

WORKFORCESOLUTIONS

GREATER DALLAS

Workforce Solutions Greater Dallas is an equal opportunity employer/program, and a proud partner of the American Job Center network. Auxiliary aids are available upon request, for persons with disabilities. TTY:214-745-1054. Funding received by the TWC and through the Departments of Labor, Health, Education and Agriculture. 100% of paid costs would be from Federal Funds. It is not anticipated that non-governmental funds will be involved.

August 27, 2019

Interested Bidders
Request for Quotations (RFQ)
Workforce Office Furnishings

Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization that administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. WFSDallas administers contracts and activities with a budget of approximately \$120M annually. WFSDallas is a tax exempt organization. Please see WFSDallas website (www.wfsdallas.com) for workforce center locations and other pertinent information.

Services Solicited

Workforce Solutions Greater Dallas currently has eight (8) workforce centers with an additional location to be added within the last quarter of 2019. Workforce Solutions Greater Dallas is accepting proposals to work with a local vendor for design services, installation, procurement of new cubicle work stations (in addition to case goods/seating), and space planning services. The quantities may change based on actual field/site measures.

The awarded bidder will continue to establish these same services at proposed costs for upcoming moves in 2020 and 2021.

1) Greenville - 6500 Greenville Avenue, Suite 250, Dallas, 75206

Removal of existing cubicles and shipped to Austin - the existing furniture onsite is "Steelcase, Avenir". This will need to be torn down and shipped to Texas Workforce Commission in Austin, Texas 78778-0001.

2) Greenville – 6500 Greenville Avenue, Suite 250, Dallas, 75206

Adding new cubicles and case goods for private offices. 16,842 square feet will require office furnishings for forty (40) private offices and eighteen (18) new cubicle stations.

3) Southwest Center, 7330 S. Westmoreland Road, Suite 200, Dallas, 75237

33,000 square feet comprised of mostly 6 x 8 cubicle workstations* (Herman Miller, Canvas line). The approximate number of stations total seventy-two (72), will need to have all fabric cleaned, and replace existing fabric on two 24-inch wing panels. In addition, cubicles will need to include HUB with power and a USB with two inputs. The removal will need to be completed in two (2) phases and can ONLY be performed after-hours/weekend, and with anticipated time frame of delivery to new space mid-November 2019. The newly refurbished cubicle workstations will be staged at the new Redbird Center, indicated below.

4) Redbird Center, 3662 W. Camp Wisdom Road, Dallas, 75237 (new space)

New office furnishings to include:

- Seventeen (17) private offices**,
- Forty-two (42) telemarketer cubicle 5x3 stations with data/power above work surface,
- Seven (7) new 6 x 8 employee cubicle stations,

achieving competitive solutions... for employers through quality people and for people through quality jobs.

- Fifty (50) 72in x 24 in nesting table, modesty panel, and casters, and
- Twelve (12) 72in x 24 powered tables (daisy-chained), grommets with power, and no casters.

***A standard workstation is sized at 6 x 8 total work station to include:** 6 x 6 L-shaped work surface with 24 inches to be utilized by a guest side chair. In addition, each cubicle should contain rail tile with paper management (three (3) trays), 3-foot overhead storage with locking sliding door (not to exceed height of panel system), data/power should be above work surface and must contain 3 electrical duplexes and one USB plug with 2 inputs, pencil drawer, and two (2) pedestals that contain the following: file/file, and box/box/file. The pedestals must be affixed to the workstation and not moveable or separated from the unit.

All estimates on new furnishings should include pricing for grade/tier 2 finishes for fabric, paint, and surface finish.

****A standard private office (8 x 8 or 8 x 10) includes:**

- 4x6 magnetic glass board (installed),
- Bullet shaped desk 30 x 72 with a modesty panel, 48-inch bridge, and 72-inch credenza,
- A lateral file will be placed under credenza for storage and 24 x 24 wardrobe cabinet (with box/box/file and narrow coat storage).

The interested bidders must provide the **Bidder Cover Sheet** (Information About Bidder). **The interested bidders may submit a quote on any or all items described above.**

The return documentation from each vendor should include an itemized list of all components and should include the following, pending on your bid:

New furnishings

- 1) part number, quantity, size, color/finish, and price.
- 2) 2D office typical and 3D office typical.
- 3) 2D floor plan of entire space.
- 4) 3D image of cubicles.
- 5) Additional costs.

Cubicle Removal

- 1) Staff time/hours for removal
- 2) Transportation costs
- 3) Additional Costs

Refurbish and Replacement Fabric of Existing Cubicles

- 1) Staff time/hours for replacement of cubicle
- 2) Fabric replacement costs
- 3) Additional costs

Bidders interested in receiving a copy of the CAD drawing of the Redbird location, please email procurement@wfsdallas.com for a copy.

Delivery Timeline Solicited

The delivery of office furnishings to specified locations in Dallas County is required as early as Monday, October 21st, and no later than Friday, November 15th. Within seven (7) business days, awarded vendor will immediately begin developing a design layout.

Administration of This Request for Quotations (RFQ)

The RFQ is issued **at 1:00 p.m. CDT, Tuesday, August 27, 2019** and available at the WFSDallas offices at Ross Tower, 500 N. Akard Street, Suite 3030, Dallas, Texas 75201 and for download from the Board's

website: <http://www.wfsdallas.com/doing-business>. If you are unable to download the RFQ, please contact: procurement@wfsdallas.com or (214) 290-1000.

Deadline for Quotations/Submission Means

The bid proposal must be officially **received at Ross Tower, 500 N. Akard Street, Suite 3030, Dallas, Texas 75201 no later than 5 p.m. CDT on Monday, September 16, 2019**. The bid proposal may be hand delivered or submitted by mail/courier service or submitted via email at procurement@wfsdallas.com.

Any bid proposals or amendments delivered/received or post marked after the deadline date will not be considered, but will be deemed late and non-responsive to this RFQ procurement process. Late bid proposals or amendments will be returned without review.

The bid proposals that will be hand delivered or submitted by mail/courier service or submitted via email at procurement@wfsdallas.com must be addressed and externally labeled to include the following:

Workforce Office Furnishings
Attn: Procurement
Workforce Solutions Greater Dallas
Ross Tower, 500 N. Akard Street, Suite 3030
Dallas, Texas 75201

Dated Material: Bid proposals are due by 5:00 p.m. CDT on September 16, 2019

The Board is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding proof of mailing.

Bidders' Conference

There will be no Bidders' Conference to respond to questions on the RFQ; however, respondents may pose any questions to the e-mail link at: procurement@wfsdallas.com. A formal question/answer, clarifications or amendments will be posted at the Board's website: <http://www.wfsdallas.com/doing-business>

Site visits will be scheduled September 5th and 6th. Please contact procurement@wfsdallas.com to schedule the site visits.

Funding

All funding is conditional upon the availability of grant funds from the U. S. Departments of Labor, Health, Education and Agriculture, and the Texas Workforce Commission.

Agreement Type/Service Period

The executed agreement, as a result of this RFQ process, will be a vendor agreement unless another type is determined by the WFSDallas to be more advantageous.

Method of Procurement

The products and/or services solicited under this RFQ shall be procured exercising the competitive negotiation method of procurement as described in the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC), and Board policy.

Eligible Respondents

Proprietorships or organizations with the capability to provide items described within this RFQ and with the professional experience, a record of integrity and good business ethics (i.e., not debarred from doing business with state, federal or local government), are invited to respond.

Governing Provisions and Limitations

1. WFSDallas reserves the right to accept or reject any or all quotes received, to cancel and/or reissue this Request for Quotations in part or its entirety.
2. No contract/purchase agreement may be awarded until the bidder has complied with Executive Order 12549, 29 CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the vendor, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
3. Prior to award of any contract/purchase agreement, a Bidder must sign a "Certification Regarding Conflict of Interest" stating adherence to the Board policy regarding free and open competition and conflicts of interest.

Selection of Vendor or Vendors

The selection of vendor or vendors to supply items will be based on company history of providing products and most competitive **fixed-pricing**.

Proposer Inquiry and Appeal Process

Proposer not selected by this process may appeal the decision by submitting, within 10 days of the Board notification of the procurement decision, a written request for debriefing. A copy of the complete appeal process will be provided upon request. The Request for Debriefing should be sent registered mail or hand delivered (a receipt will be issued), clearly identified externally as Dated Material and addressed to: **Laurie Bouillion Larrea, President, Workforce Solutions Greater Dallas, Ross Tower, 500 N. Akard Street, Suite 3030, Dallas, TX 75201**. Telefax/facsimile/E-mail shall not be accepted at any stage of the appeal process.