

**REQUEST FOR PROPOSALS  
FOR  
SCHOOL FURNITURE SERVICES**



**INSTANT IMPACT GLOBAL PREP CHARTER  
SCHOOL**

319 US-61 South  
Natchez Mississippi 39120

**Mail to the Attention of: Jasmine Ellis, Chief Financial Officer**

319 US-61 South  
Natchez Mississippi 39120  
Phone: (601)597-5226  
Email: [j.ellis@instantimpactes.org](mailto:j.ellis@instantimpactes.org)

**POSTED: May 8, 2023**  
**DEADLINE: May 16, 2023 by 4:00 pm CST**

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IIGP does not discriminate on the basis of race, color, gender, disability, age, religion,

sexual orientation, or national or ethnic origin. IIGP will provide equal opportunities without regard to race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin by requiring that any organization doing business with IIGP provide equal opportunities to persons and businesses employed by, or contracting with the supplier of products or services to IIGP.

## 1. STATEMENT OF WORK

### 1.1. Purpose

Prospective vendors are invited to submit proposals to supply school furniture for IIGP.

### 1.2. Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, is for the use of all departments at IIGP. IIGP reserves the right not to enter into any contract, add and/or delete elements, or change any aspect of the coverage and participation without prior notification and any liability or obligation of any kind or amount.

## 2. GENERAL INFORMATION

### 2.1. Original RFP Document

IIGP shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

### 2.2. The Organization

IIGP serves over 150 students in Natchez, MS. IIGP will serve grades K - 2nd grade this school term and add one additional grade level until 8th grade.

School Year	2023-2024 2024-2025 2025-2026
Projected Enrollment	150

## 3. PROPOSAL PREPARATION INSTRUCTIONS

### 3.1. Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to IIGP as necessary to gain such understanding. IIGP reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, IIGP reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to IIGP.

### 3.2. Good Faith Statement

All information provided by IIGP in this RFP is offered in good faith. Individual items are subject to change at any time. IIGP makes no certification that any item is without error. IIGP is not responsible or liable for any use of the information or any claims asserted therefrom.

### **3.3. Communication**

Verbal communication shall not be effective unless formally confirmed in writing by a specified official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Questions and requests for clarifications relating to this RFP must be directed to the IIGP's Chief Operations Officer (COO). The COO is to be the sole point of contact at IIGP in connection with this RFP for potential vendors, effective with the date of release of this RFP and until a vendor is selected to provide the above-referenced services. Contact with any representative of IIGP, other than the COO, will result in disqualification. IIGP's COO is Walter Sago, who can be reached at:

w.sago@instantimpactglobalprep.org

Written questions and requests for clarification must be received by the COO by date and time. Questions will only be accepted by email only. Questions and requests for clarification received after the deadline, will not be accepted, reviewed, or responded to. Responses to any inquiries received will be sent by the date and time to all bidders. IIGP reserves the right to change any dates contained within this RFP. Any changes to this RFP or its schedule will be posted to IIGP's website or communicated directly to all bidders.

### **3.4. Proposal Submission**

Proposals must be emailed to j.ellis@instantimpactes.org using the following criteria.

**3.4.1.** Attach RFP document in Adobe Portable Document Format (.pdf). Other formats will not be accepted.

**3.4.2.** The subject of your email should be in the following format: **2023 IIGP School Furniture RFP\_Company Name.**

**3.4.3.** File names should be in the same format as the email subject format explained above. **2023 IIGP School Furniture RFP\_Company Name.**

**3.4.4.** You will receive a response within 24 hours confirming our receipt of your bid. If you do not receive a confirmation, contact Walter Sago, at 901.597.5226.

Proposals must be received by the date and time in Section 3.6 via email as stated above. IIGP will not accept proposals received by fax or delivered by any shipping carrier. Vendors must submit an electronic copy only in Adobe Portable Document Format (.pdf) as stated above.

### **3.5. Criteria for Selection**

The evaluation of each response to this RFP will be based on a weighted matrix scale (from 0-100) including but not limited to pricing, its demonstrated competence, financial stability, and ability to complete the work. The purpose of this RFP is to identify those suppliers who can best provide IIGP with furniture as identified in the Scope of Work.

Proposals will be opened in the presence of the following people:

- Chief Finance Officer
- Chief Operations Officer
- Board Members / Secretary

IIGP will show due diligence in ensuring proposals are opened with a minimum of three IIGP representatives.

<b>Total Possible Points (100)</b>	<b>Criteria</b>
50	<p><b>Pricing</b></p> <ul style="list-style-type: none"> <li>● The vendor with the lowest price receives 50 points</li> <li>● The vendor with the second-lowest price will receive 40 points</li> <li>● The vendor with the third-lowest price receives 30 points</li> <li>● All other vendors will receive 20 points</li> </ul>
35	<p><b>Product Delivery Time</b></p> <ul style="list-style-type: none"> <li>● The vendor with a delivery time of less than 4 weeks receives 35 points</li> <li>● The vendor with a delivery time of 4-6 weeks receives 25 points</li> <li>● The vendor with a delivery time greater than 6 weeks receives 15 points</li> </ul>
15	<p><b>Service Capability Plan</b> (Vendor is required to provide example of providing service to similar type schools.)</p> <ul style="list-style-type: none"> <li>● “Poor” shall mean the proposal does not meet RFP requirements. A “poor” rating equals 0 points.</li> <li>● Fair” shall mean that the proposal meets most but not all of the RFP requirements. A “fair” rating equals 5 points.</li> <li>● “Good” shall mean that the proposal meets RFP requirements. A “good” rating equals 10 points.</li> <li>● “Exceptional” shall mean that the proposal exceeds the RFP requirements. An “exceptional” rating equals 15 points.</li> </ul>

Furniture	Quantity	Grade Level
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**3.6. Selection and Notification**

Vendors determined by IIGP who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via email. Those vendors not selected for the negotiation phase will not be notified via email.

<b>Bid Advertised and Sent to Eligible Vendors May 8, 2023</b>
<b>Questions Emailed By May 11, 2023 by 4:00 pm CST</b>
<b>Responses to Questions Posted May 12, 2023 by 8:00 am CST</b>
<b>Bid Submission Deadline May 16, 2023 @ 4:00 pm CST</b>
<b>Bid Winner Determined By May 17, 2023 by 4:00 pm CST</b>
<b>Vendors Notified By May 17, 2023 by 4:00 pm CST</b>

**4. SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS**

**4.1. General Scope**

IIGP is releasing bid *school furniture* to accommodate the school. In the performance of such services pursuant to this RFP, its proposal, and the final contract, the successful bidder will comply with any and all applicable federal, state, and local laws, rules, ordinances, policies, and regulations, anticipated in this RFP, and will indemnify, defend and hold IIGP harmless from any liability from its failure to comply.

IIGP reserves the right to waive any formalities to accept any proposal as a whole, split bid, and/or receive any individual item(s) within a proposal or reject any or all proposals in the best interest of IIGP. Due to the swiftly changing nature of school furniture needs, the selected vendor will also be eligible to provide products and services not specifically named in Section 4.2.

**4.2. Furniture Needs**

Please provide pricing for the following items

U-Table	8	K and 2nd
30 X 60 Rectangular Table	16	K and 2nd
Standard Chair	64	Adult
Teacher Desk	16	Adult
Teacher Chair	16	Adult
Lookable Supply Cabinet	7	N/A
Student Desk	150	K and 2nd
Student Chair	150	K and 2nd
Cafeteria Table	25	K and 2nd
Cafeteria Chair	150	K and 2nd
Cafeteria table combo	150 capacity	K and 2nd
Flexible Stools	44	K and 2nd
Cubicles	4	Office
Room Dividers	5	Office

## 5. VENDOR QUALIFICATIONS & REFERENCES

All vendors must provide the following information in order for their proposal to be considered:

### **FORMAT OF BIDDER'S PROPOSAL:**

To ensure equivalent evaluation of all proposals, Bidders must submit a proposal corresponding to the sequence and format outlined below. The Bidder should provide that its proposal clearly explains all issues and questions addressed in this section. In responding, it is at the Bidder's discretion to expand upon topics.

### **EACH PROPOSAL SHALL CONTAIN THE FOLLOWING SECTIONS**

Experiences and References  
Quality Assurance & Service Delivery Plan  
Bid Pricing  
Vendor Certification

#### **5.1. Experiences and References**

To demonstrate the company's experience with similar schools or other facilities and experiences in the education sector, including a Summary Description of the company and relevant experiences and any strategic partners, if applicable. A list of clients served within the past five years (preferably schools); please include contact information (name, address, email, phone number).

## **5.2. Quality Assurance & Service Delivery Plan**

To demonstrate how the bidder will ensure the quality of service, please include a description.

## **5.3. List of Exceptions**

If applicable, submit a detailed list of any requested exceptions, including explanations, to the RFP (i.e., specific that the bidder will not provide and justifying reasons).

## **5.4. Bid Pricing**

Provide firm bid pricing information with a breakdown of specific costs.

## **5.5. Additional Capacities (if applicable)**

If applicable, description of any other resources to be provided by the contractor which would enhance the contractor's ability to carry out the services {cost savings guarantees, etc.}, specific to light maintenance.

## **6. BUDGET & ESTIMATED PRICING**

All vendors must provide a cost breakdown for implementing their solution for IIGP's project as described in this RFP.

## **7. ADDITIONAL TERMS & CONDITIONS**

### **7.1. Costs**

The RFP does not obligate IIGP to pay any incurred costs whatsoever that a vendor or any third parties may have in connection with the Response. All responses and supporting documentation shall become the property of IIGP, subject to confidentiality claims regarding the Response and supporting documentation.

### **7.2. Intellectual Property**

The vendor should not use any intellectual property of IIGP, including, but not limited to, all logos, registered trademarks, or trade names of IIGP, at any time without the prior written approval of IIGP, as appropriate.

### **7.3. Vendor's Responses**

All accepted responses shall become the property of IIGP and will not be returned.

### **7.4. Governing Law**

This RFP and the vendor's response shall be governed by the laws of the State of Mississippi.

### **7.5. No Liability**

IIGP shall not be liable to any vendor, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, because of, or attributable to, the vendor responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or



provided during the RFP process.

**7.6. ENTIRE RFP**

This RFP, any addenda to it, and any attached schedules constitute the entire RFP.

**8. VENDOR CERTIFICATION**

This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein. The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company. This vendor certification should be included as the last page of the RFP submission. This proposal is submitted in response to the **2023 School Furniture** issued by IIGP. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_ **Vendor Name**

The vendor agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 6 calendar days as of the RFP Due Date.

The undersigned further certifies that their firm (circle one):

**IS**  
**IS NOT**

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify IIGP of any change in this status, should one occur, until such time as an award has been made under this procurement action.

**Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Authorized IIGP Officer:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_