

# Request for Proposal (RFP)

## Furniture Procurement and Installation

### White Earth Tribal and Community College (WETCC)

#### Mahnomen, Minnesota

#### 1. INTRODUCTION:

White Earth Tribal and Community College (WETCC) is requesting proposals from qualified firms to provide furniture procurement, delivery, and installation services for its new dining facility located in Mahnomen, Minnesota. The selected vendor will furnish all labor, materials, coordination, and related services necessary to successfully complete the project in accordance with this RFP.

#### 2. PROJECT SCOPE:

- A. The selected vendor shall provide, at a minimum, the following services:
- a) Procurement for all designated dining center areas (see Appendix A) including but not limited to:
    - i. (8) 48" Round Standard Height Tables
    - ii. (5) 36" Round Standard Height Tables
    - iii. (21) Standard Chairs (Armless)
    - iv. (21) Standard Chairs (W/ Arms)
    - v. (3) High Top Chairs
  - b) Coordination with WETCC representatives and design consultants
  - c) Submittal of furniture specifications, finishes, and samples for review and approval
  - d) Delivery, staging, and full installation of all furniture
  - e) Removal of packaging and debris from the site
  - f) Protection of existing finishes during delivery and installation
  - g) Final walkthrough and punch list resolution

#### 3. FURNITURE REQUIREMENTS:

- A. White Earth Tribal and Community College seeks furniture solutions that balance durability, comfort, aesthetics, maintainability, and budget while aligning with WETCC's design standards and brand identity. Furniture shall meet the following minimum requirements:
- a) **SEATING:**
    - i. Standards Compliance: ANSI / BIFMA X5.4 (Lounge & Public Seating)
    - ii. Static Load Capacity: Minimum 300 lbs.
    - iii. Joint Strength: Leg and stretcher joints rated for commercial use; mortise-and-tenon, welded steel, or equivalent reinforced connections required
    - iv. Stacking: Chairs must stack a minimum of 4 high without damage
    - v. Glides: Heavy-duty, non-marking glides rated for institutional use and replaceable without specialized tools
  - b) **TABLES:**
    - i. Standards Compliance: ANSI/BIFMA X5.5 (Desk and Table Products)
    - ii. Static Load Rating: Minimum 400 lbs. evenly distributed
    - iii. Top Thickness: Laminate / Composite: Min 1-1/8 in. w/ balanced substrate
    - iv. Edge Protection: PVC, vinyl, solid wood, or metal edge banding required
    - v. Leg & Base: Table bases must resist tipping under lateral load; weighted or floor-contact designs required for freestanding tables; Powder-Coated Steel Finish
    - vi. Glides: Heavy-duty, non-marking glides rated for institutional use and replaceable without specialized tools

**c) FINISHES AND COATINGS:**

- i. Scratch Resistance: Finishes shall pass commercial abrasion testing suitable for daily cleaning
- ii. Chemical Resistance: No discoloration or finish failure when exposed to standard food-service cleaning agents
- iii. UV Resistance: Minimal fading or degradation under natural or artificial lighting
- iv. Color Consistency: Finishes must be batch-consistent across all pieces

**d) ACCESSIBILITY PERFORMANCE:**

- i. Compliance with applicable safety and accessibility standards, including ADA requirements

**e) REPLACEMENT PARTS AND LIFECYCLE SUPPORT:**

- i. Glides, seats, backs, cushions, and upholstery must be replaceable
- ii. Manufacturers must guarantee replacement parts availability for minimum 10 years
- iii. Touch-up kits or repair solutions must be available for minor damage

**f) WARRANTY:**

- i. Manufacturer warranties clearly identified

**4. SCHEDULE:**

- A. RFP Issued: Feb 18<sup>th</sup>, 2026
- B. Proposals Due: March 6<sup>th</sup>, 2026 @ 2:00 p.m. to Allen Derks [allen.derks@wetcc.edu](mailto:allen.derks@wetcc.edu)
- C. Delivery & Installation: WETCC requests that all furniture be installed by April 24<sup>th</sup>, 2026, or at the earliest availability due to product lead times and scheduling.

**5. SUBMISSION REQUIREMENTS:**

- A. Proposal Format
  - a) Please submit your proposals electronically in PDF format to:
    - PDF Name: WETCC Furniture RFP – Company Name
    - Contact: Allen Derks, Interim President
    - Email: [allen.derks@wetcc.edu](mailto:allen.derks@wetcc.edu)
- B. Proposals shall include the following information:
  - a) Company Profile
    - i. Firm background and relevant experience
    - ii. Primary point of contact
  - b) Furniture Solutions
    - i. Product descriptions, manufacturers, and model numbers
    - ii. Finish options and images
    - iii. Compliance with project requirements
  - c) Pricing
    - i. Itemized cost breakdown by furniture type
    - ii. Delivery and installation costs
    - iii. Any applicable discounts or cooperative purchasing contracts
  - d) Schedule
    - i. Estimated lead times and installation duration
  - e) Warranty and Maintenance
    - i. Warranty terms for furniture and installation
    - ii. Availability of replacement parts

**6. GENERAL CONDITIONS:**

- A. White Earth Tribal and Community College reserves the right to accept or reject any or all proposals. Submission of a proposal(s) does not obligate White Earth Tribal and Community College to award a contract.
- B. White Earth Tribal and Community College may request interviews, mock-ups, or additional information during the evaluation process.
- C. All costs incurred in preparing a proposal are the responsibility of the proposer.
- D. The selected vendor will be required to comply with White Earth Tribal and Community College policies, insurance requirements, and contractual terms.

----- END OF REQUEST FOR PROPOSAL -----

**APPENDIX A**

**DINING TABLE BASIS OF DESIGN:**

Base: Powder Coated Steel  
 Table Top: Wood Grain Laminate  
 Table Trim: Laminate Banded Edge

\* Refer to the product descriptions above for table diameter and height.



**STANDARD CHAIR BASIS OF DESIGN:**

Legs: Black Finish Steel  
 Legs: Rubber Cap Ends  
 Chair Back: One-Piece Plastic  
 Chair Seat: Upholstered Seat  
 Arms: Black Finish steel with vinyl top

\* Refer to the product descriptions above for seat height.

\* Provide half of the total standard height chairs with arms.



**HIGH-TOP CHAIR BASIS OF DESIGN:**

Legs: Powder Coated Steel  
 Legs: Rubber Cap Ends  
 Chair Back: One-Piece Plastic  
 Chair Seat: Upholstered Seat

\* Refer to the product descriptions above for seat height.

