

Notice of Bid/Request for Proposal
RFP #0016-2024

DEPARTMENT OF UNIVERSITY HOUSING
Florida Agriculture and Mechanical University

Florida A&M University (FAMU), Office of University Housing announces that it is now accepting quotes for the furnishing of Phase II of the University's 700 Bed residential facility. Ph II is scheduled to open in the Fall of 2025.

INSTRUCTIONS:

The university's Sole Point of Contact for this project shall be Craig Talton, Executive Director, Office of Facilities Planning, Construction and Safety (**phone: (850) 412-7509** and **email: craig.talton@famu.edu**). From the date of issuance of this Notice until a final selection of the vendor is made or a notice of cancellation is posted, the Vendor must not make available or discuss its proposal, or any part thereof, with any member of the University, unless permitted by the Sole Point of Contact, in writing, for purposes of clarification only, as set forth herein. Any individual associated with a Vendor who contacts members of the University regarding any aspect of this project, whether such contact is in person, by telephone, or through electronic or written correspondence, may be determined to have violated the terms and conditions of this solicitation. If that determination is made, any proposal received from such an individual OR their company may be rejected as non-responsive and not subject to evaluation. If there are any changes or additions to the Sole Point of Contact information at any time in the process, participating Vendors will be notified via an addendum to the Notice.

Questions regarding the Notice and/or process should be submitted by email to the Sole Point of Contact. No oral communications shall be considered as a change to the Notice. FAMU may respond to questions deemed by the University to be material in nature via a written addendum to the Notice. Interpretation of the wording of this document shall be the responsibility of FAMU and that interpretation shall be final.

All postings referred to in this Notice will be posted electronically on the FAMU Office of Procurement website at:

[Office of Operational Effectiveness & Procurement Services \(famu.edu\)](http://www.famu.edu)

and on the Florida Administrative Register: <https://www.flrules.org/>

(to search on the Fl Admin Register, click at the top of the page "Advanced Search". Next check the box for "Search in the Fl Administrative Register", type in "FAMU" in the "Keywords" box. and hit "search".)

At all times it shall remain the responsibility of the consultants participating in this solicitation to check the postings at our office and/or the Purchasing Department in the POM Building B. No further notice will be given.

The University may reject all proposals and stop the selection process at any time. The Vendor shall have no ownership, entrepreneurial or financial affiliation with the selected architect/engineer involved with current or future University projects.

Firms desiring to provide services for the project shall submit a letter of application and a completed "Florida A&M University Vendor Qualification Supplement" (FAMU-CM-PQS Revised 2-8-2019). Proposals must not exceed 40 pages, including the Vendor Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals that do not comply with these requirements or do not include the requested data will not be considered. No submittal material will be returned.

Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application.-As required by Section 287.133, Florida Statutes, a vendor firm may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the

past 36 months. The selected firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$35,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

An electronic submission of the required proposal data shall be submitted via email to **craig.talton@famuedu** of Facilities Planning & Construction and copy to **purchasing@famuedu** of the Office of Procurement Services Before **October 3, 2024, 2:00 p.m.** We will not be accepting hard copies. Facsimile (FAX) submittals are not acceptable and will not be considered.

SCOPE:

Installation of the items will begin at the start of July 2025 and be phased with the following priorities: Living spaces, community spaces, office spaces, computer/study spaces.

The department seeks just-in-time delivery where the institution has no storage responsibilities. If stored by the vendor, furniture should be stored in a temperature-controlled area.

During installation, there must always be a project manager onsite.

Quantities of goods

Please see the appendix which includes all items to be procured. Vendors may submit quotes for some or all the items.

Building plans can be viewed at (copy and paste hyperlink into web browser)

<https://www.dropbox.com/scl/fo/fzauzs1oi5khzdo8bgnog/AEabMr-faY-bbMOxLgPaqys?rlkey=drhud61i7bm182rdk5fy3ebf3&dl=0>

Quotation submission requirements

Submission of the quote should be provided to Sole Point of Contact.

Along with submittals, please provide samples of fabrics with no less than 100,000 rub resistance. These can be delivered or shipped to:

Florida A&M University
Office of University Housing
Care of Mr. Herb Johnson
1735 Althea Gibson Way (Formerly Wahnish Way) – Suite 305
Tallahassee, FL 32307

Appendix I

List of Items

Area	QTY.
Student Rooms	
Desks/Split	714
Dressers	714
Beds	714
Shipping/Handling	1
Installation	1
Mattresses	714
Offices	
Executive Desks	4

Bookcases	4
Side Chairs	8
Executive Chairs	4

Study Room Furniture

Lounge Chair	Recommendations taken based on size. See schematic
Loveseat	
Chairs	
Computer Tables (for 8 computers)	

Tables

Kitchen Furniture

Dining Tables	6
Dining Chairs	24

Coordinator Apartment

Sofa	2
Love Seat	2
Queen Bed Frame	4
Mattress	4
Nightstand	4
Dresser	4
Desk	2
Mirror BDRM	4
Table, Coffee	2
Table, End,	2
Table, Kitchen	2
Chairs, Kitchen	8

RA Workroom

Tables	1
Chairs	4
Reception Desk Chairs	4

Main Lobby/TV Lounge

Lounge chairs w/tablet	Recommendations taken based on size. See schematic
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Lounge chairs
 Highchairs
 High Tables

Installation

Installation Costs

Appendix II
 Style

Area **QTY.**
Student Rooms

Desks/Split 44"W X 24"D X 30"H
 Dressers 36" W X 22" D X 19"H or 30"W X 24"D X 30"H
 Beds 38"W x 86"L overall size

Light natural wood furnishings and case goods



Offices

Executive Desks	4
Bookcases	4
Side Chairs	8
Executive Chairs	4

Rec Room

NIC

Study Room Furniture

Lounge Chair	Recommendations taken based on size. See schematic
Loveseat	
Computer Chairs	

Computer Tables (for 8 computers)



Kitchen Furniture

Dining Tables	6
Dining Chairs	24

Coordinator Apartment

Sofa	2
Love Seat	2
Queen Bed Frame	4
Mattress	4
Nightstand	4
Dresser	4
Desk	2
Mirror BDRM	4
Table, Coffee	2
Table, End,	2
Table, Kitchen	2
Chairs, Kitchen	8

RA Workroom

Tables	1
Chairs	4
Reception Desk Chairs	2

Main Lobby/TV Lounge



Vinyl with at least 100k rubs, replaceable covers and parts.

Submit as an option: Under-bed storage

Dorm Room Furniture

OPTION 3



Appendix III

Basis of design

- BIFMA level certified
- SCS Indoor Advantage™ Gold

- Beds
 - Lifetime warranty
 - Metal laminate solution
 - Bid requires at minimum 14 gauge steel tubular uprights
 - Vertical slotted pattern on 1” centers is located on the front and back of each upright to accept and provide height adjustment of bed deck and hang-on components
 - Toolless reconfigurability
 - Spring bed deck frame manufactured of steel riveted construction
 - Consistent finishes throughout bed, dresser, table and chair
 - Dimensions 39 3/8” x 86” X 38 7/8”
 - Ability show material tracking as proof of American Manufactured
 - Bid requires at minimum 250 lb weight rating
- Dresser
 - Tip Tested for 50lb TV or greater
 - Shell is constructed of 20-gauge steel
 - Heavy-duty steel ball-bearing drawer suspensions
 - Manufactured in North America
 - Single lock core controlling entire unit
 - Dimension 36” x 18”
 - Counter balance weighted drawers for dresser
- Mattresses
 - No vents making it bed bug resistant
 - 36” x 80”
 - Mattress have a plush and firm side for user preference
 - 4” High density foam
 - The mattress is fully recyclable
- Chair
 - BIFMA Tested
 - Bid requires at minimum 400 lb weight rating
 - Integrated into a single shell that is injection – molded in polypropylene.
 - Bid requires at minimum chair to have 13-gauge tubular steel
 - No exposed fasteners
- Table
 - BIFMA Tested
 - American manufactured
 - Laminate top constructed of 1 1/4” thick with high pressure laminate
 - Leg constructed of 2 1/4” thick 14-gauge steel tubing
 - 24” x 42” x 29”H
 - Optional glides or locking casters