

BakerRipley RFP #20-02 Office Furniture

Attachment A – Vendor Proposal Responses and Qualifications

Company Name:

Contact Name:

Contact Email:

Contact Telephone Number:

**Vendor must type responses to the following questions (*handwritten responses are not acceptable*):**

1. Company Narrative - State your company's mission, vision, and its overall operation including company structure, office locations, type of services provided, geographic information, years of operation.

**Vendor Response:**

2. Vendor's Experience - Describe your company's current or past experience in providing the proposed services, skill level, experience, and opportunities for creativity and innovation. Please include a list of services of similar size and scope as the project.

**Vendor Response:**

3. Describe your company's status, if any MBE/WBE/HUB/SDVOSB. Provide your certification (s) documents; if applicable and/or your company's commitment to actively participating in local and national supplier diversity.

**Vendor Response:**

4. Describe your Community Involvement; if applicable.

**Vendor Response:**

5. Describe your company's requirements for criminal background checks, if any, for employees.

**Vendor Response:**

6. Provide a brief description of your company's accounting system, internal controls, and invoicing.

**Vendor Response:**

7. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain in detail.

**Vendor Response:**

8. Is your company currently or has been previously involved in any lawsuit or litigation or alternative dispute resolution, and/or any of your subcontractors within the last five (5) years? If yes, please explain in detail.

**Vendor Response:**

9. Is your company currently in default on any loan agreement or financial agreement with any bank, financial institution, or other entity? If yes, please explain in detail.

**Vendor Response:**

10. Is your company in good standing with the Internal Revenue Service (IRS)? If not, please explain detail.

**Vendor Response:**

11. What was your employee turnover rate for 2019?

**Vendor Response:**

12. Does your company have the capacity to service Agency locations, per Page 6 of the Main Document?

**Vendor Response:**

13. Please detail your experience specifically working with non-profit organizations in managing their office furniture needs. List the names, if any.

**Vendor Response:**

14. If answering yes to Question #13, how large was the project(s) in terms of square footage—and other measures of size and scope? What budget constraints were they operating under? Answers can be approximate.

**Vendor Response:**

15. Are you a reseller for the brands AllSteel and/or HON? If not, what other brands do you offer?

**Vendor Response:**

16. Submit a proposed calendar for the project, including key milestones.

**Vendor Response:**

17. How many office furniture installers do you have? Approximately, how many do you expect to assign to this project?

**Vendor Response:**

18. Personnel Qualifications: Please include biographical information of all key personnel who would provide services to the Agency, including their education, work experience, and experience with office furniture services.

**Vendor Response:**

19. Describe your overall process from planning to completion for a project?

**Vendor Response:**

20. Will you be providing this service yourself and/or use a subcontractor(s)?

**Vendor Response:**

21. Describe your process for handling change orders.

**Vendor Response:**

22. For projects of a similar scale, what were the issues that came up and how did you resolve them?

**Vendor Response:**

23. \*List three (3) **non** BakerRipley references of similar size and scope in which you have provided office furniture services within the last three (3) years.

**Company #1**

Contact Name:		
Company Name:		
Address:		
Telephone Number (s)	Office:	Cell:
Email:		

**Company #2**

Contact Name:		
Company Name:		
Address:		
Telephone Number (s)	Office:	Cell:
Email:		

**Company #3**

Contact Name:		
Company Name:		
Address:		
Telephone Number (s)	Office:	Cell:
Email:		

\*It is important that you provide references. We will only contact your references if you are a finalist and we will notify you first.