



REQUEST FOR BIDS

*FSU Champions Club – South End Zone Expansion
Furniture, Fixtures, and Equipment*

PROJECT BACKGROUND

The Florida State University seeks bids from furniture dealerships for the procurement, delivery, and installation of Furnishings, Fixtures, and Equipment related to the Champions Club project. The Champions Club is a premium club experience surrounding the University Center Club located in Doak Campbell Stadium. The scope includes approximately 40,000 SF of interior club space, 2 covered rooftop terraces of equal size, and a covered 'pre-function' patio adjacent to the existing ballroom. The bid packages are broken into the following categories: Contract Furnishings, Outdoor Furnishings, and Banquet Furnishings.

OBJECTIVES

FSU has secured IA Interior Architects to design, select, and coordinate the implementation of a furniture program that will support a dynamic hospitality environment for the Champions Club.

Key Goals for this opportunity are to:

- Provide a timeless design for a variety of hospitality programs not limited to:
 - Corporate Events
 - Banquets
 - Private Parties
 - Weddings
- Enhance the Fan Experience on Game-day
- Allow for flexibility and reconfiguration
- Promote comfort
- Ensure durability and low maintenance
- Considerations for compact storage

Unless bid documents include more stringent requirements, applicable FF&E industry standards and regulating codes apply.

SCOPE OF ASSIGNMENT

- Provide pricing per the 'basis of design' specifications and quantities. Verify quantities against the plans where noted. Not all furnishings are located on the plans, as some pieces are intended for building-wide usage.
- Bid response should address product selection support, product specification, order entry, procurement coordination, expediting, delivery, installation and punch list provided by the Dealer's Project Delivery Team
- For questions during the bid process, please request **in writing**, any clarifications of the scope and requirements. Please contact

ATLANTA

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WASHINGTON, DC

3455 PEACHTREE ROAD, NE

SUITE 325

ATLANTA, GA 30326

404.495.0919

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www.interiorarchitects.com

IA INTERIOR ARCHITECTS GLOBAL ALLIANCE

Fredrick B. Ross, FSU Procurement Specialist via email at fross@admin.fsu.edu. Include as the subject line “**Champions’ Club Furniture Bid Clarification.**” All questions independent of origin and the responses will be officially posted in the form of Addendum(s) with the ITB Notice on the FSU Procurement website. Vendors are advised to check the website the first business day after the deadline for Addenda.

CRITICAL DATES – DEADLINES

- Bid Packages issued
 - **Friday, April 29, 2016**
- Cut-off for questions / clarifications
 - **Tuesday, May 10, 2016 5:00 pm EDT**
- Responses to questions via addendum:
 - Monday, May 16, 2016 5:00 pm EDT**
- Pricing, product and team submission (**3** hardcopies and **3** USB Drives to FSU Facilities Purchasing, 969 Learning Way, 107A Mendenhall Maintenance A, Tallahassee, FL 32306 on or before:
 - **Friday, May 20, 2016 2:00 pm EDT**
- Notice of intent to award posted on FSU Procurement website:
 - **Friday, May 27, 2016 estimated**

PRODUCT AND PRICING SUBMISSION

1. The Vendor is to identify the project delivery team. Provide all team members’ resumes and a brief description of roles and responsibilities, highlighting similar experience of project size and complexity. Core team members are required to remain consistent throughout the duration of the project.
2. Describe the team’s approach to procurement, project management, order tracking, delivery, installation, punch list, conflict resolution, on-site training, maintenance & repairs, and customer satisfaction.
3. Your pricing submission must be based on the following:
 - a. Delivery and installation must be included for a complete turnkey project.
 - b. Include all required components for furniture to the extent reasonably inferable, based on the attached specifications.
 - c. Submit a lump sum total cost for each category.
4. Your pricing submission should also include:
 - a. Reference number and date of the published price list used for the pricing.
 - b. Itemized list of all components, with associated unit list price, discount, and net total.
 - c. Terms and conditions for all aspects of work proposed, but not limited to:
 - i. Delivery
 - ii. Conditions for storage/warehousing (double handling charges will not be allowed).

- iii. Factor in requirements for extended hours and/or work performed on weekend days, if applicable to the installation process.
 - iv. Manufacturer, dealer and installer product and service warranties. Submit warranty information/ terms along with bid response.
 5. The client reserves the option to modify the proposed FF&E specifications, to the extent that the client determines feasible, upon award.
 6. Any exclusions or exceptions to the bid response are to be clearly defined.

BASIS OF AWARD

Bids will be awarded separately all or nothing as a lump sum for a complete turnkey project for each category. Vendors may bid on a single category or any number of two or three categories. The University reserves the right to award or not award in the best interest of the University

“OR EQUAL” SUBSTITUTIONS

We respectfully ask that the bid documents do not deviate from the basis of design. Voluntary alternates may be considered if deemed to be a betterment. The materials and products described in the Bid Documents establish a standard or required function, appearance, and quality to be met by any proposed substitution.

The equality of items offered as “equal” to the basis of design shall be proved to the satisfaction of the client.

1. Vendor is to identify substitutions by the same criteria as depicted in the Bid Documents.
2. In addition to product specifications, provide a comparison of the proposed substitution and the basis of design, highlighting any significant differences.
3. Each substitution shall be from a manufacturer’s standard product catalogue only. Custom, one-of-a-kind, or limited production goods are not allowed if deviating from the basis of design.
4. Vendor is to identify if the proposed substitution has any lead time constraints and potential impact on the project schedule.
5. The client may require a full size sample of both the basis of design and the proposed substitution for review and evaluation. The bidder shall bear the cost for providing, delivering, and disposal of such samples.
6. There is no guarantee that the voluntary alternate will be accepted.

VENDOR QUALIFICATIONS AND RESPONSIBILITIES

1. Scope of Services:
 - a. Provide detailed installation plans and specifications submitted for approval prior to placement of order.



- b. Prepare and update installation and manufacturing schedule.
- c. Provide detailed installation schedule including exact hours of the day outlining strategy to align with FSU's schedule for occupancy.
- d. Provide detailed pricing as may be requested, for any and all changes in project.
- e. Attend project meetings when appropriate or requested to participate with the owner, design team, and contractor to highlight any issues or critical decisions and administer changes as specified by the project team.
- f. The project design team shall be immediately notified in writing by the Vendor should any conflicts be discovered.
- g. Provide protection for all building surfaces during all phases of installation. This is to include, but not be limited to protection of flooring, wall finishes, millwork, elevators, etc.
- h. Maintain a running status report of acknowledgements, deliveries and change requests. Issue the report to the project team on a weekly basis in a format approved by owner.
- i. Provide a thorough and complete installation of all products. Products shall be placed in accordance with final approved plans.
- j. All installation members must abide by all safety and on-site rules established by FSU and Childers Construction Company.
- k. Provide copies of all documentation of guarantees, warranties to Owner at completion of project.
- l.** All deliveries will be scheduled to coincide with construction schedule and must be coordinated directly with Maribel Parcyh I.D., EMI Architects. Contact information and detailed instructions will be provided to the successful bidders.
- m. Vendor team will be required to complete the final closeout procedure.
 - i. Create a punch list and proposed resolution of each deficiency.
 - ii. Completion of all punch list items on or before September 6, 2016 to the satisfaction of the client
 - iii. Issuance of final lien waivers from manufacturer and installation team
 - iv. Provide copies of all documentation of guarantees and warranties to the client at completion of project, including all terms and conditions.
 - v. Provide two (2) sets of product manuals including parts lists, recommended maintenance, etc.

- vi. Provide contact information and protocols for follow up maintenance and parts.
2. All products must meet all governing codes, ordinances, rules and regulations of the various agencies, utilities, and municipalities which have jurisdiction over the work.
3. The vendor will be responsible for identifying and procuring the need for any and all permits to install specified furnishings. In addition, the vendor will notify design team of same immediately upon receipt of confirmation that a permit is necessary.
4. If the vendor intends to use subcontractor to perform any portion of the work (including installation) a list with the names of the subcontractor and the work to be performed is to be provided in detail. All subcontractors must comply with the Building Rules and Regulations. All subcontractors must be insured and bonded as if they are direct employees of the prime vendor.
5. Clean work environment shall be provided at the completion of each, possibly phased, installation. Provide a minimum of one full cleaning service that will include wipe down of all furniture and exterior surfaces per project. Vendor to provide removal of all trash, packing materials, boxes etc., per project.

We appreciate your interest in this project and look forward to working with your team on such an exciting opportunity.