

# **REQUEST FOR PROPOSALS – OFFICE FURNISHINGS**

The County of Marquette (County), seeks proposals from Office Furnishing vendors to furnish the Marquette County Public Defender office space located at 228 West Washington Street, Marquette, MI 49855.

Proposals must be submitted no later than 3:00 p.m. local time, Friday, March 15<sup>th</sup>, 2019. Proposals must use the Proposal Form contained in this Request for Proposal (RFP) and be submitted by mail or in person in a sealed envelope, which identifies the proponent and states “OFFICE FURNISHINGS BID”. Proposals must be delivered or mailed to Resource Management, 234 West Baraga Avenue, Marquette, Michigan 49855. Proposals will be opened and read aloud at the date, time, and place mentioned above.

## **PROJECT OBJECTIVE**

Furnish new office space with office furniture to accommodate 5 employees.

## **SCOPE OF WORK**

Below are requested furnishings to be included in the bid amount. See Exhibit A for office layout. Colors will be selected by owner before furniture is ordered by vendor.

### Office #1 (Office Manager)

1. U-Shaped desk assembly with modesty panels, 30”x 72” single pedestal desk (Left), 24”x 42” bridge, 24”x 72” shell desk with overhead storage and pedestal (File File), tack board in between overhead and shell desk.
2. Two (2) guest seating chairs with arms and without casters, similar to Steelcase Player.

### Office #2 (Chief Defendant)

1. Desk with modesty panels, 30”x 72” double pedestal desk, 24”x 72” shell desk with a double pedestal (File, File).
2. 42” round conference table with base.
3. Three (3) guest seating chairs with arms and without casters, similar to Steelcase Player.
4. One (1) mesh task chair comparable to Steelcase Leap Plus.

### Office #3 (Waiting Area)

1. Four (4) guest seating chairs with arms and without casters, similar to Steelcase Player.
2. One (1) laminated end table similar to Steelcase Jenny.

### Office #4 (Conference Room)

1. Six (6) task chairs comparable to Steelcase Amia.

### Office #5 (Attorney)

1. U-Shaped desk assembly with modesty panels, 30”x 72”, single pedestal desk (Left), 24”x 42” bridge, 24” x 72” shell desk with pedestal (File, File).
2. Two (2) guest seating chairs with arms and without casters, similar to Steelcase Player.

### Office #6 (Attorney)

1. L-Shaped desk assembly with modesty panels, 30”x 72” single pedestal desk (Left), 24”x 48” shell desk with a single pedestal (File, File).
2. Two (2) Guest seating chairs with arms and without casters, similar to Steelcase Player.

### Office #8 (Break Room)

1. Six (6) Stackable chairs with soft felt glides, comparable to Steelcase Max Stacker III.

### Office #9 (Legal Support)

1. L-Shaped desk assembly with modesty panels, 30”x 72” single pedestal desk (Right), 24”x 48” shell desk with a single pedestal (File, File).
2. Two (2) Guest seating chairs with arms and without casters, similar to Steelcase Player.

For all items, include in price: delivery, installation, and disposal of all trash from work site.

### **PROJECT REQUIREMENTS**

1. Provide a brief description of office furniture being spec’d.
2. Provide warranty information for the furniture being spec’d.
3. 4 week delivery and installation time line from order commencement.
4. Vendor is responsible for the health and safety of their employees according to MIOSHA standards.
5. All work shall be accomplished in accordance with all applicable Federal, State and Local codes.

### **CONTACT PERSON**

The sole point of contact for this RFP is:

Aaron Karlstrom  
Facilities Manager  
234 West Baraga Ave  
Marquette, Michigan 49855  
Telephone: 906/225-8200  
Facsimile: 906/225-8203  
akarlstrom@mqtco.org

### **INSURANCE DOCUMENTS**

Respondents must be able to meet the County of Marquette’s insurance standards as set forth in the attached description of required coverage: Exhibit B.

### **PAYMENTS TO CONTRACTOR**

Lump Sum payment will be paid 30 days after completion date.

### **FORM OF RESPONSE**

1. Bid Proposal Form
2. Proof of ability to meet County of Marquette’s professional liability insurance requirements
3. Description of office furniture along with warranty information

Only the items on the proposal form will be pay items. Respondents should include all labor, equipment, materials, and travel under one of the pay items.

All questions submitted in writing by 12:00 pm, March 7<sup>th</sup>, 2019 will be answered by addenda and posted on the County webpage at [www.mqtco.org](http://www.mqtco.org) by March 11th, 2019. Questions may be submitted by facsimile or e-mail.

### **SELECTION**

The County of Marquette will award the work to the firm having the combination of price, quality, and scheduling most advantageous to the County. The County reserves the right to reject any or all proposals and to wave irregularity in the proposals.

**BID PROPOSAL FORM**  
**OFFICE FURNISHINGS**

**Business Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Lump Sum Amount**                      \$ \_\_\_\_\_

\_\_\_\_\_ dollars

**Written Amount**

**Alternate 1: The cost to include overhead storage along with tack board for Office #2, #5, #6, #9**

**Amount (Additional Cost ONLY)**      \$ \_\_\_\_\_

**Alternate 2: The cost to include 36"x60" Break room Table**

**Amount (Additional Cost ONLY)**      \$ \_\_\_\_\_

**Alternate 3: Four (4) black metal shelving for law books approximate sizing 60"x 30".**

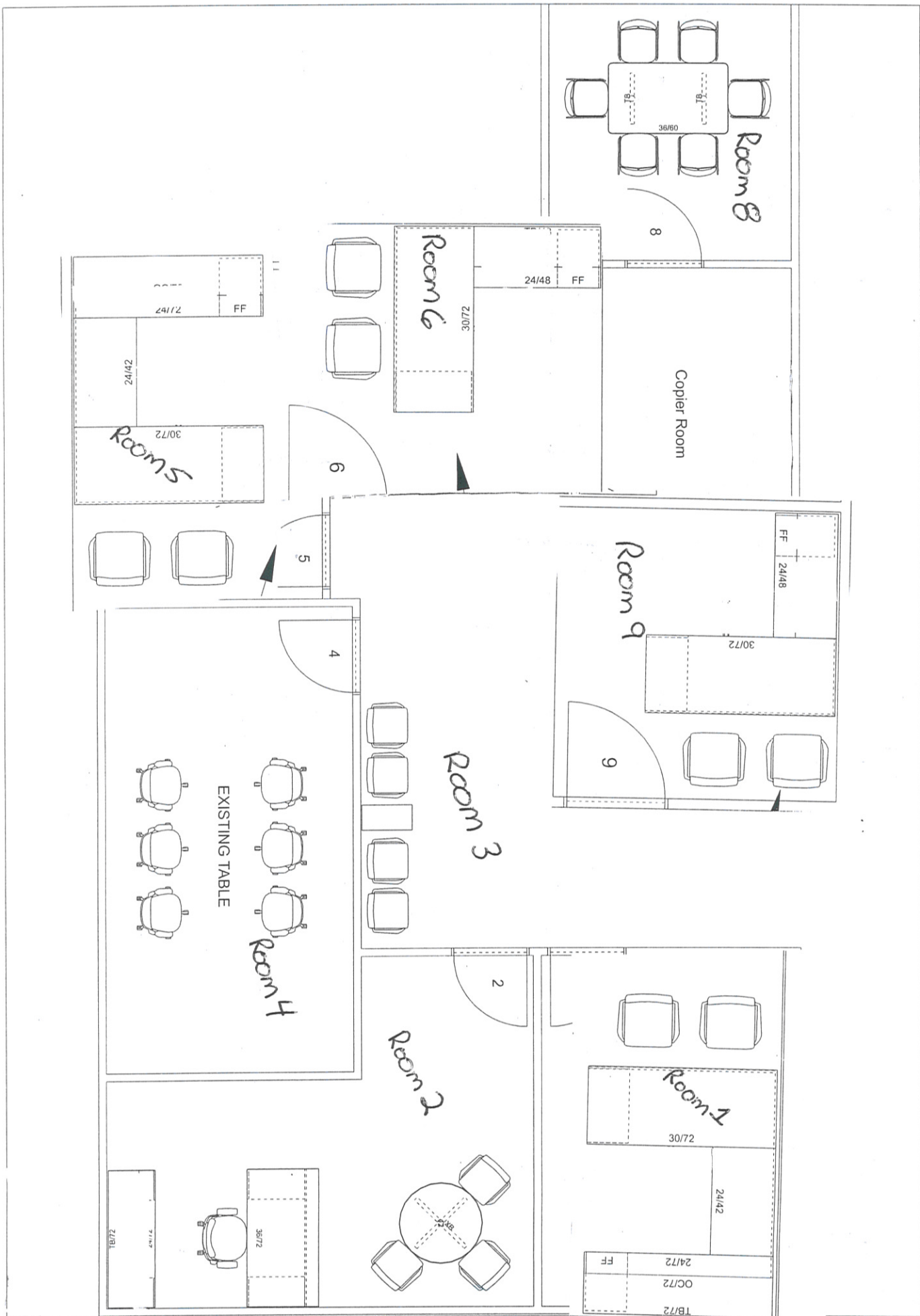
**Amount (Additional Cost ONLY)**      \$ \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Bidders must acknowledge by signature, receipt of addenda if issued. (Insurance requirements on *ADDENDUM TO CONTRACT: PROFESSIONAL SERVICES* is part of the RFP and does not need to be recorded on proposal form).

**Addendum No. 1** \_\_\_\_\_

# EXHIBIT A



## EXHIBIT B : ADDENDUM TO CONTRACT

### INDEMNIFICATION

To the fullest permitted by law, the Contractor shall indemnify, defend, and hold harmless the County of Marquette, its officers, agents, employees, elected and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission or failure of the Contractor, its subcontractors, and any of its officers, agents, employees, and volunteers in performing the work required by this contract. The Contractor's obligation under this provision shall not be limited in any way by any terms of this contract, or the insurance limits. In order to assure a source of funding to meet this indemnification obligation, the Contractor shall, at its sole cost and expense, obtain and maintain the following described insurance coverages:

### LIABILITY INSURANCE

The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

### INSURANCE REQUIREMENTS

The insurance coverage required shall be at least as broad as:

1. Commercial Liability ("occurrence" form).
2. Automobile Liability, "any auto".
3. Workers' Compensation insurance as required by the laws of the state of Michigan and Employer's Liability insurance.

### LIMITS OF INSURANCE

The Contractor shall maintain limits on said policy of no less than:

1. General Liability: \$500,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
2. Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employer's Liability: Shall be those limits as required by the Worker's Disability Compensation Act for the state of Michigan and Employer's Liability limits of \$500,000 per occurrence.

### DEDUCTIBLES

Any deductibles or self-insured retentions must be declared to and approved by the County.

## OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:

- a. The County, its officers, agents, employees, elected and appointed officials, and volunteers shall be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officers, agents, employees, elected and appointed officials, and volunteers.
- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, agents, employees, elected and appointed officials, and volunteers. Any insurance or self-insurance maintained by the County, its officers, agents, employees, elected and appointed officials, and volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, agents, employees, elected and appointed officials, and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

- a. Contractor hereby releases County from any claim for recovery for any loss or damage which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance.
- b. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

## ACCEPTABILITY OF INSURERS

Unless otherwise approved by the County, insurers must be identified as authorized and eligible by the Michigan Insurance Bureau. In addition, insurance is to be placed with insurers with a Best's rating of A or better.

## CERTIFICATES/ENDORSEMENTS OF INSURANCE

Contractor shall furnish the County with certificates of insurance and with any and all original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

The said certificates and endorsements shall be forwarded with the contract number to the individual identified below:

**CONTRACT NUMBER** \_\_\_\_\_

James A. Kent, Risk Manager  
234 West Baraga Avenue  
Marquette, MI 49855  
(906) 225-8165 or Fax (906) 225-8155

**ACCEPTANCE OF CERTIFICATE**

Acceptance of any certificate(s) and/or endorsement(s) of insurance by the County does not waive the insurance requirements provided in the foregoing paragraphs. Should the County sustain any loss or be required to pay any claim as a result of the Contractor's failure to obtain or maintain insurance as is required by this contract, the Contractor shall indemnify the County for any such loss. This indemnification shall occur regardless of whether or not the County has accepted any certificate(s) and/or endorsement(s) of insurance provided by the Contractor or its carrier.

**ADDITIONAL INSURED ENDORSEMENT**

It is understood and agreed that the County of Marquette shall be Additional Insureds, which shall include all elected and appointed officials, all employees, agents, and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing or excess.