

FURNITURE, FIXTURES & EQUIPMENT (FF&E)

FURNITURE PROVIDER — QUALIFICATION REQUIREMENTS

Providence Public Schools • Providence, Rhode Island

1. QUALIFICATIONS OF FURNITURE PROVIDER

The Furniture Provider shall demonstrate that it possesses the experience, qualifications, organization, personnel, resources, and financial capacity necessary to successfully provide the complete Furniture, Fixtures and Equipment (FF&E) procurement services required under this RFP.

Proposers shall provide the following information:

2. COMPANY EXPERIENCE

- Provide a brief history of the firm, including the number of years in business and the number of years providing commercial, institutional, and/or educational furniture procurement services.
- Identify the firm's experience providing furniture for K–12 educational facilities, particularly new construction and/or major renovation projects.
- Describe experience with projects of comparable size, scope, complexity, and value to the Providence Public Schools projects.

3. RELEVANT PROJECT EXPERIENCE

- Provide a minimum of three (3) comparable projects completed within the past five (5) years, including:
- Project name and location;
- School/district/client name;
- Project size and approximate furniture procurement value;
- Scope of services provided;
- Date of completion;
- Description of delivery and installation services; and
- Name, title, telephone number, and email address of the Owner's representative who may be contacted as a reference.

4. PROJECT TEAM AND PERSONNEL

- Identify the personnel who will be assigned to this project, including the Project Manager, Furniture Designer/Planner (if applicable), Procurement/Order Coordinator, Delivery and Installation Coordinator, and any other key personnel.
- Provide a brief description of each individual's qualifications, experience, and anticipated role on the project.

5. PROCUREMENT AND MANUFACTURER EXPERIENCE

- Identify the principal furniture manufacturers and product lines the Proposer regularly represents or procures.
- Describe the firm's experience coordinating furniture selections, specifications, purchasing, manufacturing, shipping, receiving, delivery, installation, and final placement.
- Describe the firm's ability to coordinate multiple manufacturers and product lines within a single project schedule.

6. WAREHOUSING, DELIVERY AND INSTALLATION CAPACITY

- Describe the Proposer's ability to receive and inspect furniture prior to delivery.
- Provide secure warehouse storage when required.

- Coordinate deliveries with the project construction schedule.
- Deliver furniture to multiple school locations.
- Assemble and install furniture and place furniture in its designated final location.
- Remove packaging and debris.
- Correct damaged or defective furniture.

7. REFERENCES

- Provide at least three (3) references for school or institutional projects comparable to this project.
- References may be contacted by the Owner to verify the Proposer's experience, performance, responsiveness, coordination, quality of installation, and ability to meet project schedules.

8. FINANCIAL AND ORGANIZATIONAL CAPACITY

- Provide a statement demonstrating that the firm has sufficient organizational and financial resources to successfully complete the required procurement, delivery, and installation services.

9. CERTIFICATIONS AND INSURANCE

- Provide evidence of all applicable licenses, certifications, insurance coverage, and other qualifications required to perform the work.

10. MINIMUM QUALIFICATION

To be considered a qualified and responsive Proposer, the firm shall demonstrate:

- A minimum of five (5) years of experience providing furniture procurement services.
- Demonstrated experience with K–12 educational furniture projects.
- Successful completion of at least three (3) comparable projects.
- The ability to provide complete procurement, delivery, installation, and coordination services.
- Adequate personnel and resources to meet the Owner's project schedule.
- Satisfactory references from comparable clients.

Proposer Certification: By submitting a proposal, the Proposer certifies that the information provided in response to these qualification requirements is complete and accurate and that the firm meets, or can demonstrate compliance with, all stated minimum qualifications.