



REQUEST FOR PROPOSALS

Wichita Workforce Center Lobby Furniture

Date Available: May 12, 2025

Closing Date: June 9, 2025, 12:00 PM CT

Procurement Officer: Mr. Chad Pettera

Telephone: 316-771-6602

E-Mail Address: Chad@workforce-ks.com

Submittal Email Address: Admin@workforce-ks.com

Web Address: <http://www.workforce-ks.com>

Location: 2021 N Amidon, Suite 1100, Wichita, Kansas 67203

Scope: The Workforce Alliance of South Central Kansas is seeking proposals for new lobby furniture for customers waiting.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a proposal.

1. Introduction

The Workforce Alliance of South Central Kansas (WA) a local not for profit that operates as the Local Workforce Development Board as certified by the Workforce Innovation and Opportunity Act. The WA is soliciting proposals from qualified vendors to provide new furniture for Wichita Workforce Center lobby located at 2021 N Amidon Suite 1100, Wichita, KS 67203. The goal is to expand the seating for customers, enhance the appearance, comfort, and functionality of our lobby area to better serve visitors and staff, while maintaining a limited budget. The WA wishes to spend no more than \$12,000 on this project.

2. Scope of Work

Vendors are expected to deliver the following services and products:

Design consultation and space planning (optional but preferred)

Supply of durable, commercial-grade lobby furniture, including:

Seating (chairs/benches)

Barrier/separation system to set apart the lobby waiting area from the public work area

Delivery and installation

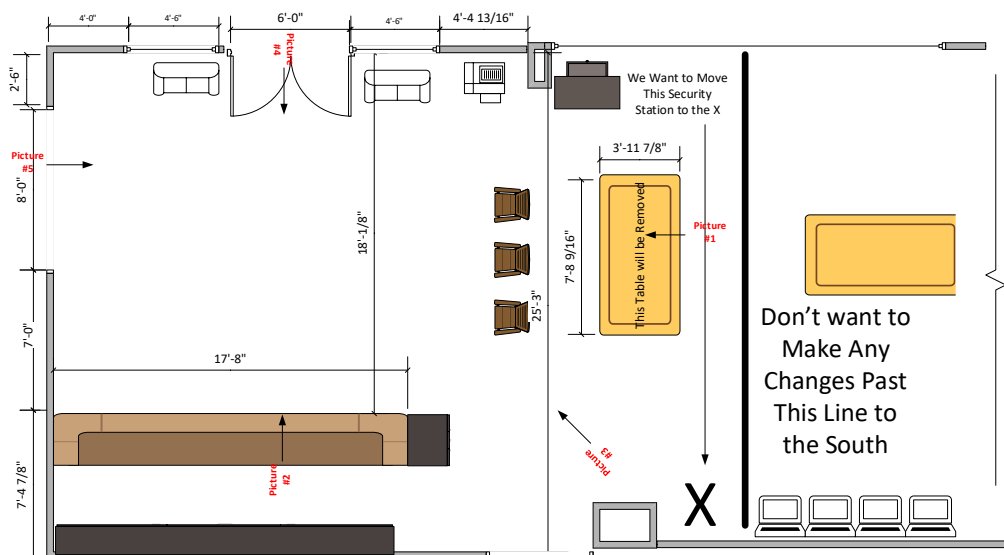
Warranty and after-sales support

All furniture must comply with ADA guidelines and local fire and safety regulations.

3. Design Considerations

- Style: Modern, professional, and welcoming
- Colors: Neutral tones with accent options (to coordinate with existing interior)
- Materials: High-quality, durable, and **easy to clean**
- Sustainability: Preference given to eco-friendly and sustainable materials

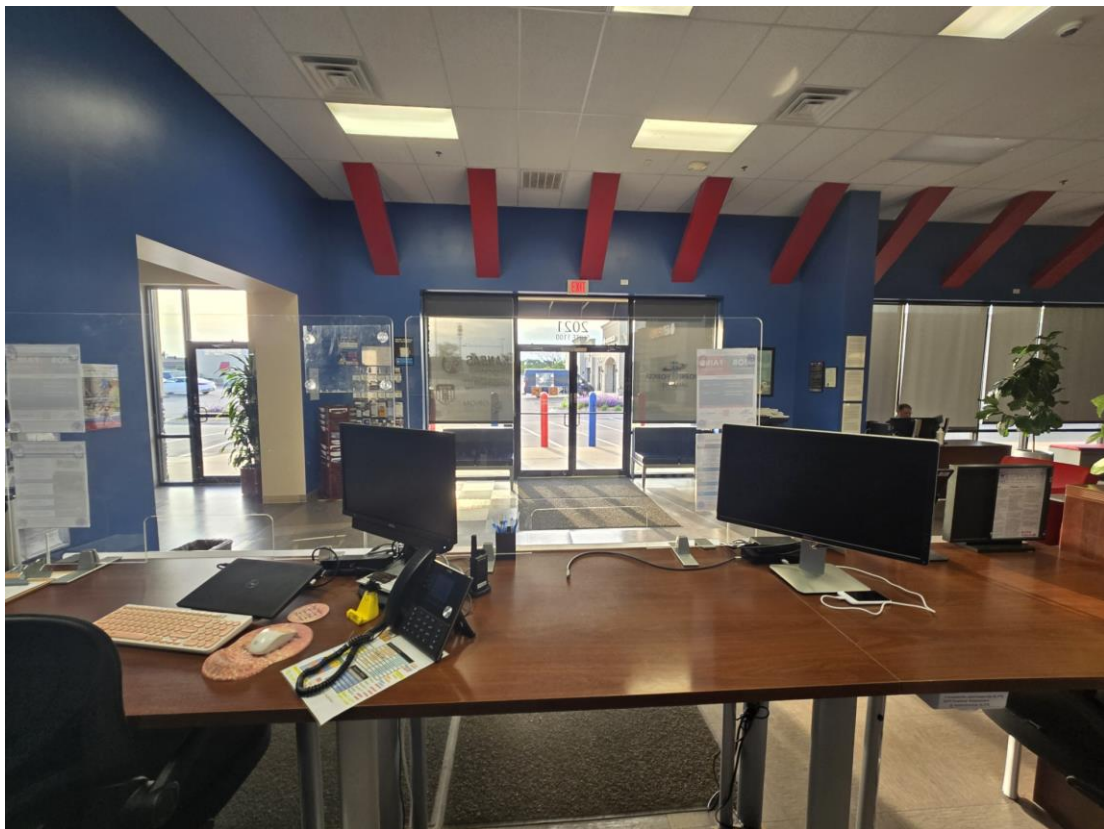
4. Dimensions and Current Layout (also attached on last page)



Picture #1- Looking North from the South Side of Lobby



Picture #2 Looking East from Behind Reception Counter



Picture #3- Looking NE across Lobby



Picture #4- Looking West from Entry Doors



Picture #5 Looking South from North Opening



5. Proposal Requirements

Interested vendors should include the following in their proposal:

- Company background and experience
- Product catalog or design options
- Furniture Layout
- Project timeline (from order to full installation)
- Total cost estimate (itemized)
- Warranty details
- References from similar projects (minimum of 2)

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality and design of proposed furniture
- Cost competitiveness
- Vendor experience and references
- Delivery and installation timeline

- Warranty and support services
- Environmental and sustainability practices

6. Submission Instructions

Please submit your complete proposal in PDF format by June 9, 2025 by noon to:

Chad Pettera
VP-COO
Admin@workforce-ks.com

Late submissions may not be considered.

7. Additional Information

A site visit can be arranged upon request for vendors who would like to view the lobby space. Questions and request to view the space can be sent to Chad@Workforce-ks.com. Deadline to request a visit is June 3rd.

Additional Requirements/Notices

Acceptance or Rejection: The WA reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

Open Records Act (K.S.A. 45-205 et seq.): All proposals become the property of the WA. All information contained in proposals will become open for public review once a contract is signed.

Prohibition of Gratuities: Neither the proposer nor any person, firm or corporation employed by the proposer in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any individual involved in the procurement and scope of work of this contract.

Prices: Prices shall remain firm for the entire contract period. Prices quoted shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to the Workforce Alliance. Failure to provide available price reductions may result in termination of the contract.

