REQUEST FOR QUOTE

RFQ: Wissink Hall/Wiecking Center Furniture

DATE: March 25, 2019

QUOTE DUE:
Date & Time: Tuesday, April 9, 2019, by 2:00 p.m.

RETURN RFQ TO:
Donna Hensel
Facilities Purchasing Coordinator
Minnesota State University, Mankato
358 Wiecking Center
Mankato, MN 56001
PHONE: 507-389-5016
E-mail: donna.hensel@mnsu.edu

SUBMITTED BY: (Company Name & Address below)

PHONE #: E-mail: ____________________________

CELL #: ____________________________

SIGNATURE: ____________________________

Print Name     Signature     Date

Any questions regarding this request for quote, need to be submitted via the Facilities website under Questions:  http://www.mnsu.edu/fpurchas/ at WC/WH Furniture RFQ.
Project Description

Minnesota State University, Mankato is soliciting vendors to furnish and install furniture for the renovated third floor in Wissink Hall and the east wing in Wiecking Center.

- New furniture for classrooms, conference rooms, reception spaces, and private offices. See included Furniture Plan A1.61 WH and A1.63 WC (attached to RFQ).
- See Product List (RFQ Informational Pieces at website) for both Wiecking Center and Wissink Hall. This is for reference only (does not need to be submitted with RFQ).
- Furniture will be awarded by low bid to one vendor. Pricing for all items within the Product List must be priced. Vendor to provide completed Product List seven days after receipt of bid.
- Pricing to include delivery and freight to Minnesota State University, Mankato to Wiecking Center and Wissink Hall job sites – loading docks are not available at each site. Wissink Hall has an elevator and Wiecking Center is ground level.
- Pricing to include packaging, disposal/haul away and any other additional charges that may apply towards the project for a complete installation.
- Substitution request must be submitted with Substitution Form (attached to RFQ) with cut sheets with images and detailed information. Send to kira.strey@is-grp.com
- Quantities may vary after bid date.
- Office furniture is based on AIS pieces and components.
- All components are not specified due to variations in systems furniture. Vendor will be responsible for including correct connectors, electrical components (if applicable), wire management work-surface supports, overhead wall-mount hanger kits and any other items for a complete install.
- File cabinets are not be used to support work surfaces, unless unit is a support component. Modesty panels and support end panels, legs and corner units shall be used to support work surfaces.
- Individual work stations to be keyed alike, unless noted otherwise. Refer to Wissink Room 360 for dashed areas to be keyed alike.
- Vendor to field measure prior to ordering product to ensure all work-station components are suitable as specified
- Vendor to work with Greg Borchert, MSU Project Manager for schedules and installation. 507-389-1053 or greg.borchert@mnsu.edu

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<thead>
<tr>
<th>Day/Date</th>
<th>Timeline Subject</th>
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<tbody>
<tr>
<td>March 25, 2019</td>
<td>Publish RFQ</td>
</tr>
<tr>
<td>April 1, 2019 by 10:00 am</td>
<td>Deadline for Questions submitted via website; and Product Substitution Form with cut sheets to <a href="mailto:kira.strey@is-grp.com">kira.strey@is-grp.com</a></td>
</tr>
<tr>
<td>April 3, 2019 by 4:00 pm</td>
<td>Answers posted on website</td>
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<tr>
<td>April 9, 2019 by 2:00 pm</td>
<td>Deadline for RFQ submission</td>
</tr>
<tr>
<td>July 8 – 12, 2019</td>
<td>Wiecking Center Furniture Installation</td>
</tr>
<tr>
<td>August 19 – 22, 2019</td>
<td>Wissink Hall Furniture Installation</td>
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BASE QUOTE

OUR TOTAL BASE QUOTE FOR FURNITURE FOR WIECKING CENTER AND WISSINK HALL is:

_________________________________________ DOLLARS $ ________________

Are you a certified, targeted group prime contract bidder?  ___ Yes  ___ No
Are you a certified, economically disadvantaged prime contract bidder?  ___ Yes  ___ No
Are you a certified, veteran-owned prime contract bidder?  ___ Yes  ___ No

Attachments:

Product Substitution Form  
A1-61 WH – Furniture Plan  
A1-63 WC – Furniture Plan
PRODUCT SUBSTITUTION FORM

TO:  EMAIL TO: ISG, KIRA STREY  
PROJECT DESIGNER:  kira.strey@is-grp.com

PROJECT:  MINNESOTA STATE UNIVERSITY, MANKATO
WISSINK HALL FURNITURE, PROJECT #16466

We hereby submit for your consideration the following product as substitute for specified item for the
above project:

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<th>PAGE</th>
<th>TAG</th>
<th>MANUFACTURER</th>
<th>SPECIFIED ITEM</th>
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Proposed Substitution:________________________

Attach complete product description, drawings, photographs, performance and test data, warranty,
information and other information necessary for evaluation. Identify specific model numbers,
finishes, options, etc.

A. Will changes be required to building design or drawing dimensions in order to properly install
   proposed substitution?
   Yes ___ No ___. If yes, explain.

B. Will the undersigned pay for changes to the building design, including engineering and
drawings costs, caused by requested substitution?
   Yes ___ No ___.

C. Differences between proposed substitution and specified item.
   ____________________________

D. What affect does substitution have on other trades?
   ____________________________

E. Does manufacturer's warranty of the proposed substitution differ from that specified?
   Yes ___ No ___.
   If yes, explain ____________________________

Submitted by:  For designer’s use only:

Signature  ___Accepted  ___Accepted As Noted

Firm  ___Not accepted  ___Received too Late

Address

Date:  ____________________________

TELEPHONE:

FAX:  ____________________________

EMAIL:  ____________________________

Remarks:  ____________________________

By:  ____________________________

Date:  ____________________________

Remarks:  ____________________________

Remarks:  ____________________________
PRODUCT SUBSTITUTION FORM

TO:   EMAIL TO: ISG, KIRA STREY  
PROJECT DESIGNER:  kira.strey@is-grp.com  
7900 INTERNATIONAL DRIVE  
MINNEAPOLIS, MINNESOTA 55425

PROJECT:  MINNESOTA STATE UNIVERSITY, MANKATO  
WIECKING CENTER FURNITURE, PROJECT #16466

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   Yes___ No___. If yes, explain.

B. Will the undersigned pay for changes to the building design, including engineering and drawings costs, caused by requested substitution?  
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C. Differences between proposed substitution and specified item.

   ______________________________________________________

D. What affect does substitution have on other trades?

   ______________________________________________________

E. Does manufacturer's warranty of the proposed substitution differ from that specified?  
   Yes___ No __.

   If yes, explain ______________________________________________________

Submitted by: ____________________________________________________________  
Signature

Firm

Address

Date: ________________________________

TELEPHONE: _________________________  
FAX: ________________________________  
EMAIL: ______________________________

For designer’s use only:

___Accepted  ___Accepted As Noted  
___Not accepted  ___Received too Late

By: ________________________________

Date: ______________________________

Remarks: __________________________

__________________________________

__________________________________
1. ALL FURNITURE SHOWN IN RED IS EXISTING FURNITURE. ALL FURNITURE SHOWN IN BLACK IS TO BE NEW FURNITURE.
1. ALL FURNITURE SHOWN IN RED IS EXISTING FURNITURE.
2. ALL FURNITURE SHOWN IN BLACK IS TO BE NEW FURNITURE.
3. ALL FURNITURE SHOWN IN GREEN IS BY OTHERS.