KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

FURNITURE SUPPLY & INSTALLATION

School District: **Martin County Board of Education**

Project: **Martin County Elementary School**

RFP Date: **September 22, 2026**

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1. ANNOUNCEMENT

A. The Martin Board of Education will receive proposals from qualified firms for planning, supply and installation of furniture.

B. The intended project is:

Martin County Elementary School, Inez, Kentucky

C. An authorized representative of the Board of Education will receive Proposals until **2:00 p.m. local time on 11/9/26.**
Proposals received after this date will not be accepted.

D. Questions concerning Request for Proposals or the project should be addressed to:

Larry James, Superintendent, Martin County Board of Education
larry.james@martin.kyschools.us; 606.298.3572

E. This Request for Proposals is subject to KRS 45A.455 prohibition against conflict of interest, and gratuities and kickbacks.

2. INSTRUCTIONS TO PROPOSERS:

A. Preparation of Proposals:

1. The respondent is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Proposals (RFP). Failure to do so will be cause for rejection.

2. The proposal should be prepared simply and economically, providing a forward straight concise description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the RFP, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFP.

3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the respondent will meet, in every detail, the conditions stipulated in this RFP.

C. Submission of Proposal:

The responding furniture dealer shall complete a RFP package which includes responses to this document.

Proposals shall be addressed to:
Proposals will be due in a sealed envelope, with "Furniture RFPs for the Martin County Elementary School" clearly labeled on the front, to Larry James at the Martin County Board of Education by 2:00 p.m. local time on 11/9/26.

Martin County Board of Education
7900 HWY 645
Inez, Kentucky 41224

D. Number of Copies:

The respondent shall furnish three printed copies of the proposal.

3. BUILDING/SITE CONDITIONS

Before submitting a Bid or Proposal, each dealer shall carefully examine the Building Documents prepared by RossTarrant Architects, fully inform themselves of existing conditions and limitations of the site (including scheduled parking, truck access, loading dock, and any building rules and regulations), rely entirely upon their own judgment in making the proposal.

4. TENTATIVE PROJECT SCHEDULE

Proposals are due 11/9/26 by 2:00 p.m. local time. After the review process is complete, a short list of candidates will be notified on or before 12/14/26 for an interview with the Board of Education and its representatives.

Furnishing installation date and time to be coordinated with Owner/Construction Manager. Currently anticipating installation after 12/28/27.

5. GOALS FOR THE SUBMITTER

A. To participate as a responsible, cooperative and contributing member of the design and construction team.

B. To manage and complete the Design within the defined time schedule, approved budget, and the quality guidelines.

C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.

6. RESPONSE TO REQUEST FOR PROPOSALS

INSTRUCTIONS

All items below should be included in the response in the same order and in similar format. Include the certification and signature at the end of this section.

Note: *If more than one firm is involved in a joint-venture, a complete response from each firm is required.*

A. Firm Identification: Please provide the following information about your firm:

- *Name*
- *Address*
- *City, State ZIP*
- *Telephone Number*
- *Designated Contact Name and Email Address*
- *Designated Contact's Email Address*
- *Type of Organization (Sole Proprietorship, Professional Corporation/Association, Corporation, Partnership, Joint Venture*, Other* - If Joint Venture or Other provide details)*
- *Number of years firm has been in business*
- *Location of any branch offices*

B. Sub-Consultants:

If outside consultants are utilized to perform any of your services, list firms and the services they will provide on your behalf. If a Dealer that seeks to perform or provide the products/services required by this RFP is the subsidiary of another entity, all information submitted by the Dealer, such as but not limited to, references, financial reports, or experience and documentation (e.g. insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Dealer, unless the parent organization will guarantee the performance of the subsidiary.

SUPPLIER SERVICES TO INCLUDE:

A. The furniture vendor must hold Kentucky State Price Contracts for multiple furniture lines. Submit a complete list of furniture lines as listed on the Kentucky State Price Contract.
B. Complete programming including client/end user interviews on site and/or dealer showroom(s). Sufficient number of site visits are required to determine the optimum furniture layout of each room/area type. Completion to be determined by Owner's signed approval.
C. Quantity take-offs broken down in a room-to-room format.
D. Space planning, design and consultation capabilities such as: furniture recommendations, field measurements, etc.
E. Cost assessment and project cost budgets for all goods and services requested.
F. User friendly and efficient ordering procedures.
G. Provide marketing and information training sessions to the client as requested by the Interior Design/Architectural Consultant.
H. Provide information and items as needed for purchasing management / procurement.
I. Provide products and services to all departments or locations within an educational facility.
J. Lead time, shipment and delivery monitoring.
K. Describe your local account management plan for an education account.
L. Describe your local customer service plans and teams for an education account.
M. Describe your local project management plan and approach to a large project with multiple phases.
N. List actual team members, their experience, and what their roles for this education account will be. Please also include commentary on the issue resolution process you will utilize for this client.

INSTALLATION:

A. Delivery of all furniture and files is required within 14 Weeks of electronically entered order unless previously decided upon with end user and contractors.

B. The dealer must notify the Construction Manager at least forty-eight (48) hours in advance of shipment so that necessary arrangements can be made.

C. The dealer shall at all times during the progress of work keep the premises and the site free from the accumulation of refuse, rubbish, scrap materials and debris caused by the installation, so that at all times the premises and site shall present a neat and orderly appearance. Trash materials and debris shall be removed by the contractor. The contractor shall remove all marks, stains, fingerprints, other soil, dust or dirt from painted, decorated or stained surfaces.

WARRANTY

The contractor shall provide manufacturer's standard warranty but shall nevertheless guarantee all items against manufacturing defects for a period of at least (5) years from date of acceptance even if the manufacturer's warranty covers a shorter period. The end user will accept a longer warranty if it is the warranty of the manufacturer. Should a defect occur, the contractor shall replace or repair the item(s) at no charge

to the end user. Such repair or replacement shall be guaranteed by the contractor for a subsequent equivalent warranty period.

EXPERIENCE WITH THE KENTUCKY DEPARTMENT OF EDUCATION

Describe your experience working with the Kentucky Department of Education staff and how you view their role in the furniture procurement process.

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best qualified for this project.

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and may be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Name: _____

Date: _____