

Bellevue Convention Center Authority
Meydenbauer Center
Bellevue, Washington

REQUEST for PROPOSALS (RFP):
Full-Service Office Furniture Services

March 11, 2020

PROPOSAL DEADLINE:

April 10, 2020, 3:00 p.m. local time in Bellevue, Washington

PROPOSAL DELIVERY ADDRESS:

Bellevue Convention Center Authority - Meydenbauer Center
Level 3 Administrative Offices
11100 NE 6th Street
Bellevue, WA 98004

EXPECTED PERFORMANCE PERIOD:

The period of performance for any Contract resulting from this solicitation is expected to fall between June 8, 2020, and September 20, 2020. The BCCA reserves the right at its discretion to extend the contract for a period of time to be specified, in accordance with the Contract.

CONTRACTOR ELIGIBILITY:

This procurement is open to all service providers who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

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Exhibit A – Scope of Work

Exhibit B – Floor Plan with Zones Labelled

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1. INTRODUCTION

1.1 PURPOSE & BACKGROUND

The Bellevue Convention Center Authority (BCCA), a public corporation chartered by the City of Bellevue (the "City") and has been duly constituted pursuant to RCW 35.21.730 et seq. and Ordinance No. 4092 of the City, has issued this Request for Proposals (RFP) to solicit responses from service providers interested in and qualified to provide design services and furniture for our facility's administrative offices.

1.2 OBJECTIVE & SCOPE

The BCCA administrative staff has expanded in recent years, and we are seeking services to help us redesign the layout of our existing office space and supply us with furniture to accommodate the growth in staff. We will need design services and furniture for nine private offices, one shared office with two workstations and 20 workstations in an open office configuration. We also require furniture for our three conference rooms.

1.3 MINIMUM QUALIFICATIONS

The Contractor must have no less than ten (10) years experience in projects of a scope similar to the BCCA project, and must be licensed to do business in the State of Washington, as applicable.

1.4 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is scheduled to fall between June 8, 2020, and September 20, 2020. The BCCA reserves the right in its sole discretion to extend the performance period as needed to accomplish the objectives of the expansion project.

1.5 DEFINITIONS

Definitions for the purposes of this RFP include:

Contractor – Individual or company whose Proposal has been accepted by the BCCA and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer – Individual or company submitting a proposal in order to attain a contract with the BCCA.

RCW and WAC – The "Revised Code of Washington" and the "Washington Administrative Code", respectively, which together provide the statutory and regulatory framework for BCCA procurements.

BCCA – The Bellevue Convention Center Authority is the governmental entity issuing this RFP.

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2. GENERAL INFORMATION

2.1 RFP COORDINATOR

All communication between potential Proposers and the BCCA shall be with the RFP Coordinator, as follows:

Name	Sara Waltemire, Director of Sales & Events
Address	11100 NE 6 th Street Bellevue, WA 98004
Phone Number	425-637-1020
Fax Number	425-637-0166
E-mail Address	swaltemire@meydenbauer.com

Proposers are to rely on written statements issued by the RFP Coordinator; any other information will be considered unofficial and non-binding on the BCCA. The BCCA reserves the right to appoint an alternate RFP Coordinator during the solicitation process, as may be necessary and convenient.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	March 11, 2020
Last date for questions regarding RFP	April 1, 2020
Issue addendum to RFP (if applicable)	April 3, 2020
Proposals due	April 10, 2020
Evaluate Proposals	April 13, 2020
Conduct oral interviews with finalists, if required	April 14 – 17, 2020
Announce apparent successful Contractor(s) and send notification via fax or e-mail to unsuccessful Proposers	April 22, 2020
Negotiate contract(s)	April 23 – 27, 2020
Begin contract work	June 8, 2020

The BCCA reserves the right to revise the above schedule.

2.3 QUESTIONS REGARDING THE SOLICITATION

No pre-proposal conference for this solicitation will be conducted. Written questions may be submitted to the RFP Coordinator no later than the close of business, Wednesday, April 1, 2020. A statement of any questions received and the BCCA response(s) in the form of an addendum to the RFP will be issued no later than the close of business, Friday, April 3, 2020.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, one or more addenda to the solicitation will be issued. The BCCA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

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2.5 PROPRIETARY INFORMATION & PUBLIC DISCLOSURE

All proposals received under this RFP shall remain confidential until the contract, if any, resulting from this solicitation is executed by the BCCA and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 RCW.

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified, as must the particular exception from disclosure upon which the Proposer is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page. The Proposer must be reasonable in designating information as confidential; marking the entire proposal as exempt from disclosure will not be honored.

The BCCA will consider a Proposer's request for exemption from disclosure; however, the BCCA will make a decision predicated upon Chapter 42.56 RCW and Chapter 143-06 WAC. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for public records should be directed to the BCCA Administrative Services at the address on the face page of this RFP. A charge is made to the requestor for copying and shipping of disclosed public documents, as outlined in RCW 42.56.120. No fee shall be charged for inspection of contract files.

2.6 EQUAL OPPORTUNITY REQUIREMENTS

The successful vendor must comply with BCCA equal opportunity requirements. The BCCA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, creed, sex, age, nationality or disability.

2.7 COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the vendor awarded the contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

2.8 INDEMNIFICATION

The vendor shall hold harmless, defend, and indemnify the BCCA and the BCCA's officers, agents, and employees against any liability that may be imposed upon them by reason of the vendor's failure to provide compensation coverage or liability coverage.

2.9 SUBMISSION OF PROPOSALS

Proposals may be submitted in hardcopy or electronically, but may not be transmitted via facsimile.

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If submitting the Proposal in hard copy, the following information is applicable. Proposers are required to submit six (6) copies of their Proposal. One (1) copy must have original signatures and the additional copies may have photocopied signatures. The Proposal, whether mailed or hand-delivered, must be received by the BCCA no later than 3:00 p.m. local time in Bellevue on Friday, April 10, 2020. The Proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1, above. The submittal package should be clearly marked to the attention of the RFP Coordinator, and should include the notation "RFP Submittal for Full-Service Office Furniture Services".

Consultants mailing Proposals should allow for normal mail delivery schedules to ensure timely receipt of their Proposals by the RFP Coordinator. Hand-delivered Proposals will only be accepted at the reception desk, BCCA Level 3 Administrative Offices, 11100 NE 6th Street, Bellevue. Proposers assume all risk for the method of delivery chosen; the BCCA will accept no responsibility for delays caused by any delivery service or external circumstance, e.g. traffic congestion.

If submitting the Proposal electronically, the following information is applicable. Proposals being submitted electronically must be sent as an attachment to an e-mail, addressed to the RFP Coordinator as noted in Section 2.1, above, and must include the notation "RFP Submittal for Full-Service Office Furniture Services" in the e-mail subject line. Proposals must arrive at the BCCA by 3:00 p.m. local time in Bellevue on Friday, April 10, 2020. Attachments to the e-mail shall be in Microsoft Word® and Excel® software, and/or in .pdf file form. Proposers submitting Proposals via e-mail must also send hardcopies of the cover submittal letter and the Certifications and Assurances form (Attachment A) with original signatures to the RFP Coordinator. The BCCA will accept no responsibility for problems encountered in the e-mail transmittal process.

Proposers are specifically advised that as to Proposal submittal:

1. Late Proposals will not be accepted and will be automatically disqualified from further consideration.
2. The Proposal must respond to the procurement requirements set forth herein.
3. The Proposal must be complete, must stand on its own merits, and should not respond by referring to material presented elsewhere.
4. A concise and well thought-out Proposal is more advantageous to the Proposer than a voluminous one.
5. All Proposals and any accompanying documentation submitted in response to this procurement shall become the property of the BCCA and will not be returned.

2.10 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by BCCA from the due date for receipt of proposals.

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2.11 RESPONSIVENESS

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Proposers are hereby specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive. The BCCA reserves the right, however, at its sole discretion to waive minor administrative irregularities in the Proposals received.

2.12 REJECTION OF PROPOSALS

The BCCA reserves the right at its sole discretion to reject any and all Proposals received without penalty.

2.13 MOST FAVORABLE TERMS

The BCCA reserves the right to make an award without further discussion of any Proposal submitted. Therefore, the Proposal should be submitted on the most favorable terms that can be offered. The BCCA does reserve the right to contact a Proposer for clarification of its Proposal during the evaluation process. In addition, the BCCA reserves the right to enter into contract negotiations with the apparent successful Proposer, which may include discussions regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all of the subject proposal. The Proposer should be prepared to accept this RFP document for incorporation into a contract resulting from this solicitation. It is also understood that the Proposal will become part of the BCCA's official procurement file.

2.14 CONTRACT AWARD AND EXECUTION

The BCCA shall not be bound or in any way obligated until both parties have executed a vendor contract. The general conditions and specification of the RFP and the successful vendor's response, as amended by contract between the BCCA and the successful vendor, including e-mail or written correspondence relative to the RFP, will become part of the contract documents. Additionally, the BCCA will verify vendor representations that appear in the proposal. Failure of a vendor to perform services as represented may result in elimination of the vendor from further competition or in contract cancellation or termination.

The vendor selected as the apparently successful vendor will be expected to enter into a contract with the BCCA. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract. If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the BCCA may elect to cancel the award and award the contract to the next-highest ranked vendor. All parties may incur no cost chargeable to the proposed contract before the date of execution of the contract.

2.15 COSTS TO PROPOSE

The BCCA will not be liable for any costs incurred by the Proposer in preparation of a submittal in response to this RFP, in conduct of a presentation, or any other activities related to responding to the RFP.

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2.16 NO OBLIGATION TO CONTRACT

Issuance of this RFP does not obligate the BCCA to contract in whole or in part for services specified herein.

3. PROPOSAL FORM & CONTENTS

Written proposals must be prepared on letter-size (8-1/2 x 11 inch) paper with tabs separating the major sections of the Proposal; electronically-submitted Proposals are to be formatted analogously. Proposals are not to exceed twenty (20) pages. The major sections of the Proposal are to be in the order noted below:

1. Signed Letter of Submittal, including signed Certifications and Assurances
2. Design Technical Proposal
3. Cost Proposal

3.1 LETTER OF SUBMITTAL & AFFIDAVIT CONCERNING CONFLICTS OF INTEREST

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the Managing Partner if a partnership, or the proprietor if a sole proprietorship. This introductory letter should convey the Proposer's interest in the project, and highlight particular strengths of the proposed service provider. In addition, it is to include by attachment the following information about the Proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone/fax number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of the principal officer(s) (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
3. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as it now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number as issued by the Washington State Department of Revenue.
5. Location of the facility from which the Contractor would operate.
6. Identification of any current or former BCCA employees on the firm's governing board or in a management position as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information, it is determined by the BCCA that a conflict of interest exists, the Proposer may be disqualified from further consideration for the award of a contract.

The Affidavit Concerning Conflicts of Interest form (Attachment A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, and is to be included with the Letter of Submittal in the proposal.

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3.2 DESIGN AND TECHNICAL PROPOSAL

The Technical Proposal must contain a comprehensive description of services including the following elements:

- A. Manufacturer make/model selection – Provide justification for the selection and suitability of the proposed solution based on evaluation of office layout and understanding of needs and desired outcomes. Include relevant manufacturer specifications and literature as supporting information.
- B. Layout & design services – Provide a minimum of one but no more three designs for the space along with photographs and detailed technical drawings for the furniture being considered.
- C. Equipment List – Provide an itemized list of major components, listing manufacturer, model number, quantity
- D. Infrastructure requirements – Electrical requirements necessary to appropriately power the proposed solution shall be stated. The responsibility to provide appropriate electrical service and structural supports shall be the responsibility of BCCA and will be outside of the scope of the contract for furniture services.
- E. Project Schedule – Include a proposed project schedule indicating when the elements of the work will be completed, based on the anticipated start and end dates provided in the invitation.

3.3 QUALIFICATIONS

- A. Company Information – Provide an overview of a company history of performing similar work. Cite relevant experience working with Washington State government agencies.

Staff Qualifications/Experience – Provide a description of the proposed project team structure. Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and brief qualifications and relevant equivalent project experience of such personnel. The Proposer must commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the BCCA.

- B. Experience of the Proposer; References - On Attachment B : References Include a list of contracts the Proposer has had during the last five (5) years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone/fax numbers, and e-mail addresses, and briefly describe the type of service provided. The Proposer and staff proposed to provide the services must grant permission to the BCCA to contact references, and others for whom services have been provided. Do not include current BCCA staff as references. References will be contacted and scored for the top-ranking Proposal(s) only.

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C. Related Information

If the Proposer or any subcontractor has contracted with the BCCA during the past 24 months, indicate the contract number and project description and/or other information available to identify the contract.

If a member of the Proposer's staff or subcontractor's staff was an employee of the BCCA during the past 24 months, or is currently a BCCA employee, identify the individual by name, job title or position held and separation date.

If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance, wherein the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. The BCCA will evaluate the facts as presented and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

3.4 COST PROPOSAL

The evaluation process is designed to award this procurement not necessarily to the least cost proposal, but rather to the proposal(s) which represent the best overall value in meeting the requirements of this RFP. However, Proposers are encouraged to submit proposals that are consistent with BCCA efforts to conserve public resources.

Identification of Costs – Using their own cost proposal form/format, Proposers are to identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Submit a fully detailed budget including staff costs, subcontractor costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Note that contractors are required to collect from the BCCA and remit to the WS Department of Revenue any Washington State sales tax applicable to the contract.

4. EVALUATION & CONTRACT AWARD

Responsive Proposals will be evaluated in accordance with the requirements stated in the solicitation and any addenda issued. Only those Proposals meeting all mandatory submittal requirements will be evaluated for possible contract award. The evaluation of Proposals shall be accomplished by an evaluation team to be designated by the BCCA, which will determine the ranking of the Proposals.

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4.1 PROPOSAL SCREENING

Proposals received by the published deadline will be administratively screened for "responsiveness", i.e., meeting all the material requirements of the solicitation, and for proposer "responsibility", i.e., being a service provider in good standing in the State of Washington, eligible for receiving public contracts.

4.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact a Proposer for clarification of any portion of the respective Proposal.

4.3 EVALUATION WEIGHTING & SCORING

For all Proposals determined to be responsive to the requirements of the solicitation and determined to have been submitted by responsible Proposers, the following weighting and points will be assigned for evaluation purposes:

Design and Technical Proposal – 40%		40 points
System design approach	15 points (maximum)	
Equipment selection, suitability	15 points (maximum)	
Thoroughness	10 points (maximum)	
Qualifications – 20%		20 points
Company History	5 points (maximum)	
Staff Qualifications/Experience	5 points (maximum)	
References	10 points (maximum)	
Cost Proposal – 40%		40 points
Total		100 points

4.4 ORAL PRESENTATIONS

The BCCA, at its sole discretion, may select the top scoring finalist(s) from the written evaluation for an oral presentation and final determination of contract award. Should the BCCA elect to hold oral presentations, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by a Proposer at the oral interview, if any, will be considered binding.

4.5 NOTIFICATION TO PROPOSERS

Firms whose Proposals have not been selected for further negotiation or award will be notified via fax or by e-mail.

4.6 PROTEST PROCEDURE

Proposers protesting this procurement shall follow the procedures described below; protests that do not follow these procedures will not be considered. This procedure constitutes the sole administrative remedy available regarding this procurement, and is available only to those Proposers who submitted a response to this solicitation document.

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Upon completing the debriefing conference, the Proposer is allowed three (3) business days to file a protest with the RFP Coordinator. Protests may be submitted by facsimile or e-mail. All protests must be in writing and signed by the protesting party or an authorized agent, e.g., legal counsel. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or with BCCA policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's judgment on the quality of a proposal, or 2) BCCA's assessment of its own needs or requirements.

Upon receipt of a protest, a protest review will be held by the BCCA. The BCCA Executive Director or an employee delegated by the Executive Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Proposer under the RFP, such Proposer will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the BCCA's action; or
- Find only technical or harmless errors in the BCCA's acquisition process and determine the BCCA to be in substantial compliance, and therefore reject the protest; or
- Find merit in the protest and provide the BCCA options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If the BCCA determines that the protest is without merit, the BCCA will enter into a contract with the apparently successful Proposer. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP ATTACHMENTS

Attachment A – Affidavit Concerning Conflicts of Interest

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6. RFP EXHIBITS

Exhibit A – Scope of Work

Exhibit B – Floor Plan with Zones Labelled

- (DWGFile):<https://www.dropbox.com/s/moq9msjio52pwl5/MB%20Office%20Floor%20Plan%20L3.dwg?dl=0>

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Attachment A
Affidavit Concerning Conflicts of Interest

STATE OF: _____)

•

) ss.

COUNTY OF: _____)

The undersigned, being first duly sworn, on oath states on behalf of _____, hereinafter called the Proposer, as follows:

A. CONFLICT OF INTEREST

That the Bidder, by submitting its Qualifications to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that the Bidder shall not acquire any such interest, which conflicts in any manner or degree with the work, services or materials required to be performed under a contract which may result from this Request for Qualifications.

B. CONTINGENT FEES AND GRATUITIES

That the Proposer, by submitting its Qualifications to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency except bona fide employees or designated agents or representatives of the Proposer has been employed or retained to solicit or secure this submittal with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and
2. That no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer or any member of its agents, employees or representatives, to any official, member or employee of the Owner or other governmental agency with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of a contract which may result from this Request for Qualifications.

SIGNED this _____ day of _____, 20____.

Name of Proposer

By: _____

Title: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My Appointment Expires _____

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Exhibit A
Scope of Work

We are seeking the services of a full-service office furniture company to redesign the layout of our existing offices and supply us with furniture. Our offices are comprised of 9 existing private offices and 2,565 square feet of open office space. We are seeking design services and furniture for 9 private offices, 1 shared office with 2 workstations and 20 workstations in an open office configuration, as well as furniture for three conference rooms.

The offices will need to be broken into the three zones reflected in the attached diagram. Zone 1 will require 7 workstations. Zone 2 will require 5 workstations. Zone 3 will require 6 workstations. We are looking for a company to design the layout of the furniture for each one and to propose furniture that would provide visual separation between the zones. The two additional workstations can fall in any zone.

In addition to designing the layout of the space, we require specific furniture to meet the needs of our office. The furniture proposed shall be expected to meet all appropriate industry standards, such as those established under the ADA, ANSI, ASTM, and UL, as well as any applicable regulatory standards.

Proposers must quote a baseline configuration as part of their proposal. The baseline equipment must include all required components, such as task lights, comfort control systems, CPU storage, drawer/storage units, integrated cable management systems, electronic lift platforms, mounts for monitors and all other required features described in this document. Furniture shall be modular in design for ease of reconfiguration and upgrading.

INPUT SURFACE

- Shall lower to at least 22" to accommodate the 5th percentile seated female.
- Shall raise to at least 57" to accommodate the 95th percentile standing male.
- Shall provide an infinite travel range from 5" above to 5" below the monitor surface.
- Shall be available in sizes large enough to allow multiple input devices such as keyboards, mice, and writing surface.
- Shall be available in a tilt design that allows a 15 degree +/- manual adjustment (ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations p. 83-84).
- Shall allow elbow angles between 70 and 135 degrees (ANSI/HFES 100-2007 Human Factors Engineering of Computer Workstations p. 12).
- Shall be adjustable independent of the monitor surface.
- Shall make available an option for electronic adjustment and adjustment using an integrated single point interface with precise digital replication.
- Shall adjust simultaneously with the monitor surface in order to retain relative positioning between both surfaces.
- Shall have a static load capacity of 250 lbs.

MONITOR SURFACE

- Shall lower to at least 27" to allow for appropriate viewing angles of monitor, so that the gaze angle to the center of the screen ranges between -15° and -20° from horizontal eye level for the 5th percentile seated female.
- Shall raise to at least 52" to allow for appropriate viewing angles of monitor so that the gaze angle to the center of the screen ranges between -15° and -20° from horizontal eye level for the 95th percentile standing male.
- Shall make available an option for depth adjustment platforms with a 13" focal depth adjustment supporting up to 2 flat panel monitors in a side by side configuration.

MATERIALS

Privacy Panels

- Panels shall be solid core of a minimum 45 lb. density 1" thick wood core material. Hollow core console walls will not be acceptable.
- Core shall be covered with a 3/8" high density subsurface, then wrapped with fabric.

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- Top edges of these partitions shall either be arched or straight and shall be treated in a long wear, replaceable, washable 3mm thick high impact vinyl edging.
- All fasteners shall be completely concealed.

Surfaces

- All monitor and input surfaces shall be a minimum 45 lb. density, 1-1/8" thick wood core material, pressure bonded with a high-pressure horizontal grade laminate top and sealing horizontal grade backing sheet of laminate on the underside to prevent deflection.
- Any surface with a span of 48" or more shall have additional support members under the surface for increased structural integrity.
- Monitor work surfaces and extensions shall include cable drop areas for access into the fixed full-width equipment cavities.
- All edges shall be treated in a high impact vinyl edging material.

Edge Material

- Vinyl edging material shall be a minimum 2mm thick thermoplastic vinyl extrusion with self-healing properties against abrasion for all undercarriage, pedestals, and monitor surfaces and a minimum 13mm thick for all input platforms.

Laminates

- High pressure laminate shall meet ANSI/ASME A 17.1; 1986 requirements for Class "B" laminate, providing a non-glare matte finish.
- All monitor and input surfaces shall be a minimum of .0625" thickness horizontal grade laminate on the top surface, and on the backing sheet, all to prevent deflection.
- Thermally fused laminate shall meet NEMA LI-1-1998. Low pressure laminate is not acceptable.

ELECTRICAL REQUIREMENTS

- Every console shall include a minimum of two 8-outlet surge suppressors with room for three transformer plugs on a UL listed and CSA rated 15 amps, 120-volt power center. These power centers shall include a circuit breaker with 1900 joules AC surge suppression to shield equipment from the strongest surges and line noise and an 8' cord.
- Total power draw for an individual console shall not exceed 15 amps.
- An option for surface mounted, user-accessible power, voice, and data connections must be available.
- Specifications for an electrician that identifies where the connections are to be made, what the electrical requirements are, and what the electricians will need to provide to make a connection to the furniture.

CABLE MANAGEMENT

- Each console shall include two cable access drops with energy chains for vertical interconnectivity from monitor surface to equipment cavities.
- An option for a keyboard energy chain providing tidy cable management for keyboards, mice, etc. that runs from input surface to monitor surface must be available
- Cable drops on extensions and bridges shall be included to each fixed cavity section.
- A horizontal raceway within each equipment cavity shall be required to provide full console perimeter cable routing.
- Cables routed within the furniture panel system will not be acceptable

TASK LIGHTING

- At a minimum, options for the following types of LED task lighting must be available:
- Shall feature a 3-point articulating arm that swivels 120-degrees and provides a 180-degree tilt for maximum light control.
- Shall be mountable to the monitor surface or extensions and bridges using a grommet or back flush mount.
- Shall provide approximately 50,000 hours of lamp life.

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- Color temperature shall not exceed 3,500K.
- Shall be dimmable through the use of an optional integrated single point interface.

EQUIPMENT NEEDS BY SPACE

Private Offices

- Minimum 60" long desk
- Ergonomic office chair
- Table with two chairs or two chairs that are able to pull up to the desk
- Capacity for waste, recycling in compost
- Cabinetry with at least two drawers and two filing cabinets

Shared Office

- Minimum 48" long desk
- 2 Ergonomic office chairs
- Capacity for waste, recycling in compost in the office
- Cabinetry with at least two drawers and two filing cabinets

Open Office

- Minimum 48" long desk
- Ergonomic office chair at each station
- Capacity for waste, recycling for every two workstations
- Cabinetry with at least one drawer and one lockable filing cabinet
- Privacy panels on back and sides of each workstation
- Zone 1 & 3 requires 2 filing cabinets. Zone 2 requires 6 filing cabinets

Conference Rooms

- 600 square foot conference room that must be able to accommodate 18 people seated at a conference table
- 510 square foot conference room that must be able to accommodate 14 people seated at a conference table
- 280 square foot conference room that must be able to accommodate 8 people seated at a conference table
- Tables should be on wheels and have the capability of being removed from the room through a standard door
- 44 conference chairs

DELIVERY & INSTALLATION REQUIREMENTS

The install of the furniture can commence as early as June 8, 2020, and the install will need to be completed no later than September 20, 2020. Bidders can propose the work schedule that works best for them in this time frame. Any office furniture which is damaged during transport by the Vendor will be returned and replaced immediately by the Vendor at no cost to the BCCA. Payment will not be made until inspection is complete and all furniture is received and installed.

ACCESS

Our third floor administrative offices are accessible by two 92"w x 89"h x 64 1/4"d passenger elevators, which have 48"w x 84"h doors and can carry 4,000 pounds or by stairs. In order to access our offices, bidders will need to walk through our conference suite. Movement of equipment through this space will be limited when events are in progress. Currently, the dates the conference rooms are contracted for events are June 10, August 10 – 14 and August 25.

WARRANTY

All products being proposed shall be warranted according to the manufacturer's standard warranty policy. A minimum warranty period of one year from date of acceptance and approval is required. Warranty during the one year period will include all labor, shipping, materials or replacement costs for the products which are defective. Vendor shall provide specific information in their written response which provides all warranty coverage and exceptions.

SERVICE AND MAINTENANCE

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Proposer shall provide a complete description of Warranty, Repair, and Maintenance programs for the proposed product. Specify what is covered under warranty and what is not. Include of your service level agreement that contains response and resolution times. The BCCA requests a Warranty of at least five (5) years with Maintenance available for ten (10) years after the Warranty period has expired.

No costs associated with replacement or repair of any portion of the product or installation will be passed on to the customer during the first ten (10) years of warranty.

Lifetime warranty on all structural components. After five (5) years, labor and installation expenses associated.

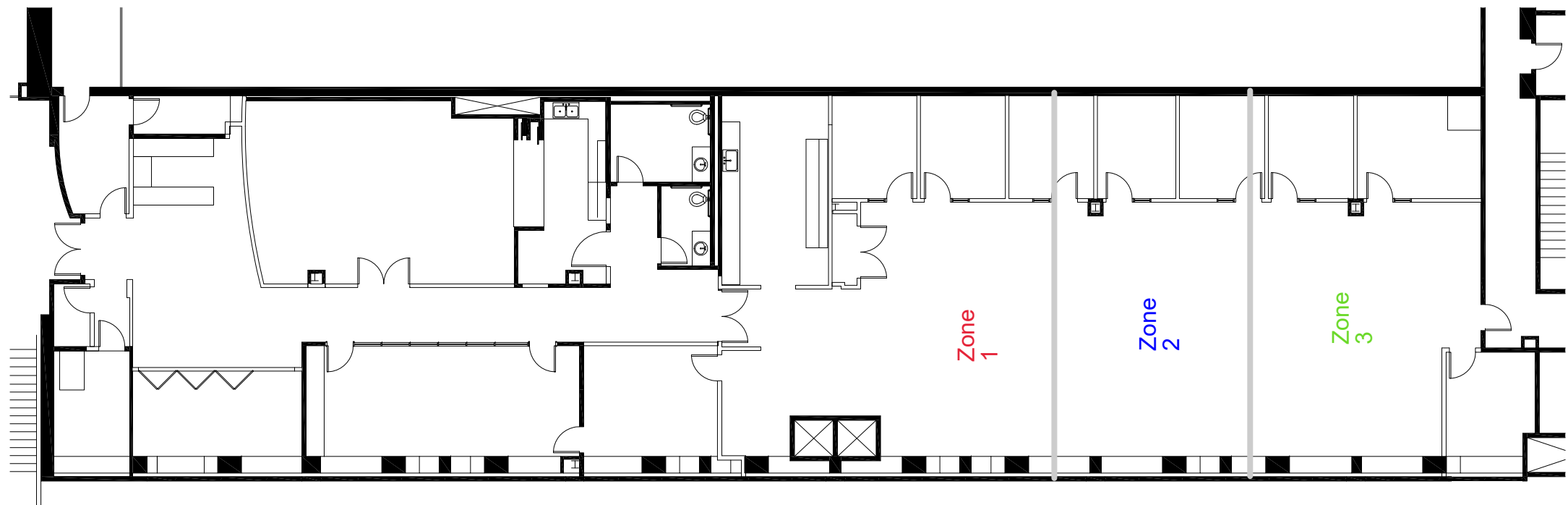
PRODUCT INFORMATION

Vendors to include a minimum of one (1) but no more than three (3) designs for the space specified along with photographs and detailed technical drawings of the furniture being considered.

Vendor must ensure that the furniture will fit within the space provide. Office furniture configuration must allow for ample movement throughout the areas. Office furniture shall be arranged in such a way to meet ADA guidelines. Office furniture work surface must provide a comfortable but durable work surface/edge for staff. Vendors who submit multiple design options must keep the options separated in their proposal, providing separate pricing and detail sheets for each design option.

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Exhibit B
Floor Plan with Zones Labeled



CADD file disclaimer:
The delivery of this drawing should not be construed to provide an express warranty or guarantee to anyone that all dimensions and details are exact or to indicate that the use of this drawing implies the review and approval by the Design Professional of any future use. Any use of this information is at the sole risk and liability of the user.

MEYDENBAUER OFFICES - LEVEL 3

1/16" = 1'-0"