



222 Meigs Street
Sandusky, Ohio 44870
Phone: 419-627-5707
mlasko@ci.sandusky.oh.us

**City of Sandusky, Ohio
Office Furniture – Sandusky City Hall
Request for Qualifications
Responses Due: February 16, 2018, 10:00 a.m.**

The City of Sandusky is inviting qualified office furniture suppliers to submit their qualifications to undertake the design consultation, purchase, delivery and installation of certain new office furniture for the currently under construction Sandusky City Hall Administrative Facility (herein referenced as the “Project”). Qualification packages are due no later than 10:00 a.m. on February 16, 2018.

Background Information:

In 2016, the City of Sandusky began a process to relocate its administrative, police and municipal court operations into new or substantially rehabilitated facilities. The process resulted in the determination to separate the administrative functions from the police and municipal court functions into two (2) distinct sites. The site selection process for the relocated police and municipal court function continues. However, the location for the new administrative facility has been decided.

The City administrative facility will be relocated into two (2) existing buildings (known as the Kingsbury and Commercial Banking and Trust Co. on the northeast corner of Columbus Avenue and E. Washington Row) as part of a larger 51,000 square foot, three (3) building renovation project. The City of Sandusky has signed a lease to occupy approximately 21,000 square feet – which is currently under construction and slated to be completed in December of 2018.

Per the lease however, the City is responsible for furnishing the finished space through a combination of moving existing and already owned furniture from its current location and purchasing new office furniture and workstations where the City deems necessary.

Scope of Services:

With guidance from an internal design committee comprised of internal City staff and Marous Brothers Construction (general contractor) and SandCity, LLC (developer and owner), the selected company will oversee the design consultation, purchase, delivery and installation of certain new office furniture for the Project.



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More specifically, the selected company will:

- Work hand in hand with City staff and departments, general contractor and developer/owner in providing design consultation services for the selection of certain office furniture for the outfitting of the Project including but not limited to desks, workstations, conference tables and chairs, and filing cabinets and systems.
- Oversee the bulk purchase of all selected items.
- Oversee the delivery of all items to the Project and to their respective City department.
- Oversee and be responsible for placement and installation (if necessary) of each item within their respective City department.

Evaluation:

The City of Sandusky will form a Selection Committee comprised of City officials to review submitted Qualifications. The Selection Committee will evaluate and select the most qualified office furniture suppliers.

The following criteria will be used in the office furniture supplier evaluation process:

- Strength of project/account manager and strength/experience of key team members and proposed subcontractor key personnel (i.e. installers).
- Past performance and success with projects of similar scope and size.
- Demonstrated understanding of the projects and needs of the City.
- Proposed Project schedule.
- Location of project/account manager, key team members, company and proposed subcontractors.

Based on the Qualifications submitted, the City of Sandusky may conduct interviews of office furniture supply companies that best demonstrate an understanding of the City of Sandusky's objectives and that adequately addressed all elements of the Request for Qualifications. Whether interviews are conducted or not, the City shall enter into professional service agreement negotiations with the office furniture supply company to undertake design consultation services and determine listing of to be purchased office furniture and delivery timeline. If negotiations fail, the City of Sandusky shall enter into negotiations with the second highest ranking office furniture supply company. This process shall continue until a professional services agreement is successfully negotiated or the City of Sandusky determines to issue a second Request for Qualifications. The professional services agreement and eventual bulk purchase respectively must be approved by Sandusky City Commission.

All Qualifications shall be considered without regard to race, color, religion, sex, national original citizenship, age, mental or physical disability, veteran/reserve/national guard status or any other similarly protected status.



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Submittal Requirements:

Please include in the Qualification packet/submittal:

- Experience of company and personnel to be assigned to this Project that will uniquely qualify your company to complete this Project – including resumes and locations of key Project team members (**maximum 5 pages**).
- Descriptions of the company's overall understanding of the Project and recommended scope of services to accomplish the stated goals (**maximum 2 pages**).
- A Project management schedule showing all milestones and completion dates to achieve purchase, delivery and installation no later than December 1, 2018. (**maximum 2 pages**).
- Project staffing plan (**maximum 1 page**).
- Listing of references (**maximum 1 page**).

One (1) original Qualification packet and one (1) electronic copy on CD or via email in PDF of Microsoft Word format shall be submitted by February 16, 2018 at 10:00 a.m. to:

Matt Lasko
Chief Development Officer
City of Sandusky, Community Development Department
222 Meigs Street
Sandusky, Ohio 44870

If under 20MB in file size, the requested electronic copy can be emailed to Matt Lasko at mlasko@ci.sandusky.oh.us. Please call (419) 627-5707 with any questions.



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**Evaluation Form
City of Sandusky
Professional Services
Office Furniture – Sandusky City Hall**

Name of Firm:

Name of Evaluator:

Date of Evaluation:

	Criteria	Points	Score
1	Strength of project manager and strength/experience of key team members and proposed subcontractor key personnel.	25	
2	Past performance and success with projects of similar scope and size.	25	
3	Proposed Project schedule.	25	
4	Demonstrated understanding of the Project and needs of the City.	15	
5	Location of project manager, key team members, company and proposed subcontractors.	10	
	TOTAL		