

Contract No.	Contract Name	School District
GP-0251-F01	Furniture, Fixtures and Equipment	State-Wide

ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage Manufacturing Firms to manufacture Furniture, Fixtures and Equipment (“FF&E”) for School Facility Projects which will be constructed or renovated by the NJSDA. The Manufacturing Firms will need to deliver and install the FF&E at designated school sites within the State of New Jersey. For purposes of this solicitation, submissions are being sought from manufacturers directly, rather than from dealers.

There are no standard DPMC and NJSDA pre-qualification requirements applicable to this solicitation.

The Request for Proposals (“RFP”) defines the steps needed for participation in the procurement, and issued pursuant to the NJSDA’s regulations governing the procurement of goods and services consultants, N.J.A.C. 19:38D-1 et seq. The RFP package is available at: [click here to view RFP](#).

Brief Description of Work:

The FF&E requirements for the School Facility Projects have been divided into seventeen (17) categories (“Lots”). Through this procurement, the NJSDA desires to create a pool of Manufacturing Firms to manufacture, deliver and install, on a Purchase Order basis, FF&E for each of the identified Lots. Any Manufacturing Firm responding to the RFP may submit a response with reference to a single Lot or multiple Lots that it proposes to manufacture, deliver and install.

Procurement Overview:

This solicitation seeks responses from Manufacturing Firms in the form of the simultaneous submission of the following:

1. A Technical Proposal, which will be reviewed and analyzed by a Selection Committee comprised of no fewer than three (3) individuals representing the NJSDA charged with evaluation and scoring of the submittals with reference to criteria identified as follows:
 - Range of All Product Lines Offered for Each Lot (15 points)
 - Approach to Providing the Scope of Services (30 points)
 - Warranty (25 points)
 - Quality of Sample Item (30 points)

2. A sealed Fee Proposal, which will remain sealed until completion of the evaluation and scoring.

Responsive firms will be evaluated and scored by a Selection Committee on the basis of their written Technical Proposal submissions and the quality of the Sample Items. Following the final technical ranking, the Fee Proposals will be opened and evaluated by NJSDA staff. The NJSDA will engage in negotiations with the Manufacturing Firms ranked highest in Technical Proposal evaluation criteria for each Lot in order to establish fair and reasonable pricing. Upon reaching fair and reasonable pricing, NJSDA staff will recommend award of contracts to seven (7) Manufacturing Firms for each Lot whose Proposal is most advantageous to the NJSDA, price and other factors considered. It is the NJSDA’s goal to award contracts to seven (7) Manufacturing Firms per Lot, but in the event that there are less than seven (7) responsive Manufacturing Firms identified for a particular Lot, the number of Manufacturing Firms awarded a contract for that particular Lot will be determined by the NJSDA by considering fair and reasonable pricing among other factors. In its sole discretion, the NJSDA may award contracts to multiple Manufacturing Firms pursuant to the RFP, but the NJSDA reserves the right not to issue a contract as to some or all of the Lots.

Prior to award, a Manufacturing Firm must be approved for moral integrity, pursuant to a review by the New Jersey State Police, as set forth in the RFP.

The total Not-to-Exceed amount for this contract, including all awardees, is \$55,000,000. At this time, the NJSDA cannot determine the dollar amount that each Manufacturing Firm will realize from the contract, since the amount of FF&E purchased from the Manufacturing Firm is subject to the requirements and preferences for each project.

The term of a contract awarded to a Manufacturing Firm shall be for a period of three (3) years, or until all obligations of the Manufacturing Firm to deliver goods and/or services pursuant to any existing Purchase Orders have been performed to the satisfaction of the NJSDA, whichever is later. The contract term may be extended for one (1) additional year at the NJSDA's sole discretion with no price escalation.

Procurement Submission Dates and Deadlines:

A. Notice of Intent to Participate:

The NJSDA will not hold a traditional pre-proposal conference for this procurement. All Manufacturing Firms interested in submitting a proposal must sign in electronically by sending a mandatory e-mail Notice of Intent to Participate to Dave Kutch at dkutch@njsda.gov no later than **2:00 PM on July 20, 2018**.

B. Questions from Manufacturing Firms:

Manufacturing Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at dkutch@njsda.gov no later than **2:00 PM on July 20, 2018**. The questions and NJSDA answers will be provided via an addendum to the RFP to each Manufacturing Firm that submitted a timely e-mail Notice of Intent to Participate.

C. The Manufacturing Firm must submit one (1) unbound original and four (4) bound copies of all materials comprising the Technical Proposal, accompanied by one (1) original signed Fee Proposal (in a separate and sealed envelope). All envelopes/packages must clearly identify contents. Proposal Packages must be received by the NJSDA no later than **2:00 PM on August 21, 2018** as follows:

If submitting by U.S. Mail:

NJSDA
P.O. Box 991
Trenton, New Jersey 08625-0991
Attention: Dave Kutch, Senior Procurement Analyst
Subject: Furniture, Fixtures and Equipment Proposal – GP-0251-F01

If submitting by Fed Ex, UPS, Courier, or Hand Delivery:

NJSDA
32 East Front Street
Trenton, NJ 08625-0991
Attention: Dave Kutch, Senior Procurement Analyst
Subject: Furniture, Fixtures and Equipment Proposal – GP-0251-F01

IMPORTANT NOTE: Faxed or e-mailed Proposals will not be accepted. Proposals received after the date and time listed above will be returned unopened.

For further information on NJSDA, please visit us at www.njsda.gov.

DATE ADVERTISED: June 29, 2018