

STATE OF ALASKA
Department of Administration
Division of General Services
333 Willoughby Avenue
Juneau, AK 99811-0210

Request For Submissions

Date of Issue: December 19, 2012

Project: State Office Furniture Standards

Return of this Form is not Required

Deadline: Submissions must be received at the email address below no later than 4:30pm Alaska Daylight Savings Time on January 7, 2013. Submissions received after this date and time will not be considered.

Submission Email Address:

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1. State Point of Contact:

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- 2. Project Description:** The State of Alaska is adopting State Office Furniture Standards (SOFS) that will be applied to all state owned and state leased facilities. Through this Request for Submissions (RFS) process, *the state will select one authorized dealer for each region as defined in section eight of this RFS.*

The authorized dealer must have a place of business operating in the base location for the region as identified in section eight of this RFS and be licensed to do business in Alaska. The place of business must be open and available to the state during normal business hours.

The authorized dealer in each region will provide the required products, design, installation, inventory management services, and other services in the region and will assist the state in the implementation of the SOFS program for new office furniture including wall panel systems (systems furniture), seating, desks, tables, and filing solutions in all state owned and state leased buildings in a phased approach over multiple years.

- 3. Background:** The State of Utah on behalf of the Western States Contracting Alliance (WSCA) recently established Master Agreements (MA) with multiple manufacturers for the provision of systems furniture, seating, desks/tables, and filing solutions. *The State of Alaska has selected the following manufacturers to participate, through their authorized dealers, in the selection process for determining which dealers will supply product and services relating to the SOFS program.*

Manufacturer	WSCA MA Number	State SOFS Number
Allsteel	MA 144	W-2012-WOF-0001
Herman Miller	MA 145	W-2012-WOF-0003
Steelcase	MA 147	W-2012-WOF-0002

As authorized under AS 36.30.700, the state has executed *or is in the process of executing* a Participating Addendum (PA) with each of the above manufacturers as required by the MA. Once the PA has been executed with a manufacturer, all qualified entities located in Alaska are authorized to purchase off the WSCA MA's.

The state has utilized the architectural and interior design firm, ECI HYER, and has determined the following product lines from each of the above referenced manufacturers are of similar quality and will meet the state's requirements under the SOFS program as the state modernizes its workspace.

Systems Furniture

Manufacturer	Product Line
Allsteel	Terrace DNA
Herman Miller	Canvas Office Landscape
SteelCase	Answer

Seating

Manufacturer	Product Line (Guest Seating)
Allsteel	Relate
Herman Miller	Aside
SteelCase	Reply

Manufacturer	Product Line (Café Stools)
Allsteel	Inspire
Herman Miller	Caper
SteelCase	Player or Move

Tables

Manufacturer	Product Line (Team Tables)
Allsteel	Aware
Herman Miller	Everywhere Tables
SteelCase	Akira

Manufacturer	Product Line (Café Tables)
Allsteel	Merge
Herman Miller	Everywhere Tables
SteelCase	Enea or Scape Series

Filing Solutions

Manufacturer	Product Line (Filing Solutions)
Allsteel	Terrace DNA Steel Storage
Herman Miller	TU steel Storage
SteelCase	Universal Steel Storage

Based on an analysis of various factors; a dealer will be selected for each region that is qualified and capable of providing the highest level of design, installation, contract administration, and project management services that are the most advantageous to the state. This includes being the dealer's top priority customer in the region and the must provide a single point of contact for all SOFS projects in a region to ensure prompt resolution of issues that may arise. The selected dealer(s) will be responsible for the provision of all products, and services including, but not limited to the design, disassembly,

installation, removal, resell/recycle/disposal and inventory management services for the SOFS program in the future for the region.

4. **Program Management:** The Department of Administration, Division of General Services, will be responsible for the management of the SOFS program for the State of Alaska.
5. **Terms and Conditions:** The terms and conditions of the WSCA MA's, the states PA's, and the conditions in this RFS apply to the selected dealer(s) for all purchases under the SOFS program.
6. **Suburban Locations:** The SOFS program applies to all State owned and State Leased buildings under the Management of the Division of General Services in suburban locations. Suburban locations are defined as any location on a road system and within 70 miles from the city center of the base location for that region. Suburban locations in each region have been identified in section eight of this RFS.
7. **Outlying Locations:** The SOFS program applies to all State owned and State Leased buildings under the Management of the Division of General Services in outlying locations. Outlying locations are defined as any location that is connected to the road system but greater than 70 miles from the city center of the base location for that region. Outlying locations in each region have been identified in section eight of this RFS.
8. **Regions:** For the purposes of the SOFS program, the state has been broken into the following regions:

Southeast: The following locations are in the Southeast Region:

Location	Suburban/ Outlying	Location	Suburban/ Outlying
Angoon	Outlying	Ketchikan	Outlying
Craig	Outlying	Klawock	Outlying
Douglas	Suburban	Petersburg	Outlying
Gustavus	Outlying	Sitka	Outlying
Haines	Outlying	Skagway	Outlying
Juneau-Base Location		Wrangell	Outlying

Central: The following locations are in the Central Region:

Location	Suburban/ Outlying	Location	Suburban/ Outlying
Anchor Point	Outlying	Kenai	Outlying
Anchorage-Base Location		Palmer	Suburban
Big Lake	Suburban	Seldovia	Outlying
Clam Gulch	Outlying	Seward	Outlying
Cooper Landing	Outlying	Soldotna	Outlying
Eagle River	Suburban	Talkeetna	Outlying
Girdwood	Suburban	Wasilla	Suburban
Glennallen	Urban	Willow	Outlying
Homer	Urban		

Northern: The following locations are in the Northern Region:

Location	Suburban/ Outlying	Location	Suburban/ Outlying
Aniak	Outlying	Koyukuk	Outlying
Barrow	Outlying	McGrath	Outlying
Bethel	Outlying	Naknek	Outlying
Deadhorse	Outlying	Nenana	Suburban
Delta Junction	Outlying	Newhalen	Outlying
Dillingham	Outlying	Nome	Outlying
Dutch Harbor	Outlying	Northway	Outlying
Emmonak	Outlying	Nulato	Outlying
Fairbanks-Base Location		Point Hope	Outlying
Galena	Outlying	St. Marys	Outlying
Illiamna	Outlying	Teller	Outlying
King Salmon	Outlying	Tok	Outlying
Kodiak	Outlying	Unalaska	Outlying
Kotzebue	Outlying		

9. **Additional Locations:** Locations may be added to the above regions at the sole discretion of the state. Location placement may not be disputed by the selected dealers.
10. **Documents:** The selected dealer(s) will be required to sign the states standard agreement form as seen in Attachment B which will be attached as Exhibit 1 to the PA.
11. **Estimated Volume:** The state anticipates replacing in excess of 2000 cubicle offices and related items in Phase One of the SOFS program.

12. **Requirements:** To be considered, a submitting dealer must be an authorized dealer for one of the above brands and be legally qualified to do business in the state.
13. **Business License:** A submitting dealer must have a valid Alaska Business License. A copy of the business license **should** be included with the submission. The name on the business license must match the name on the submission.
14. **Insurance:** The selected dealer(s) must provide insurance documentation in accordance with the WSCA Master Agreement with their submission or within five business days of the states' request.
15. **Invoicing:** Invoices must be submitted by the selected dealer to the state and include separate lines for products, shipping, and all separate hourly labor rates associated with the SOFS program. Invoices must also include the MA number and the State of Alaska WSCA contract number as identified on the MA and the PA. The state and the dealer(s) agree to work cooperatively to establish any additional items that may be required on invoices to ensure all aspects of the SOFS program can be tracked as needed by the state.
16. **Shipping:** Regardless of location classification (urban or rural), the state will only pay actual shipping charges as a separate line item on all invoices associated with the SOFS program in accordance with the PA. Under no circumstances shall a dealer increase their profit margin through shipping charges.

Shipments to rural locations must include separate invoice lines for each shipping segment as follows:

- Line one: Shipping cost for the required products from the manufacturers shipping port location to the base location in the region.
- Line two: Shipping cost from the base location in the region to the rural project location.

17. **Outlying Travel Costs:** Dealer travel for project locations classified as rural shall be in compliance with the Alaska Administration Manual (AAM). If the contractor's personnel are required to travel for onsite work at a rural location, the contractor will be reimbursed in accordance with state travel policies as follows; for air travel (AAM 60.050), for lodging (AAM 06.240), and for meals and incidentals (AAM 60.250). Travel costs to a rural location must initiate at a regions base location. In the event it is less expensive to travel to the rural location from a location not identified as a base location, the dealer must use the most cost effective travel itinerary. All travel costs must be preapproved by the state 45 days prior to the travel date. Under no circumstances shall a dealer increase their profit margin through rural travel costs.
18. **Labor Rates:** The hourly design and installation rates submitted in response to this request will apply to all state purchases under the SOFS program for all locations in a region. After selection, dealers will be compensated at the hourly rates submitted for the actual number of hours worked for a project. In the event additional labor categories are

required, the state and the selected dealer in each region shall work cooperatively to establish reasonable hourly rates for the additional labor categories.

19. **Product Pricing:** The total percentage discount (WSCA maximum plus additional) submitted in response to this request will apply to all state purchases under the SOFS program for all locations included in the region. Understanding the state is going to select dealers that will provide the products and services related to the SOFS program; the state encourages dealers to submit additional percentage discounts to be used in combination with the maximum percentage discounts that are already available to the state through the MA executed by the manufacturers identified above.

As an example, the manufacturer has executed a MA with the State of Utah that provides qualified entities a maximum discount of 59% off MSRP. The state encourages the submitting dealer to offer additional discounts above the 59% that will result in additional savings for the state.

Regardless of the SOFS products selected, the total percentage discounts submitted for the SOFS products and the associated labor rates identified on Attachment D will apply to all purchases made under the SOFS program regardless of order size or volume. The total percentage discount (WSCA discounts plus the submitted additional discount for SOFS program) shall remain firm during the SOFS program.

20. **Asset Management:** The state is seeking dealers that are capable of managing the states assets that fall under the SOFS program. The state currently intends this to include warehousing a minimum amount of inventory at the dealer's location. Also included in with Asset Management is detailed tracking of installed inventory. This will also require tracking warehoused and installed inventory by city, building, department, division, and floor.
21. **Protest Rights:** This is not a procurement. The Chief Procurement Officer may prepare and approve specifications for supplies or services per 2 AAC 12.070. This request for submissions is part of the state's process to establish standard specifications. Since this is not a procurement, there are no protest rights that apply to this process. The State of Utah on behalf of WSCA performed the solicitation that legally established the MA's and this selection process is part of the dealer selection process allowed through the MA's and the Participation Agreement's (PA).
22. **Price Increases and Decreases:** Price increases and decreases will be in made accordance with the WSCA MA.
23. **Hourly Rate Increases:** *All hourly rates will remain firm through December 31, 2013.* Hourly rate price adjustments for design and other services will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Anchorage Area.

Contractors must request price adjustments, in writing, 30 days prior to January 1st of each year. Requests for hourly rate price adjustments will not be accepted prior to December

2013. If a contractor fails to request a CPI price adjustment in writing 30 days prior January 1st of each year, the adjustment will be effective 30 days after the State receives their written request.

The price adjustment rate will be determined by comparing the percentage change between the CPI first half 2012 (January through June); and each first half (January through June) thereafter. The percentage change between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

24. Configuration Changes: The state reserves the right to disassemble and assemble SOFS products as needed without risk to the warranties that apply under the WSCA MA. State maintenance staff will perform basic reconfiguration projects involving the disassembly and assembly of SOFS products as needed.

25. Dealer Location: The state is seeking dealers capable of providing SOFS products and services in the regions identified in section eight of this RFS. The state will analyze the submission from each dealer to determine if the dealer has a physical place of business in the designated base location for the region. If a dealer does not have a physical place of business in the designated base location, the submission shall not be considered for the region.

Attachment A1 must be used to provide this information. Instructions have been provided to ensure proper completion of Attachment A1.

26. Standard Selection Process:

The following will be analyzed by the state to determine which dealers will become the providers for the SOFS program:

A. Cost Submission:

A1 Product Cost (30 POINTS): The total cost submitted for all the parts will be analyzed by the state to ensure the discounts submitted meet or exceed the discounts already available to the state under the established WSCA MA's

A2 Project Management Fee (20 POINTS): This fee will cover all dealer cost and profit. This includes but is not limited to all labor, overhead, office supplies, insurance, profit, vehicles, office space, and management salaries. This does not included Outlying Travel Cost as mentioned in Section 17 of this document, and the freight cost as mentioned in the WSCA Master Agreement. The dealer must determine what percentage of product cost is acceptable to them to cover all of their costs and profit. While product price will adjust in accordance to the WSCA agreement, this percentage will remain the same throughout the life of the contract.

The Project Management Fee does not include warehousing fee. Warehousing fee will be paid base on the square footage used by the state for storing product. All labor

involved with warehousing is to be included in the Project Management Fee.

Example: The dealer submits and a Project Management Fee of 27.5% of product cost. The product for the project totals \$250,000. The dealer would be paid \$68,750 as a Project Management Fee in addition to the product cost.

$$\$250,000 \times .275 = \$68,750 \text{ Project Management Fee}$$

A3 Hourly Labor Rates (10 POINTS): Occasionally the state will require existing cubicles to be reconfigured. With these projects the dealer will be allowed to invoice the state for hourly rates as no product is being purchased for this project. Such projects will require the dealer to disassemble and reassemble existing cubicles in a new configuration possibly at a new location.

Design Services:	Hourly Rate Submitted	x	10 Hours	=	Analyzed Cost
Project Manager	Hourly Rate Submitted	x	15 Hours	=	Analyzed Cost
Lead Installer	Hourly Rate Submitted	x	25 Hours	=	Analyzed Cost
Laborer	Hourly Rate Submitted	x	75 Hours	=	Analyzed Cost

B. Technical Submission:

B1 Contract Administration and Project Management Plans: (20 POINTS) The state will analyze the contract administration and project management plans submitted by each dealer for each region. The state is seeking a dealer in each region that is capable of providing the daily contract administration and project management that will be required to meet the states goal of creating an efficient and effective workspace for employees in the future. The plans must describe the administration and project management methodologies that will be utilized to ensure all state SOFS program projects are completed in an efficient manner. A sample project plan for a “neighborhood” of cubicles as illustrated on Attachment C from design to completion must be included in Attachment A2. Attachment A2 must be used and may not be altered in any way. Instructions have been provided to ensure proper completion of Attachment A2.

B2 Asset Management and Warehousing Plans (15 POINTS): The state will analyze the asset management and warehousing submitted by each dealer for each region. The state is seeking a dealer in each region that is capable of providing the asset management and minimal inventory warehousing that will be required to ensure the states assets are tracked and utilized to their fullest extent. Ideally, the dealer in each region should have the capacity to not only track each part in the states ongoing inventory, but must also be capable of storing minimal additional parts to ensure the timely delivery of parts that may be required for any alterations to an item in the SOFS program. The plan must describe the asset management and warehousing plans that will be utilized to ensure all state SOFS program products are accurately tracked. The plans must also define the inventory reports that would be accessible to the state. Reports shall be provided monthly to the person determined by DGS at no charge to the state. Attachment A3 must be used and may not be altered in any way.

Instructions have been provided to ensure proper completion of Attachment A3.

B3 Resell/Recycle/Disposal Program (5 POINTS): The state will analyze the resell/recycle/disposal program submitted by each dealer for each region. The state is seeking a dealer in each region that is capable of providing a resell/recycle/disposal program that can track and report on the disposition of products removed from state owned and leased buildings. The submitted plan must define the following:

- a. Process and plan that will be used to evaluate the potential value of all removed products
- b. Will the resale value be used to offset the cost of a project?
- c. Process and plan that will be used to recycle products that cannot be resold including a process to donate items to qualified non-profits.
- d. Process and plan that will be used to dispose of products that cannot be resold or recycled.
- e. Process that will be used to track and report to the state the final disposition of product removed from state owned or leased facilities.

Attachment A4 must be used and may not be altered in any way. Instructions have been provided to ensure proper completion of Attachment A4.

27. Final Determination of the SOFS Standard: After an analysis of the above factors, the state will select the dealer that submit the most advantageous overall SOFS program as determined by the state in each region.