

Rowan-Salisbury Schools  
500 North Main Street  
Salisbury, NC. 28144  
Telephone: (704) 630-6003

Invitation to Submit Furniture, Fixtures, and Equipment  
Proposals for the New J.H. Knox Intermediate School

Background

Rowan-Salisbury Schools ("School System") is in the process of building an approximately 122,030 square foot 3<sup>rd</sup>-8<sup>th</sup> grade school that is located at 1625 W. Park Road, Salisbury, NC 28144. The school has been named J.H. Knox Intermediate School. The architect for this project is LS3P and the Construction Manager at Risk is Barnhill Contracting.

Objective:

The school system is issuing an invitation to submit FF&E proposals for the above-mentioned project. Enclosed for your use are the school's furniture plans and renderings. The school system requests the supplying, delivery and installation of new classroom and administration furniture and fixtures to the above project. The school system reserves the right to adjust the quantities at the time of order. The school system's total budget for FF&E procurement, inclusive of delivery and installation, is approximately \$1 million dollars.

Please provide your proposal based on the \$1 million dollar budget and on the provided furniture plans. Please return both a hard copy and electronic copy to Robin Shoe at Rowan-Salisbury Schools, 500 N. Main Street, Salisbury, NC 28144; [shoerb@rss.k12.nc.us](mailto:shoerb@rss.k12.nc.us) no later than **May 20, 2025** at noon. Include in the proposal all information necessary to evaluate the presented products.

### Procurement Process:

The school system is seeking the most advantageous and economical way to deliver this project and is searching for a vendor who will be responsible for completing all furniture requirements for the project. The vendor for this Project will be selected using the following process:

1. Proposal Phase: Issue invitation for proposal and receive proposals from vendors.
2. Interview Phase: Selected vendors will then be notified of an interview date. The interview will consist of the proposal presented to committee along with any supporting FF&E items deemed necessary to convey the overall package.
3. Post-Interview Phase: After the interviews, the school system will either purchase through a pre-approval state contract or issue a formal PFP to procure the furniture.

### Scope of Work:

For your consideration in preparing a proposal for the project, the selected vendor's Responsibilities, Scope of Work and Working Conditions will include the following:

1. Produce complete furniture specification (including product and brand information) based upon the Furniture Plans provided by LS3P Associates Ltd. All specifications will be coordinated with LS3P for design intent, but quantities will be the responsibility of the vendor.
2. Coordinate order entry, production schedule and shipping with the manufacturers.
3. Attend coordination meetings as required at the project site in Salisbury, NC.
4. Conduct site visits to become familiar with site and to check for potential delivery and installation issues.

5. Coordinate delivery and installation dates and logistics with Barnhill and LS3P.
6. Coordinate with Barnhill on access to building services (time & location).
7. A project manager level employee of Vendor to be with installers at all times during the installation.
8. Sign off on the condition of the space at the start of the installation and be responsible for any damages incurred during installation. Provide proper protection for the building during installation.
9. Provide all labor, materials and equipment needed to receive, unload, stage and install furniture in accordance with approved plan.
10. Remove debris, dunnage and packing materials from the property.
11. At completion of installation, inspect all products for proper operation/defects and perform final cleaning.
12. Conduct a walk through with LS3P and school system staff to address any discrepancies or damages. Have replacement parts ready to be ordered with lead time report.
13. After occupancy, instruct school system staff of proper use and adjustment of product, correct deficiencies in installation and coordinate replacement of defective product with Manufacturer.

Schedule:

May 6, 2025	Invitation for Proposals
May 13, 2025	Questions due to Robin Shoe
May 20, 2025	Submit Proposal Packages. Submittal packages should be emailed and delivered to the address below as to arrive no later than Noon on May 20, 2025.

Robin Shoe / Rowan-Salisbury Schools  
500 North Main Street  
Salisbury, NC. 28144  
email: shoerb@rss.k12.nc.us

Submittal Content and Format:

Submittals shall consist of an **Email submittal plus (10) original copies**, submitted at the place and time specified in Section above (hard copies must be delivered by deadline). The submittal format should be as requested in items 1 through 12.

1. Corporate cover letter of interest describing the proposed composition of the project team and corporate commitment of the firm.
2. General Information:
  - a. Name and legal address of firm
  - b. Brief description of company, organization, and history
  - c. Give location of the office(s) that will directly manage this project or will provide support.
3. Contact Information: List the contact person, address and phone number.
4. Relevant Experience: Provide 2-3 examples of similar project (over 100,000 SF) your firm has completed in the last 5 years.
5. Team Organization: Provide a graphical depiction of your team. Briefly describe the roles and responsibilities.
6. General Questions:
  - a. What will the typical turn-around time be for service call once the project is complete?
  - b. How many installers on the project will be full-time employees?
  - c. How many will be subcontracted labor and how will they be supervised?
  - d. Provide a statement acknowledging that no deposits will be required for order placements.

- e. Provide a statement acknowledging that payment terms are net 60 days.
- f. Provide documentation that Vendor is qualified for bonding for approximately \$1-1.2 million dollar FF&E package.
- 7. Furniture installation **scheduled based off an August 2026 back to school date**. Final schedule can be provided later.
- 8. Manufacturer specifications, plans, and 3D illustrations (suggested private offices and workstation).
- 9. Warranty information for all products.
- 10. Maintenance/Service Availability
- 11. Acknowledgement that Item Number and Description discrepancies at the time of order will be the responsibility of the Vendor.

Communications:

Questions and clarifications regarding this invitation can be submitted by e-mail to [shoerb@rss.k12.nc.us](mailto:shoerb@rss.k12.nc.us). Questions must be submitted by May 13, 2025.