



## City of Charlotte

Agenda Date: 12/9/2019

Agenda #: 29.File #: 15-12072 Type: Consent Item

**Furniture, Installation, and Related Products and Services****Action:**

- A. Approve contracts with the following companies for furniture, installation, and related products and services for an initial term of five years:**
- Exemplis LLC,
  - Haworth, Inc.,
  - Herman Miller, Inc.,
  - Knoll, Inc.,
  - Teknion LLC, and
- B. Authorize the City Manager to renew the contracts for up to two, one-year terms with possible price adjustments and to amend the contracts consistent with the purpose for which the contracts were approved.**

**Staff Resource(s):**

Phil Reiger, General Services  
Kay Elmore, General Services

**Explanation**

- These contracts will provide furniture and furniture installation services for new and existing city facilities.
- Examples of furniture include office desks, chairs, bookcases, filing cabinets, and conference tables and chairs, as well as other related products such as airport tandem seating.
- On June 19, 2019, the city issued a Request for Proposals (RFP) on behalf of OMNIA Partners; 16 responses were received.
- OMNIA Partners is a national cooperative program which reduces costs by combining the volume and purchasing power of public agencies nationwide. OMNIA Partners selected the city to solicit proposals for these products and services.
- The companies selected best meet the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Total expenditures are estimated to be \$5,000,000 in the first year. Expenditures in subsequent years are conditional on operating and capital budget appropriations.

**Charlotte Business INclusion**

Established MWSBE Goal: 10.00%  
Committed MWSBE Goal: 10.00%

The companies committed to 10.00% of the total furniture, installation, and related products and services contract to the following certified firms (Part B: Section 2 of the Charlotte Business INclusion Policy):

- Exemplis LLC
  - Forms & Supply, Inc. (WBE) (10%) (Installation, Project Management, and Design Services)
- Haworth, Inc.
  - Connect Systems, Inc. (MBE) (10%) (Installation)

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- Herman Miller, Inc.
  - Cabro LLC (WBE) (10%) (Installation)
- Knoll, Inc.
  - Connect Systems, Inc. (MBE) (8%) (Installation)
  - SYNQ Marketing Group LLC (SBE) (2%) (Installation)
- Teknion LLC
  - Evergreen Arts & Plants (WBE) (10%) (Installation, Project Management, and Design Services)

**Fiscal Note**

Funding: Various Departments' Operating Budgets, Capital Investment Plan, and Grant Funds

## **Carothers, Genetta**

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**From:** Carothers, Genetta  
**Sent:** Monday, November 18, 2019 12:12 PM  
**To:** 'Derek Cairo'  
**Cc:** Ewing, Karen; Betha, Skyne  
**Subject:** RFP 269-2019-105 - Furniture, Installation and Related Products and Services (Exemplis)

Good afternoon,

### **SENT VIA EMAIL**

Re: Furniture, Installation and Related Products and Services, RFP 269-2019-105

Dear Mr. Cairo:

The City of Charlotte ("City") wishes to thank you for participating in its Furniture, Installation and Related Products and Services solicitation process. After careful evaluation, the City has chosen to recommend the award of the Contract to your company. Congratulations on winning the recommendation for award for this important solicitation!

Final award of this contract is contingent upon City Council approval, which will be solicited on December 9, 2019 and City Manager approval. Additionally, the ability to provide your proposed solution and full cooperation with the City's contractual requirements is necessary. Procurement staff will be in touch shortly to discuss the contracting process.

Should you have any additional questions regarding this procurement effort or need any additional information, please do not hesitate to contact me directly.

As always, thank you for your interest in doing business with the City of Charlotte. We look forward to a productive and professionally rewarding relationship.

Genetta N. Carothers, A.P.P.; CLGPO  
CCPA Program Administrator

City of Charlotte  
Department of General Services  
City Procurement  
600 East Fourth Street, CMGC – 9<sup>th</sup> Floor  
Charlotte, North Carolina 28202-2850

Email: [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov)

Phone: 704.336.5195

Fax: 704.632.8257

## Carothers, Genetta

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**From:** Carothers, Genetta  
**Sent:** Monday, November 18, 2019 12:14 PM  
**To:** 'Matt Corl'  
**Cc:** Ewing, Karen; Betha, Skyne  
**Subject:** RFP 269-2019-105 - Furniture, Installation and Related Products and Services (Haworth)

**Importance:** High

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	'Matt Corl'	
	Ewing, Karen	Read: 11/18/2019 12:15 PM
	Betha, Skyne	Read: 11/18/2019 12:22 PM

Good afternoon,

### SENT VIA EMAIL

Re: Furniture, Installation and Related Products and Services, RFP 269-2019-105

Dear Mr. Corl:

The City of Charlotte ("City") wishes to thank you for participating in its Furniture, Installation and Related Products and Services solicitation process. After careful evaluation, the City has chosen to recommend the award of the Contract to your company. Congratulations on winning the recommendation for award for this important solicitation!

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## Carothers, Genetta

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**From:** Carothers, Genetta  
**Sent:** Monday, November 18, 2019 12:16 PM  
**To:** 'greg\_cass@hermanmiller.com'; Jay Lanenga  
**Cc:** Ewing, Karen; Betha, Skyne  
**Subject:** RFP 269-2019-105 - Furniture, Installation and Related Products and Services (Herman Miller)

**Importance:** High

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	'greg_cass@hermanmiller.com'	
	Jay Lanenga	
	Ewing, Karen	Read: 11/18/2019 12:46 PM
	Betha, Skyne	Read: 11/18/2019 12:22 PM

Good afternoon,

### SENT VIA EMAIL

Re: Furniture, Installation and Related Products and Services, RFP 269-2019-105

Dear Mr. Lanenga and Mr. Cass:

The City of Charlotte ("City") wishes to thank you for participating in its Furniture, Installation and Related Products and Services solicitation process. After careful evaluation, the City has chosen to recommend the award of the Contract to your company. Congratulations on winning the recommendation for award for this important solicitation!

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## Carothers, Genetta

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**From:** Carothers, Genetta  
**Sent:** Monday, November 18, 2019 12:17 PM  
**To:** Wayne McDorman  
**Cc:** Ewing, Karen; Betha, Skyne  
**Subject:** RFP 269-2019-105 - Furniture, Installation and Related Products and Services (Knoll)

**Importance:** High

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	Wayne McDorman	
	Ewing, Karen	Read: 11/18/2019 12:46 PM
	Betha, Skyne	Read: 11/18/2019 12:22 PM

Good afternoon,

### SENT VIA EMAIL

Re: Furniture, Installation and Related Products and Services, RFP 269-2019-105

Dear Mr. McDorman:

The City of Charlotte ("City") wishes to thank you for participating in its Furniture, Installation and Related Products and Services solicitation process. After careful evaluation, the City has chosen to recommend the award of the Contract to your company. Congratulations on winning the recommendation for award for this important solicitation!

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## Carothers, Genetta

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**From:** Carothers, Genetta  
**Sent:** Monday, November 18, 2019 12:18 PM  
**To:** 'Jeff Kraus'  
**Cc:** Ewing, Karen; Betha, Skyne  
**Subject:** RFP 269-2019-105 - Furniture, Installation and Related Products and Services (Teknion)

**Importance:** High

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>
	'Jeff Kraus'	
	Ewing, Karen	Read: 11/18/2019 12:46 PM
	Betha, Skyne	Read: 11/18/2019 12:22 PM

Good afternoon,

### SENT VIA EMAIL

Re: Furniture, Installation and Related Products and Services, RFP 269-2019-105

Dear Mr. Kraus:

The City of Charlotte ("City") wishes to thank you for participating in its Furniture, Installation and Related Products and Services solicitation process. After careful evaluation, the City has chosen to recommend the award of the Contract to your company. Congratulations on winning the recommendation for award for this important solicitation!

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## Section 2

### Introduction and General Information

has significant business presence in the Charlotte Combined Statistical Area.

*Work Product:* Refers to the Deliverables and all other programs, algorithms, reports, information, designs, plans and other items developed by the Company in connection with this RFP, and all partial, intermediate or preliminary versions of any of the foregoing.

#### **2.3 Accuracy of RFP and Related Documents.**

Each Company must independently evaluate all information provided by the City. The City makes no representations or warranties regarding any information presented in this RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the City will not be bound by or be responsible for any explanation or conclusions regarding this RFP or any related documents other than those provided by an addendum issued by the City. Companies may not rely on any oral statement by the City or its agents, advisors, or consultants.

If a Company identifies potential errors or omissions in this RFP or any other related documents, the Company should immediately notify the City of such potential discrepancy in writing. The City may issue a written addendum if the City determines clarification necessary. Each Company requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in RFP Section 3.

#### **2.4 City's Rights and Options.**

The City reserves the right, at the City's sole discretion, to take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City, including:

- 2.4.1 To supplement, amend, substitute, or otherwise modify this RFP, including the schedule, or to cancel this RFP, at any time;
- 2.4.2 To require any Companies to supplement or clarify its Proposal or provide additional information relating to its Proposals;
- 2.4.3 To investigate the qualifications, experience, capabilities, and financial standing of each Company submitting a Proposal;
- 2.4.4 To waive any defect or irregularity in any Proposal received;
- 2.4.5 To reject any or all Proposals;
- 2.4.6 To share the Proposals with City employees and contractors in addition to the Evaluation Committee as deemed necessary by the City;
- 2.4.7 To award all, none, or any part of the Services and enter into Contracts with one or more of the responding Companies deemed by the City to be in the best interest of the City, which may be done with or without re-solicitation;
- 2.4.8 To discuss and negotiate with any Company(-ies) their Proposal terms and conditions, including but not limited to financial terms; and
- 2.4.9 To terminate discussions and negotiations with any Company at any time and for any reason.

#### **2.5 Expense of Submittal Preparation.**

The City accepts no liability, and Companies will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, attendance