



**REQUEST FOR PROPOSALS -
Furniture and installation Advanced
Technology Center
RFP# MATC 2024-0001**

**MANHATTAN AREA TECHNICAL COLLEGE
3136 Dickens Ave, Manhattan, KS 66503
FEBRUARY 22, 2024**

BACKGROUND

Manhattan Area Technical College (hereafter known as the “MATC” or “The College”) was established in 1965 as Manhattan Area Vocational–Technical School. Educational programs were initially offered on the Manhattan High School campus. MATC's current campus, located at 3136 Dickens Avenue in Manhattan, Kansas, was occupied in 1967. Through the years, the increasing influence of advancing technology in business and industry, health and emergency services, and government has made strong technical skills a requirement in most professions. This evolution has made it popular to refer to vocational-technical training as, simply, technical education. In that spirit, the school was renamed in 1992 as Manhattan Area Technical Center. Legislation passed in 1994, Kansas Senate Bill 586 amended K.S.A. 72-4412 and provided the opportunity for technical schools to apply for conversion to technical colleges. In 1996, Governor Bill Graves signed into law Kansas House Bill 2606, which amended K.S.A. 72-4412, and designated the school as Manhattan Area Technical College. During its 2003 session, the Kansas Legislature passed Senate Bill 7, enabling technical colleges to move to autonomous governance independent of the public school system. On March 17, 2004, the Kansas Board of Regents approved MATC's governance plan. On July 1, the long process of gaining autonomous governance came to fruition. MATC is a public technical college governed by an appointed Board of Directors under a governance plan approved by the Kansas Board of Regents on March 17, 2004.

Manhattan Area Technical College is a public technical college governed by an appointed Board of Directors under a governance plan approved by the Kansas Board of Regents on March 17, 2004. The President of the College reports to the Board of Directors and supervises all College operations and instruction. In addition, more than 120 volunteer program advisory board members and general advisory members representing a cross section of business and industry advise MATC.

Mission: Manhattan Area Technical College provides quality technical and general education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

Vision: As a leader in technical education, Manhattan Area Technical College will enhance student-centered learning and service to business, industry, and community members.

Values: In making decisions to advance the mission of Manhattan Area Technical College, the faculty and staff value:

Integrity...being accountable for our actions.

Student-centered instruction...addressing the needs of our students.

Relevant program content...applying industry recommendations.

Quality performance...striving for excellence.

Since its establishment, Manhattan Area Technical College has served an area of Kansas that includes citizens and communities in fourteen (14) counties. MATC has provided and continues to provide advanced education and technical preparation to individuals who hail from communities all over Kansas, other states, and other countries. Lastly, MATC is accredited by The Higher Learning Commission.

PURPOSE:

The REQUEST FOR PROPOSAL aims to establish a contract for installing furniture in the Advanced Technology Center building project.

SCOPE OF SERVICES

Work within this Request for Proposal (RFP) shall include the following:

6x Classrooms:

30 student chairs

30 student desks with pop-up power in each desk

1 instructor task chair

1 instructor desk height adjustable

11x offices:

2 office chairs

1 L shape desk

1 Assistant 5 foot desk

Side table

2 guest chairs

1 Admin office:

1 U shaped desk height adjustable

1 meeting table with tv mount for 5-7 people

1 office chair

5-7 side chairs

1 conference room:

16 6 foot Nesting tables

24 conference chairs

20 stacking side chairs

1 computer lab:

24 student chairs

1 instructor chair

Additional needs for the lobby, lounge furniture, and trash receptacles.

General System Specifications:

- This quote is to include the installation, delivery, and design costs to install all furniture. All tools and equipment needed for installation are the responsibility of the Contractor. Design should include collaboration with MATC representatives.
- Please provide installation warranty details.
- Provide care instructions.
- Provide all documentation for individual furniture pieces.
- Provide a timeline for completion of the project, including ordering date needs.

Please see the included plans for approximate dimensions. Please note: the plan is intended for explanatory purposes and not intended to be dimensionally accurate. Please schedule a site visit to take your own measurements before any fabrication occurs.

SITE VISITATION:

No site visits are mandatory but are encouraged if you have any questions. Visits will be scheduled as needed. Please contact **ADDITIONAL INFORMATION:**

The College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Safety Data Sheets (SDS) for material brought on site by the successful bidder must be available on site at all times.

If applicable, the Contractor is responsible for calling Kansas One-Call (811), the underground utility notification center for the state of Kansas.

In submitting this bid, it is understood that the right is reserved by the College to reject any or all bids, to make the award to other than the low bidder, to waive irregularities and/or informalities, and in general, to make the award in any manner deemed by the College in its sole discretion, to be in the best interest of the College.

COMPLIANCE BY CONTRACTORS WITH LAWS AND REGULATIONS

The Contractor agrees to abide by the requirements of the following as applicable: Title IV of the Civil Rights Act of 1964 and Title IVV of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and Americans with Disabilities Act of 1990.

Contractor also agrees not to discriminate, in its employment practices, and will render services under the contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, and/or disability. Any act of discrimination committed by the contract, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

INSURANCE

The Contractor awarded the contract will need to furnish MATC a Certificate of Liability with comprehensive general liability insurance against all claims of bodily injury, death,

or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident. This is done at the Contractor's sole expense and shall require any subcontractor or assignee to obtain and maintain insurance.

The contractor must provide proof of workers' compensation insurance coverage for all of its employees on this site. Any exemptions to coverage must be outlined in the Certificate of Liability Insurance.

Bids are due on March 15th, 2024, by 5:00pm. Bids must be electronically and emailed to the VPO at joshgfeller@manhattantech.edu