

Request for Statements of Qualifications
for
Furniture Standards Planning,
Procurement,
and Installation Services



County of San Mateo
Project Development Unit

Issued: September 18, 2018
Responses due: October 12, 2018 at 2:30pm PDT

Sam Lin, Manager
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org

PART 1 – INTRODUCTION

- 1.01** The County of San Mateo (“County”) invites submittals of Statements of Qualifications (“SOQ”) from highly qualified furniture dealerships (“Respondents” or “Vendors”) interested in contracting with the County to provide furniture standards planning, procurement, and installation services (“Services”) for the County’s multiple new construction projects.
- 1.02** This Request for Statements of Qualifications (“RFSOQ”) and the SOQ’s submitted in response are the first stage in the County’s process for determining which Respondent or Respondents will be awarded the contract to provide the Services (“Furniture Contract”). After evaluating all SOQ’s submitted during the RFSOQ stage, the County will select a minimum of three (3) Respondents to participate in the second stage of the process, which will be to submit a Proposal responding to the County’s Request for Proposals (“RFP”). The County will conduct an in-depth evaluation of the Proposals submitted, followed by sequential negotiation beginning with the most qualified Respondent(s).
- 1.03** This RFSOQ and the SOQ, along with the Proposal(s) of the selected Respondent(s), will be included in the County’s Furniture Contract following the award.

PART 2 – PROJECT BACKGROUND

- 2.01** The County of San Mateo Project Development Unit (“PDU”) will be the office providing project management services for this furniture procurement standardization effort. See the PDU website for a list of projects (“Projects”) that may require the Services - <https://cmo.smcgov.org/projects>
- 2.02** As a part of the overall County vision, a long-term plan for the purchasing and installation of furniture has been established with the following goals:
- A. Streamline and standardize the furniture procurement process for all new County projects for best value products and services.
 - B. Provide a user-friendly platform for furniture purchasing that is categorized by area/space types based upon a determined set of County standards.
 - C. Ensure consistency of functional performance, finishes, quality, aesthetics, accessory options, ergonomic standards, environmental standards, and safety/seismic standards across all furniture to be purchased for County projects.
 - D. Support efficient, flexible workplace reconfiguration and maintenance needs.

PART 3 – SCOPE OF SERVICES

3.01 Basic Scope

The selected Vendor(s) shall provide furniture standards planning, procurement, and installation services to support the multiple County new construction projects. Upon award, the selected Vendor(s) shall begin assisting the PDU team with the Furniture Standards development and documentation to support the furniture selection database content and eventually the

procurement and installation process. A Furniture Typology document that outlines the standard space/area types for which furniture is to be purchased and the specifications/requirements for the furniture types will be provided to prequalified Respondents during the RFP stage. The document will also be used as a resource for developing the required product-specific Furniture Standards Manual and Database.

3.02 Scope of Services

The County requests that the Vendor(s) ultimately awarded the Furniture Contract commit a dedicated team or team member to be readily available to assist the County with various services which will include, but be not limited to, the following scope of work:

A. Furniture Standards development and documentation

1. The awarded Vendor(s) shall work with the PDU team to evaluate and select furniture pieces and specifications based on the needs outlined in the Furniture Typology document noted in Section 3.01 above.
2. The Vendor(s) shall provide necessary visual graphic representation (i.e. AutoCAD and Revit symbols, etc.) of selected furniture pieces for the PDU team to incorporate into a concise “Manual” of the County of San Mateo Furniture Standards.
3. The Vendor(s) shall develop a comprehensive “Database” of all items included in the Furniture Standards for the County’s use to support efficient future purchasing.
 - a. The Database shall include, but not be limited to, detailed information regarding specifications, finishes, accessory options, pricing, estimated lead times, warranty information, etc., for each selected piece of furniture.
 - b. The Database shall be in an electronic format that can be accessed online and offline (i.e. without internet connection), available to be in use by multiple people at once, searchable, and easy to update.
4. The Vendor(s) shall develop and make available a “Library” of AutoCAD symbols, Revit families, and SketchUp models to the County for planning purposes.
5. Assist the County with furniture selection from various product lines that meets the design requirements, orders placement and tracking, transportation/delivery management, storage, and furniture installation as appropriate and in line with construction project schedules.
6. Assist the County to evaluate costs and propose alternate furniture options to meet project budgetary constraints when needed.
7. Evaluate the planning and design of standardized furniture for technical and design accuracy and appropriateness for each space/room type on a per project basis.
8. Provide post-install education and guidance to end-user groups on the proper usage, maintenance, and reconfiguration of installed furniture.

9. Provide warranty, maintenance, and reconfiguration services as needed for installed furniture.

PART 4 – GUIDELINES AND SUBMISSION REQUIREMENTS

4.01 Guidelines

- A. Respondents who wish to respond to this RFSOQ must have a minimum of ten (10) years of experience in providing furniture procurement, installation and related services for civic buildings, office buildings, or similar facilities in an urban setting.
- B. The SOQ must contain complete information regarding the experience and qualifications of the Respondent and demonstrate their ability to plan/design, document, manage, procure, and install furniture systems for the County's new construction projects. The SOQ must also address the Respondent's ability to work together with the County's consultant teams.
- C. Respondents should address every item requested in this RFSOQ, even if the item was addressed previously in other sections of the RFSOQ. Brevity and clarity are of utmost importance.
- D. Respondents should read the entire RFSOQ, all addendum/addenda posted including enclosures before preparing their SOQ. Respondents should seek clarification of requirements they do not fully understand.
- E. SOQ's that are comprised of standard marketing materials that do not specifically address the items requested will not be evaluated. However, Respondents may elect to include one (1) bound copy of supplemental marketing materials, as a separate document, not attached to the SOQ.
- F. SOQ's that do not comply with all applicable requirements stipulated in this RFSOQ will not be considered.

4.02 Submission Deadline

All SOQ submissions are to be received by PDU no later than **2:30 PM on October 12, 2018** at the address noted in Section 4.03 below. Submittals received late will not be opened or given any consideration and will be returned to Respondent(s) unopened. It is the responsibility of the Respondents to ensure submittals are received at the specified address by the specified deadline noted in this RFSOQ request. All submittals will be date- and time-stamped upon receipt. The County will not be responsible for late or incomplete responses due to weather, mistakes, or delays of the Respondent or its carrier.

4.03 Deliverables

Respondents are requested to submit the following:

- A. **One (1) original, signed, bound SOQ and seven (7) additional bound copies** delivered to:

Sam Lin, Manager
County of San Mateo, Project Development Unit
1402 Maple Street
Redwood City, CA 94063

- B. One (1) electronic PDF of SOQ saved with the filename: "SMC Furniture SOQ [respondent/company name]" uploaded to <http://dbinbox.com/smc pdu> by the same due date and time noted in Section 4.02 above.

4.04 Formatting

- A. The SOQ's shall be printed and bound vertically or portrait on standard 8 ½" by 11" paper.
- B. Type size shall be no smaller than 10-point font, but preferably larger.
- C. SOQ's shall be printed single sided and shall not exceed 30 pages (excluding résumés, lists of projects, financial documents, and any marketing materials), but will preferably be much shorter.
- D. The SOQ shall separate sections with tabs relating to the Qualifications requirement outlined in Part 5 of this RFSOQ.
- E. The top of page one of the SOQ shall state the respondent's name, address, phone number, fax number, e-mail address, and contact name. Cover letter is optional.
- F. The original SOQ must include a statement signed by an owner, officer, or authorized agent of the Respondent acknowledging and accepting the terms and conditions of this RFSOQ.
- G. The SOQ must be verified under oath by the Respondent and each of its members by including the following statement on page one of the SOQ; "I declare under penalty of perjury under the laws of the State of California, that all information submitted under this RFSOQ is true and correct."
- H. Respondents shall acknowledge the receipt of all published Addendum/Addenda by listing them on page one of the SOQ indicating the understanding and acceptance of the changes noted therein.

4.05 Inquiries

All written inquiries and requests for additional information pertaining to this RFSOQ, any addenda, or any matter relating to the selection process, must, unless otherwise identified in an addendum/addenda, be directed to the following point of contact by the due date/time noted in PART 9 below:

Sam Lin, Manager
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org

PART 5 – QUALIFICATIONS

SOQ's shall include the following information and be presented in the order listed below. All sections must clearly indicate which item is being addressed and be separated by corresponding tabs.

5.01 Company Information

- A. Name of dealership and main manufacturer represented
- B. Address of dealership
- C. Name of primary contact
- D. Telephone + fax numbers of primary contact
- E. E-mail address of primary contact

5.02 Dealership History

- A. Legal structure (corporation, partnership, limited partnership, joint venture, etc.)
- B. Size of dealership / number of staff members in the Bay Area offices and other locations
- C. Years in business
- D. Organizational chart of dealership and tenure of executive management
- E. If dealership is a partnership or association, a listing of all partners, general partners, or association members known at the time of SOQ submission who will participate in the Furniture Contract, if awarded.

5.03 Product and Service Criteria

The following list represents the key criteria the County is looking for in furniture products and the Services to be provided by the Vendor(s). In a checklist format, indicate which items the Respondents would meet/provide.

- A. Product Criteria
 - 1. Available Furniture types / categories
 - a. Workstations / systems furniture
 - b. Conferencing
 - c. Ancillary
 - i. Casual meeting
 - ii. Lounge / soft seating
 - iii. Breakroom
 - iv. Phone booths
 - v. Outdoor café
 - d. Casework
 - e. Glass walls and demountable partitions
 - f. Accessories
 - 2. Design / Functions / Performance
 - a. High quality
 - b. Technology integration
 - c. Ergonomic solutions

- d. Acoustic solutions
 - e. Earthquake solutions
 - f. Easy reconfiguration
 - g. Flexible / multi-purpose furniture
 - h. Consistency of finish and quality across product lines
 - i. Customization
 - 3. Available detailed product information
 - a. ANSI/BIFMA certificates
 - b. LEED data
 - c. NRC ratings
 - d. Safety information
 - e. Warranty
 - 4. Pricing / cost model
 - a. Estimate quotes
 - b. Volume discount
 - c. Fixed pricing
- B. Service Criteria
- 1. Wide range of open lines, brands, partnerships
 - 2. Office located in or near the County of San Mateo
 - 3. Partnership
 - a. Collaborative design process
 - b. Strong staff capacity
 - c. Dedicated person or team readily available
 - d. Fast response and turn-around time
 - 4. Design technology resources
 - a. Revit families
 - b. AutoCAD symbols
 - c. Sketch Up models
 - d. Virtual reality capabilities
 - e. Rendering and virtual mock-ups
 - f. Product database / dashboard
 - 5. Design support and value-added services
 - a. Tailored product curation
 - b. Occupancy and other types of analytics
 - c. Change management support
 - d. Customized industrial design
 - e. LEED documentation (assistance with points calculation, data, etc.)
 - f. Value engineering
 - g. Schedule development
 - 6. Delivery, installation, and maintenance
 - a. Installation management and scheduling
 - b. Pre-delivery storage
-

- c. In-house installation team
 - d. Contracted installation team
 - e. Post occupancy maintenance and instruction
 - f. Reconfiguration assistance
7. Project Experience / Client Types
- a. Public / Government
 - b. County
 - c. Health care
 - d. Workplace

5.04 Team Background

A. County contract team - provide team organizational chart

- 1. Principal in Charge
- 2. Project Manager
- 3. Project Designer
- 4. Logistics Manager
- 5. Any additional personnel

B. Résumés of team members (at least for the roles listed in Section 5.04.A above)

- 1. Name
- 2. Office location
- 3. Phone number
- 4. Years of service with dealership and in the industry
- 5. Education
- 6. Professional experience
- 7. Pertinent experience
- 8. Anticipated project roles / services to be provided

C. Proposed subconsultants

Respondents should identify all subconsultants, with whom they would be willing to work, for each type of service. If the following listed and/or other disciplines will be provided from within the dealership's internal staff (i.e. "in-house"), please state so clearly and include these team members in the project organizational chart.

Proposed subconsultants may include, but are not limited to the following types of services:

- 1. Furniture installers
- 2. Moving / transportation services
- 3. Storage services

List any other consultants not listed you anticipate having a role in this account.

Note: The County reserves the right to qualify, accept, or reject any proposed subconsultant(s), as well as to qualify, accept, or reject the use of internal staff to provide certain types of services.

5.05 Relevant Project Experience

The County seeks information regarding the experience of the dealership and proposed team with relevant experience in providing furniture procurement, installation and related services for civic buildings, office buildings, or similar facilities. Provide the requested information for the five (5) most recent relevant projects with construction completed within the past ten (10) years, preferably at least two (2) of which being Bay Area local completed projects built in a highly dense urban environment. Project examples should represent a similar scope, program, and complexity to the County projects as noted in Section 2.01. For each relevant project presented, include the following info:

- A. Project name, location, and size
- B. Brief project description including functions, any special design features, sustainability requirements, awards, certifications, etc.
- C. Description of the roles played by the team members proposed for this project.
- D. Project visuals (i.e. plans, elevations, renderings, photographs)
- E. Completion date / anticipated completion date (indicate if the project was completed or is projected to be completed on time)
- F. Project budget and final furniture cost (indicate if the project was completed or is projected to be completed within budget)
- G. Client reference information including point of contact name and title, phone number, and email address.

5.06 Financial Information

Include financial information which demonstrates the Respondent's financial capability to deliver the Services. This may be submitted under seal and treated as confidential to the extent permitted under applicable federal and state laws. Only one (1) set of original financial documents is required to be included in the original submittal. To demonstrate the financial capability, the Respondents are requested to submit the following items:

- A. Financial statements for the past three (3) years (including Income Statement and Balance Sheet) which are audited or reviewed by an independent accounting firm using GAAP or other information to demonstrate the financial capability necessary for this project.
- B. A list of any loans on which the Respondent has defaulted in the last five (5) years.
- C. A list of financial references, including the point of contact name and title, company name, and phone number, for at least two (2) individuals that have provided the Respondent with financing during the last three (3) years.

5.07 Legal Proceedings and Insurance Claims

- A. List and describe all current litigation involving the Respondent and the proposed staff (in their professional capacities).

- B. List and describe all litigation history for Respondent since January 1, 2010.
- C. List and describe claims against Respondent's Errors and Omissions Policies since January 1, 2010.

"Litigation" includes, but is not limited to, actions in civil or criminal court, mediation, arbitration, and all other forms of dispute resolution.

5.08 Unique Qualifications

- A. This section is the Respondent's opportunity to provide specific information that differentiates it from others participating in this RFSOQ process. This statement should be limited to two (2) pages.
- B. At the Respondent's option, the Respondent may provide any additional supporting documentation or information that would be helpful in evaluating the Respondent's qualifications and commitment.

PART 6 – REVIEW AND SELECTION PROCESS

6.01 Review of SOQ's

- A. The County will evaluate the information based on materials submitted in response to this RFSOQ. All interested dealerships should submit information in response to this RFSOQ based on the requested information specified in accordance with the format and order outlined in Part 4 and 5 of this RFSOQ.
- B. Following the review of the submitted SOQ's, PDU will publish a short-list of prequalified Respondents that will be invited to participate in the subsequent RFP process.

6.02 Evaluation Criteria

- A. Completeness of SOQ submission – SOQ's should contain a comprehensive description of services, respond to each of the items set forth in this RFSOQ, and adhere to the formatting rules.
- B. Personnel experience and qualification – Evaluation of the proposed project personnel, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed projects.
- C. Depth and quality of respondent's performance – Review of past performance on County of San Mateo projects and/or other projects of similar nature and complexity to the County's projects; evaluation of client references; and overall responsiveness to County's needs.
- D. Staffing / availability – Evaluation of the current and projected workload of the Respondent, the proposed staffing, and the office location(s) of the proposed staff to be assigned to the project(s).
- E. Financial stability – Evaluation of the overall financial position of the Respondent as determined from financial information required by the RFSOQ.

- F. Sustainable practices – Evaluation of the respondent’s experience in sustainable design, and LEED certifications as demonstrated in the design strategy, experience, and scope of past projects of comparable scope to the County’s project.

PART 7 – ADMINISTRATIVE REQUIREMENTS AND POLICIES

- 7.01** Respondents will be required to comply with all non-discrimination employment regulations, including the following.
 - A. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over 40), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis, or cancer), political affiliation, or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.
 - B. Respondents shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under any contract that may result from this submittal. Respondents’ personnel policies shall be made available to the County upon request.
 - C. Respondents shall assure compliance with section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of compliance. Respondents shall be prepared to submit a self-evaluation and compliance plan to the County upon request within one (1) year of the execution of any agreement that may result from this submittal.
 - D. Respondents must comply with the County Ordinance Code with respect to the provision on employee benefits. As set forth in the ordinance, such respondents are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- 7.02** The County reserves the right to accept or reject any or all SOQ’s submitted or to request clarification or additional information or an alternative presentation of data from any respondent, at the County’s sole discretion. Further, while every effort has been made to ensure the information presented in the RFSOQ is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.
- 7.03** Should the (“Furniture Contract”) Respondent realize during the review process that there has been a substantive error or omission in its submittal, which does not alter basic services and has not already resulted in disqualification from participating in the RFSOQ process for other reasons, said Respondent is invited to submit to the County Project Manager a written request and explanation of Respondent’s desire to correct its submittal. It shall be at the sole discretion of the County’s selection committee to decide whether to grant the Respondent’s request to correct its SOQ submittal.
- 7.04** All submittals become the property of the County and as such become public documents available to be reviewed by the public upon request. The Government Code Sections 6250 et. seq., the Public Records Act, define public record as any writing containing information relating to the conduct of public business. This applies to submittals pursuant to this RFSOQ. The Public Records

Act provides that public records shall be disclosed upon written request and that any citizen has the right to inspect any public record, unless the document is exempted from the disclosure requirements. The County cannot represent or guarantee that any information submitted in response to the RFSOQ will be confidential.

If the County receives a request for any document submitted in response to this RFSOQ, it will not assert any privileges that may exist on behalf of the person or business submitting the SOQ. Rather, the County will notify the party whose submittal is being sought. In the event that a party who has submitted a SOQ wishes to prevent disclosure, it is the sole responsibility of that party to assert any applicable privileges or reasons why the document should not be produced and to obtain a court order prohibiting disclosure.

- 7.05** Notification of Prequalification will be posted on the PDU website at <http://www.smcpcdu.org>. Successful and unsuccessful Respondents will receive a written notification of whether they are prequalified to proceed to the next phase of RFP. The written notification will be emailed to the name and email address of the authorized officer of the dealership provided in the SOQ submittal. The timing of written notification to Respondents is entirely at the County's sole discretion.

PART 8 – GENERAL CONDITIONS

- 8.01** The SOQ should be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meets the County's requirements. To this end, each SOQ should be as specific, detailed, and complete as to clearly and fully demonstrate that the respondent has a thorough understanding of and has demonstrated knowledge of the requirements to perform the work (or applicable portion thereof).
- 8.02** The submission of a SOQ does not obligate the County to award a contract for the project, to pay costs incurred in the preparation of a SOQ or to procure or contract for any services. Costs for preparing the SOQ will be paid entirely by the respondents.
- 8.03** The County reserves the right to interpret or change any provision of this RFSOQ at any time prior to the SOQ submission date. Such interpretations or changes shall be in the form of addendum/addenda to this RFSOQ and posted on the PDU website. The County, in its sole discretion, may determine that a time extension is required for submission of SOQ's, in which case such addendum/addenda shall indicate a new SOQ submission deadline. The County reserves the right to waive inconsequential deviations from stated requirements.
- 8.04** The County retains the right to reject any or all SOQ's, to contract work with whomever and in whatever manner the County decides or to abandon the work entirely. The County shall make final decisions regarding a Respondent's qualifications as of RFP release day. All decisions concerning respondent selection shall be made in the County's best interests.
- 8.05** The County has determined in accordance with Section 6255 of the Government Code that all SOQ's submitted in response to this RFSOQ shall not be made public by the County until after the County issues a notice of intent to enter into a contract with the successful Respondent. In addition, the County has determined in accordance with Section 6255 of the Government Code that all Respondents' proprietary financial information submitted in response to this RFSOQ and specifically identified by the Respondent as "confidential" will not be made public by the County and will be returned to each respondent, unless otherwise required by law. In the event a

Respondent wishes to claim other portions of its SOQ exempt from disclosure under the Public Records Act, the Respondent should clearly identify those portions with the word “confidential” printed on the lower right-hand corner of the page and include a written justification as to why such information should be exempt from disclosure. Blanket designations of “confidential” shall not be effective. However, the County will make a decision based upon applicable laws.

- A. The County will notify the applicable Respondents of any requests for disclosure under the Public Records Act. Respondents agree to defend and indemnify the County from any claims and/or litigation arising from such requests.
- B. Proprietary or confidential data should be readily separable from the SOQ in order to facilitate eventual public inspection of the non-confidential portion of the SOQ. Confidential data is normally restricted to confidential financial information. The price of products offered or the cost of services shall not be designated as proprietary or confidential information.

PART 9 – SCHEDULE

Events	Dates
Project Development Unit issues RFSOQ	9/18/18
Questions via email due: 5:00 pm (see Section 4.05)	10/2/18
Responses to questions posted to webpage	10/5/18
Submission of SOQ’s due: 2:30 pm	10/12/18
Review of all SOQ submittals	10/12/18 -10/19/18
Notice of prequalified Respondents posted	10/19/18
Project Development Unit issues RFP to short-listed Respondents	10/22/18
Scope of services, and fee proposals due: 2:30pm	11/15/18
Interviews with short-listed respondents	11/19/18
Selection committee provides final selection	11/27/18
Board of Supervisors approves contract	12/11/18

**County reserves the right to modify this schedule at any time at its sole discretion.*

END OF RFSOQ DOCUMENT

October 4, 2018

Addendum #01

Responses to RFSOQ Questions

Furniture Standards Planning, Procurement, and Installation Services

To All Proposers,

Please carefully review the answers provided below and incorporate the information as directed into your Request for Statement of Qualifications submittals due to the Project Development Unit on **October 12, 2018**. Submittals that do not reflect the information provided below may be considered non-responsive and the submittals may be rejected.

1. Are we being asked to provide a database through an e-business platform that would include the requested information (similar to what we currently provide through our Ensync eBusiness software)? This would include a catalog of items with options for finishes, pricing, lead times, etc.
Or... is SMC requesting an actual database of product information for the furniture standards? This might be a SQL or Access database that we would manage. It sounds like this solution would also need to have the ability for the end user to download a copy (like a CSV file) of the database information to use locally if they don't have internet access.

ANSWER – The intent of the database is to simplify the furniture procurement process by having a searchable, easy-to-use, database available with all standard furniture options included. Proposers can propose the actual platform/format/operation of the Database to be provided to fulfill the requested features noted in the RFSOQ. The detailed functions and content will be collaboratively developed with PDU and consultant teams to ensure applicability for every project using this tool online or offline.

2. Does the SOQ need to have corporate seal on the hard copies?

ANSWER – Original signature by owner/officer/authorized agent of Proposers' firms per RFSOQ would suffice.



3. Will your team be calling/interviewing our references?

ANSWER – County may elect to contact references provided in the submittals to verify information. Please make sure current/correct contacts are provided accordingly.

4. Will the projects for the County of San Mateo require Union Labor, Non-Union Labor, or Prevailing Wage?

ANSWER – Prevailing wages for installation work will apply but union labor is not required. Selected Proposer(s) must comply with any applicable County, State, or Federal wage laws.

5. Can we please get Non-Disclosure Agreement Form signed by a representative of the County of San Mateo and returned to us so we can release our financial information and include it in the RFSOQ?

ANSWER – Per RFSOQ Section 5.06, Proposers shall include financial information which demonstrates their financial capability to deliver the Services. This may be submitted under seal and treated as confidential to the extent permitted under applicable federal and state laws. See also PART 8 regarding confidential information provided in submittals.

END OF DOCUMENT

October 11, 2018

Addendum #02 to RFSOQ for Furniture Standards Planning, Procurement, and Installation Services

To All Proposers,

Please carefully review the update provided below and incorporate the information as directed into your Request for Statement of Qualifications submittals due to the Project Development Unit on **October ~~12~~ 26 Friday, 2018**. Submittals that do not reflect the information provided below may be considered non-responsive and the submittals may be rejected.

1. The due date for Statements of Qualifications is hereby extended to October 26, 2018.



END OF DOCUMENT

November 2, 2018

Approved Prequalified Vendors for Furniture Standards Planning, Procurement, and Installation Services

The County of San Mateo Project Development Unit (PDU) is pleased to announce the following Vendors that have met the qualifications and been selected to receive a Request for Proposals (RFP) for the Furniture Standards Planning, Procurement, and Installation Services that is scheduled to release early next week around November 5, 2018.

Main contacts of Prequalified Vendors will receive an email with document download link when the RFP is available. Please refer to the RFP for detailed information and future timelines for the County's proposal process. PDU will conduct an in-depth evaluation of the proposals submitted and select a minimum of three (3) teams for mockups and interviews to determine the most qualified Vendor for the Project.

Prequalified Vendors to receive Request for Proposals (in alphabetical order):

1. COG
2. KBM-Hogue
3. One Workplace
4. Pivot Interiors
5. SideMark
6. Vanguard Concept Offices

END OF DOCUMENT



Request for Proposals
for
Furniture Standards Planning,
Procurement, and Installation Services



County of San Mateo
Project Development Unit

Issued: November 6, 2018
Responses due: December 5, 2018 at 2:30pm PDT

Sam Lin, Manager
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org

PART 1 – INTRODUCTION

- 1.01 The County of San Mateo ("County") has reviewed all Statements of Qualifications ("SOQ") submitted by the dealerships ("Respondents" or "Vendors") interested in contracting with the County to provide furniture standards planning, procurement, and installation services ("Services") for the County's multiple new construction projects. The County invites Vendors who have been prequalified to respond to this Request for Proposals ("RFP").
- 1.02 The submitted SOQ's were the first stage in the County's process for determining which Respondent or Respondents will be awarded the contract to provide the Services ("Furniture Contract"). For this second stage of the process, Respondents will submit a Proposal responding to the County's Request for Proposals ("RFP").
- 1.03 The County will conduct an in-depth evaluation of the Proposals submitted ("Proposals") and select a minimum of three (3) Respondents for setting up physical mockups and attending interviews to determine the most qualified Respondent for the Project. The County will then begin sequential contract negotiations beginning with the most qualified Respondent. The interview stage is likely to be combined with Respondents' mockup evaluations.
- 1.04 The previously submitted RFSOQ and the SOQ, along with the RFP and the Proposal(s) of the selected Respondent(s), will be included in the County's Furniture Contract following the award.

PART 2 – PROJECT BACKGROUND

- 2.01 The County of San Mateo Project Development Unit ("PDU") will be the office providing project management services for this furniture procurement standardization effort. See the PDU website for a list of projects ("Project" or "Projects") that may require the Services - <https://cmo.smcgov.org/projects>
- 2.02 As a part of the overall County vision, a long-term plan for the purchasing and installation of furniture has been established with the following goals:
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 - C. Ensure consistency of functional performance, finishes, quality, aesthetics, accessory options, ergonomic standards, environmental standards, and safety/seismic standards across all furniture to be purchased for County projects.
 - D. Support efficient, flexible workplace reconfiguration and maintenance needs.

PART 3 – SCOPE OF SERVICES

3.01 Basic Scope

The selected Vendor(s) shall provide furniture standards planning, procurement, and installation services to support the multiple County new construction projects. Upon award, the selected Vendor(s) shall begin assisting the PDU team with the Furniture Standards development and documentation to support/inform the furniture selection database content and eventually the procurement and installation process. A Furniture Typology document that outlines the standard space/area types for which furniture is to be purchased and the specifications/requirements for the furniture types is included as an enclosure in this RFP (Enclosure B). The document will also be used as a resource for developing the required product-specific Furniture Standards Manual and Database.

3.02 Scope of Services

The County requests that the Vendor(s) ultimately awarded the Furniture Contract commit a dedicated team to be readily available to assist the County with various services which will include, but not be limited to, the following scope of work:

A. Furniture Standards development and documentation

1. The awarded Vendor(s) evaluate and select furniture pieces and specifications based on the needs outlined in the Furniture Typology document noted in Section 3.01 above.
2. The Vendor(s) shall provide necessary visual graphic representation (i.e. AutoCAD and Revit symbols, etc.) of selected furniture pieces for the PDU team to incorporate into a concise "Manual" of the County of San Mateo Furniture Standards.
3. The Vendor(s) shall develop or use their own available programs/platforms to provide a comprehensive "Database" of all items included in the Furniture Standards for the County's use to support efficient future purchasing and planning.
 - a. The Database is essentially a comprehensive manual/catalogue of product collections and systems that are available for selection under the Furniture Contract.
 - b. The Database shall include, but not be limited to, detailed information regarding specifications, finishes, accessory options, pricing, estimated lead times, warranty information, etc., for each available piece of furniture and accessory.
 - c. The Database shall be in an electronic format that can be accessed online and offline (i.e. without internet connection), available to be in use by multiple people at once, searchable, and easy to update.

4. The Vendor(s) shall develop and make available a "Library" of AutoCAD symbols, Revit families, and SketchUp models to the County for planning purposes.
5. Assist the County with furniture selection from various product lines that meets the design requirements, orders placement and tracking, transportation/delivery management, storage, and furniture installation as appropriate that aligns with construction project schedules.
6. Assist the County to evaluate costs and propose alternate furniture options to meet project budgetary constraints when needed.
7. Evaluate the planning and design of furniture systems for technical and design accuracy and appropriateness for each space/room type on a per project basis.
8. Provide post-install education and guidance to end-user groups on the proper usage, maintenance, and reconfiguration of installed furniture.
9. Provide warranty, maintenance, and reconfiguration services as needed for installed furniture.
10. Furniture projects are to be designed, documented and delivered using Building Information Modeling (BIM) to support multi-disciplinary coordination, design visualization, 3D presentations, model walk-through, and other uses as appropriate to collaborate with various project design teams as needed.
11. Selected projects are targeted for zero net energy design and LEED certification. Vendors shall assist with points calculation, furniture data, etc. as it pertains to meeting required certification where applicable.

PART 4 – GUIDELINES AND SUBMISSION REQUIREMENTS

4.01 Guidelines

- A. Respondents should address every item requested in this RFP, even if the item was addressed previously in other sections of the RFP. Brevity and clarity are of utmost importance.
- B. Respondents should read the entire RFP, all addendum/addenda posted including enclosures before preparing their response. Respondents should seek clarification of requirements they do not fully understand in accordance with Section 4.05 below.
- C. Responses that do not comply with all applicable requirements stipulated in this RFP will not be considered.
- D. Prequalified firms invited to this RFP are required to attend a **Mandatory Pre-Proposal Conference at PDU on November 19, 2018 at 1:30pm** at 1402 Maple Street, Redwood City, California, to review the information about the RFP. At

least one (1) representative from your team should attend and sign in as part of the RFP requirement.

4.02 Submission Deadline

All Proposal submissions are to be received by PDU no later than **2:30 PM on December 5, 2018** at the address noted in Section 4.03 below. Submittals received late will not be opened or given any consideration and will be returned to Respondent(s) unopened. It is the responsibility of the Respondents to ensure submittals are received at the specified address by the specified deadline noted in this RFP request. All submittals will be date- and time-stamped upon receipt. The County will not be responsible for late or incomplete responses due to weather, mistakes, or delays of the Respondent or its carrier.

4.03 Deliverables

Respondents are requested to submit the following:

- A. **One (1) original, signed, bound Proposal and seven (7) additional bound copies** delivered to:
Sam Lin, Manager
County of San Mateo, Project Development Unit
1402 Maple Street
Redwood City, CA 94063
- B. One (1) electronic PDF of Proposal saved with the filename: "SMC Furniture Proposal [respondent/company name]" uploaded to <http://dbinbox.com/smc pdu> by the same due date and time noted in Section 4.02 above.

4.04 Formatting

- A. The Proposals shall be printed and bound vertically or portrait on standard 8 ½" by 11" paper.
- B. Type size shall be no smaller than 10-point font, but preferably larger.
- C. Proposals shall be printed single sided and shall not exceed 30 pages (excluding résumés, tabs, lists of projects, financial documents, and any marketing materials), but will preferably be much shorter.
- D. The Proposal shall separate sections with tabs relating to the Proposal submission requirements outlined in Part 5 of this RFP.
- E. The top of page one of the Proposal shall state the Respondent's name, address, phone number, fax number, e-mail address, and contact name. Cover letter is optional.
- F. The original Proposal must include a statement signed by an owner, officer, or authorized agent of the Respondent acknowledging and accepting the terms and conditions of this RFP.

- G. The Proposal must be verified under oath by the Respondent and each of its members by including the following statement on page one of the Proposal; "I declare under penalty of perjury under the laws of the State of California, that all information submitted under this RFP is true and correct."
- H. Respondents shall acknowledge the receipt of all published Addendum/Addenda by listing them on page one of the Proposal indicating the understanding and acceptance of the changes noted therein.
- I. Proposal graphics and organization shall be presented in a clear, organized way to help facilitate owner review with proposals. Utilize graphics, bullet points, and photography to best illustrate the required information.

4.05 Inquiries

All written inquiries and requests for additional information pertaining to this RFP, any addenda, or any matter relating to the selection process, must, unless otherwise identified in an addendum, be directed to the following point of contact by the due date/time noted in PART 10:

Sam Lin, Manager
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org

PART 5 – PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following information organized by sections. All sections must clearly indicate which requested item is being addressed and be separated by corresponding tabs. Proposal shall consist of the following sections presented in the same sequence listed:

5.01 Company Information and Qualifications

- A. State any changes to your company since the date of your Statement of Qualifications ("SOQ") such as ownership, staff size, any significant legal actions pending against the company.
- B. Provide any clarifications to your SOQ to better describe your team's ability to meet the requirements of the program.
- C. Describe the current and forecasted workload of the personnel included in your proposal for this Project.
- D. Elaborate on any items not checked off on the evaluation checklist provided in the submitted response to the RFISOQ.

5.02 Proposed Project Team Qualifications and Availability

- A. If not previously included in your SOQ, attach resumes for your team that will be committed to the Project with a listing of projects similar in scope and scale to the Projects noted in Section 2.01 above. Provide a clear understanding of:
 - 1) Role and time commitment (% availability) of each team member
 - 2) Each team members' current and projected work on other projects
 - 3) Who will attend each meeting and be the main point of contact
 - 4) Who will be performing what work and where.
 - 5) Relevant project experience of each team member within the last 5-10 years.
 - 6) Years in the industry for each team member.
- B. Present written assurances that if awarded the Project, the proposed team will be assigned for the entire duration of the Project.
- C. If different than noted in your SOQ, describe the proposed organizational and reporting structure of your team for the Project.

5.03 Project Approach

- A. Elaborate on the information provided in the submitted response to the RFSOQ to describe your design philosophy and how it relates to the County and the Projects.
- B. Describe your methodology for completing the Projects including coordination with project stakeholders. Indicate the number of meetings with PDU and other consultants for each phase of the Projects and the tasks/goals to be accomplished at each meeting. Specifically state who from your firm will attend each meeting and what their roles are.
- C. Describe your proposed strategy for the phasing of furniture procurement, specifically when expedited furniture design, planning, and installation is needed.
- D. Describe your strategy to create state of the art and flexible workplace environments to serve the County's and its Constituents' needs for the next 10 plus years. Discuss also the latest use of technology and trends in workplace design.
- E. Describe your approach to ensuring the furniture system incorporates sound Zero Net Energy principles and LEED requirements. Explain how the design can optimize the County's goals and objectives while minimizing operational costs to meet or exceed the stated sustainability goal.
- F. Elaborate on any items not checked off on the evaluation checklist provided in the submitted response to the RFSOQ.

- G. Describe your approach to delivering and installing furniture product. Explain if delivery and installation services are in-house or contracted out – and why this approach will benefit the County. Elaborate on the advantages and disadvantages of each approach.

5.04 Available Product Lines

- A. Provide a list of main lines and open lines available.

5.05 Compensation

- A. Propose your fee by completing the attached Fee Schedule (Enclosure C). Fee schedule will be evaluated by PDU as a point of cost comparison among Respondents for similar products. Refer to Furniture Typology Document (Enclosure B) for furniture requirements to be used to generate costs.

Respondents shall take into consideration the following when you provide the "Unit Cost" in this Proposal for each of the requested items/system:

- 1) The Unit Cost shall be an all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), project management services and delivery services.
 - 2) The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate workstation quantity across all projects to be approximately 500-1,000 per type. Exact purchase quantity may vary with each individual project.
 - 3) Respondents shall attach your quantity pricing tier structure to the Fee Schedule (Enclosure C), elaborating on the unit cost for different levels of purchases.
- B. Include hourly Billing Rates for all personnel providing the required Services, including management staff, design professionals, installation crew, etc. See Section 7.02 for billing policy. These rates will be for PDU reference. Pricing structure shall be based upon tiered pricing of product for aggregate furniture pieces across all projects per Fee Schedule (Enclosure C).

5.06 Acceptance of the County's Professional Services Agreement

A draft of the County's Professional Services Agreement is attached to Part 11 of this RFP as Enclosure A. Respondents are instructed to include exceptions (if any) to the County's Draft Professional Services Agreement with specific alternate language in the form of redlines. If no exceptions are stated, the County will assume, and the Respondent will have thereby represented, that the Respondent is prepared to sign the County contract as-is. The County reserves the right to modify the draft agreement during the negotiations with the selected Vendor and is not bound to the terms set forth in the draft agreement.

Each proposal must include a statement of the Respondent's commitment and ability to comply with each of the terms of the following:

- A. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over 40), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.
- B. Respondents shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under any contract that may result from this submittal. Respondents' personnel policies shall be made available to County upon request.
- C. Respondents shall assure compliance with section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of compliance. Respondents shall be prepared to submit a self-evaluation and compliance plan to County upon request within one (1) year of the execution of any agreement that may result from this submittal.
- D. Respondents must comply with the County Ordinance Code with respect to the provision on employee benefits. As set forth in the ordinance, such Respondents are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- E. Respondents shall comply with the County Jury Duty Ordinance Code with respect to the provision of jury duty pay to employees and adhere to a written policy that provides its employees, on an annual basis, no less than five (5) days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service be deducted from the employees' regular pay the fees received for jury service.
- F. In addition, the Respondent should include a statement that it will agree to have any disputes regarding any Agreement venued in the County of San Mateo. Also include a statement indicating your ability to obtain liability insurance of a minimum of \$2,000,000 for comprehensive general liability, and a minimum of \$1,000,000 for motor vehicle and professional liabilities, and full statutory coverage for worker's compensation.

5.07 Workstation Mockup

- A. Respondents shall submit the Proposals including the materials requested in Section 5.01 to 5.06 above by the due date/time noted in PART 10.
- B. Upon review of the submitted Proposals, PDU will shortlist a minimum of three (3) Respondents to set up physical mockups and attend interviews for consideration to award the Furniture Contract.
- C. Shortlisted Respondents shall provide and install two (2) selected workstations as described on page 1 of Furniture Typology Document (Enclosure B) in the PDU office. Assembly dated for installation of mockup for each shortlisted Respondent will be coordinated by Dreyfuss + Blackford Architecture with PDU.

- D. All costs related to the provision and installation of the mockups are the responsibility of the Respondents and will not be assumed in full or in part by the County. At the conclusion of the RFP process, Respondents will be notified to coordinate a time to disassemble the mockups.

PART 6 – REVIEW AND SELECTION PROCESS

6.01 Review of Proposals

- A. The County will evaluate the information based on materials submitted in response to this RFP. All Respondents should submit information in response to this RFP based on the requested information specified.
- B. Respondents should prepare their response according to the RFP format, i.e., by section and paragraph noted in this RFP. The County reserves the right to reject any response to this RFP not submitted within the required timeframe; reject any incomplete RFP submitted; contact client references; require further information; and/or require interviews with any Respondent. All costs related to the preparation, submittal, and/or presentation of this RFP are the responsibility of the Respondent and will not be assumed in full or in part by the County.
- C. Proposals shall be used to determine the applicant's capability of rendering the Services to be provided and the cost for the Services. By submitting a proposal, each Respondent certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The County reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a successful Respondent, or none at all.
- D. The County reserves the right to waive any requirements of this RFP when it is determined that waiving a requirement is in the best interest of the County.
- E. The County will evaluate Proposals based on each Respondent's written submission only. Evaluation will be performed only on the materials included directly in the Proposal itself unless otherwise indicated by the County in this RFP. The Evaluation Committee will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating vendor experience or proposed methodology unless doing so is in the County's best interest. You may submit additional materials or reference online information in your Proposal if you wish, but these may not be considered during the proposal evaluation process.
- F. If errors are found in a Proposal, the County may reject the Proposal. However, the County may, in its sole discretion, correct arithmetic and/or transposition errors or contact a Respondent for clarification. The Respondent will be informed of the errors and corrections.
- G. The County reserves the right to accept other than the lowest costs submitted and to negotiate with a Respondent on a fair and equal basis when the best interests of the County are served by doing so.

6.02 Interview

The Selection Committee appointed by the Project Development Unit will conduct interviews for a minimum of three (3) Respondents on the dates noted in the schedule in Part 14. Interview format will include evaluation of the Respondent's installed mockups noted in Section 5.07 above. The Selection Committee will notify Respondents of the results of the evaluation by telephone, mail or email to the designated contact person.

6.03 Evaluation Criteria

- A. Completeness of Proposal submission – Proposals should contain a comprehensive description of services, respond to each of the items set forth in this RFP, and adhere to the formatting rules.
- B. Personnel experience and qualification – Evaluation of the proposed project personnel, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed projects.
- C. Depth and quality of respondent's performance – Review of past performance on County of San Mateo projects and/or other projects of similar nature and complexity to the County's projects; evaluation of client references; and overall responsiveness to County's needs.
- D. Staffing / availability – Evaluation of the current and projected workload of the Respondent, the proposed staffing, and the office location(s) of the proposed staff to be assigned to the project(s).
- E. Financial stability – Evaluation of the overall financial position of the Respondent as determined from financial information required by the RFSOQ.
- F. Sustainable practices – Evaluation of the respondent's experience in sustainable design, and LEED certifications as demonstrated in the design strategy, experience, and scope of past projects of comparable scope to the County's project.
- G. Quality and Design of Mockups – Review of the demonstrated quality and functionality of the workstations in terms of materials, aesthetics, usage, assembly, durability, flexibility, etc. The County will perform a formal review of mockups by testing their quality and function while in use. The County will also evaluate aesthetics, fit and finish and appropriateness of these aesthetics with their various project types. Mockup setup and disassembly will also be observed to evaluate ease of reconfiguration.

PART 7 – ADMINISTRATIVE REQUIREMENTS AND POLICIES

7.01 Respondents will be required to comply with all non-discrimination employment regulations, including the following.

- A. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over 40), disability, medical condition (including but not limited to AIDS, HIV positive

diagnosis, or cancer), political affiliation, or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.

- B. Respondents shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under any contract that may result from this submittal. Respondents' personnel policies shall be made available to the County upon request.
- C. Respondents shall assure compliance with section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of compliance. Respondents shall be prepared to submit a self-evaluation and compliance plan to the County upon request within one (1) year of the execution of any agreement that may result from this submittal.
- D. Respondents must comply with the County Ordinance Code with respect to the provision on employee benefits. As set forth in the ordinance, such respondents are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- E. Respondents shall comply with the County Jury Duty Ordinance Code with respect to the provision of jury duty pay to employees and adhere to a written policy that provides its employees, on an annual basis, no less than five (5) days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service be deducted from the employees' regular pay the fees received for jury service.

7.02 Proposal Fees. Respondents may elect to present their proposal fee in a way that they deem more competitive. General County billing guidelines are below:

- A. Hourly Billing Rates and Reimbursables. If work authorized is based on time, equipment, and materials (T&M), all reimbursable services shall require advanced authorization, in writing. Hourly Billing Rates are deemed to include office overhead. All reimbursables are on an actual-cost basis without mark-up. When invoicing for reimbursable costs, detailed back up shall be provided to the County, including detailed material or equipment fees, receipts, hourly rates, time spent on tasks and a description of the task ("Detailed Backup"). Use of sub-consultants, with advanced authorization in writing, must also present in the Detailed Backup.

Office overhead should be calculated into the line items within the classifications of the professional rate schedule, and cannot be billed separately. Overhead includes, but is not limited to, accounting functions, office functions, certified payroll compliance, office equipment, phone calls, postage, maintaining books and records, filing, word processing, dictation, office overhead, etc.

Deliverables as specified in the scope in hard copies or electronically are not reimbursable (reports, photos, drawings, etc.), except when additional hard copies are required.

- B. Travel Costs. There are some general guidelines regarding reimbursement rates that will apply. In general, the following restrictions should be kept in mind:

- i. Reimbursable Expenses shall not include Local Travel, see below for definition.
- ii. Travel expense beyond Local Travel for travel by automobile shall be reimbursed at the current rate set by the U.S. Government, and for travel by other means shall be the actual expense incurred by the Firm without mark-up.
- iii. "Local Travel" means travel between Firm's offices and San Mateo County, and travel to any location within a fifty-mile radius of either Firm's office or San Mateo County.
- iv. Reimbursement for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (San Mateo/Foster City/Belmont, California), as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online by searching www.gsa.gov for the term 'CONUS'); airline and car rental travel expenses ("Air & Car Expenses") are limited to reasonable rates obtained through a cost-competitive travel service (for example, a travel or car-rental website), with air travel restricted to coach fares and car rental rates restricted to the mid-level size range or below; and certain other reasonable travel expenses ("Other Expenses") such as taxi fares, parking costs, train or subway costs, etc. are reimbursable on an actual-cost basis without mark-up. If there are no air flights involved, rental cars and pay for rides, where allowed, are reimbursed at the GSA rate from the office or place of ride origin, whichever is less.

7.03 The County reserves the right to accept or reject any or all Proposals submitted or to request clarification or additional information or an alternative presentation of data from any Respondent, at the County's sole discretion. Further, while every effort has been made to ensure the information presented in the RFP is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.

7.04 Should the Respondent realize during the review process that there has been a substantive error or omission in its submittal, which does not alter basic services and has not already resulted in disqualification from participating in the RFP process for other reasons, said Respondent is invited to submit to the County Project Manager a written request and explanation of Respondent's desire to correct its submittal. It shall be at the sole discretion of the County's selection committee to decide whether to grant the Respondent's request to correct its Proposal submittal.

7.05 All submittals become the property of the County and as such become public documents available to be reviewed by the public upon request. The Government Code Sections 6250 et. seq., the Public Records Act, define public record as any writing containing information relating to the conduct of public business. This applies to submittals pursuant to this RFP. The Public Records Act provides that public records shall be disclosed upon written request and that any citizen has the right to inspect any public record, unless the document is exempted from the disclosure requirements. The County cannot represent or guarantee that any information submitted in response to the RFP will be confidential.

If the County receives a request for any document submitted in response to this RFP, it will not assert any privileges that may exist on behalf of the person or business submitting the Proposal. Rather, the County will notify the party whose submittal is being sought. In the event that a party who has submitted a Proposal wishes to prevent disclosure, it is the sole responsibility of that party to assert any applicable privileges or reasons why the document should not be produced and to obtain a court order prohibiting disclosure.

- 7.06** Notifications relating to this RFP will be posted on the PDU website at <http://www.smc pdu.org>. Successful and unsuccessful Respondents will receive a written notification of whether they have been awarded the Furniture Contract. The written notification will be emailed to the name and email address of the authorized officer of the dealership provided in the Proposal submittal. The timing of written notification to Respondents is entirely at the County's sole discretion.

PART 8 – GENERAL CONDITIONS & LEGAL REQUIREMENTS

- 8.01** The Proposal should be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the Proposal meets the County's requirements. To this end, each Proposal should be as specific, detailed, and complete as to clearly and fully demonstrate that the respondent has a thorough understanding of and has demonstrated knowledge of the requirements to perform the work (or applicable portion thereof). Proposal graphics and organization shall be presented in a clear, organized way to help facilitate owner review with proposals. Utilize graphics, bullet points, and photography to best illustrate the required information.
- 8.02** The submission of a Proposal does not obligate the County to award a contract for the project, to pay costs incurred in the preparation of a Proposal, Mockup or to procure or contract for any services. Costs for preparing the Proposal and Mockup will be paid entirely by the Respondents.
- 8.03** The County reserves the right to interpret or change any provision of this RFP at any time prior to the Proposal submission date. Such interpretations or changes shall be in the form of addendum/addenda to this RFP and posted on the PDU website. The County, in its sole discretion, may determine that a time extension is required for submission of Proposals, in which case such addendum/addenda shall indicate a new Proposal submission deadline. The County reserves the right to waive inconsequential deviations from stated requirements.
- 8.04** The County retains the right to reject any or all Proposals, to contract work with whomever and in whatever manner the County decides or to abandon the work entirely. The County shall make final decisions regarding a Respondent's qualifications as of RFP release day. All decisions concerning Respondent selection shall be made in the County's best interests.
- 8.05** The County has determined in accordance with Section 6255 of the Government Code that all Proposals submitted in response to this RFP shall not be made public by the County until after the County issues a notice of intent to enter into a contract with the successful Respondent. In addition, the County has determined in accordance with

Section 6255 of the Government Code that all Respondents' proprietary financial information submitted in response to this RFP and specifically identified by the Respondent as "confidential" will not be made public by the County unless otherwise required by law. In the event a Respondent wishes to claim other portions of its Proposal exempt from disclosure under the Public Records Act, the Respondent should clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page and include a written justification as to why such information should be exempt from disclosure. Blanket designations of "confidential" shall not be effective. However, the County will make a decision based upon applicable laws.

- A. The County will notify the applicable Respondents of any requests for disclosure under the Public Records Act. Respondents agree to defend and indemnify the County from any claims and/or litigation arising from such requests.
 - B. Proprietary or confidential data should be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal. Confidential data is normally restricted to confidential financial information. The price of products offered or the cost of services shall not be designated as proprietary or confidential information.
- 8.06 REQUIRED LICENSE(S):** Respondent possesses a valid and current license for all the required Services including the installation of the furniture and related systems. Respondent's license has not been revoked at any time in the last five (5) years.
- 8.07 MINIMUM AND PREVAILING WAGE LAWS:** The successful Respondent must comply with any applicable County, State, or Federal wage laws, including but not limited, and to the extent applicable, State prevailing wage laws governing the installation of free standing and affixed modular office systems. (See e.g., California Labor Code 1771, 1720.)

PART 9 – APPEAL OF DECISION

Unsuccessful Respondents/firms shall have five (5) business days from the delivery of County's letter of rejection to submit a written appeal, addressed directly to the Director of the Project Development Unit at the address below. Appeals received after the deadline will not be accepted. The written appeal should specifically address any perceived irregularities in the process and/or the RFP review committee's recommendation. The committee will review the written appeal, and to present to the County the reason for the committee's recommendations. An appeal that merely addresses a single aspect of the selected proposal, e.g., comparing the cost of the selected proposal in relation to the non-selected proposal, is not sufficient to support an appeal. A successful appeal will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The County will respond to a protest within fourteen (14) business days of receiving it, and the County may, at its election, set up a meeting with the Respondent to discuss the concerns raised by the protest. The decision of the County will be final. The protest letter must be addressed as follows, with a copy to the County Contact Person:

Deborah Bazan
Director of the Project Development Unit
1402 Maple Street
Redwood City, CA 94063

PART 10 – SCHEDULE

Events	Dates*
Project Development Unit issues RFP to shortlisted Respondents	11/6/18
RFP Questions via email due at 5:00pm	11/14/18
Mandatory Pre-proposal Conference at 1:30pm	11/19/18
Responses to Questions Posted to PDU website	11/21/18
Scope of services and fee proposals due: 2:30pm	12/5/18
Shortlist for Mockup & Interview posted on PDU website	12/7/18
Mockup setup / Completion	1/11/19
Interviews with shortlisted respondents	1/14/19
Selection committee provides final selection	1/15/19
Board of Supervisors approves contract	1/29/19

**County reserves the right to modify this schedule at any time at its sole discretion.*

PART 11 – ENCLOSURES

- A. Draft County Professional Services Agreement (including Attachment I and Attachment IP)
- B. Furniture Typology Document
- C. Fee Schedule

END OF RFP DOCUMENT

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO
AND [Consultant Name]**

This Agreement is entered into this _____ day of _____, 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and [Insert contractor legal name here], hereinafter called "Contractor."

"Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and;

Whereas, it is necessary and desirable that Contractor be retained for the purpose of [Enter information here].

Now, therefore, it is agreed by the parties to this Agreement as follows

Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A—Services
Exhibit B—Payments and Rates
Attachment I—§ 504 Compliance
Attachment IP – Intellectual Property

1. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

2. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed [write out amount] (\$Amount). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

3. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from [Month and day] , 20[last 2 digits of start year], through [Month and day] , 20[last 2 digits of end year].

4. Termination

This Agreement may be terminated by Contractor or by the Director of Public Works or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

5. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

7. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

b. Intellectual Property Indemnification

Contractor hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

9. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage

to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy. Sub-consultants must also comply with all requirements of this RFP.

b. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

i. Comprehensive General Liability...	\$2,000,000
ii. Motor Vehicle Liability Insurance...	\$1,000,000
iii. Professional Liability.....	\$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

10. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of

any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

12. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

13. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to

determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

14. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

15. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

16. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: [insert]
Address: [insert]
Telephone: [insert]
Facsimile: [insert]
Email: [insert]

In the case of Contractor, to:

Name/Title: [insert]
Address: [insert]
Telephone: [insert]
Facsimile: [insert]
Email: [insert]

17. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

* * *

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO WORK WILL COMMENCE UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY PURCHASING AGENT OR AUTHORIZED DESIGNEE.

[SIGNATURE PAGE FOLLOWING THIS PAGE]

For Contractor:

Signature

Date

Print Name

Title



For County of San Mateo:

Department Head Signature

Date

Print Department Head Name

ATTACHMENT I

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

☐ a. Employs fewer than 15 persons.

☐ b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R.

84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person:

Name of Contractor(s):

Street Address or P.O. Box:

City, State, Zip Code:

I certify that the above information is complete and correct to the best of my knowledge

Signature:

Title of Authorized Official:

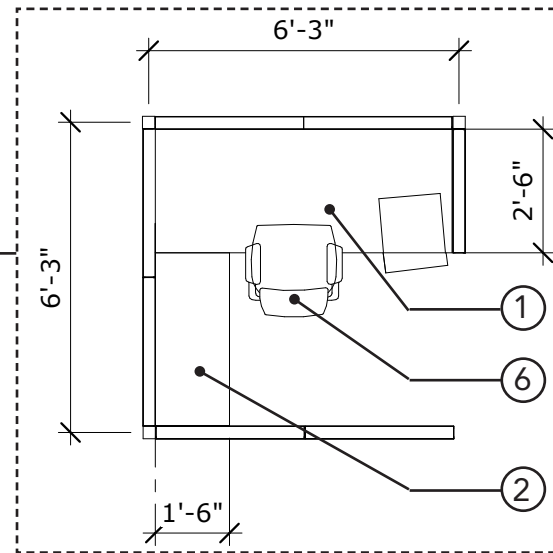
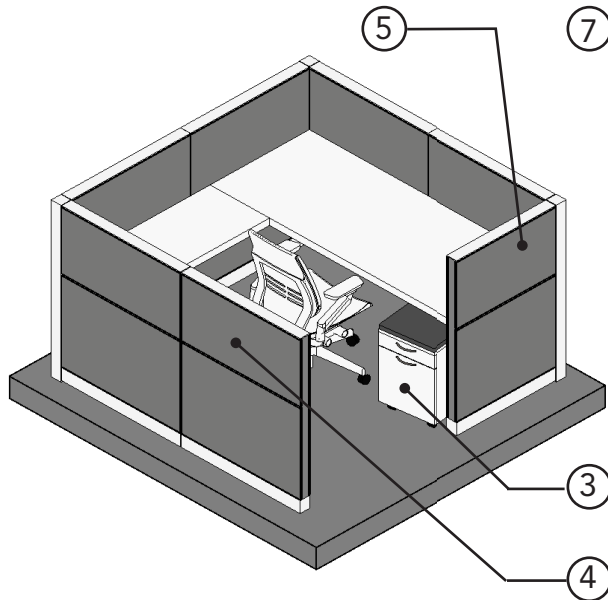
Date:

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

Attachment IP

Intellectual Property Rights

1. The County of San Mateo ("County"), shall and does own all titles, rights and interests in all Work Products created by Contractor and its subcontractors (collectively "Vendors") for the County under this Agreement. Contractor may not sell, transfer, or permit the use of any Work Products without the express written consent of the County.
2. "Work Products" are defined as all materials, tangible or not, created in whatever medium pursuant to this Agreement, including without limitation publications, promotional or educational materials, reports, manuals, specifications, drawings and sketches, computer programs, software and databases, schematics, marks, logos, graphic designs, notes, matters and combinations thereof, and all forms of intellectual property.
3. Contractor shall not dispute or contest, directly or indirectly, the County's exclusive right and title to the Work Products nor the validity of the intellectual property embodied therein. Contractor hereby assigns, and if later required by the County, shall assign to the County all titles, rights and interests in all Work Products. Contractor shall cooperate and cause subcontractors to cooperate in perfecting County's titles, rights or interests in any Work Product, including prompt execution of documents as presented by the County.
4. To the extent any of the Work Products may be protected by U.S. Copyright laws, Parties agree that the County commissions Vendors to create the copyrightable Work Products, which are intended to be work-made-for-hire for the sole benefit of the County and the copyright of which is vested in the County.
5. In the event that the title, rights, and/or interests in any Work Products are deemed not to be "work-made-for-hire" or not owned by the County, Contractor hereby assigns and shall require all persons performing work pursuant to this Agreement, including its subcontractors, to assign to the County all titles, rights, interests, and/or copyrights in such Work Product. Should such assignment and/or transfer become necessary or if at any time the County requests cooperation of Contractor to perfect the County's titles, rights or interests in any Work Product, Contractor agrees to promptly execute and to obtain execution of any documents (including assignments) required to perfect the titles, rights, and interests of the County in the Work Products with no additional charges to the County beyond that identified in this Agreement or subsequent change orders. The County, however, shall pay all filing fees required for the assignment, transfer, recording, and/or application.
6. Contractor agrees that before commencement of any subcontract work it will incorporate this **ATTACHMENT IP** to contractually bind or otherwise oblige its subcontractors and personnel performing work under this Agreement such that the County's titles, rights, and interests in Work Products are preserved and protected as intended herein.



Workstation Type 1 Total Area: Approx. 6'-3"x6'-3"

Design Characteristics

Approximately 6'-3"x6'-3" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. Approx. 12"Wx24"D lockable mobile storage pedestal
4. (6) Approx. 36"Wx48"H upholstered panels
5. (1) Approx. 30"Wx48"H upholstered panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Extents of one workstation/mock-up requirement

Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



Benching Workstation - 4 Pack

Total Area: Approx. 22'-0"x5'-0"

Design Characteristics

Approximately 72"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes located at each workstation and shared lateral file storage with laminate tops located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx24"D lockable lateral file storage with laminate top or low storage bookcase
4. (3) Approx. 72"Wx48"H fabric panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. Extents of benching workstation/mock-up requirement

Finishes - Mid Grade:

- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

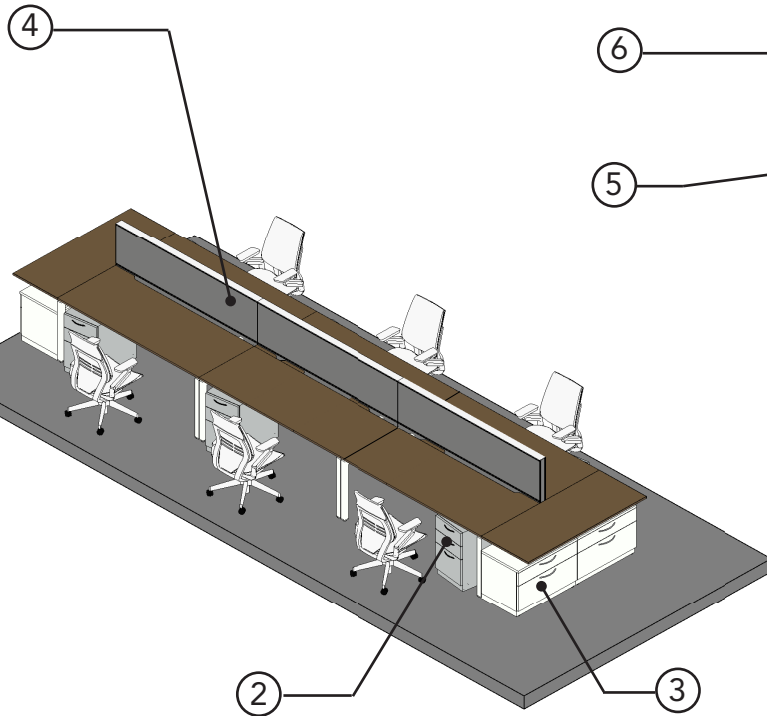
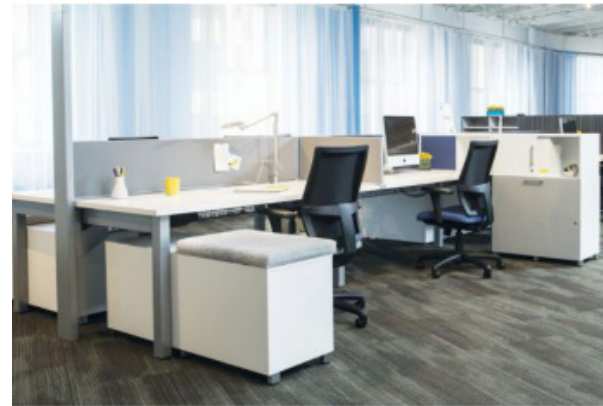
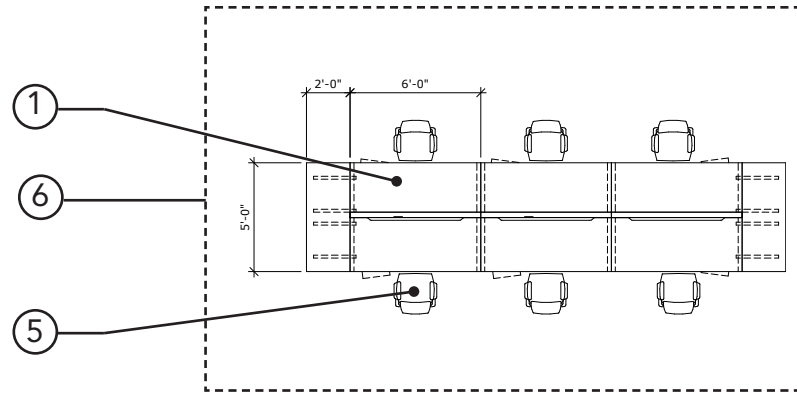
- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

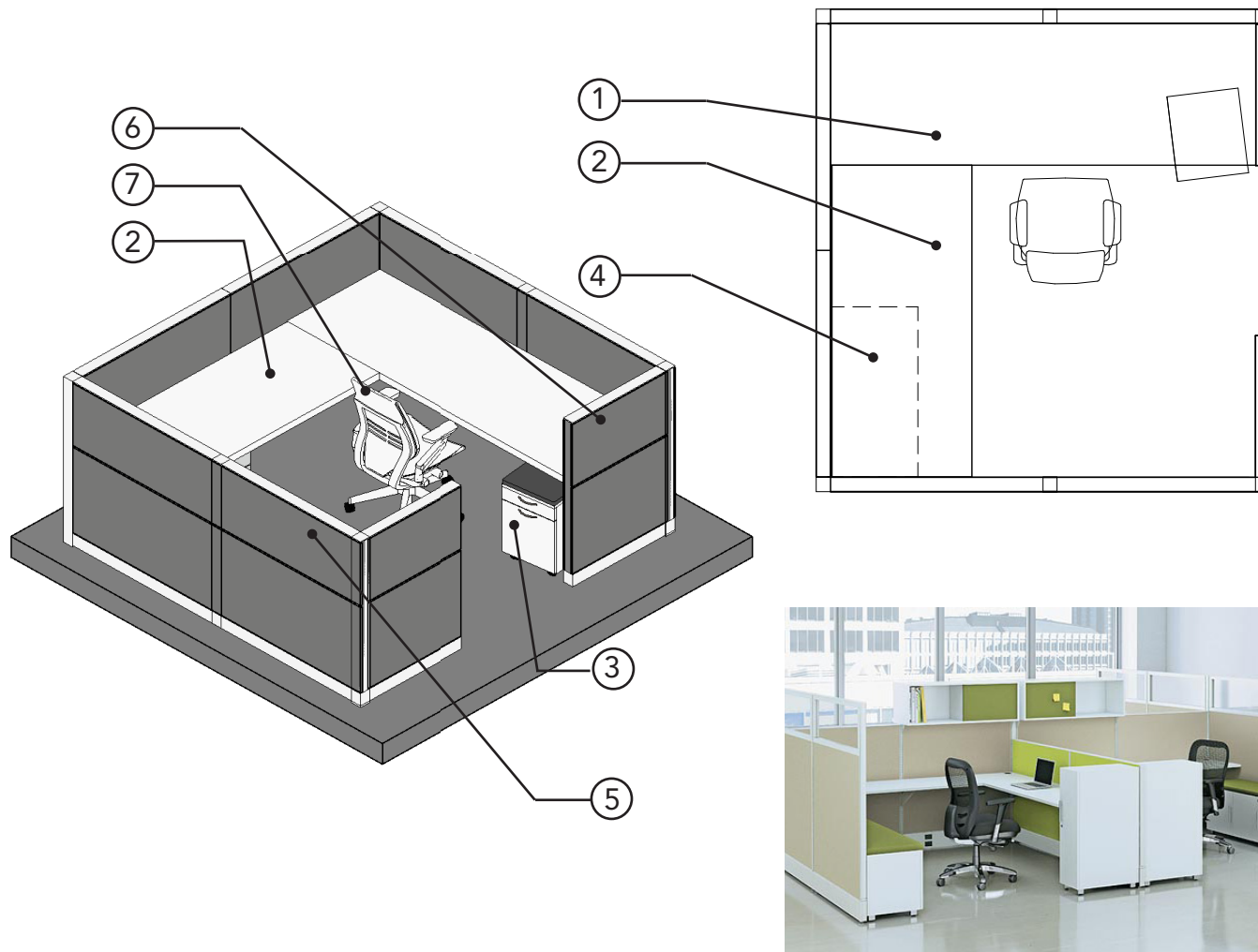


DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



Workstation Type 2

Total Area: Approx. 8'-3"x7'-9"

Design Characteristics

Approximately 8'-3"x7'-9" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface with lockable lateral file and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 90"Wx30"D motorized adjustable height work surface
2. Approx. 66"Wx30"D fixed height work surface/return
3. Approx. 12"Wx24"D lockable mobile storage pedestal
4. Approx. 36"Wx18"D lockable lateral file
5. (6) Approx. 48"Wx48"H upholstered panels
6. (2) Approx. 30"Wx48"H upholstered panel
7. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes- Mid Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Painted metal lateral file
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

- High pressure Laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- High pressure laminate or painted metal lateral file
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24"-34" monitor

Power/Data

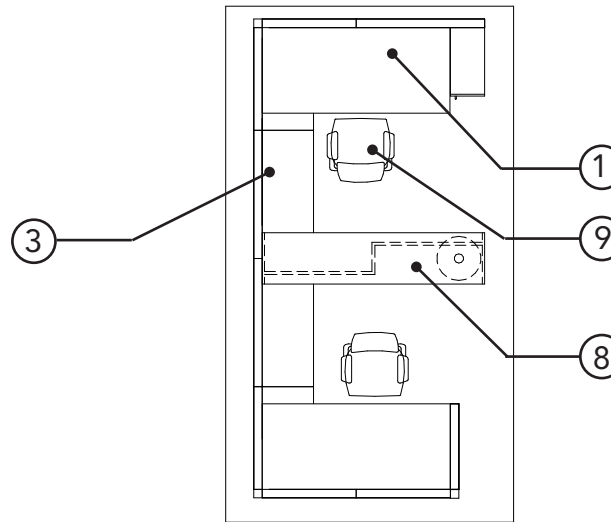
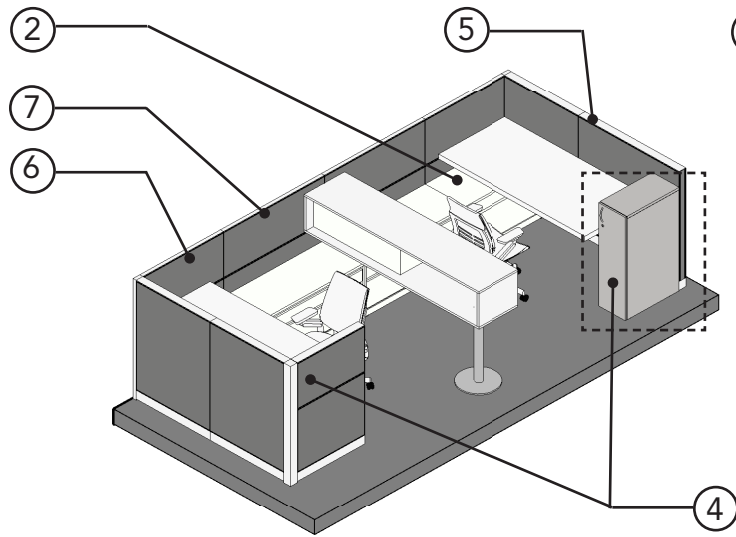
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

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Workstation - 2 Pack

Total Area: Approx. 6'-0"x7'-0"

Design Characteristics

Approximately 6'x7' workstation will include adjustable height work surface with locking storage pedestal, open shelving and lateral files below. Approximately 48"H fabric panels will surround 2-pack workstation and adjustable height task chair will be included. 2-pack workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 54"Wx30"D motorized adjustable height work surface
2. Approx. 36"Wx18"D open shelf storage file with laminate top
3. Approx. 45"Wx18"D lockable lateral file with laminate top
4. (2) Approx. 30"Wx48"H upholstered panels or option to have personal storage closet at end of workstation
5. (4) Approx. 33"Wx48"H upholstered panels
6. (2) Approx. 36"Wx48"H upholstered panels
7. (2) Approx. 45"Wx48"H upholstered panels
8. Approx. 78"W double sided storage bookcase
9. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes - Mid-Grade:

- Laminate work surfaces with plastic bases
- Tackable fabric panel with painted frames
- Painted metal storage with laminate top
- Painted metal storage bookcase
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

- High pressure laminate work surfaces with metal bases
- Tackable fabric panel with painted frames
- Painted metal storage with high pressure laminate top
- High pressure laminate or painted metal storage bookcase
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24"-34" monitor

Power/Data

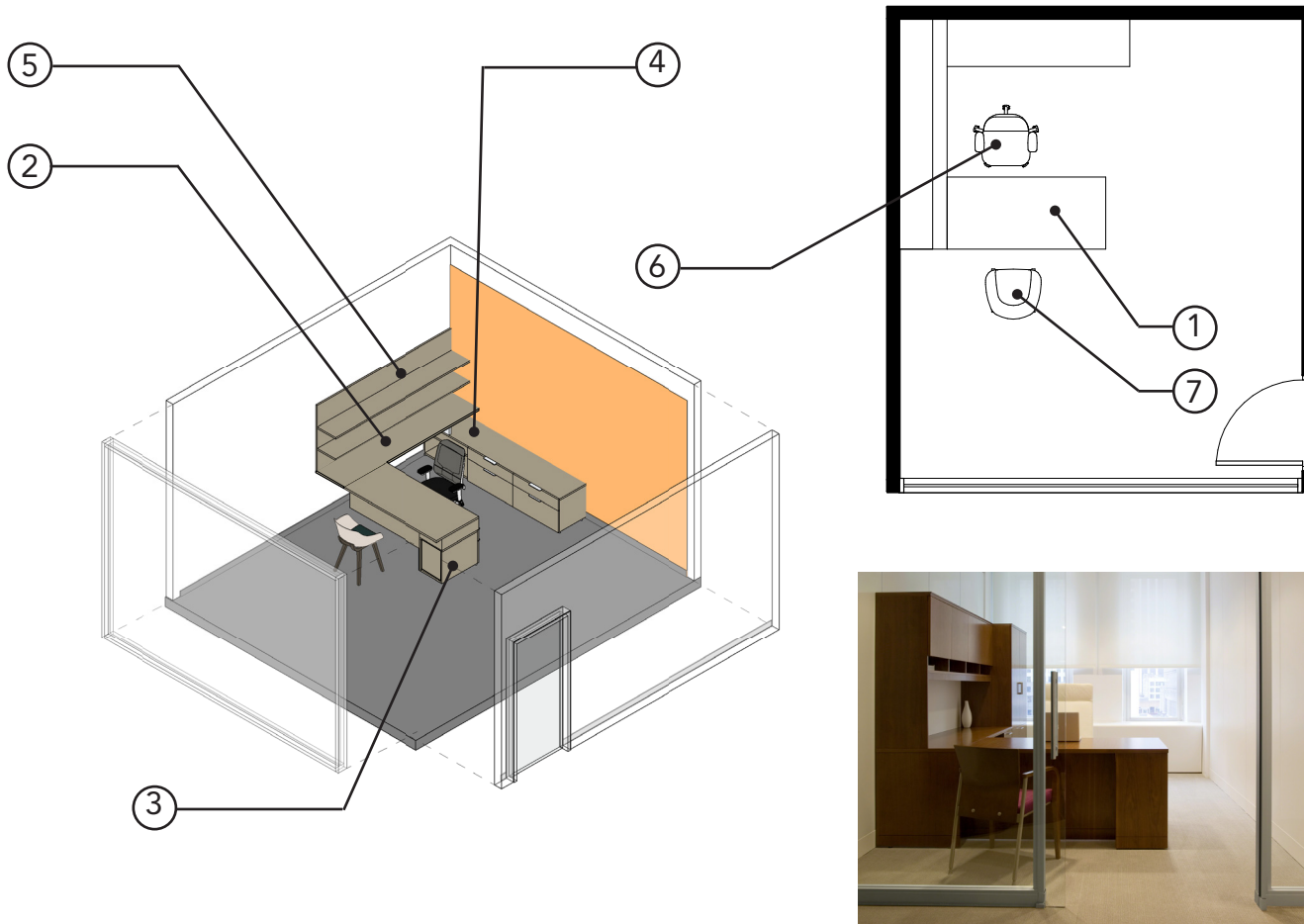
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management
- Power centered at each workstation-one receptacle at belt-line for computer and monitor and one at base

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Private Office Total Area: Approx. 80 Sq. Ft

Design Characteristics

Private office with approximately 80 sq. ft will include workstation with upper and lower storage and guest seating. Workstation will have adjustable height desk with modesty panel attached. Lateral storage will be located behind desk along with open upper storage shelves or closed cabinet. Mobile storage pedestal and guest seating will also be provided. Private office aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 60"Wx30"D motorized adjustable height desk with modesty panel attached
2. Approx. 96"Wx20"D fixed height work surface
3. Approx. 15"Wx24"D lockable mobile storage pedestal
4. (3) Approx. 36"Wx24"D lockable lateral file storage with laminate top
5. Approx. 72"W open upper storage shelf or closed storage cabinet (Wall backing to be coordinated at a later time)
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Upholstered guest arm chair

Finishes

- Laminate work surface and base
- Laminate mobile pedestal storage
- Laminate lateral storage with laminate top
- Laminate upper open storage shelves
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels
- Upholstered guest arm chair with wood or metal base

Accessories

- Flexible Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

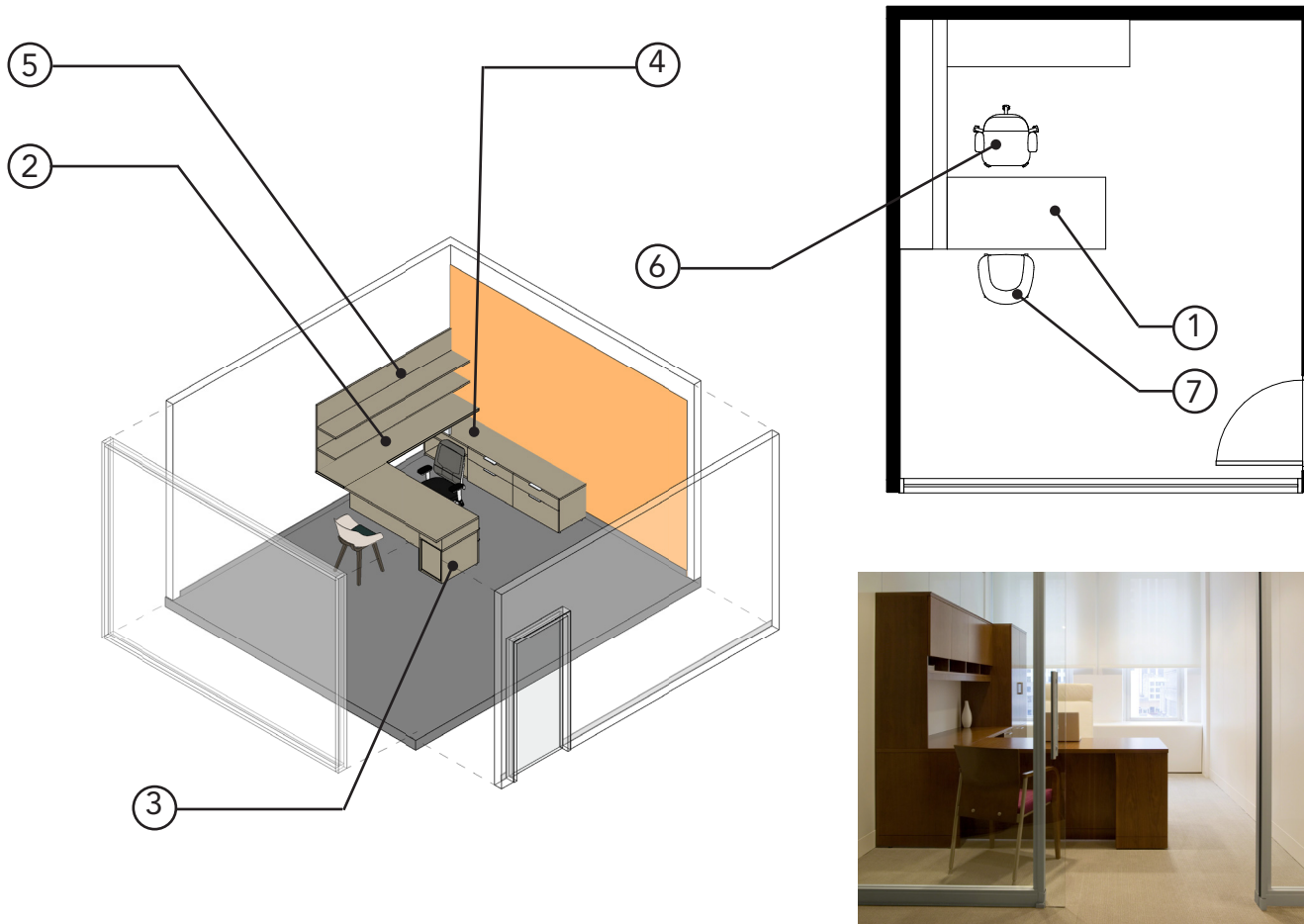
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total (Outlets will be lighted for visibility)
- Integrated cord management

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Executive Office Total Area: Approx. 80 Sq. Ft

Design Characteristics

Executive office with approximately 80 sq. ft will include workstation with upper and lower storage and guest seating. Workstation will have adjustable height freestanding desk with modesty panel attached. Lateral storage will be located behind desk along with open upper storage shelves or closed cabinet. Mobile storage pedestal and guest seating will also be provided. Executive office aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 60"Wx30"D motorized adjustable height freestanding desk
2. Approx. 96"Wx20"D fixed height work surface
3. Approx. 15"Wx24"D lockable mobile storage pedestal
4. (3) Approx. 36"Wx24"D lockable lateral file storage with laminate top
5. Approx. 72"W open upper storage shelf or closed storage cabinet (Wall backing to be coordinated at a later time)
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Upholstered guest arm chair

Finishes

- High pressure laminate/wood veneer work surface and base
- High pressure laminate mobile storage pedestal
- High pressure laminate lateral storage
- High pressure laminate /wood veneer upper open storage shelves or closed storage cabinet
- Upholstered leather task chair with plastic arms and 5-star plastic base on hard caster wheels
- Upholstered guest arm chair with wood or metal base

Accessories

- Flexible Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

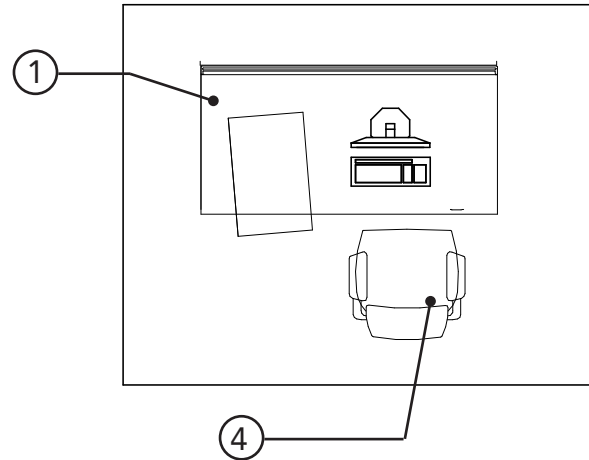
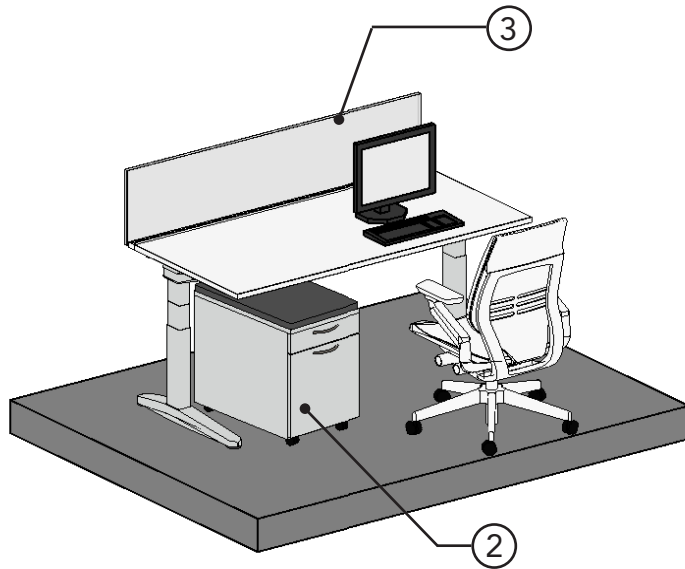
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total (Outlets will be lighted for visibility)
- Integrated cord management

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Hoteling Workstation Total Area: N/A

Design Characteristics

Single hotel workstation. Workstation will have adjustable height desk with modesty panel attached. Mobile storage pedestal and task chair will also be provided. Hotel workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Motorized adjustable height desk
2. Lockable mobile storage pedestal
3. Modesty panel (Modesty panel can be opaque, frosted or metal rail) *Modesty panel can attach to table top of workstation or below
4. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes

- Laminate work surface and plastic base
- Metal or plastic accessory tray
- Metal or plastic task lamp
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Accessories

- Monitor arm: single arm with capacity for 24" or 34" monitor

Power/Data

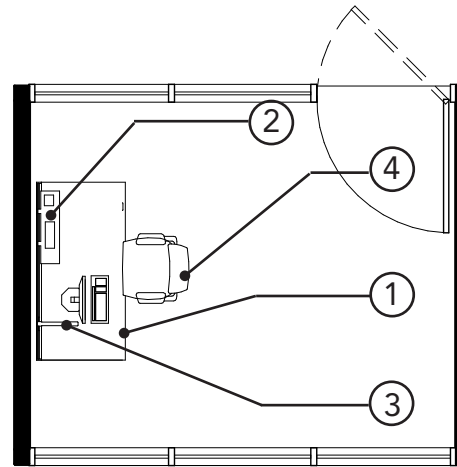
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total
- Integrated cord management

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Test Taking Room

Total Area: Approx. 36 Sq. Ft

Design Characteristics

Test taking room with approximately 36 sq. ft with single fixed height workstation for hoteling. Workstation will have mobile storage pedestal underneath and attachable task lamp and accessory rail. Task chair will also be provided. Test taking workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Fixed height desk
2. Accessory tray for test materials such as pencils/pens and calculator, etc.
3. Task lamp with ability to attach to desk rail or top of desk work surface
4. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes

- Laminate work surface and plastic base
- Metal or plastic accessory tray
- Metal or plastic task lamp
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Accessories

- Monitor arm: single arm with capacity for 24" or 34" monitor
- Accessory tray
- Task lamp with ability to attach to work surface or desk rail

Power/Data

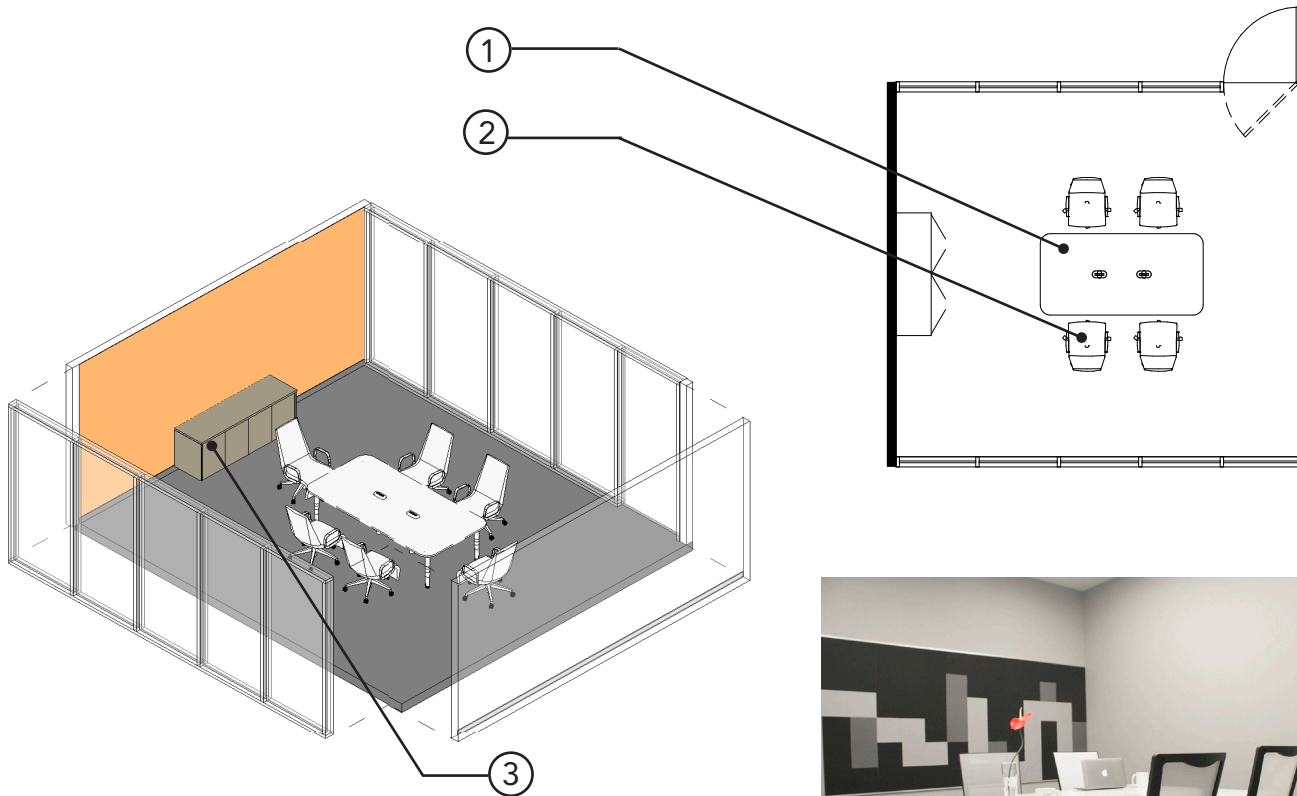
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total
- Integrated cord management

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Small Conference Room

Total Area: 4-6 Seats
Approx. 150 Sq. Ft

Design Characteristics

Small conference room with approximately 150 sq. ft. will consist of small rectangular conference table with power/data integrated into table top and 4-6 height adjustable task chairs. Small conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Small rectangular conference table with integrated power/data table top access and folding capabilities
2. 4-6 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

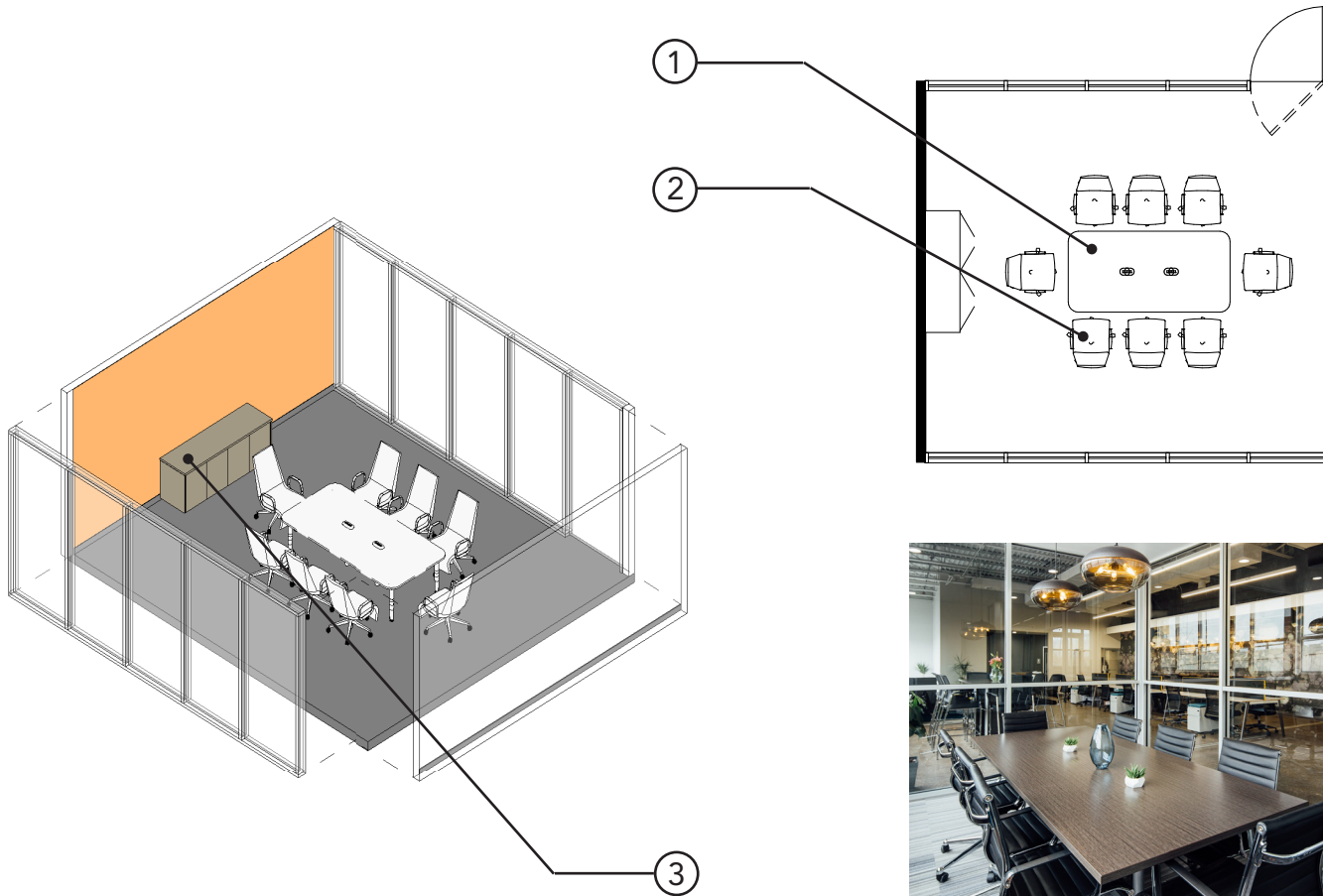
- Recessed in surface power/data, phone and USB connection
- AV and projection capability

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Medium Conference Room

Total Area: 8-10 Seats
Approx. 300 Sq. Ft

Design Characteristics

Medium conference room with approximately 300 sq. ft. will consist of medium rectangular conference table with power/data integrated into table top and 8-10 height adjustable task chairs. Medium conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Medium rectangular conference table with integrated power/data table top access
2. 8-10 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

- Recessed in surface power/data, phone and USB connection
- AV and projection capability

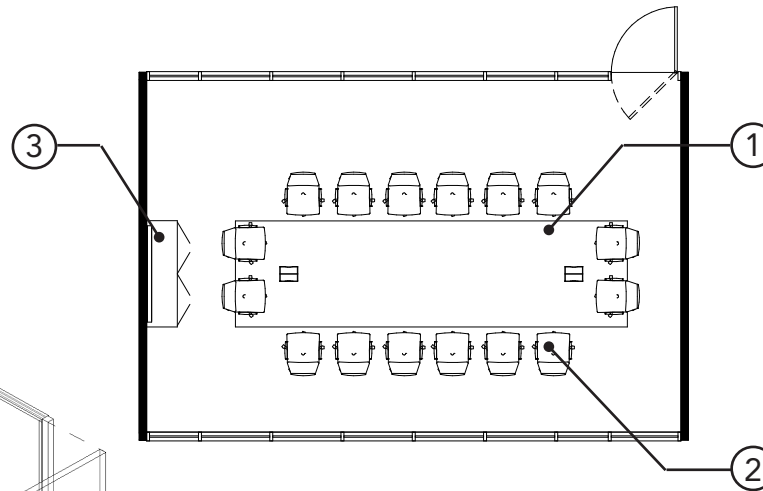
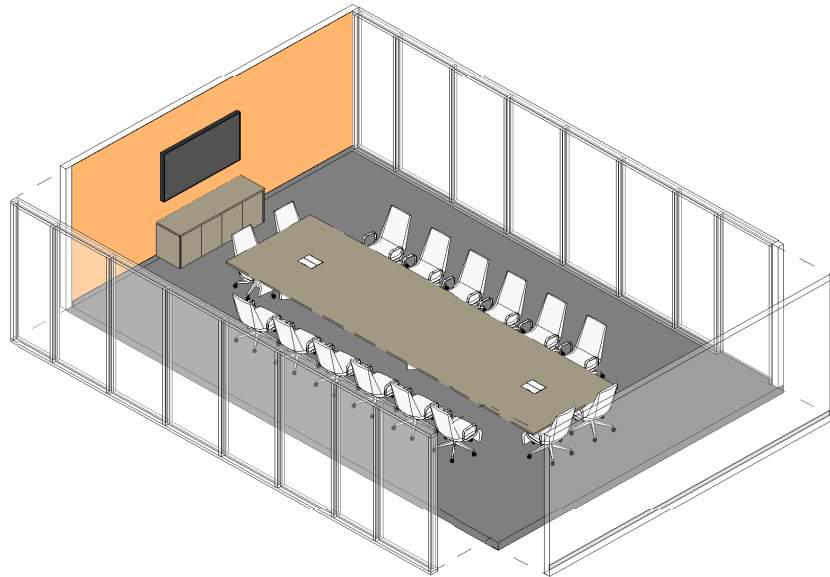


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Large Conference Room

Total Area: 12-18 Seats
Approx. 600 Sq. Ft

Design Characteristics

Large conference room with approximately 600 sq. ft. will consist of large rectangular conference table with power/data integrated into table top and 12-18 height adjustable task chairs. White board will also be included. Large conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Large rectangular conference table with integrated power/data table top access
2. 12-18 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Laminate table top with laminate or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

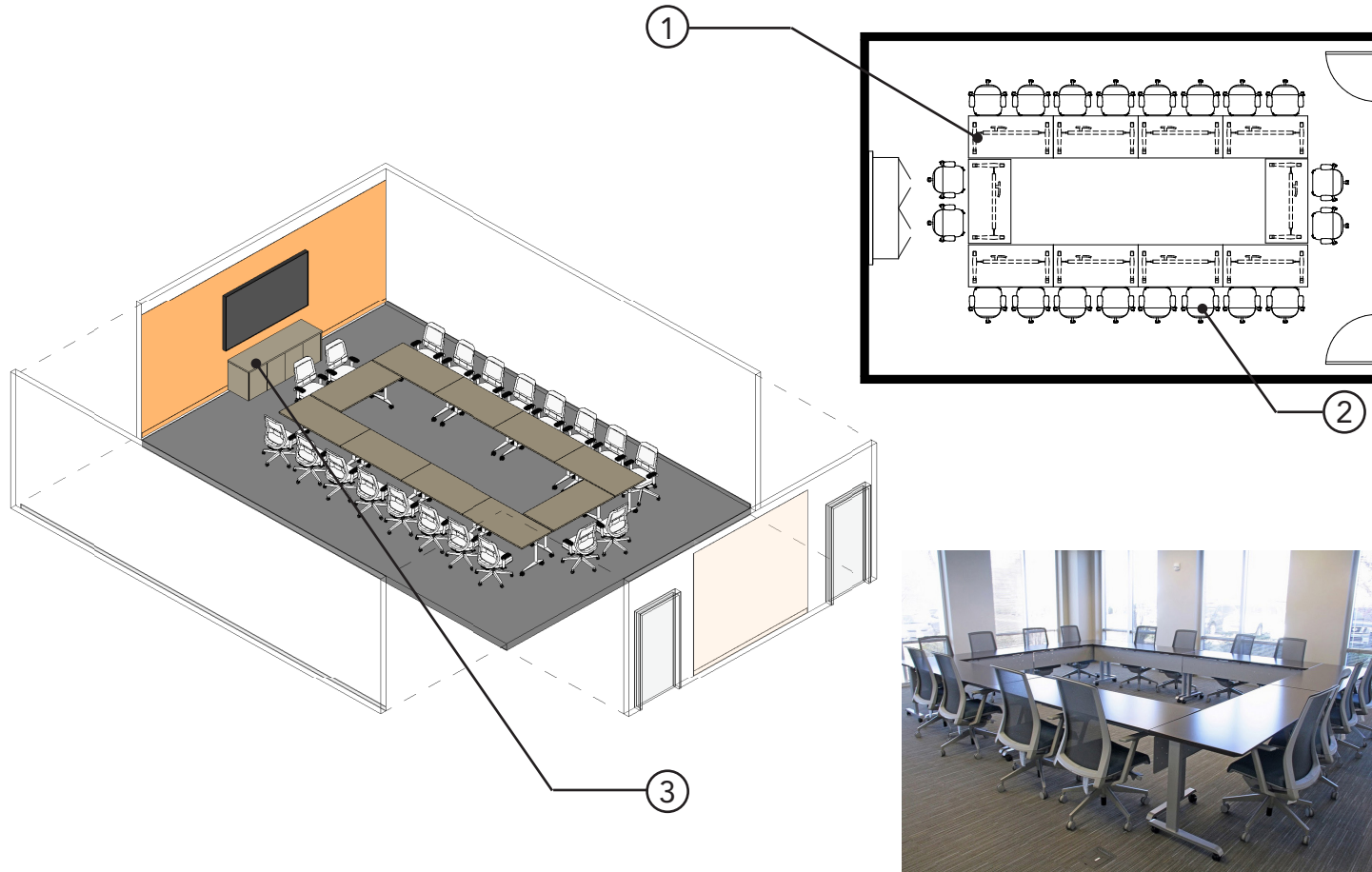
- Recessed in surface power/data, phone and USB connection
- AV and projection capability

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Extra Large Conference Room

Total Area: 20-30 Seats
Approx. 800 Sq. Ft

Design Characteristics

Extra large conference room with approximately 800 sq. ft. will consist of mobile rectangular folding tables with ability to move around room and break out into smaller groups of tables. Tables should have integrated power/data in table tops. 20-30 height adjustable task chairs will also be included. Extra large conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. (10) rectangular folding tables with locking casters and integrated power/data table top access
2. 20-30 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

- Power/data, phone and USB connection
- AV and projection capability

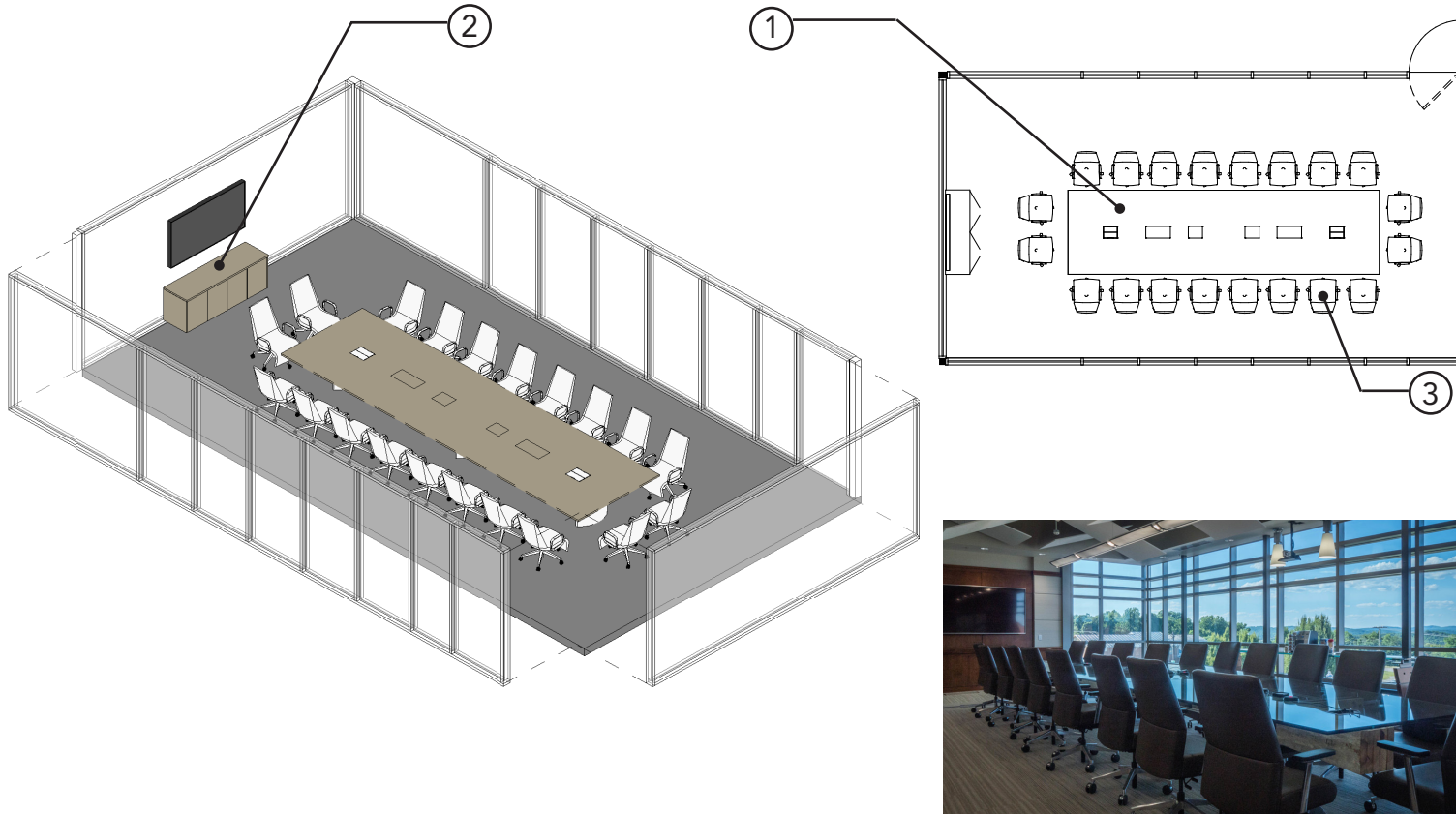
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Executive Conference Room

Total Area: 12-20 Seats
Approx. 750 Sq. Ft

Design Characteristics

Executive conference room with approximately 750 sq. ft. will consist of large rectangular conference table with power/data integrated into table top and 12-20 height adjustable executive style task chairs. Executive conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Large rectangular conference table with integrated power/data table top access
2. 12-20 Upholstered executive style task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Wood, solid surface or glass table top with laminate or metal base
- Laminate storage console/credenza
- Upholstered executive style task chair with plastic arms and 5-star metal base on hard caster wheels

Power/Data

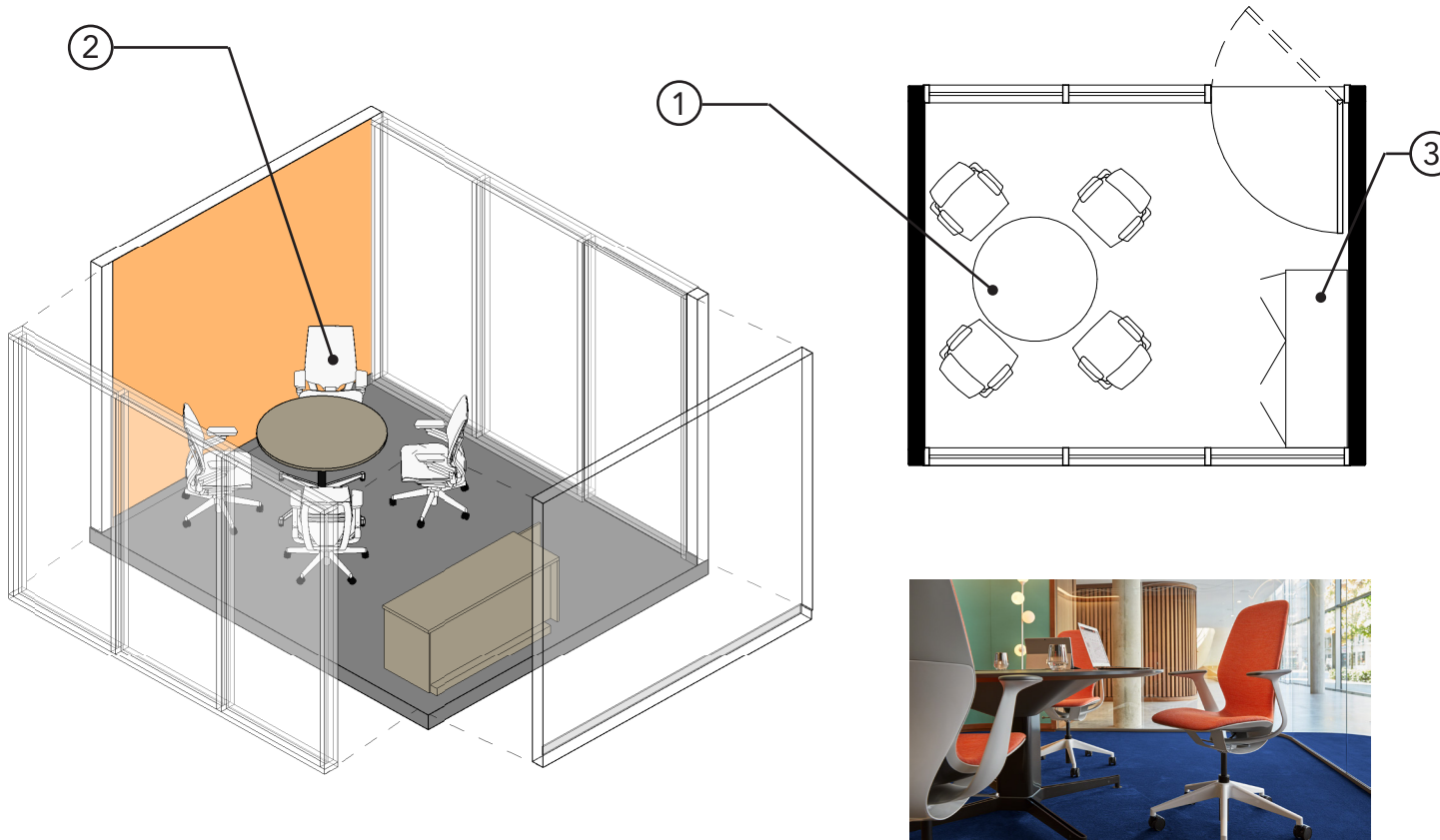
- Recessed in surface power/data, phone and USB connection
- AV and projection capability

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Consultation Room Total Area: Approx. 120 Sq. Ft

Design Characteristics

Consultation room with approximately 120 sq. ft will include round or square fixed height table with metal base and integrated power/data table top access and adjustable height task chairs. Storage console/credenza will also be provided. Consultation room aesthetic is to be open, sleek, and modern in design.

Features

1. Round or square fixed height table with metal base and integrated power/data table top access
2. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Laminate round/square table with metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

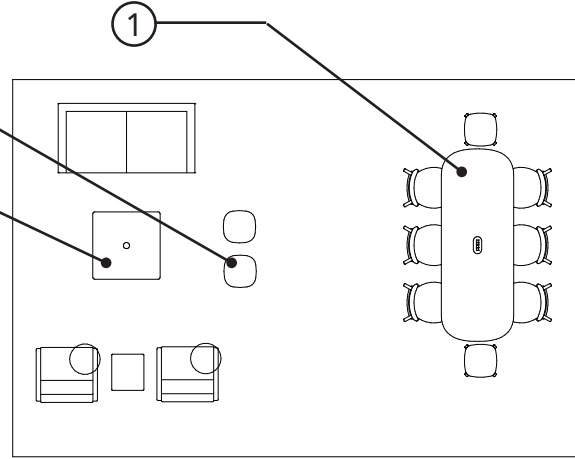
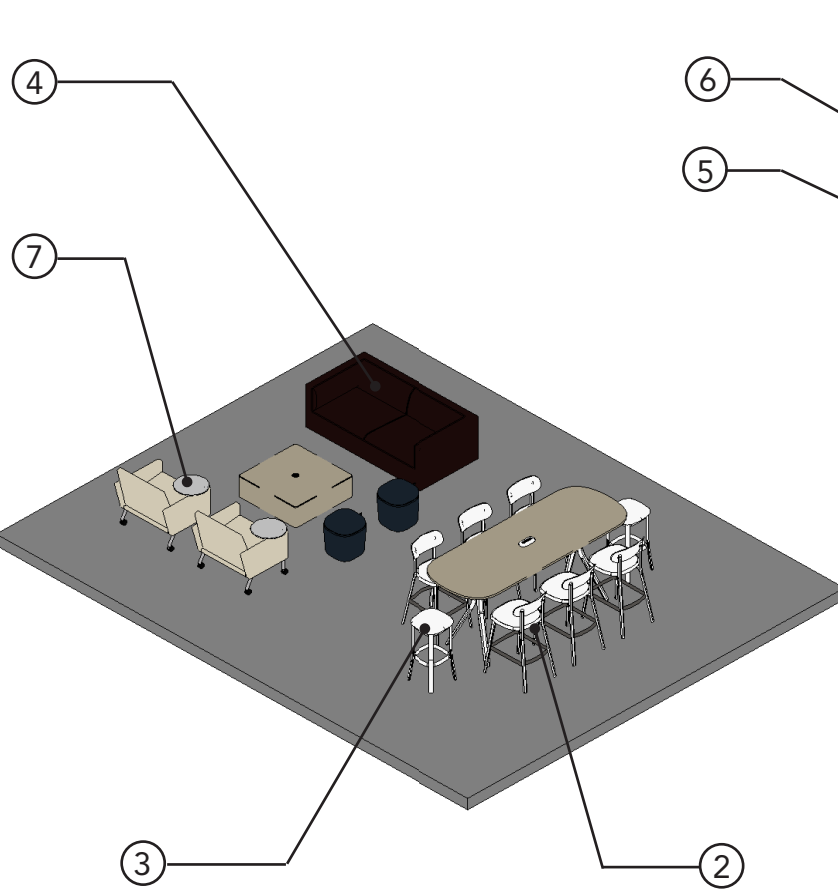
- Recessed in surface power/data, phone and USB connection

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Touch Down/Huddle/Informal Meeting/Collaboration Space Total Area: N/A

Design Characteristics

Touch down/huddle space/informal meeting/open collaboration space can be multiple options or layouts. Option one includes upholstered love seat or small upholstered sofa with coffee table and upholstered ottomans. Upholstered lounge chairs with mobile tablet arms are also included in option one. Second option includes medium to large high top table with 6-8 upholstered barstools. Touch down/huddle space/informal meeting/open collaboration space aesthetic is to be open, sleek, and modern in design.

Features

1. Fixed height high top table
2. Upholstered armless barstool with back and foot rest
3. Upholstered armless barstool with no back and foot rest
4. Upholstered love seat or small sofa
5. Square or round coffee table
6. Upholstered round ottomans
7. Upholstered lounge chair with mobile tablet arm

Finishes

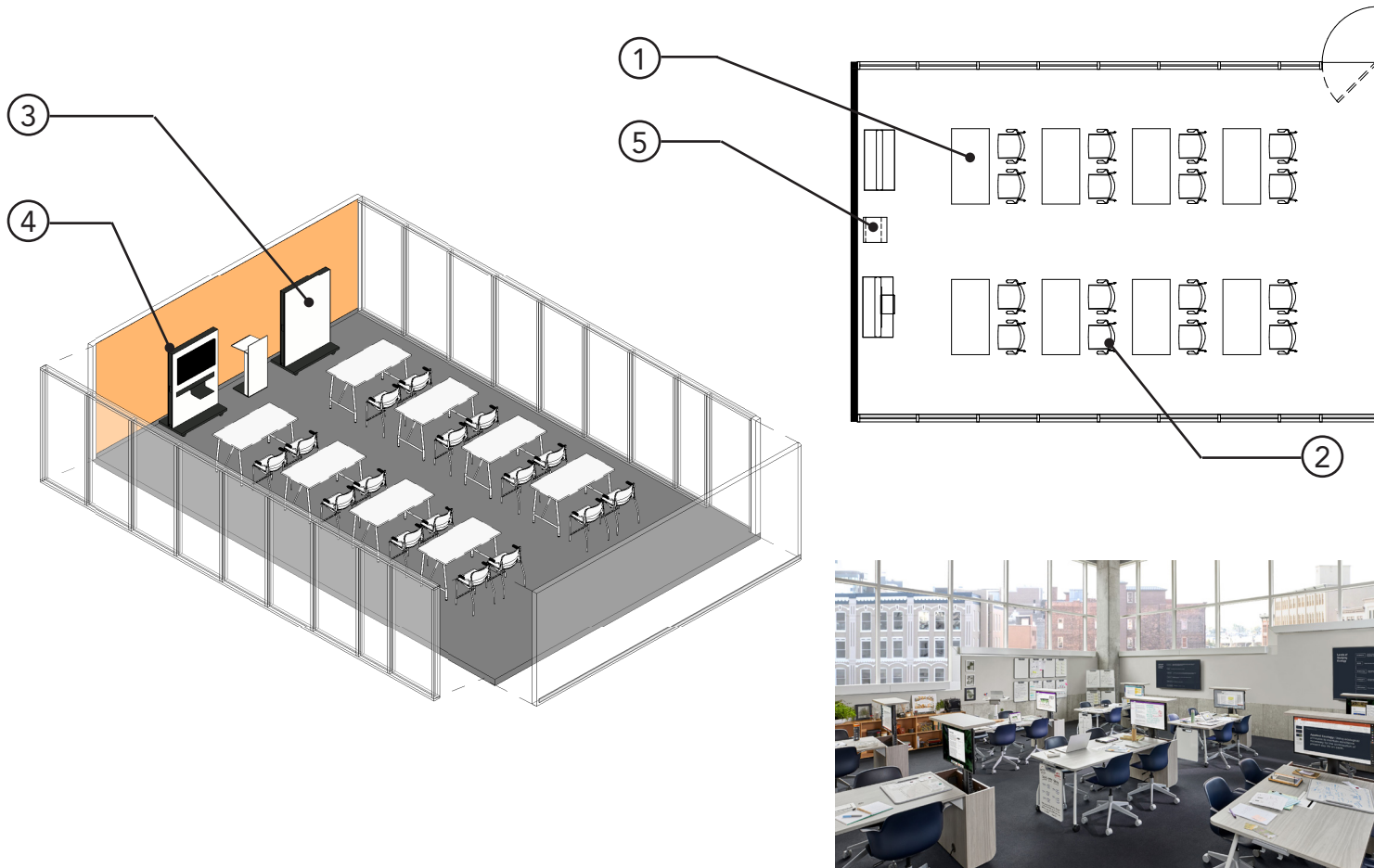
- Laminate high top table with metal base
- Plastic back and upholstered seat barstools with metal base
- Upholstered loveseat or small sofa with wood or metal legs
- Laminate square or round coffee table with or without metal/wood feet
- Upholstered round ottomans
- Upholstered lounge chair with wood or metal base and plastic or laminate tablet arm

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Classroom/Training Room Total Area: Approx. 800 Sq. Ft

Design Characteristics

Classroom/training room approximately 800 Sq. Ft will include adjustable height work surfaces with casters for mobility. Stackable arm/armless chairs, mobile white board, mobile media wall, and mobile lectern/podium will also be provide to allow multiple classroom configurations and usage. Classroom/training room aesthetic is to be open, sleek, and modern in design.

Features

1. Adjustable height work surface with casters for mobility
2. Stackable arm/armless chairs
3. Mobile white board surface
4. Mobile media wall
5. Mobile lectern/podium

Finishes

- Laminate work surface and plastic base
- Plastic back and seat stackable chair with metal or plastic arms and base
- Metal or plastic frame mobile white board
- Metal or plastic mobile media wall
- Laminate mobile lectern

Power/Data

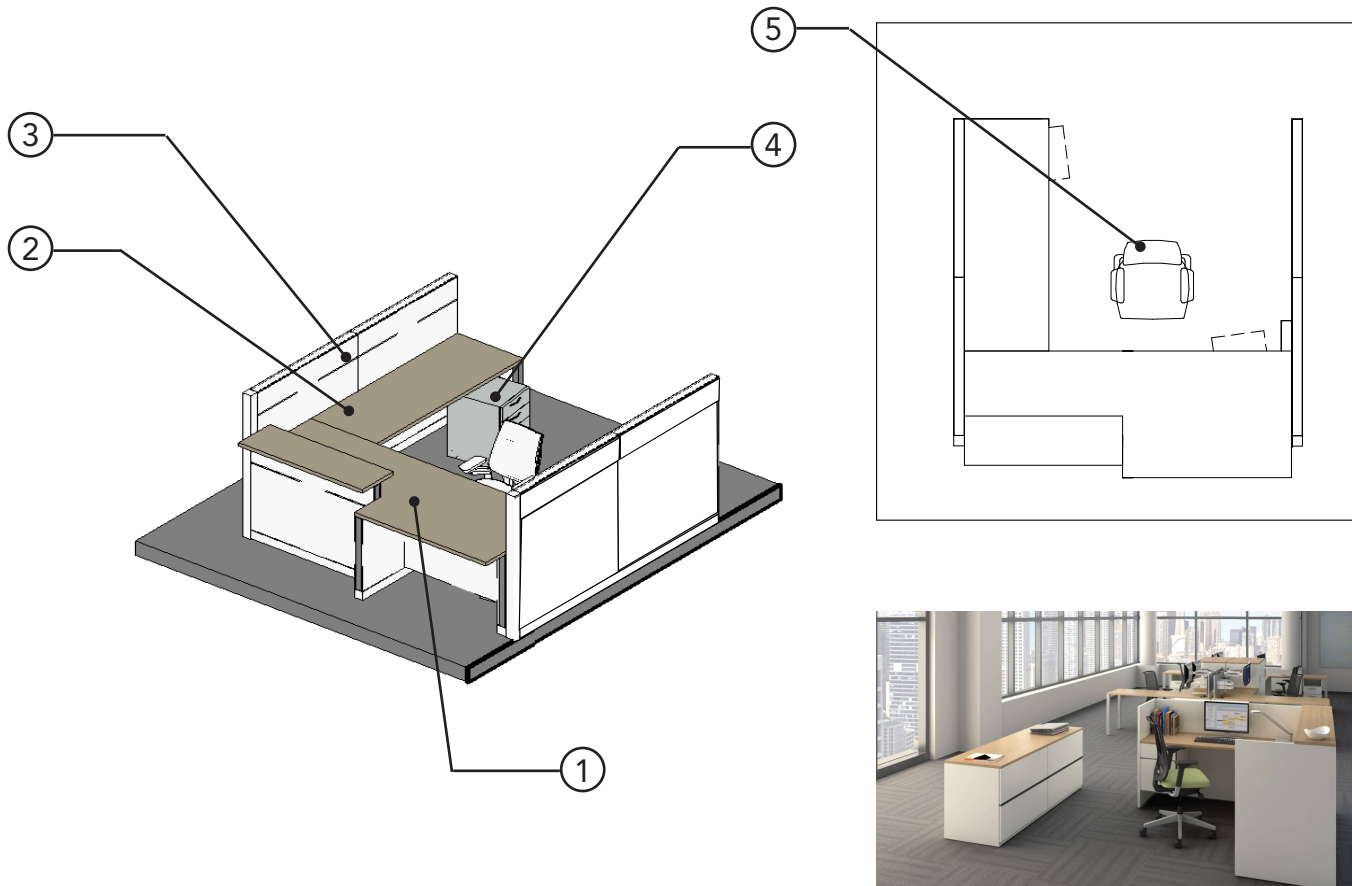
- Power/data, phone and USB connection
- Integrated cord management
- Portable power

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Reception Workstation Total Area: Approx. 8'-0"X7'-9"

Design Characteristics

Reception workstation will include accessible work surface with transaction counter attached and mobile storage pedestal beneath. Fixed height work surface with mobile storage pedestal underneath will also be provided. Approximately (4) upholstered panels will surround reception workstation and adjustable height task chair will be included. Reception workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Accessible work surface with transaction counter attached
2. Fixed height work surface
3. Upholstered fabric panels
4. Approx. (2) Mobile storage pedestals
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes

- Laminate work surface with laminate, plastic or metal base
- Laminate transaction counter attached to fabric panel
- Fabric panel with painted metal frame
- Painted metal mobile storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

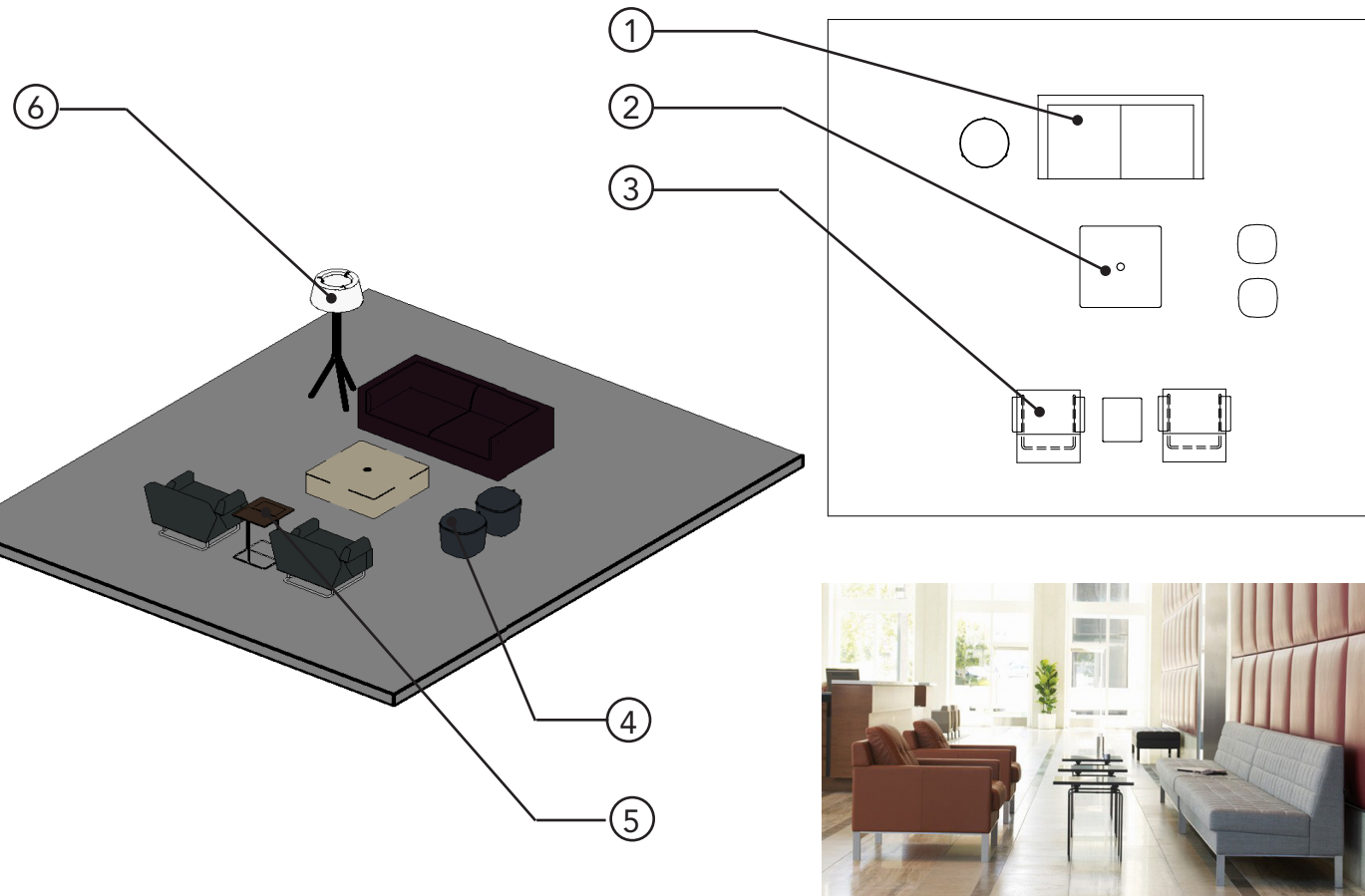
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total for station, 2 USB ports for station
- Integrated cord management

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Lobby/Lounge/Waiting Area Total Area: N/A

Design Characteristics

Lobby/lounge area can have multiple layouts or configurations. Typical lobby/lounge area should include upholstered sofa or loveseat, upholstered lounge chairs and small upholstered ottomans. Square or round coffee table and side table and floor lamp will also be included. Lobby/lounge area aesthetic is to be open, sleek, and modern in design.

Features

1. Upholstered sofa or loveseat
2. Square or round coffee table
3. Upholstered lounge chair
4. Upholstered round ottomans
5. Square or round side table
6. Floor Lamp with shade

Finishes

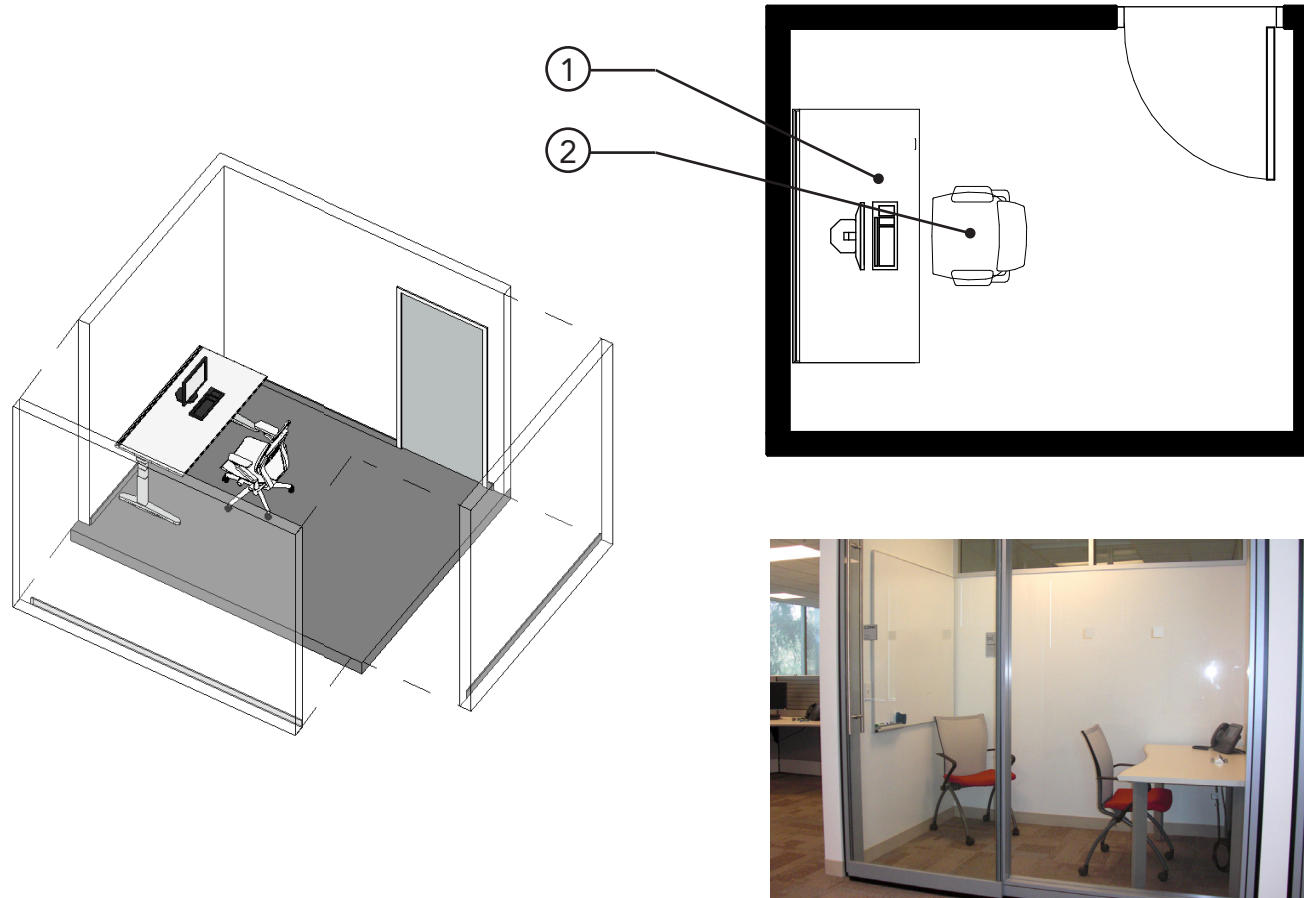
- Upholstered sofa with metal or wood feet
- Laminate, glass or metal coffee table
- Upholstered lounge chair with metal or wood feet
- Upholstered round ottomans
- Laminate or glass square or round side table with metal or wood base
- Metal or plastic floor lamp with fabric shade

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Phone Room/Booth

Total Area: Approx. 50 Sq. Ft

Design Characteristics

Phone room/booth with approximately 50 sq. ft with single adjustable height workstation for laptop plug-in. Task chair will also be provided. Phone room/booth aesthetic is to be open, sleek, and modern in design.

Features

1. Adjustable height desk
2. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes

- Laminate work surface and plastic base
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

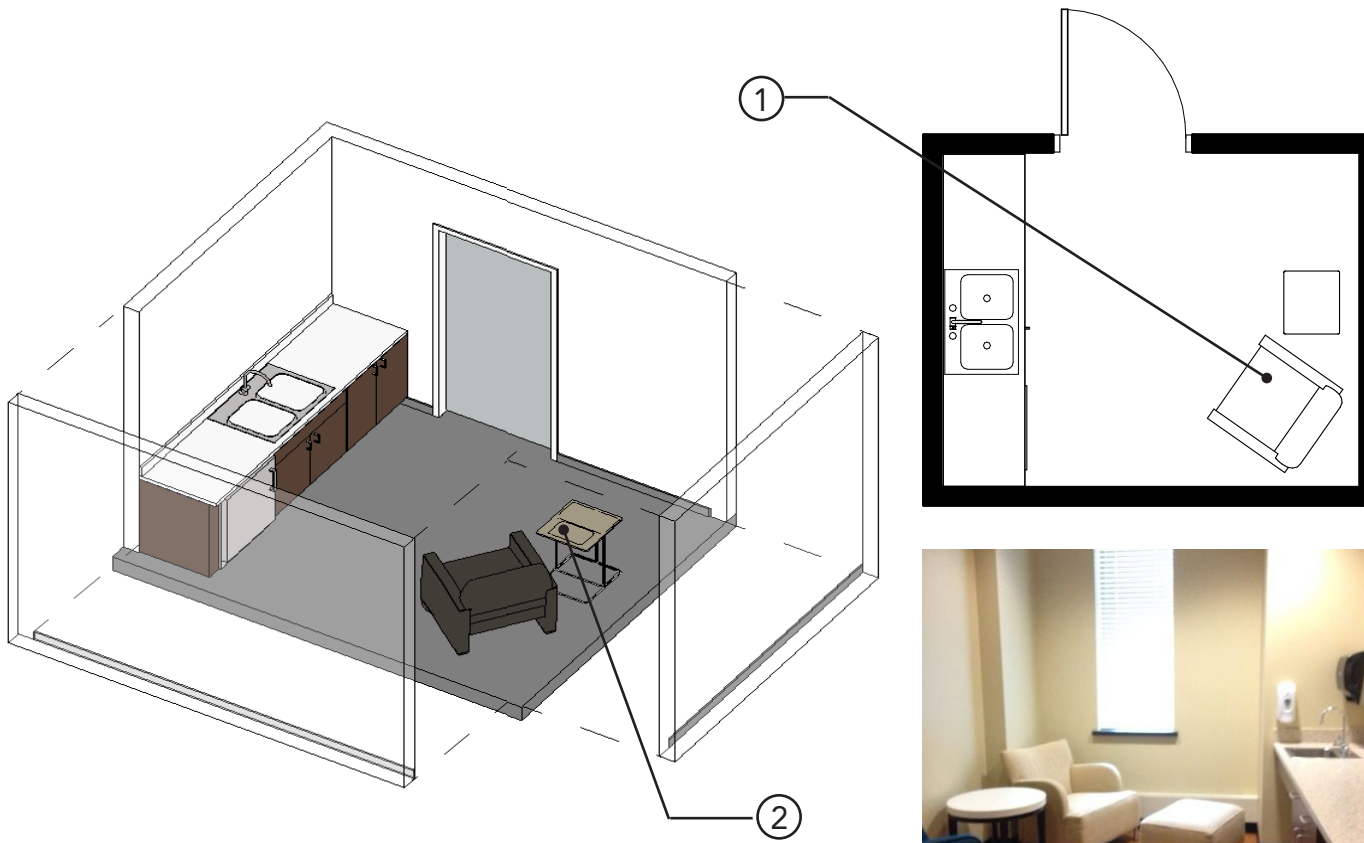
- Power/data, phone and USB connection

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Mother's Room/Quiet Room Total Area: Approx. 80 Sq. Ft

Design Characteristics

Mother's room/quiet room approximately 80 Sq. Ft should include upholstered lounge chairs or upholstered sofa and small side table to hold lactation equipment for mother. Floor lamp will also be included. Mother's room/quiet room aesthetic is to be open, sleek, and modern in design.

Features

1. Upholstered lounge chairs or upholstered sofa
2. Square or round side table

Finishes

- Upholstered lounge chair or sofa with metal or wood feet
- Laminate or glass square or round side table with metal or wood base
- Metal or plastic floor lamp with fabric shade

Power/Data

- Power/data

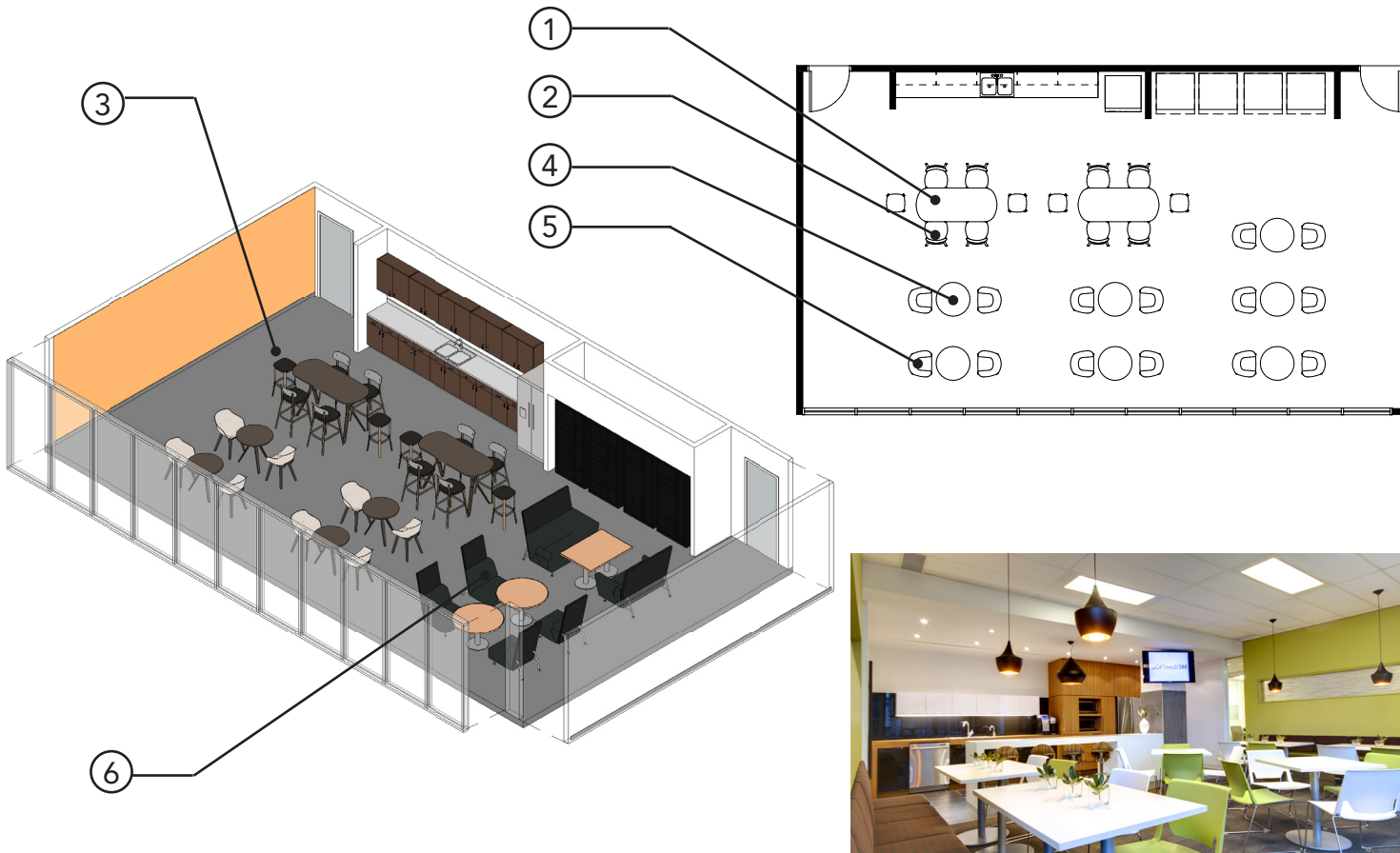


DISCLAIMER:

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Cafeteria/Break Room Total Area: Approx. 1120 Sq. Ft

Design Characteristics

Cafeteria/break room approximately 1120 Sq. Ft will include small to medium high top tables with upholstered barstools with or without backs, and small round or square cafe tables with plastic stackable chairs for flexibility and seating for approximately 190 people. Upholstered booths/lounge seats will also be included. Cafeteria/break room aesthetic is to be open, sleek, and modern in design.

Features

1. Fixed height high top tables
2. Upholstered armless barstool with back and foot rest
3. Upholstered armless barstool without back and foot rest
4. Round cafe tables
5. Plastic stackable cafe chairs
6. Upholstered dining booths

Finishes

- Laminate high top table with metal base
- Plastic back and upholstered seat barstools with metal base
- Laminate round cafe tables with metal base
- Plastic back and seat cafe chairs with metal legs
- Upholstered dining booth

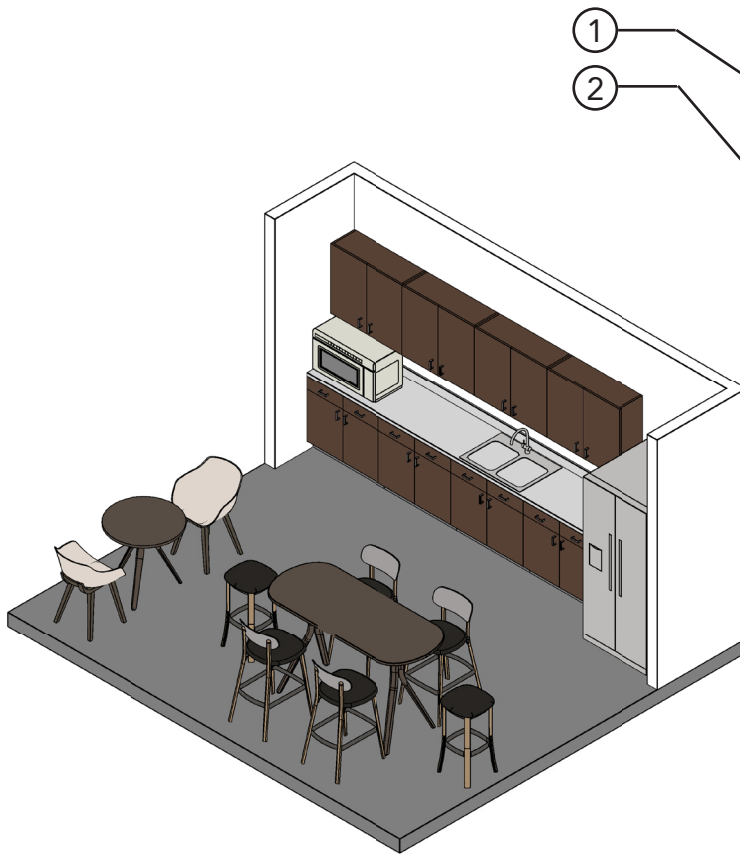


DISCLAIMER:

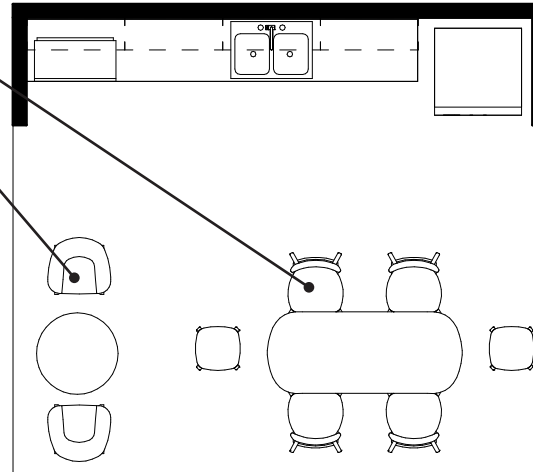
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1
2



Kitchenette/Coffee Bar Total Area: Approx. 200 Sq. Ft

Design Characteristics

Kitchenette/coffee bar approximately 200 Sq. Ft will include upholstered barstools with or without backs, and upholstered or plastic cafe chairs. Kitchenette/coffee bar aesthetic is to be open, sleek, and modern in design.

Features

1. Upholstered arm/armless barstool with back and foot rest
2. Upholstered or plastic cafe chairs

Finishes

- Plastic back and upholstered seat barstools with metal base
- Upholstered or plastic back and seat cafe chairs with metal legs

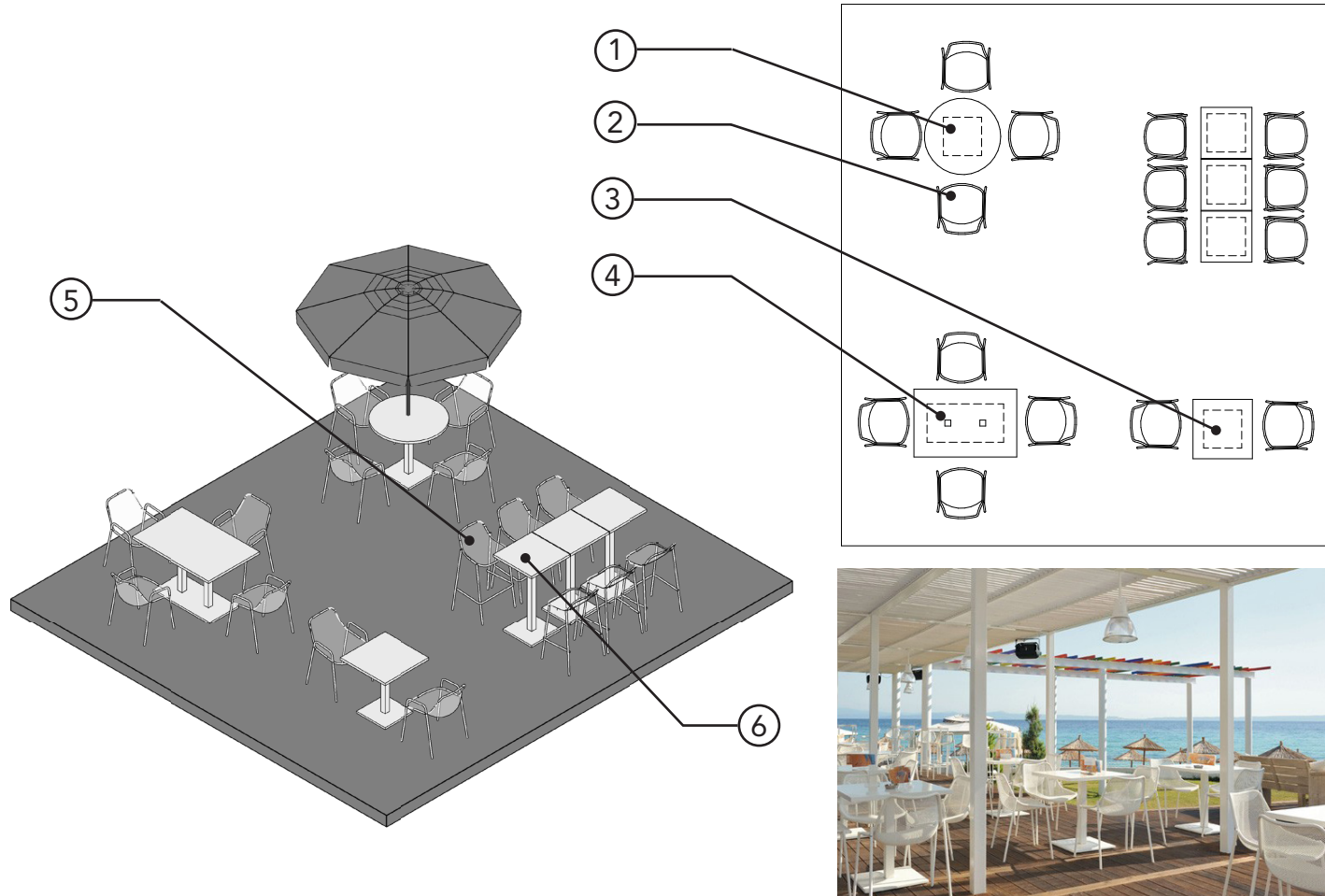


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Outdoor Patio/Terrace Total Area: N/A

Design Characteristics

Indoor/outdoor patio can have multiple layouts or configurations. Patio are can include small round indoor/outdoor table and chairs seating 4 people, rectangular indoor/outdoor table and chairs seating 4-6 people, small square table and chairs seating 2 people , or small to medium high top table with barstools seating 2-6 people. Outdoor umbrella is to be included as well. Patio aesthetic is to be open, sleek, and modern in design.

Features

1. Round fixed height indoor/outdoor cafe table with umbrella
2. Stackable outdoor cafe chair with or without arms
3. Square fixed height indoor/outdoor cafe table
4. Rectangular fixed height indoor/outdoor cafe table
5. Indoor/outdoor barstools
6. Indoor/outdoor fixed height high top cafe table

Finishes

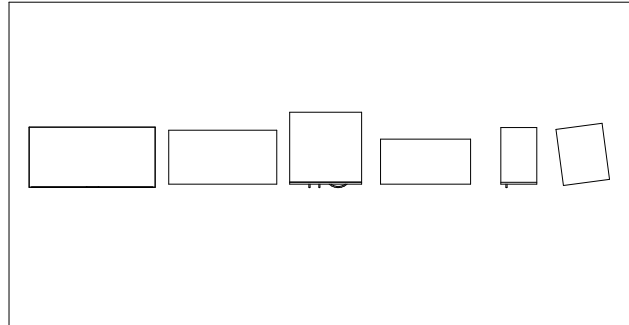
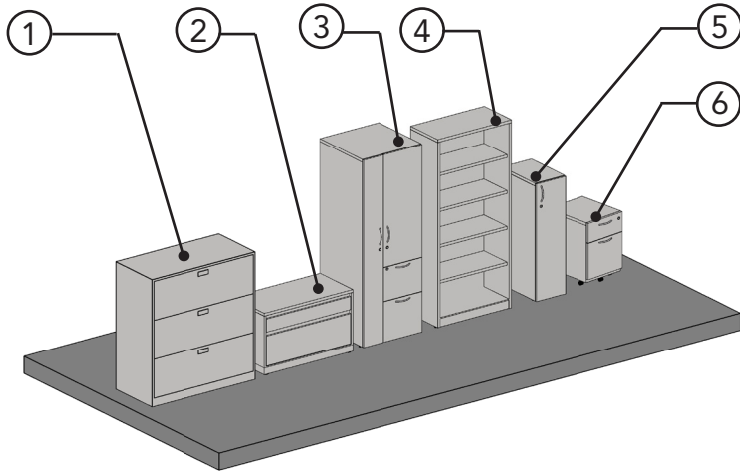
- Painted metal or plastic round indoor/outdoor cafe table with metal base and outdoor umbrella with wood or metal base
- Painted metal or plastic indoor/outdoor cafe chair with metal or plastic feet
- Painted metal or plastic square indoor/outdoor cafe table with metal base
- Painted metal or plastic rectangular indoor/outdoor cafe table with metal base
- Painted metal or plastic indoor/outdoor barstools with backs and foot rest
- Painted metal or plastic square or rectangular high top table with metal base

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File/Storage Total Area: N/A

Design Characteristics

File/storage can come in multiple widths and heights and several options. File/storage can be 2-5 drawer lateral file cabinets, open adjustable height bookcase, storage wardrobe/armoire, storage tower, or mobile storage pedestal. File/storage aesthetic is to be sleek, and modern in design.

Features

1. Approx. 42"Wx20"D 3-5 drawer lateral file
2. Approx. 30"W-36"Wx20"D 2-3 drawer lateral file
3. Approx. 66"Hx24"D storage tower
4. Approx. 66"Hx30"W adjustable height open shelf bookcase
5. Approx. 42"Hx12"W wardrobe/armoire
6. Approx. 18"D mobile storage pedestal

Finishes

- Painted metal or laminate lateral file with pulls
- Painted metal or laminate storage tower
- Painted metal or laminate adjustable height open shelf bookcase
- Painted metal or laminate wardrobe/armoire
- Painted metal or laminate mobile storage pedestal

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FEE MATRIX STANDARD FURNITURE TYPES	ENCLOSURE C UNIT COST*
WORKSTATION - MID GRADE FINISHES See page 1of Enclosure B: Furniture Typology Document	<input data-bbox="759 207 896 238" type="text"/>
WORKSTATION - HIGH GRADE FINISHES See page 1 of Enclosure B: Furniture Typology Document	<input data-bbox="749 383 885 414" type="text"/>
TASK CHAIR See page 1, note 6 of Enclosure B: Furniture Typology Document	<input data-bbox="759 563 896 594" type="text"/>
CONFERENCE TABLE – LAMINATE See page 10 of Enclosure B: Furniture Typology Document	<input data-bbox="759 735 896 766" type="text"/>
CONFERENCE TABLE – SOLID WOOD See page 13 of Enclosure B: Furniture Typology Document	<input data-bbox="759 908 896 939" type="text"/>

* 1) The Unit Cost shall be all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), project management services and delivery services. 2) The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate workstation quantity across all projects to be approximately 500-1,000 per type. Exact purchase quantity may vary with each individual project. 3) Respondents shall attach your quantity pricing tier structure to this Fee Matrix, elaborating on the unit cost for different levels of purchases.



Pre-Proposal Conference
RFP for Furniture Standards Planning, Procurement,
and Installation Services

November 18th, 2018 1:30pm

COUNTY OF SAN MATEO



Agenda

1. Introduction
 - PDU
 - Proposers
2. PDU Projects
3. Scope Overview
4. RFP Process and Submittal Requirements
5. Q&A

PDU Projects

See PDU website at <https://cmo.smcgov.org/pdu>



[PDU Home](#)

[About Us](#)

[All Projects](#)

[Public Notifications](#)

[View Map](#)

[Financial Services](#)

CONTACT US

PROJECT DEVELOPMENT
UNIT

1402 Maple Street

Cordilleras Mental Health Facility



Scott Gurley, Project Manager... [View »](#)

Lathrop House Relocation



Catherine Chan, Project Manager... [View »](#)

Pescadero Fire Station Project



Laurence Maller, Project Manager... [View »](#)

County Office Building #3



Catherine Chan, Project Manager... [View »](#)

South San Francisco Health Campus



Laurence Maller, Project Manager... [View »](#)

Government Center Parking Structure



Catherine Chan, Project Manager... [View »](#)

Health System Campus



Paul Hundal, Projects Manager... [View »](#)

La Honda Firehouse 57 Remodel & Waterline Extension



Laurence Maller, Project Manager... [View »](#)

COUNTY OF SAN MATEO



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Scope Overview

1. Project Goals

- **Streamline** Furniture Procurement process
- **User-friendly** Selection/Purchase Platform
- **Consistency** of Design and Quality
- **Efficient** Reconfiguration and Maintenance

2. Scope of Services

- Assist County with **planning and design**, furniture **selection**, **cost** alternates, **install and post-install** support
- Furniture design **graphic library** (CAD + BIM)
- Furniture **Standard Database** based on Furniture Typology Document Criteria

RFP Submittal Requirements

- 3-step RFP Process: Fee Proposal → Mockup → Interview
 1. Fee Proposal: Fee Matrix + Billing Rates
 - Unit cost pricing – what to price?
 - All inclusive pricing – what is included?
 2. Mockups – shortlist of minimum 3 Vendors
 3. Interview
- Acceptance of T&C and Addenda
- Clear, concise, organized presentation of requested info
- Explain items not checked off on RFSOQ Evaluation Checklist
- Team resumes include relevant project experience
- Project Approach – design support, coordination, installation, LEED/ZNE, advance technology

FEE MATRIX

STANDARD FURNITURE TYPES

ENCLOSURE C

UNIT COST*

① WORKSTATION - MID GRADE FINISHES
See page 1 of Enclosure B:
Furniture Typology Document

\$

② WORKSTATION - HIGH GRADE FINISHES
See page 1 of Enclosure B:
Furniture Typology Document

\$

③ TASK CHAIR
See page 1, note 6 of Enclosure B:
Furniture Typology Document

\$

④ CONFERENCE TABLE – LAMINATE
See page 10 of Enclosure B:
Furniture Typology Document

\$

⑤ CONFERENCE TABLE – SOLID WOOD
See page 13 of Enclosure B:
Furniture Typology Document

\$

COUNTY OF SAN MATEO

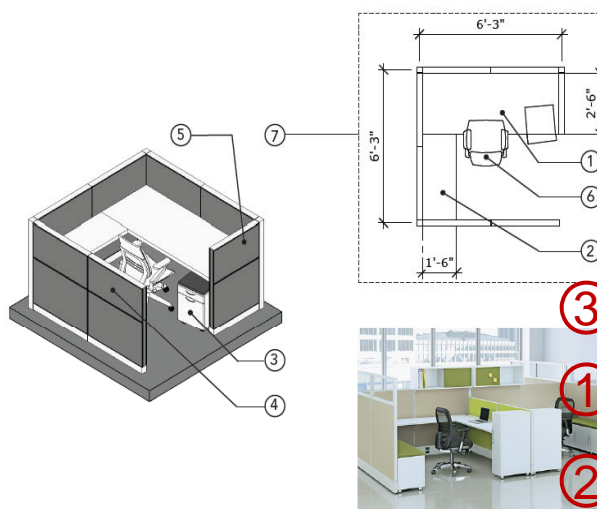


Furniture Typology Document ⁴

**Unit Cost to be provided
in the Fee Matrix**



Section 1 Individual Space Types	Section 2 Group Space Types	Section 3 Ancillary Space Types	Section 4 Support Space Types	ENCLOSURE B
-------------------------------------	--------------------------------	------------------------------------	----------------------------------	-------------



Workstation Type 1 Total Area: Approx. 6'-3"x6'-3"

Design Characteristics

Approximately 6'-3"x6'-3" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. Approx. 12"Wx24"D lockable mobile storage pedestal
4. Approx. 36"Wx48"H upholstered panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. External or one workstation lock-up requirement

Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories

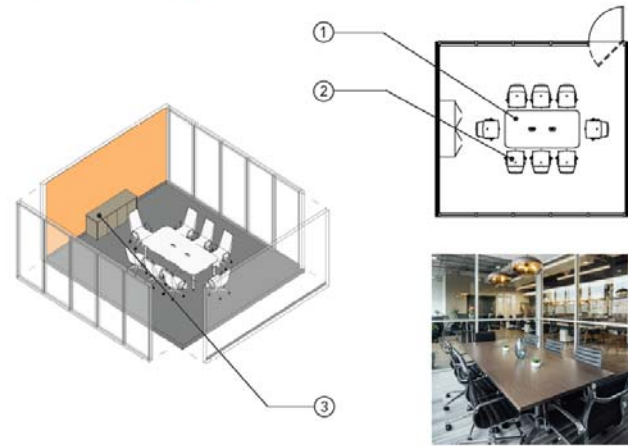
- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management



Section 1 Individual Space Types	Section 2 Group Space Types	Section 3 Ancillary Space Types	Section 4 Support Space Types	ENCLOSURE B
-------------------------------------	--------------------------------	------------------------------------	----------------------------------	-------------



Medium Conference Room Total Area: 8-10 Seats Approx. 300 Sq. Ft

Design Characteristics

Medium conference room with approximately 300 sq. ft. will consist of medium rectangular conference table with power/data integrated into table top and 8-10 height adjustable task chairs. Medium conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Medium rectangular conference table with integrated power/data table top access
2. 8-10 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

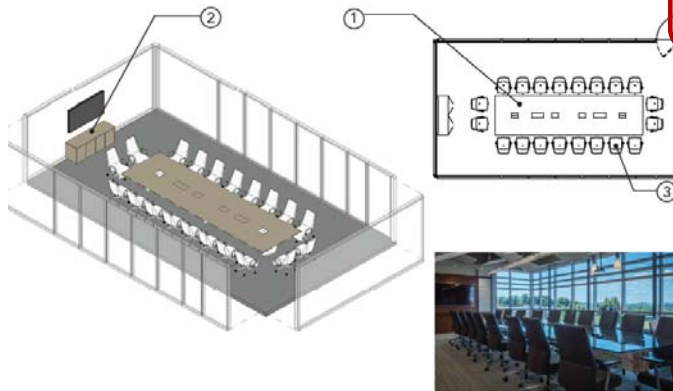
- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Power/Data

- Recessed in surface power/data, phone and USB connection
- AV and projection capability



Section 1 Individual Space Types	Section 2 Group Space Types	Section 3 Ancillary Space Types	Section 4 Support Space Types	ENCLOSURE B
-------------------------------------	--------------------------------	------------------------------------	----------------------------------	-------------



Executive Conference Room Total Area: 12-20 Seats Approx. 750 Sq. Ft

Design Characteristics

Executive conference room with approximately 750 sq. ft. will consist of large rectangular conference table with power/data integrated into table top and 12-20 height adjustable executive style task chairs. Executive conference room aesthetic is to be open, sleek, and modern in design.

Features

1. Large rectangular conference table with integrated power/data table top access
2. 12-20 Upholstered executive style task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

Finishes

- Wood, solid surface or glass table top with laminate or metal base
- Laminate storage console/credenza
- Upholstered executive style task chair with plastic arms and 5-star metal base on hard caster wheels

Power/Data

- Recessed in surface power/data, phone and USB connection
- AV and projection capability

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Unit Cost in the Fee Matrix

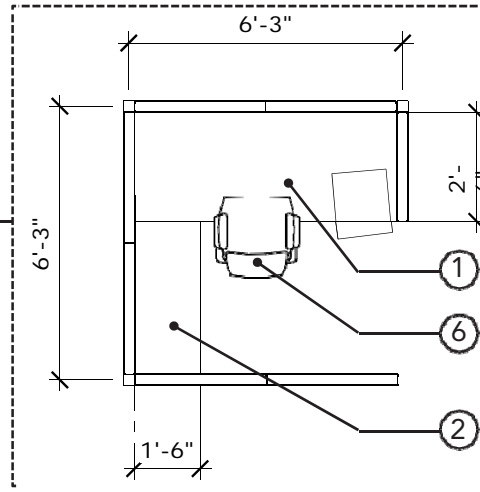
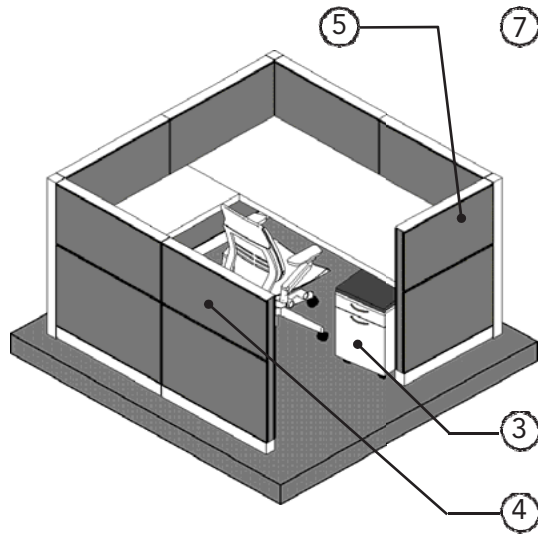
- **All-inclusive Price shall**
 - Include design/planning services, installation services (incl. routing of power and data), project management services and delivery services (incl. short-term temporary storage where needed), applicable taxes
 - Explain your All-inclusive Pricing Strategy to apply on other products by providing price breakdown noted above
 - Include Volume Discounts - aggregate workstation quantity across all projects approx. 500-1,000 per type, and other furniture types shown in Furniture Typology Document for all projects requiring products/services

Workstation Mockup

- **2 workstation styles:**
 1. Typical Workstation Type 1
 2. Benching Workstation 6-pack
- To be set up at PDU trailer office or Credit Union Building in Government Center Redwood City
- Assembly duration 12/7/18 – 1/11/19
- Evaluation Criteria - Design, Functionality and Quality:
 - **Design** - aesthetics, fit, finish
 - **Functionality** - usage, assembly, disassembly
 - **Quality** - materials, usage, durability, flexibility

RFP Submittal Requirements - Mockups

1. WS1 – 6'-3" x 6'-3"



Workstation Type 1

Total Area: Approx. 6'-3"x6'-3"

Design Characteristics

Approximately 6'-3"x6'-3" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. Approx. 12"Wx24"D lockable mobile storage pedestal
4. (6) Approx. 36"Wx48"H upholstered panels
5. (1) Approx. 30"Wx48"H upholstered panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Extents of one workstation/mock-up requirement

Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

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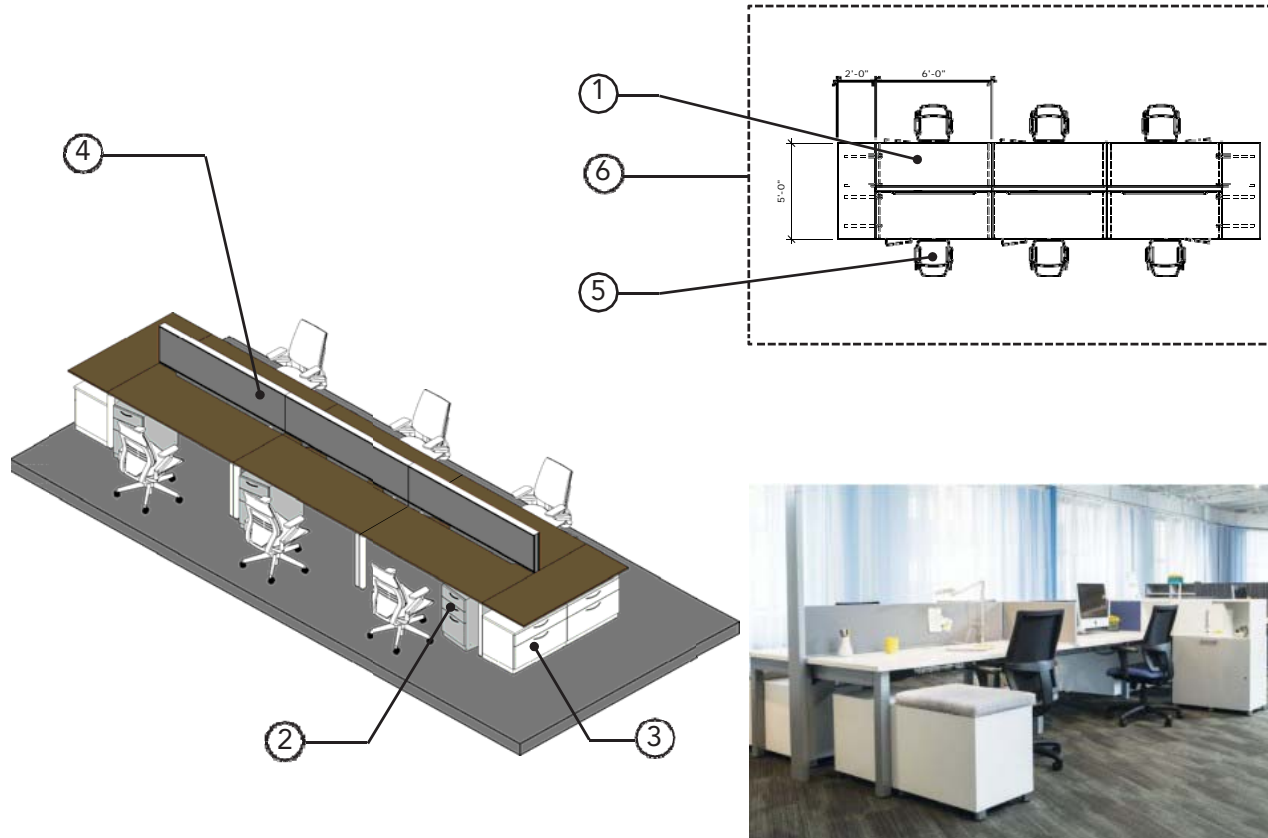
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COUNTY OF SAN MATEO



RFP Submittal Requirements - Mockups

2. Benching Workstation – 6 Pack



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Benching Workstation - 6 Pack

Total Area: Approx. 22'-0"x5'-0"

Design Characteristics

Approximately 72"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes located at each workstation and shared lateral file storage with laminate tops located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx24"D lockable lateral file storage with laminate top or low storage bookcase
4. (3) Approx. 72"Wx48"H fabric panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. Extents of benching workstation/mock-up requirement

Finishes - Mid Grade:

- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:

- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

COUNTY OF SAN



RFP Schedule

Events	Dates*
Project Development Unit issues RFP to shortlisted Respondents	11/6/18
RFP Questions via email due at 5:00pm	11/14/18
Mandatory Pre-proposal Conference at 1:30pm	11/19/18
Responses to Questions Posted to PDU website	11/21/18
Scope of services and fee proposals due: 2:30pm	12/5/18
Shortlist for Mockup & Interview posted on PDU website	12/7/18
Mockup setup / Completion	1/11/19
Interviews with shortlisted respondents	1/14/19
Selection committee provides final selection	1/15/19
Board of Supervisors approves contract	1/29/19



**County reserves the right to modify this schedule at any time at its sole discretion.*

Questions?

COUNTY OF SAN MATEO



Thank you!

Proposals due December 5th, 2018 at 2:30pm PST

Project Contact:

Sam Lin, Manager

County of San Mateo Project Development Unit

1402 Maple Street

Redwood City, CA 94063

Email: slin@smcgov.org

Project Website: <http://www.smcpdu.org>

COUNTY OF SAN MATEO



COUNTY_{OF} SAN MATEO



MEETING SIGN-IN

19 November 2018

SMC Furniture Standards - Pre-Proposal Meeting

D+B Project No.: B8017.00

Name	Organization	Email
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Tyler Fournier	Pivot Interiors	tfournier@pivotinteriors.com
Chris Hansel	Herman Miller	chris_hansel@hermanmiller.com
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Jillian Calla	KBM-Hague	Jillian.Calla@kbm-hague.com
Gilbert Guillen	COG	gilg@cog.com

These notes document our understanding of issues discussed in the subject meeting. If you have a recollection of matters differently than the information described herein, please notify this office within five days of receiving these notes. If no comments are received to revise these notes, it will be considered accurate and they will be entered into the project record. Thank you for your participation.

November 21, 2018

Addendum #02 Responses to RFP Questions Furniture Standards Planning, Procurement, and Installation Service

To All Respondents,

Please carefully review the responses below and incorporate the information as directed into your proposal that is due to the San Mateo County Project Development Unit on **December 5, 2018 at 2:30pm**. Respondents submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

ANSWERS TO RESPONDENTS' QUESTIONS

Question#01– We see the “Fee Matrix” in Enclosure C and it lists (5) furniture elements to be priced with a “Unit Cost” However, we see approximately (23) areas shows in the “Furniture Typology” documents in Enclosure B. Are we to ONLY price the (5) items listed in the “Fee Matrix”?

Response – See revised Fee Matrix. The furniture items/systems listed in the Fee Matrix (Enclosure C) are the key furniture components that the County is requesting for all-inclusive unit pricing in this RFP for the purpose of cost comparison among Respondents for similar products. Exact furniture selection and purchase quantity will be determined on a project by project basis. The Furniture Typology Document (Enclosure B) was provided with typical layouts & styles of furniture systems for Respondents' reference to better understand the project application. Other furniture items/systems may be purchased for various projects based on a similar all-inclusive pricing strategy provided in the Proposal.

Question#02– For power and data on typical 1. Would you like 2 duplexes at the base and then for the desktop power units to include 2 outlets and 2 USB ports?

Response – The power/data provision noted in Enclosure B is the minimum requirement for a typical workstation. Respondents can propose different power/data setup where appropriate.

Question#03– Is a mesh back acceptable for the task chair?

Response – Yes, Respondents can propose mesh back or other fabric options for consideration.

Question#04– Is a mesh back acceptable for the conference chair?

Response – No



Question#05- Just to confirm, we are only to price the 6'3" x 6'3" Workstation Type 1 (p.1 of Enclosure B - Furniture Typology Document); Medium Conference Room (p.10 of Enclosure B - Furniture Typology Document; Executive Conference Room (p. 13 of Enclosure B - Furniture Typology Document); and Workstation Task Chair from Workstation 1 - p. 1 of Enclosure B - Furniture Typology Document); and not any of the other furniture typicals provided in Enclosure B

Response – See Response #1 above.

Question#06- How long is the duration of this contract between County of San Mateo (CSM) and the awarded vendor(s)? For pricing purposes, we need to understand how long to negotiate contract pricing with our manufacturing partners.

Response – The anticipated duration of the agreement will be for three (3) years with possible extension. The pricing provided in the Proposal will be applied through the agreement period.

Question#07- Will this be a single source award or will multiple vendors be awarded products/services? Higher volume = lower cost per unit for furniture/services. It would be advantageous for CSM to make this RFP a single source award if they are looking for the lowest price for product and services, from a dealer/manufacturer.

Response – The County intends to select one (1) Vendor that provides the best value to award the Furniture Contract. However, the County reserves the right to select multiple Vendors or reject all at its sole discretion.

Question#08- We do not handle the power and data for projects. Most furniture dealers do not handle this scope of work. Is CSM asking us to find a sub-contractor to perform this work, and include their scope/cost in our per workstation cost on the fee matrix?

Response – The requested scope for Furniture Installation is to install the power and data from the points of connection provided by Electrical/Telecom Subs for feeding into the furniture system.

Question#09- On the enclosure C sheet, it only lists workstation type 1, workstation type 1 task chair, medium conference room and executive conference room on the fee matrix. Are we to only price these items, or are we to use this as a template of how they want to see the pricing and we add in line items for the other items?

Response – See Response #1 above.

Question#10- For our pricing proposal, do you want us to include the fee matrix sheet only?

Response – See RFP Section 5.05 Compensation:
1. All-inclusive Unit Costs as listed on the Fee Matrix (Enclosure C)
2. Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed
3. Hourly Billing Rates for all personnel providing the required Services

Question#11- Do we include tax on products and labor/services on the fee matrix sheet?

Response – Yes, applicable taxes shall be included on all products on the Fee Matrix.

Question#12- Test Talk Room - Images and drawing show height adjustable desk. Description calls for fixed height. Do we spec and price a fixed or adjustable height desk?

Response – The "Test Taking Room" included in Enclosure B is for reference only and does not need to be priced in the fee proposal.

Question#13– Pricing Matrix Clarification – Unit cost (6 pack) versus “all-in” cost

- a. the “Fee Matrix” in Enclosure C and it lists (5) furniture elements to be priced with a “Unit Cost” However, we see approximately (23) areas shows in the “Furniture Typology” documents in Enclosure B. Are we to ONLY price the five (5) items listed in the “Fee Matrix” correct?
- b. Please confirm none of the other areas outlined in Enclosure B (i.e. Private Offices, Hoteling Workstations, Classroom, Training Room, Phone Room, Break Area, Outdoor Area) need to be priced out as part of Enclosure C.

Response – See Response #1 above.

Question#14– Can you provide a Floor plan in AutoCAD?

Response – CAD furniture plans for individual projects will be provided to awarded Vendor when products/services are required. Project Teams will work with Vendor on design and planning.

Question#15– Section 3.02. A Scope of Service / Furniture Standards development & documentation. Please provide clarification for the following.

- a. Will you be providing the Name of General Contractor and contacts?
- b. What is the expected Timeframe on Production Schedule meeting?
- c. Labor: Will this be a Union or Non-Union project (furniture installation)
- d. Will installation be done on Regular Business hours or Over Time?
- e. Will installers be required to attend site safety training?
- f. Who will provide Building guidelines?
- g. Are there plans available for site locations?
- h. Are we to include “Post-install education & guidance to end-users” 3.02 – 8, within Fee Matrix?
- i. Are we to include “Reconfiguration Services” 3.02 – 9 with in Fee Matrix?
- j. Will the project(s) installation be done in phases? If so how many phases are expected and do, we include in Fee Matrix?
- k. Storage - If product needs to be stored, do we included pricing in the Fee Matrix or indicate monthly storage rate?

Response –

- a. General Contractor information will be provided on a project-by-project basis when products/services are required.
- b. Meetings to kickoff furniture standards effort and evaluate products will happen within the upcoming weeks after contract award in early 2019. Project specific production meetings will be arranged based on individual projects' schedules.
- c. Union labor is not required for furniture installation.
- d. For the purpose of pricing for this Proposal, assume regular business hours for installation and provide OT surcharge rate where needed.
- e. Installers shall coordinate with General Contractors for each individual project and comply with all site safety requirements to perform work on site.
- f. Building guidelines to be coordinated with General Contractors and PDU.
- g. See PDU website for project addresses - <https://cmo.smcgov.org/projects>
- h. Yes, all-inclusive price to include post-installation services.
- i. No, reconfiguration requests after final completion will be priced separately to be approved by Project Managers.
- j. Projects may be phased and should be considered in all-inclusive pricing.
- k. Yes, storage of products to be included in all-inclusive pricing for just-in-time delivery of products. For the purpose of pricing, assume a 3-4 months lead time.

Question#16- General question – Do any of the projects require Demountable Wall systems.

Response – Not at this time.

Question#17- Enclosure B: general question – What is the preferred panel width – 2' or 3".

Response – 3' modules are preferred.

Question#18- Enclosure B: Packs on page 2 & 4 are described and RFP has 6 pack drawn. Please clarify if this a 6 pack or 4 pack.

Response – Benching workstation on P.2 of Enclosure B should be 6-pack with three (3) workstations on each side of benching system.

Question#19- Enclosure B: Please confirm number of stackable chairs if required to be priced out. Is 190 a typo or the actual number.

Response – See revision for Section 5.05 Compensation and revised Fee Matrix.

Question#20- Enclosure B: general question - are we specifying based on the written description, inspiration image or the rendering? Some areas present a conflict when looking at all three items in comparison.

Response – Specify and base all pricing on the written features provided on each page of Enclosure B.

Question#21- Enclosure B: Workstation Type 2 – Feature #2 calls out 30" work surface which is unusual. Typically, we see a standard 24" deep, which also saves costs. Confirm which depth is preferred.

Response – Follow depth as specified in Enclosure B.

Question#22- Enclosure B: Classroom/Training Room: will the power be routed through floor cores to connect the adjustable height tables too? Or would they prefer a manual height adjustable table, that does not require power?

Response – Yes, the power will be routed through floor cores, height adjustable tables to be powered, typical.

Question#23- Enclosure B: Classroom/Training Room: are all adjustable height tables to be on casters?

Response – Yes, tables to be on casters.

Question#24- Enclosure B: Classroom/Training Room: confirm a preference for seated height stacking chairs or barstool height task seating (non-stacking) in this area, or a combination of the two.

Response – Chairs to be seated-height stacking chairs.

Question#25- Enclosure B: general question on seating – Will you consider two (2) types of seating solutions? One (1) for task seating and One (1) for conference seating?

Response – Yes, see revised Fee Matrix.

Question#26- Enclosure B: general question on monitor arms – Will you consider two (2) single monitor arms as an option to a double arm?

Response – Double monitor arms to be used at all typical workstations.

Question#27- Enclosure B: general question on power & data – Will you consider another option for the 2 outlets per station and 2 USB ports per station?

Response – See Response #2 above.

Question#28- What is a typical installation, in terms of quantities?

Response – See Response #19 above.

Question#29- You have added renderings for multiple areas (touchdown, hoteling, test room etc.), confirming that the pricing sheet (Enclosure C with 5 products listed) are the only products you want to receive pricing for?

Response – See Response #1 above.

Question#30- May we give alternate task chair options?

Response – Yes, Respondents can propose other task chair options that fit within the descriptions provided in Enclosure B.

Question#31- Do you have scheduled dates for these installations? If yes, may we know the dates?

Response – Tentative schedules for the 3 projects presented at the Pre-Proposal Conference on 11/19/18 for reference:

- San Mateo Medical Center - Target completion Phase 1 ~ Q2/2020 | Phase 2 ~ Q4/2021
- County Office Building 3 - Target Completion ~ Q2/2021
- South San Francisco Health Campus - Target Completion ~ Q3/2021

Question#32- In order for us to give you best pricing, can you tell us the quantities of the conference tables for Enclosure B - laminate conference table, and Enclosure B - Solid Wood conference table?

Response – See revised Fee Matrix.

Question#33- Furniture deliveries: during normal business hours or after hours (OT)?

Response – For the purpose of pricing for this Proposal, assume regular business hours for deliveries and provide OT surcharge rate where needed.

Question#34- Furniture installations: during normal business hours or after hours (OT)?

Response – See Response #15.d above

Question#35- Do all locations have freight elevators/loading docks?

Response – Yes, elevators and loading areas will be available.

Question#36- Can locations accommodate a 53' trailer for furniture deliveries?

Response – Site access to be coordinated on a project-by-project basis.

Question#37- Include electrical permits for workstations?

Response – No, see also Response #8 above.

Question#38- Workstation Pack-2 typical says 33"W, 45"W for the upholstered panels. Can we adjust that size according to our standard manufacturing sizes?

Response – Yes, Respondents can propose reasonable dimensional adjustments to meet standard manufacturing sizes where appropriate for consideration. Custom sizing not necessary.

Question#39- What size height-adjustable desk should we specify for the Hoteling Workstation?

Response – The Hoteling Workstation included in Enclosure B is for reference only and does not need to be priced in the fee proposal.

Question#40– What size fixed desk should we specify for the Test Taking Room?

Response – [See Response #12 above.](#)

Question#41– Reception workstation has no information regarding the height of the panel. What should we assume as the dimension?

Response – [See similar Response #12 above.](#)

Question#42– For section 5.02A, does “% availability” mean the available percentage each role will partake in the project, (Designer 30%, etc)? Please elaborate.

Response – [The % availability is referring to how much of an individual team member's time is available to work on PDU projects.](#)

Question#43– Can we source multiple manufacturers?

Response – [Yes](#)

Question#44– For section 5.05A, the unit cost volume discount is described to include approximately 500-1,000 units per typical. Can you please elaborate on how this can be divided by project over an amount of time? When pulling project information from the county website, the completion dates for different phases vary over years and may affect pricing.

Response – [See Response #31 above.](#)

Question#45– Enclosure C does not include all items in Enclosure B. Should we include pricing in Enclosure B for items not included in Enclosure C Fee Schedule?

Response – [See Response #1 above.](#)

See RFP modifications on the following pages.

The RFP is hereby modified as **noted in red text** below. The rest of the RFP remains the same as issued.

1. PART 5 – PROPOSAL SUBMISSION REQUIREMENTS

5.05 Compensation

- A. Propose your fee by completing the attached Fee Schedule (Enclosure C). Fee schedule will be evaluated by PDU as a point of cost comparison among Respondents for similar products. Refer to Furniture Typology Document (Enclosure B) for furniture requirements to be used to generate costs.

Respondents shall take into consideration the following when you provide the “Unit Cost” in this Proposal for each of the requested items/system:

- 1) The Unit Cost shall be an all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), **post-installation support**, project management services and delivery services (**incl. short-term temporary storage where needed**), and **applicable taxes**.
- 2) The Unit Cost shall reflect and incorporate volume discounts, assuming **aggregate quantities across all projects for workstations to be approx. 500-1,000 per type; conference room sets approx. 50+ and stackable chairs approx. 400+**. Exact purchase quantity may vary with each individual project.
- ~~3) Respondents shall attach your quantity pricing tier structure to the Fee Schedule (Enclosure C), elaborating on the unit cost for different levels of purchases.~~
All-inclusive Pricing shall be applied to all products, listed and not listed in this Fee Matrix, to be purchased under this Contract.
- 4) **Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed by providing fee breakdown (% of product price) noted in #1 above. Include also product list price to indicate discount offered for this Contract.**

2. **Enclosure B** page 2 – Title should read “Benching Workstation - **6** Pack”

3. See **Revised Fee Matrix (Enclosure C)** on the following pages. An Excel version is also provided for your use – download at <https://bit.ly/2AaVo2e>

FEE MATRIX**ENCLOSURE C****STANDARD FURNITURE TYPES****UNIT COST*****PRODUCT MODEL #:****WORKSTATION - MID GRADE FINISHES**

See page 1 of Enclosure B:
Furniture Typology Document

\$ **WORKSTATION - HIGH GRADE FINISHES**

See page 1 of Enclosure B:
Furniture Typology Document

\$ **CONFERENCE ROOM FURNITURE –
LAMINATE**

See page 10 of Enclosure B:
Furniture Typology Document

\$ **CONFERENCE ROOM FURNITURE –
SOLID WOOD**

See page 13 of Enclosure B:
Furniture Typology Document

\$ **TASK CHAIR**

See page 1, note 6 of Enclosure B:
Furniture Typology Document

\$ **CONFERENCE CHAIR**

See page 9, note 2 of Enclosure B:
Furniture Typology Document

\$ **STACKABLE CHAIR**

See page 16, note 2 of Enclosure B:
Furniture Typology Document

\$ **LOUNGE CHAIR**

See page 18, note 3 of Enclosure B:
Furniture Typology Document

\$ **LOUNGE SOFA**

See page 18, note 1 of Enclosure B:
Furniture Typology Document

\$ **SIDE TABLE**

See page 18, note 5 of Enclosure B:
Furniture Typology Document

\$ **BARSTOOL**

See page 21, note 2 of Enclosure B:
Furniture Typology Document

\$ **BAR HEIGHT TABLES**

See page 21, note 1 of Enclosure B:
Furniture Typology Document

\$ **(CONTINUED)**

FEE MATRIX - CONTINUED

ENCLOSURE C

STANDARD FURNITURE TYPES

UNIT COST*

PRODUCT MODEL #:

CAFE TABLES

See page 21, note 4 of Enclosure B:
Furniture Typology Document\$

CAFE CHAIRS

See page 21, note 5 of Enclosure B:
Furniture Typology Document\$ OUTDOOR FURNITURE - ROUND TABLE
WITH UMBRELLASee page 23, note 1 of Enclosure B:
Furniture Typology Document\$ OUTDOOR FURNITURE - STACKABLE
CHAIRSee page 23, note 2 of Enclosure B:
Furniture Typology Document\$

OUTDOOR FURNITURE - SQUARE

See page 23, note 3 of Enclosure B:
Furniture Typology Document\$

OUTDOOR FURNITURE - BARSTOOL

See page 23, note 5 of Enclosure B:
Furniture Typology Document\$

STORAGE - TOWER

See page 24, note 3 of Enclosure B:
Furniture Typology Document\$

STORAGE - BOOKSHELF

See page 24, note 4 of Enclosure B:
Furniture Typology Document\$

STORAGE - WARDROBE

See page 25, note 5 of Enclosure B:
Furniture Typology Document\$

STORAGE - MOBILE PEDESTAL

See page 24, note 6 of Enclosure B:
Furniture Typology Document\$

TOTAL:

\$

- * 1. The Unit Cost shall be All-inclusive Price that also incorporates the fee for design/planning services, installation services (incl. routing of power and data), post-installation support, project management services and delivery services (incl. short-term temporary storage where needed), and applicable taxes.
2. The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate quantities across all projects for workstations to be approx. 500-1,000 per type; conference room sets approx. 50+ and stackable chairs approx. 400+. Exact purchase quantity may vary with each individual project.
3. All-inclusive Pricing shall be applied to all products, listed and not listed in this Fee Matrix, to be purchased under this Contract.
4. Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed by providing fee breakdown (% of product price) noted in #1 above. Include also product list price to indicate discount offered for this Contract.

December 10, 2018

Approved List of Vendors for Mockups & Interviews for Furniture Standards Planning, Procurement, and Installation Services

The County of San Mateo Project Development Unit (PDU) is pleased to announce the following Vendors that have been selected to proceed onto the next stage of the Request for Proposals (RFP) for the Furniture Standards Planning, Procurement, and Installation Services for setting up physical mockups and attending interviews to determine the most qualified Respondent for the Project.

Vendors for Mockups and Interviews (in alphabetical order):

1. COG
2. KBM-Hogue
3. One Workplace
4. Vanguard Concept Offices

An informational conference call will be held on December 14, 2018 at 9am to review the requirements for the mockups. Main contacts of the Vendors will receive an email invitation to the call. Please also note that the RFP schedule (PART 10 of original RFP) is hereby revised as below.

PART 10 – SCHEDULE

Events	Dates*
Informational Call to review Mockup Requirements @ 9:00am	12/14/2018
Mockup setup / Completion	1/22/2019
Interviews with selected Respondents	1/28/2019
Evaluation committee provides final selection	1/29/2019
Board of Supervisors approves contract	2/12/2019

**County reserves the right to modify this schedule at any time at its sole discretion.*

END OF DOCUMENT





Mockup Requirements Review
RFP for Furniture Standards Planning, Procurement,
and Installation Services

December 21st, 2018 1:00pm

COUNTY OF SAN MATEO



Agenda

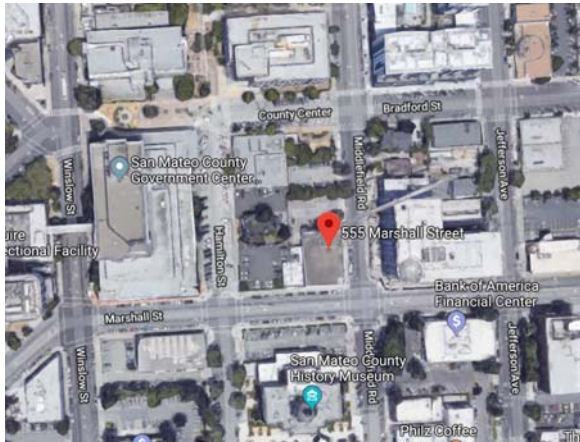
1. Clarification of Mockup Requirements/
Room Data Sheet Information
2. Update of mockup location, install dates,
and access to location
3. Q&A: Submit questions via email to
Sam Lin at slin@smcgov.org
by Thursday, December 27th 12:00pm

Workstation Mockup

- **2 workstation styles:**
 1. Typical Workstation Type 1
 2. Benching Workstation 6-pack (sample portion)
- To be set up at Credit Union Building in Government Center Redwood City
- Assembly duration 12/10/18 – 1/22/19
- Evaluation Criteria - Design, Functionality and Quality:
 - **Design** - aesthetics, fit, finish
 - **Functionality** - usage, assembly, disassembly
 - **Quality** - materials, usage, durability, flexibility

Mockup Space

Credit Union Building at 555 Marshall Street, Redwood City
Contact Catherine Chan at c_cchan3@smcgov.org for access

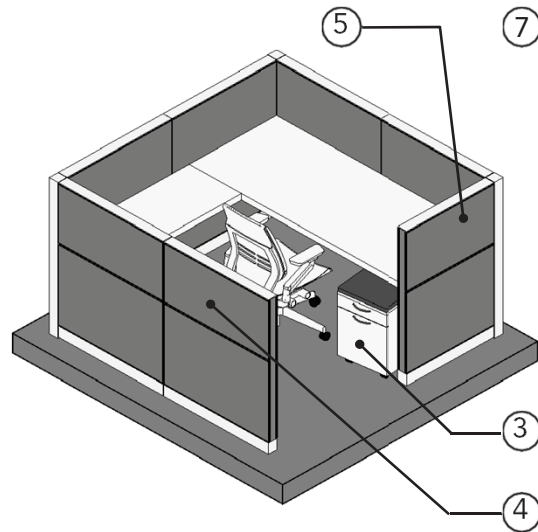


COUNTY OF SAN MATEO



RFP Submittal Requirements - Mockups

1. WS1 – 6'-3" x 6'-3"

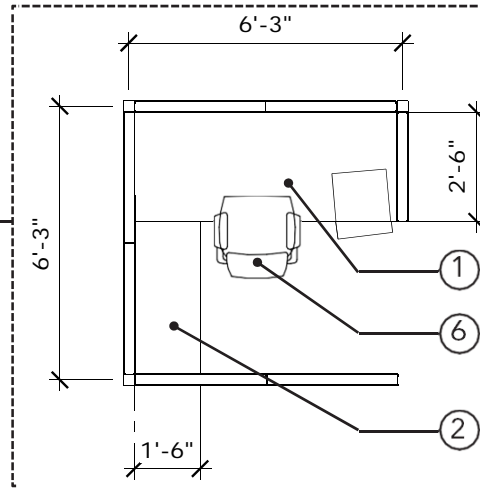


DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



Workstation Type 1

Total Area: Approx. 6'-3"x6'-3"

Design Characteristics

Approximately 6'-3"x6'-3" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. Approx. 12"Wx24"D lockable mobile storage pedestal
4. (6) Approx. 36"Wx48"H upholstered panels
5. (1) Approx. 30"Wx48"H upholstered panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Extents of one workstation/mock-up requirement

Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor
- Install accessory rail or panel to showcase available organizational accessories most relevant to PDU project types

Power/Data

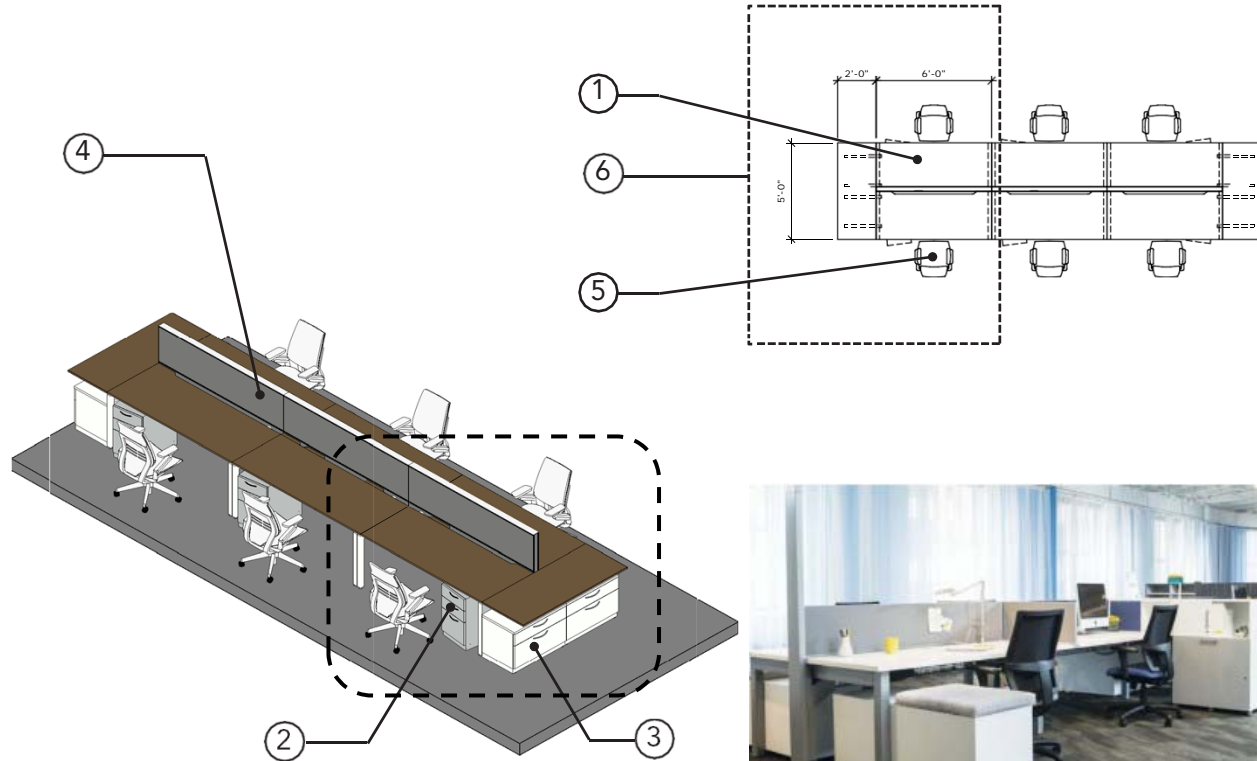
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

COUNTY OF SAN MATEO



RFP Submittal Requirements - Mockups

2. Benching Workstation – 6 Pack



DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



Benching Workstation - 6 Pack Total Area: Approx. 22'-0"x5'-0"

Design Characteristics

Approximately 72"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes located at each workstation and shared lateral file storage with laminate tops located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx24"D lockable lateral file storage with laminate top or low storage bookcase
4. (3) Approx. 72"Wx48"H fabric panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. Extents of benching workstation/mock-up requirement

Finishes - Mid Grade:

- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor
- Install accessory rail or panel to showcase available organizational accessories most relevant to PDU project types

Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

COUNTY OF SAN MATEO



RFP Schedule

Events	Dates
Informational call to review Mockup Requirements @ 1:00pm	12/21/18
Mockup Questions from Respondents via email due @ 12:00pm	12/27/18
Responses to Mockup Questions Posted to PDU website	12/31/18
Mockup setup/completion	1/22/19
Interviews with selected Respondents	1/28/19
Evaluation committee provides final selection	1/29/19
Board of supervisors approves contract	2/12/2019



**County reserves the right to modify this schedule at any time at its sole discretion.*



Questions?

COUNTY OF SAN MATEO



Thank you!

Follow up questions via email due December 27th, 2018
at 12:00pm PST

Project Contact:

Sam Lin, Assistant Director
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org
Project Website: <http://www.smcpdu.org>

COUNTY OF SAN MATEO



COUNTY_{OF} SAN MATEO



April 3, 2019

Approved Short-listed Firms for the Furniture Standards Planning, Procurement, and Installation Services

Qualified Firms (in alphabetical order):

1. COG / Haworth
2. One Workplace / Steelcase

Firms will be notified of next steps via email.

END OF DOCUMENT

