

**KENT COUNTY WATER AUTHORITY
REQUEST AND ADVERTISEMENT FOR PROPOSALS**

**OFFICE FURNITURE SUPPLY, DELIVERY AND INSTALLATION
KENT COUNTY WATER AUTHORITY'S NEW OPERATIONS FACILITY**

Invitation to Bid

Vision 3 Architects on behalf of Kent County Water Authority ("KCWA") is soliciting proposals from a qualified single-source vendor to provide all furniture, including delivery and installation services, at its operations facility to be constructed at 35 Technology Way, West Greenwich, RI 02817 (the "Operations Facility"). The Request and Advertisement for Proposals will be available on KCWA's website.

Sealed proposals must be submitted to Cate Vanasse, Vision 3 Architects, 225 Chapman Street, Third Floor, Providence, RI 02905, Attn: Cate Vanasse, by **MONDAY, JULY 10, 2023, AT 4:30 P.M. EST**. Proposals received after the due date will not be considered.

The Operations Facility space is approximately 45,000 SF with approximately 15,000 SF of office space and consists of private offices, systems furniture, conference room furniture, as well as various ancillary furnishings. KCWA expects to begin operations in late Spring of 2024; all furniture should be delivered and installed by June 1, 2024, pending construction completion.

Detailed proposal submittal requirements can be obtained on the Kent County Water Authority website (<https://kentcountywater.org/rfp-bid.aspx>) on or after **Thursday, June 15, 2023**.

Proposals submitted in response to this Request and Advertisement for Proposals are irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the Executive Director of KCWA. KCWA reserves the right to reject any and all proposals (wholly or in part), including without limitation, non-conforming, non-responsive, or conditional ones, to call for new proposals, amend scope of services, or to enter into negotiations with one or more respondents if KCWA deems it in their best interest. KCWA further reserves the right to waive any minor informality or irregularity in the proposals received and to accept a proposal or parts thereof deemed to be the most favorable to the best interest of the KCWA.

Kent County Water Authority

REQUEST FOR PROPOSAL
For: Office Furniture Supply, Delivery and Installation

Kent County Water Authority
35 Technology Way, West Greenwich, RI 02817

INTRODUCTION

Through this Request for Proposal (together with all attachments hereto, this “RFP”), Vision 3 Architects on behalf of Kent County Water Authority is seeking to engage a qualified single-source vendor to provide all furniture, including delivery and installation services, for their new office at 35 Technology Way, West Greenwich, Rhode Island. The space is approximately 45,000 SF with approximately 15,000 SF of office space and consists of private offices, systems furniture, conference room furniture, as well as various ancillary furnishings. The tenant expects to begin operations in late Spring of 2024; all furniture should be delivered and installed by June 1, 2024, pending construction completion.

INSTRUCTIONS

Two (2) hard copies of your proposal should be submitted to Cate Vanasse, Vision 3 Architects, at 225 Chapman Street, Third Floor, Providence, RI 02905, Attn: Cate Vanasse. Proposals may also be submitted electronically via e-mail in .PDF format to the following e-mail address: cvanasse@vision3architects.com. Proposals should be concise and include all required attachments and information requested. **Incomplete proposals will not be considered.**

Proposals must be received no later than **4:30 p.m. on Monday, July 10, 2023**. Proposals received after the due date will not be considered.

Vendors must read the request for proposal and associated attachments in their entirety. Any discrepancies or questions should be brought to the attention of Cate Vanasse, Vision 3 Architects for correction or clarification. No interpretations of the meaning of this document will be made to vendors orally; requests for interpretations or clarifications shall be in writing via e-mail. To ensure a timely response to all inquiries, acceptance of final clarifications, questions, or otherwise will cease by 12PM on **Thursday, June 29, 2023**. If required, an addendum addressing all inquiries will be released no later than **Friday, June 30, 2023**.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information and Required Certification

Provide a brief description of your firm, including the following information:

1. Company profile including legal name, company history, and organizational structure
2. Names of all officers, directors, or partners of the firm
3. Address of all offices of the firm
4. Number of employees of the firm

Provide a signed certification that the vendor and its principals:

1. are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by any federal or state department or agency;
2. have not within a three-year period preceding the submission of the proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any offense enumerated above in paragraph 2;
4. have not within a three-year period preceding the submission of the proposal had one or more public transactions or contracts (federal, state, or local) termination for cause or default;
5. have not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for this RFP¹; and
6. acknowledge that all subcontractors and/or suppliers engaged by the vendor for an award issued in response to this RFP must be in compliance with paragraphs 1 through 5 of this certification.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to provide the furniture items and related services described in the Scope of Work.
2. Identify specific members of the project team that will be providing services to Kent County Water Authority. Provide appropriate background information for each such person as well as contact information including e-mail address and telephone number.
3. Please provide at least three (3) references (including a company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar work within the past three years.
4. Please indicate in-house or contracted installation and service. If in-house, indicate number of installation/service staff. If contracted, please list contractor(s) and length of relationship(s) or volume of work completed within

¹ For purposes of this certification, (i) a corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process; (ii) a fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Kent County Water Authority, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Kent County Water Authority of the benefits of free and open competition; (iii) a collusive practice means a scheme or arrangement between two or more vendors, with or without the knowledge of Kent County Water Authority, a purpose of which is to establish proposed prices at artificial, non-competitive levels; and (iv) a coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the contract issued in response to this RFP.

the past three years. Please also indicate estimated installation time for project layout.

5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

C. Cost Proposal

The cost of products and services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your cost proposal.

1. Please provide a cost proposal for the Scope of Work using the Furniture Specification Table attached ([Attachment A](#)). Include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation and clean-up (including the removal of non-recycling and recycling waste materials which includes but is not limited to: dimensional and palette wood, plastics, rigid foams, padding, and metals), related services, tax, and any other costs or fees that may be incurred in the performance of the Scope of Work. Delivery and Installation cost should be broken out as a separate line item on the Furniture Pricing Table ([Attachment A](#)). Should the respondent feel that after hours or weekend work will be required to complete the project on time, please make any necessary adjustments to your labor costs to reflect this possibility and, if applicable, include hourly overtime rates.

D. Furniture Specifications

1. Provide completed Furniture Specification Table ([Attachment A](#)). This should include any proposed alternates as well as discount structures and lead times for all proposed lines in the designated columns.
2. Provide a line-item breakdown featuring a full bill of materials that includes each item listed on Furniture Specification Table ([Attachment A](#)). This should cover individual attributes of each specified piece including but not limited to finishes, upholstery grade, model numbers, and other notable features that could affect cost (i.e. arm type, casters, lumbar support etc.).
3. Provide manufacturer warranties for all proposed line items. The selected vendor shall be responsible for warranty labor for the time stated in the manufacturer's written warranty.

SCOPE OF WORK

This RFP contains multiple attachments to communicate the basis of design. Base specifications for the desired furnishings are described on [Attachment A](#) (Furniture

Specification Table). Attachment B, the furniture specifications, including basis of design specification for private office and workstation typicals. Floor plans showing the intended furniture layout are set forth on Attachment C.

The manufacturers and models identified on Attachment A represent the basis of design for this project. All bids for workstations and private office casegoods are to meet the design-performance specification as listed in Attachment B. **Respondents must satisfy the base bid in full in order for alternates to be considered.** If a vendor wishes to propose furniture from alternate manufacturers or of alternate designs, such alternates must be submitted with the final RFP submission and indicated on Attachment A. Alternate furnishings must be equal or better quality in comparison to the base specification. To propose an alternate to the base bid, vendors must provide the following information regarding the proposed alternate:

1. Provide manufacturer, model, and pricing in designated columns on Attachment A.
2. Provide line-item breakdown (bill of materials) for all alternates proposed. This should cover individual attributes of each alternate including but not limited to finishes, upholstery grades, and model numbers.
3. Assuming the alternate is being proposed as a cost-saving opportunity, please provide overall project savings per line-item in designated column on Attachment A.
4. Colored cut sheet/brochure of the proposed alternate.
5. A detailed description of how the proposed alternate is equal to the base bid specification as well as *how it isn't*. Any difference between the original specification and the proposed specification should be clearly outlined. Attach description directly to colored cut sheet & line-item breakdown.

The successful respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at Kent County Water Authority at 35 Technology Way in West Greenwich, Rhode Island. The office is accessible by a street-level entrance. Vendor shall notify Kent County Water Authority no later than two business days prior to delivery and installation of the furniture, delivery notification shall be made to David Simmons, Kent County Water Authority. Furniture delivery and installation must be carried out between 8:00 am and 5:00 pm on weekdays, or at other times by mutual agreement. If for whatever reason the delivery is postponed beyond the target completion date of June 1, 2024 the successful vendor shall cover monthly storage costs for up to but not more than one month.

Respondent will be responsible for supervising the performance of the Scope of Work, including performance by any furniture related subcontractors. Respondent is responsible for overseeing product orders, deliveries, installations, punch-lists, and reasonable cleanup activities. Cate Vanasse, Vision 3 Architects will conduct a final walk through upon completion of the project to ensure the furniture package was delivered and installed as anticipated by Kent County Water Authority.

An electronic copy of the furniture plans will be made available to vendors upon request only after the vendor submits indemnification form (Attachment D) signed by a company officer to Cate Vanasse, Vision 3 Architects by **June 23, 2023**. Please send the completed form to the following e-mail address: cvanasse@vision3architects.com. **Requests after that date will not be granted.** Once furniture order is complete, Vendor will provide final

furniture installation drawing (floor plan) in both .pdf and .dwg format to Kent County Water Authority for record.

Furniture quantities are to be determined by the respondent and indicated on both Attachment A and the line-item cap spec included with the bid. Quantities should be based on Kent County Water Authority's proposed furniture plan (Attachment B). Kent County Water Authority may adjust these quantities to meet their needs as required. Additionally, the successful vendor must agree to hold project pricing for the duration of one (1) year after project completion in the event Kent County Water Authority finds they need to order additional pieces to supplement the floor plan.

Upon award of the project, the successful vendor will work with the specifying designer to select any remaining finishes and upholsteries. Successful vendor shall provide a full set of color brochures for all lines specified to Kent County Water Authority for record.

INSURANCE COVERAGES AND INDEMNITY REQUIREMENTS

A. Insurance Coverages.

The successful vendor shall, at its sole expense, pay for and maintain in effect at all times during the performance of the work and/or services furnished under this RFP the insurance coverages and minimal limits set forth herein under forms of policies satisfactory to Kent County Water Authority. The successful vendor shall deliver certificate(s) of insurance to Kent County Water Authority no later than ten (10) days after issuance of the notice of award and prior to commencing any work under a contract as evidence that such policies are in full force and effect. Certificates of insurance and policies of insurance required under this RFP shall contain a provision that not less than thirty (30) days advance notice will be given in writing to Kent County Water Authority prior to cancellation, reduction, or termination of said policies of insurance. In the event that any carrier refuses to provide such notice directly to Kent County Water Authority, the successful vendor shall be obligated to provide such notice within ten (10) days of receipt of the same and shall accept full and complete liability for all damages and losses suffered by Kent County Water Authority on account of any such failure of notice, cancellation, or expiration.

The insurance coverages set forth herein are in all cases primary for the successful vendor and receive no contribution from any other insurance maintained by, or on behalf of, or benefiting Kent County Water Authority. Any deductibles or retentions shall be the sole responsibility of the successful vendor. The successful vendor agrees to waive and will require all of its insurers to waive by language within the policy or by endorsement, any rights of subrogation or recovery they may have against Kent County Water Authority. The insurance coverages set forth herein must be written by carriers rated by A.M. Best as A-, VIII, or better. Kent County Water Authority expressly reserves the right to amend and/or revise the types of coverage, specific terms, and/or limits required herein.

Insurance Coverages and Minimum Limits.

Workers' Compensation and Employers' Liability.

Workers' Compensation coverage shall be provided as required under Rhode Island law and at the applicable statutory limits.

Employers' Liability coverage:

Each accident:	\$1,000,000
Policy limit:	\$1,000,000
Each employee:	\$1,000,000

If the successful vendor leases employees through an employment agreement, professional employer organization, or other such company, evidence of insurance must be provided through an alternate employer / leased employee endorsement naming the successful vendor on the employment company's workers' compensation policy.

Commercial General Liability.

Commercial General Liability coverage shall include coverage for bodily and property damage liability, independent contractors, premises/operations, products liability and completed operations and contractual liability all on a per occurrence basis. Limits of liability shall be no less than: Bodily injury and property damage liability: \$1,000,000 per occurrence, products/completed operations aggregate: \$2,000,000; and general aggregate: \$2,000,000. The Commercial General Liability coverage shall not contain exclusions for liability assumed under contract or for liability imposed by reason of statute or law. The Commercial General Liability policy shall name Kent County Water Authority as an additional insured on a primary and non-contributory basis.

Commercial Automobile Liability.

Commercial Automobile Liability coverage shall include coverage for bodily injury and property damage arising out of the maintenance and/or use of any motor vehicle owned, not owned, hired, rented or borrowed. Limits of liability shall be no less than \$1,000,000 combined single limit of liability on a per occurrence basis. Such policies shall include liability for the loading and unloading of any vehicles whether owned, not owned, hired, rented and/or borrowed.

Property insurance.

The successful vendor shall solely be responsible for and pay for insuring the materials required to be furnished under the terms of this RFP including while stored off the project site and while the materials are in transit to the project site and until incorporated into the project site and accepted by the Kent County Water Authority. If the materials are to be paid for prior to incorporation into the project site, then the successful vendor shall purchase all risk type perils coverage which are to include weather damage from all perils, theft, vandalism, and malicious mischief. Such insurance shall insure on a replacement cost basis of the materials with no co-insurance clause applicable. The successful vendor shall be responsible for any and all deductibles for such coverage. At all times, and under all conditions, the successful vendor and all subcontractors of lower tiers are solely responsible for any and all of their equipment, tools, materials, and the like, which is not intended to be incorporated into the project site, which is used in performing the work and/or services set forth in this RFP, whether they are owned, leased, or borrowed.

B. Indemnity Requirements.

To the fullest extent permitted by law, the selected vendor shall: (1) defend, indemnify, and hold harmless Kent County Water Authority, its principals, members, officers, directors, employees, agents, and consultants (the "Indemnified Parties") from and against any and all demands, claims, causes of action, liabilities, losses, damages, and expenses, including, but not limited to, fees for attorneys, experts, and/or consultants, for bodily injury, sickness, disease, or death, or for injury or destruction of property, arising out of the vendor's performance of its work under the contract caused, in whole or in part, by the acts or omissions of vendor, or any of its subcontractors, suppliers, or other persons or entities for whose acts vendor may be liable; (2) assume, on behalf of the Indemnified Parties, the defense of any such demand, claim, cause of action, liability, loss, damage, or expense which may be brought against them or any of them; and (3) reimburse the Indemnified Parties for any fees and expenses for attorneys, experts, and/or consultants incurred by them with respect to any such claim, all regardless of whether or not such demand, claim, cause of action, liability, loss, damage, or expense is caused in part by a party indemnified hereunder.

To the fullest extent permitted by law, the selected vendor further agrees to fully indemnify, defense, and hold harmless the Indemnified Parties from any and all demands, claims, causes of action, liabilities, losses, damages, or expenses by any party arising out of or in consequence of the acceptability, fitness, sufficiency, performance, or non-performance of the work or materials furnished, or for payment of any labor performed or materials or equipment furnished in connection with or related to vendor's work by any party by or through vendor. Vendor will defend all such claims at its own cost and expense and shall reimburse Kent County Water Authority with respect to any such claim.

The selected vendor's obligations set forth herein shall not be limited in any way by any restriction on the amount or type of damages, compensation, or benefits payable by or for the selected vendor's insurance coverages. In addition, the selected vendor's obligations set forth herein shall survive the termination or expiration of the contract. In addition, the selected vendor further agrees that if the selected vendor subcontracts or delegates to others the work or any portion of the work, the selected vendor will have its subcontractors and/or delegates agree to defend, indemnify, and hold harmless the Indemnified Parties in the same manner as the selected vendor has agreed to defend, indemnify, and hold harmless the Indemnified Parties under the contract. The selected vendor also acknowledges that the purpose of its obligations hereunder is to give the Indemnified Parties the greatest right of defense and indemnity against the selected vendor as allowed by law.

EVALUATION AND SELECTION

Vendors are advised that only complete proposals for all line-items specified will be accepted. Partial or incomplete proposals will void the proposal in its entirety. Each proposal will be reviewed, and a determination will be made based on a 100-point system. The evaluation criteria and point system are as follows:

1. **20 points** – Overall responsiveness & completed bid package received via email *and* hard copy as indicated above
 - a. General Firm Information, as indicated above – 0-5 points
 - b. Provided comparable project experience – 0-5 points
 - c. Provided references, as indicated above – 0-5 points

- d. Complete bid package received by due date indicated above – 0-5 points
- 2. **30 point** - Cost Proposal
 - a. Breakdown of all costs have been included and returned in Attachment A form
- 3. **40 points** - Furniture specifications, as identified on Attachment A & B
 - a. Workstations & Private Office casegoods meet basis of design standard as indicated in Attachment A & B – 0-10 points
 - b. All ancillary items meet specification in Attachment A & B – 0-10 points
 - c. Base bid has been met in full, before alternates – 0-5 points
 - d. Lead times for all specified items have been included – 5 points
 - e. Warranties for all specified items have been included – 5 points
 - f. Discount Structure for all specified items have been included – 5 points
- 4. **10 points** – Overall quality of the bid package
 - a. Organized bid package – 0-5 points
 - b. Completeness of bid package – 0-5 points

Please note that proposals deviating from the basis of design described on Attachment A will be rejected. Alternates will be considered only after the basis of design is satisfied in full.

Kent County Water Authority reserves the right to select the vendor or vendor(s) that it deems to be most qualified to provide the goods and/or services set forth in this RFP. Kent County Water Authority further reserves the right to award this RFP on the basis of cost alone, to accept or reject any or all proposals, and to award in Kent County Water Authority's best interest.

Kent County Water Authority, in its sole discretion, may request additional information to verify the information contained in a proposal, seek clarification of any item in a proposal, or choose to conduct interviews with one or more finalists to determine the successful vendor. No requirement in this RFP will prejudice Kent County Water Authority's right to seek additional pertinent information regarding a vendor's qualifications. Kent County Water Authority's objective is to award the proposal to one vendor. That said, Kent County Water Authority reserves the right to make awards to multiple vendors on an item-by-item or item group basis. All parties responding to this RFP do so at their own expense. Kent County Water Authority assumes no responsibility or liability for costs associated with responding to this RFP.

Kent County Water Authority will reject the proposal of any vendor that it finds, after reasonable inquiry and/or evaluation, to not be responsible. Each vendor has the express and sole responsibility to understand and comply with the terms of this RFP. All proposals must be prepared and submitted in accordance with the requirements of this RFP. Vendors must provide the specific information requested. To facilitate the evaluation and selection process, all vendors are required to align their proposals to the format specified herein.

Through this RFP, Kent County Water Authority has not committed to undertaking the work set forth. Kent County Water Authority reserves the right to reject any and all proposals (wholly or in part), including, without limitation, non-conforming, non-responsive, or conditional ones, to call for new proposals, amend scope of services, or to enter into negotiations with one or more respondents if Kent County Water Authority deems it is in their best interest. Kent County Water Authority further reserves the right

to waive any minor informality or irregularity in the proposals received and to accept a proposal or parts thereof deemed to be the most favorable to the best interest of Kent County Water Authority. Kent County Water Authority reserves the right to make those decisions after receipt of responses. Kent County Water Authority's decision on these matters is final.

Proposals submitted in response to this RFP are irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn before that date, except with the express written permission of the Executive Director of Kent County Water Authority.

Proposals submitted in response to this RFP constitute an offer to contract with Kent County Water Authority on the terms and conditions contained in this RFP. By submitting a proposal, the vendor certifies that; (i) it has reviewed this RFP and agrees to comply with its terms and conditions; (ii) the proposal is submitted in response to this RFP; and (iii) the information submitted in the proposal is accurate and complete. The vendor further acknowledges and agrees that the terms and conditions of this RFP and the proposal will be incorporated into any contract awarded to the vendor pursuant to this RFP and the proposal. The person signing the proposal on behalf of the vendor represents and agrees that such person is fully informed regarding the preparation and contents of the proposal and has been duly authorized to execute and submit the proposal on behalf of the vendor in response to the RFP.

Vendors are advised that all materials submitted to Kent County Water Authority in response to this RFP may be considered public records and may be released for inspection upon request following an award in accordance with R.I. Gen. Laws § 38-2-1, *et seq.* Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly identified as such. The vendor should also provide a brief explanation as to why each portion of information that it marked should be withheld from public disclosure. If Kent County Water Authority determines that the identified information does not fall within a category of trade secrets or commercial or financial information which is of a privileged or confidential nature, Kent County Water Authority may release records marked confidential by a vendor in response to a public records request.

Kent County Water Authority will not award a contract for this RFP to any vendor who is, at the time, ineligible for award under federal law, the laws of the State of Rhode Island, or as set forth in Kent County Water Authority's Rules and Regulations. If the successful vendor is a corporation NOT authorized to do business in the State of Rhode Island, such vendor must qualify to do business in the State of Rhode Island by procuring a certificate of authority from the Secretary of State immediately following the issuance of a notice of award.

Kent County Water Authority will not consider or accept any proposal from a vendor that is indebted to Kent County Water Authority for any unresolved issues concerning unpaid invoices issued by Kent County Water Authority or for services or materials owed to Kent County Water Authority.

All applicable federal, Rhode Island state and local laws shall apply to the performance of work and services in response to this RFP as if fully set forth herein.

A vendor that is selected for award shall not commence any work until a contract is agreed upon and executed by Kent County Water Authority. Any work commenced by a vendor or awardee prior to that time shall be at the vendor's or awardee's sole and exclusive risk.

Attachment A
Furniture Specification Table

(Attached)

Attachment A**Furniture Specification Table****Kent County Water Authority**

Please provide line-item pricing for all pieces listed on Furniture Specification Table below. Refer to

Associated Typical (Attachment B) and Furniture Floor Plan (Attachment C) for additional

specification information .

Item Code	Item	Manufacturer	Basis of Design Model & Model #	Discount Off List Price	Est. Lead Time	Proposed Unit Sell Price	Qty.	Total	Proposed Alternate	Proposed Unit Alternate Sell Price	Alternate Total	Total Project Savings Over Basis of Design	Notes/ Comments
B-1	Bench	Arcadia	Livia, #8260					\$0.00			\$0.00	\$0.00	
BC-1	Bookcase, Laminate		to match Casagoods line					\$0.00			\$0.00	\$0.00	
C-1	Chair	Keilhauer	Aesync #11225					\$0.00			\$0.00	\$0.00	
C-2	Chair	OFS	Sleek, #F12416					\$0.00			\$0.00	\$0.00	
C-3	Chair	Allseating	Eighty Two Midback					\$0.00			\$0.00	\$0.00	
C-4	Chair	Source International	Axis Cantilever, #S15-SL-SCR-WA					\$0.00			\$0.00	\$0.00	
C-5	Chair	Allseating	Tuck Nester, Casters, Armless					\$0.00			\$0.00	\$0.00	
C-6	Chair	Source International	Celebrate, #961-TSC-WA					\$0.00			\$0.00	\$0.00	
C-7	Chair	Allseating	Tuck 4-Leg Chair, Armless					\$0.00			\$0.00	\$0.00	
D-1	Desk & Storage		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
D-2	Desk & Storage		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
D-3	Desk & Storage		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
D-4	Desk & Storage		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
D-5	Desk & Storage		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
F-1	Flat File & Base	Safco	5-Drawer Steel Flat File, 36"x48", \$4998 Base: Closed Base for #4998					\$0.00			\$0.00	\$0.00	
F-2	Vertical File Cabinet		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
F-2A	Laminate top	N/A	Refer to Attachment B & C					\$0.00			\$0.00	\$0.00	
F-3	Lateral File Cabinet		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
F-3A	Laminate top	N/A	Refer to Attachment B & C					\$0.00			\$0.00	\$0.00	
F-4	Mobile Box/Box/File		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
F-5	Lateral File Cabinet		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
F-6	Lateral File Cabinet		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
L-1	Locker		to match performance spec. basis of design					\$0.00			\$0.00	\$0.00	
M-1	Mobile TV Cart	Onkron	#TS2811-BLK					\$0.00			\$0.00	\$0.00	
M-2	Wallmount Porcelain Marker Board	Ghent	#M1-46-4, 4'H x 6'W, Frame: Aluminum, Blade Tray					\$0.00			\$0.00	\$0.00	
M-3	Waste & Recycle Receptacles, Large	Magnuson Group	Slope, 2 Unit; Unit 1 #SLP-01L, Unit 2 SLP-01L					\$0.00			\$0.00	\$0.00	
M-4	Recycling Wastebasket, Small	Rubbermaid	7 Gallon				35	\$0.00			\$0.00	\$0.00	Not shown in Furniture Plan
M-5	Wastebasket, Small	Global Industrial	7 Gallon				35	\$0.00			\$0.00	\$0.00	Not shown in Furniture Plan
O-1	Outdoor Bench	Forms+Surfaces	Boardwalk Bench, SBBWK-72AC, Frame Color: TBD, Standard Powder Coat					\$0.00			\$0.00	\$0.00	
O-2	Outdoor Picnic Table	Polywood	Park 53" Octagon Table, with umbrella hole					\$0.00			\$0.00	\$0.00	

O-2A	Outdoor Table Umbrella	Homecrest Outdoor Living	Market Umbrellas, 7.5' Crank Lift/Auto Tilt Umbrella with Aluminum Shell Base					\$0.00			\$0.00	\$0.00	
O-3	Outdoor Trash Recaptacle	Magnuson Group	Mecora-90				6	\$0.00			\$0.00	\$0.00	Not all are indicated on Furniture Plan
ST-1	Stool	Allseating	Tuck, 4-Leg stool, Armless					\$0.00			\$0.00	\$0.00	
T-1	Conference Table	Enwork	Alkalign, 12'L x 48"D x 29"H, with Knife edge laminate top and painted standard leg base; (1) Elora Deep Well power module + wire management					\$0.00			\$0.00	\$0.00	
T-2	Drafting Table & Base	Safco	PlanMaster Height-Adjustable Drafting Table, Base, #3957					\$0.00			\$0.00	\$0.00	
T-3	Training Table	AIS	Powered Training Table with Pivot Partial Height Modesty Panel; Power color: Silver					\$0.00			\$0.00	\$0.00	
T-4	Meeting Table	Enwork	Alkalign, 14'L x 42"D x 29"H, With Knife edge laminate top and painted standard leg bases; (2) Elora Deep Well power module + wire management					\$0.00			\$0.00	\$0.00	
T-5	Dining Table	JSI	Nosh, Dining Height, 36"x36" Table					\$0.00			\$0.00	\$0.00	
T-6	Small Meeting Table	Enwork	Alkalign, 6'L x 48"D x 29"H, with Knife edge laminate top and painted standard bases; no power					\$0.00			\$0.00	\$0.00	
WS-1	Workstation Pod, 1	to match performance spec. basis of design	Refer to Attachment B & C					\$0.00			\$0.00	\$0.00	
WS-2	Workstation Pod, 2	to match performance spec. basis of design	Refer to Attachment B & C					\$0.00			\$0.00	\$0.00	
WS-3	Workstation Pod, 3	to match performance spec. basis of design	Refer to Attachment B & C					\$0.00			\$0.00	\$0.00	

Sub-Total	0
Installation/Delivery:	
Project Total:	0

**Please Note: XYZ is Tax Exempt (If not, remove this line and add tax before sub-total above)

Attachment B

Basis of Design Furniture Specifications, Private Office & Work Station Typical

(Attached)



REQUEST FOR PROPOSAL

ATTACHMENT B

KENT COUNTY WATER AUTHORITY
35 TECHNOLOGY WAY
WEST GREENWICH, RI



GENERAL NOTES

- Refer to Furniture Plan, Attachment C, for all quantities and orientations.
- Images are for graphic representation only. Refer to all specifications regarding dimensions, finishes and overall design intent.

CONTENTS

SEATING	3 – 10
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MISCELLANEOUS	27 – 31
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Basis of Design: Arcadia, Livia, 8260

Wood Bench with Metal Legs and standard glides.

Dimension: 60"L x 20"D x 17"H

Wood: White Oak

Finish: 14 Natural White Oak

Metal Color: Standard Metal - 06 Charcoal Grey



Basis of Design: Keilhauer, Aesync #11225

Mesh Back Conference Chair With Arms, Aluminum Base

Poly Frame Color:	Warm Grey 14
Mesh Color:	Platinum, AM147
Upholstered Arm Cap:	Faux Leather
Seat Upholstery:	Enviroleather, California, Color: TBD
Aluminum Base:	Polished Aluminum, PA00



Basis of Design: OFS, Sleek, #F12416

Mid Back Upholstered Conference Chair With Arms, Aluminum Base

Frame/Base:	Polished Chrome, A2J
Arm:	Metal loop arm with upholstered arm sleeve, H7F
Caster:	Dual wheel black hooded caster
Upholstery:	Anzea, Silicone Prime, Color: TBD



Basis of Design: Allseating, Eighty Two Midback

Mesh Back, Fully Adjustable Task Chair with Lumbar

Back Style:	Mesh
Back Size:	Midback
Options:	Adjustable Width and Seat Slider
Mesh Color:	TBD
Arms:	TI Arms
Upholstery:	TBD, Grade 5
Base:	High Profile Aluminum
Casters:	Carpet Casters Standard



Basis of Design: Source International, Axis Cantilever, # 515-SL-SCR-WA

Wood Shell with Upholstered Seat Pad, Armed Cantilever Chair

Premium Veneer Wood Shell:	Oak
Frame:	Soft Chrome
Seat Pad Upholstery:	TBD, Grade 5
Glide:	Carpet Glide



Basis of Design: Allseating, Tuck Nester

Flip and Nest Poly Chair on Casters

Leg:	4-Leg with Standard Carpet Casters
Arms:	No Arms
Frame Finish:	Chrome
Poly Back:	Smoke
Poly Seat:	Smoke



Basis of Design: Source International, Celebrate, #961-TSC-WA

Poly Back Swivel Base Chair with Upholstered Seat Pad and Arms

Base:	5 Star
Metal/Frame Finish:	Soft Chrome
Poly Shell	Graphite Gray 9607
Upholstered Seat Pad:	TBD, Grade 5



Basis of Design: Allseating, Tuck, 4-Leg Chair

Armless, 4 Leg Chair with Poly Seat and Back.

Frame Finish;	Midnight
Poly Back:	Haze
Poly Seat:	Haze
Glides:	Felt Glides



Basis of Design:	Enwork, Alkalign
Dimension:	12'L x 48"D x 29"H
Finish:	Laminate, TBD
Edge:	Knife
Base Paint Color:	TBD
Power Module:	(1) Elora Deep Well + Include Wire Management To include: (4) CAT-6, (1) HDMI, (1) USB-A
Power Location:	To be located at each end of table
Power Color:	TBD



Table top sold separately.

Basis of Design:	Safco, PlanMaster Height-Adjustable Drafting Table
Table Base:	Base, #3957
Table Top:	Top, 60" x 37½", #3948



Basis of Design:

AIS, Powered Day to Day Training Table

Top:

24"D x 54"W

Laminate:

B.O.D.: AIS, Landmark – Submit Sample for Approval

Edge:

B.O.D.: AIS, Landmark – Submit Sample for Approval

Base:

Silver, Casters

Modesty Panel:

Pivot, Partial Height Modesty

Power:

Color: Silver



Basis of Design:	Enwork, Alkalign Table
Dimension:	168"L x 42"D x 29"H
Finish:	Laminate, TBD
Edge:	Knife
Base Paint Color:	TBD
Power Module:	(2) Elora Deep Well + Include Wire Management To include: (4) CAT-6, (1) HDMI, (1) USB-A
Power Location:	To be located at each end of table
Power Color:	TBD



Basis of Design:	JSI, Nosh, Dining Height Table
Dimension:	36" L x 36" W
Laminate Top:	Designer White
Edge:	Designer White
Base:	X-Base, 29" H
Base Finish:	Stardust Silver, STS



Basis of Design:	Enwork, Alkalign
Dimension:	6' x 48"D x 29"H
Finish:	Laminate, TBD
Edge:	Knife
Base Paint Color:	TBD
Power Module:	None



Basis of Design:

Laminate Bookcase by same manufacturer as all Desk Components.

Dimensions:

3 Adjustable Shelves, 36"W x 56 ½"H x 14"D

Laminate:

Designer White

Include Finished Back Panel.



Basis of Design: Safco, 5-Drawer Steel Flat File for 36" x 48"

Base: Safco, Closed Base for 4998
Color: White

**To be installed below built-in millwork counter.*



Specified vertical filing cabinet to be a 3 drawer – 4 drawer is pictured.

Basis of Design: Metal, 3 Drawer Vertical Filing Cabinet, with integrated pull.

Color: White

Provide Counterweights.

NO IMAGE

Dimension: Laminate top to overhang filing cabinets, (3) sides ¼".
Exact dimension to be coordinated with specified file cabinets.

Laminate: White

Edge: White



Basis of Design: Metal, 3 Drawer Lateral Filing Cabinet with integrated pull. 42"W

Color: White

Provide Counterweights.

NO IMAGE

Dimension: Laminate top to overhang filing cabinets, (3) sides ¼".
Exact dimension to be coordinated with specified file cabinets.

Laminate: White

Edge: White



Basis of Design: Metal, Mobile Box/Box/File

Color: White



Basis of Design: Metal, 3 Drawer Lateral Filing Cabinet with integrated pull. 30"W

Color: White

Provide Counterweights.



Basis of Design: Metal, 3 Drawer Lateral Filing Cabinet with integrated pull. 36"W

Color: White

Provide Counterweights.



Basis of Design: Single Tier, Laminate Personal/Wardrobe Locker
Interior Coat Hooks, Min. (1) Interior Shelf
Lockable, Standard Key Function

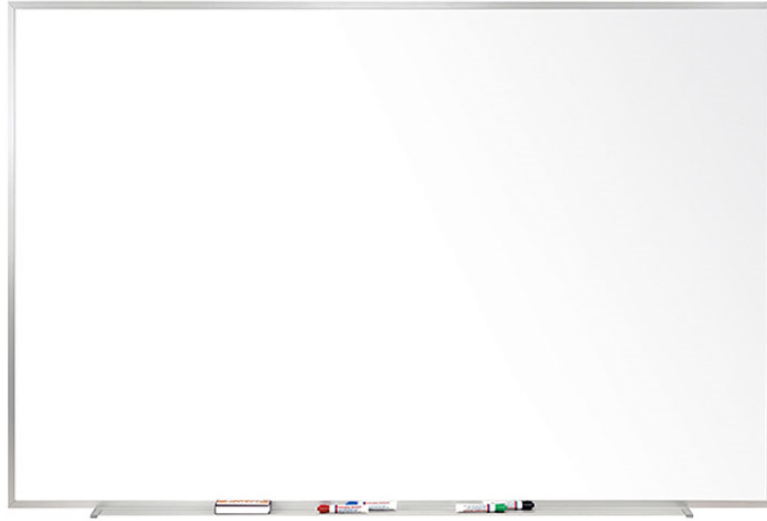
Dimension: 18"L x 18"D x 72"H

Color: White



Basis of Design: Onkron, #TS2811-BLK

Mobile TV Stand for 60 to 100-Inch Screens, up to 300 lbs, Black

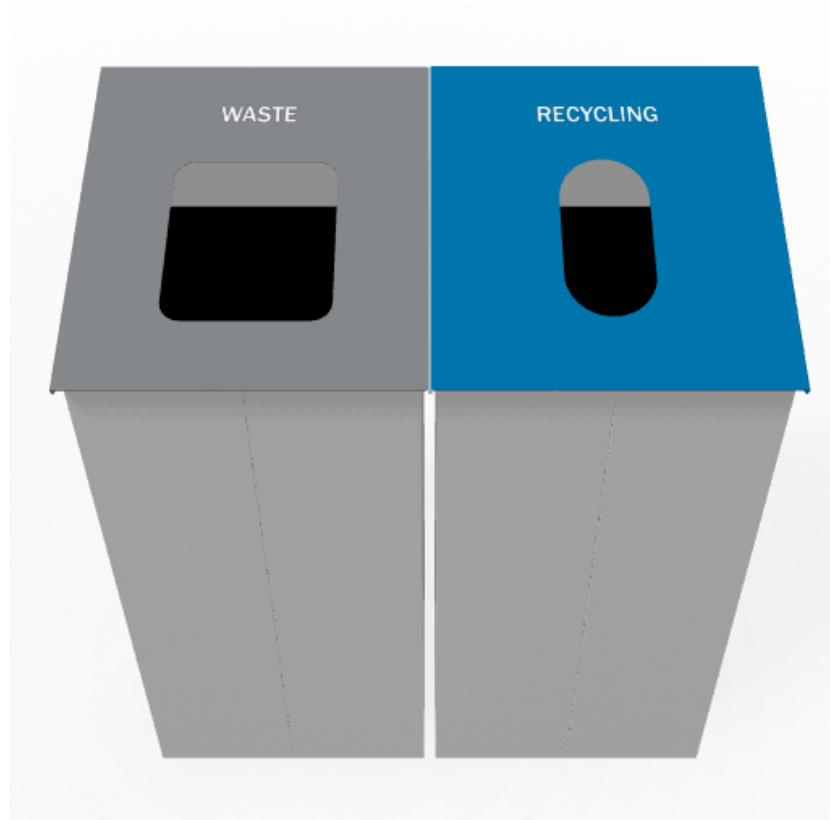


Basis of Design: Chent, #M1-46-4

Dimension: 4'H x 6'W

Frame: Aluminum

Tray Option: Blade Tray



Basis of Design:	Magnuson Group, Slope
Unit 1	#SLP-01L
Body:	Standard Height – Anodized Silver
Opening:	Waste – Dark Anthracite
Standard Label:	Waste – White Vinyl
Unit 2	#SLP-01L
Body:	Standard Height – Anodized Silver
Opening:	Recycling – Capri Blue
Standard Label:	Recycling – White Vinyl



Basis of Design: Rubbermaid, Deskside Recycling Wastebasket, 7 Gallon

Dimension: 10-1/4" D x 14 3/8" W x 15" H

Color: Blue

**Not indicated on plan – provide quantity of 35.*



Basis of Design: Global Industrial™ 28-1/8 Qt. Plastic Wastebasket

Dimension: 10 1/2"D x 14 1/2"W x 15"H

Color: Black

**Not indicated on plan – provide quantity of 35.*



Basis of Design: Forms+Surfaces, Boardwalk Bench

Dimension: 72"W x 16"D x 18.35"H

Powdercoat Color: Standard - TBD

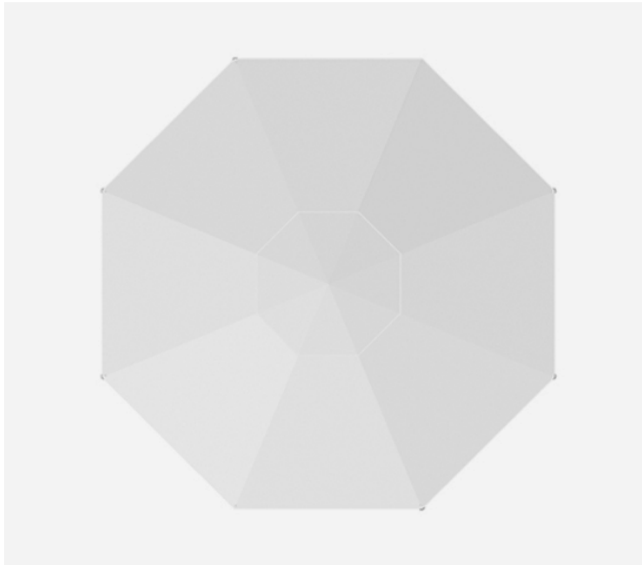


Basis of Design: Polywood, Park 53" Octagon Table with 1.625" center hole for standard umbrella

Dimension: 89"W x 89"D x 28.75"H

Item Weight: 335 lbs

Color: Slate Gray

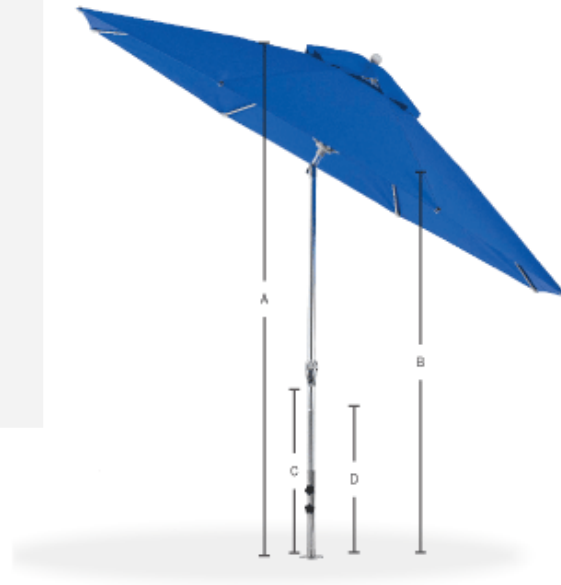


ALUMINUM SHELL

00090 - 50 lbs

H: 6" W: 18" D: 18"

Must fill with sand.



A - Overall Height

B - Clearance

C - Closed Clearance

D - Crank Clearance

Basis of Design: Homecrest Outdoor Living, Market Umbrellas

Model: 7.5' Crank Lift/Auto Tilt Umbrella

Dimensions: A: 97", B: 75", C: 49", D: 36"

Pole Color: TBD

Base: Aluminum Shell, 6"H x 18"W x 18"D *

Base Color: TBD

* Installation must include sand in base.



Basis of Design: Magnuson Group, Mecora-90

Dimension: 33 7/16" x 21 1/2" Round

Color: Textured Bronze

** Provide quantity of 6. Not all trash cans are indicated on furniture plan..*

PRIVATE OFFICE CASEGOODS - TYPICAL NOTES

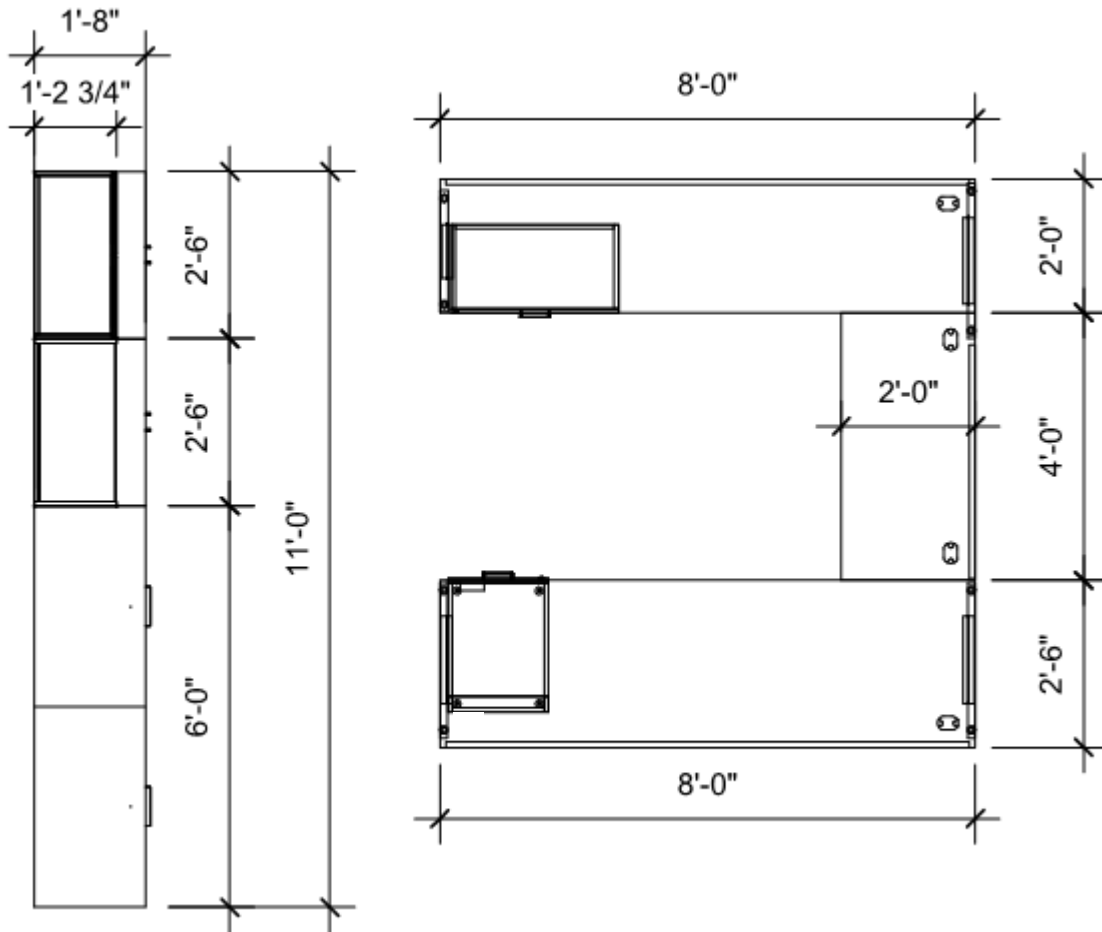
- Refer to specification sheets for performance and component requirements to meet basis of design. Furniture Vendor to submit casegoods line to best suit the finish and overall design intent.
- All locks are to be keyed alike.
- All private office desks are to have the following:
 - (2) Grommets at return-surface, (1) grommet at main worksurface, (1) grommet at credenza – exact grommet locations are to be determined in field. Grommet covers/liners are to be provided, color TBD.
 - (1) Dual Arm Monitor, Basis of Design: Ergotron, LX Desk Dual Direct Arm, Silver
 - (1) Post/Square Leg, Metal
- It is the responsibility of the furniture vendor to include all required brackets and supports for complete system installation.

BASIS OF DESIGN PRIVATE OFFICE DESK & STORAGE FINISHES

Worksurface:	High Pressure Laminate, Woodgrain
Support Panels:	Laminate, Woodgrain
Half Modesty Panel:	Laminate, Woodgrain
Low Storage:	Metal, White
Tall Storage:	Laminate, Woodgrain

Basis of Design Woodgrain Laminate is AIS, Landmark – *Furniture Vendor to provide physical finish samples to match basis of design woodgrain laminate as close as possible, with their proposed casegoods line.*

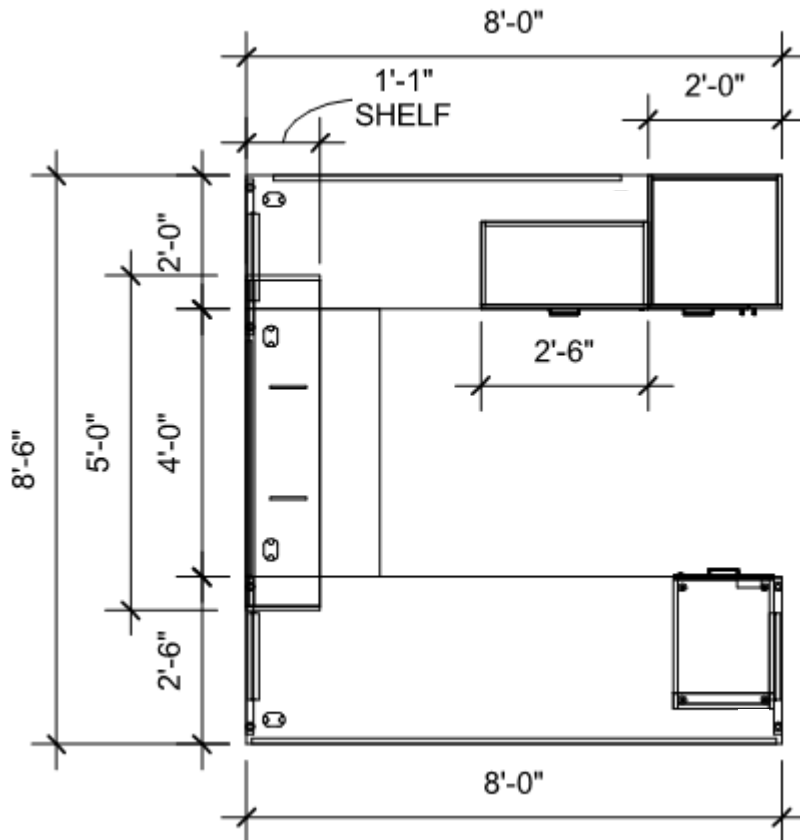
Refer to renderings and furniture plan for design and finish intent, as well as storage components for each desk typical.



- All D-1 offices are to have the following storage components at the desk:
 - (1) Box/Box/File, Metal, Bar Pull
 - (1) 30"W File/File, Metal, Bar Pulls
- All D-1 offices are to have the following components at wall storage:
 - (1) 30"W x +/-15"D x X"H Upper Wardrobe Tower with (1) shelf and interior coat hooks, Laminate
 - (1) 30"W x +/-15"D x X"H Upper Bookcase with 3 adjustable shelves and finished back panel, Laminate
 - (2) 36"W x 20"D x X"H Low File Cabinets, Laminate
 - (2) 2-Door Low Storage Cabinets, Laminate

Refer to rendering for design intent.

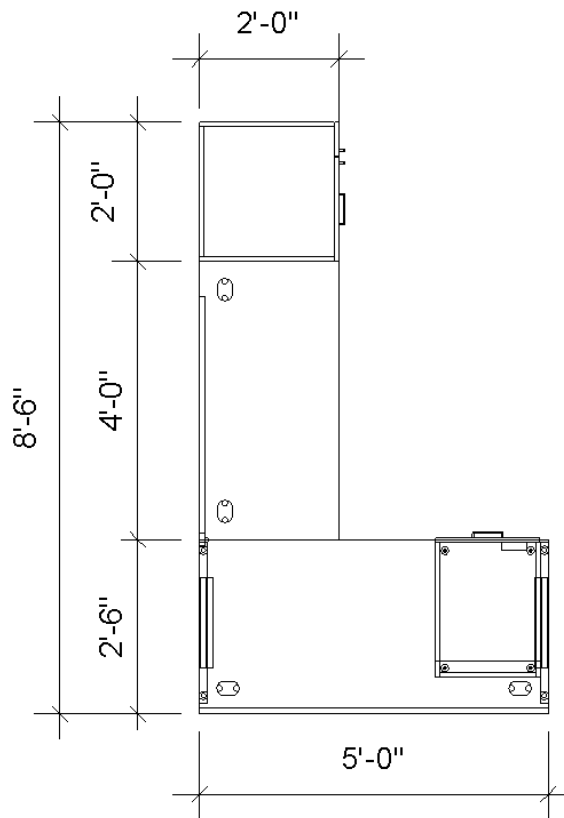




- All D-2 offices are to have the following storage components at the desk:
 - (1) Box/Box/File, Metal, Bar Pull
 - (1) 30"W File/File, Metal, Bar Pulls
 - (1) 60"W x 12"H x +/- 13"D Wall Mounted Shelf, Laminate
 - (1) +/- 57"H Wardrobe/Combo Tower, Laminate, Bar Pulls

Refer to rendering for design intent.

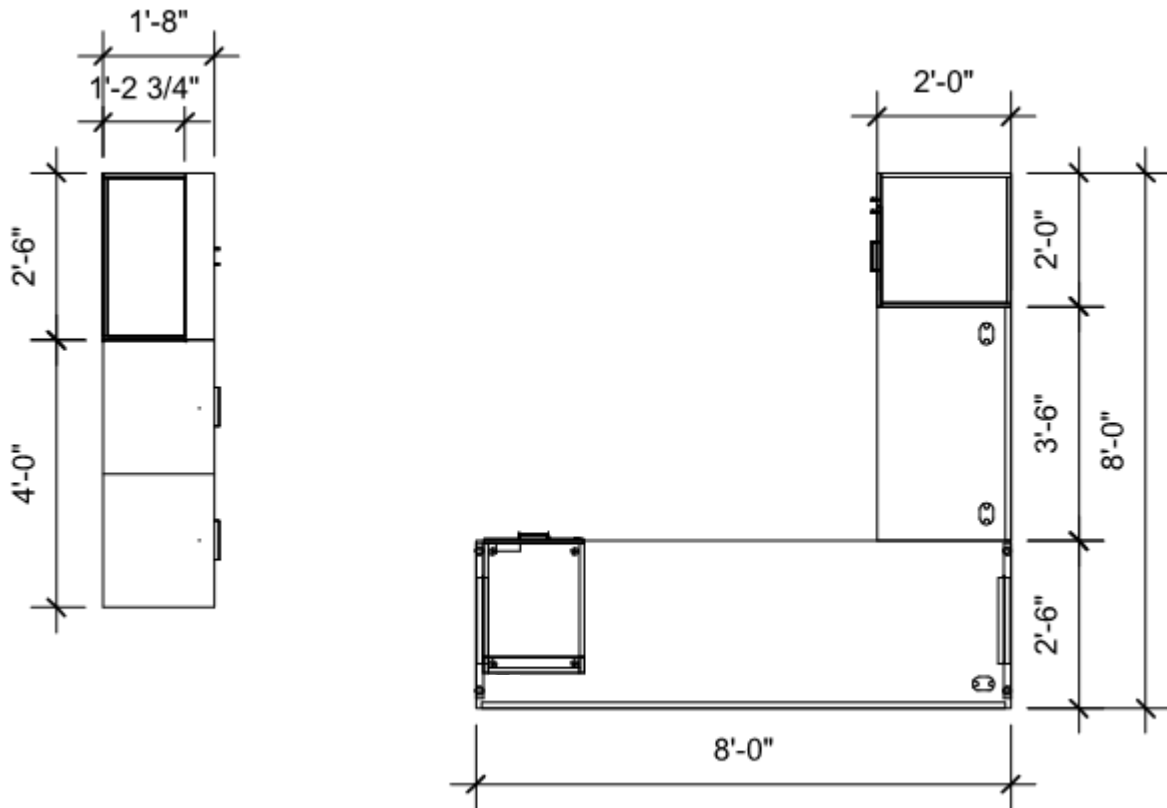




- All D-3 offices are to have the following storage components at the desk:
 - (1) Box/Box/File, Metal, Bar Pull
 - (1) +/- 57"H Wardrobe/Combo Tower, Laminate, Bar Pulls

Refer to rendering for design intent.

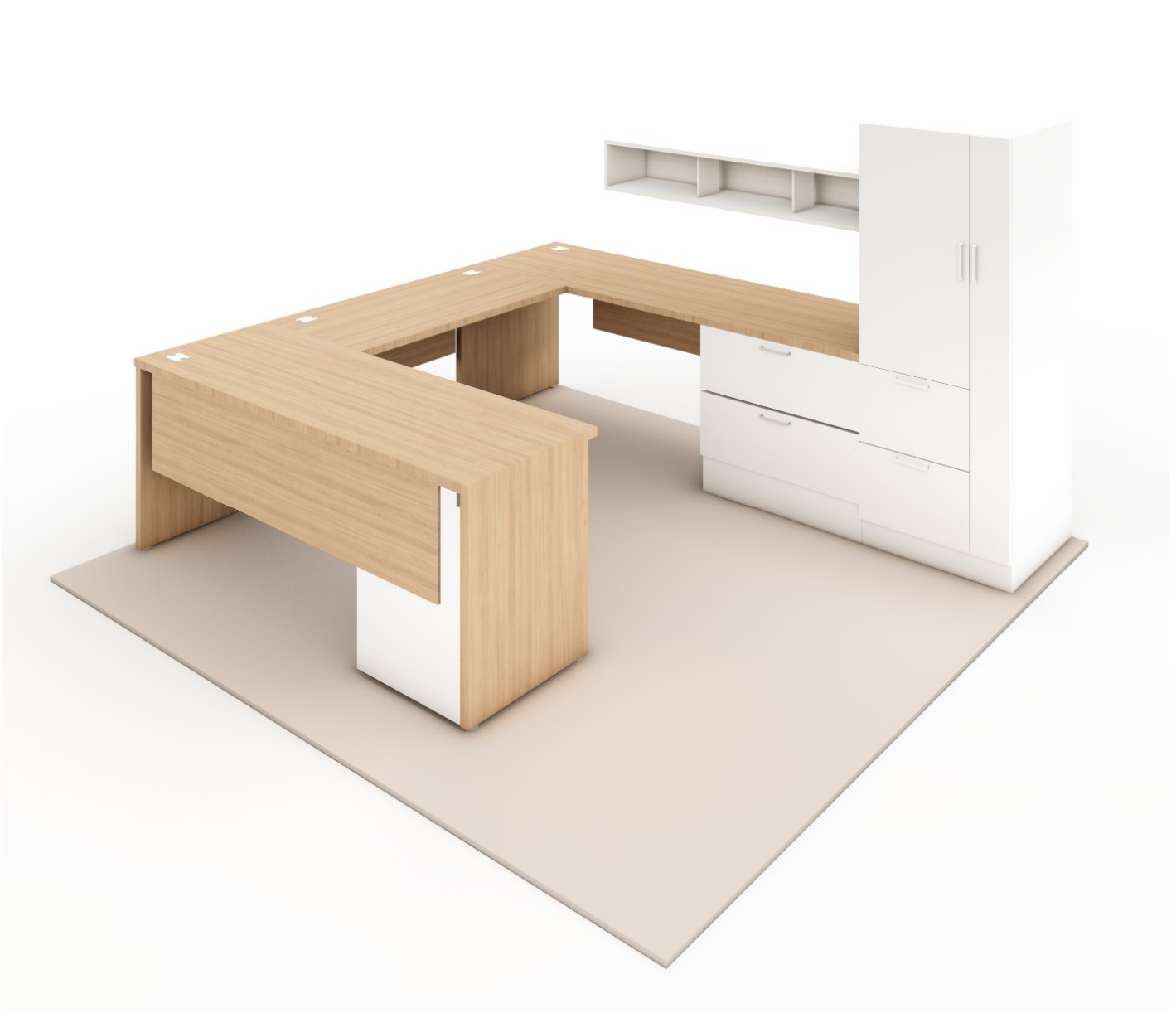




- All D-4 offices are to have the following storage components at the desk:
 - (1) Box/Box/File, Metal, Bar Pull
 - (1) +/- 57"H Wardrobe/Combo Tower, Laminate, Bar Pulls
- All D-4 offices are to have the following components at wall storage:
 - (1) 30"W x +/-15"D x X"H Upper Bookcase with 3 adjustable shelves and finished back panel, Laminate
 - (1) 30"W 2-Door Low Storage Cabinets, Laminate
 - (2) 24"W x 20"D x X"H Low File Cabinets, Laminate

Refer to rendering for design intent.





WORKSTATION - TYPICAL NOTES

- Refer to specification sheets for performance and component requirements to meet basis of design. Furniture Vendor to submit workstation line to best suit the finish and overall design intent.
- Provide monolithic panel with unique, non-segmented finish on exterior side of workstations. Exterior side of panel to feature woodgrain laminate finish. Interior of workstations to have segmented panels and feature fabric finish, Fabric #1.
- All workstation components are listed with each workstation type.
- It is the responsibility of the furniture vendor to include all required brackets and supports for complete system installation.

BASIS OF DESIGN WORKSTATION FINISHES

Worksurface:	High Pressure Laminate, Color: TBD
Frame:	Metal, Color TBD
Low Storage:	Metal, Color TBD
Tall Storage:	Laminate, Woodgrain, Vertical Grain Direction
Panel Outside Face:	Laminate, Woodgrain, Vertical Grain Direction
Panel, Inside Face:	Fabric #1; Basis of Design: Designtex, Gamut, Ash #3468-805

Basis of Design Woodgrain Laminate is Wilsonart, Landmark – Furniture Vendor to provide physical finish samples to match basis of design finishes as close as possible, with their proposed workstation line

WORKSTATION – POWER/DATA NOTES

- Include (1) Clamp on Power/USB : Byrne, Axil M #BE02520-2E-1-XT-Z279-U1-120 at each individual workstation
- Refer to workstation typicals for duplex locations and data module locations. Each workstation will have a total of (3) 2-Outlet Duplex Receptacles and (2) 2-Data Port Receptacles located at base raceway.

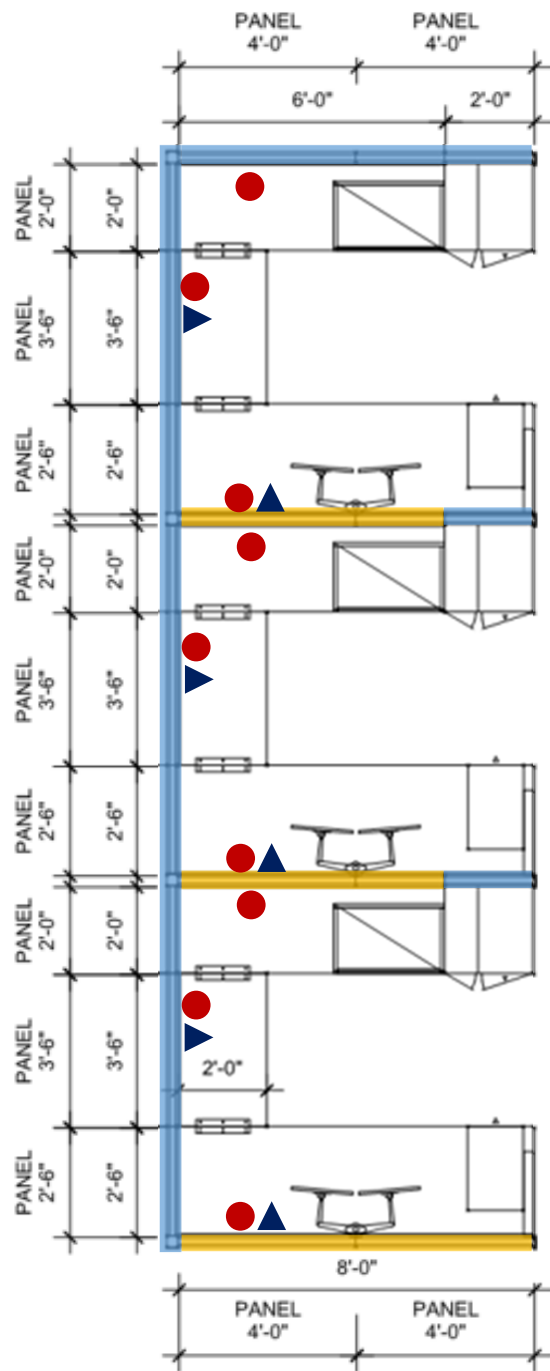
WORKSTATION PANEL HEIGHT LEGEND



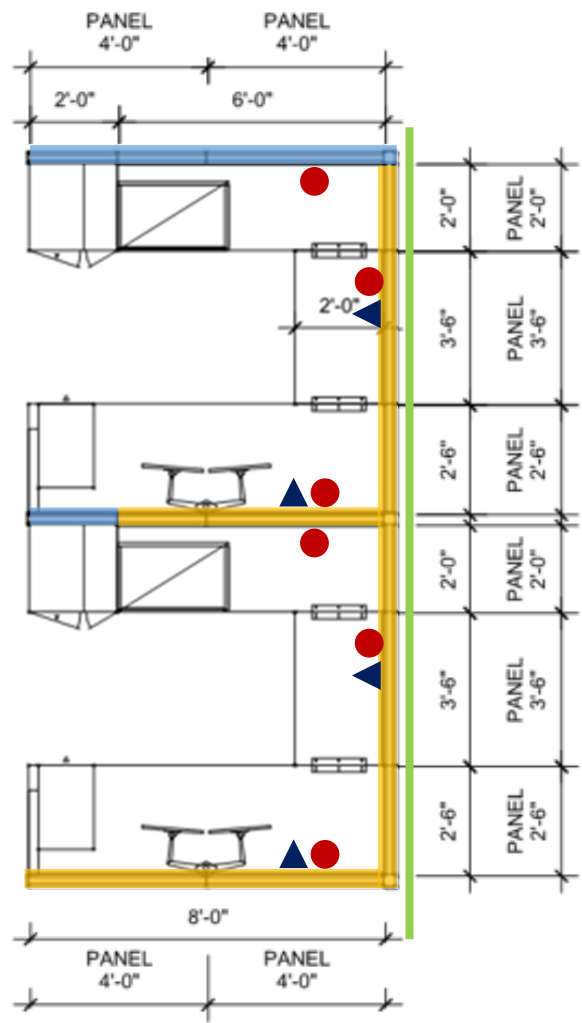
WORKSTATION POWER/DATA LEGEND







CUSTOMER
SERVICE
105



- All WS-1 workstations are to have the following:
 - (1) Grommet per surface – exact location to be determined
 - (1) Post/Square Leg, Metal
 - (1) Dual Arm Monitor, Basis of Design: Ergotron, LX Desk Dual Direct Arm, White
 - (1) Box/Box/File, Metal, Integrated Pull
 - (1) 30"W File/File, Metal, Integrated Pull
 - (1) +/- 57"H Wardrobe/Combo Tower, Laminate, Bar Pulls

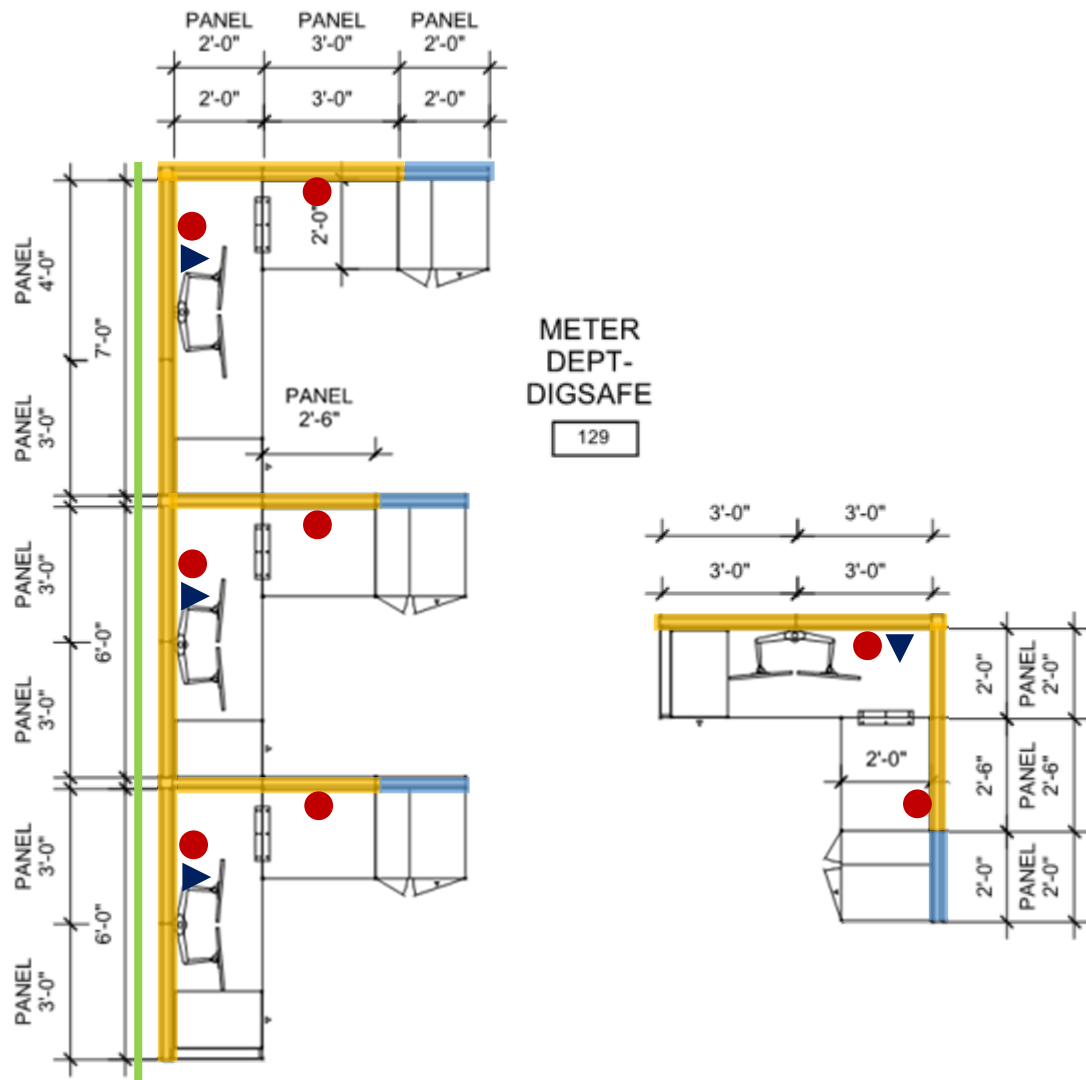
 Indicates wall mounted radiator cover

WS-1

TYPICAL WORKSTATIONS - POD 1
PANEL & SURFACE LAYOUT

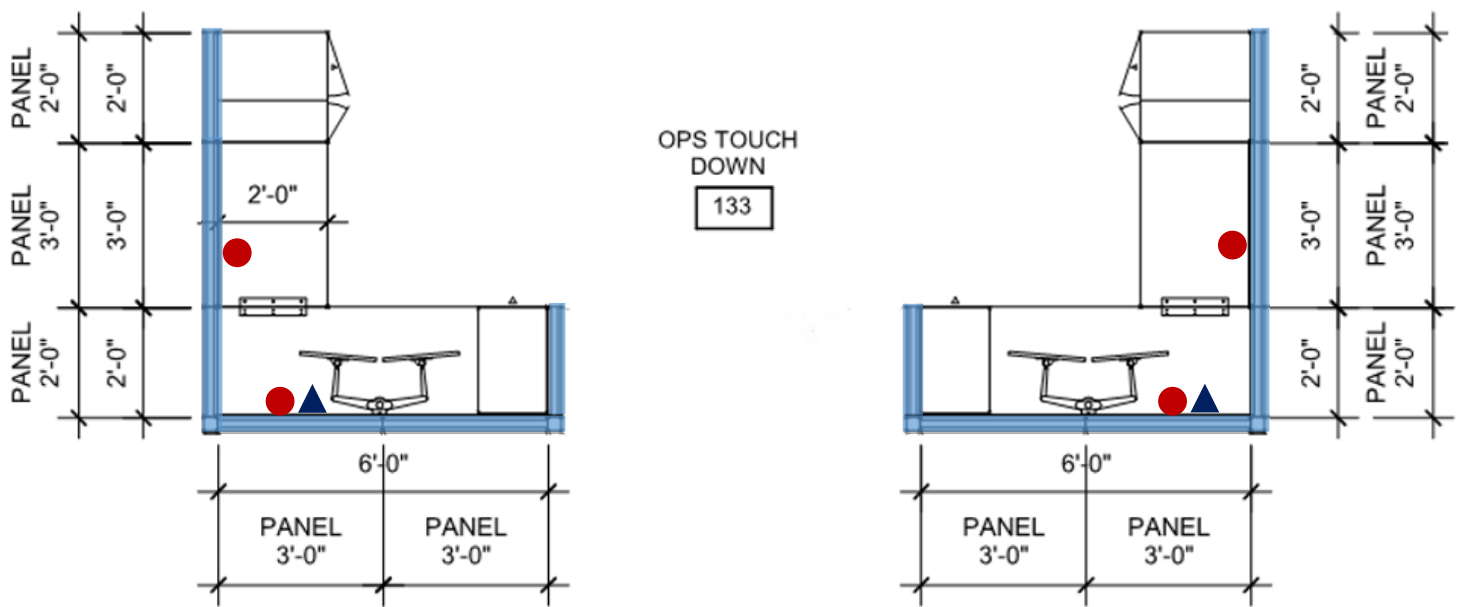
FURNITURE RFP
Project # 22007a
Date: 2023-0601

VISION ARCHITECTS



- All WS-2 workstations are to have the following:
 - (1) Grommet per surface – exact location to be determined
 - (1) Post/Square Leg, Metal
 - (1) Dual Arm Monitor, Basis of Design: Ergotron, LX Desk Dual Direct Arm, White
 - (1) Box/Box/File, Metal, Integrated Pull
 - (1) +/- 57"H Wardrobe/Combo Tower, Laminate, Bar Pulls

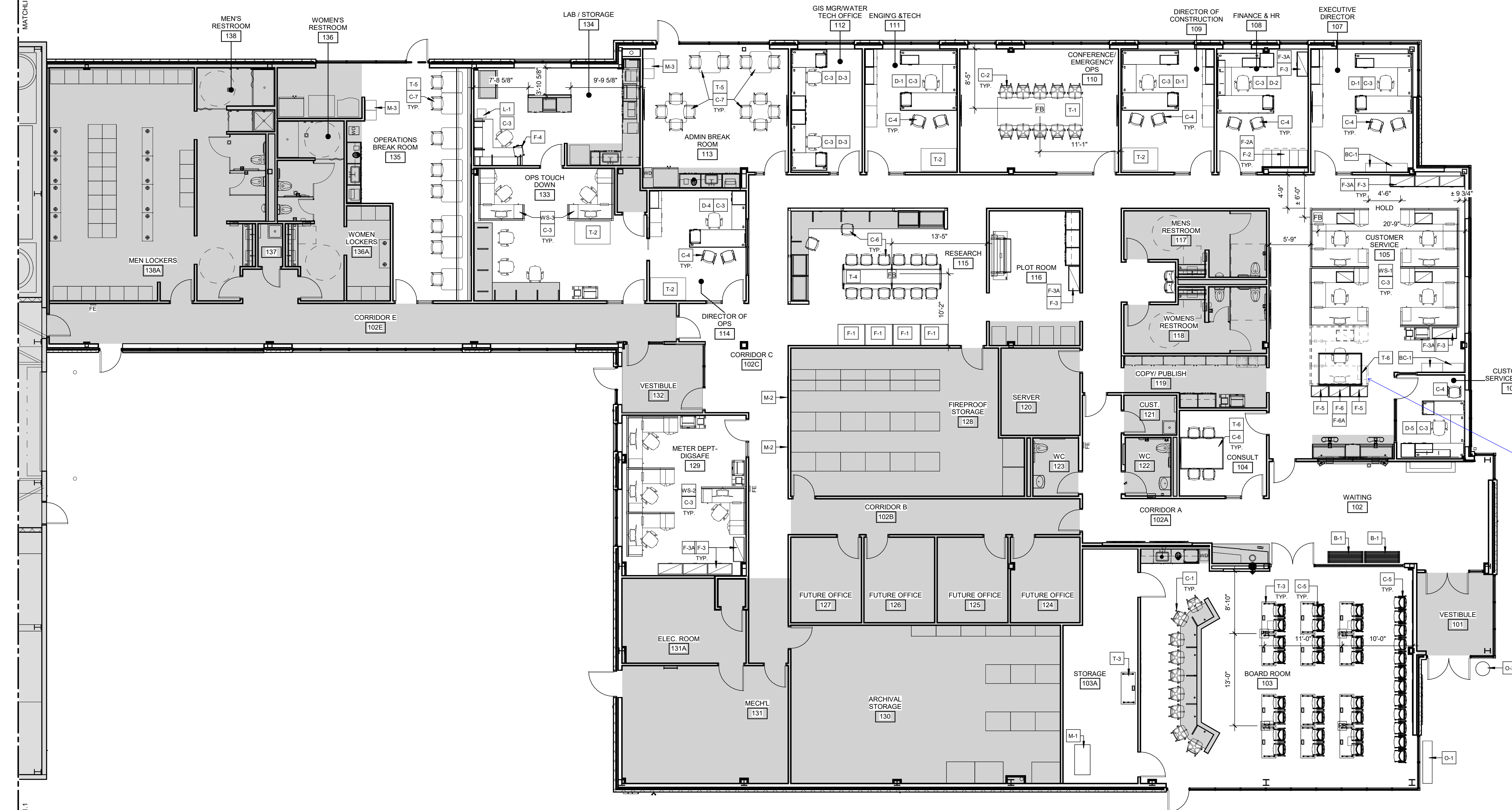
 Indicates wall mounted radiator cover



- All WS-3 workstations are to have the following:
 - (1) Grommet per surface – exact location to be determined
 - (1) Post/Square Leg, Metal
 - (1) Dual Arm Monitor, Basis of Design: Ergotron, LX Desk Dual Direct Arm, White
 - (1) Box/Box/File, Metal, Integrated Pull
 - (1) +/- 57"H Wardrobe/Combo Tower, Laminate, Bar Pulls

Attachment C
Furniture Plan

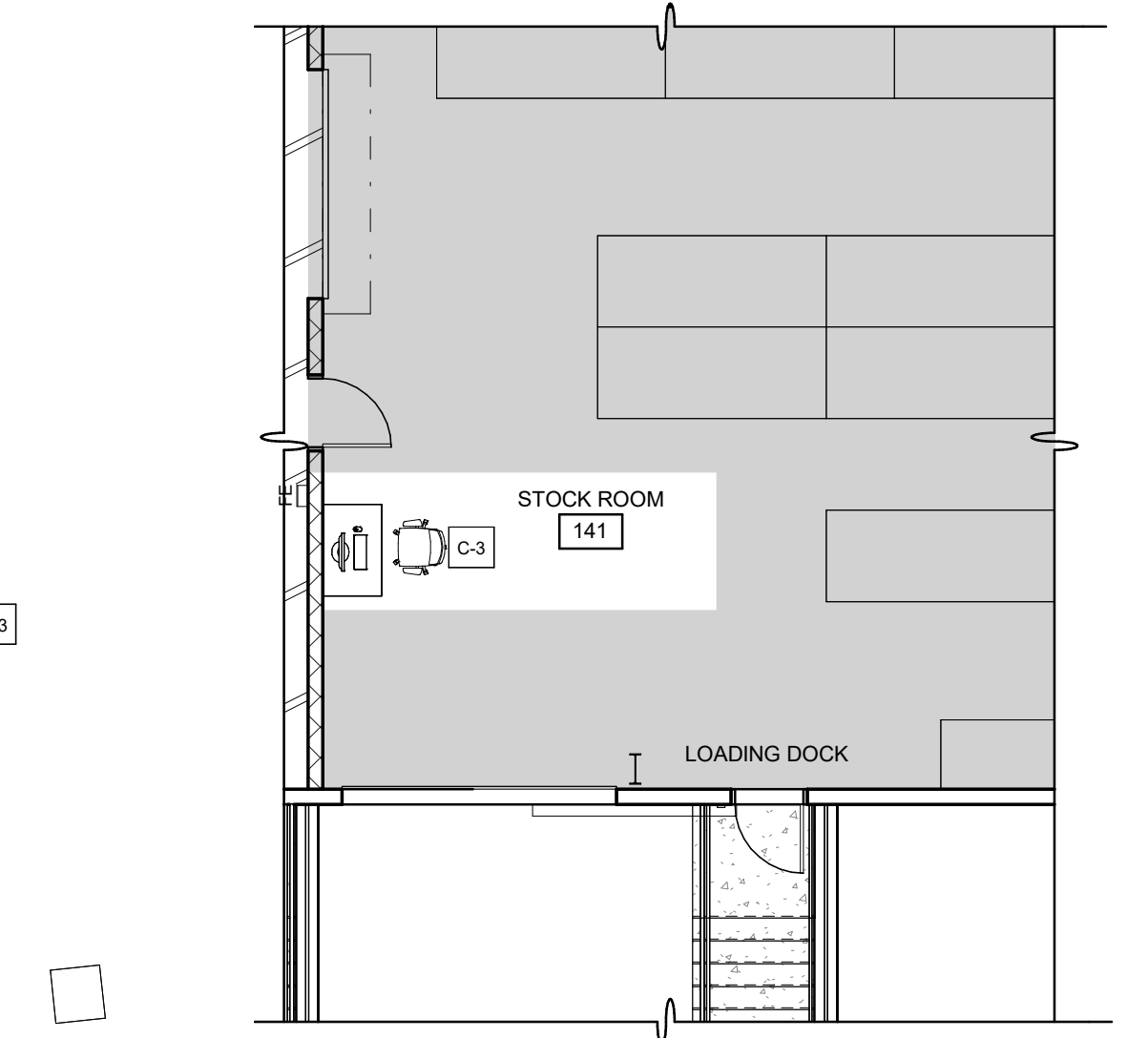
(Attached)



PARTIAL FURNITURE PLAN - OUTDOOR PATIO

1" = 10'-0"

DASHED WORKSTATION INDICATES FUTURE INSTALLATION OF THIS SINGLE WORKSTATION. ALL FURNITURE COMPONENTS ARE TO BE STORED ON SITE IN ROOM: ARCHIVAL STORAGE 130.



FURNITURE PLAN LEGEND	
	NO FURNITURE SCOPE IN THIS AREA

Attachment D
Indemnification form

(Attached)

Date: Click to enter a date.
Client: KENT COUNTY WATER AUTHORITY
Project: KCWA – OFFICE & MAINTENANCE BUILDING
Project No.: 22007a
Drawings: Furniture Plans - CAD

INDEMNIFICATION AND AUTHORIZATION FOR DELIVERY OF ELECTRONIC MEDIA FILES VIA EMAIL

We are making electronic media files available to you for the above-referenced project. In accepting our Instruments of Service on electronic media you covenant and agree that all such documents and data are Instruments of Service of the Architect, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights. Electronic media files of the latest drawings generated by the Architect and accepted by you are compatible with AutoCAD Release 2013.

By your signature, you certify your authorization, as an officer of the Company, to execute this indemnification on behalf of your Company, and agree to waive all claims against the Architect resulting in any way from any changes, use or reuse of the Architect's Instruments of Service by you or any person or entity who directly or indirectly receives the Architect's Instruments of Service from you.

Additionally, you agree, to the fullest extent permitted by law, to indemnify and hold the Architect harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from any changes, use or reuse of the Architect's Instruments of Service by you or any person or entity who directly or indirectly receives the Architect's Instruments of Service from you.

Under no circumstances shall transfer of the Architect's Instruments of Service on electronic media be deemed a sale by the Architect. The Architect makes no warranties, either express or implied, of merchantability and fitness for any particular purpose of the Instruments of Service being delivered.

Architect: Vision 3 Architects

Recipient: Click or tap here to enter text.

Signature: _____

Signature: _____

Company Officer: Paul M. Hauser, AIA

Company Officer: _____

Title: Principal

Title: _____

Date: _____ Click or tap to enter a date. _____

Date: _____