



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

## **REQUEST FOR PROPOSALS**

### **Office Renovation – FF&E – Systems, desking & tables**

The Mid-Ohio Regional Planning Commission (“MORPC”) is soliciting proposals from qualified individuals or firms to provide professional services for the supply and installation of the systems, desking and tables fixture, furniture and Equipment (“FFE”) package for its Office renovation project (“The project”), located at 111 Liberty Street, Suite 100, Columbus, Ohio 43215.

MORPC is a voluntary association of local government communities in the 15-county Central Ohio area. Our organization strives to enhance the quality of life and competitive advantages of Central Ohio by working through local governments and other constituents. A catalyst for change, evidence of MORPC's work is seen every day through planning, programming and services in the areas of housing, transportation, water, land use, economic development, environment, public policy and technology. We assist our local government members by providing innovative solutions for the many challenges facing our growing region. MORPC is a political subdivision of Ohio and a non-profit organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code.

Consultants interested in being considered must submit **electronic copies of proposal in PDF format**. Proposals will be received by MORPC until **12:00 pm (ET), May 15, 2020**.

**Submit proposals to:**

SHYFT *Collective* on the behalf of  
Mid-Ohio Regional Planning Commission  
Attn: Karen Craddock  
**[k.craddock@shyftcollective.com](mailto:k.craddock@shyftcollective.com)**

Proposals must arrive via email to the above email address prior to the proposal due date and time. Firms making proposals should take this into account when choosing a mail carrier. Facsimile submissions will not be accepted.

All questions must be submitted in writing and should be submitted via email to Karen Craddock at [k.craddock@shyftcollective.com](mailto:k.craddock@shyftcollective.com). No answers will be given over the phone. Written answers, including any amendments to the RFP if necessary will be posted on MORPC's website. Responses to questions will be posted at <http://www.morpc.org/rfps-rfqs/>.

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color,

national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

## Contents

<b>I.</b>	<b>Overview/Project Background/Scope of Services</b> .....	<b>4</b>
<b>II.</b>	<b>Proposal Format</b> .....	<b>4</b>
	A.) Cover Letter.....	4
	B.) Organization, Personnel, Experience & Project Management.....	5
	C.) List & Description of Deliverables .....	6
	D.) Project Schedule.....	6
	E.) Budget or Cost Proposal.....	6
<b>III.</b>	<b>Procurement Process</b> .....	<b>7</b>
	RFP Timeline .....	7
	Evaluation Criteria .....	7
	Evaluation Committee.....	8
	Selection and Negotiations .....	8
<b>V.</b>	<b>PROPOSAL TERMS &amp; CONDITIONS</b> .....	<b>8</b>
	General Information & Requirements.....	9
	MORPC Statements on Diversity & Inclusion.....	9
	Contracting Requirements .....	10

## I. OVERVIEW/PROJECT BACKGROUND/SCOPE OF SERVICES

This project includes to supply and installation of workstations and misc filing for the improvements to the approximately 22,000 square feet on the first floor and 5,400 square feet on the lower level. The selected individuals or firms will work with MORPC and their representative, SHYFT Collective, to provide the specified systems furniture, desking and tables including all the parts, pieces, components and trim pieces required for the assembly as specified on the bid tabulation form.

The project will be installed in phases. The first floor is split between two phases and the lower level will be done in a separate phase. First floor phase one will include the installation of workstations in the open areas. First floor phase two will include the installation in the offices. Lower level phase will include workstations and offices.

The basis of design is based on new furniture, but gently used furniture will be acceptable provided it meets the specification and schedule requirements. Used furniture will be given special consideration especially if it is readily available.

## II. PROPOSAL FORMAT

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.

Each consultant shall submit a formal electronic proposal (pdf format) and shall contain the following sections:

- A) Cover Letter
- B) Organization, Personnel, Experience & Project Management
  - a. Consultant's Personnel Profile and Corporate Qualifications
  - b. Project Team Availability and Capacity
  - c. Project organization chart showing key personnel, their relationships and affiliations
- C) Consultant's Methodology/Work Plan
- D) List and Description of Deliverables
- E) Project Schedule
- F) Budget or Cost Proposal

### A.) COVER LETTER

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- Name, address, and phone number of a contact person to be notified regarding contractual issues.
- Identification of the firm as a corporation or other legal entity.

The letter shall state that the proposer:

- Has sole and complete responsibility for delivery of the required services.
- Is presently not debarred, suspended, proposed for debarment, declared ineligible or involuntarily excluded from covered transactions by any federal department or agency or the Ohio Department of Transportation.

## ***B.) ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT***

### ***CONSULTANT'S PERSONNEL & CORPORATE PROFILE***

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. The background information on these individuals would emphasize their experience relative to project requirements. A statement concerning the recent related experience of persons from your team who will be actively engaged in the proposed effort should also be included. Attach resumes of the project manager and other key personnel to the proposal. A general resume is not a satisfactory substitute for this information.

Identify similar projects undertaken by your firm or proposed team firms a) within Ohio and b) in other states. Document each firm's actual responsibility on the project. Provide appropriate reference(s), name(s) and telephone number(s).

### ***PROJECT TEAM AVAILABILITY & CAPACITY***

Identify the location of the office where the majority of the work is to be performed. Discuss your staff's availability and capacity in the skill classes necessary to accomplish the work contemplated in the work elements as outlined in your technical approach. Specifically, break the staffing down by the number of professionals, technicians, and other specialists and indicate the number of each available for assignment to this project. Provide a list of the firm's present workload relative to capacity and availability to provide the requested services.

The consultant should note that as a condition of the contract the key persons, as defined by MORPC, assigned to the project for its duration must be substantially as represented in the proposal. MORPC reserves the right to cancel the contract and seek damages from the consultant in the event the consultant fails to provide the key personnel substantially as represented in the proposal.

### ***PROJECT ORGANIZATION CHART SHOWING KEY PERSONNEL, THEIR RELATIONSHIPS AND AFFILIATIONS***

This section shall provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. It shall identify the firm's/team's principal-in-charge and the day-to-day project manager together with their qualifications as well as a brief outline of the potential roles and qualifications of other key personnel. If subcontracts are utilized, the position in the project team and identity of the sub-contractor shall be stated.

### ***PERSONNEL, CORPORATE PROFILE & PROJECT ORGANIZATION***

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. Identify the location of the office where the majority of the work is to be performed. This section shall also provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. Identify any diversity and inclusion efforts the consultant is taking or will take.

### **C.) LIST AND DESCRIPTION OF DELIVERABLES**

The consultant’s proposal shall list and describe the deliverables for each identified task that are part of the various steps of the methodology. All materials created and submitted throughout the lifetime of the projects related to the contract shall become the property of MORPC. All materials received shall be considered public information and shall be open to public inspection.

### **D.) PROJECT SCHEDULE**

Included as part of the proposal, the proposer shall provide a schedule identifying all tasks and sub-tasks, all deliverables, and time in the scope of work. The overall project should be completed by **Aug 21, 2020 (see below for additional dates)**. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why. **Special consideration will be given to an individual or firm that can complete the project sooner than the published completion dates.**

- Proposals due on **May 15, 2020.**
- Selection and initial scope meeting the week of **May 19, 2020.**
- Target to begin installation on **June 15, 2020.**
- First floor phase one completion on **July 3, 2020**
- First floor phase two completion on **July 31, 2020**
- Lower level phase completion **Aug 21, 2020**
- GO LIVE date August 24, 2020**

### **E.) BUDGET OR COST PROPOSAL**

The expected budget for this task is **\$300,000**. Refer to the Bid tabulation form for the required breakdown. Fill out the tabulation form completely. Do not leave any blanks – use N/A (not applicable) or \$0.00 amount for items that do not apply or have been excluded. Provide required explanation for excluded information. Failure to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.

The proposer should be aware that it is the goal of MORPC to process and pay properly prepared and submitted invoices within 60 days, although that is not guaranteed. Improperly prepared and submitted invoices will be returned and will consequently not be processed and paid within the 60-day goal. Proof of payment will be required for all charges included on invoices.

### III. PROCUREMENT PROCESS

#### ***RFP TIMELINE***

The schedule for the RFP is given below. Dates are tentative and may be modified by MORPC as necessary.

<b>Key Date</b>	<b>Event</b>
May 4, 2020	Proposal is posted on MORPC website for interested parties to retrieve.
May 15, 2020	Completed proposals due to MORPC by <b>12:00 p.m.</b>
May 15, 2020	Proposals will be opened at <b>2:00 p.m.</b>
May 19, 2020	Evaluations of proposals.
May 19-20, 2020	Clarification period with qualified consultants
May 20, 2020	Evaluation Committee makes recommendation by <b>5:00 pm</b>
May 21, 2020	Contact all bidders regarding awards to be made
May 24, 2020	Contract preparation.
May 31, 2020	Contract finalized.
June 1, 2020	Project begins.

The selection of the project consultant will follow a multi-step process. The first step will be an evaluation of the written proposals using the criteria listed below.

#### ***EVALUATION CRITERIA***

The evaluation criteria are as follows:

- 1. General Quality & Adequacy of Response (15 %)**
  - a. Completeness and thoroughness
  - b. Responsiveness to terms and conditions
  - c. Overall impression
  
- 2. Organization, Personnel, Experience & Project Management (15 %)**
  - a. Qualifications and experience of proposed personnel, including project manager
  - b. Relevant knowledge, skills & experience with the project
  - c. Experience working with similar clients
  - d. Demonstrated capacity to do the work
  - e. Capacity to coordinate and administer the project
  
- 3. Technical Approach & Work Plan (30 %)**
  - a. Clarity and organization
  - b. Quality and quantity of services to be rendered
  - c. Approach, including the ability to derive creative solutions; especially how we could improve the schedule.
  - d. Addresses expected outcomes:
    - i. Identifies who will do the work
    - ii. Includes realistic & sufficient timelines
  - e. Specialized experience relevant to the work scope

**4. Cost/Budget (40 %)**

- a. Clarity of budget and congruence with RFP and proposed scope of work
- b. Cost

***EVALUATION COMMITTEE***

The Committee will conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public. The Committee reserves the right to reach out to individuals or firms for clarity based on their proposals.

The second step could include oral presentations. Depending upon the relative merits of the proposals, two or three of the consultants may be invited to give an oral presentation and respond to questions from an interview panel. The second step may be waived if the Committee finds from the evaluation in the first step that one team is clearly more qualified to perform the study than the other teams.

***SELECTION AND NEGOTIATIONS***

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will then be invited to enter into negotiations with MORPC. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection processes will be repeated.

**IV. PROPOSAL TERMS & CONDITIONS**

***Evaluation of Proposal Compliance with Specifications***

Understanding that no consultant may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

***Modification and/or Withdrawal of Proposals***

Modifications of a submitted proposal must be received by the designated due date specified. Withdrawal of proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant unopened.

***Proposer Qualifications***

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC will not award a contract to a proposer who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

***Award of Contract***

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to



the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject any and all Proposals. MORPC also reserves the right to select portions of the proposals in the best interest of the project.

MORPC’s Executive Director is the only individual who may legally commit MORPC to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

## **GENERAL INFORMATION & REQUIREMENTS**

### **Ownership of Products**

MORPC will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this project. Therefore the submitter should anticipate that all products of this work effort will become the property of MORPC who will make them available to other government agencies and their contractors.

### **Deviation Clause**

The consultant’s attention is called to the condition that, if awarded a contract, the consultants will be required to furnish the particular item referred to in strict accordance with the specifications or descriptions as proposed, unless a departure or substitution is clearly noted and described in the proposal, along with the reasons therefore.

### **Tax Exemption**

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). The successful consultants will be furnished with any certificates of exemption required.

### **Section 501 (c) (3)**

MORPC is a political subdivision of Ohio and a non-profit organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. Donations of time and/or goods can be accepted.

## **MORPC STATEMENTS ON DIVERSITY & INCLUSION**

### **Equal Opportunity**

The consultant agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, or status with regard to public assistance.

### **Disadvantaged Vendors**

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and

reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

### **CONTRACTING REQUIREMENTS**

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements. *Please also note that prior to negotiation, the firm selected for negotiation must provide average hourly rates for personnel assigned and a copy of the last audited financial statement.*

#### **Compensation**

A stipulated sum (fixed price) will be entered into after negotiations between MORPC and the selected firm.

Alternative compensation models may be considered.

During contract negotiations, the selected firm must provide individually-priced and prioritized tasks to be completed “if authorized.” The sequencing of work tasks must be done in such a way that successful completion of earlier tasks is not dependent upon the completion of later tasks.

#### **Cancellation**

MORPC reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

#### **Unresolved Finding for Recovery**

The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

#### **Covenants of Consultant**

The consultant will be required to covenant and warrant the following:




- a) Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
- b) Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
- c) Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.









## BID INSTRUCTIONS



1	Fill out each of the bid package tabulation forms completely. Do not leave any blanks – use N/A (not applicable) or \$0.00 amount for items that do not apply or have been excluded. Provide required explanation for excluded information. We invite you to bid on one or both packages. If you choose to bid on both packages, please fill out the attached combined bid tabulation in addition to the individual tabulation forms.
2	Indicate with an "X" any items that are available via quickship. Individuals or firms will be given special consideration if able to beat the published schedule.
3	MORPC is political subdivision of Ohio and a non-profit organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code. Donations of time and/or goods can be accepted.
4	Failure to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.
5	MORPC reserves the right to accept or reject any portion of a proposal as needed.




## BID TABULATION - Systems, Desking & Tables

Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
<b>TABLES</b>									
<b>T-1</b>									
Basis of Design		AIS	Day to Day Table	48" Round or similar shape, standard laminate top and standard metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
<b>T-2</b>									
Basis of Design		AIS	Day to Day Table	42" x 84" Rectangular Table, standard laminate top and standard metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
<b>T-3</b>									
Basis of Design		AIS	Calibrate Table with Monitor	Bar Height Laminate Table with Standard Base and Standard Shroud to seat 6 stools (can be half oval shape to accommodate space)	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00




Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
T-4									
Basis of Design		AIS	Day to Day Table	30" x 60" Rectangular Table, standard laminate top and standard metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
T-5									
Basis of Design		AIS	Day to Day Occasional Table	48" Round or similar shape at Magazine Table height, standard laminate top and standard metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
T-6									
Basis of Design		AIS	Calibrate Board Room Table	54"x 240" Rectangular Table, standard laminate top and standard laminate panel base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00




Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
T-7									
Basis of Design		AIS	Day to Day Table	54" x 108" Rectangular Table, standard laminate top and standard metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
T-8									
Basis of Design		AIS	Calibrate Harvest Table	36" x 10' Harvest Table at seated height, standard laminate	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
T-9									
Basis of Design		AIS	Calibrate Board Room Table	48"x 180" Rectangular Table, standard laminate top and standard laminate panel base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00




Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
T-10									
Basis of Design		AIS	Calibrate Harvest Table	36" x 72" Harvest Table at Bar Height, standard laminate	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
T-11									
Basis of Design		AIS	Day to Day	30" x 60" Flip top training tables, on casters with standard laminate top and standard metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
<b>Tables Total</b>					<b>0</b>			<b>\$0.00</b>	<b>\$0.00</b>


Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
<b>WORKSTATIONS</b>									
<b>W-1</b>									
Basis of Design		AIS	DIVI 6'x6' Station	6'x6' station, 50"H Panels with return runs to have quarter frosted glass at top, height adjustable surface, fixed surface, BBF ped, 36"w shelf, dual monitor arms, power and standard finishes	0		\$0.00	\$0.00	
Basis of Design (lateral file option)				Same workstation as above except with 30" lateral file	0		\$0.00	\$0.00	
Basis of Design (wardrobe option)				Same workstation as above except with wardrobe	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00



Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
W-2									
Basis of Design		AIS	DIVI 6'x12' Officer Station	6'x12' Extended worksurface station, 50"H Panels with return runs to have quarter frosted glass at top, height adjustable surface, fixed surface, BBF ped, 36"w shelf, dual monitor arms, power and standard finishes	0		\$0.00	\$0.00	
Basis of Design (lateral file option)		AIS	DIVI 6'x12' Officer Station	Same workstation as above except with 30" lateral file	0		\$0.00	\$0.00	
Basis of Design (wardrobe option)		AIS	DIVI 6'x12' Officer Station	Same workstation as above except with wardrobe	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00

Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
W-3									
Basis of Design		AIS	DIVI 6x6 Hotel Station	6'x6' station, 50"H Panels with return runs to have quarter frosted glass at top, height adjustable surface, BBF ped, dual monitor arms, power and standard finishes	0		\$0.00	\$0.00	
Basis of Design (lateral file option)		AIS	DIVI 6x6 Hotel Station	Same workstation as above except with 30" lateral file	0		\$0.00	\$0.00	
Basis of Design (wardrobe option)		AIS	DIVI 6x6 Hotel Station	Same workstation as above except with wardrobe	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
<b>Workstation Total</b>					<b>0</b>			<b>\$0.00</b>	<b>\$0.00</b>

Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
<b>DESKING</b>									
<b>D-1</b>									
Basis of Design		AIS	Calibrate Desk	L-Shape desk with hutch, BBF and FF pedestals, with standard laminate and finish options	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
<b>D-1A</b>									
Basis of Design		AIS	Calibrate sit/stand Desk	L-Shape desk with hutch and sit/stand desk, BBF and FF pedestals, with standard laminate and finish options	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
<b>D-2</b>									
Basis of Design		AIS	Calibrate Desk with Table	L-Shape desk with hutch, BBF and FF pedestals, with standard laminate and finish options and to include small round 36"w with standard laminate top and metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00

Code	Photo	Manufacturer	Product	Specifications and Finishes	Qty	Quickship (X)	Sell Price	BOD Sell Price Total	Alt Sell Price Total
D-2A									
Basis of Design		AIS	Calibrate sit/stand Desk with Table	L-Shape desk with hutch and sit-stand desk, BBF and FF pedestals, with standard laminate and finish options and to include small round 36" w with standard laminate top and metal base	0		\$0.00	\$0.00	
Alt Bid (New furniture option)					0		\$0.00		\$0.00
Alt Bid (Used furniture option)					0		\$0.00		\$0.00
					<b>Desking Total</b>	<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>
							<b>Bid Total</b>	<b>\$0.00</b>	<b>\$0.00</b>



## BID TABULATION - Combined

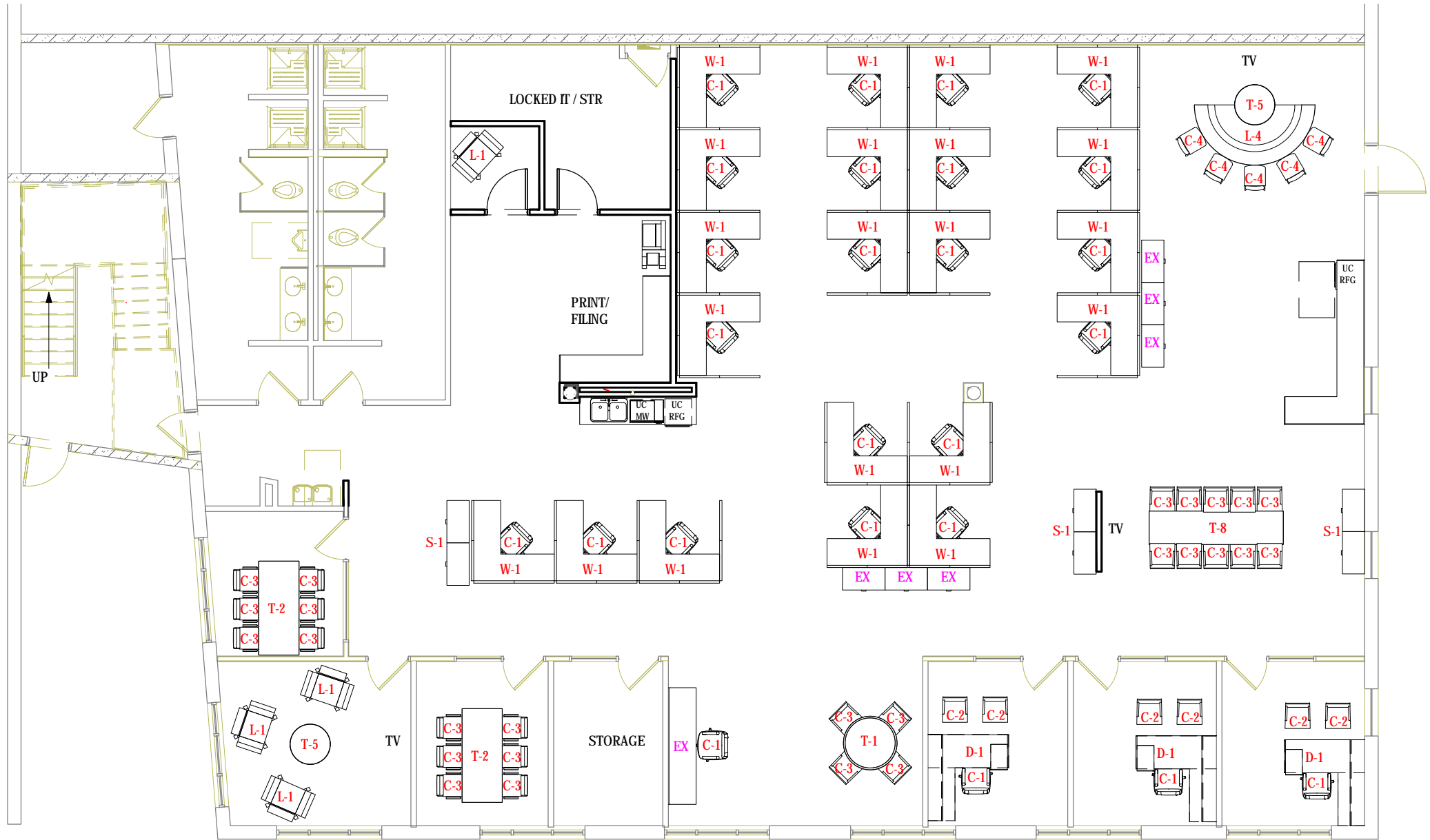
	BOD Sell Price Total	Alt Sell Price Total
Systems, desking & tables Bid - workstation option w/ BBF ped (see individual bid tabulation form)		
Systems, desking & tables Bid - Workstation option w/ lateral file (see individual bid tabulation form)		
Systems, desking & tables Bid - Workstation option w/ wardrobe (see individual bid tabulation form)		
Ancillary Bid (see individual bid tabulation form)		

GRAND TOTAL (use workstation option w/ BBF ped)

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**LEVEL 1 - FF&E PLAN**  
MAY 4, 2020



**LOWER LEVEL - FF&E PLAN**  
MAY 4, 2020