

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

## #6360

## HAWORTH AND MISC

## OFFICE FURNITURE

Prepared By:

Washtenaw County Purchasing  
Administration Building  
220 N. Main B-35  
Ann Arbor, MI 48107

Anne Strieter  
Senior Buyer  
(734) 222-6760





## WASHTENAW COUNTY

Finance Department

### Purchasing Division

220 N. Main, Ann Arbor, MI 48107  
Phone (734) 222-6760, Fax (734) 222-6764

### REQUEST FOR PROPOSAL # 6360

**September 13, 2007**

Washtenaw County Purchasing Division and Support Services Operations & Maintenance Division is issuing bids for Haworth and Miscellaneous office furniture for a three year term; November 16, 2007 through November 15, 2010.

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48107**

by 3:00 p.m. on Tuesday, October, 30, 2007

**This submission shall include the entire Request For Proposal document and any amendments if issued.**

**Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6360".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 [strietera@washtenaw.org](mailto:strietera@washtenaw.org)
- Please direct specific technical questions regarding this RFP to Jason Fee at 734-222-3792 or [feej@washtenaw.org](mailto:feej@washtenaw.org), Gary Brown at (734) 260-2335 or [brownga@washtenaw.org](mailto:brownga@washtenaw.org) or Tammy Richards, (734)222-6568 or [richardt@ewashtenaw.org](mailto:richardt@ewashtenaw.org)

Thank you for your interest.

**I. PROPOSAL**

<b>Definitions:</b>	<b>"County"</b>	Is Washtenaw County in Michigan.
	<b>"Bidder"</b>	An individual or business submitting a bid to Washtenaw County.
	<b>"Contractor"</b>	One who contracts to perform work or furnish materials in accordance with a contract.

**Purpose of Proposal:**

Washtenaw County, Michigan is accepting bids for Haworth and secondary manufacturers for miscellaneous furniture including the following: Tenssco, Aurora, Community, Patrician, and Humanscale. The successful contractor will be the supplier for furniture for the County of Washtenaw for a three year period. The standard Haworth furniture that is used is Premise freestanding, HE-Improv desk and guest chairs, and Premise panels. Other Haworth items are purchased, but not a great quantity.

**Proposal Terms:**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

**II. PROPOSAL**

The proposal shall include all of the following information: (failure to include all the information could result in disqualification)

- A. Contractor's Qualifications - Detail:
  - 1. Number of years in business
  - 2. Number of employees, list breakdown of designers, sales, administration staff, etc.
  - 3. Number of years as a dealer of Haworth Furniture.
  - 4. % of Haworth and sales volume

**(Addenda A)**
  
- B. **References:** List three (3) references for which bidder has provided similar services. Include company name, contact names and phone numbers.

**(Addenda B)**
  
- C. Describe the **installation process** and name of company if any, providing installation services. Also, list number of years installing Haworth product or miscellaneous products, number of employees certified.

**(Addenda C)**
  
- D. Review **Standard Provisions for Contracts Section** (pgs 3 - 7) and concur that these provisions shall be met as well as any subcontractors.

**(Addenda D)**
  
- E. Please state the warranty on Haworth, and other miscellaneous furniture.

**(Addenda E)**

**III. STANDARD PROVISIONS FOR CONTRACTS**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. Vendor will list Washtenaw County as additional insured. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

**ARTICLE III - REPORTING OF CONTRACTOR**

Section 1 - The Contractor is to report to Facilities Department and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

**ARTICLE IV - TERM**

This contract will be for a Three year period.

**ARTICLE V - PERSONNEL**

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

**ARTICLE VI - INDEMNIFICATION AGREEMENT**

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

**ARTICLE VII - INSURANCE REQUIREMENTS**

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

**ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS**

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

**ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY**

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XV – CRIMINAL BACKGROUND CHECK

The contractor will be responsible for payment of security screening as determined by the county. Any employee of the vendor will be subject to an approved criminal background check before entering county facilities.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.19 per hour with benefits or \$11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XX - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

**IV. TERMS & CONDITIONS**

**Award:** Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

**Low Bidder:** The lowest responsible bid will be based on cost, demonstrated ability to perform the work and history of performance. Washtenaw County is most interested in the quality of work to be performed and will exercise a high degree of evaluation on the bidder's history of performance.

**Term of the bid:** The term of the bid is for three (3) years.

**Cost of RFP:** The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

**Inspection of Facilities:** The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with the conditions of the bid.

**Bid Response:** Vendor must affirm that the costs stated in this RFP will be valid for a minimum of three years after the proposal is submitted.

IV. TERMS AND CONDITIONS

BACKGROUND INFORMATION

Washtenaw County has standardized primarily on Premise workstations, Improv HE desk chairs, and HE Improv guest chairs. Premise panels are used where needed. The primary responsibility of the Haworth dealer is to maintain the current furniture that is under warranty and work with departments on new furniture as required.

1. All shipments will be FOB destination to our warehouse unless specified otherwise on the purchase order. Facilities shall be notified via e-mail or fax 24 hours prior to delivery to the warehouse.
2. The vendor will provide a sale's representative from their company and if requested, a designer to layout a floor plan to no cost to Washtenaw County if 25% or more of the furniture is purchased.
3. If samples of chairs are requested, the chair will be brought to that particular site for the employee to sample and picked up by the vendor upon completion of the evaluation.
4. The following reports will be provided monthly:
  - open order report** with county purchase order, ship date and status;
  - punchlist report** with the list of items that need to be fixed and/or replaced. Should include date request was received, department, issues and status.
  - inventory storage report** on what is stocked in the warehouse by Haworth item #, quantity, size, color, condition each month and the total square footage.
5. Catalogs, price books, books, fliers and promotional items will be provided to Washtenaw County at no charge.
6. Installation will be on a per job basis and a written amount including price per hour will be given to Washtenaw County before a purchase order is done.
7. Contractor shall have a representative on site while sub contractors are doing installations for any installation that exceeds \$5000.
8. Contractor shall review all installations with a representative from the Facilities Management Department prior to sign off of completion of installation.
9. Washtenaw County will supply base AutoCAD files for onsite verification and drawing modification with the revised completed AutoCAD file being returned to Washtenaw County to update the asset management system. Contractor shall supply an electronic cad file to the Facilities Management Department on any project as a condition of final approval.

**RFP # 6360 Haworth and Miscellaneous Office Furniture**

10. Contractor will be required to attend weekly project status meetings on all open projects.
11. Assistance when needed will be provided to all County departments.
12. The vendor shall work with Facilities Management to coordinate projects in a timely manner.
13. If any furniture is damaged when installed by the vendor or received by the warehouse, the vendor will be responsible to replace or repair the furniture without charge to Washtenaw County.
14. Washtenaw County would prefer to work with only one vendor representative and that representative must be familiar with the Haworth and Kimball products.
15. Request for payment for materials and services will only be allowed by a purchase order. The County of Washtenaw will not be responsible for any purchases without a purchase order.
16. All drop shipments will be made to the following address:

Washtenaw County Warehouse,  
2155 Hogback Road,  
Ann Arbor, MI 48105.
17. Invoices will be sent to the Bill to Address that is on the purchase order. Invoices must indicate the purchase order number.
19. Payment shall be net 30 days after receiving the shipment.
20. Delivery time shall be in accordance with the time schedule of Haworth, Inc. Contractor shall acknowledge the Haworth estimated delivery within 10 business days after receipt of our purchase order.
21. Washtenaw County will not be charged a storage fee until after 30 days from the time the new product is in the vendor's warehouse.
22. Training of Washtenaw County Facilities staff will be coordinated through the vendor and Haworth, Inc. to update/train staff on handling Haworth furniture.
23. Haworth and Washtenaw County have both agreed on a pricing structure.
24. The vendor will be responsible to repair goods on warranty items in a timely manner agreeable with Washtenaw County.
25. For those installations where the furniture is relocated, a pre-move damage report and a post-move damage report needs to be signed by a Washtenaw County representative.
26. All installation and moving costs for a furniture project, should also include the cost for Haworth furniture left over on the project to be moved into storage.

**AWARD:**

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

The County would prefer to award the entire bid to one contractor.

**TERM OF CONTRACT:**

The contract is for three years.

Price changes will only be accepted if there is a Manufacturer's increase on the products. A written statement should be provided to the Purchasing Manager two weeks prior to the new prices effective date.

**RFP # 6360 Haworth and Miscellaneous Office Furniture**

<b>Bid Sheet:</b>	<b>Haworth</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>
(Bidders are required to insert Price)				
Installation charge per hour when installing				
New product during regular business hours:				
Installation charge per hour when installing				
New product during weekend/after business hours:				
Charge for installing a Haworth workstation (Directors, 6x8, 8 x8) during normal business hours: ( <b>See attachment</b> )				
Charge for installing a Haworth workstation during weekend/				
After business hours (Directors, 6x8, 8x8): ( <b>See attachment</b> )				
Cost per hour for design of relocating existing				
Haworth furniture:				
Cost per hour for labor of relocating existing				
Haworth furniture during normal business hours:				
Cost per hour for labor of relocating existing				
Haworth furniture during weekend/				
after business hours:				
Furniture Discount	N/A*			
State minimum charge per service and what it includes:				
State transportation charges and what it includes:				
Cost per square foot per day for storage space:				

**\*\*\*\* Attach additional sheets as necessary**

\* Price per Washtenaw County/Haworth negotiated price

Yes, these prices can be extended to other governmental units and non-profit organizations in Washtenaw County.

No, these prices cannot be extended to other governmental units and non- profit organizations in Washtenaw County.

**ADDENDA**

Attach requested **ADDENDA A** thru **E** to the balance of this RFP.

See page 2 for information to include.

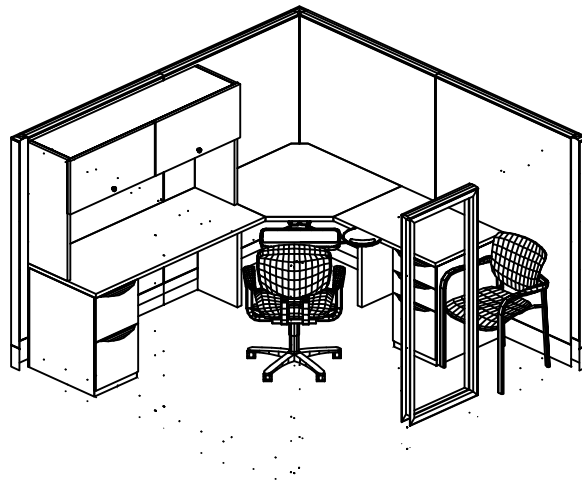
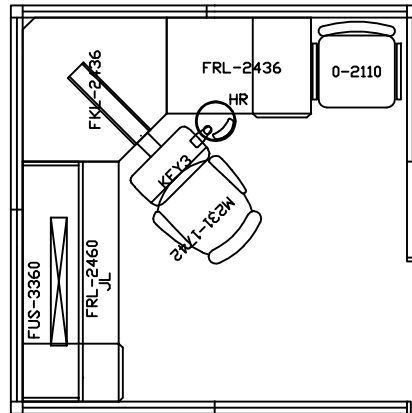
**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____
_____ Date	_____ City                      St.      Zip
_____ Telephone #	_____ Fax #
_____ Email address	_____ URL#
_____ Federal Tax ID #	

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

# iscg



client name:

WASHTENAW CTY.  
8' X 8'

TYPICAL  
WORKSTATION

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designer: RL  
drawn by: rl  
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revisions:

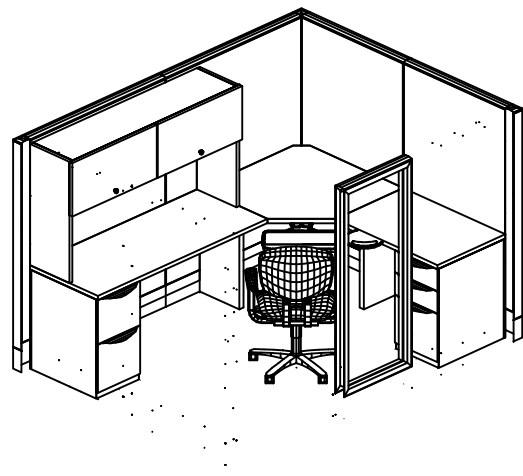
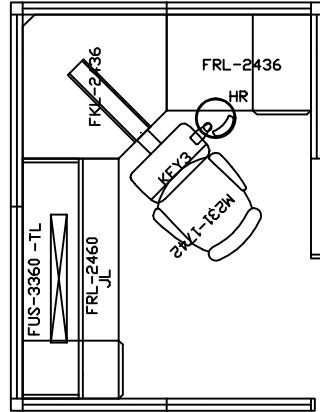
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WORKSTATION

project #:  
WASH

sheet #:  
T - 2

# iscg



client name:  
 WASHTENAW CTY.  
 6' X 8'  
 TYPICAL  
 WORKSTATION

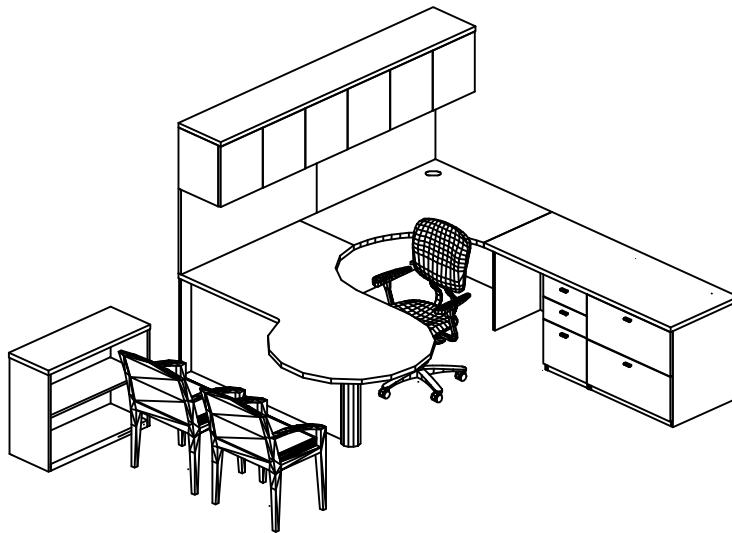
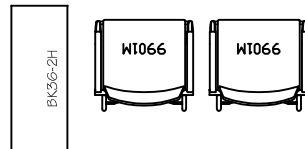
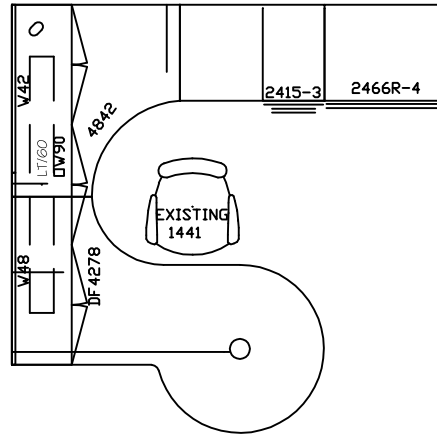
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 revisions:

drawing title:  
 6' X 8'  
 TYPICAL  
 WORKSTATION

project #:  
 WASH

sheet #:  
 T - 1

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client name:  
**WASHTENAW CTY.  
 DIRECTOR'S  
 TYPICAL OFFICE**

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 designer: RL  
 drawn by: rl  
 file name: DIR-TYP  
 date: 8-16-04  
 revisions:

drawing title:  
**DIRECTOR'S  
 OFFICE  
 TYPICAL**

project #:  
**WASH**

sheet #:  
**F - 1**