



Memorandum of Recommendation

November 15, 2021

TO: Dr. Robert Shaner, Superintendent

FROM: Dana Taylor, Deputy Superintendent for Business Affairs

RE: **Recommendation for Award of Administration Center Office Furniture**

On October 7, 2021 the district advertised a Request for Proposals for Administration Center Office Furniture in the local publication, the Rochester Post, and posted RFP documents on the Purchasing pages of the district's website, the State of Michigan procurement website, and BidNet Direct. Bidding closed on October 28, 2021 and the district received eight (8) responses. A public bid opening was conducted on October 28, 2021 at 2:00pm.

The scope of the project includes workstation and office furniture for the Administration Center located on Dequindre Road. Initial needs were identified through a furniture plan developed by our architectural engineer services partner, Ghafari Associates, and will be finalized in the post-bid design phase with the selected vendor. Current Administration Center workstation and office furniture that is in good condition and aligns with the standards of the selected proposal will be utilized and moved at the appropriate time. Board of Education community gathering space furniture (Harrison Room) will be selected in a future purchase. Current Administration Center workstation and office furniture that is in poor condition and cannot be repaired due to discontinued manufacturer product lines will be disposed of through standard disposition procedures, which may include a public sale, auction, or trade-in program.

Proposals were evaluated by the Deputy Superintendent for Business Affairs, Dana Taylor, the Executive Director of Business Operations, Matt McDaniel, the Director of Capital Projects & Facilities, Pete Muscio, the Facilities Department Project Engineer, Sarah Fremont, and the Executive Assistant of Business Affairs, Theresa Kimball.

The proposal documents are on file in the Purchasing Department. The bid summary and scoring matrix are attached. The source of funding is the 2015 Bond.

Based on this information, we recommend **the District award the Administration Center Office Furniture project to NBS Commercial Interiors, in the amount of the base bid proposal of \$538,034.88, alternate #1 in the amount of \$40,677.60, alternate #2 in the amount of \$15,996.00, and a 5% contingency amount of \$29,735.42 for a total not-to-exceed amount of \$624,443.90.**



Project:	22.09 Administration Center Office Furniture
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Date:	10/28/2021	Time:	2:00pm
Bids Due:	10/28/2021	Bids Opened:	2:00pm

Company	Base Bid	Alternate 1	Alternate 2	Includes Delivery & Labor	Iran Economic Sanction	Familial Disclosure	Bid Bond	Comments
American Interiors	\$500,979.02	\$ 21,076.02	\$ 6,129.44	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vol Alt
Aidex East	\$651,850.86	Not provided	Not provided	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ISCG	\$424,091.00	\$ 19,505.00	\$ 5,930.00	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add'l bond charges; Omnia Contract
NBS	\$538,034.88	\$ 40,677.60	\$ 15,996.00	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vol Alt; Omnia & E&I Contracts
Partnr Haus	\$441,355.49	\$ 223.00	\$ 350.00	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Alt pricing EACH; Omnia Contract
Rightsize Facility	\$403,032.00	\$ 494.45	\$ 585.37	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alt pricing EACH; Omnia Contract
School Specialty	\$680,508.27	\$ 313.54		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bid is alternate only; Alt pricing EACH; Alt 2 already adjustable; Omnia Contract
Swift Office Solutions	\$527,000.00	\$ (4,200.00)	\$ 6,161.00	Yes				Omnia Contract
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Apparent Low Bidder:	\$403,032.00							

Company Name: Rightsize Facility
 Bids Recorded By: Jennifer Fickel, Rochester Community Schools
 Witnessed By: Sarah Fremont, Rochester Community Schools

Decision Matrix

Created by Rochester Community Schools

Date 11/1/2021

Summary of Decision

Per RFP evaluation criteria, vendor responses were scored and ranked below.

Weights	CRITERIA							Results			
	6	5	5	4	3	1			RAW SCORE	WEIGHTED SCORE	RANK
OPTIONS	Product Quality and Standard of Service	Warranty	Price Proposal	Qualifications & Experience	Ease of Maintenance & Availability of Parts	Sustainability					
NBS	10	10	6	10	9	10			55	217	1
ISCG	9	8	10	9	9	9			54	216	2
Partnr Haus	7	7	7	8	7	8			44	173	3
American Interiors	6	7	8	8	7	8			44	172	4
Rightsize Facility	6	6	8	6	6	8			40	156	5
Swift Office Solutions	6	6	6	8	6	6			38	152	6
School Specialty	6	5	3	6	6	4			30	122	7
Aidex East	4	4	3	4	4	4			23	91	8

Evaluation Team Members:

Dana Taylor, Deputy Superintendent for Business Operations

Matt McDaniel, Executive Director of Business Operations

Pete Muscio, Director of Capital Projects and Facility Operations

Sarah Fremont, Project Engineer

Theresa Kimble, Executive Assistant for Business Affairs