



ORLAND PARK
PUBLIC LIBRARY

14921 RAVINIA AVENUE
ORLAND PARK, IL 60462

**REQUEST FOR PROPOSAL
FURNITURE SERVICES**

Issued: 9/16/19*

Due: 10/07/19*

**See Official Bid Notice for requirements*



September 16, 2019

RE: ORLAND PARK PUBLIC LIBRARY – FURNITURE SERVICES

The purpose of this Request for Proposal is to solicit proposals from qualified firms to provide FURNITURE SERVICES that meets the needs of the Orland Park Public Library, as further described in the Scope of Services. The Orland Park Public Library may **select one or more** vendor for service hereafter described for a period of time as noted herein.

FURNITURE SERVICES

Orland Park Public Library

14921 Ravinia Avenue

Orland Park, Illinois 60462

SUBMITTAL REQUIREMENTS:

- **PREQUALIFICATION:** Prequalification of all bidders in this bid group is required prior to the bid due date. Submit one fully executed copy of AIA Document A305 - 1986 "Contractor's Qualification Statement" prior to submitting this bid form via email to Lisa Schmidt at lschmidt@wightco.com no later than **Monday, September 30, 2019, until 12pm (CDT)**.
- **CLARIFICATION REGARDING RFP:** Any questions or requests for additional information regarding this Request for Proposal must be submitted in writing via email to Lisa Schmidt, Wight & Company (lschmidt@wightco.com) no later than **Monday, September 30, 2019, until 12pm (CDT)**.
- **SITE VISITS:** available upon request.
- **PROPOSAL DUE DATE:**
Sealed bids will be received by the Library Board at the date and time stated below:

Date: Monday, October 7, 2019

Time: 3:30 PM (CDT)

Location:

Orland Park Public Library

14921 Ravinia Ave

Orland Park, IL 60462

Large Meeting Room – 1st Floor

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1. Background

The Orland Park Public Library has been named one of the 200 Great Places in Illinois in honor of this year's Illinois State Bicentennial by the Illinois Council of the American Institute of Architects. The library is proud to be the "jewel" of the community with extensive services, a spacious facility and a diverse collection of resources supported by a knowledgeable and friendly staff. Since this award-winning building opened in 2004, the Board of Library Trustees and staff understood that keeping current for patrons and providing the newest materials and technology was of utmost importance.

In the past fourteen years, the library strove to stay in step with trends, offering the newest and best. Times change quickly, and the library is used by patrons much differently than twenty years ago. The library has become a center for community engagement and learning. In that end, OPPL needed to create new flexible spaces to accommodate the patron's needs without compromising the beauty and openness of the building. The library looked to the architect who had designed this facility to repurpose spaces and keep the integrity of the architecture. The Board selected Michael C. Barnes, Architect together with Wight & Company because of their experience, reputation and primarily for their connection to this building as the original architects of record.

Specifically, this request for proposal will address: **Furniture Services**

Project Description:

The Orland Park Public Library had some key area of concentration for the interior renovation which focused on furniture improvements in the following areas:

- Reconfigure the Entry Lobby and provide some new Lounge seating & side tables.
- Update furnishings at the new computer smart lab and public computer area.
- Create a new Multipurpose room with flexible furniture solutions.
- Story time room décor redesign and provide new seating options for within the room.
- Create a Tween social area with lounge seating
- Mother's Room in Youth area
- Expand the Graphics department area
- Develop a defined teen area on the second floor with additional study rooms and provide furnishing options that promote collaboration and flexibility for multiple configurations.

2. Scope of Services

Project Design Team

Wight & Company is the Architect/Interior Design team providing the documentation related to Furniture, Fixtures & Equipment. The Orland Park Public Library with assistance from Wight & Company will provide responses to bidders and collaborate in reviewing the bids to provide the Library Board a recommendation towards awarding the bid to the lowest, responsible bidder.

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SCOPE OF SERVICES

Description of the Scope of Work

The work consists of providing all personnel, materials, facilities, labor, equipment, and services to provide furniture product and installation services. Work will include, but not be limited to:

- A. Office Systems Furniture
- B. Multipurpose Room Furniture – Training tables
- C. Furniture for gatherings spaces
- D. Task Chair/ Conference Chair Seating
- E. Children’s Furnishings
- F. Ancillary Lounge Furniture

Required Services and Meetings once bid is awarded

In addition to providing industry-standard furniture selection services, order placement and tracking, warehousing, delivery and installation services, the furniture order shall include the following minimum services:

- A. Initial Selection Meeting. The initial selection meeting shall include the Owner representatives and the Architect, Wight & Company.
 - 1. Review purchase objectives, spatial and budgetary constraints
 - 2. Inventory documentation as required by FURNITURE VENDOR and field measurement verification.
 - 3. Product and layout recommendations have been established by the Architect and are NOT to be proposed by FURNITURE VENDOR for this project.
- B. Site Visit
 - 1. FURNITURE VENDOR is required to make multiple site visits to confirm field dimensions. Discrepancies in documents will be addressed through RFI’s process from the vendor to the Architect.
- C. Design Drawing and Re-Takes
 - 1. FURNITURE VENDOR shall provide field measurements and final ¼” Scale drawings. FURNITURE VENDOR shall also provide two (2) re-takes at no charge to the Owner, if necessary.
- D. Submittals. All submittals shall be transmitted to the Owner and Architect a minimum of fifteen (15) days in advance of the Confirmation Meeting. Submittals shall include, but not be limited to the following:
 - 1. ¼” Scale drawings locating all furniture pieces and parts
 - 2. 3-D modeling of furniture systems including Office and benching systems. Updates shall be provided if changes are necessary to meet budget.
 - 3. Furniture Product Photograph, specification sheet, and product cut sheet
 - 4. Material and Finish Sample
 - 5. Complete Dealership Service/Installation
 - 6. Warrantee
 - 7. O & M Manuals

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8. Schedule updates
 9. Identify Wall Blocking and other work required by others
 10. Coordination with Arch/MEP drawings (i.e. outlet locations, light switch locations, occupancy sensor locations, etc.)
- E. Order Confirmation Meeting. The purpose of this meeting is to finalize the selected items and obtain authorization to place order from the User Department representative(s), the Owner, and the Architect. At this meeting we will confirm furniture layout for each room.
1. Any changes to the order after Owner confirmation and written notification to proceed shall be done in writing through a change order, purchase order, written contract, or written contract amendment bearing the signature of the User, Owner, and FURNITURE VENDOR.
 2. Order Cancellation Charges: Six (6) weeks after furniture PO executed.
- F. Codes and Regulations: Manufacturer guarantees that products are manufactured in compliance with applicable codes and regulations. Manufacturer is to coordinate appropriate clearances are maintained as required by applicable codes and standards.
- G. Work Coordination. FURNITURE VENDOR site visits are required for coordination with Architect and the Construction Manager and to chalk out furniture to verify fit and location of power / cabling in-feeds and or floor box out. Furniture representative is responsible to verify furniture fit. Any conflicts must be resolved prior to furniture delivery and installation. Furniture representation is to submit Request for Information through the Owner & Architect regarding any conflicts.
- H. Pre-Installation Meeting. This meeting is to be attended by the Owner, Construction Manager, and the Architect. This meeting will take place a minimum of one (1) week but not more than eight (8) weeks in advance of installation. The pre-installation meeting will cover:
1. Review the existing conditions and orchestrate a smooth delivery and installation of furniture
 2. Review of transmission of delivery date and time
 3. Review of building notification and coordination
 4. Review of elevator and/or dock utilization and parameters
 5. Review of location of trash collection and removal requirements
 6. Review of staging areas
 7. Review of coordination with the Construction Manager and his Sub-contractors within the building or space.
- I. Construction Meetings. FURNITURE VENDOR shall be required to attend weekly construction meetings and daily plan of the day meetings. Meetings will be attended by the Owner, Construction Manager and the Architect. FURNITURE VENDOR is to attend meetings after the pre-installation meeting
- J. Delivery and Storage
1. FURNITURE VENDOR shall upon receipt of all furniture and furnishing items inspect for damage and compliance with the Contract Documents. FURNITURE VENDOR will, prior to delivery and installation, correct and replace any damaged items.

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2. The Owner & Architect shall be notified immediately of any delivery problems or unusually long lead times for individual items.
3. FURNITURE VENDOR shall be entirely responsible for the receiving, handling, storage, transportation for delivery, elevator operation (Construction Manager will be back charging Furniture Vendor for Elevator operator for all furniture installation, if required) and placing of furniture and furnishings including insured warehousing until time of delivery to the site. On site storage is not available.
4. All shipping cartons from manufacturers are to be labeled on the exterior carton "ORLAND PARK PUBLIC LIBRARY", -with the appropriate code designation as shown on the item list.
5. Prior to the date of installation and during the installation period, the responsibility of shipping, handling, receiving, storage, and theft shall be that of the FURNITURE VENDOR providing the materials.
6. In the event the construction is not ready to receive the furnishings, the vendor shall store all materials at no cost to the Owner, until such time when delivery is acceptable.

K. Installation.

The installation requirements are as follows:

1. FURNITURE VENDOR will monitor installation and quality of product and installation.
2. FURNITURE VENDOR shall be responsible to see that all work is free from stains, fingerprints, dust, and dirt prior to final Owner acceptance.
3. Owner & Architect shall be notified as to the progression of the specified materials during the period of ordering, manufacturing, and shipping. Prior to making any deliveries of materials to the job site, the Owner, Architect, and Construction Manager shall be contacted for coordination of delivery.
4. No merchandise is to be delivered or installed unless the Owner, Architect, and Construction Manager has been consulted and dates approved.
5. Installation and placement of furniture shall be based on the approved order drawing.
6. Examine areas and conditions in which material will be installed. The Construction Manager shall communicate in writing any conditions, which differ substantially from the initial meeting.
7. FURNITURE VENDOR shall indicate estimated manufacturing, delivery and installation time at time of orders.
8. Install metal case goods to comply with drawings and final shop drawings in strict compliance with manufacturer's printed instructions. Position unit's level, plumb at proper locations relative to adjoining units and related work.
9. Adjust all components and accessories to provide smooth operating, visually acceptable installation.
10. The responsibility of inspection for damage and installation of all materials shall be that of the FURNITURE VENDOR. Damaged materials will not be allowed to be installed.
11. Prior to installation, the FURNITURE VENDOR shall carefully inspect the area in which materials are to be installed. The FURNITURE VENDOR shall verify that all work is complete to the point that installation may begin without conflict with other trades. If deficiencies are noted, the FURNITURE VENDOR shall notify the Owner & Architect immediately.
12. All materials shall be assembled and installed by qualified workers meeting the prevailing wage requirements of the Village of Orland Park in this trade, and in strict accordance with the manufacturer's specifications and recommendations.

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13. All files shall be leveled, aligned, and bolted together side-to-side, and/or back-to-back from the inside.
14. All other components of furniture such as tops and bases shall be bolted together, aligned, and leveled to complete installation.
15. The Owner & Architect shall be notified when the project is ready for final inspection. The completed installation shall be reviewed by the Architect and notice given to the Owner of acceptance or adjustments required by FURNITURE VENDOR.
16. All employee of the vendor and its subcontractors performing work on the project shall be meet the prevailing wage requirements per the Village of Orland Park.
17. No work including deliveries will start before 8:00 AM.

L. Protection

1. Protect furniture against damage during remainder of construction period, complying with manufacturer's direction.
2. FURNITURE VENDOR shall be responsible for the covering, padding, and protection of all existing building construction (walls, floors, doors, cabinetry, etc.) as necessary to prevent damage during delivery of materials and products. FURNITURE VENDOR shall be liable for all damage incurred by them within the project site and building premises.
3. Protect furniture against damage during Installation. Advise Owner of additional protection needed to ensure that furniture will be without damage or deterioration at time of substantial completion.
4. FURNITURE VENDOR will provide the warranty policy for each manufacturer.

M. Punch-list and Post-Installation

1. FURNITURE VENDOR shall be responsible for punch-listing all items after delivery, and for prompt corrective action to remedy any issues or problems to ensure a complete and correct installation of products to the satisfaction of the Owner.
2. The punch-list shall be created by FURNITURE VENDOR and reviewed on-site with the Owner and Architect.
3. Furniture punch list items to be remedied within two (2) weeks

N. Loaner Program

1. In the event FURNITURE VENDOR does not meet the contract schedule. FURNITURE VENDOR shall provide loaner options to the Owner, as necessary. Temporary and/or demo furniture will be provided at no charge to the Owner if Furniture installation schedule is not maintained

O. Cleaning

1. Immediately upon completion of furniture installation, clean components and surfaces.
2. FURNITURE VENDOR shall keep the premises clean of waste of materials, rubbish, and debris resulting from the work and shall daily remove all such rubbish from the premises at the Vendor's own expense. The use of building dumpsters is not permitted.
3. FURNITURE VENDOR shall be responsible to see the work is free from stains, fingerprints, dust, and dirt prior to final inspection.
4. Remove surplus materials, rubbish and debris resulting from installation, upon completion of work and leave areas of installation in neat, clean condition.

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P. Project Close-Out Procedures

1. Product Use Demonstration and Training. The FURNITURE VENDOR shall include product instruction for the User Department and Orland Park Public Library as noted below.
 - a. The meeting shall be scheduled so as to minimize disruption of the User Department operations.
 - b. User instruction and training is required to include, but not limited to, the following information:
 - ❖ Proper furniture fit and ergonomics
 - ❖ Adjustments
 - ❖ Operation and handling
 - ❖ Proper storage
 - ❖ Maintenance and Cleaning
 - c. Demonstration and training shall occur within twenty-four (24) hours of occupancy or upon a mutually agreed [Date/Time] to be scheduled between the Orland Park Public Library, user group and FURNITURE VENDOR.
2. Operation and Maintenance Manuals. Three (3) copies of product operation and maintenance materials shall be transmitted with each order unless notified otherwise by the Orland Park Public Library and be distributed to:
 - ❖ The User Department Representative
 - ❖ The Building maintenance staff
 - ❖ The Orland Park Public LibraryThe operation and maintenance information shall include, but is not limited to:
 - ❖ Types of cleaning agents to be used and methods of cleaning.
 - ❖ Material content
 - ❖ Warranties
 - ❖ GREEN GUARD certification when applicable.

Q. Insurance. Provide evidence of the company's capability to meet insurance requirements set forth in the attached

R. Warrantees

1. Product non-obsolescence guarantee. Manufacturer guarantees that the product specified will be available for a minimum of ten (10) years from the date of installation.
2. All work shall have a full one-year labor and material warranty from Vendor in addition to manufacturer's warrantees.

S. Fire Resistive Rating for Furniture, Scenery and Decorations

1. All purchases must comply with the Fire Resistive Rating for Furniture, Scenery, and Decorations per the local jurisdictions code.

T. Electronic/Digital Service Requirements

1. All information and reports shall be done in the most current Microsoft software or

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compatible product.

2. Please describe any digital processes to service this account. Describe how this has been implemented previously.

U. Weekly Progress Reports. Weekly progress reports are required.

1. FURNITURE VENDOR shall review the schedule and progress and shall report said progress to the User Department, the Architect, Construction Manager, and Orland Park Public Library on a weekly basis in writing or via email.
2. FURNITURE VENDOR to provide weekly status reports to Architect, the Construction Manager, & Orland Park Public Library, through weekly notifications of monitoring of expediting, production, shipping, delivery and installation
3. Provide order drop-dead dates in order to meet the dates documented in the construction schedule.

3. Project Milestone Schedule

The milestone dates used for liquidated damages in the Standard Form of Agreement between Owner and Contractor for Construction. (General Contractor Services Agreement for further information.) The projected target milestone dates for the Project are as follows.

Construction Start.....	November 2019
Construction Completion.....	Late October 2020
Phased Construction	Phase 1 – Nov 2019 to Late March 2020
	Phase 2 – April 2020 to Late June 2020
	Phase 3 - July 2020 to Late October 2020

4. Contract Form

This Request for Proposal is not an offer to contract. If you are ultimately awarded the contract, all terms and conditions of the Form Agreement must be met, subject only to qualifications or modifications provided by you in accordance with this RFP and agreed to by the Owner. Please read the AIA sample documents carefully. The wording of the terms and conditions of these documents are provided for reference, and the Owner reserves the right to modify the content of the actual contract tendered.

5. General Instructions/Terms & Conditions

- a. It is intended that the Owner will select the most qualified Respondent. The successful Respondent will enter into a contract with the Owner in the form of the attached sample agreement. **Please review all terms and conditions of the attached Agreement. Notes or exceptions of any parts of the document should be included in your submittal.**
- b. Incomplete proposals and proposals not completed in accordance with the instructions will be disqualified.

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- c. Successful Respondent will be required to furnish liability insurance in accordance with the requirements provided by the Owner.
- d. The Owner may request and examine credentials and require resumes of the team.
- e. The Owner reserves the right at any time and for any reason to cancel this Request for Proposal; to reject any, some, or all proposals; to accept any proposal or parts thereof; or to accept an alternative proposal.
- f. Respondent may withdraw their proposal at any time prior to the scheduled time for receipt of proposals. No proposal may be withdrawn for 90 days after the scheduled time of opening of proposals.
- g. The Owner may award an agreement or agreements, based upon initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms that the Respondent can submit to the Owner.
- h. The Owner reserves the right to inspect, assess, and evaluate a Respondent’s facilities in an effort to determine their ability to provide the services as proposed. Respondent must also, upon request, provide any additional documentation deemed necessary by the Selection Committee to assist in this evaluation process.
- i. Notwithstanding and without limiting the provisions set forth in this Section hereof, regarding contractor’s status as an independent contractor, Contractor shall not use any employee of Contractor, Subcontractor, or Supplier, who, in the Owner’s opinion has been negligent, wasteful, dishonest, or otherwise performed his or her work related responsibilities in an unsatisfactory manner for purposes of completing the services to be performed under this Agreement. Furniture Vendor shall indemnify and hold the Owner harmless from any claims for damages, losses, or expenses of any kind whatsoever as permitted by law arising from the reassignment of such persons. The bidder should not submit a bid unless prepared to accept this requirement.
- j. **Taxes** - The Orland Park Public Library is an exempt organization.

6. Selection Process and Milestones

The qualifications/submissions from all invited firms will be reviewed by the Owner’s project team. Short-listed firms will be identified to move on to the interview phase. Selection criteria include, but are not limited to:

- quality of furniture priced
- ability to successfully manage project
- professional qualifications of key personnel

The anticipated schedule is as follows:

RFP Issued.....	September 16, 2019
Qualifications [Proposal] Due.....	October 7, 2019
Selected Vendor	Late October 2019
Contract signed by Vendor	November 2019

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7. Proposal Submittals

PROPOSAL SUBMISSION REQUIREMENTS

1. Pricing should include the following items
 - a. Written Proposal Cost
 - b. Completed Furniture Spreadsheet and FFE Bid Form
 - i. Provide in XLS and PDF format
 - ii. Full bid information should be represented within the spreadsheet
 - c. Complete Dealership Service/Installation Proposal
 - d. Freight, storage, delivery and union installation costs.
 - e. Escalation through date of delivery and installation
 - f. Elevator operator cost for all furniture installation, if required
 - g. Insurance –per contract requirements
 - Workers Compensation/Statutory.
 - Employers Liability.
 - Automobile Liability (including hired automobile and non-ownership liability)/Bodily injury and property damage.
 - General Liability.
2. Provide full schedule showing lead-time estimate and schedule indicating owner sign off date. This schedule should indicate that the vendor can meet the project milestones.
 - a. Furniture delivery & installation will be phased by floor working in conjunction with the construction manager and on-going work within the building.
 - b. Target installation dates: Phase 1: Late March 2020, Phase 2: Late June 2020, Phase 3: Late October 2020. Final completion November 2020.
3. Provide product specification sheet for each product provided.
 - a. 8.5x11 (portrait)
 - b. Provide Furniture Tag in upper right corner
 - c. Note all specification / finish / dimension / accessories for complete product information
 - d. Submit as compiled PDF
4. Product Warranties: Provide copies of your standard product warranties.
 - a. Note corresponding product Tag (s) in upper right corner for each document provided.
5. For hourly services, use the attached current rate sheet to your proposal.
6. Include a list of key personnel assignments proposed for the project. The Orland Park Public Library reserves the right to review, accept, reject, or retain all personnel assignments and changes proposed. Outline in the proposal a tentative schedule showing how you will accomplish the scope of the project within the given project schedule.
7. Describe your current workload for the project team and personnel availability.
8. Include all local conditions affecting the cost and with all code requirements of the work described, and attached proposes to provide all permits, insurance, equipment, subcontract work, labor and materials as required to accomplish said scope of work.

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9. General Terms

The selected respondent will be required to request approval from the Owner to take photographs of completed projects. If the Owner approves the taking of photographs, the Owner would own the copyrights to the photographs and provide a limited license to the Architect.

All material in this Request for Qualifications is considered confidential and shall not be used by the respondent for any reason other than responding to this request.

This request does not obligate The Orland Park Public Library to pay any costs that any respondent incurs in the preparation of its response. All costs associated with the preparation of a response to this request will be borne solely by the respondent. All submitted responses shall become the property of The Orland Park Public Library and will not be returned.

The Orland Park Public Library reserves the right to accept or reject any or all responses to this request, even if all stated requirements are met.

All information provided is the property of The Orland Park Public Library and should be used solely for work authorized by and executed on behalf of the Owner. The Owner attempts to provide the best available information, but the consultant is responsible for verifying any information used in the execution of their work.

Thank you for your interest in working with The Orland Park Public Library.

Attachments:

- Furniture Bid Form, PDF
- Furniture Drawings dated 9/16/19, PDF & AutoCAD
- Furniture Spec Sheets dated 9/16/19, PDF & Excel File
- FFE CSI Specifications
- AIA Sample Documents