

CITY COLLEGE OF SAN FRANCISCO (“District”)

**Request for Qualifications and Bid Submittals for
College Fixtures, Furniture and Equipment
RFQ 035
2 step process**

Due: October 16, 2009, 1:00 p.m. PST



CITY COLLEGE OF SAN FRANCISCO

Purchasing Department
33 Gough Street
San Francisco CA 94103
(415) 487-2413

(if obtained off website, pls. inform Purchasing so you may be added to bidder's list for addendums and updates)



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Request for Qualifications and Bid Submittals for College Fixtures, Furniture and Equipment **RFQ 035**

City College of San Francisco (“District”) is soliciting qualifications and bid submittals for Fixtures, Furniture and Equipment (FF&E). Important information follows:

1. It is the intent of this solicitation to identify suppliers from which City College of San Francisco can select for the purchase of fixtures, furniture and equipment for two new building projects. Prospective vendors who have existing competitively bid contracts in place should identify themselves if they have cooperative “piggyback” contracts.
2. Any and all cooperative contracts referenced and made part of your response to this solicitation must meet legal definitions of valid, cooperative “piggyback” contracts and must be identified clearly for review. Submittals referring to a cooperative contract must have the contract referenced and included, identifying categories, manufacturers, percentage discounts, services including delivery and installation, and any other pertinent information for evaluation purposes. Information from the cooperative contract must be supplied in the RFQ/Bid format provided within in order to be compiled and compared. The cooperative contract referenced and included in your response must be valid **through June 30, 2010 or later**.
3. City College is seeking qualified providers of the following items:
 - Classroom furniture
 - Administrative furniture, including modular and cubical systems
 - Reception and lounge seating
 - Science lab furniture, supplies and/or equipment
 - Library furniture
 - Café seating
 - Sewing Room furniture and equipment
 - Other (as needed)

4. Evaluations and award of contracts, if any, will be made based a two-step process. Once prospective firms are screened and pre-qualified, pre-qualified prospective contractors may be invited to submit bids. The lowest responsive and responsible submittal meeting District needs will be selected, as determined by the District. Multiple awards are anticipated. The District reserves the right to accept or reject any and/or all bids, to contract with whomever and in whatever manner the District decides, to abandon the solicitation and/or responses entirely, and to waive any informality or non-substantive irregularity as the interests of the District may require.
5. Cost/pricing information must be F.O.B. destination, to the delivery location(s) specified, San Francisco, CA including a combination of drop ship, direct, off site loading, inside delivery, cartage, installation services, and removal of dunnage.
6. It is anticipated that most all items will be specifically identified and ordered between January 2010 and May 2011. All items ordered are to be delivered at various timelines as the sites are ready for them. Small orders for other campuses may be made during that timeline as well.
7. Items are to be held and delivered by the supplier at no additional cost, as directed by the District within the timeframe noted and as the delivery schedule is more specifically identified.
8. The District has neared completion of detailed line items required and will work with the selected supplier(s) to further refine, clarify or identify specific manufacturer make/model numbers.
9. The firm selected as a result of this process shall provide services to the District to assist with identifying and providing fixtures, furniture and equipment for the Joint Use and Chinatown/Northbeach Campus. The Joint Use Building currently under construction is scheduled for completion June 2010. The Chinatown/Northbeach Campus anticipated completion date is July 2011. Services required may include the following:
 - Detailed review of specifications;
 - Provide furniture samples (including cubicles) starting late October 2009;
 - Delivery timeline and methods review/development;
 - Selection/management of associated sub-contractors for installation of FF&E if needed;
 - On-site coordination with District personnel, inspectors and contractors for coordination of delivery and installation;
 - Facilitate/participate in related meetings as needed;
 - Installation and assembly;
 - Project/purchase order closeout, and:
 - Follow-up punchlist problem resolution, defective or damaged product replacement, and warranty assistance.

10. Qualifications of Supplier

Respondent must meet minimum qualifications as outlined in Prequalification Furniture Standards Worksheet. CCSF is seeking firms experienced with projects of comparable size and complexity. In particular, respondent shall demonstrate experience applicable to public education projects relating to LEED certification. Respondent must include evidence when requested that the respondent is properly licensed for the scope of work for which the proposal is submitted.

11. References

Respondent shall provide a minimum of three (3) references including a primary contact person, with current address and telephone number, for each project of equivalent size on which applicant has provided FF&E within the past five (5) years. References may be contacted to attest to the respondent's ability to provide the FF&E and to perform the described services. Extra credit will be given to references with LEED projects.

12. Indemnification

The District will require each respondent to indemnify the District for all acts arising out of that respondent's work pursuant to the contract between the District and that respondent. The selected respondent will be required to and does hereby defend, indemnify and save harmless the District, its employees, officers, agents, from any and all claims, demands, damages, costs, expenses, judgments or liability of any nature whatsoever which may result from the contract between the District and the respondent except for claims, demands, damages, costs, expenses or judgments resulting solely from the negligence or willful misconduct of the District.

13. Insurance

The selected respondent shall procure and maintain during the life of the Project(s) and the duration of their agreement with the District the following insurance with minimum limits equal to the amount indicated below.

A. Without in any way limiting Contractor's liability pursuant to the Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

- (1) Workers' Compensation, with Employers' Liability Limits not less than \$1,000,000 each accident.
- (2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence. Combined Single limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.

(3) Business Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence. Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

B. Commercial General Liability and Business Automobile Liability Insurance policies must provide the following:

- (1) Name as Additional Insured the SFCCD, its Officers, Agents, and Employees
- (2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

C. All policies shall provide thirty (30) days' advance written notice to District of cancellation mailed to the following:

Mr. Peter Goldstein
Vice Chancellor of Finance & Administration
33 Gough Street
San Francisco, CA 94103

D. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

E. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

F. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the District receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the District may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

G. Before commencing any operations under this Agreement, Contractor must furnish to District certificates of insurance, in form and with insurers satisfactory to District, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon District request.

In accordance with provisions of section 3700 of the California Labor Code, the selected firm shall be required to secure workers' compensation coverage for its employees.

14. Time for Performance

Project timelines are included within this proposal for information purposes only to assist respondents in determining the timing and scope of work involved. It is the intent of the District to maintain these draft timelines but it is entirely possible that the timelines will be modified according to the District's sole discretion.

15. Evaluation Process

Based on its evaluation of responses to this Request for Qualifications and Proposal, the District may then award contracts for FF&E, with or without further evaluation. The criteria for selecting finalists may include, without limitation:

- Experience and performance on similar projects;
- Experience with LEED projects and their certification level;
- Validity of referenced cooperative contract;
- Availability of products and manufacturers;
- Product standards and specifications as determined by the District, and the ability to provide those standards desired by the District;
- Pricing
- References from clients contacted by the District;
- Demonstrated ability to maintain positive interpersonal relationships with all District and college community participants;
- Evidence of quality communication skills and successful working relationships on previous projects with other suppliers, contractors, architects, owners or others;
- Any interview or follow-up information provided; and
- Overall responsiveness of the proposal.

16. Exclusivity/Award

The District makes no representation that participation in the Request for Qualifications and Proposal process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek submittals from or to contract with any firm not participating in this process if determined to be in the District's interest. The District shall in no event be responsible for the cost of preparing any submittal in response to this Request for Qualifications and Bids.

It is understood and agreed that City College of San Francisco guarantees no minimum amount. Any quantities included are estimates only. The District reserves the right to increase or decrease anticipated quantities.

17. General Information

The Joint Use building is planned to open in the summer of 2010. The two building Chinatown North Beach campus is anticipated to open Fall 2011. It is anticipated that fixtures, furniture and equipment will initially be purchased to accommodate the

first year student and staffing levels, including administrative areas. Further information on these projects may be found at www.ccsf.edu/build

18. CCSF Sustainability Guidelines

City College supports environmentally sensitive and sustainable purchasing. Detailed information on those efforts may be found at http://www.ccsf.edu/Offices/Research_Planning/pdf/SustainabilityPlanPart1Draft.pdf

The CCSF goal for all new and future construction projects, major renovation projects, existing building operations and upgrades is a minimum LEED silver rating or higher equivalent to 33+ points for new construction and major renovation projects, and 43+ points for existing building operations and upgrades. More information may be found at www.usgbc.org/leed CCSF is most interested in prospective vendors whose products support these goals.

Sustainability goals for FF&E for consideration include the following:

Recycled Content: 25%- 50%

Regional Materials: Min. 10% Manufactured, Extracted, Harvested, or Recovered Regionally

FSC Certified Wood: 50% or better Forest Stewardship Council (FSC) certified wood products, including natural renewal wood substitutes such as bamboo

Indoor Air Quality (IAQ) Compliant Products: High-VOC materials must be allowed to off-gas prior to installation.

Reduce Waste: encourage use of reusable/recyclable packing materials (furniture blankets, skids, cardboard) to reduce waste to landfills.

12. Small/Local Businesses

City College believes in small and local businesses. SLBE participation includes any firm that is certified by the San Francisco Human Rights Commission (HRC) and included on this project at the prime or subcontract level to perform viable work. The HRC website to identify (MBE/WBE/LBE) certified firms is:

www.sfgov.org/site/uploadedfiles/sfhumanrights/directory/vlist1.htm. Indicate certified Small and Local Business participation by providing copies of certification letters for any vendor.

13. Equal Employment Opportunity Statement:

It is the policy of the college that in connection to all work performed under this contract, there be no discrimination against any prospective or active employee engaged in work under the contract because of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions gender identity or status as a Vietnam-Era veteran. The successful contractor shall abide by this CCSF Equal Opportunity Statement.

The College complies with Title VI and VII of the Civil Rights Act of 1964, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, California Government Code, Section 11135 et seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds. The compliance officer for purposes of this policy is the CCSF Affirmative Action Officer, 31 Gough Street, San Francisco, CA 94103, (415) 241-2281.

Debriefings are available by request through the Purchasing Office for unsuccessful respondents as per Board Resolution No. 050526-S2.

City College of San Francisco is legally precluded from engaging in campaign activities. No contribution to a ballot measure or Board election is requested or required, and any contribution to a campaign, if known, will not be considered in awarding the contract or City College's future relationship with the contractor. Should your firm be contacted about such activities, please notify Purchasing at 415 487 2413.

A complete proposal submission packet (original and 2 copies) would include:

CCSF Furniture Standards Pre-Qualification Questionnaire – minimum score of 185 points

References of at least 3 firms

Confirmation of LEED project experience

Copies or details of competitively awarded contracts, if being used in proposal

Completed contact information form

Catalogs and brochures in support of your statement of qualifications

City College of San Francisco Furniture Standards

The following furniture standards are requirements to do business with the District. Review them carefully. If your firm can meet these standards, you are invited to complete the Prequalification Questionnaire for further consideration for this opportunity:

Company must have LEED certified project experience

Ergonomic Features: Seating and desks must have ergonomic features; provide lumbar support and flexible backs for long sitting periods, adaptable to various sized users.

Computer desk chairs must have additional features at a min.: height adjustments, back height adjustment and seat pan flexibility, with waterfall edge.

ADA/Accommodation is foremost: products shall support Section 504 requirements.

Describe how your products are accessible. Workstations shall not be confined solely to the back of the room. Prefer ADA desks be adjacent to exits, any overhead storage be power-assisted.

Desking and panels: provide wiring channels that may be easily accessed, provide power and data jacks at desktop level where applicable. Meet UL requirements. All products to be designed where parts may not be readily removed by the user without unique tools (no Phillips screw heads or hex nuts easily reached on desks or chairs).

Tables and science tables: Tables to be height-adjustable, available in an 18"/20" width, with scratch-resistant tops and rounded edges. Casters should be an available option. Science tables to have chemical resistant epoxy or high-performance laminate tops, resistant to abrasion, heat, acid, chemicals, moisture, and flame. ADA-height accessible tables must be included, in matching finishes. Moveability is a consideration.

Shipping and delivery: FOB Destination. Inside delivery required. No receiving docks available. Trucker to make appointments.

Service Expectations:

Using college product specifications, recommend only those specific product solutions that best meet the college's specifications.

Produce field verifications of all spaces to be furnished, using architectural plans as basis for product layouts. In addition to the original project layout, provide a maximum of two layout revisions (not options) in specific rooms to confirm spacing and building interface where needed for power and data connections.

Develop detailed specifications and quotations with colors, details, and product tagging for review by college team. College to be responsible for final finish, fabric and color selection.

Provide CADD project documents for product placement, building interface and coded by product type for installation.

Facilitate all communication between manufacturer, shipping company and installation team.

Obtain all required permits for furniture installation. Honor prevailing wage and certification requirements for installation of panel systems.

Outline all site requirements to college project manager (and construction firm at risk) at least 15 days prior to installation.

Communicate any and all changes to schedule, requirements, or expectations in writing, copied to both the project manager and purchasing department. No verbal changes will be allowed or compensated.

Receive, inspect, and install all products within scope of project order. Manage replacements due to shipping damage, loss, or shortages to maintain project schedule as closely as

possible. Provide appropriate temporary furniture to replace missing items at no charge to college.

Remove all trash from site, and leave the worksite broom clean daily. In support of District's sustainability efforts, minimize the use of wrapping materials where feasible, and recycle cartons as much as possible.

Conduct post-installation review with college project manager and purchasing. Develop project punchlist and repair/replace all items within 15 business days at no charge to the college.

Develop project standards book with all specifications, ordering information, color samples and project installations for future projects. Include cleaning instructions and contacts for warranty repairs.

References: Provide a min. of 3 client references, with extra credit for California and community college references.

Accommodate college requirements for invoicing format, timing, staging, installation, and other details.

Qualified Installers: Provide factory certified installation teams and warranty repair personnel. Accept full responsibility for project delays due to slow installation by installers and work as a team to keep project on time and under budget.

Sales Representatives: local representative with min. 2 yrs. of higher education experience.

CCSF Furniture Standards Pre-Qualification Questionnaire

Firm Name:

Person Completing Form:

Standard/Category	Number	Detail	Meet? Y or N
Product Criteria			
Warranty 5 pts	1	Warranty: Min. 10 years parts and labor at no charge, not pro-rated in any manner	
Lifespan 5 pts ea	2	Quality must support anticipated lifespan of 20 years heavy use (10 yrs. for upholstered products)	
	3	ANSI/BiFMA Standards: meet 1.5 times current BiFMA testing guidelines	
Flammability 5 pts	4	Upholstered furniture meets or exceeds CAL 117 standards for flammability	
5 pts	5	Vinyl fabric available with anti-microbial option	
Durability 5 pts ea	6	Fabric Durability: Exceeds 25,000 double rubs ASTM-D-4157	
	7	Products will take constant impact and student abuse. Min. 18 hr. heavy use	
Product life 5 pts	8	Products must be in production and manufacturer assortment for a min. of 5 years after installation	
Assortment 2 pts ea	9	Offer products for use in multiple academic environments: classroom desks?	
	10	Lecture halls/fixed seating?	
	11	Science laboratories?	
	12	Lounge seating?	
	13	Café/banquet/meeting tables?	
		50 Total possible points	
Accessibility			
5 pts	1	Products support Section 504 requirements, if applicable	
5 pts	2	Power-assisted flipper doors on overhead storage units	
15 pts	3	Height adjustable tables/ADA height available?	
		25 Total possible points	
Sustainability/LEED			
15 pts	1	Company has LEED certified project experience	

5 pts	2	Ratings for furniture from LEED for Existing Buildings Rating System	
3 pts	3	Made with recycled content	
3 pts	4	Low VOC: meets GREENGUARD standards	
3 pts	5	FSC certified wood, where appl.	
3 pts	6	Use of reusable/recyclable packing materials	
5 pts	7	Accepts trade-ins or recycles old product	
		37 Total possible points	
Ergonomics/Product Requirements			
Computer Seating 2 pts ea	1	Height adjustable	
	2	Back height adjustment	
	3	Seat pan flexibility	
	4	Waterfall edge	
	5	Lumbar support	
Desk Seating	6	Height adjustable	
	7	Flexible back	
Tables	8	Height adjustable	
	9	Available in an 18"/20" widths	
	10	ADA height available, in matching finishes?	
	11	Rounded edges on tops	
	12	Scratch/vandal resistant	
	13	Leveling feet	
	14	Requires unique tools (no reg. screws)	
	15	Casters or easily moveable	
Computer tables add. requirements	16	Easily accessible wiring channels	
	17	Power/data jacks at desktop level	
	18	Power meets UL requirements	
Science Lab	19	Chemical resistant epoxy or high-performance laminate top	
	20	Tops resist abrasion, moisture	
	21	Tops resist acid, chemicals	
	22	Tops resist heat, flame	
Office panels	23	Offers sound absorption	
	24	Tackable, or bulletin board option	
	25	Wire management	
	26	Adjustable worksurface option	
		52 Total possible points	

Delivery/Service Criteria			
3 pts	1	Project standards book provided with specifications, ordering info, color samples and cleaning instructions.	
Delivery 5 pts	2	FOB Destination	
	3	Inside delivery	
5 pts	4	Assembly and installation provided	
3 pts	5	Provide room layouts to confirm spacing and building interface for power and data connections.	
Permits 5 pts	6	Obtain all required permits for furniture installation	
5 pts	7	Honor prevailing wage and certification requirements for installation of panel systems.	
3 pts	8	Facilitate all communication between manufacturer, shipper and installers	
Qualified installers 5 pts	9	Provide factory certified installation teams and warranty repair personnel	
5 pts	10	Provide temporary furnishings at no charge to college	
3 pts	11	Receive, inspect, and install all products within scope of project order	
3 pts	12	Remove all trash from site, and leave the worksite broom clean daily	
Sales rep 1 pt per yr/max 5	13	Local sales rep. with min. 2 yrs. of higher education experience	
References 3 to 5 pts ea/max 15	14	Min. of 3 client references. Extra points for CA & cmtly colleges.	
		70 Total possible points	
		Total Standards Points	

**185 minimum standards points required to have bid considered
(80 min. points required if providing sewing tables only)**

CONTACT INFORMATION FORM

This page is a public record.

Firm Name: _____

(As name appears on license or W-9)

Check One: Corporation _____

Partnership _____

Sole Prop. _____

Contact Person: _____

E-Mail Address: _____

Address: _____

Phone: (____) _____ Fax Number (____) _____

Cell: (____) _____

Professional / Contractor Licenses (if any):

License # _____ Class: _____ Exp. Date: _____

Supplemental classification(s) held, if any, and license number(s).

License # _____ Class: _____ Exp. Date: _____

License # _____ Class: _____ Exp. Date: _____

Small/Local/Minority/Disabled Business Certification (if any):

(include type, by which agency, certificate number, expiration date)

Furniture and Equipment List

City College of San Francisco is seeking these categories of furniture and equipment and will entertain quotes from pre-qualified suppliers on the following product categories:

Classroom desks:

Tablet arm chairs: adult sized, for left and right handed use, with bookrack. With/without recycled materials?

Student desks: separate desk and chair, for adults. Mobile.

Teacher's Desks: single and double pedestal, locking

Classroom table with wire management: 18" or 24" width, modesty panel, with and w/o power and CPU holder

Fainting couch or padded chair: for women's rest room or break room, nursing moms?

Upholstered in vinyl, anti microbial

Lecterns/Support Furniture:

Free-standing and desktop lecterns

Carts: overhead projector, TV/Video, multi-media, easels, refreshment

Lounge Furniture:

Upholstered sofas and chairs, hard surface tables, literature display holders

Bulletin boards

Display cases with locked shatterproof glass fronts

Metal Storage/Filing:

Metal filing cabinets both lateral and vertical, 3,4,5 drawer. Options: weights, locks.

Storage cabinets: 2 doors, with shelves, locking, stationary and mobile types.

Small mobile pedestal cabinets to match cubicle desk systems: box/box/file, and box/file/file

Wardrobe cabinets: metal, locking, with shelves, drawers and hang bar

Bookshelves: 36" width 3 or 4 adjustable shelves

Office furniture:

Cubicle systems: adjustable height worksurfaces, powered, with mobile storage, lighting, tackable surfaces, in several configurations

Filing units to match (see storage)

Stools:

Lab stools: with back, padded, foot rest, no arms, swivel seat, pneumatic seat height adjustments, back height adjustments, foot ring/rest

Stools: welded tubular steel frame, seat with no padding, fixed legs with self-leveling glides, no back, optional adjustable height legs have 8" range in 1" increments.

Seating:

Guest chairs

Administrative desk chairs: managers, high back, mid back, adjustable, ergonomic, with adjustable padded arms, lumbar support, waterfall seat.

Auditorium/lecture hall seating: fixed, adjustable height? With/without swing up desktop, padded back and seat, hard surface back shrouds and armcaps

Chairs with fixed arms: stackable

Chairs w/o arms: stackable

Classroom chair: hard plastic seat and back, adult sized, 4-leg and sled-based

Classroom computer chairs: 5 star base, height adj., padded, with/without arms

Site furniture:

Metal or recycled plastic slat bench 48", 60", 72", freestanding or surface mount

Picnic tables: Metal or recycled plastic slat, bench seats

Trash cans: metal or recycled plastic, with rigid poly liner, 30 gal. capacity

Recycling bins: recycled plastic, with rigid poly liner, marked for glass, paper, plastic, colors.

Tables:

Café-type with coordinated chairs: 36" square with laminate surface top, PVC edge, adjustable glides, x-base legs

Café-type with coordinated chairs: 24" or 36" round with laminate surface top, PVC edge, adjustable glides, x-base legs

Café-type with coordinated chairs: rectangles with laminate surface top, PVC edge, folding or nesting-type on casters.

Folding tables: 18", 24", 30" wide, with c-legs, wishbone, and adjustable height legs.

Flipping/Nesting meeting tables: 24", 30", 36" wide; 42", 48", 60", 72" length. Locking, one person release mechanism, on casters. Ganging option.

Sewing:

Worktables: TBD. Non-scratch surface

Sewing machines: can be moved easily. Heavy-duty. TBD.

Other classroom furniture and equipment to be determined.