

## 1. GENERAL INFORMATION

### 1.1. Scope

- A. Seguin ISD is seeking qualifications from furniture Vendors to provide and install the extent of furniture as described in this Document, including (but not limited to) classroom furniture, office furniture, and library furniture. Furniture will be installed at six (6) existing elementary schools: Jefferson ES, Koennecke ES, Patlan ES, Rodriguez ES, Vogel ES, and Weinert ES. The approximate quantities are as follows (actual counts will be verified with the Awarded Vendor):
- 1) Jefferson Elementary: Classrooms = 37; Offices = 6; Library = 1
  - 2) Koennecke Elementary: Classrooms = 43; Offices = 6; Library = 1
  - 3) Patlan Elementary: Classrooms = 41; Offices = 6; Library = 1
  - 4) Rodriguez Elementary: Classrooms = 35; Offices = 6; Library = 1
  - 5) Vogel Elementary: Classrooms = 37; Offices = 6; Library = 1
  - 6) Weinert Elementary: Classrooms = 42; Offices = 6; Library = 1
  - 7) The overall budget for this effort is \$5,270,000 – inclusive of all furnishings, installation costs, and management/design services by the Vendor.
  - 8) Note that the selected Vendor will also be asked to provide the complete furniture package for the New/Replacement McQueeney Elementary School – this campus' furniture effort will be a separate quote (as it will be funded from a separate source) and separate installation timeframe, as the project is currently under construction (with an anticipated completion date of Summer 2026).
- B. The District intends to contract with a Vendor that is registered with one of their purchasing cooperatives. Vendors that are not on a common purchasing cooperative with Seguin ISD need not submit a response.
- C. Note that this specification is **performance-based** and will set the minimum requirements for furniture Vendors (and their manufacturers and installers).
- D. Any member of the Vendor, manufacturer, or installer that visits the site shall adhere to Seguin ISD badging requirements.
- E. Interested Vendors shall note that entire installation will occur during the 2025 Summer Break. Proposers shall account for this installation timeframe in their submittal. The Owner will not provide accommodations for off-site storage of items prior to installation. Should a Vendor deem that off-site storage is required (through no fault/delay of the Owner or construction project), it is the Vendor's responsibility to secure said storage.
- F. The Owner has conducted a thorough revisioning process related to what features and functions the new furniture should provide for the educational environment and has established Guiding Principles to help guide the product selection process. Aligning with the Guiding Principles is a requirement and is non-negotiable. The Guiding Principles for this effort are:
- 1) Comfortable and Inviting: Furniture will create an environment that is inviting, comfortable, safe, and familiar for all users.
  - 2) Flexible in Use and Features: Furniture will support a flexible environment for all users and will respond to their different needs and roles.
  - 3) Easily Reconfigurable: Furniture will be easily reconfigured by students and teachers to support future-ready flexible learning and teaching.
  - 4) Encourages Collaboration: Furniture will support a variety of collaborative activities across all grade levels and all subjects.

- 5) Smart Use of Space: Furniture will be scaled correctly with appropriate circulation for both static and mobile activities.
- 6) Non-Negotiable Aspects of the Furniture:
  - a) Integrated Storage: Maximize storage in and of the item
  - b) Age-Appropriate: Sized for the intended user and is inclusive
  - c) Safe/Secure: Intuitive to Use and poses no harm to the user
  - d) Durable: Long-term durability and day-to-day cleanability

## 1.2. References

A. When used in these documents, the following definitions apply:

- 1) Vendor – the entity/business who will order and procure the approved furniture; the Vendor will be the entity that holds the contract/purchase order with the Owner.
- 2) Manufacturer – the entity/business who will manufacture the approved furniture; the manufacturer may also be the Vendor and/or Installer, but it is not required.
- 3) Installer – the entity/business who will deliver and install the approved furniture; the Installer may also be the Vendor. If the Vendor is not also the Installer, the Vendor shall be responsible for contracting with and overseeing the activities of the installation company.
- 4) Architect or Design Team – the Furniture Design Team (Pfluger Architects)
- 5) Owner, Client, or District – Seguin ISD

## 1.3. Qualifications Submittals & Vendor Selection Process

A. **Qualifications**: Each Vendor shall provide the following in order to be considered:

- 1) **Required Documents**: Refer to Section 2 of this document for all required documents, information, and sequence/order of submission.
- 2) Provide the requested information in electronic format (PDF) via email.
  - a) Provide requested information in the order/sequence as outlined in Section 2.
  - b) A single, combined PDF is required – utilize electronic tabs or bookmarks to separate sections per the order/grouping listed in Section 2. Do not submit multiple PDFs.
  - c) If file size exceeds 25MB, submit response via downloadable link (i.e. Dropbox or other file sharing platform).
- 3) Responses shall be collected by Pfluger Architects. Submit responses to [Robyn.Popa@pflugerarchitects.com](mailto:Robyn.Popa@pflugerarchitects.com) and [Wendy.Rosamond@pflugerarchitects.com](mailto:Wendy.Rosamond@pflugerarchitects.com).
- 4) Responses shall be submitted no later than Thursday, Dec. 5, 2024 at 10am CST.
  - a) Time stamp of the recipient's email account shall be the governing clock.
- 5) Questions regarding this qualification submittal may be submitted to [Robyn.Popa@pflugerarchitects.com](mailto:Robyn.Popa@pflugerarchitects.com) by Tuesday, Nov. 26, 2024 no later than 5pm CST. Responses to questions will be provided in a formal document issued by Pfluger Architects.

B. **Short List**: From the group of submitted Vendors, the Owner & Architect will select a maximum of three (3) respondents who will be considered the **Short List**. Each Short List respondent will be asked to attend an interview:

- 1) Respondents will be notified by Friday, Dec. 6, 2024 if they are on the Short List.
- 2) Interviews will be held on Monday, December 9, 2024 at the Seguin ISD Central Office. Time slots are to-be-determined.
- 3) **The proposed key team members (per Section 2.2.B) must be present.**
- 4) Interview format will be the following:
  - a) 10-minute overview of the Vendor's company

- b) 10-minute discussion of the Vendor's proposed approach to the Project – including product selection & procurement process, installation approach, etc. This will include a discussion of the proposed schedule submitted per Section 2.5
  - c) 10-minute Q&A
  - d) Do not bring samples to the interview.
- C. **Top-Ranked Vendor:** After the interview, a ranking will be established, and a **Top-Ranked Vendor** will be established. The top-ranked Vendor will be recommended to the Board of Trustees. It is the intention to make this recommendation at the December 2024 board meeting.
- D. **Awarded Vendor:** After concurrence from Board of Trustees that the Top-Ranked Vendor has qualifications of sufficient project experience, the Top-Ranked Vendor will become the **Awarded Vendor**. Awarded Vendor responsibilities are listed in Section 3.

## 2. VENDOR QUALIFICATIONS

### 2.1. TAB 1: Relevant Experience & Past Performance

- A. Submit project information on five (5) separate projects that have been **completed** in the past five (5) years that are of similar size, scope, or complexity. Do not include past projects with Seguin ISD. Include the following:
- 1) Name of the project
  - 2) District or Owner information
  - 3) Description of the Scope of Work
  - 4) Original Project Budget
  - 5) Final Project Cost
  - 6) Duration of Installation
  - 7) Date of completion
  - 8) Key Vendor Personnel (including Sales, Designer, and Installation Leads)
- B. Submit project information on past projects completed with/for Seguin ISD in the past 10 years. Include the following:
- 1) Name of the project
  - 2) Description of the Scope of Work
  - 3) Original Project Budget
  - 4) Final Project Cost
  - 5) Duration of Installation
  - 6) Date of completion
  - 7) Key Vendor Personnel (including Sales, Designer, and Installation Leads)
- C. Submit a list of all known projects that the Vendor has been awarded that are slated for installation in June-August 2025. Include the following:
- 1) Name of the project
  - 2) Description of the Scope of Work
  - 3) Location of the project
  - 4) Expected start of installation
  - 5) Anticipated duration of installation timeframe
  - 6) List key Vendor personnel assigned to this project (including Installation Leads)
- D. **References:** Submit contact information for three (3) references who can attest to the Vendor's performance on projects. Include the Owner/Client's primary point-of-contact's name, title, phone

number, and email address. Include general project information (name of Project, description of scope, and date of completion).

- 1) Vendor shall notify all references that they will be contacted within two (2) days of the response submittal. If a reference will be unreachable during that timeframe, Vendor shall provide an alternative point-of-contact for that project or shall submit a different reference altogether.

## **2.2. TAB 2: Proposed Team**

- A. Provide an Organizational Chart that includes all key team members.
- B. Provide a resume for each key member of the Vendor's team that will be involved in the project, including specifically – but not limited to – Sales Lead, Design Lead, and Installation Lead. Indicate clearly the primary point-of-contact for the duration of the project. Include information on team members' registrations/licenses, as applicable.
- C. Provide a Company Biography. Include office location information (if Vendor has multiple offices, indicate which office will service the project), years in business, size of office/number of employees, annual sales volume, and any other information that speaks to the health/viability of the Vendor's company.
- D. Provide a summary of the proposed Project Team's experience working together. Describe each key member's intended role in the project, their past experience in that position, and their responsibilities on the Project.

## **2.3. TAB 3: Design & Procurement Services**

- A. Describe the design services that the Vendor will provide. Provide examples of visuals, renderings, or other work products that the Owner can expect. Limit examples to no more than three (3) pages.
- B. Provide a list of all purchasing cooperatives within the State of Texas that the Vendor is registered with. Provide documentation attesting to the Vendor's current/valid registration in each listed purchasing cooperative.
- C. Provide a list of all comprehensive furniture lines that the Vendor represents that are applicable to the scope of this Project (classroom furniture, office furniture, and library furniture) -- do not submit brochures, statement of product lines, or other manufacturer documentation. Submit documentation that the Vendor is an authorized representative of each listed furniture manufacturer.
- D. Describe how you manage the budget. Give examples of tools or programs you use to track budget impacts quickly and effectively.
- E. Submit an example of a Typical Quote from your Company (examples shall be from real projects, in order to properly evaluate/assess the ease of reviewing the template – as such, client information can be redacted if necessary).

## **2.4. TAB 4: Installation & Warranty Services**

- A. Describe the installation services of the Vendor and provide detailed description on the QA/QC process of the Vendor during installation. Provide information on the process of completion of

- punchlist items, and the average time for punchlist completion from your Company. Include a description of how you approach warranty issues, and the process you use to resolve them.
- B. Are installation services in-house or contracted service? If they are a contracted service (not in-house), provide information of the length of time the Vendor has been contracting with this installation provider (in terms of # of years).
  - C. Does the Vendor own a storage facility? Provide a description of how storage space is reserved, and location of the storage facility.
  - D. Does the Vendor have the resources to remove the Client's existing furniture? Describe if this is an in-house service or would be a contracted service. If the Owner were to authorize the Vendor to perform this service, describe the overall process.
  - E. Submit an example of a Room-by-Room Bill of Materials from your Company, to illustrate installation instructions for on-site installation crews (examples shall be from real projects, in order to properly evaluate/assess the ease of reviewing the template – as such, client information can be redacted if necessary).
  - F. Submit an example of a Defects List/Vendor-generated punchlist from your Company (examples shall be from real projects, in order to properly evaluate/assess the ease of reviewing the template – as such, client information can be redacted if necessary).
  - G. Submit an example of how you conduct post-installation on-site training for the Users (examples shall be from real projects, in order to properly evaluate/assess the ease of reviewing the template – as such, client information can be redacted if necessary).
  - H. Submit an example of Warranty Form from your Company (examples shall be from real projects, in order to properly evaluate/assess the ease of reviewing the template – as such, client information can be redacted if necessary).

## **2.5. TAB 5: Proposed Schedule**

- A. Provide a Proposed Project Schedule that outlines your understanding of the project intent and proposed durations of time for the various tasks required to complete the Project. Tasks and milestones shall include, but not be limited to, the following efforts (the following are not necessarily listed in sequential order):
  - 1) Product Selection Period
  - 2) Sample Test Period
  - 3) Finish Selection
  - 4) Quote Generation (by Vendor)
  - 5) Quote Review (by Design Team)
  - 6) Purchase Order Processing (by District)
  - 7) Fabrication Period
  - 8) Existing Furniture Removal
  - 9) Shipping
  - 10) Installation
    - a. Be as specific as possible as to your intended installation effort (will you install at multiple campuses simultaneously, or will you install on a campus-by-campus basis?)
    - b. Include campus-specific installation timeframes/targets
  - 11) Vendor QA/QC Walk (to generate Vendor Defects List)
  - 12) Punchlist Walk with Design Team & Owner

- 13) Final Correction Period
- 14) First Day of School / Teacher Move-In

**2.6. TAB 6: Statements of Concurrence**

- A. Provide a written statement that you, the Vendor, concur that the overall scope of the project is able to be defined, selected, and purchased within the timeframe indicated in your submitted Proposed Schedule (per Tab 5).
- B. Provide a written statement that you, the Vendor, concur that the overall installation of the project can be completed within the timeframe indicated in this document (Summer 2025) and per your submitted Proposed Schedule (Tab 5).
- C. Provide a written statement that you, the Vendor, recognize and accept the Project Conditions, Requirements, and Vendor Responsibilities listed in Section 3.

**3. PROJECT CONDITIONS, REQUIREMENTS & VENDOR RESPONSIBILITIES:****3.1. General Quality Assurance:**

- A. It is the intent of these specifications to establish a minimum standard of quality acceptable to the Owner for materials, hardware, finish, design, and function as well as craftsmanship and installation.
- B. All work, material, and equipment must be of the highest quality.
- C. All components within this furniture package must be provided by one (1) Vendor. The Vendor shall be the point-of-contact and responsible for the coordination and performance of any and all services under their umbrella, including (but not limited to) the Manufacturer and Installer. Vendors may procure items from multiple manufacturers. A Vendor may elect to utilize multiple installation teams and/or companies – coordination of all installation efforts is the sole responsibility of the Vendor.
- D. All products supplied shall be available for a minimum period of five (5) years after completion of the project. A six (6) month advance notice to the Owner is required in the event that any product is slated to be discontinued within the five (5) year period.
- E. Vendor shall review all furniture components to ensure components are compatible with and compliment each other, especially in matters of ergonomics, size/height, etc. Any recommended adjustments shall be brought to the Architect's attention during review of product information.

**3.2. Environmental Requirements:**

- A. Furniture shall demonstrate a level of eco-consciousness by using materials that are safe for humans and the environment, minimize impact on the environment and atmosphere, have a high level of social responsibility, and can be easily disassembled and recycled/composted. Certification shall be by an independent third party. Acceptable documentation includes:
  - 1) MBDC Cradle to Cradle® certification
  - 2) BIFMA level™ certification
  - 3) Greenguard® certification
  - 4) SCS Indoor Advantage™ certification

- B. Wood-veneered and wood frame components shall demonstrate a level of commitment to conscientious forest management through responsible production and consumption of forest products. Certification shall be by an independent third party. Acceptable documentation includes:
  - 1) Forest Stewardship Council (FSC) certification
- C. All packaging must be recyclable, reusable, or returnable – zero percentage of packaging is to enter landfills. Delivery packaging must be efficient and not demonstrate wastefulness. Installer will be responsible for removing packaging from the site on a daily basis and shall commit to delivering packaging materials to an appropriate recycling center.
- D. Testing – The product line shall meet or exceed all of the testing criteria listed below, as appropriate, as enumerated in the most current issuance:
  - 1) ANSI/BIFMA e3-2010 – Furniture Sustainability Standard
  - 2) BIFMA G1 – Ergonomics Guideline for Furniture, in conjunction with companion document “Ultimate Test for Fit”
  - 3) ANSI/BIFMA X7.1, in conjunction with ANSI/BIFMA M7.1
  - 4) Additional testing or requirements may be necessary, depending on furniture type. Refer to specific item descriptions and/or Proposal Forms for further information.

### **3.3. Coordinating and Facilitating the Product Selection:**

- A. Field Verification: The Design Team has endeavored to produce floor plans that are a reflection of the existing conditions (electronic files will be provided to the Awarded Vendor). However, the Vendor shall still be responsible for visiting the site of each installation and confirming existing conditions (window locations, electrical outlets, delivery/access locations, etc.).
- B. Product Data/Technical Specification Information: Vendor shall provide technical information for all furniture items, demonstrating their products will conform to the design intent and intended performance requirements. Warranty and certification information will be required.
- C. Full Samples: Vendor shall provide full-size, representative samples for review; it is anticipated that options of a few select pieces will be required to be provided as samples to be tested by the District (i.e. student desks, student chairs, etc.).
- D. Layout/Configuration Drawings: Vendor shall provide complete sets of layout drawings, showing each type of furniture on the various campuses. CAD or Revit files will be provided to the Awarded Vendor for this, after executing the indemnification form.
- E. Finishes: For purposes of finish selection, Vendor shall provide physical samples of each finish required, for Architect/Owner to make final selections from. Finish/color selection from electronic, scanned, Xeroxed, photographed, or other non-original charts/materials will not be permitted.
- F. Documenting the Final Product Selection: Documentation of the final product selections shall include:
  - 1) Quantities of all items on a campus-by-campus basis
  - 2) Finishes for all items
  - 3) Selected features/options for each item
  - 4) A cost-by-item summary, inclusive of selected finishes and features/options
  - 5) Installation Locations/Install Plans
  - 6) Warranty information for each item (exclusions or alternate warranties for specific parts/items shall be listed)

- G. Quotes: Vendor shall provide quotes for the project (standalone quotes for each campus will be required), so that Purchase Orders may be generated.

### **3.4. Delivery, Storage and Handling**

- A. Components shall be delivered to the jobsite in the manufacturer's original packaging with the brand, item identification and project reference clearly marked thereon.
- B. There will not be space available to store furniture components for an extended period of time; vendors should account for delivery and immediate installation of items.
- C. Remove furniture components from packaging and store in an unoccupied, dry location that is conditioned and ventilated. The project's "Storage Location" will be the approximate area of installation and shall be confirmed with the Architect & Owner prior to delivery. Furniture components shall remain in original packaging until they are delivered to the "Storage Location".
- D. Remove packaging materials on a daily basis and dispose of in a proper manner.

### **3.5. Pre-Installation**

- A. A pre-installation meeting shall be conducted between the Owner, Design Team, Manufacturer, Vendor, Installer, and (if appropriate) Contractor team members prior to delivery and installation of furniture to the site.
- B. At the pre-installation meeting, the Vendor shall provide a Room-by-Room Bill of Materials (Installation Plan) that clearly identifies all of the furniture components that are to be installed in each room.
- C. Furniture Vendor will verify that the building is ready to receive furniture prior to scheduling delivery of pieces.
- D. Confirm that the storage area is free from dirt, dust, water and other contaminants and in a manner that permits easy access for inspection and handling.
- E. The beginning of installation, including delivery of furniture to the jobsite, shall mean that the Vendor/Installer accepts the conditions of the installation area.

### **3.6. Installation**

- A. Install all items in accordance with manufacturer's instructions and recommendations.
- B. Provide protective coverings, as needed, to protect flooring, walls, etc. during delivery and installation. Damage to the building during installation or delivery shall be the responsibility of the Vendor to correct, should it become apparent that the damage was incurred as a result of installation/delivery.
- C. Vendor shall furnish and install all supplementary/miscellaneous items, appurtenances, and devices incidental to, or necessary for, a secure and complete installation.
- D. All furniture shall be adjusted to the floor and leveled.

- E. After installation is complete, and before the Design Team and Owner walk the campus, the Vendor shall provide a Defects List/Vendor-generated punchlist for each campus. The Design Team will not confirm a punchlist walk until the Vendor's list has been provided.
- F. After receipt of the Vendor's Defects List, Design Team and Owner will walk through the project to determine completeness and readiness for user occupancy. A list of deficiencies/defects will be prepared (punch list); Vendor will correct all items within thirty (30) days. Items requiring longer than thirty (30) days to correct (due to fabrication lead times, delivery, etc.) shall be brought to the attention of the Design Team and Owner in writing.
- G. Should installation not be completed by the occupancy date, as dictated by the Owner during contract negotiations, the Owner reserves the right to collect liquidated damages from the Vendor and shall require the Vendor to provide temporary furniture solutions. Should installation not be completed by the move-in date through no fault of the manufacturer/installer, liquidated damages will not be enforced. Liquidated damage amounts will be agreed upon with the Awarded Vendor.

### **3.7. Cleaning and Protection**

- A. Repair or remove/replace defective work as directed upon completion of installation. Verify that moving parts operate freely, and without interruption or audible noise.
- B. Clean all chairs/seating elements.
- C. Replace components as necessary to eliminate evidence of damage or deterioration.
- D. Installer shall clean all building surfaces that show evidence of dirt/debris accumulated during the delivery/installation process.
- E. Installer shall remove packaging materials on a daily basis from the building. Onsite dumpsters belonging to the Owner may not be used by the Vendor.

### **3.8. Owner/User Training**

- A. Manufacturer or certified installer shall provide demonstrations and training sessions for the users prior to user occupancy. Due to multiple installation sites, multiple training sessions may be required, based on the type of items being installed in each segment. Multiple training sessions shall be accounted for.
- B. Training shall take place on-site, using installed items.
- C. Close-Out Documents: After installation and occupancy, the Vendor shall provide two (2) physical and one (1) electronic copies of the following:
  - 1) Assembly Manuals: Assembly manuals describing assembly and fabrication, including instructions on reconfiguration (for ganged assemblies).
  - 2) Maintenance/User Manuals: Maintenance manuals describing general maintenance procedures, such cleaning procedures, etc. and operational data for use of the chair, including user adjustments.
  - 3) Operational Service: Documentation that includes contact information, summary of procedures and the limitations and conditions applicable to the project, and warranty information.
  - 4) Recycling Program: Indicate manufacturer's commitment to reclaim materials for recycling and/or reuse. Provide contact numbers and procedures for recycling office furniture

components. Owner shall be notified of any changes in the recycling program in written documentation at least six (6) months prior to program changes being implemented.

- 5) Final Electronic Record File: The manufacturer to provide one (1) CAD or Revit file of the overall furniture distribution throughout the project as a final record document of installed products. File shall have each item identified with the same numbering as the proposal forms, and shall have intelligent information imbedded, such as finishes, model/part numbers, etc.

### **3.9. Warranty**

- A. All furniture components shall be new (non-refurbished) and the manufacturer shall warrant that they are free from defects in materials and workmanship. Manufacturer will repair and replace with comparable product, free of charge, any product, part or component that fails under normal-use as a result of such defect during the warranty period.
- B. Warranty lifetimes as provided for individual item types shall cover all aspects of the item, including but not limited to frame, mechanisms/operating components/user controls, pneumatic cylinders, laminate/veneer finishes, foam padding, etc.
  - 1) High-wear parts (casters, glides) and fabrics that are subject to alternate warranties shall be stated as such during product selection, and in the close-Out Documents, in clear, concise language.
  - 2) Manufacturer shall provide a list of all exclusions that the warranty does not cover. An enumerated list of all exclusions shall be provided for each furniture type.

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