



**REQUEST FOR PROPOSALS  
FOR CLASSROOM AND OFFICE FURNITURE  
PUBLIC NOTICE  
March 5<sup>th</sup>, 2024**

The Anchor School (“School”) requests Statements of Qualifications (SOQ) and Proposals for the services of a School Furniture Provider (“SFP” and/or “Proposer”) for the furnishing of classrooms and office spaces at an existing school in DeKalb County, Georgia (“Project”).

The Request for Proposals (RFP) package in electronic (PDF) format shall be sent to Josh Pinto Taylor, Executive Director by email at [joshpintotaylor@anchorschool.org](mailto:joshpintotaylor@anchorschool.org). The School is not responsible for full or partial sets of RFP documents, including addendum, obtained from any other source. Each Proposer having requested the full RFP package will be provided the package in an electronic (PDF) format by email no later than 2:00 p.m. on Tuesday, March 19<sup>th</sup>, 2024. Proposers shall submit one (1) electronic file of the complete SOQ and Proposal package in PDF format via email to [joshpintotaylor@anchorschool.org](mailto:joshpintotaylor@anchorschool.org) no later than 5:00 p.m. Eastern Standard Time (EST) on Friday, April 5<sup>th</sup>, 2024. The Proposer’s name and the project name should be clearly displayed in the submittal file name. It is the sole responsibility of the Proposer to ensure receipt of its Statement of Qualifications and Proposal to the School. Submittals received after the due date and time will not be considered.

Confirmation of receipt by telephone can be made directly to Kynea Griffith at [kyneagriffith@anchorschool.org](mailto:kyneagriffith@anchorschool.org) or 678-503-4880. The School reserves the right to negotiate with any and/or all Proposers that submit qualifications. The School further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of The School. The School reserves the right to waive any informality.

The School does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, or genetic information in employment or the provision of or contracting for goods or services.

The School is an equal opportunity employer and encourages Small Business Entities, Businesses Operating within the State of Georgia, Women Owned Businesses, and Minority Owned Businesses to submit qualifications.

**Project Site**

The existing school is located at 2460 Wesley Chapel Road – UNIT 25A, Decatur, GA 30035 at Parcel ID Number 15 130 02 110.

**Scope of Work**

The School requests qualifications from SFP teams for the design and installment of classroom and office furniture at an existing School.

**Anticipated Project Schedule Activity**

Request for Qualifications advertisement posted and shared on 03/05/2024

Deadline for submittal of questions 03/19/2024, 5:00 p.m. EST

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Statement of Qualifications and Proposals due 04/05/2024, 5:00 p.m. EST  
Award expected May of 2024

The School reserves the right to adjust the schedule and add or remove specific activities to meet the unique needs of this Project.

### **Selection Criteria and Weighting of Qualifications**

The School is conducting this procurement process to establish a multi-awarded contract for Classroom and Office Furniture, delivery and installation.

The Anchor School construction process will be completed in two (2) Phases. The School will take delivery of the furniture in Phases based on the following targeted completion dates:

Phase 1: Completion target date: July 2024

Phase 2: Completion target date: July 2025

Statements of Qualifications will be evaluated based on Proposer's responses to the requirements of this RFP. Evaluations will focus on relative strengths, weaknesses, and deficiencies associated with the SOQ and Proposal. Each Proposer will be evaluated and shortlisted based on their SOQ and Proposal score (100 points maximum) as determined through a qualification review process scoring criteria noted below:

Section 1: SFP Team (10 Total Points – detailed breakdown of points shown below)

1.1 Profile of Firm (5 Points)

1.2 Profile of Key Personnel (5 Points)

Section 2: Experience (25 Total Points)

Section 3: Service Delivery Approach (25 Total Points)

Section 4: Completeness: Completeness and Readability of SOQ (10 Total Points)

Section 5: Cost Estimate: Alignment to Need & Reasonableness of Cost (30 Points)

Interviews with the short-listed teams may be held at the option of the evaluation committee. The School reserves the right to obtain clarification or additional information with any proposer regarding its SOQ and Proposal.

All proposers will be notified of the selection results. Final recommendation of any selected proposer(s) is subject to the approval of the Board of Directors at The Anchor School. The School reserves the sole right to select the most qualified proposer(s) deemed to be in the best interest of the School.

The School requests pricing to reflect the project quantities in total for both (2) phases. The delivery and installation (by the vendor) will be based on phases using the target dates for each phase shown above.

### **Project Team Selection**

Each SFP shall provide:

- a. A list of individuals the SFP proposes to include on the Project Team. This may include project managers, client service managers, or other personnel that make sense according to

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your organization structure. Provide a narrative explaining why the SFP selected each member for the Project Team.

- b. The SFP's strategy for selecting and installing furniture. By submitting an SOQ, the Proposer certifies to the School that all furniture will be selected and installed in collaboration with the School.

## **REQUEST FOR QUALIFICATIONS PACKAGE**

### **SECTION I** **INTRODUCTION**

The Anchor School (TAS) is a State Charter Schools Commission of Georgia public charter school that is currently serving 6<sup>th</sup> grade scholars in the Metro Atlanta region. The school will serve grades 6-12 in south DeKalb County. In the next year of operation, the school will only serve grades 6 & 7. TAS will grow one grade per year each year thereafter until it becomes a middle and high school campus. The school has a statewide attendance zone, meaning students from anywhere in the state of Georgia can attend the school. The school model leverages community-based partnerships with families and local organizations to deliver holistic adolescent development services and project-based learning experiences to students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. TAS is requesting emailed proposals from qualified firms to provide School Furniture Services for the needs of the school in its second and third year of operation. This RFP is for classroom and office furniture delivery and installation for a growing student population.

### **SECTION II** **PROPOSAL SUBMITTALS**

Each proposal submitted in response to this RFP must conform and be responsive to the requirements and specifications set forth herein. Respondents should email their responses to the email address below no later than April 5<sup>th</sup>, 2024 by 5:00 PM EST :

Josh Pinto Taylor  
The Anchor School  
Executive Director  
[joshpintotaylor@anchorschool.org](mailto:joshpintotaylor@anchorschool.org)

Proposals received after April 5<sup>th</sup>, 2024 will not be reviewed. All responsible firms are encouraged to submit proposals. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

#### **School Furniture Services Questions, Addendum or Proposal Modifications**

Interested firms may submit questions to TAS by sending them via email to Josh Pinto Taylor at [joshpintotaylor@anchorschool.org](mailto:joshpintotaylor@anchorschool.org) no later than Tuesday, March 19<sup>th</sup>, 2024. Questions will not be permitted after that date.

If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all proposers on record as having received the RFP.

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All proposals submitted in response to this RFP shall remain firm for ninety (90) days following the date the RFP is due. The contract will be awarded within 30 days after the final deadline of responses.

After the final deadline, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of TAS or fair competition. Minor informalities will be waived, or the applicant will be allowed to correct them.

### **Format Requirements**

Proposals must be signed by the project manager or authorized person of the firm to be accepted.

The maximum number of pages that may be submitted is 30. Pages illustrating photos, charts and graphs will be counted toward the maximum number of pages. Front and back covers, table of contents, divider pages and pages that do not contain submittal information will not be counted. The maximum page limit does not include organizational charts and resumes, which may be submitted as attachments to the proposal. Firms submitting proposals must include the following information:

1. Company name, address, telephone number, and if applicable, website address.
2. Brief resume of the staff to be assigned to the project.
3. List of current contracts that may conflict with this bid, if received.
4. Names and qualifications of personnel involved in supporting The Anchor School.
5. Work plan and schedule which reflects timetable for both (2) phases.
6. Form of business organization and general description of the organization.
7. Georgia (or other) professional licenses held by personnel, if necessary in their role.
8. Evidence of financial stability.
9. The names and contact information for three (3) references.
10. A detailed cost estimate of the service delivery for both phases.
11. A description of the circumstances and outcomes of any of the following which may have occurred within the last 5 years:
  - a. Terminated contract or subcontract held by the firm or its officers.
  - b. Claims arising from a contract which resulted in litigation or arbitration.
  - c. Judgements or liens against the firm.
  - d. Surety and/or bond claims, resolved or unresolved.
  - e. Deficiency orders issued against the firm.
  - f. Filing under the United States Bankruptcy Code, assignments for the benefit of creditors, or other measures taken for the protection against creditors.
  - g. Actions of or leading to suspension, debarment, or otherwise being ineligible to perform work for a federal or other governmental or public institution.

### **Limitations**

All proposals and any other supporting materials submitted in response to this RFP will not be returned and shall become the property of TAS. They will become a matter of public record available for review, subsequent to award notification, under the supervision of TAS.

If the offeror believes that its proposal contains trade secrets or confidential information that should be withheld from public inspection, a statement advising TAS of this fact shall accompany the proposal, and the information shall be clearly identified wherever it appears. TAS shall review the statement and shall determine in writing whether the information shall be withheld. If TAS

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determines to disclose the information, TAS shall inform the offeror in writing of such determination. TAS will not consider pricing to be confidential or proprietary.

This RFP shall not commit TAS to enter into any agreement or to procure or contract for any supplies, goods, or services. TAS makes no representation that participation in this RFP process will lead to an award of contract or any consideration whatsoever. TAS shall in no event be responsible for the cost of preparing a response to this RFP. TAS reserves the right to cancel this RFP at any time.

### **SECTION III** **PROJECT DESCRIPTION**

TAS is seeking a qualified SFP to provide furniture services including, but not limited to, design, selection, and installation of furniture for offices and classrooms in collaboration with the School.

The approximate timeline of services is as follows:

Issue RFQ March 5<sup>th</sup>, 2024

OPTIONAL Site walk March 21<sup>st</sup>, 2024 @ 10:00 AM

Responses Due April 5<sup>th</sup>, 2024

Interview SFPs April 17<sup>th</sup>, 2024

Select Preferred Vendor by May 1<sup>st</sup>, 2024

Phase I Installation: July 15, 2024

### **SECTION IV** **SCOPE OF SERVICES**

The SFP will assume the responsibility of identifying, delivering, and installing furniture for classrooms and offices in the School. It will also be responsible for means and methods and will be required to work with the school to ensure proper delivery and installation with the School community. The scope of the work includes, but is not limited to:

- Provide detailed description of recommended furniture items for classrooms and offices, as outlined in documents provided in the full RFQ Package.
- Provide detailed cost estimating for services (including delivery and installation)
- Service Delivery Mechanism
- Sample furniture items
- Pricing estimate provided on a per item, per classroom, and per phase level.
- Description of any additional services provided (design, installation, consultation, etc.)
- Provide regular communication with the School about the status of the delivery and installation
- Provide regular invoices for the School to process for timely payment
- Coordinate with TAS, as needed
- Provide inspections and quality control of installation
- Bond and insure work, as needed
- Meet all federal, state, and local requirements
- Ensure school cleanliness after installation

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It is the intent of the School to select Multiple Respondent(s) demonstrating the best overall value to the School and to enter into a multi-year and multi-awarded contract with qualified vendors as determined by the district.

1. During the term of the contract, items that may not have been included on the initial proposal may be included by mutual agreement of the successful vendor(s) and the School as various needs change.
2. Upon receipt of proposals, the School will review the proposals and may request additional information including product or service presentations, as appropriate.
3. Any brand name, or manufacturer's reference used in the proposal request is descriptive, and not restrictive. It indicates a type and quality desired. Proposals on brands of like nature and quality will be considered. If the item proposed has specifications that differ from those requested, indicate that the specifications are different and list the specifications of the item that is proposed.
4. The School will be the sole determiner of whether or not an alternative product is an equal to the stated specifications.
5. Quantities stated herein have been determined based on the current information, however the School reserves the right to alter or vary quantities as deemed appropriate at any time, or to delete any item.
6. The School reserves the right to accept or reject any, all, or any part of a proposal.

### **Furnishing Services**

Additional information can be made available, upon request (i.e. classrooms, offices, items needed in each space).

This is a “Qualifications and Cost Estimate Proposal” solicitation for school furniture services in connection with an existing School. This RFP seeks responses from interested firms which provides information regarding the firm’s experience and qualifications as well as the firm’s overall approach to deliver transportation services.

Responsive firms will be evaluated and scored on the basis of their written Qualifications and Cost Estimate Proposal submissions. After the receipt of proposals, a selection committee will evaluate each proposal submitted in response to this RFP and in accordance with the Evaluation Criteria set forth in Section VI. The selection committee will rate all proposals based on the evaluation criteria and rank the top proposals. There will be a single final list of three proposers.

TAS will enter into negotiations with the highest ranked firm(s) and enter into a Student Transportation Services Contract with such firm(s). If agreement is not reached with the highest ranked firm(s), negotiations will cease and negotiations will open with the next most qualified firm(s) in sequence until agreement is reached.

### **SECTION VI** **EVALUATION CRITERIA**

The furniture service provider will be selected through a qualifications-based selection process. Each firm’s qualifications and cost estimate proposal will be reviewed to determine responsiveness. Non-technical proposals shall provide information as indicated below, and each evaluation criteria shall have a maximum score indicated below. The maximum score for all criteria of a Qualifications and Technical proposal is 100. TAS will make an award to the responsible and responsive firm whose

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proposal is determined in writing to be the most advantageous to the school, taking into consideration the evaluation factors set forth in the request for proposals.

Section 1: SFP Team (10 Total Points – detailed breakdown of points shown below)

1.1 Profile of Firm (5 Points)

1.2 Profile of Key Personnel (5 Points)

Section 2: Experience (25 Total Points)

Section 3: Project Approach (25 Total Points)

Section 4: Completeness: Completeness and Readability of SOQ (10 Total Points)

Section 5: Cost Estimate: Alignment to Need & Reasonableness of Cost (30 Points)

## **Section 1: SFP Team (10 Total Points – detailed breakdown of points shown below)**

### **1.1 Profile of Firm (5 Points)**

A general statement of the firm's qualifications, services offered, years in business, number of employees, number of registered professionals, etc. Discuss the current market conditions and how they might affect your services.

### **1.3 Profile of Key Personnel (5 Points)**

TAS requests that firms provide a tailored staffing proposal that focuses on efficiency of services, and which avoids waste and excess. Identify a roster of key team members that will be involved in the project and provide copies of their resumes, and the role each is scheduled or expected to play in the project, including the percentage of their time that will be spent on this project. Provide a background history of all personnel assigned to this project, which should include their professional qualifications, experience in this field, professional affiliations or designations, and any other information pertaining to their ability to perform their duties. Provide a chart of the staffing levels through the various stages of the year (if applicable).

### **Section 2: Experience (25 points)**

A list of at least three (3) representative schools similar in scope and nature to this request that your company has worked for in the past (or present). For each school, specify the services contracted for, the start and completion of dates, and the name, address, and telephone number of the contact person. Provide information on the name, type, size, cost, and overall scope of the services provided.

### **Section 3: Project Approach (25 points)**

Describe your approach for working with schools in achieving the goals (on budget and on time furniture delivery and installation) stated in this RFP. Discuss your plan and methodology for providing furniture services. This should address issues relevant to the performance and completion of the project that may include without limitation, the following:

1. The firm's understanding of the scope and challenges of the project and its administration of the project.
2. Identification of site logistics concerns and plan for management of the site organization and maintenance.
3. Identification of schedule concerns and constraints, strategies for addressing unknown conditions and supporting safe passage of students daily.
4. Management of invoicing, cost control, and verification of services prior to expected completion date.
5. Quality control and assurance, including verification the furniture is installed properly.
6. Coordination of code compliance concerns, including safety in accordance with the School's requirements.

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7. Identification of safety concerns and summary description of plans for ensuring student safety each day.

#### **Section 4: Completeness and Readability of SOQ (10 Total Points)**

The extent to which the SOQ submitted completely meets the expectations laid out in this document and the readability of the documents submitted to The School.

#### **Section 5: Cost Estimate: Alignment to Need & Reasonableness of Cost (30 Points)**

Provide a detailed budget to ensure the following things are true for Phase I:

1. 8 classrooms are furnished with 25 desks or tables that facilitate individual work and group collaboration.
2. 8 classrooms are furnished with 25 chairs that fit under the designated desks or tables.
3. 8 classrooms are furnished with 1 upright double-door closet.
4. 8 classrooms are furnished with a storage solution for the backpacks and belongings of 10-15 students.
5. 1 large office space is furnished with desks that allow 15-20 teachers to work independently or collaboratively.
6. 16 classrooms are furnished with two bookshelves.
7. 1 student center is furnished with 25 circular tables that seat 4-6 students.
8. 1 student center is furnished with 120 chairs that fit under the designated tables.
9. 1 student center is furnished with 3 collaborative high-top tables that can seat 3 students on either side.
10. 1 student center is furnished with 6 stools that fit under each of the three high-top tables.
11. 1 student center is furnished with 4 pieces of lounge furniture (i.e. sofa, chair).
12. 1 library is furnished with two collaborative tables that can seat 4-6 students.
13. 1 library is furnished with five collaborative circular tables that can seat 4 students.
14. 1 library is furnished with chairs that fit under the tables identified for the library.
15. 1 library is furnished with 10 flexible seating pieces that can be used for a variety of purposes – including seating and defining space.

Provide a detailed budget to ensure the following things are true for Phase II:

1. 8 classrooms are furnished with 25 desks or tables that facilitate individual work and group collaboration.
2. 8 classrooms are furnished with 25 chairs that fit under the designated desks or tables.
3. 8 classrooms are furnished with 1 upright double-door closet.
4. 8 classrooms are furnished with a storage solution for the backpacks and belongings of 10-15 students.
5. 8 classrooms are furnished with two bookshelves.
6. 1 student center is furnished with 5 circular tables that seat 4-6 students.
7. 1 student center is furnished with 25 chairs that fit under the designated tables.
8. 1 student center is furnished with 2 collaborative high-top tables that can seat 3 students on either side.
9. 1 student center is furnished with 6 stools that fit under each of the three high-top tables.
10. 1 student center is furnished with 4 pieces of lounge furniture (i.e. sofa, chair).
11. 1 research lab is furnished with two collaborative tables that can seat 4-6 students.
12. 1 research lab is furnished with five collaborative circular tables that can seat 4 students.
13. 1 research lab is furnished with chairs that fit under the tables identified for the library.
14. 1 research lab is furnished with 5 flexible seating pieces that can be used for a variety of purposes – including seating and defining space.

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