

HARNETT REGIONAL JETPORT



REQUEST FOR PROPOSAL

HARNETT REGIONAL JETPORT
FURNITURE AND DESIGN
SERVICE

Proposals Due December 18, 2023
No Later Than 3:00 p.m.

Submit Proposals to:
Harnett County Finance
Attn: Renea Warren-Ford
Procurement Specialist
455 McKinney Parkway, Lillington, NC 27546

Submit via UPS, FedEx or in person
Include Bid No. 12152023 on the outside of the envelope

Public opening at:
Harnett County Resource Center and Library
455 McKinney Parkway
Lillington, NC 27546

REQUEST FOR PROPOSAL: Furniture and Design

1.0 GENERAL INFORMATION

1.1 Purpose: Harnett County is seeking proposals for furniture and interior design services for the new Harnett Regional Jetport Terminal building. Expected move-in of the new terminal is January 2024. The Jetport terminal will house three full-time Jetport administrative personnel and 5 part-time line service technician personnel; it will also house the Harnett County Economic Development office with four personnel. Harnett Regional Jetport serves as a stop for transient pilots and private passengers and as a gathering space for Jetport tenants. The new 7,035 sq. ft. terminal building will provide office spaces, reception area in both the Economic Development office and Jetport area, a large meeting space, conference room, main terminal lounge, pilots' lounge, two kitchen spaces, an upstairs viewing deck, and downstairs outside seating. This new Jetport terminal will serve as the gateway to economic development for Harnett County while continuing to serve Harnett County's general aviation enthusiasts.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which Harnett County intends to govern the relationship between it and the selected Vendor.

1.2 Definition of Parties: Harnett County will hereinafter be referred to as "Harnett County". Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Vendor".

Scope: Harnett County is seeking a qualified interior designer or vendor to perform furniture, fixtures and design (FF&E) and contract administration services for the new Jetport Terminal Building. The construction of the new terminal echoes the explosion of growth that the County is experiencing, and the new terminal represents the gateway of the County. Harnett County is looking for a progressive designer or vendor who can envision spaces within the terminal that not only reflect the interior and exterior finishes of the construction, but make a statement to visitors to the Harnett County Jetport. Proposals shall be for the design services, delivery and assembly of furniture, to include desks, chairs, lockers, benches, sofas and outdoor seating. Design, delivery and assembly shall be included in the price and are the sole responsibility of the Vendor. The list of furnishings are provided in Attachment A.

1.3 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in Harnett County's best interests, including, but not limited to:

- Overall Design Concept
- Quality of Design Selections
- Ability to present selections in accordance with CAD drawings provided
- Ability to meet specifications, terms and conditions
- References
- Prior working experience with Harnett County
- Cost

1.4 Communication with Harnett County: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. If the County finds that an inquiry necessitates a change or clarification to the RFP, The County will forward the clarification by addenda to all parties who initially received a copy of the RFP. Harnett County will not be bound by oral responses to inquiries or written responses other than addenda. Please direct all inquiries to:

Renea Warren-Ford
Procurement Specialist
Harnett County
455 McKinney Parkway
Lillington, NC 27546

1.5 Award of Proposal: Harnett County's objective is to award the proposal to one bidder. However, Harnett County reserves the right to award this proposal on an item-by-item basis or a group of items. Harnett County reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal. Should Harnett County determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

1.6 Confidentiality: The information contained in proposals submitted for Harnett County's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The County will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders should clearly mark any information considered confidential and/or proprietary.

1.7 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

1.8 Debarment: Submission of a signed proposal in response to this solicitation is certification that the bidder (or any sub-vendor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any County, State or Federal department or agency. Submission is also agreement that Harnett County will be notified of any change in this status.

1.9 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.

1.10 Proposal Validity: Unless otherwise specified, all proposals shall be valid for 90 days from the due date of the proposal.

1.11 Proposal Submission: A **SIGNED** original and 4 copies of the proposal must be received by Harnett County —, Attn: Renea Warren-Ford, 455 McKinney Parkway, Lillington, NC 27546 in a sealed envelope by **December 18, 2023**. Normal business hours are 8:00 AM to 5:00 PM, Monday through Friday. Proposals received after the due date will be returned unopened. There will be a public opening of proposals (see 1.6—Confidentiality). Vendors assume the risk of the methods of dispatch chosen. Harnett County assumes no

responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any vendor. Additional time may be granted to all vendors if Harnett County determines that circumstances require it. **FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED.**

The envelope must be clearly identified on the outside as follows:

Name of Bidder
Address of Bidder
Due Date
RFP #12182023

1.12 Errors: Proposals may be withdrawn or amended by bidders at any time prior to the proposal opening. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

2.0 GENERAL TERMS AND CONDITIONS:

2.1 Contract Documents The County reserves the right to reject any or all proposals. Harnett County reserves the right to bid any other services not listed herein and/or award same to successful vendor. No contract with any selected proposer shall be binding until a contract is signed and executed by the County and the successful proposer. All items in this Request for Proposals must be included in the proposed contract. The County reserves the right to enter into a contract with another proposer in the event that the originally selected proposer fails to execute a contract with the County or defaults on its contract.

2.2 Contract Validity: In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

2.3 Contract Administration: If the Vendor needs clarification of, or deviation from the terms of the contract, it is the Vendor's responsibility to obtain written clarification or approval from Renea Warren-Ford, Procurement Specialist, Harnett County, purchasing.support@harnett.org

2.4 Litigation: The Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of North Carolina without reference to its conflicts of laws principles. The Vendor agrees that any litigation action or proceeding arising out of this Contract shall be instituted in a state court located in the State of North Carolina.

2.5 Assignment: Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the vendor assign any money due or to become due without the prior written consent Harnett County.

2.6 Transportation: Vendor is responsible to ship, receive, inspect, stage the furniture at Harnett Regional Jetport, 615 Airport Rd., Erwin, NC 27339. Proposal prices must include all charges for transportation including but not limited to, packaging, crates, containers, insurance, and duty and brokerage charges necessary to complete delivery.

2.7 Delivery Notification: Harnett County shall be notified ten (10) days prior to delivery and installation. Delivery notification shall be made to: Chris Johnson, Project Manager, Harnett County, 910-984-4173. Receiving hours are Monday – Friday, 8:00 AM – 5:00 PM, holidays excluded.

2.8 Packaging: All shipping containers shall be properly and legibly marked or labeled on the outside with the description of the items and purchase order number. Packing or delivery slips must be provided.

2.9 Equal Opportunity: In the execution of the contract, the Vendor and all sub vendors agree, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability or veterans status and to provide reasonable accommodations to qualified individuals with disabilities upon request.

2.10 Minority and Small Business Participation Plan: It is the policy of Harnett County that Minority and Women Owned Businesses (MBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Harnett County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

2.11 Independent Vendor: Whether the Vendor is a corporation, partnership or other legal entity, the Vendor is an independent vendor. The manner in which services are performed shall be controlled by the Vendor, however, the nature of the services and the results to be achieved shall be specified by Harnett County. The Vendor is not to be deemed an employee or agent of Harnett County and has no authority to make any binding commitments or obligations on behalf of Harnett County except as expressly provided herein.

2.12 Indemnification: The Vendor agrees to be responsible for, and to protect, save harmless, and indemnify Harnett County and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by Harnett County or for which Harnett County may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Vendor or any sub vendor under this agreement.

2.13 Vendor's Liability Insurance: During the term of this agreement, the Vendor shall maintain the following insurance:

Insurance Type	Coverage Limit
1. Commercial General Liability (Written on an Occurrence based Damage) form)	\$1,000,000 per occurrence or more (Bodily Injury and Property
2. Automobile Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation	Required for all personnel (In Compliance with Applicable State Law)

Harnett County shall be named as an Additional Insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with Harnett County.

Certificates shall be filed prior to the date of performance under this Agreement.

2.14 Quantities: The quantities shown on this request are based on estimated needs. Harnett County reserves the right to adjust quantities to meet actual needs.

2.15 Colors/Finishes: Harnett County reserves the right to change colors or finishes within the same price level prior to placement of final order.

3.0 PERFORMANCE TERMS AND CONDITIONS:

3.1 Furnish and Assemble: The items on this contract will be provided on a Vendor furnish and assemble basis. The Vendor will have the complete responsibility for the items until delivered and assembled. All transportation and assembly arrangements will be the responsibility of the Vendor. Items will be delivered directly to 615 Airport Rd., Erwin, NC 27339 Delivery notification must be made to the end user at least 10 days prior to delivery. Final site cleanup shall be provided. All crating and other debris **must** be removed from the premises and disposed of properly in non Harnett County containers. The Vendor will be solely responsible for correcting damage to premises resulting from the delivery and assembly process.

3.2 Default Contingency: In the case of default by the Vendor, for any terms of the Contract, Harnett County may procure the items from other sources and hold the vendor responsible for any excess cost occurring as a result of the default.

3.3 Required Delivery: All furniture shall be delivered to Harnett Regional Jetport , 615 Airport Rd., Erwin, NC 27339.

3.4 Furniture Installation: Negotiable upon awarding of bid.

3.5 Storage Charges: If vendor is not able to store all materials prior to installation please indicate so in proposal.

3.6 Shipment Identification: A packing slip with the following information shall be included with all shipments:

Harnett Regional Jetport
615 Airport Rd.
Erwin, NC 27339
Line item description
Quantity ordered
Quantity included in shipment
Purchase Order number

3.7 Payment: Payment will be made upon receipt of correct invoice for goods that have been delivered,

installed and accepted. A vendor may not submit an invoice for partial installation. All furnishings must be installed and inspected prior to final payment. If materials are damaged during installation vendor must replace product with like product prior to final payment.

4.0 SPECIFICATIONS

Describe the approach to designing a particular space and the Process in which the designer engages with the customer to create a space that is functional and aesthetically pleasing.

Provide an anticipated timeline from execution of a contract to the completion of a design to the installation of furniture, etc.

4.1 Items to be priced out are listed on product list (addendum A)

- A1** Desk (1)
- A1 Return with Cabinet Below (1)
- A1 Reclining/Swivel Office Chair (1)
- A1 Visitor Chairs (2)
- A2 Desk (1)
- A2 Return with Cabinet Below (1)
- A2 Reclining/Swivel Office Chair (1)
- A2 Small Cabinet (1)
- A2 Small Cabinet (1)
- A2 Visitor Chairs (6)
- A3 Desk (1)
- A3 Return with Cabinet Below (1)
- A3 Reclining/Office Chair (1)
- A3 Visitor Chairs (2)
- A4 Desk (1)
- A4 Return with Cabinet Below (1)
- A4 Reclining/Swivel Chair (1)
- A4 Small Cabinet (1)
- A4 Visitor Chairs (2)
- A4 Waiting Room Chairs (2)
- A4 End Table (1)
- A4 Four Drawer Filing Cabinet (2)
- A6 Waiting Room Chairs (2)
- A6 End Table (1)
- A7 Visitor Chair (1)
- A7 Couch with charge ports (1)
- A7 Recliner (1)
- A7 Storage Cabinet (2)
- A8 Recliner
- A9 Full Length Lockers (4)
- A10 Desk (1)
- A10 Return with Cabinet Below (1)
- A10 Reclining/Swivel Office Chair (2)

A10	Visitor Chairs (2)
A10	Bookshelf (1)
A11	Desk (1)
A11	Reclining/Swivel Chair (4)
A11	Small Cabinet (1)
A11	Small Desk (2)
A12	Reclining/Swivel Chair (2)
A13	End Table (3)
A13	Couch with Charge Ports (3)
A14	Reclining/Swivel Office Chair (16)
B1	Indoor Benches (1)
B2	Podium (1)
B2	Beverage/Food Table (2)
B3	4 Pax Outside Benches (2)
B3	4 Pax Outside Tables (3)
B3	Outside Chairs (12)
B3	Outdoor Heating Units (2)

5.0 PROPOSAL SUBMITTAL

5.1 Please provide pricing based on items listed at 4.1 and on attachment A. Provide a total for the entire order on the last page of your pricing sheet.

5.2 State lead-time for delivery after receipt of order.

5.3 Describe the installation process for the office systems and name of company, if any, providing installation services.

5.4 Provide one set of finish samples for all materials used in furnishings quoted.

5.5 Provide a list of three references including company name, contract name, address, telephone number and email address. References should be companies or institutions that have purchased and installed items for a Project similar in scope. (Not necessary for Harnett County Purchasing Cooperative vendors)

Proposals will be evaluated based on factors listed in **Item 1.3** by an evaluation team consisting of County personnel. The award will be made to the vendor whose proposal has been determined to be most advantageous to the County.

The County reserves the right to reject any proposal. The County may or may not award this contract solely on the cost submitted as part of the proposal. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondent's sole responsibility.