



# Davie County Schools

## 2022 Digital Learning Initiative IMPACT Grant

### Media Center Design Request for Qualifications

Issue Date: 6/30/22

Vendor Information Session: 7/18/22 & 7/20/22

*Bidding Closed* - Submission Deadline: 8/8/22

Request To: Educational Furniture Design and Installation Vendors

#### 1. Overview of the Requirement

1. This RFQ is designed to solicit qualifications from interested vendors to participate in the design and quoting process for media center furniture for 3 middle schools.
2. This RFQ is intended for reputable K-12 classroom furniture and design specialists.
3. Davie County Schools (DCS) was awarded a Digital Learning Initiative IMPACT Grant on June 3, 2022. This grant includes funds for a media center furniture redesign and maker space development. This RFQ is designed to select 1-3 vendors to contract with to design our 6-8 media spaces throughout the district.
  - a. Davie County Schools reserves the right to use the selected vendors in the RFQ to design the 6 elementary schools in years two and three of the grant. If not, a new RFQ will be created for the remaining two years.

#### 2. Request for Qualifications

All inquiries related to this RFQ are to be directed, via email, to [marshallj@davie.k12.nc.us](mailto:marshallj@davie.k12.nc.us). Information obtained from any other source is not official and should not be relied upon.

One electronic copy of each response must be received before 5:00pm, on 8/1/22 at [marshallj@davie.k12.nc.us](mailto:marshallj@davie.k12.nc.us). Please use subject line <your company> Media Center RFQ.

Late responses will not be accepted. In the event of low response from qualified vendors, the RFQ may be reposted.

DCS will compose a team to review the qualifications of vendors' submissions.

The qualifications review committee will check responses. Once qualified, vendors will have the opportunity to design and bid on media center projects. For the purposes of this project, vendors will submit a design and budget of a media center selected by DCS. The vendor will collaborate with the DCS Digital Teaching and Learning Specialist and the selected school's principal and media coordinator.

This RFQ is not a binding agreement to purchase goods or services. Responses to the RFQ will be assessed considering the qualification review criteria and, if chosen for the shortlist, will be contacted for individual media design.

### **3. Initial Design**

To select qualified vendors, a submission of design and cost for North Davie Middle School's Media Center will be requested. DCS will hold two meetings at NDMS to provide an overview and an opportunity for questions, and allow vendors to gather needed specifications of this media center to create their design submission.

Interested vendors are strongly encouraged to attend 1 of these 2 meetings as budget and specifications will be presented at this time.

The dates and times for these meetings are:

- Tuesday, July 18, 2022 9:30-11:30am
- Thursday, July 20, 2022 9:30-11:30am

Location:

North Davie Middle School  
497 Farmington Rd. Mocksville, NC 27028

Link to Presentation: [Davie County Schools RFQ 2022 Presentation](#)

If you plan to attend our vendor sessions please fill this link out: [Vendor Sessions](#)

Any other questions or information needed should be directed to [marshallj@davie.k12.nc.us](mailto:marshallj@davie.k12.nc.us). No other contact with the principal or media coordinator should be made outside of these 2 vendor meeting dates.

### **4. Services**

Qualified vendors should be able to provide the following:

1. Collaborate with school principal and/or media coordinator, DCS Technology Department, and DCS Digital Teaching and Learning Specialist on design elements, cost bids, product selection, and planning.
2. Vendors will provide detailed digital designs and print versions as requested.
3. Verify furniture layouts adhere to all State and Federal American with Disabilities Act (ADA) requirements.

## 5. Evaluation Criteria

1. At least 5 years K-12 design experience
2. Experience with K-12 learning commons/media center design
3. Proven capacity to deliver the project requirements on time and on budget
4. A design for the media center at North Davie Middle School with schematic and costs including installation
5. 3 school district references, preferably NC

## 6. Submission Requirements

1. A completed Vendor Cover Sheet: <https://bit.ly/DCScoverrfq>
2. A statement of interest
3. A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
4. A fee proposal and design for North Davie Middle School
5. Three professional references
6. A statement of vendor's/company's Historically Underutilized Business status.
7. Request to schedule a time to present your design to the committee August 8-10, 2022 (optional): [Request for Design Presentation](#)

Vendors must meet DCS Insurance Requirements

- [Davie County Schools Insurance Requirements](#)
- [Jessica Lunsford Sex Registry Assurance New](#)

## 8. Terms

DCS reserves the right:

1. To supplement, amend, substitute, or otherwise modify this RFQ, including the schedule, or to cancel this RFQ, at any time;
2. To require any companies or persons to supplement or clarify its proposal or provide additional information relating to its proposals;
3. To waive any defect or irregularity in any proposal received;

4. To reject any or all proposals;
5. To share the proposals with DCS employees and contractors as deemed necessary by DCS;
6. To award all, none, or any part of the services and enter into contracts with one or more of the responding companies or persons deemed by DCS to be in the best interest of DCS, which may be done with or without re-solicitation;
7. To discuss and negotiate with any company(-ies) or person(s) their proposal terms and conditions, including, but not limited to, financial terms;
8. To request a sample of products to groups of end-users;
9. To terminate discussions and negotiations with any company at any time and for any reason.