



University of Delaware

Request for Proposal FREAS-2024-0309

Modular, High Quality Office Furniture Assemblies

Issued Date:	February 15, 2024
Virtual Pre-Bid Meeting	February 22, 2024
Onsite Pre-Bid Meeting	February 27, 2024
Question Deadline:	March 5, 2024, by 2:00 pm EDT.
Proposal Due Date:	March 22, 2024, by 2:00 pm EDT.

Note: All dates above are subject to change at the discretion of the University of Delaware.

Issuing Office:

University of Delaware | Procurement Services
proposals@udel.edu

Issuing
Contact: Dennis
DeMarino

Procurement Services | Associate Director
ddema@udel.edu

Request for Proposal (RFP) for Modular, High-Quality Office Furniture Assemblies

1. Summary:

Delaware Innovation Space, Inc., in association with the National Institute of Standards and Technology (NIST), is inviting bids from experienced vendors for BIFMA-compliant office furniture that embodies quality, flexibility, and durability.

2. Background:

Being an incubator facility, we prioritize adaptive environments that cater to dynamic businesses. Our aim is to procure modular furniture that not only meets ergonomic and durability standards but can also be reconfigured to suit diverse needs.

3. Technical Specifications:

Modular Sit-Stand Office Desk Assemblies:

- Quantity: 156
- Dimension: Width: 60 inches, Depth: 24 inches, Electrically adjustable height.
- Material: BIFMA-grade laminate desktop; anodized steel frame.
- Features: Electric height adjustability; integrated cable management; tamper-resistant assembly.

Mobile Office Pedestals:

- Quantity: 156
- Dimension: Width: 15 inches, Depth: 22 inches, Height: 24 inches.
- Material: BIFMA-grade cold-rolled steel.
- Features: Three-drawer configuration; lockable; casters for mobility.

Ergonomic Task Chairs:

- Quantity: 165
- Material: Mesh back; cushioned seat (BIFMA X5.1-compliant); anodized steel or aluminum base.
- Features: Lumbar support; adjustable armrests; tilt mechanism; caster-based mobility.

Side Tables with Chairs:

Quantity: 19 sets (1 table, 2 chairs per set)

- Tables: Diameter: 30 inches, Height: 29 inches. Material: BIFMA-grade solid wood or laminate.

- Chairs: BIFMA X5.1-compliant; cushioned seating; durable upholstery.

Office Storage Cabinets:

- Quantity: 80
- Dimension: Width: 42 inches, Depth: 18 inches, Height: 72 inches.
- Material: BIFMA-grade cold-rolled steel.
- Features: Adjustable shelving; lockable doors

4. Additional Features:

- Modularity & Reconfigurability: All furniture components should be easily reconfigurable to accommodate diverse teams and needs.
- Space Efficiency: Design considerations for optimizing space without compromising functionality.
- Collaboration: Furniture that encourages collaborative work, such as movable partitions or magnetic whiteboard surfaces, will be highly regarded.
- Privacy & accessories: Optional accessories (privacy screens, modesties, etc.) are encouraged to be proposed and broken out in the budgetary proposal.

5. Budget:

Detailed cost breakdown for each furniture type, utilizing GSA pricing. Where appropriate, proposals should include options for different budget ranges, providing flexibility in choice.

6. Additional Requirements:

- Warranty: Minimum 5-year comprehensive warranty.
- Assembly & Installation: Vendor-led on-site services.
- Certifications: All items must meet or exceed BIFMA standards.
- Delivery: Proposals must include inside delivery & removal of existing furniture.
- Ongoing Support: Post-installation services like maintenance and availability of replacement parts should be included.
- Lead Time and Scalability: Details on lead times for delivery and installation should be included in the proposal.

7. Proposal Instructions:

- Submission Deadline: [Insert date here].
- Proposal Format: PDF or Word Document.

- Proposal Content: Technical specifications, cost details, warranty, delivery schedule, references, and any value-added services or features.

8. Evaluation Criteria:

- Best value basis considering price and other factors.
- Technical compliance
- Flexibility and adaptability of furniture designs.
- Vendor reputation and prior projects.
- Value-adds, warranty, and post-purchase services.
- Management plan
- Delivery & lead time

9. Logistics & Material Handling:

All furniture installation will be performed at Delaware Innovation Space facility located at the address below. Building E500 has a loading dock to enable material delivery, but onsite storage is not available for entire order. Building loading dock, freight elevator, and office installation locations can be reviewed in attached facility layout drawings for planning and coordination purposes.

Delaware Innovation Space, Inc
 200 Powder Mill Rd.
 Experimental Station, Building E500
 Wilmington, DE 19803

10. Timeline & Milestones:

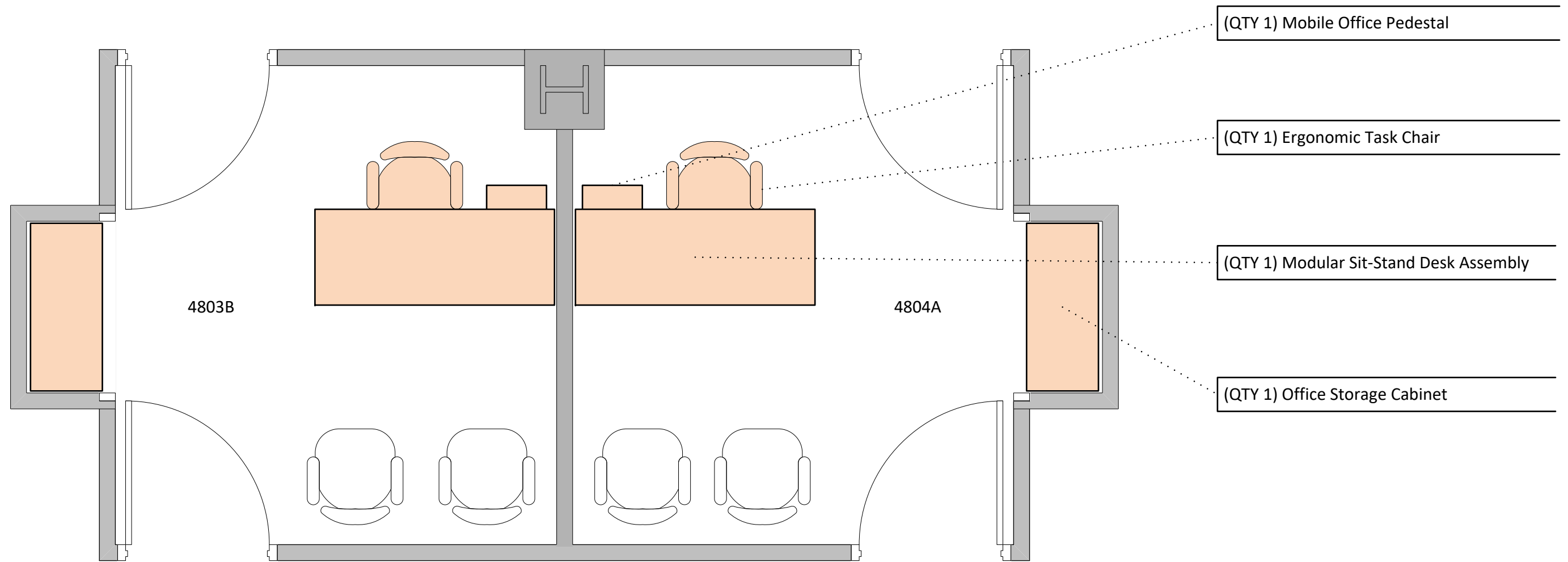
Delivery and installation of all furniture must be completed no later than August 16, 2024.


Milestone	Target Date
Release of RFP	2/15/2024
Virtual Pre-bid meeting	2/22/2024
Onsite Pre-bid meeting	2/27/2024
Q&A period close	3/8/2024
Proposals Due	3/22/2024
Invitation for demonstrations	3/29/2024
Product demonstrations	4/15/2024 – 4/19/2024
Vendor Selection & notice of award	4/26/2024

Appendix A: Furniture Inventory List

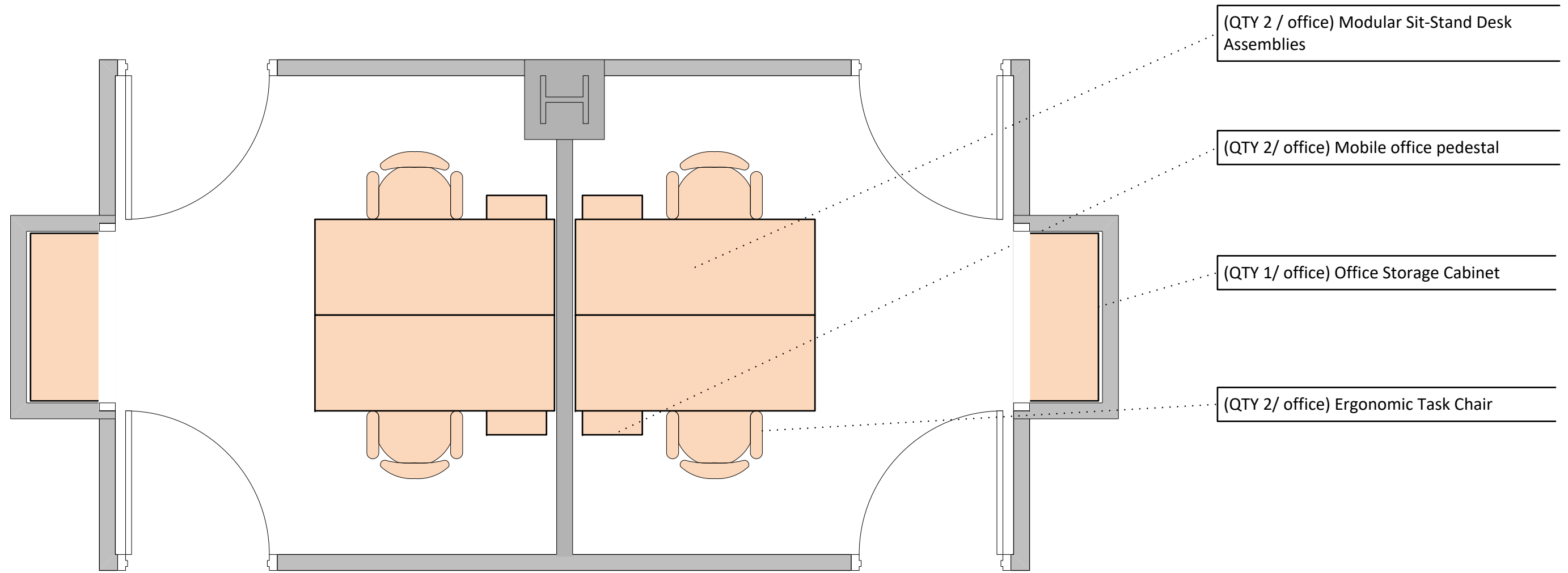
Furniture Assembly	Quantity
Modular Sit-Stand Office Desk Assemblies	156
Mobile Office Pedestals	156
Ergonomic Task Chairs	165
Side Table with Chairs (sets)	19
Office Storage Cabinets	80


Appendix B: Office Layouts and Configurations



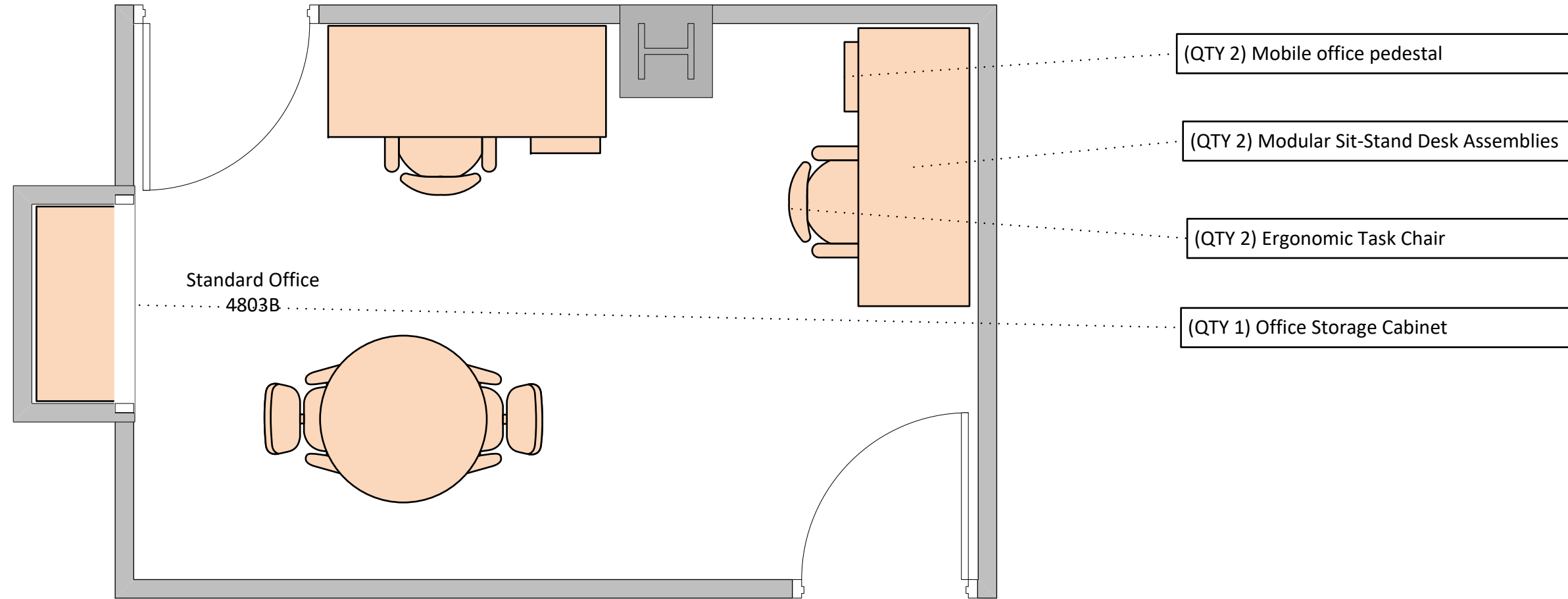
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	Standard Office – 1 Desk			
200 Powder Mill Rd Wilmington, DE 19803	SIZE 11x17	FSCM NO	DWG NO NIST-OF-01	REV 00
Experimental Station, Building E500	SCALE 1 : 27.27	AJD	SHEET	1 OF 6


Appendix B: Office Layouts and Configurations



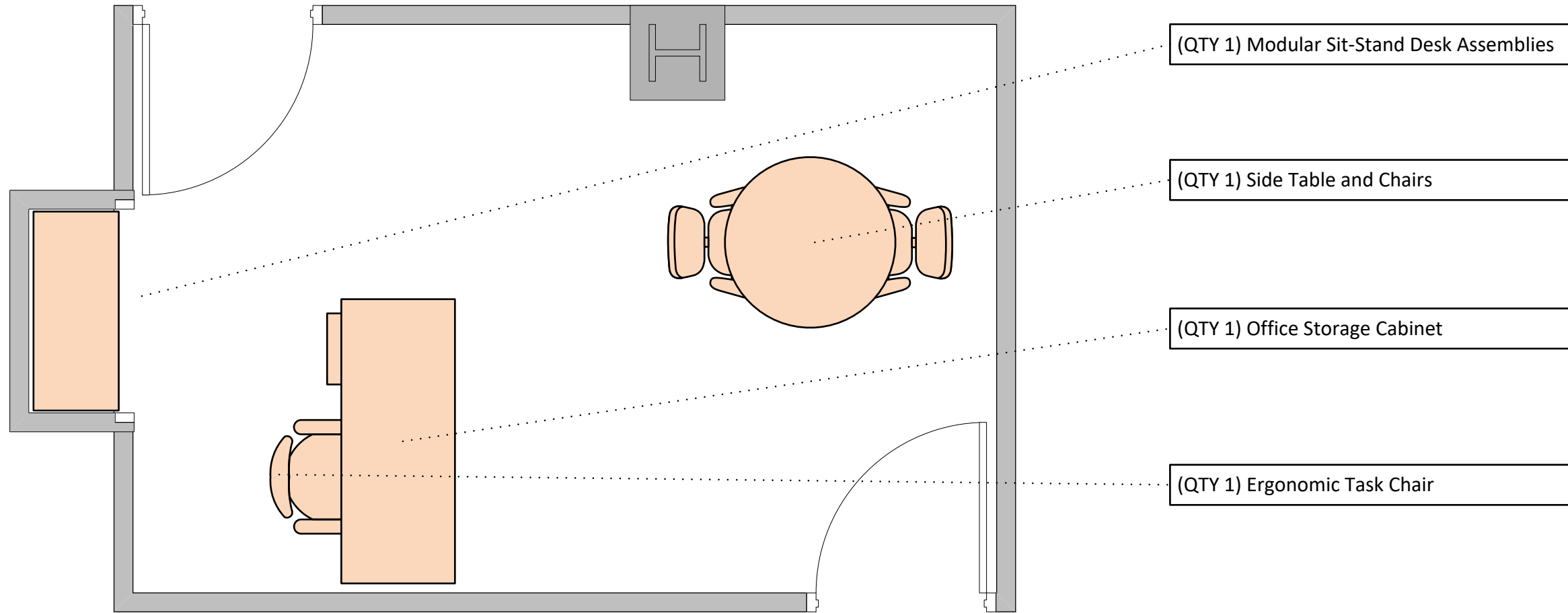
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	Standard Office – 2 Desks			
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Experimental Station, Building E500	SCALE 1 : 27.27	AJD	SHEET	2 OF 6


Appendix B: Office Layouts and Configurations



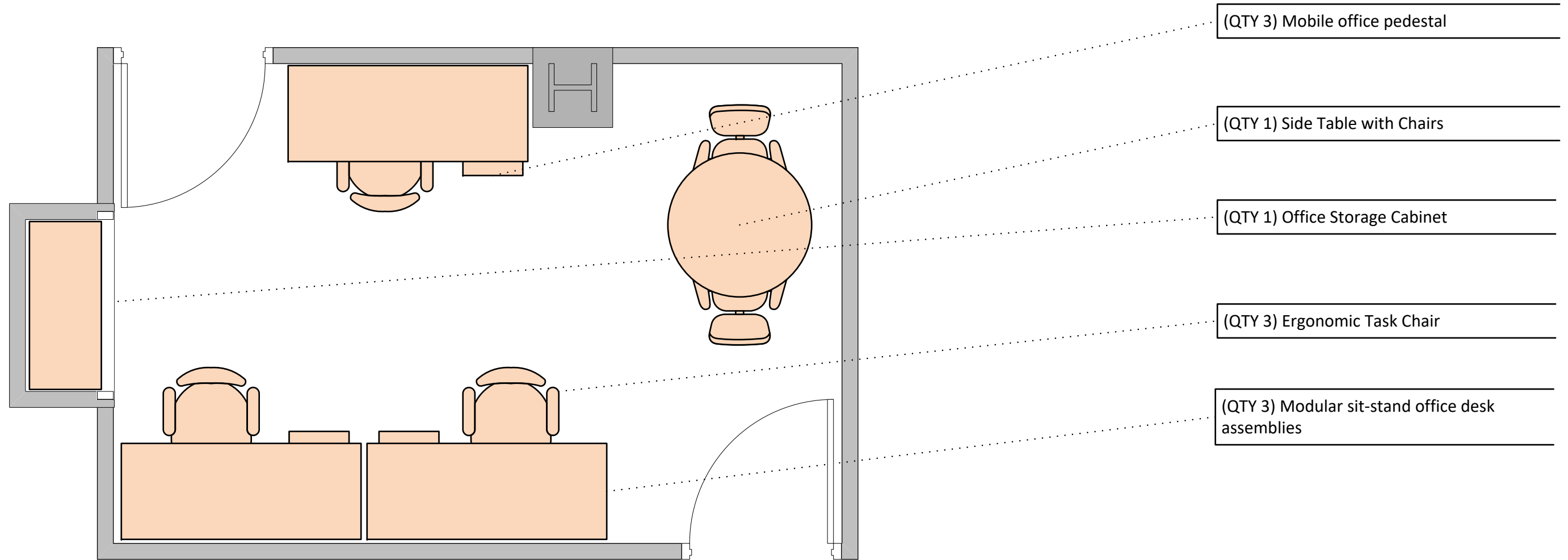
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	Standard Office Layout			
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Appendix B: Office Layouts and Configurations



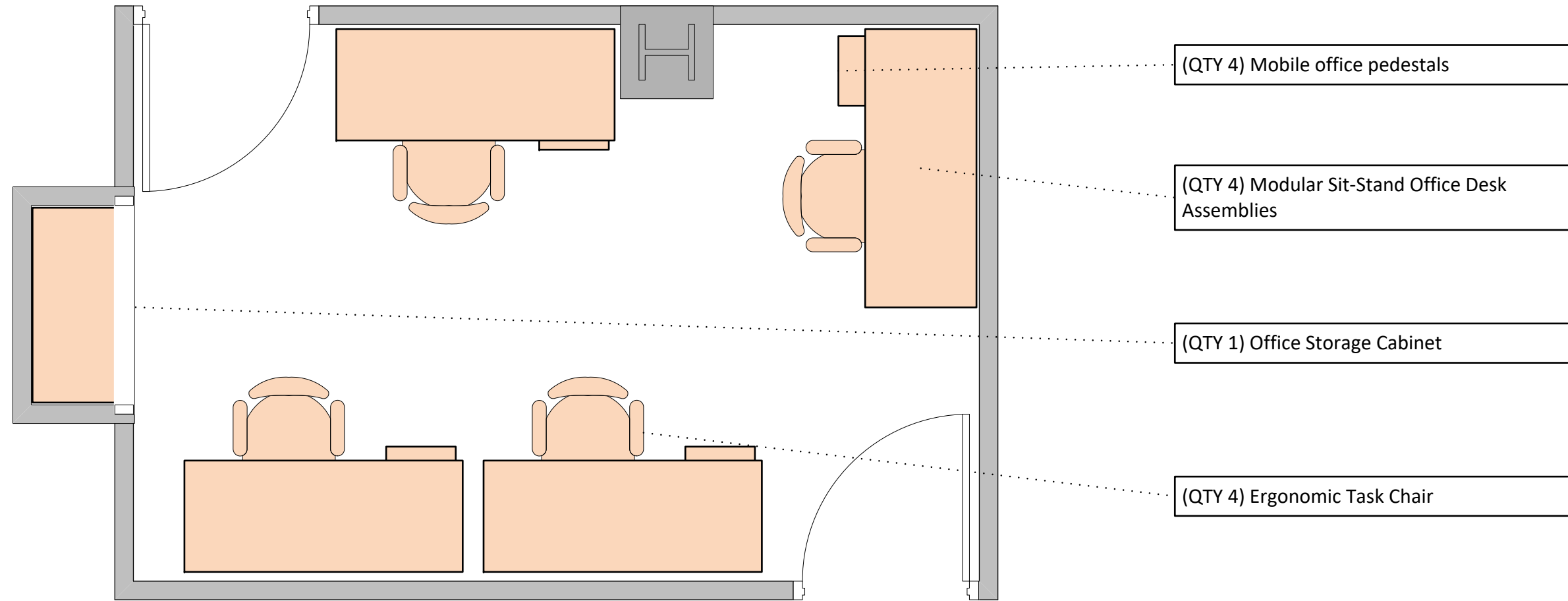
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Experimental Station, Building E500	SCALE 1 : 27.27	AJD	SHEET	3 OF 6


Appendix B: Office Layouts and Configurations



 INNOVATION SPACE	Delaware Innovation Space Inc. Office Furniture RFP			
	Standard Office Layout			
200 Powder Mill Rd Wilmington, DE 19803	SIZE 11x17	FSCM NO	DWG NO NIST-OF-01	REV 00
Experimental Station, Building E500	SCALE	1 : 27.27	AJD	SHEET 5 OF 6

Appendix B: Office Layouts and Configurations



 INNOVATION SPACE	Delaware Innovation Space Inc. Office Furniture RFP			
	Large Office – 4 Desks			
200 Powder Mill Rd Wilmington, DE 19803	SIZE 11x17	FSCM NO	DWG NO NIST-OF-01	REV 00
Experimental Station, Building E500	SCALE 1 : 27.27	AJD	SHEET	6 OF 6

Appendix C: Office Layout Assignments

Table 1. This table shows the offices expected to be available for existing furniture removal and new furniture installation with additional scheduling flexibility, as active office occupants are not anticipated. Each office configuration below can be compared to the office layout drawings in Appendix B for the corresponding furniture list.

Floor	Office Number	Office Configuration
1	1604B	Large Office - 4 Desks
1	1603A	Standard Office - 2 Desks
2	2404B	Large Office - 4 Desks
2	2403A	Standard Office - 2 Desks
2	2803A	Standard Office - 2 Desks
2	2606	Standard Office - 2 Desks
3	3210	Large Office - 1 Desk
3	3211	Large Office - 1 Desk
3	3209	Large Office - 2 Desks
3	3805B	Large Office - 3 Desks
3	3802	Large Office - 4 Desks
3	3208	Large Office - 4 Desks
3	3804A	Standard Office - 2 Desks
3	3803B	Standard Office - 2 Desks
3	3606	Standard Office - 2 Desks
3	3401A	Standard Office - 2 Desks
3	3402B	Standard Office - 2 Desks
3	3203A	Standard Office - 2 Desks
3	3204B	Standard Office - 2 Desks
3	3205A	Standard Office - 2 Desks
3	3206B	Standard Office - 2 Desks
3	3212	Standard Office - 2 Desks
4	4802	Large Office - 3 Desks
4	4206B	Large Office - 3 Desks
4	4404B	Large Office - 3 Desks
4	4803B	Standard Office - 2 Desks
4	4601A	Standard Office - 2 Desks
4	4602B	Standard Office - 2 Desks
4	4203A	Standard Office - 2 Desks
4	4204B	Standard Office - 2 Desks
4	4205A	Standard Office - 2 Desks
4	4208	Standard Office - 2 Desks
4	4407	Standard Office - 2 Desks

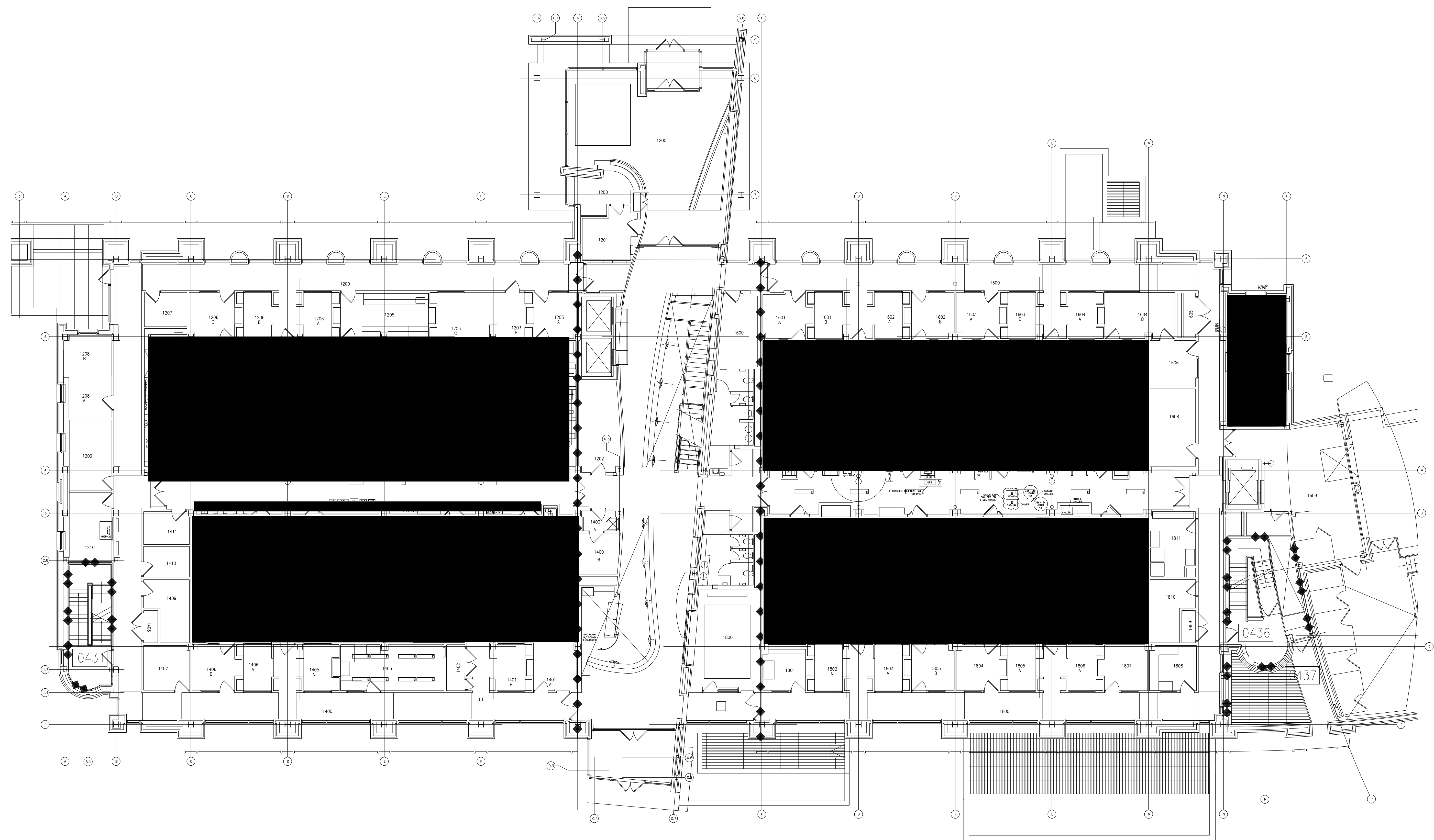
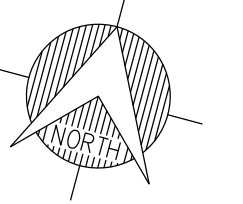
Table 2. The table below represents actively occupied offices that will require more strict notification and scheduling to enable same-day turnaround for each office space to minimize impacts to occupants.

Floor	Office Number	Office Configuration
1	1808	Standard Office - 2 Desks
1	1807	Standard Office - 2 Desks
1	1804	Standard Office - 2 Desks
1	1803B	Standard Office - 2 Desks
1	1801	Standard Office - 2 Desks
1	1401A	Standard Office - 2 Desks
1	1406B	Standard Office - 2 Desks
1	1407	Standard Office - 2 Desks
1	1410	Standard Office - 2 Desks
1	1210	Large Office - 1 Desk
1	1209	Large Office - 1 Desk
1	1208A	Large Office - 1 Desk
1	1206C	Standard Office - 2 Desks
1	1205	Standard Office - 2 Desks
1	1203A	Standard Office - 2 Desks
1	1600	Standard Office - 2 Desks
1	1601A	Standard Office - 2 Desks
1	1602B	Standard Office - 2 Desks
2	2407	Standard Office - 2 Desks
2	2408	Large Office - 1 Desk
2	2402B	Standard Office - 1 Desk
2	2401A	Standard Office - 2 Desks
2	2801A	Standard Office - 1 Desk
2	2802B	Standard Office - 1 Desk
2	2805	Large Office - 1 Desk
3	3601A	Standard Office - 1 Desk
3	3602B	Standard Office - 1 Desk
3	3603A	Standard Office - 1 Desk
3	3604B	Large Office - 2 Desks
3	3403A	Standard Office - 2 Desks
3	3404B	Large Office - 3 Desks
4	4401A	Standard Office - 2 Desks
4	4402B	Standard Office - 2 Desks
4	4403A	Standard Office - 1 Desk
4	4804A	Standard Office - 2 Desks
4	4805B	Large Office - 1 Desk
4	4603A	Standard Office - 1 Desk
4	4604B	Large Office - 1 Desk

4	4606	Standard Office - 1 Desk
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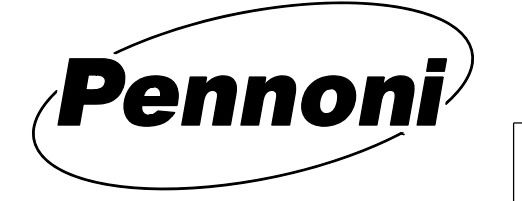
Table 3. The table below outlines designation for installation or storage of excess furniture not specified in Table 1 or 2 above.

Furniture Assembly	Quantity Unassigned	Designation
Modular Sit-Stand Desk Assemblies	19	QTY 8 - Delivered, assembled, and stored onsite (penthouse) QTY 11 - Shipped unassembled for offsite warehousing
Mobile Office Pedestals	19	Delivered, assembled, and stored onsite (penthouse)
Ergonomic Task Chairs	28	Delivered, assembled, and staged onsite (Room 3800)
Side Table w/ Chairs	4	Delivered, assembled, and staged onsite (Penthouse)



E500/1ST FLOOR/ALL

CONSTRUCTION RELEASE
12/4/15
REV. 2



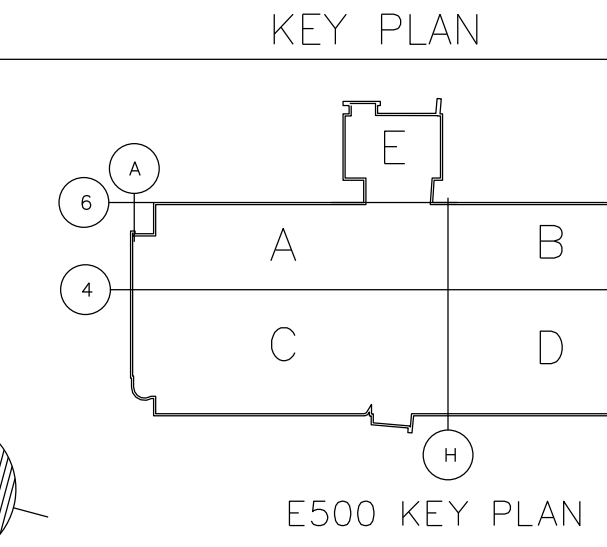
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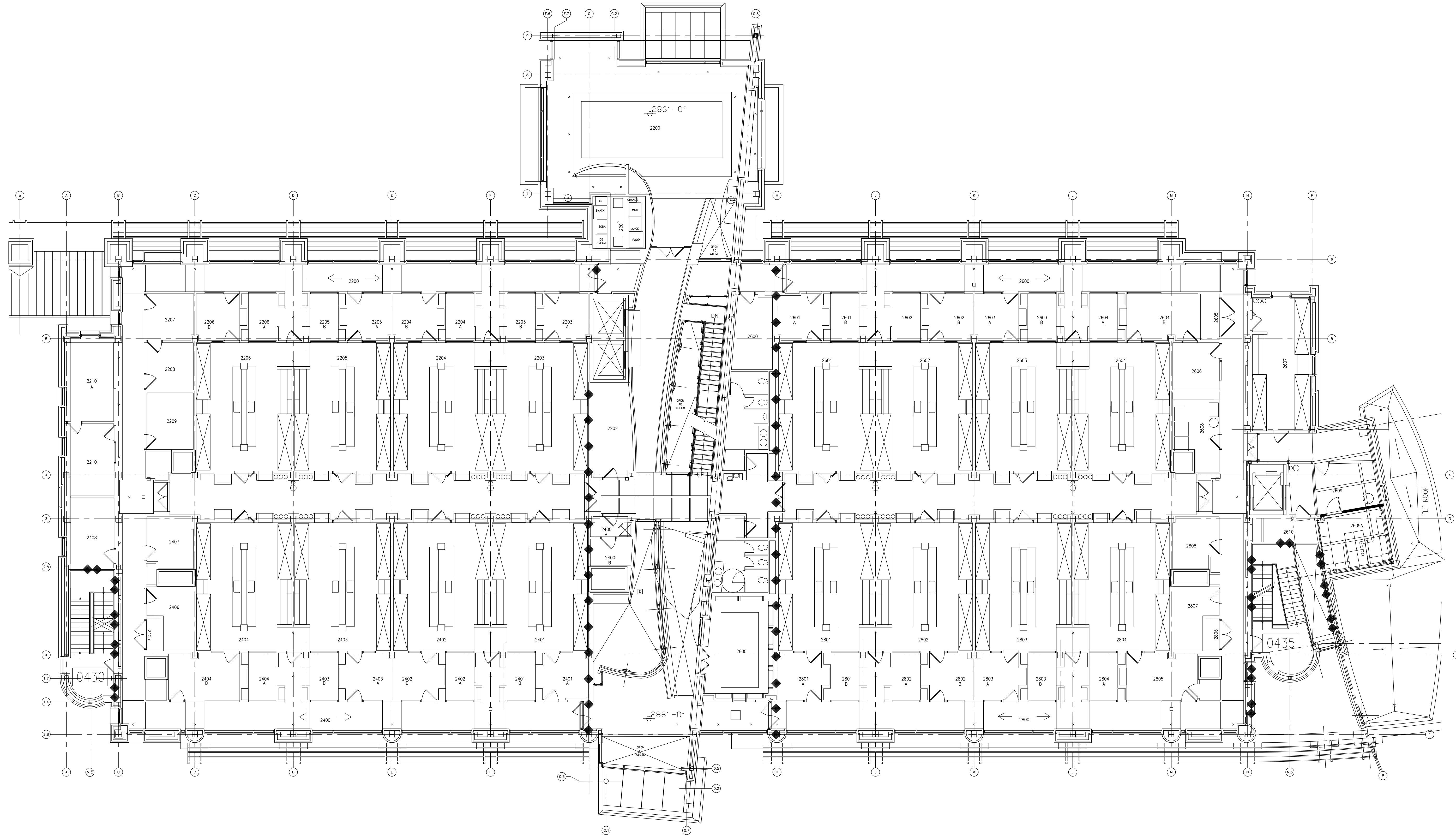
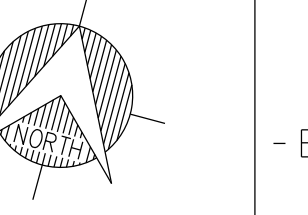
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DRAWN	A. HALEY		
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APPROVED - DESIGN RELEASE	-----		
APPROVED - CONSTR. RELEASE	-----		

E.I. DU PONT DE NEMOURS & CO., INC.
WILMINGTON, DELAWARE
DUPONT ENGINEERING
W1588585



PRELIMINARY ISSUE
01/15/06
PROJ. 04395 REV. 0

B.D. ABEL INC.
ENGINEERING
MECHANICAL & ELECTRICAL SYSTEMS
5315 Limestone Rd.
Wilmington, Delaware 19808
PROJECT NUMBER: 04395

X-A-2

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EXPERIMENTAL STATION
E500/2ND FLOOR/ALL
MASTER FILE
FLOOR PLAN
ARCHITECTURAL

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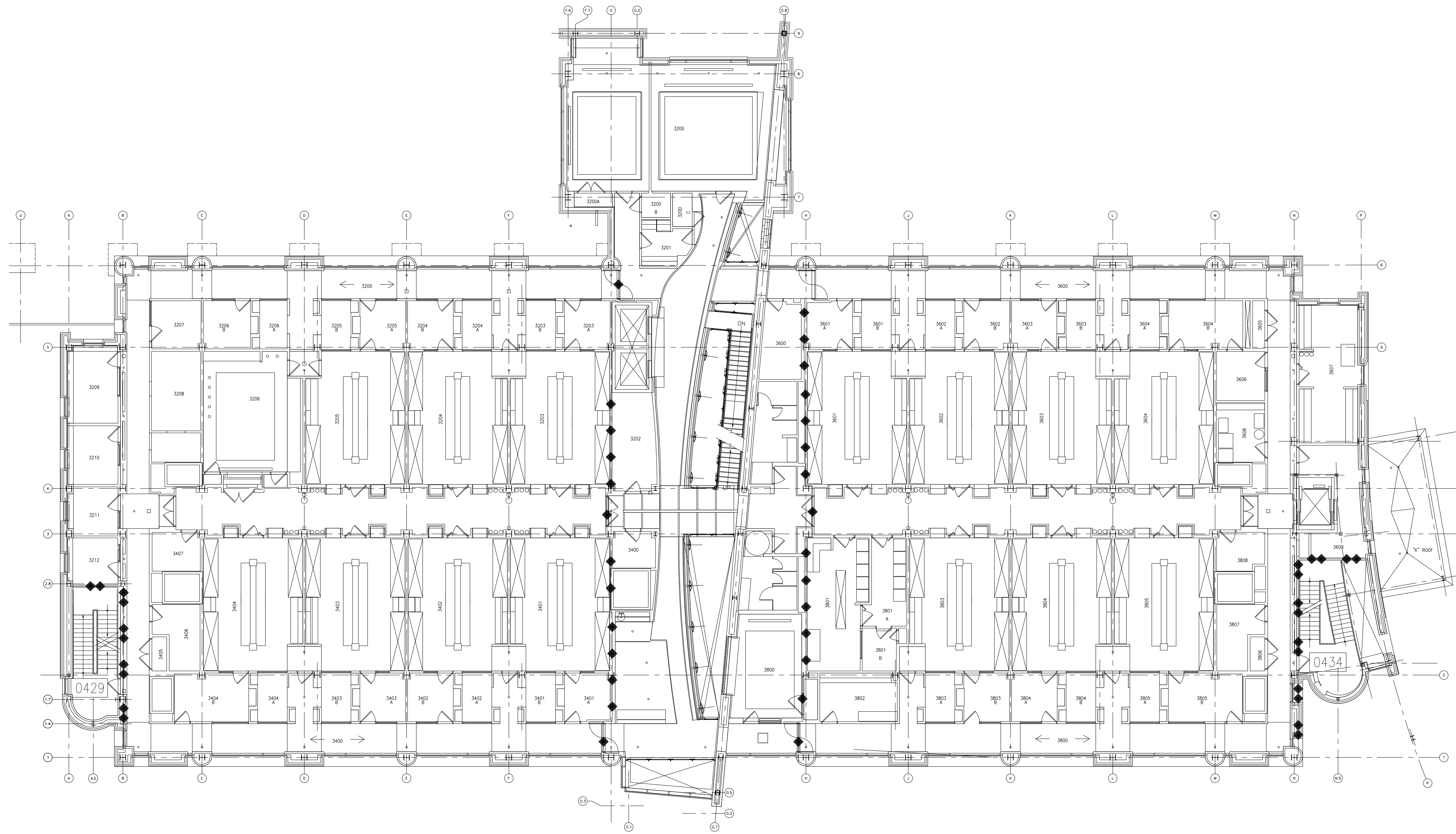
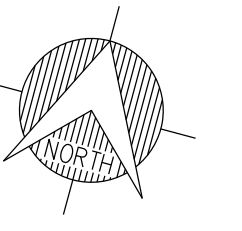
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KEY PLAN
E500 KEY PLAN

PROJECT -----
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DRAWN A. HALEY
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APPROVED -----
CONSTR. RELEASE -----

E.I. DU PONT DE NEMOURS & CO., INC.
WILMINGTON, DELAWARE
DUPONT ENGINEERING
W1588586

LAST REV BY: _____
NAME _____
DATE _____



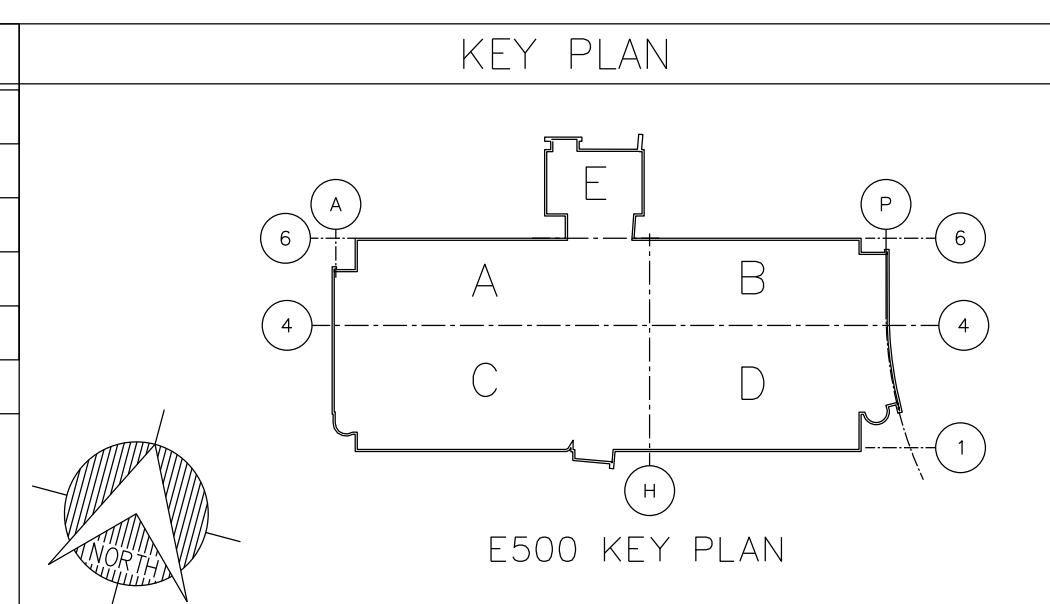
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PROJ. 04395	REV. 0	5315 Limestone Rd. Wilmington, Delaware 19808 PROJECT NUMBER: 04395	

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EXPERIMENTAL STATION
E500/3RD FLOOR/ALL
MASTER FILE
FLOOR PLAN
ARCHITECTURAL

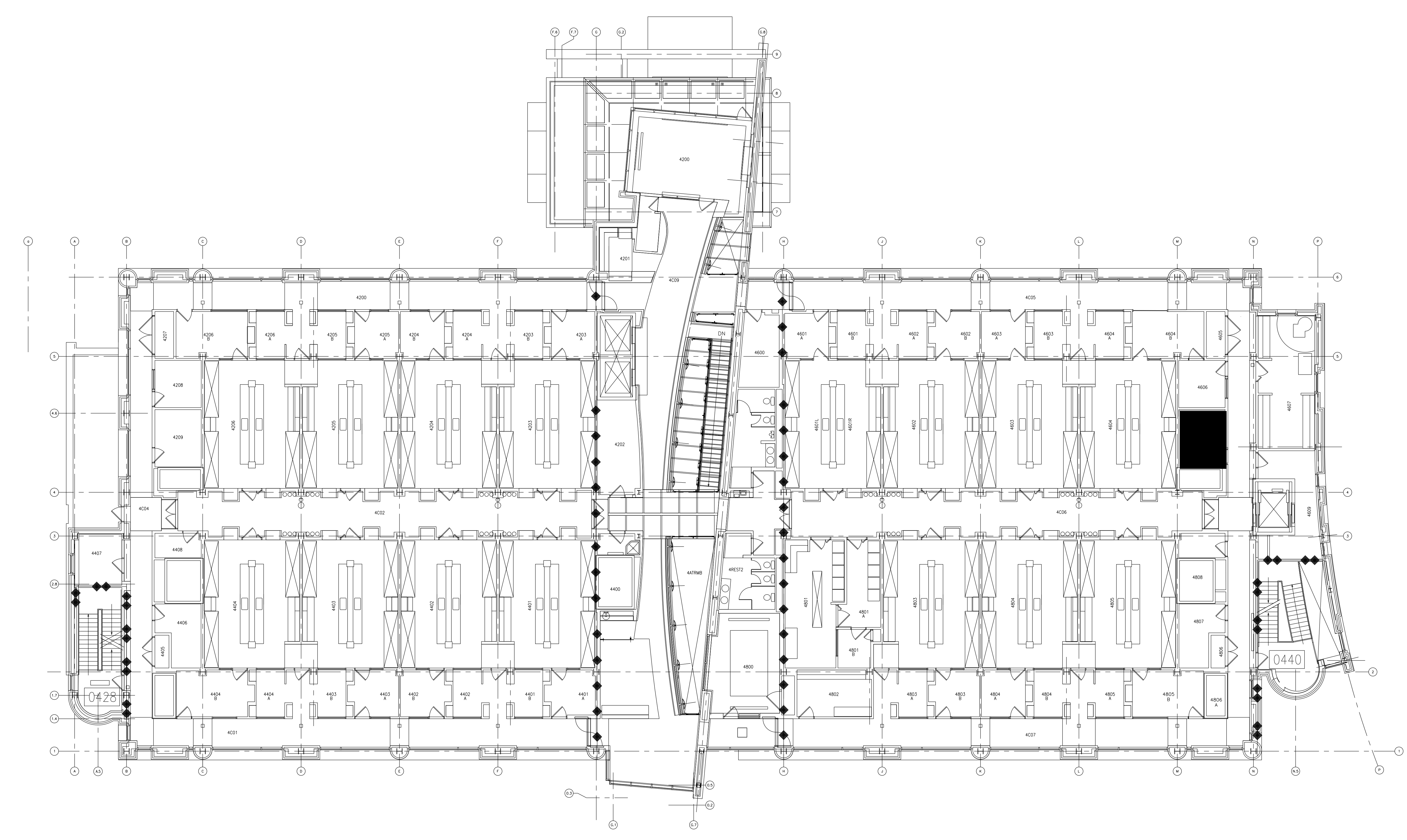
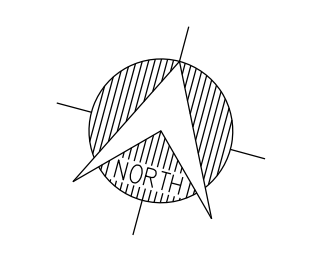
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APPROVED	-----		
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W1588587



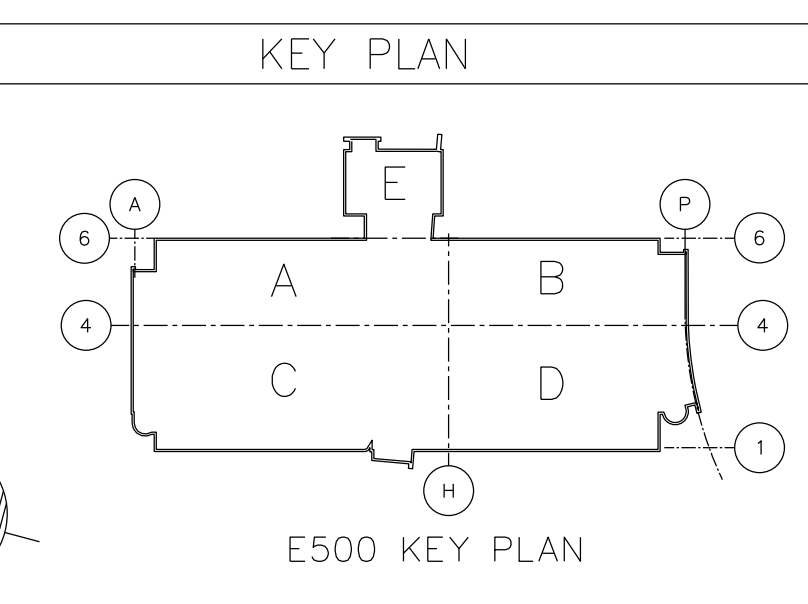
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X-A-4

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EXPERIMENTAL STATION
E500/4TH FLOOR/ALL
MASTER FILE
FLOOR PLAN
ARCHITECTURAL



PROJECT	-----	DATE	-----
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APPROVED	-----	DATE	-----
CONSTR. RELEASE	-----	DATE	-----

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WILMINGTON, DELAWARE
DUPONT ENGINEERING
W1588588