



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

September 2, 2022

## REQUEST FOR PROPOSAL

**RFP 2022P038**

**ARL Furniture**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: N/A

Site Visit: **1:00 P.M. Local Time, September 13, 2022**  
15500 E Eagle River Road, Eagle River, AK 99577. Wear a vest and closed toe shoes

Questions Due: **12:00 P.M. Local Time, September 14, 2022**

Proposals Due: **5:00 P.M. Local Time, September 22, 2022**

**ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies** of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

**If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)**

**For further information contact Purchasing** at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

*Chris Hunter*

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Deputy Purchasing Director

# **MUNICIPALITY OF ANCHORAGE SOLID WASTE SERVICES DEPARTMENT**

## **Request for Proposals 2022P038**

### **Provide and Install New Office Systems Furniture for the Anchorage Regional Landfill Maintenance and Administration Building**

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

Section 4 - Proposal and Submission Requirements

Section 5 - Evaluation Criteria and Process

Section 6 - Selection Process

Section 7 - Sample Contract

Section 8 - Attachments

#### **1.0 GENERAL INFORMATION**

##### **1.1 Purpose**

The Municipality of Anchorage (MOA) Solid Waste Services Department (SWS) is soliciting proposals to establish a contract for the comprehensive design, provision, and installation of new commercial-grade office systems furniture for the Maintenance and Administration Building (MAB) located at the Anchorage Regional Landfill (ARL) in Eagle River, Alaska. Used or refurbished furniture will not be accepted.

The Contractor and proposed furniture manufacturer will have a demonstrated business success record in the commercial furniture market that can be validated through recent business customer references.

Furniture offered in response to this RFP must be new furniture. New furniture means furniture that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The furniture must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the MOA. The MOA will not accept remanufactured, used, or reconditioned furniture. It is the Contractor's responsibility to ensure that each piece of furniture, components, and accessories delivered to the MOA complies with this requirement. A Contractor's failure to comply with this requirement will cause the MOA to seek remedies under breach of contract.

## 1.2 Background

The MAB is a completely new building, still under construction as of the date of this RFP. Construction is scheduled to be complete at the end of October 2022.

The building consists of a variety of office, conference, maintenance, and other spaces that will require furniture for SWS staff. An architectural floor plan is included in the RFP for the proposer's reference.

SWS requires new furniture to be installed in the building and ready for use by no later than November 15, 2022.

## 1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage  
Purchasing Department

[wwpur@muni.org](mailto:wwpur@muni.org)

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

## 1.4 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **2.0 RULES GOVERNING COMPETITION**

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

## 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 45 calendar days following the submission date.

## 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

## 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions;
- 2) responsiveness to the RFP requirements;
- 3) completeness and clarity of content.

## 2.5 Signature Requirements

All proposals must be signed. Proposals must be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Paragraph 4.3) will meet this requirement.

*Failure to sign the Proposal is grounds for rejection.* The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission Requirements

**2.6.1 ONE ORIGINAL, single sided unbound, plus five (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

**2.6.2 IN ADDITION** to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

**2.6.3** All copies of the proposals shall be submitted in a single sealed cover which

shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

#### 2.6.4 Proposals must be delivered or mailed to:

Physical Address

Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

#### 2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

#### 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

#### 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

#### 2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

#### 2.11 Late Submissions

**PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

## 2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

## 2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## 2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

## 2.15 Alaska Business License

The successful proposer must submit evidence that they hold a valid Alaska business license (ABL), prior to award of contract.

### **3.0 CONDITIONS AND SCOPE OF SERVICES**

This project involves the comprehensive design, provision, and installation of new commercial-grade office systems furniture for the Solid Waste Services Maintenance and Administration Building.

Following are the minimum services, material, work, and conditions that will be required under this effort.

#### 3.1 Design

The contractor shall provide complete systems furniture design. The Manufacturer must offer design services for all environments. These services shall include initial, but not be limited to, site survey, space utilization analysis, 2-D plans and elevations, 3-D CAD renderings, and end-user coordination.

#### 3.2 Provide New Systems Office Furniture

Furniture offered in response to this RFP must be new furniture. New furniture means furniture that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The furniture must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the MOA. The MOA will not accept remanufactured, used, or reconditioned furniture. It is the Offeror's responsibility to ensure that each piece of furniture, component, and accessory delivered to the Agency complies with this requirement. A Successful Offeror's failure to comply with this requirement will cause the MOA to seek remedies for breach of contract.

The Contractor and proposed furniture manufacturer will have a demonstrated business success record in the commercial furniture market that can be validated through recent business customer references. Any proposed manufacturer shall have been in continuous business for a period of not less than 20 years with principal corporate headquarters located in the United States.

Provision of furniture shall also include any and all associated packing, crating, shipping, transportation, and handling needed to deliver the all material to the project location.

Furniture shall meet the minimum requirements and design conditions as stipulated in Attachment 1- Furniture Schedule and Attachment 2 – Furniture Schematic.

### 3.3 Install

All products must be installed by installers certified by the manufacturer and in accordance with manufacturer's recommended installation instructions. Workstation components shall be installed level, plumb, square, and with proper alignment with adjoining furniture. The components shall be securely interconnected and securely attached to the building where required.

Upon completion of installation, all products shall be cleaned and polished and the area shall be left in a clean and neat condition. Any defects in material and installation shall be repaired, and damaged products that cannot be satisfactorily repaired shall be replaced.

The Contractor is responsible for ensuring that all electrical and data cabling is installed in accordance with all applicable standards and regulations. It is the Contractor's responsibility to acquire and pay for any applicable jurisdictional permitting associated with electrical and other trades as necessary.

On-site regular working hours are 7:30 a.m. - 5:00 p.m. Monday through Friday. The majority of installation work shall be done during regular working hours unless SWS requests otherwise. Limited non-secure storage may be available to the Successful Offeror for staging and installation purposes.

Reconfiguration Assistance - The Successful Offeror must provide assistance in reasonable re-design and reconfiguration of installed installations free of charge for a six (6) month period after installation completion.

### 3.4 Moving & Relocation

SWS may require existing furniture, located on the ARL site in other buildings or temporary ATCO trailers, to be relocated and set up in the new MAB. The Contractor will be required to disassemble (as necessary), transport to designated location inside of the MAB, and assemble/setup as required. The full extent of this work is not currently known. This item will be evaluated in the Cost Proposal as the Contractor's proposed hourly personnel/team rate for performance of this work.

## 4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed six (6) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.



#### 4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

#### 4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

#### 4.3 Letter of Transmittal (Limited to one (1) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address.

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

**4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

#### 4.4 Evaluation Criteria

##### 4.4.1 **Project Approach/Project Management Plan**

An in-depth discussion of the proposer's understanding of the Request for Proposal and project scope of work, and proposed approach, including a detailed work plan covering: project schedule indicating key milestones and indicators of progress; interaction and coordination with SWS. Proposers should demonstrate their awareness of the project requirements under this subsection. This subsection should include any specific thoughts, enlightenments or recommendations that the proposer desires to bring forward which are not necessarily discussed in this RFP, and that will further demonstrate that their firm's capabilities exceed that of mutually competing firms.

##### 4.4.2 **Firm/Manufacturer Qualifications and Experience**

Specific qualifications and past experience of the Proposer's firm, assigned project manager, key project personnel, furniture manufacturer, and subconsultants that will provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced. Discuss any past experience the firm has performing work for the Municipality of Anchorage and Solid Waste Services. Information on the furniture manufacturer shall include, but not be limited to, history, time in

business, size of company, corporate and regional office/retail locations, and relationship to the Proposer.

A project team schematic or organizational chart explaining personnel that will be assigned to the project with their roles to be performed under the contract; a statement of staff availability, which includes the project manager, commitment to the project; and staff location. Based upon the proposed project schedule, note any and all conflicts regarding the availability and location of the project manager and key personnel during performance of the contract.

#### **4.4.3 Systems Furniture Design Layout and Specifications**

- Provide sufficient plans to represent the furniture and layout for the areas represented in Attachments 2-4.
- Provide 3-D CAD renderings for each “typical” area as represented in Attachments 2-4.
- Submit manufacturer’s product data including elevations, photos, finish/laminate selections, fabric selections, dimensions, construction details, hardware, electrical power requirements, and electrical and IT raceways and attachment anchorage.

#### **4.4.4 Contractor Location**

Describe the firm’s location where the primary services are to be provided and the ability, to meet in person with SWS personnel when required during the performance of the contract, and the ability to provide repair, maintenance, or warranty services as required.

#### **4.5 Cost Proposal**

Proposer’s cost for comprehensive design, provision, installation of all office furniture systems, and relocation of existing furniture where required. Cost Proposal shall be filled out and submitted on Attachment 5 – Cost Proposal.

### **5.0 EVALUATION CRITERIA AND PROCESS**

#### **5.1 Evaluation Criteria**

Proposals will be evaluated and ranked on the following criteria and point range respectively.

##### **5.1.1 Project Approach/Project Management Plan**

**0-10 POINTS**

- Understanding of Request for Proposal.
- Detailed Work plan Project Schedule.
- Interaction and Coordination with SWS.

**5.1.2 Firm/Manufacturer Qualifications and Experience 0-10 POINTS**

- Directly related Firm/Team experience and qualifications.
- Experience and qualification of Project Manager and key personnel.
- Past performance on Municipal/SWS projects.
- Qualifications of the furniture manufacturer.
- Ability to meet deadlines and anticipated work load.

**5.1.3 Systems Furniture Design Layout & Specifications 0-25 POINTS**

- Conformance of proposed design to stated requirements
- Completeness of design layout for all offices and rooms.
- Quality of plans, renderings, and manufacturer's literature in communicating the design and look of the proposed furniture as relates to the space in which it will be situated.

**5.1.4 Contractor Location 0-5 POINTS**

- Firm's location and ability to meet with Department personnel as required and to provide repair, maintenance, or warranty services as required

**5.1.5 Cost Proposal 0-50 POINTS**

- Proposer's cost for comprehensive design, provision, installation of all office furniture systems, and relocation of existing furniture where required Cost Proposal shall be submitted on Attachment 5 – Cost Proposal and as indicated in Section 4.5 – Cost Proposal.

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor, if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (35) and the resulting score of 21 would be assigned to the criterion. This process would be repeated for each criterion.

5.3 Quantitative Rating Factor

The Cost Proposal will be rated using the following formula:

$(\text{Proposed Cost}) / (\text{Highest proposed Cost}) \times (\text{Number of maximum available points for category})$

Example:

Proposer A = \$2,000  
Proposer B = \$1,000  
Max Points = 60

Proposer A: **60 points**  
Proposer B:  $(\$1,000/\$2,000) \times 60 \text{ points} = \mathbf{30 \text{ points}}$

#### 5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of two (2) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

### 6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

### 7.0 SAMPLE CONTRACT

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT 1). The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAS BEEN ACCEPTED.

## **8.0 ATTACHMENTS**

- Attachment 1 – Sample Contract
- Attachment 2 – Furniture Schedule and Minimum Requirements
- Attachment 3 – Conceptual Furniture Schematic
- Attachment 4 – MAB Floor Plan
- Attachment 5 – Cost Proposal