



## **PUBLIC IMPROVEMENT PROJECT**

### **REQUEST FOR INFORMATION 22-0030**

Furniture, Fixture, and Equipment- Design Services,  
Furnishings, Logistics and Installation

**RFI Closing:  
May 17, 2023- 2PM PST**

Issued by  
**Beaverton School District  
1260 NW Waterhouse Avenue  
Beaverton, Oregon 97006  
April 18, 2022**

SOLICITATION SUMMARY  
Solicitation No: RFI 22-0030

**PUBLIC IMPROVEMENT  
REQUEST FOR INFORMATION  
Solicitation No: RFI 22-0030  
Summary**

The purpose of this Request for Information is to obtain Proposals from qualified Proposers for the purpose of providing full services for furniture, fixtures, and equipment assistance including design, procurement, logistics, and installation. This is a public works contract subject to 279C.800 to 279C.870.

A Non-MANDATORY pre-Proposal conference will be held on May 2, 2023 at 1:00 PM on Zoom,

Join Zoom Meeting

<https://beavertonk12.zoom.us/j/87241934489?pwd=bm0vNjVseWN6Yk1sU2hxRGU5MUtWdz09>

Meeting ID: 872 4193 4489

Passcode: 316447

One tap mobile

+12532158782,,87241934489# US (Tacoma)

+13462487799,,87241934489# US (Houston)

Meeting ID: 872 4193 4489

Find your local number: <https://beavertonk12.zoom.us/u/kiUHCMH50>

PRIOR to the Solicitation Closing date and time specified below, Proposers must submit a Proposal pursuant to the provisions of this Solicitation to [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us).

**SOLICITATION CLOSING: May 17, 2023 at 2:00 PM Pacific Time  
LATE PROPOSALS WILL NOT BE ACCEPTED**

Timely received Proposals will be opened, recorded and reviewed. The District will not read Proposals aloud. The number of Proposals received, the identity of Proposers, or the contents of any Proposal will not be disclosed to the public until after execution of a Contract.

Proposers are solely responsible for ensuring that the Beaverton School District receives its Proposal.

Prospective Proposers must register with Oregon Buys – <http://oregonbuys.gov/> to obtain the solicitation documents and to receive any associated information/updates/addenda. Proposers must familiarize themselves with the entire Solicitation Document.

ALL Questions and comments regarding this Solicitation must be directed ONLY IN WRITING by email to: [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us)

THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS

Solicitation- Introduction  
Solicitation No: RFI 22-0030

**1. INTRODUCTION:**

This Solicitation is intended to obtain information for a project delivery method. This Solicitation is issued pursuant ORS 279A.065 and ORS 279C.337, as well as the Oregon Attorney General Model Rules Divisions 46 and 49, and all applicable District policies.

**2. DEFINITIONS:**

The term "District" or "Owner" throughout this document means the Beaverton School District 48J. The term "Proposer" means the person or firm that submits a Proposal in response to this Solicitation. The term "Proposal" or "Offer" means a written response to provide services in response to this Solicitation.

**3. SOLICITATION REVIEW:**

Proposers must carefully review the Solicitation documents and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention by protest pursuant to REQUEST FOR CLARIFICATION OR CHANGE; SOLICITATION PROTESTS (Section III, Paragraph 5). Protests or appeals based on such defects, ambiguities, omissions or errors received after issuance of the Notice of Intent to Award may not be favorably considered.

**4. BACKGROUND:**

- a. The Beaverton School District encompasses approximately 57 square miles in northwestern Oregon in Washington County. The District, located in the Portland, Oregon metro area, is the third largest School District in Oregon.
- b. The Beaverton School District has approximately 4,700 employees. The District is responsible for educating approximately 40,870 students in kindergarten through grade 12 at thirty-four (34) Elementary Schools, eight (8) Middle Schools, six (6)) High Schools, five (5) Options Schools, and nineteen (19) Options Programs.
- c. This Project is funded primarily by the 2022 Capital Improvement Bond.

**5. SCOPE OF WORK:**

The Project Scope is to research the capabilities of dealers to provide a variety of services for furniture, fixtures, and equipment. The scope includes design assistance, procurement, logistics, and installation solutions.

**6. AMENDMENTS:**

The District may amend a Contract without additional competition pursuant to OAR 137-049-0910 and applicable District Policies.

**7. DISTRICT REPRESENTATIVE:**

The District Representative for the project is to be determined by the District.

**8. SOLICITATION SCHEDULE:**

The milestones for the solicitation are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. Required dates for Contract period milestones, submittals and any other activities are provided elsewhere in this Solicitation. The District reserves the right to deviate

Solicitation No: RFI 22-0030

from this schedule at its sole discretion.

Solicitation Milestone

Date

Non-Mandatory Pre-proposal conference

May 2, 2023, 1:00 PM Pacific Time

Deadline for submitting requests for clarification,  
change, substitution, or solicitation protest

May 11, 2023

Closing

May 17, 2023, 2:00 PM Pacific Time

**9. CONTACT DURING SOLICITATION:**

**Questions or any other contact regarding the solicitation must be submitted in writing via email to [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us) as indicated on the Summary page of this Solicitation. Contact may also occur as otherwise stated within the Solicitation. No other contact regarding this solicitation during the solicitation process is permitted.** Unauthorized contact regarding this solicitation may subject the offender's Proposal to rejection.

- 10.** Additional information regarding this solicitation and certain forms for download are available on the Oregon Buys website: [www.oregonbuys.gov](http://www.oregonbuys.gov)

Solicitation- Statement of Work  
Solicitation No: RFI 22-0030

1. **Purpose and Introduction:** The purpose of this Request for Information is to research Furniture, Fixture, and Equipment (FF&E) Dealers in the Portland Metro area to understand their experience, and capabilities.
2. **District and Bond Description and Attributes**
  - a. Beaverton School District is the third largest School district in Oregon comprising 34 elementary schools, 9 middle schools, 6 high schools, 5 option schools, 19 option programs and 2 charter schools. We have more than 39,000 students and nearly 4,500 staff members. In May of 2022, our voters approved a 6-year \$723-million bond of which \$397-million is dedicated to replacing an elementary, high school and perform modernization projects throughout the district. We are seeking information regarding Dealer capabilities in the Portland Metro market to support various projects within this bond.
3. **Requested Information:**
  - a. **Dealership Profile**
    - i. Describe your Dealership's history, financial strength, leadership, location, number of employees, structure, and vertical market focus(es).
    - ii. Provide an organization chart showing your K12 focused team, including all professional staff in the following areas: corporate oversight and administration, account management, project management, design, and installation oversight.
  - b. **Experience**
    - i. List five (5) K12 projects completed by your Dealership in the past five (5) years. The best RFI responses will include the following examples:
      1. Projects for which your Dealership provided all, or a substantial portion of the FF&E for renovated, or newly constructed elementary, middle, and high schools.
      2. Modernization projects where your Dealership provided new classroom, library, office, and/or cafeteria FF&E.
      3. Projects for which your Dealership provided Design Assistance.
  - c. **Design Assistance:**
    - i. Describe your Dealership's approach to Design Assistance.
      1. Where is your key account management, project management, and design personnel to support Design Assistance located?
      2. How will you partner with the District's consulting Design Professionals to select products that meet the District requirements for ease of maintenance and long term durability, while maintaining the budget.
        1. What is your Dealership's approach to the use of 3D modeling, and BIM? How does your work products integrate with, or supplement that of the Owner's consulting Design Professional?
        2. Describe your typical deliverables for the Design Assistance process.
        3. What digital/software programs do you utilize to make frequent updates to room by rooms and item lists?
      3. In projects where the Owner does not have a consulting Design Profession, how does your team facilitate and manage Design Assistance?
        1. What are the deliverables that you produce for this process (i.e.; tagged furniture plans, furniture schedules, basis of design selections, etc.)?

Solicitation- Statement of Work

Solicitation No: RFI 22-0030

4. In projects where the Owner does not have a consulting Design Profession, how does your team facilitate and manage Design Assistance?
  1. What are the deliverables that you produce for this process (i.e.; tagged furniture plans, furniture schedules, basis of design selections, etc.)?

**d. Cooperative Agreements:**

1. List all of your Dealership's affiliated Cooperative Agreements.
2. List all manufactures that your Dealership has access to via a Cooperative Agreement.

**e. Furniture Procurement and Price Negotiation**

- i. **List of Established Vendor/Manufacturer partners.** Please note if you do not have a partner in categories and/or if you would not be able to procure the goods at a competitive price.
  1. Sorted into the following categories:
    1. Office and conference furniture
    2. Waiting area furniture and other soft seating
    3. General classroom furniture
    4. Science classroom furniture including chemical resistant desks/ tables, stools, and specialized storage solutions
    5. CTE (Career Training Education) workshop furniture including heavy duty tables, chairs/stools and tool storage
    6. Art equipment such as kilns, ceramic wheels, storage solutions, heavy duty tables, and chair/stools
    7. Music instruments, furnishing, and storage solutions
    8. Medical specialties including cots, Hoyer lifts, and medical beds/gurneys
    9. Athletic training room equipment, and furnishings, including whirlpools, exam tables, and specialized storage solutions
    10. General building storage and racking
    11. Athletics accessories, including but not limited to wrestling matts, weight room equipment, PE equipment, volleyball nets, specialized storage
    12. Technology, and Audio/Visual equipment such as TVs, projectors, and inkjet printers
  2. For projects that exceed the list pricing of the highest tier of a Cooperative Agreement's discounting, how will your team approach negotiating additional discounting with manufacturers to ensure the best value for the District?

**f. Receiving, Warehousing, Assembling, Delivery and Placement of goods.**

1. Given the long lead times of the FF&E, how do you typically mitigate the impact to projects? How does early procurement and warehousing factor into your considerations?
2. Some sites are compact and have limited lay down area. How have you approached projects like this? What is your experience with offsite assembly and delivery to sites?
3. Does your Dealership receive, assemble and install the FF&E with your own labor or do you subcontract some, or all of the logistics? How do you manage this process to ensure that site personnel know where, and how the FF&E is to be placed/installed?
4. How do you ensure quality and timely completion of projects?

Solicitation- Response/Clarifications  
Solicitation No: RFI 22-0030

5. Once items are placed/installed, what method do you use for tracking punch items, communicating status, and verifying punch completion?

**4. Schedule Milestones:**

**Responses Due:            Wednesday May 17, 2023**

To ensure proper identification and handling, the Responses must be submitted to [contracts@beaverton.k12.or.us](mailto:contracts@beaverton.k12.or.us) and the email subject line/body text/file names should include the Solicitation number, and/or other clearly identifying information.

**District Clarifications:**

1. NOT AN ORDER. This is ONLY a request for information and should not be construed as intent, commitment or promise to acquire the equipment, goods or services presented by Firms. This RFI is being published strictly for the purpose of gaining knowledge of the referenced equipment, goods or services available in the market and their application potential.
2. OBLIGATION. The District will not be obligated to any Firm as a result of this RFI. The District is not obligated for any cost incurred by Firms in the preparation of the Request for Information. The District will not pay for any information herein requested nor is liable for any costs incurred by the Firm. For economy of presentation, special bindings, colored displays, promotional materials and the like are not required but if they are presented, the District will not be responsible for this cost.
3. PRICING. The Firm is not required to provide prices for any solutions proposed. However, general cost estimates would be appreciated. The figures provided are not binding to the company. These costs will assist the District in developing our initial strategy and budget for the project.
4. REQUEST FOR PROPOSAL. From the data collected through this RFI, the District will review all information and options, assess our needs and refine our requirements.
5. OWNERSHIP. All information obtained shall become the property of the District upon receipt and will not be returned or disclosed.
6. SITE VISIT/DEMONSTRATION. The District may arrange a site visit to evaluate a Firm's facility. The District also may request a Firm to perform a complete demonstration.