

Aroostook County Action Program
Request for Quotation (RFQ)
Supportive Housing Unit Furniture

2023



Aroostook County Action Program

This document is a Request for Qualifications from vendors to provide a full line of furniture.

Aroostook County Action Program (ACAP) is seeking proposals for purchase and delivery of furniture for their Supportive Housing Unit and Hope and Prosperity Resource Center at 1 Edgemont Drive in Presque Isle, Maine. Qualified Furniture Manufacturers and Office Furniture Dealers are requested to provide qualifications to work with ACAP to supply the furniture for this project.

Each interested party can submit questions related to this RFQ to info@acap-me.org with the subject line RFQ: Supportive Housing Furniture Question by 5:00 pm on June 27, 2023.

Please submit your full proposal no later than 5:00 pm on July 14, 2023 to info@acap-me.org with the Subject Line: RFQ Supportive Housing Furniture.

I. INTRODUCTION

Aroostook County Action Program (ACAP), is a 501c3 non-profit organization founded in 1972. ACAP provides guidance and support to the community in responding to emerging human needs in the areas of Prevention and Wellness, Early Care and Education, Energy and Housing, and Workforce Development. Detailed information about the agency and its programs can be found at www.acap-me.org.

The thirteen-unit supportive housing project, will serve vulnerable individuals at risk of homelessness, who will benefit from an array of on-site services. The affordable housing building will consist of 3-one bedroom and 10-studio apartments and house ACAP's Hope & Prosperity Resource Center. The center is a warm, safe and inviting space for individuals to work with coaches to create plans that work toward their customized goals.

II. STATEMENT OF WORK

A. Project Scope

The scope of this RFQ includes the purchase and delivery of furniture for 3 one bedroom and 10 studio apartments, the Hope and Prosperity Resource Center, and communal space furniture. Project goals include providing quality furnishings that are durable, easily maintained, functional, visually and acoustically pleasing and incorporate the latest technology and sustainable design features which promote improved quality of living.

B. Building and Project Description

The building is a two-story building which is in the process of undergoing a complete renovation, scheduled for completion in early 2024. The main floor consists of 3 one-bedroom apartments and 7 studio apartments. The basement floor consists of 3 studio apartments, as well as the Hope and Prosperity Resource Center. This project covers furniture for all apartment units as well as furniture for communal spaces of the Hope and Prosperity Center. See Attachment I: Floor Plan

C. Product Samples and Demonstration

The winning bidder will be required to provide a Mockup. Primary goal of the mockup will be to demonstrate new furniture and confirm all final specifications prior to order finalization. The mockup will include standard layout for one bedroom units, studio units and the Hope and Prosperity Resource Center.

D. Warranty

All furniture items shall be new and guaranteed for materials and workmanship.

E. Manufacture/Dealer/Installer Requirements

This document comprises the total furniture RFQ package. Bidder must accurately complete and include all items. Any failure to submit a complete package may result in elimination from the bidding process.

1. All furniture shall conform to all local, state and National building and fire codes. Any potential conflict in this RFQ shall be brought to the attention of the Design team for resolution during the bid phase. Any items needing adjustment/treatment to meet code shall be identified in bid submission.
2. Any discrepancies or omissions found in this RFQ shall be identified in writing to the Design Team for resolution prior to submitting the final bid. Bidder is responsible for accuracy of final bid, for securing bids from all required subcontractors and for completeness of bid.
3. Bidders are responsible for cross-referencing specifications with floor plans to provide accurate bids. In addition to providing total project cost, average cost per unit shall be identified.
4. Furniture dealer/manufacturer is responsible for field measuring all locations for new furniture, including required clearance and power locations to assure proper fit, code compliance, alignments and clearances, prior to shop drawing and final order submissions.
5. Dealer is responsible for coordinating all aspects of delivery with the building owner/manager submitting final bid. Any and all associated costs shall be included in final bid.
6. Submittal samples are required for all finishes. Submit a minimum of three (3) sets of all finishes and materials, including actual dye-lots, for Design team approval prior to order. Finishes shall be labeled to correspond with Specifications.
7. All finishes, including custom wood finishes, are subject to Design Team approval.
8. Bidder certifies that all product presented in bid is the authentic manufacture and product specified in Base Specifications, and will be the actual products delivered. All products shall bear label of the manufacturer.

F. Contract Bid Information and Pricing

1. Bidder must provide complete and accurate bid including Specification sheets for each piece of furniture. Provide unit cost for each item.

2.The total cost for each of the following areas: studio apartment, 1-bedroom apartment, main floor lobby, and furniture for the Hope & Prosperity Resource Center including but not limited to: dining area, client work stations, conference room, lounge area (yellow highlighted areas on Attachment I)

3.Include in your proposal a full set of floor plans including all furniture dimensions, and clearances.

III. GENERAL INFORMATION

The submission requirements for this RFQ are set forth below. A proposal shall constitute an irrevocable offer for 30 business days following the deadline for its submission. Reference to a certain number of days in this RFQ shall mean business days unless otherwise specified.

A. Submission Requirements

1. A brief description of the history and organization of the bidder's firm, and of any proposed subcontractor, including major furniture manufacturer, partner dealers and installation providers.
2. Copies of business licenses, professional certifications or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in Maine. Business licenses required for dealers and installers selected as well.
3. The most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.
4. A description of at least three (3) similar projects completed by the bidder within the past three (3) years. Include personal references with contact information for each.
5. Key qualifications, background and experience of the project director and other staff proposed to work on the project.
6. A description of the chronology for completing the work, including a time line and deadlines for each task.

B. Submission Requirements Format Summary

Proposals should be prepared simply and economically, providing a straightforward and concise description of the Vendor's ability to meet the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

Delivered electronically to info@acap-me.org with the subject line: RFQ: Supportive Housing Unit.

Proposals that fail to address submission requirements may be deemed non-responsive and will not be considered further. ACAP solely upon its own discretion, will judge vendors on their overall compliance, and may judge a vendor to be

materially compliant, even if that vendor is non-compliant to a particular requirement of the RFQ.

If specific submission requirements are particularly large and self-contained they may be included in a separate appendix rather than in the body of the proposal. Submittals should not direct the evaluation team to general brochures, marketing materials or websites to obtain information related to the specific submission requirements; submittals that utilize references to external materials as an answer will be considered non-responsive.

Submittals should provide straightforward and concise information that fulfills the requirements of the RFQ. Emphasis should be placed on brevity, conformity to ACAP's instructions, and completeness and clarity of content. Proposals should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content.

C. Rejection of Proposals

Aroostook County Action Program reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement of the RFQ, or if it is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFQ requirements. Any proposal may be rejected where it is determined to be not really competitive, or where the cost is not reasonable.

D. Evaluation Process

An evaluation team will review, in detail all proposals that are received. ACAP reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, and cost.

During the evaluation process, ACAP may require a bidder's representative to answer questions with regard to the proposal and/or require certain bidders to make a formal presentation to the evaluation team and/or the ACAP Leadership Team.

This Request for Proposal does not commit ACAP to awarding a Contract. Bidders shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal evaluation process. ACAP reserves the right to reject any and all Proposals, to accept the Proposal it considers most favorable in its sole discretion, and to waive minor irregularities. ACAP further reserves the right to seek new Proposals when such procedure is considered by it to be in the best interest of ACAP.

1. The following criteria will be used in reviewing and comparing the proposals and in determining the selected vendor. The weight to be assigned to each criterion appears following each item.
 - a. Responsiveness of the proposal to the submission requirements set forth in the RFQ.
 - b. The manufacturer's technical ability, financial viability, capacity, and flexibility to perform the contract in a timely manner and on budget, as verified by, e.g., the quality of any demonstration, client references, demonstrated success in projects with similar requirements and any other contracts with ACAP. Includes the ergonomic design, construction quality, warranty and fit/finish of the manufactured products specified.
 - c. The manufacturer-selected dealer's technical ability, financial viability, capacity, and flexibility to perform the contract in a timely manner and on budget.
 - d. The total cost of the proposal solution. If the proposal contains itemized rates, per piece pricing, or commission-based pricing, ACAP reserves the right to calculate total contracted cost by calculating rates using either previous known usage activity or future projected volume. Costs will be evaluated only if a proposal is determined to be otherwise qualified.

E. Award and Execution of Contract

Written notice will be sent to bidders by July 28, 2023 after a final selection has been made.

Upon selection, ACAP and the selected Vendor will enter into good faith negotiations on a contract containing, without limitation, the Statement of Work and Contracting Requirements sections below.

No content in this RFQ creates, nor construes to create, any contractual relationship between ACAP and any bidder/vendor. ACAP makes no commitment by virtue of this RFQ, to receive or review of any responsive proposals or participate in any related discussions, and shall have no obligation, to enter into any business relationship or agreement to purchase any services or supplies from any bidder/vendor. ACAP reserves the right to withdraw this RFQ by written notice, to reject any oral offers and to reject any offers submitted in response to this RFQ. ACAP shall incur no liability to bidders/prospective vendors by such withdrawal, rejection or acceptance. ACAP further reserves the right to accept offers from one or more bidders/vendors. ACAP shall not be responsible or liable for incurred by any bidder responding to this RFQ. ACAP shall not be responsible for costs, expenses, risks or any financial losses whatsoever, including, without limitation, losses incurred by bidder in responding to this RFQ.

No contract or agreement, express or implied, shall exist or be binding on ACAP before the execution of a written contract by both parties. If agreement on the terms of such a contract cannot be reached after a period deemed reasonable by ACAP in its sole discretion, ACAP may enter into negotiations and sign a contract with any other bidder who submitted timely, responsive and responsible proposals to this RFQ.

If, after ACAP and the selected vendor agree to terms and execute a contract, that contract is terminated for any reason, ACAP may, in its sole discretion, either enter into negotiations with the next highest scored bidder, or issue a new RFQ and begin the proposal process anew. Questions regarding ACAP's award of any business on the basis of proposals submitted in response to the RFQ, or on any other matter in connection with the selection process, should be addressed in writing to info@acap-me.org.

F. Errors in the RFQ

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ, the bidder should immediately provide ACAP with written notice of the problem and request that the RFQ be clarified or modified. Without disclosing the source of the request, ACAP may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential bidders to whom the RFQ was sent. If prior to the date fixed for submissions, a bidder knows of or should have known of an error in the RFQ but fails to notify ACAP of the error, the bidder shall bid at its own risk, and if, awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

G. Questions Regarding the RFQ

Questions regarding the RFQ may be addressed in writing to Sherry Locke at info@acap-me.org with the subject line RFQ: Supportive Housing Unit Furniture Questions. All questions must be submitted no later than 5:00 PM June 27, 2023.

H. Withdrawal and Resubmission/Modification of Proposals OF PROPOSALS

A proposal may be withdrawn at any time prior to the deadline for submitting proposals by notifying ACAP in writing of its withdrawal. The notice must be signed by the bidder. The bidder may thereafter submit a new or modified proposal, provided that it is received at ACAP no later than the deadline. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

I. Protest Procedure

A bidder may protest the award if it meets all the following conditions:

1. The bidder has submitted a proposal that it believes is or should have been the selected vendor, under the criteria set forth above;
2. The bidder believes that its proposal meets ACAP's administrative and technical requirements, proposes services of proven quality and performance, and offers a competitive cost to ACAP; and
3. The bidder believes that ACAP has incorrectly selected another bidder.

The protest must be sent by certified or registered mail or delivered personally to:

Aroostook County Action Program

771 Main St.

Presque Isle, ME 04769

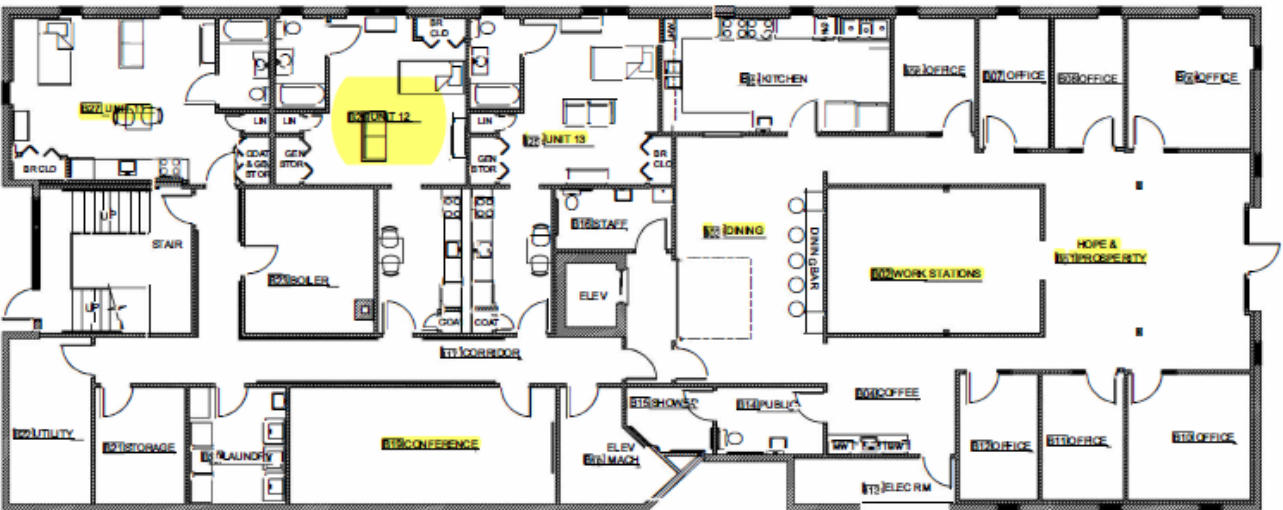
Attention: Sherry Locke, Chief Administrative Officer

Protests will be reviewed and decided by ACAP's Supportive Housing Steering Committee within 30 days after ACAP issues written acknowledgment of the protest. In the event that a protest is filed, the contract award will be postponed pending resolution of the protest.

Attachment I. Floor Plan



MAIN FLOOR PLAN



BASEMENT FLOOR PLAN