**BEST VALUE DETERMINATION (BVD) REQUEST FOR QUOTE (RFQ)**

**NAVFAC [FEC]**

[Project Number]

[Project Title]

[Location]

RFQ Transmittal Date: [ ]

Submittal Due Date: [ ]

To Whom It May Concern:

We request a pricing proposal from your firm to provide furniture, fixtures and equipment (FF&E) for [Project Number PXXX, Project Title, Location]. The current project schedule Building Occupancy Date (BOD) is [date], which includes FF&E installation. Plan and price accordingly. The approved Final FF&E Package will be procured by the Construction Contractor through the successful Vendor. As a subcontractor to the Construction Contractor, the successful Vendor must coordinate the schedule with the Construction Contractor starting at subcontract award and maintain this communication through FF&E installation completion.

[Dealership installation offices must be permanently located within [50] [100] [200] miles of project site for project installation and future service requirements.]

Please prepare your proposal utilizing [General Services Administration (GSA) Multiple Award Schedule (MAS) Subcategory Special Item Numbers (SINs):

[33721 Office Furniture]

[33721P Packaged Office Furniture]

[337121P Packaged Household Dormitory and Quarters Furniture]

[337121H Household, Dormitory & Quarters Furniture]

[ ]

[Open Market source(s)]

[This request for quote focuses only on key furniture items.] [All anticipated required items are included in this request for pricing.] The intent of this RFQ is to select a [manufacturer] [Packaged Office Vendor] for the products specified as the overall best value to the Government.

Salient characteristics and performance criteria indicated in this RFQ convey general style and required performance. Products meeting these requirements will be considered by the Interior Designer of Record (IDOR) and the NAVFAC Interior Designer (NAVFAC ID) and sent to the Contracting Officer for approval. [[Name of Construction Contractor] is known as the Construction Contractor.] [Name of the IDOR (the ID performing the BVD)] is known as the IDOR.

Freight, design, installation, project management, and any other anticipated fees/costs must be identified and cover [all items in the SIN indicated above] for the total project, based on the floor plans provided with this RFQ. These items and any other anticipated fees/costs must be separate line items, clearly defined as a specified percentage of the product total. **The proposed percentages must be held for the duration of the project.**

[This RFQ and subsequent order is set-aside exclusively for the authorized GSA Vendors and FPI/UNICOR, in the SIN identified above.] [This RFQ and subsequent order is set-aside exclusively for Open Market Vendors.] [This project will likely be awarded as a turnkey option to the construction contract.] Please note that it is mandatory to review and consider supplies on the procurement list maintained by FPI/UNICOR and by The Committee for Purchase from People Who are Blind or Severely disabled (AbilityOne). <http://www.abilityone.gov/procurement_list/product_buy.html>]

The drawings in PDF [and CAD] [and REVIT] format are included for your use. [CAD] [REVIT] [files will be provided upon request.] Quantities listed in this RFQ are based on the preliminary design and are provided as a courtesy to aid in assessing the project for scope of work. The Proposing Vendor must validate quantities. **Final order quantities will be the responsibility of the Vendor awarded the project.**

**PROPOSAL RESPONSE:**

**Review and provide the following information in the submitted proposal response.**

**Provide proposals in digital format.**

**GENERAL REQUIREMENTS:**

Please provide the following information in your proposal:

1. Price the requested items utilizing GSA Contracts on the BVD RFQ Spreadsheet and return a

“live” Excel document and PDF copy. The Proposing Vendor must complete each of the three (3) tabs (Part 1, Part 2 and Part 3) in this Excel form. Partial proposals will not be accepted.

1. **GSA and other price increases are not permitted for [12] [ ] months from the due date of this RFQ.** If a known price increase is expected, and current pricing cannot be held for the duration requested above, provide pricing that anticipates the increase.
2. Errors in product counts and/or overlooked product required for the installation are the responsibility of the Vendor and costs must not be added to the project after the pricing proposal is submitted.
3. Price increases are not permitted at a later date in order to meet specifications in this RFQ. If deficiencies and/or deviations are not clearly identified as part of the RFQ response, the Vendor must provide items as indicated in RFQ specifications at no added cost.
4. As-built drawings will be provided to the Vendor after award.
5. Vendor and/or Manufacturer provides design services, as required, based on specifications and/or typicals.
6. The recommended Vendor will be required to sign a subcontractor agreement with the Construction Contractor. [A draft of the subcontractor agreement is attached identifying the actions required to fulfill this contract.] [See Subcontractor Agreement Exhibits [ ].] It is the responsibility of the FF&E Vendor and the Construction Contractor to coordinate and determine the FF&E installation schedule and site conditions for installation. Issues regarding contract, payment, scheduling, safety, base access or liability are the responsibility of the FF&E Vendor and the Construction Contractor and are not the responsibility of the Government. [Provide evidence of how the products can contribute to Sustainable Program credits for the project.]
7. Provide supporting documentation on the GSA Holder team credentials as needed/requested.
8. Proposed products must comply with the Buy American Act or Trade Agreement Act.
9. Effective April 1, 2023, in accordance with section 333 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, the Department of Defense must not procure any covered items that contain PFOS or PFOA. The Vendor must not provide any covered items containing PFOS or PFOA in performance of this contract, task order to include the following:

* Nonstick cookware or cooking utensils for use in galleys or dining facilities.
* Upholstered furniture, fabrics, carpets and rugs that have been treated with stain-resistant coatings.

1. Order of precedence for FF&E item requirements identified within this BVD RFQ:

* Project-Specific Technical Specifications and Typicals
* NAVFAC Performance Criteria
* Furniture Plans
* Basis of Design examples provided in the BVD RFQ Spreadsheet

1. Clearly define all finish grades in the proposal. Finish samples (finishes and fabrics) are not required at this time.
2. [Review all power and data requirements included in this in this RFQ. Your proposal must include drawings and specifications to validate the proposed system meets all requirements. Address all questions to [IDOR name. If selected as best value Vendor, additional coordination meetings may be required.]
3. [BVD FF&E Mock-ups are required for the three (3) highest ranking proposals and are reviewed as part of the BVD evaluation process. Technical mock-ups of actual furniture items are preferred for Activity evaluation. [If physical products cannot be provided for an in-person mock-up, digital mock-ups are permitted and evaluated against other Vendors that may provide physical samples.] [Digital mock-ups in lieu of actual product mock-ups are required.] [Digital submissions with video or website links are permitted. Do not send general product videos that do not specifically address products in the solicitation. Applicable features and operation can be visually indicated and digitally conveyed in a simple compositional storyboard for each product.]

[Technical Mock-up[s] for [identify items] to include evaluation of the following:

* [Interface of systems from wall, column, floor or power pole to the building, including faceplates for junction boxes.]
* [Distribution of all communications/data/power through the systems furniture including segregated pathways i.e .for secure, non-secure, UPS back-up power systems, etc., if required]
* [Access for communications/data/power for equipment, electrical receptacles, and faceplate locations]
* [Wire management for all excess cords and cables, both internal and external for the systems furniture]
* [Mounting mechanisms and tolerances]
* [Controls and mechanisms for operation and adjustment]
* [Material application]
* [Integrated standard accessories and/or features and hardware]
* [Comfort and expected durability]
* [Representative finish offerings based on RFQ Proposal]
* [\_\_\_\_]]

A physical mock-up product presentation “draft” schedule includes:

* Day 1 Vendor Drop Off and Set Up
* Day 2 Activity Evaluation [time period]
* Day 2 Vendor Pick Up]

[Mockups are tentatively scheduled to occur [date].]

**SUBMISSION:** Provide a “live” Excel copy of the BVD RFQ Spreadsheet and [two (2)] [a] bookmarked PDF[s] of the entire proposal with the following information, in the order shown below:

**[PDF #1]**

1. **COVER LETTER**: Cover letter on the GSA Vendor’s letterhead, summarizing the pricing total and outlining the Vendor terms and conditions, signed by the representative managing the account. Include the GSA Contract number and expiration date.
2. **BVD RFQ SPREADSHEET**: Provide a BVD RFQ Spreadsheet response to Parts 1-3.

It is understood that the Vendor is providing items as specified and indicated in this RFQ unless identified per requirements below. Proposals that do not identify in the spreadsheet any deviations will not considered.

* Vendors must clearly identify on the spreadsheet proposed items that do not meet the required specifications.
* Vendors must clearly identify product tolerances that do not safely, functionally, and aesthetically accommodate the RFQ furniture layout and design. Provide explanation, layout sketch, and associated cost for an alternate design required to achieve an acceptable solution.
* [Provide a separate fee for product storage, in 30-day increments, in case of unforeseen construction delays. (See line item for this fee, not included in project total, on the BVD RFQ Spreadsheet.)]

**[PDF #2]**

1. **PRODUCT INFORMATION**: Provide literature images for items proposed in the BVD RFQ Spreadsheet. Provide supporting documentation to validate that items included in your proposal meet or exceed requirements for the requested items in this BVD RFQ. Include manufacturer’s cut sheets and specifications or pricer pages with specified features highlighted for items submitted. Proposals that do not identify in the literature any deviations will not considered.

* Vendors must clearly identify in the literature proposed items that do not meet the required specifications.
* [Bookmark each product within the PDF]

1. **BILL OF MATERIALS**: Detailed bill of materials (BOM) for items. The BOM includes the quantity, part number, part description, list, sell, and discount based on the typical requirements. Tag items as indicated on drawings and pricing forms. Clearly show which product line is proposed for each item.
2. **PROJECT TYPICALS**: Provide detailed typicals of each [identify items] type. Tag and identify in coordination with drawings and specifications. Details include a 2D plan and 3D isometrics clearly identifying parts and pieces provided. Indicate accessories and finishes provided to show RFQ requirements have been met.

* [Bookmark each product typical within the PDF]

**REQUESTS FOR INFORMATION (RFI’S):**

All Requests for Information (RFI’s) must be directed to [IDOR’s Name] via email [Email Address]. RFIs and responses will be copied to all bidders. All RFIs must be received at least two (2) weeks prior to the proposal deadline. **Please notify [IDOR’s Name] via email within four (4) business days of receipt of Request of Quote whether your company will or will not be providing a quotation.**

**DEADLINE FOR PROPOSAL:**

**Please submit [a digital copy – no more than 6MB] [(1)] [(2)] [(3)] [hard copies] [CD] with all of the above requirements by [Date/Time] to:**

[IDOR’s Contact Information]

If file size exceeds 6MB, consider using an electronic drop box to deliver Proposal.

Please mark the submittals with the Project Name, Vendor’s Name, and Date. Solicitation or inquires to end users or base personnel regarding this project and RFQ are not permitted. **Proposals not adhering to the above requirements will not be considered.**

**EVALUATION FACTORS (**Ranked in order of importance)**:**

Special features required in effective program performance:

Probable life of the item selected as compared with that of a comparable item

Price

Warranty considerations

Maintenance availability: Vendor/installation team must be located within [150] [200] [250] driving miles of [location of project] to provide proximity for support and maintenance to the Facility after delivery and installation of the product.

Past performance

Ability to meet construction schedule

Environmental and energy efficiency considerations

Comfort/suitability of the item:

Delivery terms

Your administrative costs

Training needed or provided

Trade-in considerations

Technical qualifications

Compatibility with existing furniture / Products / Technology (circle appropriate category)

Evaluation results from project mock-ups provided on [date] – [to be used ONLY if mock-ups were a project requirement.]

Other (*specify*):

Sincerely,

[IDOR’s Name]

[Contact Information]

**ATTACHMENTS:**

1 - BVD RFQ Spreadsheet (Excel & PDF)

2 - Performance Criteria

3 - Furniture Plan(s) (PDF & CAD)

4 - Scope of Work

5 - Subcontractor Agreement/Requirements

[6 - Other]

[Copy to: NAVFAC [FEC] Interior Designer]