



Town of Windham
Request for Proposals – July 28, 2021
Furniture – Windham Public Safety Bldg.

The Town of Windham is seeking a firm to provide furniture and fixtures for the Police and Fire Station improvements being made to 375 Gray Road. The Town is looking for a firm to provide consultation, design and implementation on the furniture and fixtures listed in this RFP. The items listed in this RFP are an approximate listing of potential needs.

To aid the Town in this process as we interview for the firm to assist us in the project we are requesting the following information be provided to the Town.

- Cover letter
- Proposed project team structure, with resumes and applicable credentials
- Firm Profile, including
 - Size and Staff
 - Number and location of offices
 - Annual approximate gross volume of FF&E work in Maine
 - Other relevant services
- Experience with similar projects:
 - Municipal/Public Safety Office
 - Specialty Equipment (Should your project have unique requirements)
- Design, Project Management and Project Approach:
 - Provide an overall approach to a successful outcome of this project, including:
 - Budget and Cost Controls
 - Design Capabilities
 - Schedule and Deliveries within a phased project
 - Installation and setup/quality control
 - Overall client satisfaction
- References
 - Provide (3) references for projects and/or clients that best represent your past successes. Include contact names, emails, phone numbers.
- To aid us in the evaluation we have provided some basic concepts and a listing of items we believe would be needed to outfit our staff in Police and Fire. Please provide approximate pricing for equipment listed. The pictures are for your reference on what we envision. The color desktops, cabinets are variable.





Process on selection of Firm to provide the furniture solution;

- Town will evaluate the responses for completeness.
- Candidates will be interviewed.
- Town will visit sites to view the furniture.
- The Town will evaluate the responses/interviews and select a vendor to provide the services based on all information supplied and references.
- The Town reserves the right to accept or reject any RFP bid on any condition it deems appropriate. The awarded vendor will provide all necessary information relating to insurances.
- The awarded vendor will remove all old furniture not being used or designated by our Facilities and Grounds Supervisor.

Installation

Installation will be in phases; some installations could be potentially this fall while the major would be in the spring. Installations this fall would be subjected to availability.

Questions and Bidder Correspondence

All questions should be referred to Brian Morin, Facilities and Grounds Supervisor, Dept. of Public Works in writing or by email to Town of Windham, 8 School Road, Windham ME 04062 or bsmorin@windhammaine.us. Additional information provided between Bidders and the Town shall be issued to all Bidders.

Submittal Requirements and Deadline

Four (4) printed copies and 1 electronic copy of the complete proposal shall be submitted to: Public Safety Office Furniture RFP, Town Manager, Town of Windham, 8 School Road, Windham Maine 04062. The electronic copy is acceptable via email and should be emailed to tahodgman@windhammaine.us. All submissions must be received no later than 10:00 a.m., Thursday, August 26th, 2021.

Reservation of Rights

The Town of Windham reserves the right to reject any or all proposals, decline to proceed with selection of any proposals, to request additional information, and to make inquiries as may be necessary to verify information. Nothing in this document shall require the Town of Windham to proceed with the project identified in this request for proposals.

Police Department Information:

Police furniture needs:

1. First floor Sgt. Office:

- a. 4 sit / stand desks w 2 filing drawers
- b. 4 workstation Chairs
- c. 2 guest chairs
- d. 5 (2) drawers lateral files
 - i. Enough filing solutions for 4 sergeants

2. First floor patrol room

- a. 8 partitioned workstations
- b. 8 workstation chairs
- c. (file cabinets to accommodate 20 drawers i.e. 1 per officer)

3. First floor captain's office

- a. L shaped desk
- b. Workstation chair
- c. 2 guest chairs

- d. 2 drawers filing with shelving on top
 - e. Storage closet
- 4. First floor shared break room**
- a. 20 chairs
 - b. 2 smaller table to seat 4 to 6 people
- ** note the plan for a large table is to do a custom-made table like the one in the No. Windham station. Would not require RFQ
- 5. First floor New classroom:**
- a. Tables for 50 people to accommodate classroom seating
 - b. 80-90 chairs for stadium seating and a few spares.
- 6. Second floor Detective "Bull Pen"**
- a. 4 sit / stand workstations with 6 foot 3 sides partitions
 - b. 4 workstation chairs
 - c. 1 oval conference table w six chairs
- 7. Second floor Det. Sgt office**
- a. New workstation chair
- 8. Second floor interview room:**
- a. One table
 - b. Four chairs
- 9. Second floor Captain office**
- a. C or U sit stand desk w/hutch
 - b. Locking file cabinet
 - c. Bookcase
 - d. Small worktable w/chairs (sized similar to existing)
 - i. See attached sample photo
- 10. Second floor chief's office**
- a. L Shaped desk
 - b. Workstation chair
 - c. 2 guest chairs
 - d. Small conference table w 4 chairs
 - e. 2 drawers later file (lockable)
 - f. Coat rack
- 11. Second floor Admin assist Office**
- a. L shape sit stand desk and storage credenza w/ lateral desk drawers (which create U shaped desk)
 - b. Workstation chair
 - c. 2 guest chairs
 - d. Small bookcase
- 12. Second floor file storage**

- a. Roll out high density shelving
Example Activrac 3M

Fire Department Information:

Fire Department Furniture:

- Room # 261 - FD Conference Room (13'9" x 16'5") = Conference table and chairs as well as a side table
- Room # 262 & 263 - FD Admin/Waiting Area = Waiting area for 4- 5 people
- Room # 263 - Admin Area – Adjustable height worktable for copier area, supply storage
- Office 264 - Deputy Chief Office (10'7" x 11'6") = U or L shape Sit stand desk, file storage, bookshelf, 2 side chairs (1) office task chair
- Office 265 - Deputy Chief Office (12'8" x 11'6") = U or L shape Sit stand desk, File Storage, Bookshelf, 2 side chairs (1) office task chair
- Office 266 - Coordinators Office (13'4" x 11'6") = U Shape Sit stand desk, file storage, bookshelf, 2 side chairs, (1) office task chair
- Officer 268 - Chief's Office (14'0" x 14'8") = U shape sit stand desk, file storage, bookshelf, meeting table with chairs, 2 side chairs
- (6) bedrooms (Room Numbers 271-276) = (1) twin xl bed, (1) nightstand, (4) wardrobes, (1) 30x42 student desk
- Room 270 - Dayroom (17'x 19'3") = (8) heavy duty recliners, (1) bookshelf, (1) table (4) chairs for misc, (1) workstation
- Room # 159 - OIC Office (12'x8') = (1) stand sit desk, (1) office task chair, (2) side chairs, file storage
- Room # 151 - Reports office (14'x7') = (2-3) workstations, (2) office task chairs, File storage
- (8) free standing metal with wood decking storage shelves. Sizes to be determined.

This is the current most comprehensive list that we have compiled. This list is subject to change.