

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



**INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSAL #1312
WCS DISTRICT FURNITURE & FIXTURES PROGRAM**

This invitation notice is being publicly released on Friday, Sept 29, 2023 at 4:00 pm

Williamson County Board of Education (WCS) is accepting proposals from interested and qualified proposers for Comprehensive Furniture and Fixtures Program for the entire district. The date and time of this RFP # 1312 OPENING HAS BEEN CHANGED from the original date and time that was published in the July 7, 2023 Tennessean and Sept. 13, 2023 on the WCS website. The new date and time of this RFP opening is updated below.

Sealed proposals must be submitted to WCS Purchasing Department on or before 10:30 am on Friday, October 20, 2023 at which time sealed proposal envelopes will be publicly opened. Faxed or emailed bids will not be accepted. Absolutely no proposals will be accepted after this time. Sealed proposal envelopes shall be stamped (date and time) by WCS to verify the authenticity of receipt. The proposal opening will take place at the aforementioned address. Sealed RFP envelopes must be marked "**RFP #1312 WCS District Furniture & Fixtures Program**". Proposals may include any related literature, brochures or other proposal materials pertinent to the proposal.

IMPORTANT NOTICE:

A pre-bid/proposal meeting was conducted at the WCS Central Office on Tuesday, Sept. 19, 2023 at 2:30pm. Public notice of this project and meeting updates were posted in the Tennessean Newspaper in July of 2023 and posted on the WCS website on September 13, 2023. Although this meeting was not mandatory, attendance was highly encouraged. During the pre-bid/proposal meeting WCS discussed specific details, requirements, and specifications along with other items that were significant or unique to the proposal.

The purpose of the pre-bid/proposal meeting was to answer as many vendor questions as possible. WCS seeks to clarify the proposal specifications and have an open forum for potential proposers to ask questions and address any specifics they may have. During the meeting a working draft of the proposal document was handed out to discuss. Participants were allowed to ask questions. Those questions and any changes discussed are included in this document.

POINTS TO NOTE: When submitting a Proposal

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED PROPOSAL ENVELOPES

- RFP #1312 WCS District Furniture & Fixtures Program
- Proposer's Company Name
- Company Address
- Date & Time of RFP Opening

THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED PROPOSAL ENVELOPE

- Bid/proposal bond in the amount of 5% of the RFP submittal
- Drug Free Workplace Affidavit
- Criminal Background Check Affidavit
- Certificate of Iran Divestment Act
- Non-Boycott of Israel Certificate

Williamson County Schools reserves the right to accept or reject proposals, upon the evidence (or determined by WCS Staff) before or after the RFP opening, that a proposer is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice. All proposals are to be complete in every detail as required. Proposals that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected.

WCS reserves the right to waive any formalities to accept any proposals as a whole, split proposal, and/or accept any individual item or items within a proposal or to reject any or all proposals in the best interest of WCS. WCS reserves the right to adjust or reschedule RFB/RFP dates and timelines as necessary. Prior notice of any changes will always be published either on the WCS website under "Open Projects" and/or in the RFB/RFP documents or addendums.

The next 4 pages documents the publicized date changes associated with this RFP #1312 project.

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



E-Mail Tennessee
ATTN: Legal Notice Staff
From: Skip Decker
DATE June 29, 2023
Bill To: Williamson County Schools
1320 West Main Street Suite 202
Franklin, TN 37064

WCS LEGAL NOTICE – REQUEST FOR PROPOSAL

RFP #1312 WCS District Furniture & Fixtures Program

This is a re-advertisement from our original project notice – released in late April. The schedule below represents the new dates for this RFP project. Williamson County Schools (WCS) will be receiving sealed proposals from qualified dealers for the districts Furniture and Fixtures project. Sealed proposal envelopes will be accepted at the Williamson County Board of Education, Central Offices, located at 1320 West Main Street, Suite 202, Franklin, Tennessee 37064, until **10:30 a.m. on Thursday, July 27, 2023** at which time they will be publicly opened. Proposals should be delivered by express mail or delivered in person and should be marked to the attention of Skip Decker, WCS Purchasing Department. All RFP's will be stamped with the date and time of receipt to ensure compliance. Any RFP envelope received after the specified opening time will **not** be accepted. Faxed or emailed proposals will **not** be accepted. All sealed RFP envelopes must be marked "**RFP #1312 WCS District Furniture & Fixtures Program**". A pre-bid for this project will be held on Friday, July 14, 2023 at 10:00 a.m. at the aforementioned address. Potential proposers are highly encouraged to attend. All WCS - proposals are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or to reject any or all proposals at its own discretion.

Please Print one time in the Public Notice Section of the Friday, July 7, 2023 Tennessean

Kirk Elliott

From: Kirk Elliott
Sent: Friday, July 14, 2023 9:07 AM
To: Skip Decker
Cc: Joan Breeding *BCC: PARTICIPANTS*
Subject: RE: Notice - WCS RFP #1312 District Furniture and Fixtures Project UPDATE

Update from Williamson County Schools....

There is not a Pre-Bid meeting today for WCS RFP #1312 District Furniture & Fixtures Program.... Stay tuned. If you are receiving this email – than you are on our solicitation list. We will be contacting you soon with updated details regarding this bid project.

Thank you,
Kirk Elliott
WCS Purchasing Mgr.
615-472-4011
kirke@wcs.edu

From: Kirk Elliott <kirke@wcs.edu>
Sent: Tuesday, May 30, 2023 10:16 PM
To: Skip Decker <skipd@wcs.edu>
Cc: Joan Breeding <joanb1@wcs.edu>
Subject: Re: Notice - WCS RFP #1312 District Furniture and Fixtures Project UPDATE

All,
We appreciate your patience and interest in working with our district. This furniture and fixtures RFP project is still planned to take place soon. Other pressing district business has taken priority in the last several weeks but this is important as well. No additional information has been distributed and will be released at the same time to all interested parties. Please stay tuned for a specific rescheduled bid opening date.

Thank you!
Kirk Elliott
WCS Purchasing Mgr.
615-472-4011
kirke@wcs.edu

From: Kirk Elliott
Sent: Friday, May 5, 2023 11:43 AM
To: Skip Decker <skipd@wcs.edu>
Cc: Joan Breeding <joanb1@wcs.edu>
Subject: Notice - WCS RFP #1312 District Furniture and Fixtures Project planned for

All,
This notice is going out blind copied to several folks that have expressed interest in WCS RFP #1312 WCS Furniture and Fixtures Project.... Due to several end of school year demands, we are having to reschedule / extend the bid opening date for this project. The original public notice advertisement ran on 04/27/23 in the Tennessean newspaper – and indicated that the

bid opening would occur on Wednesday, 05/31/2023. WCS reserves the right to make necessary adjustments and updates to keep our projects on track. As mentioned, the original date is not possible and we are extending the actual opening date to sometime in June of 2023. We will be in touch with you within the next 12 days to confirm the new RFP opening date in June as well as a revised pre-bid meeting date. We have not released the respective WCS RFP document yet. All proposers / bidders will receive this information at the same time once it is available with ample notice prior the revised RFP opening.

Thanks for your understanding and support!

Kirk Elliott

WCS Purchasing Mgr.

615-472-4011

kirke@wcs.edu

WCS RFP #1312 District Furniture and Fixtures Project - September Update

All,

This email message is going out to several folks who have expressed interest in the Williamson County Schools competitive RFP #1312 for our annual furniture and fixtures procurement program. As most of you know, we had originally planned this project to occur during the spring / summer as this project was advertised in the Tennessean on 07/07/2023. It also appeared – publicly on our WCS website..... Our summer attempts were overshadowed by multiple, competing tasks as we were opening two new schools and starting a new school year. This email is to let folks know – that we are re-engaging this project at this time. As disclosed in our original advertisement – WCS reserves the right to waive any informalities. Thus, we occasionally must tweak or reschedule project dates and make necessary adjustments. We are updating our website with this information but are not required to re-advertise in the newspaper. This message is going out to ALL who have previously been in communication with the WCS Purchasing Dept regarding this project over the last 90 days.

Specific to this project - **WCS is conducting a Pre-Bid meeting on Tuesday, 09/19/2023 at 2:30pm....** The meeting will be held in the Williamson County Schools – Central Office Auditorium, 1320 West Main Street, Franklin, TN 37064.... Note that attendance is not mandatory (for the Pre-Bid) to participate in this project – but it is certainly encouraged as this will be the prime time to ask questions and gain valuable insight into our WCS furniture and fixtures program. During this Pre-Bid meeting a draft RFP document will be distributed for purposes of discussion.... Then a final version of the WCS RFP #1312 will be distributed to participants within the following days of the Pre-Bid meeting.... **The RFP #1312 opening (deadline for submissions) will occur at 2:30pm on Wednesday, 10/18/2023.** More information will be coming out during the Pre-Bid meeting. If you have interest in this project, we encourage you to please mark your calendars and join us.

Thanks,

Kirk Elliott

WCS Purchasing Director

615-472-4011

kirke@wcs.edu

PUBLISHED ON
WCS Website "Open Projects"
ON 9/13/23

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064
Phone (615) 472-4011



**WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSAL # 1312
WCS DISTRICT FURNITURE & FIXTURES PROGRAM**

This document incorporates discussion points from the pre-bid/proposal meeting conducted on Tuesday, September 19, 2023. The document is being released and distributed to bidders on Friday, September 29, 2023. The document will also be published on the WCS website under Purchasing Department bid projects. This RFP opening has been rescheduled from an earlier date (as originally advertised in the Tennessean on Friday, July 7, 2023) to a new date and time below.

Williamson County Board of Education (WCS) is accepting sealed proposals from interested and qualified full-service Furniture Vendors for our WCS District Furniture & Fixtures Program. Sealed RFP envelopes must be marked "**RFP #1312 WCS District Furniture & Fixtures Program**".

Proposers may include any related literature, brochures or other proposal materials pertinent to their submission. Sealed proposal envelopes must be mailed or hand delivered to Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064 Attn: Skip Decker, by or before **10:30 a.m. on Friday, October 20, 2023** at which time proposals will be publicly opened. Absolutely no proposals will be accepted after this time. Faxed or emailed proposals will not be accepted. Sealed proposal envelopes shall be stamped (date and time) by WCS to verify the authenticity of receipt.

IMPORTANT NOTE: A pre-bid/proposal meeting was held on Tuesday, September 19, 2023 at 2:30 p.m. for this project. Although this meeting was not mandatory, it was encouraged and recommended. The interested proposers that participated by attending the pre-bid were given specific details, requirements and specifications concerning this project. During the pre-bid the participants were allowed to ask questions. Those questions and any changes discussed are included in this document. However, if there are additional questions they must be received by or before the cut-off date of 10:00am on Thursday, October 5, 2023 and those questions will be answered in an addendum. After this time, no further questions will be allowed. Questions must be submitted via email to WCS Purchasing Dept. – contact Skip Decker, email address skipd@wcs.edu.

**THE FOLLOWING INFORMATION MUST BE PRINTED ON
THE OUTSIDE OF THE SEALED PROPOSAL ENVELOPES**

- RFP #1312 WCS District Furniture & Fixtures Program
- Proposer's Company Name
- Company Address
- Date & Time of RFP Opening

**THE FOLLOWING MUST BE INCLUDED INSIDE
THE SEALED PROPOSAL ENVELOPE**

- Bid/proposal bond in the amount of 5% of the RFP submittal
- Drug Free Workplace Affidavit
- Criminal Background Check Affidavit
- Certificate of Iran Divestment Act
- Non-Boycott of Israel Certificate

Important Note Concerning this RFP Project:

- | | |
|--|--|
| <ul style="list-style-type: none">● Professional Service● Installation● Consulting● Design● Delivery● Quality Workmanship● Warehousing Service | <ul style="list-style-type: none">● Transportation & Materials Handling● High Output & Quality Results● Cash Flow/Credit● Proper Accounting & Reporting |
|--|--|

All of the above are equally as important as the furniture pricing. Potential proposers should take all of these critical overhead factors into consideration before submitting their proposals. WCS is seeking a competent, **FULL-SERVICE PARTNER**. This partner should also successfully administer a comprehensive program to meet the custom needs of the district. The successful proposer must have a strong-working infrastructure in Williamson County in order to effectively, efficiently and with agility meet the demands and challenging needs of WCS.

This RFP document was prepared by the WCS Purchasing Department, please read the specifications carefully. If you have questions concerning this request for RFP document, contact the WCS Purchasing Department by emailing either Skip Decker: skipd@wcs.edu or Kirk Elliott kirke@wcs.edu.

- To reiterate, the project is an RFP for a Performance Based Service Contract for Furniture, Fixtures and related Equipment. This includes but is not limited to:
 - Dedicated Experienced Team
 - Account Manager for all WCS School projects
 - Account Manager for all WCS Central Office /other projects
 - Project Designer
 - Sales Administrator
 - Project Manager
 - Installation Team
 - Furniture Repair Technician
 - Furniture Movers
- Williamson County Schools reserves the right to accept or reject proposals, upon the evidence (or determined by WCS Staff) before or after the RFP opening, that a proposer

is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice.

- All proposals are to be complete in every detail as required. Proposals that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected. WCS reserves the right to waive any formalities to accept any bids as a whole, split bid, and /or accept any individual item or items within a bid or to reject any or all bids in the best interest of WCS.
- An apparent successful proposer will be established from the RFP process. A contract for this project will be awarded to the lowest, best and most responsive proposal that reasonably meets specifications and qualifications. Once the successful proposer has been established through the competitive RFP process the WCS Purchasing Director will notify the said proposer of our intent to proceed with documented award.
- Note – this project is an RFP not an RFB. Request for Proposals are indeed different from an RFB in that RFPs are more subjective with qualitative elements as judged and determined by reasonable means through a small evaluation team from WCS.
- The Awarded Vendor must provide to WCS the following item within (15) consecutive calendar days from the date of WCS award notice.
CERTIFICATE OF INSURANCE: WCS must be named as an additional insured on vendors' policy. Awarded Vendor will obtain and maintain insurance to protect vendor and owner from claims which may arise out of or result from contractor's operations under the contract. The Certificate of Liability must be for no less than \$2,000,000 and must list WCS as additional insured.
- All proposals are ultimately subject to funding as with all WCS projects. WCS is a tax-exempt organization. However, proposers are to factor into their respective proposals any applicable sales and use tax, payroll tax, insurance, bonds, etc. as applicable by State of TN procurement laws.
- The language of this RFP shall be binding unless mutually amended by WCS and the awarded proposer. Issuance of the award notice will take place within approximately 10 - 15 days of RFP opening. The terms, conditions and language of this RFP shall supersede and take precedence over any resulting contract / agreement and shall be binding unless mutually amended by WCS and proposer. Disputes or legal matters will be litigated in Williamson County or the Middle District of Tennessee. WCS Purchasing Director must approve any change to original proposal specifications. For any resulting agreement from this RFP, WCS reserves the right to cancel upon 30 days written notice without penalty.
- Proposals are to be valid for a minimum of 60 days or until awarded whichever comes first. For all awarded proposals price structure will be fixed and remain in effect throughout the entire contract period. The awarded proposal will be in effect for a period of (1) year. WCS reserves the right to extend the annual option to renew at the anniversary date of the contract for five (5) annual renewals. However, renewals are not to exceed a

total of six (6) years which includes the first year. Awarded proposal price shall remain fixed for the duration of the agreement, including renewals, unless an increase is mutually agreed upon for extenuating circumstances.

- WCS will consider up to and not to exceed a 2% annual escalator.
- The awarded proposer should abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications. WCS reserves the right to waive any technicalities or formalities or informalities.
- It is the awarded proposer's responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements. The proposer must be prepared to substantiate compliance upon request by the Board's representative.
- In the event a proposer fails to perform, WCS reserves the right to cancel the agreement with the awarded vendor and begin negotiations with the "next best proposer" to complete the projects or services. In addition, the original vendor may forfeit future business with WCS.

SCOPE OF PROJECT

Furniture procurement and implementation obviously plays a critical role in the operations of WCS especially in new construction projects. Due to the extreme importance of this role, we place a high value on companies and or experienced account managers whose main focus is in furniture sales, design services and related project management in the K - 12 or Higher Education Market.

DEDICATED ACCOUNT TEAM

WCS requires dedicated personnel servicing our account that are knowledgeable and competent in the delivery of our comprehensive furniture program. The following roles are required with a single point of contact for each. If there is a change in personnel on our account we require notification of such changes.

1. **LEAD ACCOUNT MANAGER:** WCS requires the account to be managed professionally and properly by a high-level account executive with K - 12 Education Furniture experience. This person must have the authority to delegate and direct appropriate personnel to service our account effectively. We are seeking a relationship beyond order taking and desire a business partner that values our business and prioritizes our account.
Experienced & Effective Account Manager must be accessible and responsive to calls, texts and emails. Because future purchases and renewals will be performance based, timely installation, minimal mistakes, punch lists and corrections made in an expedient manner will be considered.
2. WCS often has large scale projects requiring a seasoned / experienced professional to manage the project. Therefore, the Lead Account Manager must have a proven 4-5

years' experience in furniture sales and management with emphasis on project management of K-12 Educational projects. WCS would like to review the resume of the Account Manager to be assigned to the districts account. If our designated account Manager is out of the office on a vacation, illness or work-related travel, a reliable 2nd person who can step up and manage the account is required. Additionally, installation supervisor must have comparable experience due to the complexity and scope of WCS projects.... The lead account executive must be competent and professional to occasionally meet, collaborate and serve in possible advisory roles with WCS executive members. The lead account executive will monitor and keep abreast of WCS capital projects through WCS Board meetings and budget process — in order to engage strategic planning, ideas and value with the Purchasing Dept. Finally, this position requires that the Lead Account Manager live in the Nashville, Tennessee metropolitan area and be able to visit a school any day for which assistance is needed.

3. **CAD DESIGNER:** WCS requires a CAD Designer with at least 5 years of experience with the ability to be on-site when necessary and be able to collaborate to turn projects around efficiently.
 4. **FIELD OPERATIONS MANAGER:** The Field Operations Manager will oversee the moving and installation crews, warehousing, etc. to ensure timely and quality operational performance.
 5. **ACCOUNTING CONTACT PERSON:** Our contact in accounting should be responsive to our quote and invoicing questions and be accurate in producing detailed reporting and other information relevant to our account.
- **Required Reporting:** A monthly perpetual activity report of all open and closed furniture transactions is required to be prepared and emailed to WCS Purchasing Director as an Excel spreadsheet within 3 business days of each month reporting on the prior month activity. The information required to be included: PO number, PO date, dollar amount of PO, project description, installation date, invoice date, invoice number, invoice amount and any related notes.
 - **COMPLETE SHIPPING AND DELIVERY:** Purchase orders for goods and services must be completed at one time. Therefore, the awarded vendor must hold items until all are ready to be installed rather than have incomplete, staggered installations.
 - **INVOICING:** WCS requires net 30 from date of invoice which must be after 100% project completion and punch list is cleared. Partial invoices will not be accepted for incomplete week. We do NOT wish to receive statements — we pay by invoice. Supporting documentation required from the vendor with the invoice includes the original PO, original quote, and a signed delivery/install work ticket with WCS authorization of project completion. Vendor must finish project to get paid, no piece mill invoices will be accepted.

- WCS must be approved by your company for a revolving credit limit of \$2 million. We do not intend to complete individual credit applications for transactions. Similarly, we expect that your company will have similar credit capacity with the manufacturers so that delays are not incurred because of credit issues.
- Successful proposer must have an excellent rapport and experience with various manufacturers to provide optimal — maximum discounts and to take care of warranty claims and issues or other related issues in an expedient manner. Failure to abide and uphold this commitment will result in a notice of cancellation of any awarded contract.
- The proposer shall quote a percentage discount off the manufacturer's catalog list price no more than 30 manufacturers should be utilized in the WCS Portfolio. WCS reserves the right to negotiate with the awarded vendor to add manufacturers as needed with a similar discount structure. Due to the bulk load of several catalogs, it is not necessary to submit manufacture catalogs in your bid packet. Upon the evaluation of proposals, WCS may request catalogs — at which time they should be made available in a timely manner. Submitted proposals should be no longer than 30 pages maximum. We wish to receive the most competitive pricing on your bid based upon annual aggregated spend and do not wish to receive tiered, complicated proposals.
- **INSTALLATIONS**: An experienced installation crew supervisor (Field Operations Manager) is required. Crew members must be uniformed personnel with appearance and conduct appropriate for school district and central office on-site work. Proposer should disclose how installation will be completed, will installer be company personnel or outsource crews. Vendor must provide and insure installers and all employees providing services or equipment on their behalf are background checked and drug free. It is the sole responsibility of the vendor to provide and complete these background checks and provide proof of such if necessary.

Approximately 20% of WCS installations (especially systems installations) require a skilled, experienced carpenter to make field cuts and some occasional millwork. It is critical that vendors carefully protect the schools, floors, walls, ceilings, canopies, etc. during deliveries and installations.

- **TURNKEY SERVICES**: Vendor must provide 100% turnkey service — complete delivery, assembly and installation. This includes any pre-site visits, quotes or cad services. No dropships from manufacturers at WCS locations unless pre-approved by WCS Purchasing for a coordinated large, new school installation. Vendor must ensure 100% complete removal of project debris away from the school premises. WCS dumpsters cannot be used for this purpose. This may include delivery to the warehouse to be stored. Turnkey installations of new furniture include removal of old, obsolete furniture from the school and transportation to the surplus warehouse so this must be included in bid price. This furniture must be inventoried for later sale at WCS surplus auction. Trash should be disposed of at the vendor's location.
- Quotes must be turned around quickly, accurately and efficiently with itemization, detailed manufacturer list price, WCS discounted price, illustrations/pictures of items and CAD

diagrams of project when applicable. Note: if a school is using its own funds the district is not responsible for paying that invoice. This should be documented prior to PO issuance.

- **MANAGED WAREHOUSE**: Vendor must provide a full-service warehouse within 4 - 5 miles of the WCS central office with approximately 3,500 square feet of concrete floor space (exclusive for WCS use – no other customers to use this space). The WCS items must be partitioned/secured. Industrial racks including the floor result in at least 3 tiers are required. The ceiling of the warehouse must have at least 18 foot clearance. The warehouse must include all utilities, manpower, security and material handling equipment. WCS must have convenient access Monday — Friday year-round. Weekend access may be needed on occasion and will be coordinated ahead of time. To reiterate this warehousing space and services must be factored into the turnkey price... Vendor is responsible to manage, sort and keep this warehouse organized and operational. The main purpose of this warehouse is for WCS surplus staging, transfers, etc. This is all part of the WCS – Outsourced Furniture, Fixtures & Equipment Program.
- WCS will typically have multiple projects under one consolidated purchase order. We typically state on each purchase order that the vendor must issue one consolidated detailed invoice pursuant to the PO — after all work has been successfully completed Vendor must understand this may be several weeks. The awarded proposer / vendor must have the financial stability to accommodate this type of invoicing and payment arrangement and not request partial payments from WCS. Partial payments (for partially completed projects) will not be honored.
- Awarded proposer must be able to provide multiple furniture line solutions. Awarded proposer must provide a minimum of 5 manufacturer / furniture product lines that are appropriate for public K— 12 utilizations as previously noted no more than 30 manufacturer lines. WCS desires the ability to add new furniture manufacturers / lines during the term of the contract. These new lines must be added with approval by WCS, at comparable discount arrangements. Successful vendor must maintain letters of Representation/Authorization to provide WCS products from each of the Manufacturers offered on this contract. The Authorization must be specific to this RFP and Contract and addressed to WCS.
- Any manufacturers offered without such an authorization will not be considered. In the event the manufacturer distributes through open "distributor / warehouse / wholesaler" a letter from the entity may authorize the vendor accordingly.
- WCS will give the awarded proposer the general plan and budget for a project and will expect the vendor to produce a binder/proposal of design, furniture recommendations and related images and details to support project proposal for WCS personnel to review and approve.
- Furniture Project Management pursuant to this RFP includes but is not limited to the following...All factors into your respective “discount off MSRP” proposal:
 - Major Project visibility and management
 - Room by Room Layouts

- Product choices and comparisons
- Product specifications sheets, finishes, fabrics, sizes image of product etc..
- Room by room department and overall costing
- Virtual punch list (plan grid) and onsite installation documentation
- Detailed proposal, delivery tickets, comprehensive invoice
- Day to Day Purchase Management
 - Detailed proposals for sign off
 - CAD Design included in project cost (not billed separately)
 - Comprehensive Proposal
 - Specifications Sheet for each line of proposal
 - Product Image
 - Finishes offer and approve
 - Cost
 - Inventory Management
 - E-mail notification (to be designated WCS user) of all items checked into inventory
- As permissible through the State of Tennessee Cooperative Purchasing Laws - the awarded proposer may opt or agree to extend the terms and conditions of the awarded contract to other Middle Tennessee counties, cities, governments and school systems and municipalities.
- WCS PO for Furniture & Fixtures that falls under \$200,000 must be 100% turnkey satisfactorily delivered, assembled, installed with all debris removed from the WCS facility premises by or before 80 consecutive calendar days from date of WCS purchase order... Failure to comply and perform contractual duties and meet this 80 day requirement _will result in \$150 per consecutive calendar days liquidated damages (penalty) which shall be deducted from the final invoice until project is 100% satisfactorily complete.
- Any WCS PO for Furniture & Fixtures that is over \$200,000 must be 100% turnkey satisfactorily delivered, assembled, installed with all debris removed from the WCS facility premises by or before 180 consecutive calendar days from date of WCS purchase order... Failure to comply and perform contractual duties and meet this 180 day requirement will result in \$300 per consecutive calendar day liquidated damages (penalty) which shall be deducted from the final invoice until project is 100% satisfactorily complete. This is a Performance Based Contract... liquidated damages will be enforced.
- WCS certainly reserves the right to change or adjust liquidated damages on as needed basis. This was discussed at pre-bid meeting and is implemented as an alternative to a PPLM Bond for this program.
- There is a remote possibility that WCS may consider awarding the bid to a primary and secondary vendor. Therefore, WCS reserves the right to accept any bids as a whole, split bid, and /or accept any individual item or items within a bid or to reject any or all bids in

the best interest of WCS...WCS also reserves the right to conduct final negotiations between the two best proposers as determined by our evaluation committee.

- If awarded successful bidder fails to perform, then WCS reserves the right to cancel the agreement and begin negotiations with the next best bidder.
- WCS anticipates spending on average approximately \$1,500,000 - \$2,000,000 in district furniture purchases annually (conservative estimate). This estimate includes district tax dollars being spent plus school site based resources (not district tax based funds). Upon initial award an immediate order for various schools may be placed.
- On occasion during the year, an open PO will be issued for instances whereby WCS requires obsolete furniture removal or transfer without new furniture being purchased. This open PO will be used for these services.
- On certain occasions, it may be more feasible to require two men and a truck with tools and equipment to be utilized for miscellaneous transfers. Vendor will include a rate per hour which will be used for these purposes. WCS Purchasing Manager will determine appropriateness of the terms for the situation.
- CAD design work that is requested without a new furniture purchase can be billed to WCS at a rate of \$55.00 per hour. This is likely a rare occurrence, as CAD design is included as overhead in all project quotes and resulting PO's.
- Experienced Furniture Service Technician may be used for fixing or tweaking certain projects that might arise during the contract. Vendor will supply an hourly rate for these services and only applies to situations that aren't covered by warranty.
- Important – All new furniture installation must be covered by a 2 year full parts and labor warranty covered by vendor/dealer.
- **QUALIFYING FEATURES:** Pursuant to the terms, conditions and qualifying features of a request for proposal, certain qualitative factors allow WCS to make valid determinations and informed award decisions to be in the best interest of the district. WCS anticipates several participating bidders on the project. In an attempt to qualify bidders regarding service to be provided reference will be utilized. It is certainly not necessary to have conducted business with WCS previously to bid on the proposal. WCS will consider their performances (specific to furniture & fixtures projects) as a reference to be relevant in the evaluation process. . . However, past positive experience with WCS could certainly be a plus.

INSTRUCTIONS TO PROPOSERS

COMPLIANCE WITH THE RFP: Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification. By signing proposal, proposer acknowledges that he/she has read and understands the

requirements for the proposal. The response to the RFP will be included as an attachment to the contract to ensure compliance without additional cost to WCS.

PROPOSAL PREPARATION COSTS: WCS will not be liable in any manner for costs incurred by any vendor for preparation of proposal, communication, travel and associated expenses, and/or demonstration.

REJECTION OF PROPOSALS: WCS reserves the right to accept or reject in whole or in part any or all proposals submitted.

ACCEPTANCE OF PROPOSALS: WCS shall accept proposals that are submitted properly. However, WCS reserves the right to request clarifications or corrections to proposals.

REQUESTS FOR CLARIFICATIONS OF PROPOSALS: Request by WCS for clarification of proposals shall be in writing. Said requests should not alter the vendor's pricing information contained in its cost proposal.

RESPONSE FORMAT

1. PROPOSERS MUST SUBMIT, (2) HARD COPIES, OF THE PROPOSAL RESPONSE along with an electronic copy (thumb drive preferably). Proposal size shall not exceed 30 pages.
2. PROPOSALS MUST BE ACCOMPANIED BY ALL REQUIRED DOCUMENTS. The items listed below shall be submitted with each proposal and shall be in the order shown.
 - Each section shall be clearly labeled with pages numbered and separated by tabs. Failure by the proposer to include all listed items may result in the rejection of the proposal. Responses to the RFP shall be submitted by **identifying each category by the referenced headings as detailed below:**
3. **COVER PAGE:** The cover page that contains the name of the proposer, at a minimum, should be the first sheet of the proposal. A table of contents may be provided also.
4. **EXECUTIVE SUMMARY:** Provide a description (overview) of your company's proposal to meet the requirement of the RFP.
5. **QUALIFICATIONS:** Provide information pertaining to your company's abilities and capabilities to successfully provide the furniture and fixtures products and implementation services required by Williamson County Schools District. Responses should address the following:
 1. *When was the company founded?*
 2. *How long has your company been involved in the sale and support of furniture and fixtures to school systems? (Provide supporting Proof)*
 3. *How many school districts in Tennessee currently use your services? Please provide a list and a contact person.*

4. *Please provide at least three reference sites comparable to WCS and in close proximity as possible where your comprehensive furniture and fixtures solution has been implemented. Include the following information about each site: District Name, Location of District, Number of employees broken down by hourly and salaried, name of individual we may contact for references, phone and email. Reference information must be provided. Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your proposal. If proposer has engaged or conducted business with WCS in the past — then this direct experience shall also be taken into consideration in this RFP process.*

EVALUATION OF PROPOSALS

Outlined below are the general criteria that will be used to evaluate vendor qualifications

1. Ability to meet requirements identified in RFP specifications that meet (or exceed) the district needs as described here within.
2. Experience of vendor in providing comprehensive furniture and fixtures and service and infrastructure.
3. Pricing strategy must be most competitive and aggressive overall pricing based upon WCS anticipated annual volume. Bidders are cautioned not to propose lesser / inferior quality furniture.
4. WCS seeks high quality products that will stand the test of time in the public K-12 environment -- therefore, avoid proposing certain deeply discounted (*in attempts to skew the results*) furniture items that will most likely never or rarely be purchased by WCS. Furniture proposed must be relevant to WCS FFE program and consistent with high quality standards.
5. Completeness of response, vendor should complete and answer all questions to the best of their ability and expertise.
6. Proposers should include any "out of the box" value added services or compelling amenities they may provide, programs to enhance relationships, etc.

EVALUATION PROCESS

WCS expects proposers to submit competitive responses to this RFP that will meet WCS requirements identified in the RFP specifications. Based on proposer's responses to this RFP, Williamson County Schools District plans to negotiate final terms and details with a single vendor for the Comprehensive Furniture and Fixtures project. Williamson County Schools District reserves the right to deny all proposals. Vendors should complete all changes and clarifications to proposals before submitting for evaluation. Williamson County Schools District Purchasing Department will evaluate and assess each proposal. The proposals will be evaluated based on the content and solutions offered using the following criteria:

I. Subjective and Qualitative Analysis **Weighted 40 Points**

Criteria

- Proposer information, clarity, and length of proposal
- Executive Summary
- Proposer's qualifications – financial strength and business history

Client references, reputation, and similar projects
Implementation plan and project staffing
Technical specifications, quality, and reliability
Local infrastructure, operations support, and warehouse distribution capabilities
Valued added, additional services proposer may bring to the table, beyond what is required in the RFP specifications.

II. Objective and Quantitative Analysis Weighted 60 Points

Pricing, cost, percentage discount off MSRP, quality of goods/brands offered; plus a few line item costs for various services (see proposal cover page).

Pricing may be evaluated based upon weighted purchase history by furniture categories. Proposers will be ranked based upon pricing and assigned values in this section of RFP analysis in 3 point increments — lowest bidder receives 60 points, next lowest 57, next 54 and so on). Be competitive with your pricing and be smart...know and acknowledge all of the overhead items you are bidding on as this is a Comprehensive Furniture Program.

100 Points Maximum (for both sections)

EVALUATING & ACCEPTANCE OF PROPOSALS: The evaluation team shall accept all proposals that are properly submitted. However, the team reserves the right to request clarifications or corrections to proposals. Acceptance of a proposal by Williamson County School District or a submission of a proposal to the school district offers no rights upon the proposer nor obligates Williamson County School District in any manner. After completion of the evaluation — WCS will begin to negotiate and select a firm that is determined to be the best value, interest and best solution for WCS District.

**PROPOSAL COVER SHEET
WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSAL # 1312
WCS DISTRICT FURNITURE & FIXTURES PROGRAM**

If WCS is satisfied with awarded vendor and all annual renewals occur, this awarded program will last from October 2023 to October 2029.

This Proposal Cover Sheet must be attached as the first page of the submitted packet.

Representatives Printed Name: _____ **Title:** _____

I have carefully read the specifications, terms, conditions and instructions contained within this document. I understand, comprehend and agree to all the language set forth in this document. By signing this document below and submitting my proposal in a sealed envelope to Williamson County Schools, I fully acknowledge, and accept the language contained within.

Notice to Proposer: If you find any of the language, terms, conditions or specifications unacceptable — then do not submit a proposal package for this project.

AUTHORIZED REPRESENTATIVES SIGNATURE: _____

DATE: _____

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

ITEM I

PROPOSAL COST Please list your selected manufactures appropriate for public K-12 Education and quote discount from manufacturer's list price. Name of Manufacturer MSRP / Catalog Discount %...includes turnkey delivery, assembly, installation and all of the other factors stated through this document.

The following are types of furniture that WCS will typically purchase (but are not limited to):

- Conference tables
- Systems Furniture
- Files — lateral & other
- Classroom furniture
- Teacher's desk
- Library furniture
- Lobby furniture
- Music- Science, Art, classroom furniture, cafeteria tables, folding chairs, folding tables, desk chairs and any other aforementioned categories.

Proposers should attach to this proposal a list of up to 30 Manufacturers with Discount from MSRP.

PROPOSAL COVER SHEET
Page Two
WILLIAMSON COUNTY SCHOOLS
RFP #1312
FURNITURE & FIXTURES PROGRAM

Company Name: _____ Date: _____

ITEM II

- SIZE OF WAREHOUSE STORAGE AREA THAT WILL BE DEVOTED TO WCS
_____ Square Footage (Floor Space)
- THIS WAREHOUSE IS HOW MANY MILES FROM THE WCS CENTRAL
OFFICE, 1320 West Main Street, Franklin, TN 37064
_____ miles
- If Awarded, this WCS FFE Program – this warehouse shall be secured and fully
accessible, ready and operated by 01/01/24 _____ YES _____ NO
Failure to provide warehouse by this deadline may certainly result in WCS cancelling
the award agreement.

ITEM III

- Hourly rate for experienced, skilled furniture technician/carpenter/installer to
troubleshoot and repair FFE items that are past the 2 year dealer warranty and include
all tools and labor \$ _____
- MOVERS: includes all tools, equipment labor and truck.
- Hourly rate for two men and a truck with moving material/handling tools and
equipment...one lead foreman and one helper \$ _____
- Hourly rate for three men and a truck with moving material/handling tools and
equipment...one lead foreman and two helpers \$ _____
- Hourly rate for four men and a truck with moving material/handling tools and
equipment...one lead foreman and three helpers \$ _____

ITEM IV

Proposer agrees to allow other Tennessee County or Local Public-School Districts,
Local Governments or Municipalities to "piggyback" on the WCS — RFP # 1312
award as allowable and applicable through TN Cooperative Purchasing Laws

Yes _____ No _____

DRUG-FREE WORKPLACE AFFIDAVIT

State of _____

County of _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as follows:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with T.C.A. 50-9-113.
Further affiant saith not.

Principal Officer _____

STATE OF

COUNTY OF

Before me personally _____ *appeared* with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____ 20__

Notary Public

My commission expires:

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (Hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. 49-5-4 13 as amended effective September 1 , 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. 49-5-413.

Further affiant saith naught.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally _____ appeared with whom I am personally acquainted (or proved

to me on the basis of satisfactory evidence), and who acknowledged that he/she is the of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____ 20 _____

Notary Public

My commission expires:

**CERTIFICATION OF COMPLIANCE
WITH THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. 12-12-101, et seq., ("Act"). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

NON-BOYCOTT OF ISRAEL CERTIFICATION

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____ 20 ____

Notary Public My commission expires: _____