



ALLEGHANY COVINGTON DEPARTMENT OF SOCIAL SERVICES
REQUEST FOR PROPOSAL

Issue Date: December 10, 2024

Title: Alleghany Covington Department of Social Services- Office Furniture

Location to submit Proposals:

Alleghany Covington Department of Social Services
Attn: Tammy Wilson, Director
110 Rosedale Ave
Suite B
Covington, VA 24426

Proposals will be received subject to the conditions attached hereto until 2:00 P.M., January 3rd, 2025, from qualified persons, firms, partnerships, corporations, associations or professional organizations to provide comprehensive furniture consulting services and solutions to the County for new furniture for the new Department of Social Services, located in Covington, Virginia. This invitation does not commit the County to pay any costs incurred in the preparation of proposals, nor commits the County to select any firm which responds.

All inquiries for information should be in writing and directed to: Tammy Wilson, Director, at Tammy.wilson1@dss.virginia.gov

In compliance with this Request for Proposals and to all the Conditions imposed therein and hereby incorporated by reference, the undersigned offers agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Firm Name and Address:

Telephone: _____
Fax: _____
Email: _____
Signature: _____
Date: _____
Type/Print: _____
Title: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

ALLEGHANY/COVINGTON DEPARTMENT OF SOCIAL SERVICES

OFFICE FURNITURE

REQUEST FOR PROPOSALS

RFP Issue Date: December 10, 2024

BACKGROUND

The Alleghany/Covington Department of Social Services (hereafter called “ACDSS”) is issuing this Request for Proposals (“RFP”) in an effort to receive proposals from qualified vendors to provide office furniture according to the specifications listed below (hereinafter referred to as “Office Furniture”).

The targeted delivery date for the office furniture is March 1st, 2025. ACDSS intends to review the proposals submitted by vendors with the goal of entering into a purchase agreement with one vendor. This RFP describes the technical and performance specifications for the office furniture and contains an overview of the general terms and conditions in which the office furniture is to be provided.

CONTRACT PERIOD

The contract term shall commence upon approval by the County and continue until project completion.

GENERAL OFFICE FURNITURE REQUIREMENTS

1. General Description: The office furniture shall consist of four desks, fifteen office (side) chairs, thirty-five desk chairs, five lobby chairs, two small round tables, twenty-two cubicles, three enclosed cubicles, one small corner desk, and five 72” panels. Please include the costs for the installation of the cubicles.
2. State Standards: Any office furniture proposed shall meet all current applicable state standards and requirements. The vendor shall coordinate the installation of the office furniture.
3. Design, Submittals, and Production Process: The selected vendor shall work directly with the Director of Social Services in the design of the office furniture to match the services program and facility for which it will be used. The vendor shall prepare and submit a full design drawing package indicating specific dimensions and materials to include a floor plan with equipment specifications. The submittal package shall be available for ACDSS review and modification prior to acceptance and approval.
4. Warranties
 - a. Warranty- The office furniture shall be covered by the warrant provided by the manufacturer and shall be at least twelve months. The manufacturer shall warrant

the furnished equipment against parts failure or malfunction due to installation errors, defective workmanship and missing or incorrect parts for a minimum period of twelve months.

- b. Warranty Repair Work- All work performed by the vendor, to include parts and labor, shall be warranted for a period of at least one (1) year, commencing upon the date the completed office furniture is placed into service.
Work performed by the vendor shall not void any manufacturer's warranty on equipment.
5. Delivery: Office Furniture shall be delivered by an installer who shall be capable of implementing any minor adjustments to the office furniture.

SUBMISSION REQUIREMENTS AND DEADLINES

Location to submit proposals:

Ms. Tammy Wilson, Director

110 Rosedale Ave

Suite B

Covington, VA 24426

ACDSS will accept submission for consideration until 2:00 PM on Friday, January 3rd, 2025.

- a. Each Offeror must include the cover page of this RFP, signed by an authorized member of the Offeror's company/firm. The member should be the highest-ranking officer with signature authorizing at the local level.
- b. Each Offeror shall assume full responsibility for timely delivery to the location designated for receipt of proposals. the County does not accept USPS, UPS, FEDEX or other carrier deliveries on weekends, holidays, or outside our normal business hours of 8:30 a.m. to 4:30 p.m. Eastern Standard Time. Proposals received after the date and time specified, herein, shall not be considered.
- c. Your response must be submitted in a sealed envelope/package, clearly marked "Office Furniture Proposal".

Each proposal shall include the following components:

1. Qualifications of the provider including size of staff and years in business.
2. Documentation of certificates of insurance.

3. A reference list of at least three relationships with existing clients that describe a similar partnership similar to one proposed. Reference should include at the minimum the following:
 - i. Name of Client
 - ii. Contact Name, Position, Email, and Phone
 - iii. Installation Date (Month/Year)
 - iv. Cost of Furniture
 - v. List of Manufacturer Used
 - vi. Photos or 3D renderings, if available

4. Describe and define consulting services pricing.
5. List manufacturers you work with on a regular basis

6. Any unique qualifications that would state your company should be selected to service the County.

PROPOSAL ORGANIZATION GUIDELINES

Offerors are instructed to organize Proposals in a tabbed format in the following order. The County expects that Offerors will include additional proposal content beyond simply completing the information provided through this RFP.

Proposal Tab No.	Proposal Section
Tab 1	Transmittal Letter, RFP Cover Page & Addenda (if any)
Tab 2	Introduction of the Firm
Tab 3	Statement of Understanding
Tab 4	Project Approach and Implementation Methodology
Tab 5	Resumes
Tab 6	References and Experience
Tab 7	Cost

Tab 1 – This tab is to include a transmittal letter, a signed copy of the RFP cover page and any addenda.

Tab 2 – This tab is to include an introduction of the firm, giving a brief history of the firm, its location, and the locations of any satellite offices, including sub-consultants intended to provide services under the proposal.

Tab 3 – This tab is to include the Statement of Offeror’s Understanding of the services to be provided under this RFP. In addition, the offeror must give assurance that this contract will be fulfilled on time.

Tab 4 – This tab is to include the Offeror’s description of the proposed approach for providing the services described in the RFP, including working with the County, A/E, and Contractor. Additionally, include detail to providing status reporting and project management processes/responsibilities throughout the course of the project.

Tab 5 – This tab is to include resumes of team members. The County anticipates that any staff assigned to the Project will remain assigned to the Project, unless the County deems the services to not meet expectations at which point the Contractor and County will work together to remedy such non-conforming services. If Offeror assigns new team member at any time during the duration of the project, the County will be notified and presented with the same information for the new team member as required within this section.

Tab 6 - Experience of the firm and team members with similar projects. Additional references may be submitted as an attachment to show depth of client base and number of projects within the past five years. This includes clients that are currently in the process of construction.

Tab 7 - The County requests a non-binding cost estimate of services to be provided under this RFP.

EVALUATION AND AWARD

Selection shall be made of one offeror deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals.

Negotiations shall be conducted with the offer so selected. The offeror shall state any exception to any contractual terms or conditions, including any liability provisions contained in the Request for Proposal in writing at the time of responding to such Request for Proposal if so requested by the public body. Such exceptions shall be considered during negotiation but shall not be used as a basis for scoring or evaluating which offerors are selected for negotiations. Price shall be considered but will not be the sole or primary determining factor. After negotiation have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror.

The County's evaluation criteria will include the following:

Criteria	Max Points
1. Qualifications including size of staff, years in business, insurances, and references of similar scope	50
2. Experience with the procurement approach and understanding of specific project needs	25
3. Fee proposal for the services requested	20
4. Unique qualifications	5

The County reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, the best interests of the County will be serviced as specified in Virginia Code §2.2-4319. The County will provide public notice announcing its decision to award the contract by posting the Notice of Intent to Award on the County website, Virginia's eProcurement portal, and by emailing the notices to all offerors submitting a proposal. The County reserves the right to issue, at its sole discretion, more contracts under this RFP, or to issue additional RFP's for similar work. The County also reserve the right to issue project order to other Open-End Contractors.

QUESTIONS REGARDING PROPOSAL

Any question, for which the answer would affect price or delivery of services, must be submitted in writing by 5:00 PM on Thursday, December 26th, 2024. Questions should be emailed to tammy.wilson1@dss.virginia.gov. No changes resulting in questions are official unless issued in writing in the form of an addendum.