



171 Lincoln Avenue, Holland, MI 49423

Project Scope & Specification

Request for Proposal (RFP) – Greenway Office Furniture
Macatawa Area Express Transportation Authority (MAX)
September 7, 2022

(RFP) are due by 11:00 a.m. on Thursday September 22, 2022
All (RFP) will be electronic by clicking the link and finishing the quote documents
in Bidnetdirect

Or by email with subject line: Greenway Office Furniture Quote
To Email: m.reese@catchamax.org

The Macatawa Area Express Transportation Authority is seeking Office, lounge and conference room furniture and seating and professional installation from its location at 11660 Greenway, 2nd floor, Holland, MI 49424.

Order and installation of quoted merchandise would not exceed 75 days from order date.

RFP are to be irrevocable for a period of thirty (30) days from the date of the RFP closing and shall not be withdrawn, modified, or altered after the quote closing.

In case of default by the selected vendor, The Macatawa Area Express Transportation Authority may procure its requirements from another vendor, without going through additional bidding procedures, and hold the original vendor liable for any increase costs.

AWARD OF CONTRACTS OR PURCHASES

Contracts and purchases shall be awarded according to the criteria that shall be listed in the solicitation for quote. In most cases but not all, the bid will be awarded to the lowest “responsible” bidder, meaning the bidder met all specifications and requirements. Consideration shall be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The evaluation criteria, proposal review process, and ranking or rating system shall be specified in the solicitation. In awarding a contract, MAX shall document the criteria used to rate or rank each proposal according to the specified criteria and retain and file the actual tabulation sheets.

The Macatawa Area Express Transportation Authority reserves the right to accept or reject any or all bids, in whole or part, or rebid if it is in the best interest of MAX. MAX also retains the right to waive any informalities/irregularities in the bids, as well as the right to split the award or bid between two or more bidders.

ASSIGNABILITY RIGHTS

The Bidder shall not assign a contract—wholly or in part—without the written consent of MAX. No assignment shall relieve the Bidder of any obligations under the contract. Per 49 U.S.C. Section 5325 (j), MAX is required to ensure—to the best of its knowledge and belief—that none of its principals, affiliates, third-party contractors, and subcontractors is suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements. For each third-party contract expected to equal or exceeds \$1,000, MAX will verify that the bidder is not excluded or disqualified by checking the System for Award Management (SAM) Exclusions at SAM.gov.

Project Description and Specifications

Office furniture for 6 offices, conference room, and lounge area as described below. These are minimum standards for quality of material.

Description	Quantity
<i><u>Lounge Area</u></i>	
One Three seat couch with dual arms	(1)
Single seat with dual arms	(2)
Reception Magazine Table	(1)
<i><u>Office #1</u></i>	
Rectangular desk w/full modesty & GMT, 36D X 72W	(1)
Laminate Modular Pedestal 6/6/12	(1)
Laminate Modular Pedestal 12/12	(1)
Laminate Lateral File, 4-Drawer with top, 24D x 36W X 53H	(1)
<i><u>Office #2</u></i>	
Rectangular desk w/full modesty & GMT, 36D X 72W	(1)
Bridge w/full modesty & GMT, 24D X 48W	(1)
Rectangular desk w/full modesty & GMT, 24D X 72W	(1)
Hutch W/Laminate Non-lock doors, with paper management 14D X 72W X 37H	(1)
Tackboard, 69 5/8 X 17H	(1)
Laminate Modular Pedestal 6/6/12	(1)
Laminate Modular Pedestal 12/12	(1)
Square Table 42" Diameter Laminate Base	(1)



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Description	Quantity
<u>Office #3</u>	
Rectangular desk w/full modesty & GMT, 36D X 72W	(1)
Bridge w/full modesty & GMT, 24D X 48W	(1)
Rectangular desk w/full modesty & GMT, 24D X 72W	(1)
Hutch W/Laminate Non-lock doors, with paper management 14D X 72W X 37H	(1)
Tackboard, 69 5/8 X 17H	(1)
Laminate Modular Pedestal 6/6/12	(1)
Laminate Modular Pedestal 12/12	(1)
Square Table 42" Diameter Laminate Base	(1)
<u>Office #4</u>	
Rectangular desk w/full modesty & GMT, 36D X 72W	(1)
Laminate Modular Pedestal 6/6/12	(1)
Laminate Modular Pedestal 12/12	(1)
Laminate Lateral File, 4-Drawer with top, 24D x 36W X 53H	(1)
<u>Office #5</u>	
Rectangular desk w/full modesty & GMT, 36D X 72W	(1)
Bridge w/full modesty & GMT, 24D X 48W	(1)
Rectangular desk w/full modesty & GMT, 24D X 72W	(1)
Hutch W/Laminate Non-lock doors, with paper management 14D X 72W X 37H	(1)
Tackboard, 69 5/8 X 17H	(1)
Laminate Modular Pedestal 6/6/12	(1)
Laminate Modular Pedestal 12/12	(1)
Laminate Lateral File, 4-Drawer with top, 24D x 36W X 53H	(1)
<u>Office #6</u>	
Rectangular desk w/full modesty & GMT, 36D X 72W	(1)
Laminate Modular Pedestal 6/6/12	(1)
Laminate Modular Pedestal 12/12	(1)
Laminate Lateral File, 4-Drawer with top, 24D x 36W X 53H	(1)



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Conference Room

Rectangular Table, 48D X 144W, Laminate Base	(1)
Mid-Back Mesh, Upholster Seat, Mech-Swivel Tilt, Pol Alum Loop Arms	(12)

Indemnification

The Contractor will agree to defend, indemnify, and save harmless the Macatawa Area Express Transportation Authority from all claims and liabilities that may result from the Contractors work. This covenant of indemnification shall include reasonable attorney's fees and costs incurred by the Macatawa Area Express Transportation Authority in defense of such claim or liability.

Insurance

The contractor is to maintain the following insurance:

- a. General liability insurance with bodily injury limits of not less than \$1,000,000.
- b. Automobile Liability insurance with bodily injury limits of not less than \$1,000,000.
- c. Workers Compensation insurance in accordance with statutory requirements and employer's liability insurance with limits of not less than \$100,000 for each occurrence.
- d. Property Damage insurance in an amount of not less than \$1,000,000.
- e. Dishonesty and bonded coverage for employees of Contractor.



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Project Scope & Specification Quote Form

**MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY
PROCUREMENT DEPARTMENT**

Date of Bid _____

Macatawa Area Express Transportation Authority / Procurement Coordinator

We, the undersigned, being informed as to the specifications, bidding conditions and documents, propose to furnish and deliver the item(s) defined in Specifications. All specifications including brand, material, installation, warranty, life expectancy and any additional charges or fees which must be separately listed on your document that you are providing to Macatawa Area Express Transportation Authority.

GRAND TOTAL \$ _____

This quote is net, F.O.B. – Macatawa Area Express Transportation Authority, 11660 Greenway Drive, Holland, MI 49424 USA and includes all costs associated with furnishing, installation and delivering the specific item(s) that are in the specifications as noted previously.

This bid is irrevocable for a period of thirty (30) days from the final bid date, and will not be withdrawn, modified, or altered after the bid end date.

Please attach any documents requested.

TYPE NAME _____

SIGNATURE OF BIDDER _____

COMPANY REPRESENTED _____

MAILING ADDRESS _____

CONTACT TELEPHONE NUMBER _____

EMAIL ADDRESS _____

Please send any questions to Procurement Coordinator,



171 Lincoln Avenue, Holland, MI 49423

Mark Reese, at m.reese@catchamax.org by 5 p.m. on Wednesday September 21, 2022.

ANTICIPATED SBE PARTICIPATION STATEMENT

Project Name: Greenway Renovation Furniture Project

Firm Name: _____ It is our intent to subcontract % of the project to SBE(s).

Listed below are the proposed SBE subcontractors _____ (to the extent known, please indicate whether the company holds, Minority, Women or Disadvantaged Business Enterprise Status.):

SBE(s) Name	Type of Work/Specialty	Dollar Amount/Percentage	Minority Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____
Printed Name

Title _____

Signature _____

Telephone # _____

Date _____ Email Address _____