

## **Request for Proposal for Furniture and Fixtures**

**Responses Due: July 5, 2017**

**The Open Door Shelter, Inc.**

**4 Merritt Street Norwalk, CT 06854**

**Contact: Frank Concepcion**

**(203) 866-1057**

**fconcepcion@opendoorshelter.org**

---

**Mandatory Pre-Bid Meeting: 4 Merritt Street June 23, 2017 1:00PM - 2:00PM**

---

### **Purpose**

The purpose for this request is provide Furniture and Fixtures at The Open Door Shelter's newly constructed Smilow SoNo Life Center. The first floor of the site will house offices, training rooms, conference and break rooms. The second floor of the site will house 15 efficiency low income housing units and 1 1-bedroom unit.

Vendors will be evaluated in part on their ability to deliver products on time and within budget, their demonstrated understanding of the solution based upon their responses and subsequent interviews.

### **Background**

Our mission is to effectively address the causes and complexities of the homeless and working poor by providing shelter, food, clothing, case management services, treatment services, transitional planning for short and long term goals, subsidized housing, education, employment, and a path towards independence and success.

We provide shelter nightly with over 95 beds in our facility located at 4 Merritt St. From this same facility we operate the Manna House kitchen and pantry. We serve meals three times a day (over 20,000 per month) and provide boxed and canned goods to the working poor to help them make ends meet. Between the kitchen and the pantry, we provide approximately 60,000 meals per month to individuals and families in our community.

We also operate a number of private residences, providing supportive housing to those who are working and earning an income, but unable to afford housing in the area.

The shelter operates primarily from private donations, with less than 40% of our operating budget coming from government funding. 90 cents of every dollar donated goes directly to providing food, shelter and assistance to those in need. Our board is comprised entirely of uncompensated volunteers.

### **Services to be provided**

The scope of this RFP as identified by The Open Door Shelter, Inc. includes the purchase, delivery and installation of Furniture and Fixtures with the following categories:

1. Office Furniture:
  - 3- Office Suites including desk, chair, side chair and 2-4 drawer file cabinets each.

- 3-cubicle workstations, including file storage, chair and side chair each.
  - 6-8 Lobby chairs with small corner/coffee table.
  - Computer training room tables to hold approximately 16 computers with chairs, plus instructor station with access and connectivity to a white board (not included in RFP).
  - Classroom setting tables and chairs for approximately 12 students with an instructor table and chair.
  - Breakroom lunch table for 6 with chairs.
  - 12-16 seat conference room table with chairs and additional 4 side chairs with matching credenza.
  - 6-seat conference room table with chairs.
  - 4-seat conference room table with chairs.
  - Reception station with glass partition.
2. Residential Furniture:
- a) 15 efficiency units approximately 300 square feet each:
- Twin bed with mattress, frame and headboard.
  - 4-5 drawer chest
  - Dinette set with 2 chairs.
  - Living room side chair.
- b) 1-1 bedroom unit approximately 400 square feet:
- Full size bed with mattress, frame and headboard
  - 1-5 drawer chest
  - Dinette set with 2 chairs
  - 2-living room side chairs

All products will be new, guaranteed, quality office and home furnishings that are durable, easily maintained, pest resistant, visually and acoustically pleasing.

Selected vendors will present their proposal with samples and furniture specifications. Mock-up floor plans will also be required.

Vendor is responsible for confirming all workstations, offices and furniture are complete and fully functioning. Vendor is responsible for delivery and installation.

All furniture on non-carpeted floors shall receive appropriate glides/felt padding to prevent slipping and scratching.

Please include any other requirements and/or state-of-the-art recommendations to successfully implement this project in a timely manner.

### **Proposal Preparation and Submission Requirements**

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be sent to the official contact listed below, to be received no later than 5:00PM EST **Wednesday July 5, 2017.**

**Jeannette Archer-Simons  
The Open Door Shelter, Inc.  
4 Merritt Street Norwalk, CT 06854**

Questions regarding this RFP must be submitted by e-mail to Frank Concepcion at [fconcepcion@opendoorshelter.org](mailto:fconcepcion@opendoorshelter.org). All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have submitted a formal Letter of Intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s) - Based on Description of Services
5. Schedule of Work
6. References
7. Pricing, Hourly Rates and Other Fees

#### **Selection Process Schedule**

The schedule of the selection process is as follows:

- June 5, 2017 – Release of the RFP
- June 23, 2017 – Mandatory Pre-Bid Meeting 1:00 PM-2:00PM
- July 5, 2017 – RFP Responses Due with mockups
- July 12, 2017 – Notification of Selection Results
- September 18, 2017 – Contract Start

#### **Cost of Preparing RFP Response**

All costs associated with responding to this RFP are the sole responsibility of the responding company.

#### **Additional Information**

Submitted responses to this RFP become the property of The Open Door Shelter. The Open Door Shelter reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.

**The Open Door Shelter is an Affirmative Action/Equal Opportunity Employer**

**MBE/WBE/SBE/DBE Businesses are encouraged to respond.**