

Prepared for the Village of Caseyville, IL
909 S. Main St., Caseyville, IL 62232



Furnishings, Fixtures, and
Equipment for the New
Caseyville Police Station Addition
to the Caseyville Village Hall

Request for Qualifications

Responses Due: Friday, May 17, 2024

Prepared by AAIC, Incorporated



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Sheet Q101 - PRELIMINARY FURNISHING, FIXTURES, AND EQUIPMENT PLAN

Request for Qualifications

Purpose

The Village of Caseyville, IL (VCIL) seeks to procure Furniture, Fixtures, and Equipment (FFE) for their new police station addition to the existing village hall building. The purpose of this Request for Qualifications (RFQ) is to obtain information for design and purchasing services from qualified vendors.

Project Overview

The new police station addition will provide approximately 12,500 square feet of new police administrative office space, conference, gathering, training, fitness, arrestee processing areas, and storage.

Administrative Requirements

Response Format

VCIL requests that vendors respond with any materials that would provide the information requested. Provide your responses in an electronic PDF format.

Response Due Date

- **Responses to this RFQ should be submitted to Chad Morris no later than Friday, May 17, 2024.**

Please do not cut and paste your responses into this document. Instead, provide your response as a separate document. Only one electronic copy shall be submitted. **Only electronic submissions will be accepted.** Please note, VCIL may opt to schedule interviews and demonstrations from selected vendors for the week of May 20, 2024.

Contact Information

Submissions should be emailed to:

Chad Morris, AIA, NCARB, LEED Green Associate

AAIC, Incorporated

chadmorris@aaicinc.com

Disclaimers

Please note, this RFQ does not constitute a request for proposal, request for quote, or an invitation for bid, nor does it bind VCIL in any manner. The issuance of this RFQ and your preparation and submission of information do not commit VCIL to any contractual relationship, directly or indirectly.

No Obligation

The release of this RFQ in no way obligates VCIL or any of its departments to use any vendor services.

Cancellation

This RFQ process may be cancelled at any time in whole or in part if such an action is in the best interest of VCIL.

Cost of Preparation

Interested parties will not be reimbursed for any costs associated with their responses.

Response Property

All materials submitted in response to this RFQ become the property of VCIL. VCIL has the right to use any of the ideas presented in any such materials.

Project Funding

Should VCIL choose to undertake a future procurement for FFE through a selected vendor, the project may be grant funded and subject to applicable standards and limitations.

Submissions are Public Record

All vendor submissions are a matter of public record. If the submission contains information considered to be exempt from public record, those items must be clearly marked as such and may be returned upon request after a vendor has been selected.

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RFQ Response

Please provide response to the following list of questions, paying particular attention to any requirements or elements that may exemplify your firm and individual employee qualifications. Please suggest any value-added services that your firm offers that are not included in this RFQ. Please answer any questions you find applicable to your FFE solution.

Questions

1. Provide background and supporting documentation that the vendor is legally qualified, licensed, insured, staffed, and equipped to perform the relevant work.
2. Provide information substantiating the vendor can provide good quality items.
3. Describe your experience performing FFE installations for agencies of similar size to the Caseyville police station project. What worked well? Describe any challenges encountered and how challenges were addressed.
4. Provide information and examples of available materials, finishes, designs, sizes, and functions, etc. appropriate to this project.
5. Provide information and examples of ergonomically designed and fully adjustable seating.
6. Provide information and examples of adjustable height workspace desks with sit-to-stand options.
7. Describe your typical process to acquire, store, deliver, and install your products.
8. Explain estimated standard and “quick-ship” lead times.
9. Provide information regarding ongoing service after installation, including proximity to the project location, service protocols, processes, and personnel requirements.
10. Is your firm capable of providing options and procuring heavy duty residential or light commercial kitchen appliances.

Project Timeline

The anticipated schedule of the FFE procurement and implementation follows:

- Release RFQ – Tuesday, April 30, 2024
- Receive RFQ Responses – Friday, May 17, 2024
- Vendor Presentations – Week of May 20, 2024
- Selected Vendor Notice to Proceed – Month of June 2024
- Project Substantial Completion – Coordinated with Building Construction Substantial Completion, anticipated to occur the Month of December 2024

Project Goals

VCIL identifies the following goals and objectives for FFE in their new administrative headquarters:

- Quality of products and warranty.
- Timely delivery and installation of products.
- Coordination with the building contractor.
- Cost effective, long-term functionality.

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