



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. 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. 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. 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.



Davie County Schools

RFQ

2022 - 2023 Media Center Redesign

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01

Introduction

Logistics of the RFQ

Logistics of the RFQ

- 01 Request for Qualifications (RFQ) to design 3 Middle School Media Centers
 - 02 Meetings with Vendors
 - 03 Design of North Davie Middle School as a sample
 - 04 Submission of RFQ to include design, layout, furniture specs (cost, taxes, delivery, and installation), and warranty information
 - 05 Selection Process by Davie County Schools
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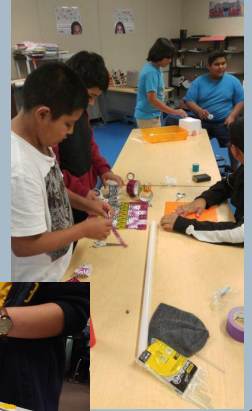
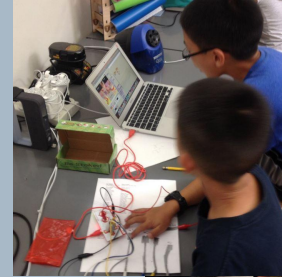
02

Makerspace

A designated space in each Media Center

Space needs to be designated in the Media Center to:

- ❑ Allow small group or individual creation of projects
- ❑ Utilize repurposed furniture (tables)
- ❑ Store materials, supplies, technology, etc.
- ❑ Encourage collaboration
- ❑ Space that is flexible for students to sit or stand to create



A makerspace is a space that contains tools and components, allowing people to enter with an idea and leave with a complete project. Makerspaces allow us to explore, create new things, or improve things that already exist. The goal is to work together to learn, collaborate, and share.



03

Design

Elements to include in each Media Center

Design Elements include but not limited to:

- ❑ 16 tables on casters that can be easily arranged into different configurations
- ❑ 58 chairs without casters to support up to 2 classes and staff meetings
- ❑ Cafe tables and stools
- ❑ Soft seating
- ❑ Mobile Checkout Station
- ❑ Mobile Whiteboards for collaboration
- ❑ Mobile charging stations

Budget
\$90,000

*Budget is to design and furnish all 3 Media Centers.

04

Preferences

Ideas from Media Specialists

Media Specialists Preferences



Moveable tables with casters (Prefer Boomerang 72") that can fit together in different configurations conducive to group and individual work stations.



Cafe type tables where students can stand or sit to work. Prefer cafe tables that would also fit together in different configurations.

Chairs without wheels that will stack on tables.



Tables and Chairs

*Please specify warranty on all tables and chairs in description

Media Specialists Preferences

Soft Seating

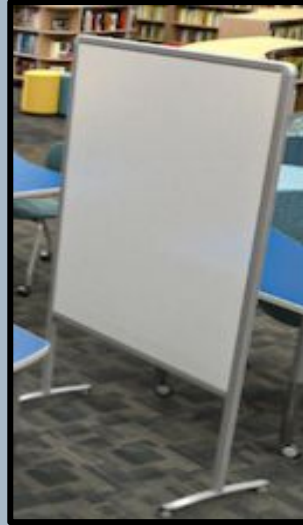
Variety of durable, high-resiliency, and washable materials. Soft seating should be flexible with hard plastic or wood footings or casters.

Fabric Designs and Finishes TBD

*Please specify warranty on all soft seating in description



Media Specialists Preferences



- Mobile Circulation Desk
- Mobile Whiteboards
- Charging Towers/Stations



Future Considerations:

This is a three year grant for K-8 media center furniture redesign and maker space development.

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.

The budget for years two and three will be \$90,000 per year to outfit all 6 elementary schools.

Thanks

Bryant Copeland
Principal
North Davie Middle School

Debbie Whitehead
Media Specialist
North Davie Middle School

John Marshall
Digital Teaching & Learning Specialist
Davie County Schools

Heather Ratledge
Blended Learning Lead
Davie County Schools

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RFQ Cover Sheet

Background

Firm Name

Address

Yr Est.

Phone

FAX

E-Mail

Principals/Officers to Contact:

Primary Contact

Title

Phone

E-Mail

Secondary Contact

Title

Phone

E-Mail

Is the firm authorized to do business in NC?

☐

Yes

☐

No

Exhibit B

Firm Information Questionnaire

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company?

If yes, explain on a separate, signed sheet.

2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer?

If yes, explain on a separate, signed sheet.

3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss?
4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party?

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.

5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership?

If yes, explain on a separate, signed sheet.

6. Has the company ever had arbitration on contracts in the past five (5) years?

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.

7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company?

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RESPONSE IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A "YES" ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: _____

Title: _____

Print Name: _____

Date: _____

Davie County Schools Insurance Requirements

The Contractor certifies that it currently has and agrees to maintain during its performance under this Contract the following insurance from one or more insurance companies acceptable to DCS and authorized to do business in the State of North Carolina (Note: Check one or more boxes as appropriate.):

 x Automobile.

If the Contractor will be driving a vehicle on DCS's property for purposes of providing the services described in Section 1 of this Contract, the Contractor shall maintain bodily injury and property damage liability insurance with limits of not less than \$1,000,000 covering all owned, non-owned and hired automobiles.

 x Commercial General Liability.

The Contractor shall maintain commercial general liability insurance with limits of not less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate that shall protect the Contractor from claims of bodily injury or property damage which arise from performance under this Contract. This insurance shall include coverage for contractual liability.

 x Worker's Compensation and Employer' Liability Insurance.

If the Contractor is a firm or private corporation that has at least three (3) employees in the State of North Carolina, the Contractor shall meet the statutory requirements of the State of North Carolina for worker's compensation coverage and employers' liability insurance.

 x Professional Liability.

If the Contractor is a professional, the Contractor shall maintain professional liability insurance which shall protect the Contractor from claims which arise from operations or activities performed under this Contract.

Certificates of such insurance shall identify DCS as an additional insured and shall be furnished by the Contractor to DCS and shall contain the provision that DCS be given 30 days' written notice of any intent to cancel or terminate by either the Contractor or the insuring company. Failure to furnish insurance certificates or to maintain such insurance shall be a default under this Contract and shall be grounds for immediate termination of this Contract.

1. Special Requirements Regarding Criminal Background Investigations.

- a. Criminal background investigations of individuals working on school property (sites occupied with students and sites not occupied with students).
- b. At a minimum, Contractor shall obtain a complete North Carolina statewide criminal background investigation for all employees who will work on a site, covering a period for the last seven (7) years. In the event that the employee is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agencies as qualified to do so. All costs associated with these criminal background checks is the responsibility of Contractor.

c. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school project or property.

1. Child Molestation or Abuse of Indecent Liberties with a child;
2. Rape;
3. Any Sexually Oriented Crime;
4. Drugs: Felony use, possession or distribution;
5. Murder, manslaughter or other death related charge; or
6. Assault with a deadly weapon or assault with intent to kill.

d. Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school project or property.

e. Each person on site must wear a plastic laminated identification badge or item of clothing that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. DCS, may, at the time, request verification of criminal background investigation for any employee on school property.

Davie County Schools

220 Cherry Street | Mocksville, NC 27028
336.751.5921 | Fax 336.751.9013

GoDavie.org



Under North Carolina law, all employers of personnel who have direct interaction with students as part of their job must conduct an annual check of such employees on the N.C. Sex Offender and Public Protection Registration Program, the N.C. Sexually Violent Predator Registration Program, and the National Sex Offender Registry. As a term of this contract, said annual checks must be performed by the employer and reported to the Superintendent. The Board of Education prohibits any personnel listed on such Registries from having direct interaction with students. This provision applies to single individuals contracting with the school system.

Name (Printed): _____

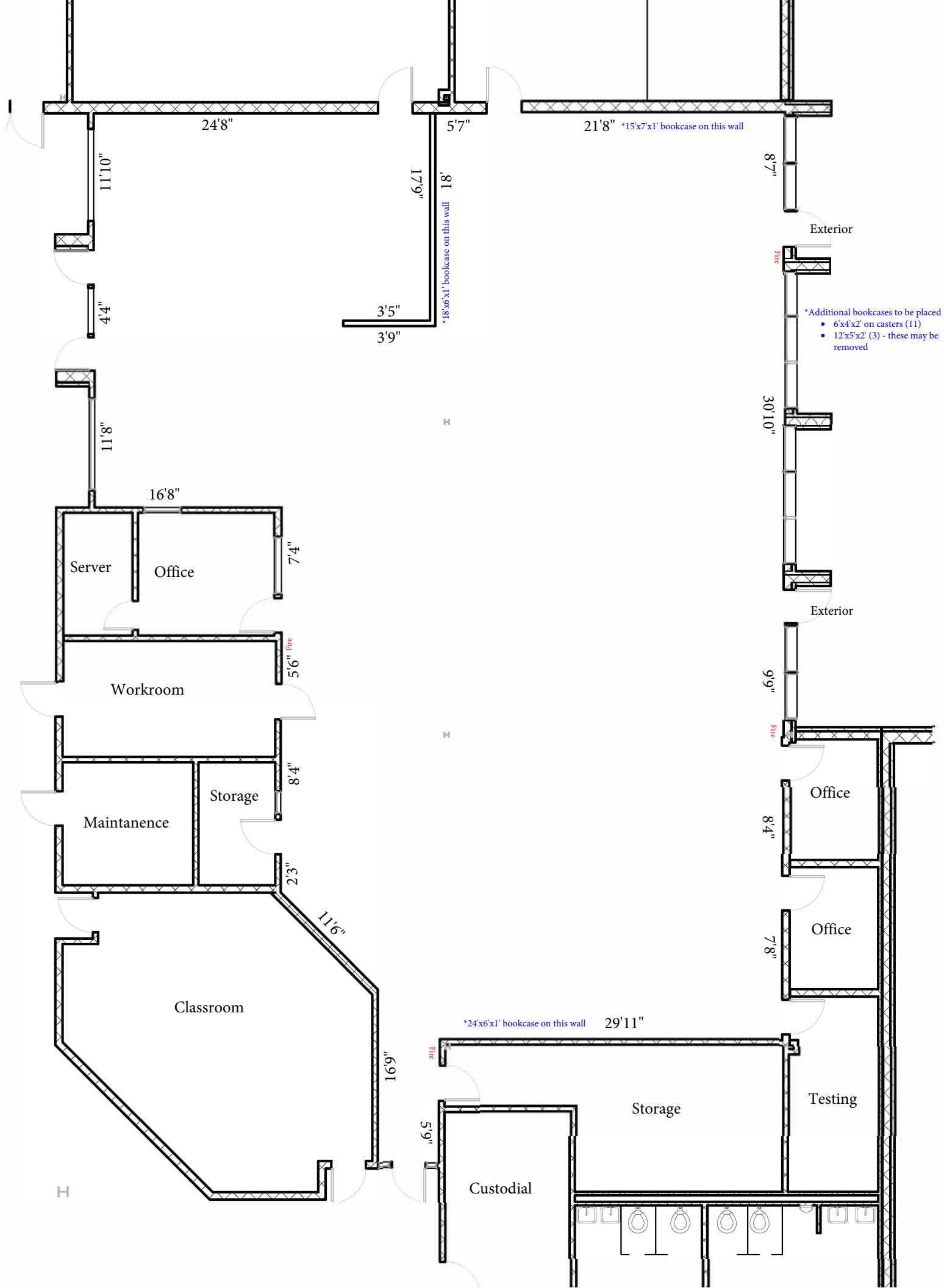
Company Name: _____

Signature: _____

Date: _____



Cooleemee Elementary School | Cornatzer Elementary School | Mocksville Elementary School | Pinebrook Elementary School
Shady Grove Elementary School | William R. Davie Elementary School | North Davie Middle School | South Davie Middle School
William Ellis Middle School | Central Davie Academy | Davie County Virtual School | Davie County High School | Davie County Early College



*18'x6'x1' bookcase on this wall

*15'x7'x1' bookcase on this wall

- *Additional bookcases to be placed
- 6'x4'x2' on casters (11)
 - 12'x5'x2' (3) - these may be removed

*24'x6'x1' bookcase on this wall



Davie County Schools

North Davie Middle School Pictures

2022 - 2023 Media Center Redesign

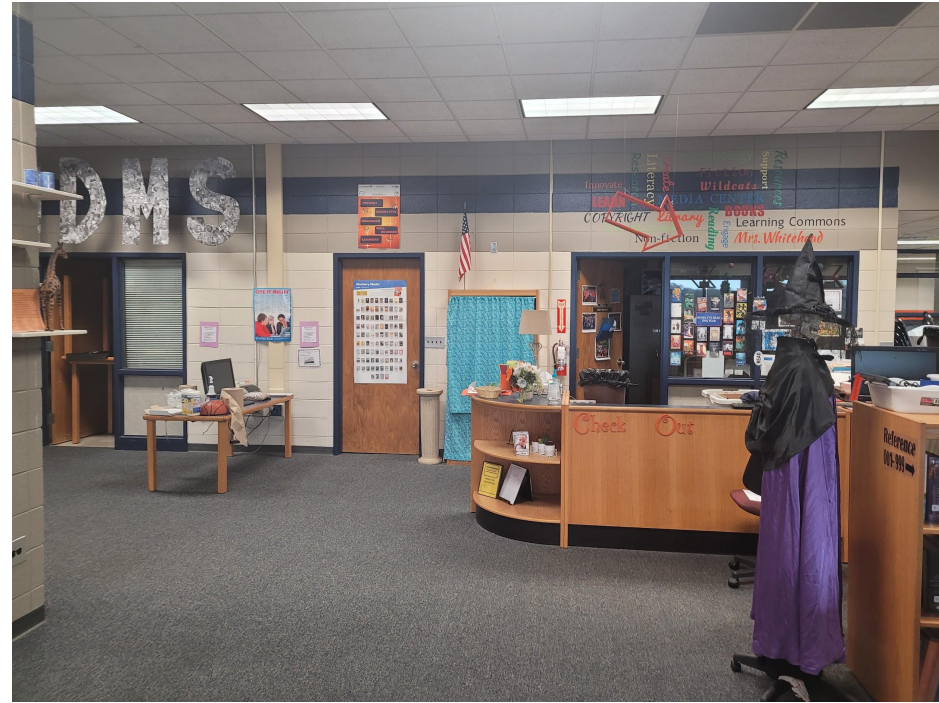
NDMS Media Center



NDMS Media Center



NDMS Media Center



NDMS Media Center



NDMS Media Center

