**VIRGINIA SUPPORTIVE HOUSING**

Request for Proposal (RFP)

**Cool Lane Office Space**

**Proposals due:** September 1, 2023 at 4:00 PM EST

**Point of Contact:** Jennifer Tiller - [Jtiller@virginiasupportivehousing.org](mailto:Jtiller@virginiasupportivehousing.org)

**Introduction**

Virginia Supportive Housing (VSH) is seeking proposals from qualified vendors for furnishings for our staffing office located at 1900 Cool Lanes, Richmond VA. The purpose of this RFP is to solicit competitive bids from experienced furniture suppliers with office design expertise. The office space should foster an environment that supports a trauma-informed care culture and incorporates multifunctional workspaces.

**Project Overview**

The project entails the procurement, delivery, and installation of furniture for the staffing office at Cool Lanes. Cool Lane Commons is presently undergoing renovation from an assisted living facility to mixed-income apartment complex designed for formerly homeless and low-income individuals.

Construction is currently underway, with expected completion by the end of the year 2023. We anticipate the furniture delivery to occur between December 2023 and January 2024. The final delivery schedule will be coordinated with the chosen provider.

The floor plan with room sizes is attached with the designated space marked in red. The color and material selections for the office space will be finalized based on the options and availability provided by the selected vendor. The designated paint and flooring selections are as follows:

* Offices and Common Areas: Wall paint: SW 7005 Pure White; Trim paint: SW 7551 Greek Villa; Flooring: Eastern Flooring Products LVT 2013 Cape May.

A close up of a color

Description automatically generated

**Scope of Work**

The scope of work includes, but is not limited to, the following:

* Procurement of at least 25 workstations/desks, reflecting trauma-informed care principles
* Procurement of private office furniture
  + 3 shared office spaces, 4 single office spaces, 1 team room/training room
* Ergonomic chairs for workstations, prioritizing comfort and well-being
* Conference room furniture to promote collaboration and adaptability
* Audio visual equipment for virtual meetings in private offices and conference rooms
* Storage solutions like cabinets, shelves, and filing units to optimize organization
* Reception area furniture that conveys a welcoming and professional space
* Additional accessories enhancing the desired environment

**Proposal Requirements**

Interested vendors are required to submit a comprehensive proposal that includes the following:

* Company profile, including relevant experience in providing furniture for office spaces.
* Detailed list of furniture items to be provided, including specifications and quantities.
* Clear pricing for each item, including any applicable taxes, delivery, and installation costs.
* Information on warranty and after-sales support.
* Proposed timeline for delivery and installation.
* Samples of previous work or references from similar projects.
* Any additional value-added services offered, such as design consultation.

**Timeline**

* 8/14/23 RFP posted to VSH’s website
* 8/14/23 – 8/21/23 Interested parties will be able to email and ask questions and receive clarification
* 8/24/23 Questions and their responses will be added to the website posting as an addendum
* 9/1/23 RFP Submissions due via email by 4:00 PM EST
* 9/1/23 – 9/4/23 VSH will review submissions received
* 9/8/23 – 9/14/23 Additional demos/calls may be scheduled by VSH with offerors to answer any questions or obtain additional information as needed
* 9/14/23-9/18/23 VSH will decide on product and notify the chosen applicant

**Submission Documentation and Additional Attachments**

* Completed quotes as detailed above via email to: [jtiller@virginiasupportivehousing.org](mailto:jtiller@virginiasupportivehousing.org)
  + Quotes as attachments are allowed and .pdf format is preferred
* Verification from the Federal System for Awards Management (SAM) website that you are not excluded from receiving Federal funding (<https://sam.gov/search>)
* A statement that you (the vendor/contractors) do/do not have a conflict of interest with Virginia Supportive Housing
* Any applicable Small, Women-owned, and Minority-owned Business (SWaM) certification(s)

**Important Notes**

* We reserve the right to suspend or otherwise modify the timeline estimates above if additional time is needed.
* We reserve the right to request additional information and/or product demonstrations based on the information submitted. However, submissions with minimal and/or incomplete information (i.e., 'please contact our sales team', 'please visit our website') will not be considered.
* Applications from entities barred from doing business with the Federal Government and/or excluded from receiving Federal funds will not be considered.
* This RPF does not create an obligation on behalf of Virginia Supportive Housing.