

**Joliet Junior College  
Request for Proposal  
Furniture Replacement Program**

Vendor Name \_\_\_\_\_

### 1.1 Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has 14,944 full time and part time students enrolled in Fall 2015 classes. Campus locations consist of Main Campus, 1215 Houbolt Rd., Joliet, IL; City Center, 235 North Chicago Street, Joliet, Illinois 60432;-North Campus, 1125 West Romeo Rd, Romeoville, IL;

### Vision Statement

Joliet Junior College will be first choice.

### Mission Statement

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

### 1.2 Purpose/Scope of RFP

The purpose of this RFP is to purchase new or replace existing classroom and office furniture located at all JJC Campuses. Detailed requirements are in Sections 2, 3, 4, and 5.

### 1.3 Proposal Due Date

**The due date of this RFP is June 23, 2016, 2:00 p.m., CST. An original copy and five (5) copies and a complete electronic copy (DVD or flash drive) of the proposal shall be provided.**

### 1.4 Calendar

Date	Event
May 31, 2016	Vendors contacted via email/advertised
June 6, 2016 @ Noon CST	Last date/time for submission of written questions via email to <a href="mailto:purchasing@jjc.edu">purchasing@jjc.edu</a>
June 9, by end of business day	Responses to questions emailed
June 23, 2016 @ 2:00 p.m. CST	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
June 23, 2016 @ 2:00 p.m. CST	Delivery of demos/samples to Roxanne Venegas, Purchasing Manager
June 28 – July 11, 2016	JJC Evaluation Team reviews proposal
August 10, 2016	Notification of Award

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**1.5 Instructions to Vendors**

**Advice:** The department responsible for this RFP is the Purchasing Department located at 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, A-3102 telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to [purchasing@jjc.edu](mailto:purchasing@jjc.edu) on or before **June 6, 2016 at Noon CST.**

**Submission:** the submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). RFPs must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP Furniture Replacement Program, the opening date and time. An original and *five (5)* copies of the RFP shall be provided.

RFPs must be addressed to Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services 1215 Houbolt Rd., A-3102, Joliet, IL 60431-8938.

RFPs not submitted in the format as instructed by this RFP may not be accepted. Addendums to this RFP, once filed, must be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

**Receipt of RFP / Late RFP:** Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be considered for award.

**Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business & Auxiliary Services or Joliet Junior College.

**Addenda:** If an addendum to the proposal document is required, JJC will mail the addendum within a reasonable time prior to the due date. JJC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record and such addendum shall be acknowledged by signing and including in your proposal submission.

**Proposal Due Date:** The proposal must be received on or before **2:00 p.m., Central Standard Time, on June 23, 2016**, at the Business and Auxiliary Services Department, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938.

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**Insurance:** The vendor performing services for JJC shall:

1. Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury, and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.
3. Provide motor vehicle insurance for all owned, non-owned, and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

**Taxes:** JJC is exempt from all federal excise, state, and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

**Indemnification:** The vendor shall protect, indemnify, and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

**Disclosure:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

**Term of Agreement:** Any agreement, which results from this RFP, shall be for a period of three years from the date of the award, with the exception of warranty agreements, which shall be for a minimum period of TEN (10) years. An option to renew for two additional years will be evaluated by both parties SIXTY (60) days prior to the end of the current award.

**Subcontracting:** No portion of this contract may be subcontracted without prior permission of the College.

## **1.6 General Terms and Conditions**

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the award, purchases will be put into effect by means of purchase orders executed by the Director of Business & Auxiliary Services.

**Right to Cancel:** JJC may cancel the award(s) resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days' written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute Resolution (ADR) has been exhausted.

**Dispute Resolution:** JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

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**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

**Proprietary Information:** Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information". The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive all minor irregularities in the proposal, waive any defect, and/or reject all proposals, and to seek new proposals when such an action is deemed to be in the best interest of JJC.

**Award:** JJC reserves the right to award this agreement to one vendor or multiple vendors based on the best interest of the College. The vendor(s) may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

## 1.7 Format for Response

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

*An original and five (5) copies of the proposal and a complete electronic copy (DVD or flash drive) of the proposal will be required.* Each shall be submitted in a binder. The original copy should be so noted and signed.

**1. Title Page**

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

**2. Table of Contents**

Clearly identify the materials by sections and page number(s).

**3. Letter of Transmittal**

Limit to one or two pages.

a. Briefly state the vendor's understanding of the scope of products to be provided.

b. Give the names of the persons who will be authorized to make representations for the vendor, their titles, addresses, and telephone numbers.

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**4. Purchasing Consortium**

State any and all purchasing consortium pricing that will be utilized in this RFP.

**5. Price Responses**

May use pricing page in Section 2.1 of this document or submit customized pricing if applicable.

**6. Invoicing Procedure**

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

**7. Proposal Confirmation**

In this section of your proposal, state any clarifications to the proposed document and your reasons for clarifications. Please list any alternative suggestions for improvement in costs and/or products provided as an alternative.

**8. Bidder's Certification Statement**

**1.8 Evaluation**

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor(s) whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

- 1. The provider's ability to assist JJC in meeting the overall goals of the RFP.
- 2. Minimize associated installation costs, uphold associated warranties/guarantees, and maintain excellent service, support, and response time.
- 3. Provider's layouts / brochures for all furniture proposed.
- 4. The firm's overall experience, reputation, expertise, stability, and financial responsibility.
- 5. The vendor's past relationship with JJC, if any.
- 6. The experience of the representative that will be assigned to service JJC's account.
- 7. Feedback from references.
- 8. Any other relevant factor that a private business entity would consider in selecting a vendor.

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**1.9 Scope of Furniture Requirements - All areas must be measured for actual size before order is placed**

Joliet Junior College is soliciting proposals to purchase new or replace existing furniture, as needed, at all campus locations. All awards are to be for a three-year period with options to renew for two additional years. Vendors may bid on all or a portion of the classrooms/offices. Furniture will be ordered on an as needed basis, and as funding becomes available. All specifications are provided to convey the style, appearance, and quality of the furniture. The College's current furniture standards include items from Steelcase.

The make or manufacturer does not restrict bidders to the specific brand, make, or manufacturer named; but conveys the general style, type, character, specifications, and quality of the article desired. Any article, which the College, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

Furniture listed is a sample of our requirements but is not limited to the following:

**CLASSROOM – FIVE STYLES**

**CURRENT STANDARD**

**1. Single desk/chair combination w/side lift top**

- a. Wood or laminate surfaces
- b. Optional bookrack under chair

Steelcase Node

**2. Single desk/table, w/separate classroom chair**

- a. Wood or laminate surfaces
- b. Optional bookrack under chair

Table – Vecta Runner  
Chair – Steelcase Move, plastic back and seat, no arms, casters

**3. Double table, w/ two classroom chairs**

- a. 18" x 60" laminate or wood tabletop
- b. A Frame polylshell stacking chairs

Table - Vecta Runner, no modesty panel  
ADA Table – Vecta Akira  
Chair – Steelcase Move, plastic back and seat, no arms, casters

**4. Computer Lab double table, w/ two computer chairs**

- a. 30" x 72" table with power and data access
- b. 30" x 84" table with power and data access
- c. Access for hard wire
- d. Pop up receptacles below
- e. Adjustable height chairs, swivel, mid-grade fabric, w/caster wheels

Table – Vecta Runner  
ADA Table – Vecta Akira  
Chair – Turnstone Jack, armless

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**LECTURE HALL / THEATRE STYLE AUDITORIUM SEATING**

**CURRENT STANDARD**

**1. Provide several options**

None

- a. Polyshell chairs w/ flip up arms
- b. Fabric back chairs w/ flip up arms
- c. Standard lecture size tables with modesty panels

**OFFICE FURNITURE – MULTIPLE STYLES**

**1. Two Faculty/Standard Double Office Styles (Free Standing)**

Turnstone Currency

- a. 30" x 60" Freestanding double pedestal desk (b/b/f)
- b. 30" x 60" Freestanding single pedestal desk w/ hutch (b/b/f)
- c. Lateral file cabinet, two drawer letter, 30" x 14"
- d. Two shelf high bookcase – 36" x 28.5" x 36"
- e. Ergonomic desk chair, pneumatic height, full bk, bk, lk, lmb adjm, seat ang/d, arm (plastic/upholstery)

**2. Two Professional / Administrative /Executive Level Single Office Styles (Free Standing)**

Turnstone Currency

- a. Single U-shaped desk w/ closed door hutch, 6' x 8' x 6' (30" x 72" desk, 48" return, 24" x 72" credenza) f/f – laminate
- b. Single desk w/ closed-door hutch, 30" x 72", b/b/f
- c. Ergonomic desk chair, pneumatic height, full bk, bk, lk, lmb adjm, seat ang/d, arm (plastic/mid-grade upholstery)
- d. Conference table – 48" round – wood
- e. Conference table – 36" x 60" rectangle – wood

**3. Multiple Work Station Locations (Two or more in work space) (Submit pricing for two recommended options)**

Turnstone Kick

**Approximate workspace 6' x 6' area**

Private / Public work spaces

Fabric and/or Videne Panels / Each area is custom and must be measured

Multiple work surface spaces / Each area is custom and must be measured

Laminate tops / steel structure lateral files

Keyboard trays

Paper management (optional)

Overhead files (optional)

Ergonomic desk chair, pneumatic height, full bk, bk, lk, lmb adjm, seat ang/d, arm (plastic/mid-grade upholstery).

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**2.0 Equipment Specification Guidelines**

**Classroom**

1. Flexible / Collaborative
2. Metal Folding and/or Fixed Legs on Tables
3. Chairs w/ and w/o wheels
4. Ergonomic seating (Sturdy and comfortable)
5. Wood or laminate color choices for desk tops
6. Mid-grade fabric selections for upholstered computer chairs
7. Thermoplastic poly shell color choices for desk chairs
8. 10 year minimum warranty

**Office**

1. Measurements must be adaptable to varying space requirements
2. Ergonomic seating (Tilt back, Hydraulic height adjustment, Adjustable arm rests, Lumbar support)
3. Storage
4. Consistent design with open plan or private area
5. Ample and efficient work space
6. Wood or laminate color choices for desks
7. Modesty panels
8. Mid-grade fabric selections for chairs
9. 10 year minimum warranty

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**2.1 Proposal Pricing**

Enclose manufacturer's descriptive literature, model numbers, and detailed specifications for each product.

**CLASSROOM – FIVE STYLES**

**PRICE PER UNIT**

1. Single desk/chair combination w/side lift top

\_\_\_\_\_

Single desk/table, w/separate classroom chair

\_\_\_\_\_

Double table, w/ two classroom chairs

\_\_\_\_\_

2. Computer Lab double table, w/ two computer chairs

\_\_\_\_\_

**LECTURE HALL / THEATRE STYLE AUDITORIUM SEATING**

1. Provide several options

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE FURNITURE – MULTIPLE STYLES**

1. Two Faculty/Standard Double Office Styles (Free Standing)

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Two Professional / Administrative /Executive Level Single Office Styles (Free Standing)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PRICE PER UNIT**

4. 51" X 40.5" Wall unit w/doors and workspace in center \_\_\_\_\_

5. Multiple Work Station Locations (Two or more in work space)  
Submit pricing for two recommended options

\_\_\_\_\_  
\_\_\_\_\_

*Product demonstrations must be available after the RFP opening. Bidders must provide a sample for each item offered prior to award. Samples shall be exact and true representatives of the material offered. Each sample shall be properly tagged or labeled with the name of the bidder, the bid opening date, and the specific commodity or item number. Samples shall be provided at no cost to the College. In the event the delivered product fails to conform to the sample provided, the Contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional cost to the College.*

*Bid samples must be submitted to:*

*Roxanne Venegas  
Purchasing Manager  
Joliet Junior College  
1215 Houbolt Road  
Joliet, Illinois 60431*

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**2.2 Reference Contact Information**

Provide the names, email addresses, and phone numbers of three references with whom you have furniture contracts or have provided large quantities of furniture layouts.

1. Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
NAME OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, J-1052  
1215 Houbolt Road  
Joliet, IL 60431-8938