



MOORHEAD

AREA PUBLIC SCHOOLS

Moorhead Area Public Schools Furniture, Fixtures, Equipment, and Technology Procurement Guidelines

Moorhead Area Public Schools is accepting bid proposals for furniture, fixtures, equipment, and technology to be located in the new % Building, K-4 Building, furniture for the Flexible Learning Areas, and Kindergarten Classrooms throughout the district. There are new administrative offices included in the buildings. Instructional spaces are in several configurations ranging from traditional spaces to flexible active learning classrooms. There are also project based learning lab spaces throughout the new buildings.

Vendors are asked to submit proposals based on unit cost and total quantities for each type of seating. A "basis of design" has been identified for each type of seating. However, vendors are encouraged to make recommendations for substitution of pieces with similar attributes. The Moorhead Area Schools encourages that all proposals be submitted via a linked EXCEL document that can be found at www.moorheadschoools.org/rfp. This link will become active on March 9, 2017.

Following receipt of proposals, the Owner requests that a package of working samples be provided by each vendor. These pieces will all be placed in a room at the Probstfield Center for Education to allow district staff to view the pieces furniture.

An evaluation criterion for the selection of furnishings includes, but is not limited to, the following:

- Product warranty and past ability of the vendor to resolve warranty issues.
- Product specifications and physical attributes.
- Product weight capacity and/or ability to accommodate large students and/or faculty.
- Product comfort and aesthetic.
- Color options including cost for stock vs. custom colors. Upcharge to use OEM fabric. The color scheme for each building is available at www.moorheadschoools.org/rfp.
- Product pricing.
- Review of product samples and substitutions the week of March 20, 2017.

The following vendors have been preselected to submit proposals. Proposal from other vendors will also be considered:

- Brown & Saenger
- Business Interiors by Staples
- Christianson's Business Furniture
- Embury
- Hannahers, Inc.
- KI Furniture
- Office Depot/Office Max
- Reardon Office Equipment

Vendors MUST provide unit pricing for each item. Unit pricing of each item will include installation, delivery, and assembly. Assembly of FFE&T products may be completed on site if space permits. Quantity discounts may be applied. The Moorhead Area Public Schools reserves the right to break up proposals and select furnishings from multiple vendors in order to provide the best combination of features, functionality, durability, aesthetic and price.

The list of products is intended to be used as a basis of design and can be found at www.moorheadschoools.org/rfp. Vendors are encouraged to submit their equivalent product for evaluation during the review phase of the procurement process. Tables that include TBD in the product designation have not been selected. Copies of the floor plans with furniture highlighted are attached to this memorandum.

SCHEDULE

- March 9, 2017 – Solicitation date
- March 24, 2017- Vendor Question & Answers/Product Demonstrations
 - o Furniture Evaluation for items that are not preferred
- April 10, 2017 – Proposals due 12:00 pm. Please send proposals to:
Brandon Lunak, Assistant Superintendent of Finance & Operations
Probstfield Center for Education
2410 14th St S.
Moorhead, MN 56560
- April 24, 2017-School Board Approval
- May 20, 2017– Deliver physical samples of proposed pieces to Individual Sites
- August 22, 2017 – Begin installation.

PROPOSAL FORM AND REQUIREMENTS

1. Each vendor shall propose their product for each of the identified items that most closely align with the basis of design product.
2. Each product will have a unit price and a total based on the quantity identified for that product.
3. Proposals shall be in a binder with product data for each of the proposed items separated by tabs identified by the same identifier used on the basis of design table attached herein.
4. Vendors shall be prepared to submit a physical sample to the Probstfield Center for Education for inspection on March 24, 2017 for each of the pieces that are proposed. Pieces shall be clearly labeled with the corresponding item number, manufacturer and model (i.e. Type A, Manufacturer XYZ, Model ABC).
5. Include all applicable fees, shipping and handling and installation costs. Unit costs should include delivery/installation per unit.
6. Vendors will be required to hold their pricing for a period of 12 months following receipt of proposals.
7. Vendors are encouraged to provide a base number with any options that may be appropriate for various seating styles.
8. Payment Method: P-CARD-The District will give preferential weight to vendors who accept payment through the MasterCard procurement card (p-card). A vendor's acceptance and the District's use of the p-card is optional. Vendors should take note that the District will predominantly pay for its goods and services via the District's p-card, and prefers that any transaction-processing fee for each p-card transaction not be passed to the District. P-card transactions will usually result in payment to a contractor in two (2) business days. To participate, a contractor must be capable of accepting MasterCard. Additional information can be obtained from merchant service companies.

Questions regarding furnishing styles, locations and plan configuration should be addressed to:

Missy Eidsness, Assistant Superintendent of School Improvement & Accountability
Moorhead Area Public Schools
meidness@moorheadschoools.org
218-284-3311

Procurement questions can be addressed to:

Brandon Lunak, Assistant Superintendent of Finance & Operations
Moorhead Area Public Schools
blunak@moorheadschoools.org
218-284-3370