

GENESEE HEALTH SYSTEM

**REQUEST FOR QUOTE FROM PROVIDERS OF
OFFICE FURNITURE & PANEL SYSTEM – NCE**

ISSUED: JANUARY 27, 2019

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I. PURPOSE AND SPECIFICATIONS

Genesee Health System (hereinafter referred to as the “Board”) is seeking sealed quotes from interested and qualified parties experienced in providing and configuring **OFFICE FURNITURE & PANEL SYSTEM**. The ideal candidate will possess the depth of knowledge it takes to design, propose, and deliver. These products and services will be provided at locations as requested by the Board.

Quotes must be clear, concise, typewritten, and must be signed in ink by the official authorized to bind the submitter to its provisions. The contents of this Request for Quote (RFQ) will become incorporated within any contract signed by the Board and the provider of service. Do not retype this RFQ, instead, respond on a separate page and cite the section number for each response. All areas of the bid quote must be addressed in the same sequence cited in the RFQ instructions in order that proper consideration is given to the quote. Quotes submitted without information or incomplete content will result in the quote being removed from consideration. The Bidder must complete a **Bidder Cover Sheet** and attach to the quote.

Bidders are to use their expertise to meet or exceed the Board’s needs and earn its trust. Questions from qualified parties may be submitted via an e-mail sent to RFQreplies@genhs.org. No phone calls will be accepted. Questions will be accepted up until **Monday, February 4, at NOON**. A Question & Answer (Q & A) document will be posted on the www.genhs.org website and may be found by following the link to RFP Opportunities. The Q & A will be posted by **Tuesday, February 5th, at NOON**.

Any change to this RFQ subsequent to its release will be confirmed in writing by the Board. **One (1) original; five (5) copies; and one (1) electronic version on a USB flash drive** of each quote must be submitted in a sealed envelope/package. **Pricing must be included in an Excel spreadsheet along with your pdf documents on the flash drive. Quotes will be accepted until February 12, 2019 at 2:00 PM. Quotes must be received by this date and time in order for the quote to be considered.** The following should be noted on the outside of the envelope:

**CONFIDENTIAL
OFFICE FURNITURE & PANEL SYSTEM
RFQ MATERIALS ENCLOSED
DO NOT OPEN BEFORE FEBRUARY 12, 2019 @ 2:30 P.M. ET
[INSERT YOUR COMPANY’S NAME]**

Quotes may be mailed or hand delivered to the following address:

**Genesee Health System
Attention: Contract Management
420 W. Fifth Ave., 808 Annex 2nd Floor
Flint, MI 48503**

Quotes will be publicly opened **on February 12, 2019, at 2:30 P.M. ET** at 420 W. Fifth Ave., 808 Annex 2nd Floor, Flint, MI 48503. The quote shall cover products/services beginning on

or about **TBD** or as agreed upon by the Contractor and the Board. The product/service will be delivered on or about **TBD** or as agreed upon by the Contractor and the Board.

The Board reserves the right to accept or reject any/all quotes received pursuant to this RFQ, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the units of service; and/or to negotiate quote terms in any way whatsoever to obtain a quote as deemed in its best interest. The Board reserves the right to re-solicit/re-advertise as deemed necessary.

INTRODUCTION AND OVERVIEW

The Board received Authority status as of January 1, 2013, becoming a distinct governmental public entity separate from the County of Genesee. Funding for the service(s) described herein is enabled by a cost reimbursement contract with Region 10 Prepaid Inpatient Health Plan to manage the Concurrent 1915(b)(c) Programs, the Healthy Michigan Plan and relevant I waivers in Genesee County, Michigan and to provide a comprehensive array of specialty mental health services and supports as indicated therein. The Board also operates Genesee Community Health Center, which offers a holistic approach to physical health care for those who may otherwise go without.

The Board intends to enter into a contract with a for-profit or non-profit entity or entities to provide **Office Furniture & Panel System**. It is expected that the quote to provide these services will be in compliance with all applicable State and Federal standards and guidelines.

The Board has chosen to meet the challenge of managed care by managing its mental health care service delivery through evaluation and monitoring, and expecting its service providers to be solely responsible for managing its operations consistent with terms of the accepted contract. Consequently, the Bidder should be aware that providers from whom the Board purchases equipment/services are expected to operate in the marketplace and be able to effectively meet the requirements for establishing and maintaining a contractual relationship with the Board. This RFQ establishes criteria and requirements that have been designed to cover important aspects of the products and services to be provided.

COST LIABILITY

The Board assumes no responsibility or liability for costs by the Bidder, or any Bidder prior to the execution of a contract between the organization and the Board.

BIDDER RESPONSIBILITIES

All inquiries concerning the content of the RFQ shall be submitted to the address cited on page three of the RFQ.

It is the responsibility of the Bidder to understand all details of the RFQ. The Bidder, by submitting a response indicates a full understanding of all details and specifications of the

RFQ. Bidders are expected to present narrative statements/summaries in a clear, concise and organized manner for review.

The Bidder is solely responsible for delivery of **one (1) original quote; five (5) copies; and one (1) electronic version on USB flash drive** to the specified address on or before the date and time specified on page two of the RFQ. (**Pricing electronically in Excel worksheet.**) The Contract Management Office will be the single point of contact throughout the RFQ process.

RFQs submitted after the deadline will not be considered and will be discarded.

All RFQs submitted by the deadline will become the property of the Board.

OTHER MATERIALS

Bidders may attach other materials believed to be relevant to illustrating the Bidder's ability to successfully provide these products and services.

AWARD OF CONTRACT

It is the intent of the Board to enter into a contract with provider(s) that will emphasize administrative efficiencies, and possess the capacity, infrastructure and organizational competence to provide the requirements under this quote.

Award recommendations are contingent upon an initial evaluation of the Bidder's qualifications to determine if the Bidder is a quality provider.

There are three types of evaluation that **may be used** to determine if a Bidder meets quality standards. The first is an evaluation of the written response to the RFQ. The second involves interviewing Bidder's staff and/or regulators. The third involves interviews with Bidder's customers and/or consumers.

In addition to access to customers, the evaluation process must be assured of unimpeded access to employees of the Bidder. Requests for additional information, to assist the evaluators, may be submitted to the prospective Bidder in order to facilitate sampling satisfaction.

Bidders who are awarded contracts shall not assign or delegate any of their duties or obligations under the contract to any other party without written permission of the Board.

DISCLOSURE

All information in a Bidder's quote is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act.

CONFLICT OF INTEREST

Bidders awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the Bidder, is currently an employee of the Board; nor will any such person connected to the Bidder currently be using or privy to any information regarding the Board which may constitute a conflict of interest.

At the time of the quote, all Bidders shall disclose any known direct or indirect financial interests (including but not limited to ownership, investment interests, or any other form of remuneration) that may be present between the Bidder or its potential subcontractors, and Board personnel. This disclosure shall be made to the Boards' VP of Business Operations who will forward the information to the CEO.

As part of the quote, include a list of any known potential subcontractors, including the portion of work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a contract is awarded, the successful Bidder shall provide the Board with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project.

RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)

The relationship between the Board and any Bidders successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The independent contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, and servants during the performance of a contract resulting from the RFQ.

NO WAIVER OF DEFAULT

The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFQ shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

DISCLAIMER

All the information contained within this RFQ reflects the best and most accurate information available to the Board at the time of the RFQ preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFQ, a supplement will be issued to all potential Bidders who obtained the original RFQ.

SERVICE DESCRIPTION

Genesee Health System (GHS) is interested in obtaining quotes for a variety of Office Furniture & Panel System components. GHS seeks Quotes for Mid-Grade Quality Furniture

Including HON, Lorell, Friant (and others) **and** may request Alternate Pricing for Comparable Quality & Priced items. A successful RFQ may result in the selected vendor being considered as a preferred vendor for future furniture orders.

GHS is a Governmental Entity, and as such, should qualify for a variety of Co-Operative Pricing agreements, governmental pricing, association based pricing, MIDeal, etc. GHS is interested in receiving price quotations for the specified items, as well as, longer term fixed pricing based upon an authorized percentage discount off list price for an expanded list of items within the HON and FRAINT product lines, specifically. GHS requests pricing to remain in effect through 12/31/2019. Confirm duration of pricing.

**NCE, 2700 Robert T. Longway Blvd. – Flint, MI
Business Type Offices**

Furniture and Seating

		All HON Products to be Specified	Laminant Top/Surface Material			
Qty	Product#	Product Description	TOP Surface Color	Paint Color	\$ Each	Ext. Price
14	H38933	38000 66"W 30"D 29 1/2" H - Modular Desk Shell	Cognac laminant	Charcoal		
4	H386566N	Stack-On Full Clearance 13 1/2D x 66W x 34 3/4 x 25H		Charcoal		
4	HT66ND	66"W Tack Board for 66W hutch	A Standard Fabric	TBD		
4	H38944L	38000 Series Return LEFT 48"W 24"D 29 1/2"H	Cognac laminant	Charcoal		
14	H33723R	Rolling file cab. - 3 drawer under desk		Charcoal or Black		
2	?	Round Table top - 36" top	HON Cognac - or other standard Lam.			
2	HON-LMC72	72" W 36" D 29 1/2" H - Conference table	HON Cognac - or other standard Lam.			
2	HON-80193	24" W 20" D 20" H - End table	HON Cognac - or other standard Lam.			
2	HESD36AL	36" round table - child height	HON Cognac - or other standard Lam.			
4	ZU413	Virco Zuma - Childrens' poly chair	frame - chrome; shell - bright colors			
14	HIWMM	Mid-Back task chair	Standard black			
20	LLR 65965	Guest chair with arms	Standard black			
18	S3000 AIRE stack 3000	Stacking Chair	Standard black			

Panel System

FRIANT NOVO

Metal color is standard. Expecting to order DT or MT color trim packages.

				Insert Your Company Name		
				Cubicle Walls/Panel System & Components		
				VERIFY PART NUMBERS AND DESCRIPTIONS - THIS IS THE BEST REPRESENTATIVE DESCRIPTION OF ITEMS - GHS REQUESTS BID PRICING		
			VERIFY PART #S			
Qty	MFR	Series	Part #	Description	Price Each	Extended
28	FRIANT	NOVO	FHFAPA.6742N	42"W X 67"H MONOLITHIC PANEL - ACOUSTIC FABRIC COVERED, NON-POWERED		
	FRIANT	NOVO		- FABRIC SIDE 1 - SLIDE/JAVA PF101-7 Or TBD		
	FRIANT	NOVO		- FABRIC SIDE 2 - SLIDE/JAVA PF101-7 Or TBD		
	FRIANT	NOVO		- Standard metal colors for tops and end finishes		
10	FRIANT	NOVO	FH2W.67	67"H 2-WAY 90 DEGREE CONNECTOR HARD SURFACE		
6	FRIANT	NOVO	FDRSH.62	62"H SAME HEIGHT DRAW ROD - PANEL TO PANEL CONNECTION		
11	FRIANT	NOVO	FDR.62	62"H DRAW ROD, POWER POLE / WALL START ???		
11	FRIANT	NOVO	FHFE.67	67"H FINISHED END		
11	FRIANT	NOVO	FWSTA.62	62"H WALL START		
					SUM TOTAL =	
				# of weeks until items are manufactured and delivered to Flint, MI	Estimated weeks?	
				All items to be delivered, but NO INSTALLATION.	ADDED COST?	

II. BIDDER CRITERIA AND RESPONSE REQUIREMENTS

The Consultant shall be responsible for preparing an effective, clear, and concise quote. Quotes must contain the following information:

A. Service Delivery System

1. Bidder shall provide a list of five (5) customers they served during the past year.
2. Bidder shall provide a list of three (3) customer references including: business name, contact name & title, telephone number, business address, brief description of project (preferably of a similar nature), and approximate dollar value of purchased products and services, of customers who agree to be contacted as a reference for your company.
3. Provide the number of years your firm has been in business and the firm's qualifications and experience performing similar scope of services.
4. Bidder shall provide individual prices by line item per each and subtotaled for each product, service, delivery cost, etc. covering this Office Furniture & Panel System. Please complete the Excel worksheets to allow for easy comparison across bidders using the flash drive you will enclose with your response.
5. Bidder shall provide a list of the physical locations of its operations.

B. Legal Structure and Financial Viability

1. The Bidder shall submit documentation and proof of entity (e.g. IRS 501(c) 3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception;
2. The Bidder shall include the names, addresses, and title or representation of all owners or controlling parties of the organization, whether they are individuals, partnerships, corporate bodies, or subdivisions of the bodies;
3. The Bidder shall attach a copy of its Distribution License (if applicable);
4. The Bidder shall attach a certificate of professional liability (errors and omissions) in a sum of not less than \$1 Million per claim and \$1 Million annual aggregate; and,
5. The Bidder shall attach a certificate of general liability insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1 Million per occurrence and \$1 Million annual aggregate.

6. The Bidder shall attach a certificate of insurance covering Workers Compensation and Automobile Insurances with the associated levels of coverage identified.

C. Rate Submission for Products and Services to be provided

Each quote shall include individual prices by line item for each product, service, delivery cost, etc. for the **Office Furniture & Panel System** solutions. Please include subtotals where indicated. Pricing shall be FOB Flint, delivered pricing. There will be **NO INSTALLATION** required with this initial order.

Delivery To: NCE, 2700 Robert T. Longway Blvd, Flint, MI 48503.

Offerors shall include specifications for each alternate item proposed including pictures and other materials to aid in selection of the best alternatives. Offeror may also provide quotes for their Mid-Grade Quality Furniture considered equal or better than the HON 38000 Series furniture or other items specified by GHS. When pricing chairs and recommending alternatives, be sure to quote what has been requested before proposing alternatives. GHS is considering the selection of task chairs which will be an improvement over our existing chairs, if the alternate is cost effective. Lead-times must be specified.

GENESEE HEALTH SYSTEM

**REQUEST FOR QUOTE
FOR OFFICE FURNITURE & PANEL SYSTEM**

III. BIDDER COVER SHEET

Bidder Information

Name of Organization:

Address:

Authorized Representative:

Title:

Telephone Number:

Fax Number:

Person(s) to Contact:

1. For Board representative to ask questions regarding the contents of the packet:

Name:

Title:

Telephone Number:

E-Mail Address:

Products & Services Included in the Quote:

OFFICE FURNITURE & PANEL SYSTEM

IV. TIME REQUIREMENTS

The following is the calendar of events related to this RFQ:

<u>EVENT</u>	<u>FIRM DATES</u>
Issue RFQ	January 27, 2019 at Noon.
Questions accepted until Submit to RFPpreplies@genhs.org	February 4, 2019 at Noon.
Q & A Responses Posted by GHS See website www.genhs.org Follow RFP Opportunities link	February 5, 2019 at Noon.
<i>Deadline</i> for Final Submission of Quotes to Board (1 sealed original; 5 copies; and Electronic version on USB flash drive)	February 12, 2019 by 2:00 P.M.
Opening	February 12, 2019 by 2:30 P.M.
Award (Tentatively)	February 28, 2019
Delivery Due By:	TBD