



**RFP 269-2019-105  
FURNITURE, INSTALLATION, AND RELATED SERVICES  
PROPOSALS RECEIVED**

	Vendor
1	A2S
2	Allsteel, Inc.
3	Clear Design <b>(received after deadline)</b>
4	DVO-USA
5	Everest Expedition / Worden
6	Exemplis LLC
7	Fomcore
8	Furniturelab
9	Haworth, Inc.
10	Herman Miller
11	HON Co.
12	Humanscale Corp.
13	Indiana Furniture Industries, Inc.
14	Kimball Office Group
15	Knoll, Inc.
16	Krueger International
17	Kwalu <b>(received after deadline)</b>
18	National Office Furniture
19	OFS Brands
20	Piedmont Office Suppliers
21	Source International Corp.
22	Spacesaver Corp.
23	Teknion LLC
24	Trendway Corp.
25	Trinity Furniture
26	Workrite Ergonomics

**REQUEST FOR PROPOSALS**  
**RFP # 269-2019-105**  
**FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES**

JUNE 19, 2019

Dear Sir or Madam:

The City of Charlotte, North Carolina (herein “City” or “Lead Public Agency”) on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein “Participating Public Agencies”) is now accepting Proposals for FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES. The requirements for submitting a Proposal are stated in the attached Request for Proposals (the “RFP”). Please review them carefully.

A **Non-Mandatory** Pre-Proposal Conference for the purpose of reviewing the RFP and answering questions regarding the Services will be held on **JULY 9, 2019 at 10 a.m. EDT**, at the Charlotte-Mecklenburg Government Center (CMGC), 600 East Fourth Street, Charlotte, North Carolina 28202, Basement – CH14 Room or via teleconference at 704-336-5494. Please bring a copy of the RFP with you at that time. All interested Companies should return a completed Request For Proposals Acknowledgement Form (see Section 7, Form 1) by the date stated in the schedule in Section 3.1 of this RFP.

An electronic copy of the RFP in Microsoft Word and Sample Project Pricing Sheet in Excel format may be obtained by contacting Genetta N. Carothers at [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov) or at <https://charlottenc.gov/DoingBusiness/Pages/ContractOpportunities.aspx>.

All Proposals are due to City of Charlotte Finance Department, City Procurement, 9th Floor, CMGC 600 East Fourth Street, Charlotte, North Carolina 28202, no later than **JULY 30, 2019 at 2 p.m. EDT**.

Two (2) electronic copies of the Proposal on a flash drive in a searchable format such as MS Word or Adobe Acrobat and one (1) original Proposal signed in ink by a company official authorized to make a legal and binding offer, plus three (3) copies of your Proposal must be submitted in a sealed box or opaque envelope plainly marked with the Proposal number and service description as follows:

**Request for Proposals**

**Attention: Genetta N. Carothers**

**[Name of Company Submitting Proposal]**

**FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES**

**RFP # 269-2019-105**

RFP questions must be directed to Genetta N. Carothers, Finance Department – City Procurement, per the enclosed instructions in Section 2.3. The City is an equal opportunity purchaser.

Sincerely,

Kay Elmore  
Chief Procurement Officer

cc: Tomek Kruszec, OMNIA Partners  
RFP Project Team  
RFP file

## Section 3 Procurement Process

### 3. PROCUREMENT PROCESS.

This Section 3 contains information about the procurement process for this Project.

#### 3.1 Schedule and Process.

The following chart shows the schedule of events for the conduct of this RFP. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

DATE	EVENT
JUNE 19, 2019	<i>Issuance of RFP.</i> The City issues this RFP.
JUNE 27, 2019	<i>Request for Proposals Acknowledgement.</i> Companies that intend to submit a Proposal shall submit the RFP Acknowledgement Form on this date to the email or fax number listed in Section 3.2.
JUNE 27, 2019	<i>Submission of Written Questions Prior to Pre-Proposal Conference.</i> Companies are permitted to submit written questions for purposes of clarifying this RFP. All submissions must be pursuant to the instructions in Section 3.3 by 2 p.m. EDT.
JULY 9, 2019	<i>Non-Mandatory Pre-Proposal Conference</i> to be held at the location indicated in Section 3.4 at 10 a.m. EDT.
JULY 12, 2019	<i>Submission of Written Questions After the Pre-Proposal Conference.</i> Questions are due by 5:00 p.m. EDT.
JULY 30, 2019	<i>Proposal Submission.</i> Proposals are due by 2 p.m. EDT. at City Procurement, CMGC 9 <sup>th</sup> Floor.
JULY 30, 2019 – SEPTEMBER 9, 2019	<i>Evaluation.</i> The Evaluation Committee will assess each Proposal and conduct evaluation activities with Companies.
NOVEMBER 26, 2019	<i>Contract Award by Council.</i>
JANUARY 1, 2020	<i>Services commence.</i> Company begins providing the Products and Services.

#### 3.2 Intent to Propose.

Please acknowledge receipt of this RFP via email or facsimile by **JUNE 27, 2019** using the Request for Proposals Acknowledgement Form located in Section 7, Form 1. Complete the form in its entirety advising the City of your firm's intention to submit or not submit a Proposal. Email or fax a copy of the completed and signed form to the email address or number below. The City strongly encourages Companies to submit this form prior to the Pre-Proposal conference but Companies shall not be precluded from submitting a Proposal if they fail to submit this form.

#### 3.3 Interpretations and Addenda.

There are two (2) ways to ask questions about this RFP: (1) submit a question in writing to the Procurement Officer at the e-mail address listed below; or (2) ask a question at the Pre-Proposal Conference. Other than these permitted methods, Companies should refrain from contacting City staff prior to the Proposal deadline. **The City is not bound by any statements, representations or clarifications regarding this RFP other than those provided in writing by the Procurement Officer.**

## Section 3 Procurement Process

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Genetta N. Carothers  
 City of Charlotte  
 City Procurement  
 600 East 4<sup>th</sup> Street, CMGC 9<sup>th</sup> Floor  
 Charlotte, NC 28202  
 RFP # 269-2019-105  
 Fax: 704-632-8257  
 E-mail: [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov)

When submitting questions, please reference the RFP page and topic number. In order for questions to be addressed at the Pre-Proposal Conference, they must be submitted by **2 p.m. EDT, on JUNE 27, 2019.**

After the Pre-Proposal Conference, questions must be submitted in writing by the deadline stated in Section 3.1. In the case of questions not submitted by the deadline, the Procurement Officer will, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the Proposal deadline. When responding to Company questions or issuing addenda to the RFP, the City will post the answer or information to the Internet at <http://www.ips.state.nc.us> and the City's [Contract Opportunities Site](#), referencing solicitation #269-2019-105. Companies are required to acknowledge their receipt of each addenda by including in the Proposal a completed Addenda Receipt Confirmation Form (Section 7, Form 2).

### 3.4 Pre-Proposal Conference.

A Non-Mandatory Pre-Proposal Conference will be conducted on **JULY 9, 2019 at 10 a.m. EDT.** The meeting will be held at the Charlotte-Mecklenburg Government Center (CMGC), 600 East Fourth Street, Charlotte, North Carolina 28202, Basement – CH14 Room or via teleconference by calling 704-336-5494.

While attendance at the Pre-Proposal Conference is not mandatory, all interested Companies are encouraged to attend. If special accommodations are required for attendance, please notify Genetta N. Carothers in advance of the conference date and time identifying the special accommodations required.

### 3.5 Submission of Proposals.

Proposals must be in the format specified in Section 5 of this RFP. Two (2) electronic copies on a flash drive in a searchable format such as MS Word or Adobe Acrobat and one (1) original Proposal signed in ink by a company official authorized to make a legal and binding offer, plus three (3) copies shall be submitted to the address listed in Section 3.3 above by **JULY 30, 2019 on or before but no later than 2 p.m. EDT.** The original Proposal and each of the copies shall be complete and unabridged, and shall not refer to any other copy of the signed and sealed original for any references, clarifications, or additional information.

When received, all Proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the City. **Proposals sent by fax or email will not be accepted.**

**Due to security requirements at the Charlotte-Mecklenburg Government Center (CMGC), sealed box(es), including any portions marked as Confidential/Trade Secret, may be searched and thoroughly inspected prior to admittance. Please allow time for this search to take place and to re-seal the box if delivering your Proposal in person to the CMGC.**

## Section 3

### Procurement Process

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Do not arrive at City Procurement on the Proposal due date for the purposes of reviewing your competitors' Proposals. The Proposals will not be read aloud or made available to inspect or copy until any trade secret issues have been resolved. All Proposals will be time-stamped upon receipt and held in a secure place until opening.

#### **3.6 Correction of Errors.**

The person signing the Proposal must initial erasures or other corrections in the Proposal. The Company further agrees that in the event of any obvious errors, the City reserves the right to waive such errors in its sole discretion. The City, however, has no obligation under any circumstances to waive such errors.

#### **3.7 Evaluation.**

As part of the evaluation process, the Evaluation Committee may engage in discussions with one or more Companies. Discussions might be held with individual Companies to determine in greater detail the Company's qualifications, to explore with the Company the scope and nature of the required contractual Services, to learn the Company's proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a Contract that will be satisfactory to the City.

The City may in its discretion require one or more Companies to make presentations to the Evaluation Committee or appear before the City and/or its representatives for an interview. During such interview, the Company may be required to orally and otherwise present its Proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as the City deems appropriate. Companies will be notified in advance of the time and format of such meetings.

Since the City may choose to award a Contract without engaging in discussions or negotiations, the Proposals submitted shall state the Company's best offer for performing the Services described in this RFP.

#### **3.8 Contract Award by Council.**

As soon as practical after opening the Proposals, the name of the apparent successful Company will be submitted to the Council for final approval of award and the Procurement Officer will provide Contract documents to the Company. In the event the Council approval is not received within one hundred eighty (180) calendar days after opening of the Proposals, the Company may request that it be released from the Proposal.

#### **3.9 Vendor Inclusion.**

The City's vendor management philosophy supports a fair, open, and inclusive process that offers the same access and information to all Companies. Although Companies are not required to be registered in the City's vendor registration system prior to submitting a Proposal, in order to execute a contract with the City and receive payment from the City, all Companies must register with the City's vendor registration system.

Your registration provides the City with baseline information for your company including location, contact and demographic information, as well as your areas of expertise with specific commodity and/or service descriptions. You will also have the opportunity to complete any applicable certifications if your company desires to establish itself as an SBE, MBE, or WBE. The link below will provide you with the opportunity to complete your registration on-line with the City.

<http://charlottenc.gov/vendors>



CHARLOTTE

Department of General Services – City Procurement

Addendum #3	Furniture, Installation and Related Products and Services RFP #269-2019-105
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To: All Prospective Companies

Date: July 18, 2019

Subject: Addendum #3 –RFP #269-2019-105 – Furniture, Installation and Related Products and Services

Please read in its entirety and note the specification changes/modifications below for the RFP. **Per Section 2.6.12 of the RFP 269-2019-105, all exceptions taken must be identified and explained in writing in your Proposal and must specifically reference the relevant section(s) of this RFP.** The Word documents are available [here](#).

Item #	Page #	Section	Specification	Modifications and Questions
1	2	Cover Letter	3 <sup>rd</sup> Paragraph	<p><b>Company Question:</b> Will the City consider extending the deadline?</p> <p><b>Answer:</b> No, Proposals are due by 2 pm EDT on August 6, 2019.</p>
2	3	Checklist	General Question	<p><b>Company Question:</b> When will a Company use the City's fax number?</p> <p><b>Answer:</b> Companies may use the fax number to submit the Section 7 - Required Form 1.</p>
3	3	Checklist	Last Paragraph	<p><b>Company Question:</b> When will the City answer questions? As promised in the Pre-Proposal Conference, the City released addendum 2 on July 11, 2019. Will all questions and answers be shared amongst everyone? Yes, see the second paragraph on page 17 of the RFP.</p>
4	9	Intro and General Information	Section 2.4 - City's Rights and Options	<p><b>Company Question:</b> Is this a multiple award or single award?</p> <p><b>Answer:</b> The City reserves the right to award all, none, or any part of the Products/Services and enter into Contracts with one or more of the responding Companies deemed by the City to be in the best interest of the City, which may be done with or without re-solicitation.</p>
5	11	Intro and General Information	Section 2.6.5 - Proposal Conditions	<p><b>Company Question:</b> Should this section refer to "all discounts should be firm and fixed", since the RFP requires a submittal of % discount off Manufacturer list price? Yes.</p>