCCCD for review, if applicable.

## **6.6 Pre-Installation Meeting**

6.6.1 Pre-installation will be held on a periodic basis in order to review the work as it progresses. At MCCCCD's request, the vendor will participate in pre-installation meetings as required throughout the construction period.

6.6.2 The person designated by the Contractor to attend and participate in the pre-installation meetings shall have the required authority to commit the Contractor to solutions agreed upon during the meetings.

6.6.3 Agenda:

- A. Review, revises as necessary, and approves minutes of the previous meeting
- B. Review progress of the Work including status of submittals for approval.
- C. Present and discuss the Contractor's updated schedule.
- D. Identify problems, which impede planned progress.
- E. Develop corrective measures.
- F. Discuss changes in the Work.

## 6.7 Receiving of Products/Installation

6.7.1 Contractor shall provide a Project Manager to oversee the installation (on a daily basis) at all times installation work is in progress, from the start of the installation through the final punch list walk-through.

6.7.2 Contractor shall notify the MCCCCD representative, in advance of the installation, of any obstacles or conditions which might reasonably impede the Contractor during delivery and installation.

6.7.3 Contractor shall note to the MCCCCD representative any pre-existing damage in the building, room and/or adjacent work surfaces prior to work being performed. Beginning of installation constitutes acceptance of existing conditions.

6.7.4 With the district, the Contractor shall establish a staging area at Project site in a location designated by the authorized MCCCCD representative.

6.7.5 Contractor shall deliver materials to the Project site and transport to the designated staging area. Contractor shall give receipts to the MCCCCD representative for the items delivered. **Signing off on the delivery ticket does not indicate that the product is approved and accepted. It only indicates receipt of product. Product is not approved and accepted until installation (all furniture is placed and prepared for use) and punch list is completed.**

6.7.6 Contractor shall provide hard surface coverings as necessary, such as hardboard, over carpet floors and other surfaces to protect from damage while work is being performed.

6.7.7 Contractor shall not rest panels or other components against walls or other vertical surfaces unless the walls and surfaces are fully protected from marring.

6.7.8 Contractor shall provide pads and finish surfaces in elevator and remove such protection at completion of the Work.

6.7.9 Contractor shall provide a set of approved installation drawings at the job site.

6.7.10 Contractor must notify MCCCCD of damage, errors, or omissions. Contractor shall file all claims and follow-up until missing items are received in good condition and the installation is complete.

6.7.11 Contractor shall replace damaged product, unless damage is minor and easily repairable. Abraded or damaged surfaces shall be carefully repaired to an acceptable finish, or shall be replaced with new, undamaged product to the satisfaction of MCCCCD.

6.7.12 Contractor shall deliver and unload products to designated locations and set in place where indicated on approved installation drawings; be responsible for the proper installation of product; verify dimensions, take special field measurements when required and coordinate the work with the MCCCCD representative so as to achieve the design intent.

6.7.13 Installation services shall include removal of all packing materials and labels from the site. The furniture shall be polished, cleaned, adjusted, leveled, and ready for use. Contractor shall repair any scratches and dents or replace to the satisfaction of MCCCCD.

**6.7.14 All product shall be permanently tagged in an inconspicuous location with MCCCCD purchase order number, date of purchase, the contractor's name, manufacture name, and model number or description.**

6.7.15 It is intended that the product be delivered to the job site and installed immediately in accordance with the Project Schedule and drawings. If delays in the construction or other unforeseen circumstances occur, the Contractor may be required to store some or all of the products. No storage facilities will be provided at the site. **In the event of an unforeseen delay in the building construction, Contractor shall be responsible to make arrangements for the local warehousing of the materials prior to the delivery to the Project site. Warehousing shall be provided at no cost for thirty (30) calendar days. The timetable for payment terms will begin upon the 31<sup>st</sup> day of warehousing.** The district will notify the contractor of

any changes in the completion or occupancy schedule as soon as those delays become known to the district.

#### **6.8 Delayed/Damaged Product**

It is agreed by the Contractor that MCCCCD will sustain damages if there is a delay in the completion of the project, the District and contractor may jointly agree to leave the incorrect or damaged product in place and allow its use by the district, without penalty or obligation, until the correct or new product is delivered and installed in place. Items provided on loan (which may be required as determined by the district due to late or delayed delivery of specified or ordered products) shall be at no additional cost to MCCCCD. All costs associated with installation and removal of loaned items shall be the responsibility of Contractor

#### **6.9 Product Protection**

In the event products are stolen or misplaced prior to their installation, it will be the responsibility of the Contractor to replace, at the contractors expense, those items which are missing. Products damaged shall be repaired or replaced as directed by MCCCCD.

#### **6.10 Clean-Up**

In project areas, the Contractor shall provide daily cleaning and trash removal of items related to the work. Disposal of trash is the Contractor's responsibility. This must also include clean up of all floors and walls which may have been soiled or littered during the installation.

#### **6.11 Damages**

Contractor shall be responsible for any damages to the building or to other installed product which is a result of the performance of the Work.

#### **6.12 Final Acceptance**

6.12.1 Before MCCCCD gives final acceptance, the installation shall be inspected by representatives of MCCCCD and the Contractor. A "punch list" of unsatisfactory items, if any, will be agreed upon. Contractor shall be responsible for the correction of all items on punch list within ten (10) working days after the punch list walk-through or on a schedule agreeable to the district.

6.12.2 Before MCCCCD gives final acceptance, the Contractor shall have performed the following:

- 6.12.2.1 All damaged product must be replaced or repaired; or exceptions agreed by MCCCCD and noted on the punch list.
- 6.12.2.2 All items must be in working condition and completely assembled; or exceptions agreed by MCCCCD and noted on the punch list.
- 6.12.2.3 Each item must be clean and free of dust, packing marks, tags, labels, etc.

6.12.3 Upon completion of each area, the MCCCCD representative, the Contractor Project Manager and other interested parties shall review the final placement of all items and inspect for damage, quality, assembly and functioning order to determine that all product is delivered and installed in accordance with Contract Documents. Contractor shall be responsible for the correction of all items on the punch list. **MCCCCD shall conduct as many inspections as may be required until MCCCCD agrees that the work is acceptable under the Contract Documents and the contract is fully performed.**

6.12.4 When the work is found to be acceptable and the contract fully performed, the Contractor will send their invoice to MCCCCD with a copy to the designated MCCCCD Project Manager.

### **6.13 Project Manuals**

Contractor if requested shall provide two (2) copies of manuals that pertain to products supplied. The manuals shall be indexed, include a table of contents and caption as available from the manufacturer/supplier the following information:

- 6.13.1 Manufacturer name and address.
- 6.13.2 Product specifications; include C.O.M. finishes, if used.
- 6.13.3 All warranties. Include effective dates or period, procedures in the event of failure, and any instances which might affect the validity of warranties.
- 6.13.4 Instructions for the care and maintenance of finish materials.
- 6.13.5 Operation and maintenance information for services by owner.
- 6.13.6 Name, contact person, address and telephone number of local service department.

6.13.7 Updates of any changes in care and maintenance procedures shall be provided to the MCCCCD Purchasing Department as published by the manufacturer.

**6.14 Certificate of Insurance**

Contractors will be required to provide certificates of insurance documentation to MCCCCD Purchasing upon notice of award within 14 calendar days naming MCCCCD as coinsured as previously stated in 4.6. Contractors are required to provide MCCCCD Risk Management with current annual certificates of insurance documentation.

**6.15 Manufacture's Name**

In all correspondence manufactures names must be included where part numbers are stated along with brand/line name.

**6.16 Product Manuals**

Product manuals are to be supplied with purchased product where applicable.

**6.17 Communications**

All correspondence in regards to quotations must include manufacture's name along with brand or line name.

**6.18 Quotations**

All quotations must show the manufacture's list price, discount percentage, net pricing, freight charges from the manufacture (if applicable), and any delivery charges (if applicable) as separate lines items. Pricing may not be bundled. Fabric costs to be included in price of furniture and may not be billed separately.

**6.19 Price Escalation**

Any request for reasonable price adjustments must be submitted thirty (60) days prior for evaluation. Requests for adjustments in cost of labor and/or materials must be supported by appropriate documentation. Upon agreement by MCCCCD to the adjusted price terms, MCCCCD shall issue written approval of the change prior to any adjusted invoicing being submitted for payment.

**6.20 Approved Manufacturers**

**Proposers are to submit pricing for only the manufacturers provided in Attachment A. Submittals for manufacturers not on this list shall result in the proposal being rejected.**

## 6.21 Resolution of Disputes

Disputes are to be resolved to the satisfaction of MCCCCD. During dispute resolution, the manufacture may be put on hold until such is resolved.

## 6.22 Item Number Consistency

Item numbers on packing slips, invoices or other correspondence must match item numbers on the purchase orders. Deviations will be considered as contract non-compliance.

## 6.23 Authorized Dealership

**Proposers are required to provide proof of authorized dealership to operate in the state of Arizona for each manufacture they are proposing along with the number of authorized years.**

## 7.0 EVALUATION CRITERIA

The following is a listing of general and specific criteria used for the evaluation of this RFP. The areas include, but are not limited to:

### 7.1 General quality of responsiveness of proposer:

- A. Ability to meet all terms and conditions
- B. Completeness and thoroughness of proposal
- C. Grasp of scope of work to be performed
- D. Description of approach to be taken
- E. Evidence of good organizational and management practices
- F. Qualifications of personnel
- G. Experience and past performance

### 7.2 Specific areas that will be evaluated and scored:

- A. **The professional, technical and managerial qualifications of the firm and the personnel to be assigned to this account. (Section 8.1)**
- B. **Past experience in providing comparable services to other clients. (Section 8.2)**
- C. **Response to, or Confirmation of Specifications (Section 6.0)**
- D. **Response to Services Available (Section 8.3)**
- E. **Pricing (Section 9.0)**

7.3 Proposals will be evaluated in accordance with the following three-step process:

STEP ONE - Verification of each proposer's compliance with the RFP general terms and conditions as listed in Sections 1, 2, 3, 4 and 5 of this RFP.

STEP TWO - Verification of each proposer's compliance with the requirements of Sections 6, 7 and 8 of this RFP by providing specific, written responses or confirmations.

STEP THREE –All proposals meeting the criteria as presented in Steps One and Two will then be subjected to a "points-earned compliance matrix". A selection committee will evaluate and score the proposals in accordance with paragraph 7.2. The proposals will be ranked on a "points-earned" personnel, experience, service provided. Due to this type of evaluation procedure, the lowest pricing **may** or **may not** indicate the successful proposer. Price constitutes only one of several evaluation criteria. Should MCCCCD not be able to determine a successful proposer at this point, some proposers may be requested to make oral presentations to the evaluation committee. These presentations will be scored and added to the initial scoring of the proposal to determine the successful proposer.

## 8.0 RESPONDENT QUESTIONNAIRE

Provide all requested information. Failure to provide required information may cause the proposal to be deemed non-responsive.

### 8.1 Description of Firm/Personnel

- A. Describe your firm and your specific experience and history for the past 10 years, including a list of clients by type and name of institution, location and types of services provided.
  
- B. Identify the key staff (exclusive of support or administrative staff) in the firm who will have primary responsibility for work under this contract.
  - i. Describe their current responsibilities with the firm.
  - ii. Describe the role each will play if a contract is awarded to the firm.
  - iii. Provide a resume of each individual who would be working on the contract, if awarded, including:
    1. Their length of service with the firm
    2. Their education and specific experience in the field and relevant clients that they have served in the last five years
    3. Other information that demonstrates specifically that the key personnel assigned to this contract have the skills and experience to successfully perform the duties required under the scope of work.
  - iv. Provide an organization chart for the firm.

Provide any additional information that substantiates that the firm has other capacity or staff to perform the scope of duties, above and beyond identified key personnel.

## 8.2 Past Experience

- A. Give the names, addresses, and telephone numbers of at least three (3) current professional client references that you currently have under contract.
- B. List all comparable work in the past 10 years. Identify the timing, type and size of each of these engagements along with the name, location and type of institution and your role.
- C. In the past 5 years, has your firm been involved in or currently under formal investigations or informal inquiries from any federal or state regulatory agency. If so, please disclose the nature of the investigation and/or inquiry and its current status.
- D. Identify any other competitive government contracts that your firm provides for institutions in Arizona.

## 8.3 Services Available

- A. Explain why you feel your company should be awarded the contract.
- B. Describe the **web site** your company, or the manufacture represented by yourself, will develop specific to MCCCCD's awarded products.
- C. State how shipping and packaging materials will be disposed, i.e., landfill or company recycling program.
- D. Explain your cancellation, return and restocking policies.
- E. Provide a sample of your furniture tag. (Section 6.7.14)

## 9.0 PRICING PROPOSAL

List each product category for only those manufacturers listed on **Attachment A**. (see Section 6.20) The “Install / Delivery” category must be expressed as a percentage of the product list price and represents the large installs and projects. The “Minimum Trip Charge” will represent smaller deliveries and set-ups. You must use the format in the “Pricing Proposal” table below, and submit it in a MS Excel (XLS) version. Provide warranty information for all products proposed with this manufacturer, (Section 5.3) including all ANSI/BIFMA Testing information.

**Proposer:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Date of Applicable Price List:** \_\_\_\_\_

Category	Combined List Per Order	Discount Off List	Install/Delivery % Of List	Freight (if applicable)	Design % of List	Minimum Trip Charge
Systems (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				
Casegoods (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				
Seating (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				
Files (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				
Tables (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				
Accessories (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				
Other (List Separately)	\$1 - \$50,000					
	\$50,001 - \$250,000					
	\$250,001 plus	Negotiable				

Labor Rates for Services	Hourly Rate
Lead Installer	
Installer	
Laborer	
Project Manager	
Service Technician	

"Systems" includes: All panel-based furniture and components

"Casegoods" includes: All free-standing furniture including veneer, laminate or metal offerings

"Seating" includes: All seating including task, guest, conference, lounge, etc.

"Files" includes: All files including veneer, laminate or metal offerings

"Tables" includes: All free-standing tables including veneer, laminate or metal offerings

"Accessories" includes: Offerings not included in the above categories including keyboard platforms, monitor arms, paper management, etc.

"Other" includes: Shelving, lockers, mailroom storage, presentation aids, etc.

**10.0 SIGNATURE PAGE**

A bidder by submitting a bid represents that the RFP has been read and understood and that the Proposal is made in accordance therewith. All documents submitted with the Proposal which require a signature must be signed by an individual authorized to submit a formal Proposal. Proposals that are not signed may be rejected. Please refrain from submitting non-requested bulky promotional items, such as ring binders, catalogs and brochures, not pertinent to the submittal. **The proposer by his or her signature (below) agrees to the General Conditions (4.0) and the Terms and Conditions (5.0) without modification.** Pursuant to Arizona Revised Statutes 35-391.06 & 35.393.06, proposer certifies that it does not have a scrutinized business operation in either Sudan or Iran.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Federal Employer ID Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A QUALIFIED MANUFACTURERS

Steelcase  
Krug Mfg.  
Datum  
Bernhardt  
Carolina Business Furniture  
Magnuson  
National  
American Seating  
Global  
KI  
Landscape Forms  
Metro  
NuCraft  
Sit On It  
Virco  
Mayline  
Egan Visual  
Forms & Surfaces  
Victor Stanley  
Wabash Valley  
Euro Design Systems  
Teknion  
Spectrum  
Haworth  
Mity-Lite  
Eurotech  
Allsteel  
HON  
Wenger Corporation  
Kimball  
Herman Miller Inc.  
Bretford  
Baker Mfg. Co. Inc.  
Dirtt Environmental Solutions  
ESI Ergonomic Solutions  
VIA Inc.  
Stylex  
Montel  
Light Corporation  
LA-Z Boy Contract Furniture  
KRON  
Knape & Vogt Manufacturing Co.  
Woodard Inc.  
Sitmatic  
Zoom Seating  
First Office – Division of OFS  
Peter Pepper Products

Goelst  
ISE Ergo  
Space Saver  
Gunlocke  
Nova  
Smith System  
Artco Bell  
Estey  
Penco  
Webcoat  
Fleetwood  
Plymold  
Midwest  
Brodart  
National Pub  
Wrightline  
Biofit  
Evolve Systems Group  
Aurora Shelving  
IOPC  
Aurora Mobile  
MJ Industries  
Arcadia  
Buckstaff  
Versteel  
Anatome  
Pleion  
Riviera  
Dauphin  
OFS Sales Corp. – Division of OFS  
West Coast Industries  
Integra  
Knoll  
Cartwright  
Hamilton Sorter  
Human Scale  
Harter



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## FURNITURE

### ADDENDUM NO.1 RFP #3036-2

March 22, 2011

#### **Purchasing**

The following clarifications, changes, additions or deletions for this project shall be made to the Contract Documents; all other conditions and work shall remain unchanged. The additions, deletions or changes listed in these Addenda may affect more than the specific items noted. Coordination may be necessary to fully revise cases of overlap or duplicate information. The Addendum supersedes current conditions shown in the Contract Documents. **Acknowledge the receipt of these Addenda by inserting its number and date in your bid.** This Addendum forms a part of the Contract Documents and modifies them as follows:

2411 W. 14th St.  
Tempe, Arizona  
85281-6942

**1. Q.** Section 7.2 C. For our “Response to, or Confirmation of Specifications (Section 6.0)”, will a blanket statement of compliance to the Specifications in that section suffice, or are you looking for a written plan duplicating that information?

**Answer: It is up to the proposer to either confirm, expand on, or both, to the items in Section 6.0 – SPECIFICATIONS.**

Phone  
480.731.8520

**2. Q.** Section 6.7.14. For the tagging information provided on all furniture, will the asset management tag that is provided by the manufacturer suffice if it contains all of the stated details except the contractor’s name or MCCC’s PO but has all of that information documented and can be obtained by referencing that serial number?

**Answer: All product must be tagged as specifically detailed in Section 6.7.14 without exception.**

Fax  
480.731.8190

**3. Q.** Pricing Proposal and Labor Rates for Services. You have allowed for the design fees to be added as a % of List, assuming new product is being purchased. However, there is no accommodation for design when there is a reconfigure project of primarily existing furniture. Can you add that as an additional service to go with the installation and project management type of services?

**Answer:** *In Section 9.0 PRICING PROPOSAL, please include the hourly rate for a “Designer” under Labor Rates for Services on page 31.*

**4. Q.** Are manufacturers allowed to respond to the RFP?

**Answer:** Responses will be accepted from dealers only.

**5. Q.** Will you be accepting additional manufacturers to your list of QUALIFIED MANUFACTURERS in Attachment A?

**Answer:** No

**Section 6.20 Approved Manufacturers**

**Proposers are to submit pricing for only the manufacturers provided in Attachment A. Submittals for manufacturers not on this list shall result in the proposal being rejected.**

THERE ARE NO FURTHER CHANGES TO THIS ADDENDA

END OF ADDENDUM #1

Ren R. Carlson, C.P.M.  
Buyer I



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## FURNITURE

### ADDENDUM NO.2 RFP #3036-2

March 25, 2011

#### **Purchasing**

The following clarifications, changes, additions or deletions for this project shall be made to the Contract Documents; all other conditions and work shall remain unchanged. The additions, deletions or changes listed in these Addenda may affect more than the specific items noted. Coordination may be necessary to fully revise cases of overlap or duplicate information. The Addendum supersedes current conditions shown in the Contract Documents. **Acknowledge the receipt of these Addenda by inserting its number and date in your Proposal.** This Addendum forms a part of the Contract Documents and modifies them as follows:

2411 W. 14th St.  
Tempe, Arizona  
85281-6942

**1. Please note the following change to Item #4 in Addendum #1:**

**Q.** Are manufacturers allowed to respond to the RFP?  
The Answer shall change to read:

**“Responses will be accepted from manufacturers that utilize a manufacturer direct, or manufacturer merchant business model.”**

Phone  
480.731.8520

Fax  
480.731.8190

THERE ARE NO FURTHER CHANGES TO THIS ADDENDA

END OF ADDENDUM #2

Ren R. Carlson, C.P.M.  
Buyer I