



Request for Qualifications (RFQ)
for
Furniture Procurement and Installation
Services

Issued: September 27, 2023
Responses due: October 20, 2023 by 3:00pm PST

Rhiannon Jones
General Manager
Merced County Mosquito Abatement District
3478 Beachwood Drive
Merced, CA 95341
Telephone: 209-722-1527

NOTICE IS HEREBY GIVEN that Merced County Mosquito Abatement District (“District”) seeks qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide furniture fixtures and equipment for the District’s Administration and Maintenance Buildings (“Project”).

SECTION 1 – INTRODUCTION

The District is seeking a vendor to provide Furniture, Fixtures and Equipment (FF&E) for current and future projects in the District. At this time the District is requesting qualifications from firms interested in being considered.

The District will conduct an in-depth evaluation of the proposals submitted, followed by an interview with the most qualified respondents.

SECTION 2 – CURRENT PROJECT DESCRIPTION

The Project, consisting of a 6,125 SF New Administration Building and a 3,650 SF Shop Building, is located at 3478 Beachwood Drive in Merced, California. The current floor plan and list with furniture is depicted in Attachments B and C to this solicitation. The architect is NJA Architecture. The building is currently under design and bidding phases and construction is scheduled for completion at the end of 2024 with a target move-in date of January 2025.

The District’s goal is to provide a flexible work environment for its employees within an estimated budget range of \$75,000 to \$95,000. Technical staff are predominantly in the field during business hours but require the ability to gather for trainings. Additionally, the facility will host monthly Board meetings and will be made available for community events.

SECTION 3 – BASIC SCOPE

The District requests that the Vendor ultimately awarded the Furniture Contract commit a dedicated team or team member to be readily available to assist the District with various services which will include, but be not limited to, the following scope of work:

- Work with the District and Design team to evaluate and select furniture pieces and specifications.
- Provide necessary visual graphic representation (i.e. AutoCAD and Revit symbols, etc.) of selected furniture pieces for the Design team to incorporate into the plans.
- Assist the District with furniture selection that meets the design and purchasing requirements, order placement and tracking, transportation/delivery management, storage, and furniture installation as appropriate and in line with the construction project schedules.
 - Assist the District to evaluate costs and propose alternate furniture options to meet project budgetary constraints when needed.
 - Evaluate the planning and design of standardized furniture for technical and design accuracy and appropriateness for each space/room type.
 - Provide post-install education and guidance to end-user groups on the proper usage, maintenance, and reconfiguration of installed furniture
 - Provide warranty, maintenance, and reconfiguration services as needed for installed furniture.

SECTION 4 – MANDATORY QUALIFICATIONS REQUIREMENT

Your company must have experience with cooperative purchasing agreements for special districts and familiarity with the appropriate California Public Contract Code requirements.

SECTION 5 – SUBMISSION REQUIREMENT AND SCHEDULE

Format

The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualification describing the qualifications of the firm and products available, as outlined below.

Schedule

EVENT	DATE
Release FF&E RFQ Document	09/27/23
Deadline for Questions	10/11/23 by 4:00 p.m.
Final Addenda will be issued	10/13/23 by 4:00 p.m.
Receive Statement of Qualifications	10/20/23 by 3:00 p.m.
Evaluate Statement of Qualifications	Week of 10/23/23
Interviews with select Candidates	Week of 10/30/23
Final Selection and Notification	Week of 11/06/23
Board of Trustees Approval	11/21/23

Submission Format

Submit **three (3) physical copies along with one (1) digital copy** of the firm's Statement of Qualifications to:

Rhiannon Jones
General Manager
Merced County Mosquito Abatement District
3478 Beachwood Drive
Merced, CA 95341
Telephone: 209-722-1527

- Submittals shall be enclosed in a sealed envelope bearing the RFQ name, the name of the respondent and submitted on or before the deadline indicated in the schedule.
- **All submittals must be received by 3:00 p.m., October 20, 2023.**
- Each submittal must conform and be responsive to the requirements of this RFQ.
- Any respondent failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

SECTION 6 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATION

SOQ's shall include the following information and be presented in the order listed below. All sections must clearly indicate which item is being addressed and be separated by corresponding tabs.

- Cover letter giving the name, telephone number, address of your company, (its showrooms if applicable), and whether the company is a manufacturer or a manufacturer's representative.
- A brief description of your company's experience on similar projects.
- Description of cooperative purchasing agreements and their expiration dates.
- List of references to similar projects, including name and phone number of individual contacts at each organization.
- Qualifications of the person(s) who will manage this project.
- A description of your company's ability to provide FF&E of various quality levels, design assistance, layout and coordination, website capabilities, delivery, assembly, and installation capabilities. Also, address warranty and maintenance information.
- Rate sheet for design and installation services.
- Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome.
- Submit one (1) set of brochures/catalogs which show the type and quality of FF&E you might propose to provide on this project. This information must fit into a single 3" D ring binder and is not included in the page limit. Doubled side pages are acceptable.
- Signed Statement of Non-Conflict of Interest

If you have any questions regarding this RFQ, please submit emails with questions to Sharon Thomas, Senior Project Manager at Sharont@capitalpm.com before 4:00 p.m. on October 11, 2023. Responses will be provided by an Addendum to this RFQ by 4:00 p.m. on October 13, 2023.

Part 7 – Administrative Requirements and Policies

This RFQ is neither a formal request for bids nor an offer by the District to contract with any party responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The awarding of a contract, if at all, is at the sole discretion of the District.

The submittals and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned.

The District reserves the right to accept or reject any or all SOQ's submitted or to request clarification or additional information or an alternative presentation of data from any respondent, at the District's sole discretion. Further, while every effort has been made to ensure the information presented in the RFQ is accurate and thorough, the District accepts no responsibility or liability for any unintentional errors or omissions in this document.

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local

Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to respond to this RFQ and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

The District reserves the right to contract with any entity responding to this RFQ for all or portions of the above-described services, to reject any submittal as non-responsive, and/or not to contract with any respondent for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

The awarding of a contract is at the sole discretion of the District. The District may, at its option, determine to award a contract only for portions of the scope of work identified herein. In such case, the successful firm will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ.

Attachment A – Statement of Non-Conflict of Interest

Attachment B – Administration Building Floor Plan

Attachment C – Furnishings, Fixtures and Equipment List

END

ATTACHMENT A

MERCED COUNTY MOSQUITO ABATEMENT DISTRICT

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of the District. The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past year; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

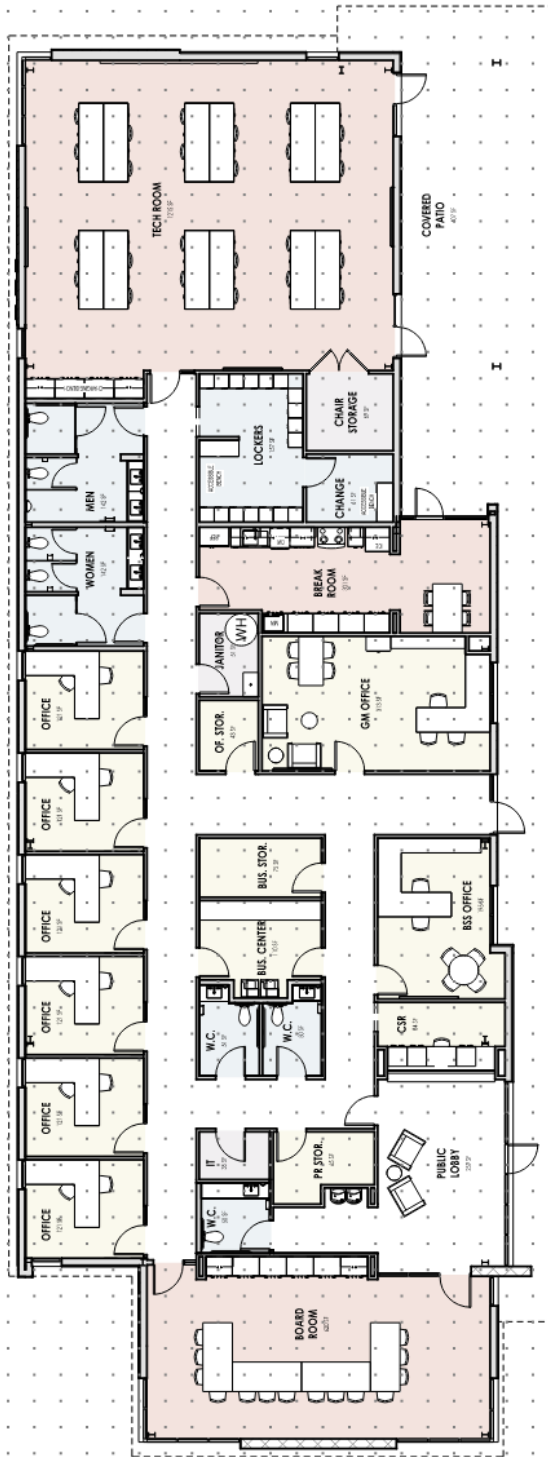
Signature _____

Printed Name _____

Title _____

Date _____

ATTACHMENT B



ADMINISTRATION BUILDING - FLOOR PLAN

MCMAD | 09.19.2023 | CONSTRUCTION DOCUMENTS

ATTACHMENT C

Furniture Fixtures and Equipment

Lobby

- (2) Moveable arm chairs
- (1) Accent side table

Board Room

- (4) Wheeled tables 36"x 84", and (14) Wheeled executive chairs

CSR Reception Area

- (1) Wheeled desk chair
- (3) Wheeled lockable storage drawer modules

BSS Office

- (1) U-shaped desk 90"x 96" w/ integrated lockable storage drawers
- (1) Wheeled executive chair
- (1) Visitor side chair
- (1) Conference table 36", and (4) Moveable chairs

GM Office

- (1) L-shaped desk 96"x 96" w/ integrated lockable storage drawers
- (1) Bookcase with closed filing storage
- (1) Wheeled executive chair
- (2) Visitor side chairs
- (1) Conference table 30" x 60", and (4) Moveable chairs
- (2) Moveable arm chairs
- (1) Accent side table
- (1) Coffee table

Typical Office

- (1) L-shaped desk 84"x 90" w/ integrated lockable storage drawers
- (1) Wheeled desk chair
- (1) Visitor side chair

Tech Room

- (12) Wheeled workstation tables 30" x 120", and (24) Wheeled lockable storage drawer modules
- (24) Wheeled task chairs

Break Room

- (1) Dining table 36"x 72", and (4) Dining chairs

Storage

Misc. wire shelving: PR Storage, Business Storage, Office Storage

Site Furnishings

- (2) Moveable concrete picnic tables
- (1) Movable concrete bench
- (2) Movable trash bins