



Request for Proposal- Furniture

Prepared on behalf of Energy Trust of Oregon, hereby known as “Energy Trust” or “ETO”

February 13, 2025

Proposal Due Date: 2/27/25 by 3pm Pacific

Contact for questions and clarifications: jane.snyder@jll.com

A. Project Summary

JLL (herein “Manager”) has been retained by Energy Trust of Oregon (herein “Client”) to provide real estate and project management services for their Tenant Improvement Project (herein “Project”) in Portland, Oregon. ETO is planning to relocate into a 20,114 SF space in Power +Light and decommission their existing office space. This Request for Proposal seeks to identify an appropriate partner and solution for furniture to outfit the Project.

As part of the Project, some existing pre-owned furniture is available for re-use; some existing furniture which will require re-work to be useful for the Client; and some furniture will need to be purchased new. SERA, the project Architect (herein “Architect”), has developed a furniture re-use plan and those details are included in this RFP to illustrate the types and quantities of furniture in each category noted above.

- Site: Power + Light (Address: 920 SW 6th Ave, 9th + 10th floors, Portland, OR 97204)

B. Anticipated Project Milestones:

*Please note: Milestones below represent current schedule. Project team is actively working to verify final schedule, so final construction and install dates could shift.

- RFP Issued: 2/13/25
- RFI’s Due to JLL 2/18/25 by 5pm Pacific
- RFI Answers Issued by JLL 2/21/25 by 5pm Pacific
- RFP Due: 2/27/25 by 3pm Pacific
- Interviews @ Showroom: between March 4 – March 12 for selected respondents (to be coordinated)
- Award: mid March
- Order Entry: early May
- Construction: May - September 2025
- FFE Delivery/Install: October 2025

C. Selection Process

Energy Trust’s selection will be based upon a combination of best fit for the overall requirements and proposed pricing; competitive pricing will be a key driver. ETO is part of the Oregon Cooperative Procurement Program, allowing access to existing state contracts with negotiated rates. ETO reserves the right to enter negotiations with more than one proposer. Note: Energy Trust is open to reviewing proposals on furniture systems that may be more cost effective than the primary manufacturer your dealership represents.

Selected candidates may be offered an interview to take place at your showroom.

D. Proposal Format

Submit (1) PDF of your proposal – No more than 12 pages

- a. Page count does not include cover page, nor Exhibit 2- Bid Form in Excel.

Please provide the following information, organized in this order:

1. Organization overview of the project team members that would execute this account for Energy Trust.
Please include:
 - a. Main point of contact (account manager), how they interface with designers, installers and other internal support staff
 - b. Designated Project Manager and Installation Supervisor who will continue as liaisons for the Client throughout the project
2. Describe the design process and any technology your firm uses to facilitate or enhance the process.
3. Describe how you manage installations:
 - a. Self-performed or outsourced? If self-performed, describe size of your installation team and infrastructure. If outsourced, who would your company subcontract with?
 - b. Describe number of installers and install plan that you would propose for this project.
4. Provide renderings/pictures of each solution provided in Exhibit 2 – Bid Form.
5. Provide list and renderings/pictures (if needed) for available options, described below.
6. Completed Exhibit 2 – Bid Form
 - a. Submit in **Excel format**
 - If proposing on multiple solutions/lines/manufacturers, complete a Bid Form for each.

E. RFP Pricing Assumptions

1. General

- a. All finish materials specified shall be from standard product line which generally fit the desired specifics below. If there are upgraded finishes, please provide approximate add for range of upgrades available.
- b. Station power shall be fed from columns and walls where possible, otherwise fed from floor cores.
- c. To provide options for ETO's review, please provide your best value furniture selection, and highlight the best available discounts/rates (i.e. volume, Synergy, or Cooperative pricing program).

2. Furniture

Propose a fixed unit cost for the following items and include list of possible upgrades for each type:

(NOTE: If sizes are not standard and cost is significantly more, please use the closest standard size.)

- Reference Exhibit A – Furniture Reuse Plan + Furniture Inventory

Manufacturer/ Warranty:

Expectation is that all proposed furniture solutions will have a single warranty (minimum of 1 year).

Electric Sit-to-stand Desks - New:

-(59) existing 29" x 58" height adjustable tables with wood tops will be reused in open workstation areas. Total **(6) total** height adjustable tables needed for (5) private offices + (1) open workstation to achieve the needed headcount goals. Ideally new will coordinate/correspond/match the existing for a cohesive look.

Flip Top Tables:

-Existing 24" x 48" fixed height desks would have tops salvaged + installed to **new flip-top bases** for use in 10th floor training room set-up and casual huddle seating on the 9th floor. **(54) total** flip-top bases needed.

3. Ancillary Assumptions

Upon selection of a furniture vendor partner, the entire team will work to design, develop and refine the furniture; however, **for budgeting purposes**, we are requesting a sample furniture solution for the following areas with full acknowledgement that changes in finishes, sizes, selections, etc will influence final costs and lead times.

Tables:

(6) private offices will need a new small “break out” table. Assume 42” round for pricing with black metal base

Conference Rooms:

(3) new conference tables will be required

-- (2) will seat 14 (reuse of existing seating) and intended for “front of house” client-facing uses

-- (1) will seat 10 (reuse of existing seating) and intended for internal use only

Break Room:

New break room seating is anticipated – please provide options for a chair with matching stools.

(5) stools + (12) chairs for use with newly built island and reuse tables.

(1) all new option requested for a family-style seating for (8)

-- Please provide options for both seated and bar height.

Lobby:

Provide an option for lobby seating based on attached sketch.

IT Room:

Provide an option for IT work room based on attached sketch + narrative.

Ancillary:

Please provide an option for each of the following ancillary need:

- Mobile whiteboard
- Day-use drop-in lockers; (3) banks of (5) for 15 total lockers

4. Design, Delivery, and Installation

a. Will be further defined, but for this proposal please assume the following:

Design

- The vendor will provide selection and specifications for workstation and office furniture for Client and Architect approval. Architect to select final finishes.
- The vendor will assist in selection of ancillary with participation by Client and Architect. Vendor to provide final specifications for all.
- The vendor will be responsible for tracking and updating the budget for all furniture through the furniture design process.
- The vendor will be responsible for tracking and updating the furniture design, procurement and install schedule through the project.
- The vendor will provide all final and progress furniture plans for all furniture, including plans suitable to submit to the City of Portland by the architect.
- The vendor will be responsible for verifying all field dimensions and conditions.
- The vendor will be responsible for verifying conflicts with furniture systems, including mechanical, electrical, casework, etc.
- The vendor will be responsible for dimensioning backing and power/cabling locations & connections and providing those drawings to the Contractor and Architect. The Architect will identify power paths for electrical, low voltage, and AV.
- The vendor will be responsible for adding a station numbering scheme “relocation plan” that will be directed by Client and Manager. No other relocation services are required at this time.

- The vendor will be required to provide 3D imaging and finish and material images for Client and Architect’s “sign-off”, prior to order, along with a final specification list of all final furniture selections.
- Meetings: The vendor will be responsible for running and attending meetings related to furniture, including electrical, low voltage and AV meetings as required for coordination.

Delivery & Installation

- Installation will take place M-F normal business hours.
- Loading and unloading will take place **outside** normal business hours.
- The vendor will be responsible for all wall/building damage caused by the loading, delivery, and installation of the furniture.
- Damaged, missing, or incorrect product:
Upon receiving all product your company will be responsible for cataloging all damaged, incorrect, or missing product. This will be presented to Client and Manager within one week after receipt of product. The vendor will be required to replace damaged product or locate product to complete the order within two weeks of the initial delivery.
- The vendor will prepare and complete a punch list before requesting Client and/or Manager to indicate acceptance of any installed furniture.
- The vendor will abide by all building rules and regulations.
- All rubbish and packing shall be removed, and the space left clean daily.

5. Items to be Priced Separately as Alternates

- a. Monitor Arms – Include (2) single/independent monitor arm per desk (offices & workstations), with clamp mount brackets, built-in cable routing for clean look, silver color. Monitor arms to accommodate 24”-27” monitors.

6. RFP Attachments

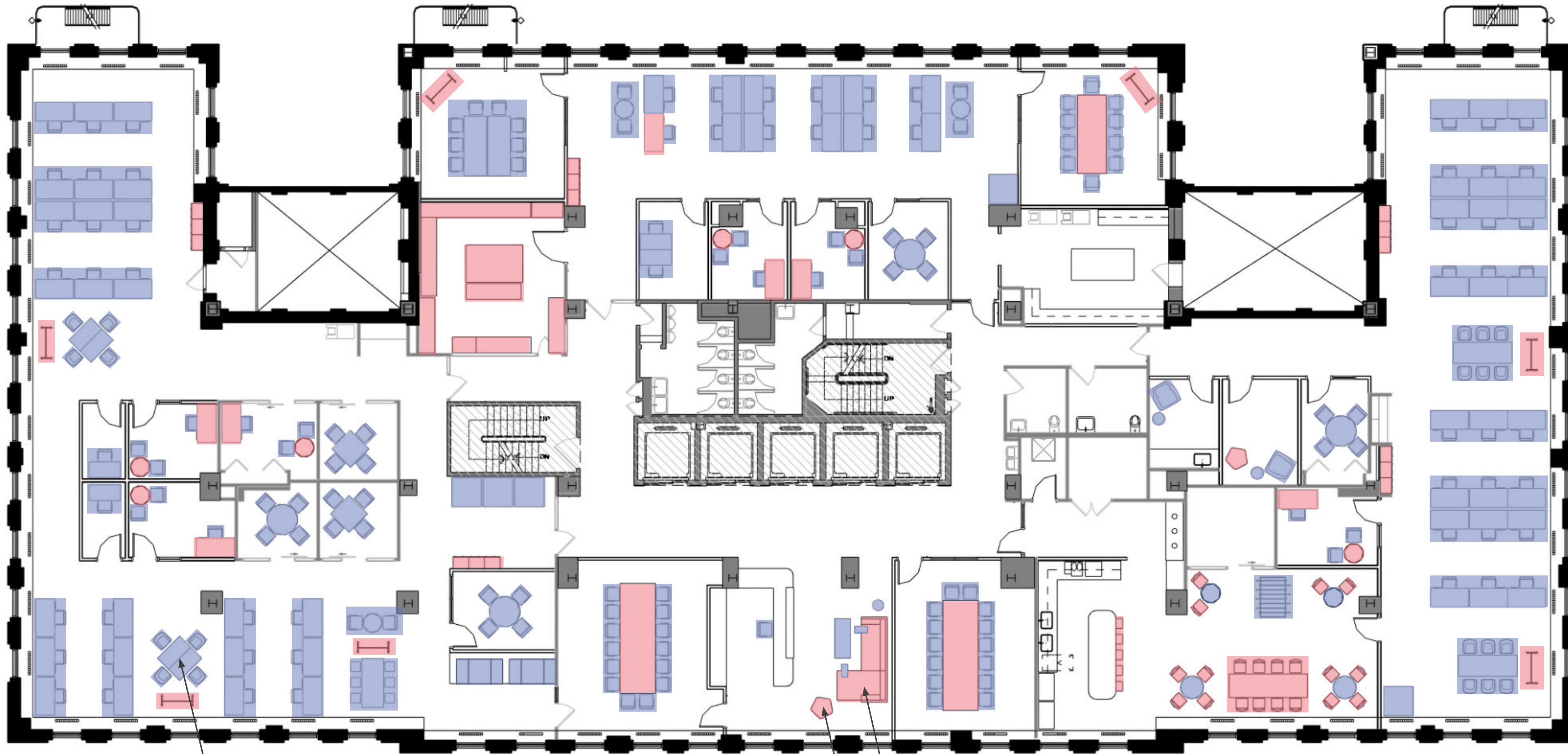
- a. Exhibit A – Furniture Plan Reuse Plan + DD finish images to support “look and feel” of space
- b. Exhibit B – Bid Form

This RFP is a request for information only. The decision to enter further discussions with any party regarding this RFP is at the sole discretion of Energy Trust of Oregon. Neither this RFP nor any submitted response constitutes a binding agreement between Energy Trust and the respondent. Energy Trust shall not be obligated to respondent for any reason unless and until the parties have executed a mutually negotiated contract.

Energy Trust is not responsible or liable in any manner and will not reimburse respondents for any risks, costs or expenses incurred in connection with this RFP or any proposal submitted by respondent(s).

Overview




Level 9 - Furniture



EXISTING FURNITURE
Total to be reused: 286

New Furniture Requirements:

- Desks: 6
- Chairs: 25
- Tables: 10
- Ancillary:
 - Mobile White Boards: 7
 - Locker: 15
- Lounge (Sofa & Poufs): 3
- IT Workroom
 - Shelves: 4
 - Worktables: 3
 - Cabinets: 2

-  EXISTING FURNITURE (P+L)
-  EXISTING FURNITURE (ETO)
-  NEW FURNITURE

Existing free-standing desks to be converted into flip top tables

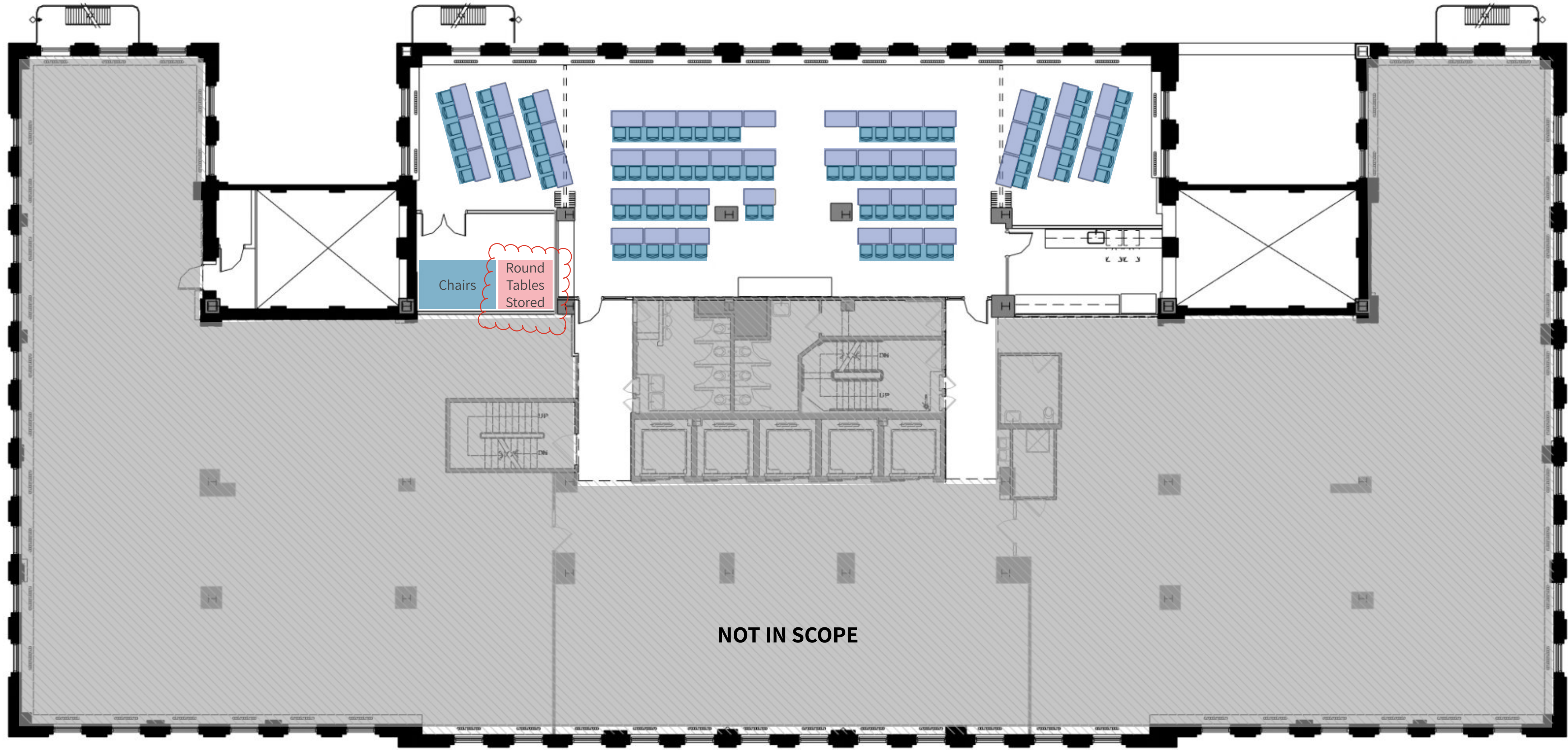
Recommend replacing existing sofa for ergonomics

Replace poufs instead of reupholstering red fabric



Overview




Level 10 - Furniture: Training



EXISTING FURNITURE

Chairs*: 94 (+106 in Storage)
Tables: 49 (+1 in Storage)

*Note: Chairs to be moved from current office, Energy Trust to confirm count

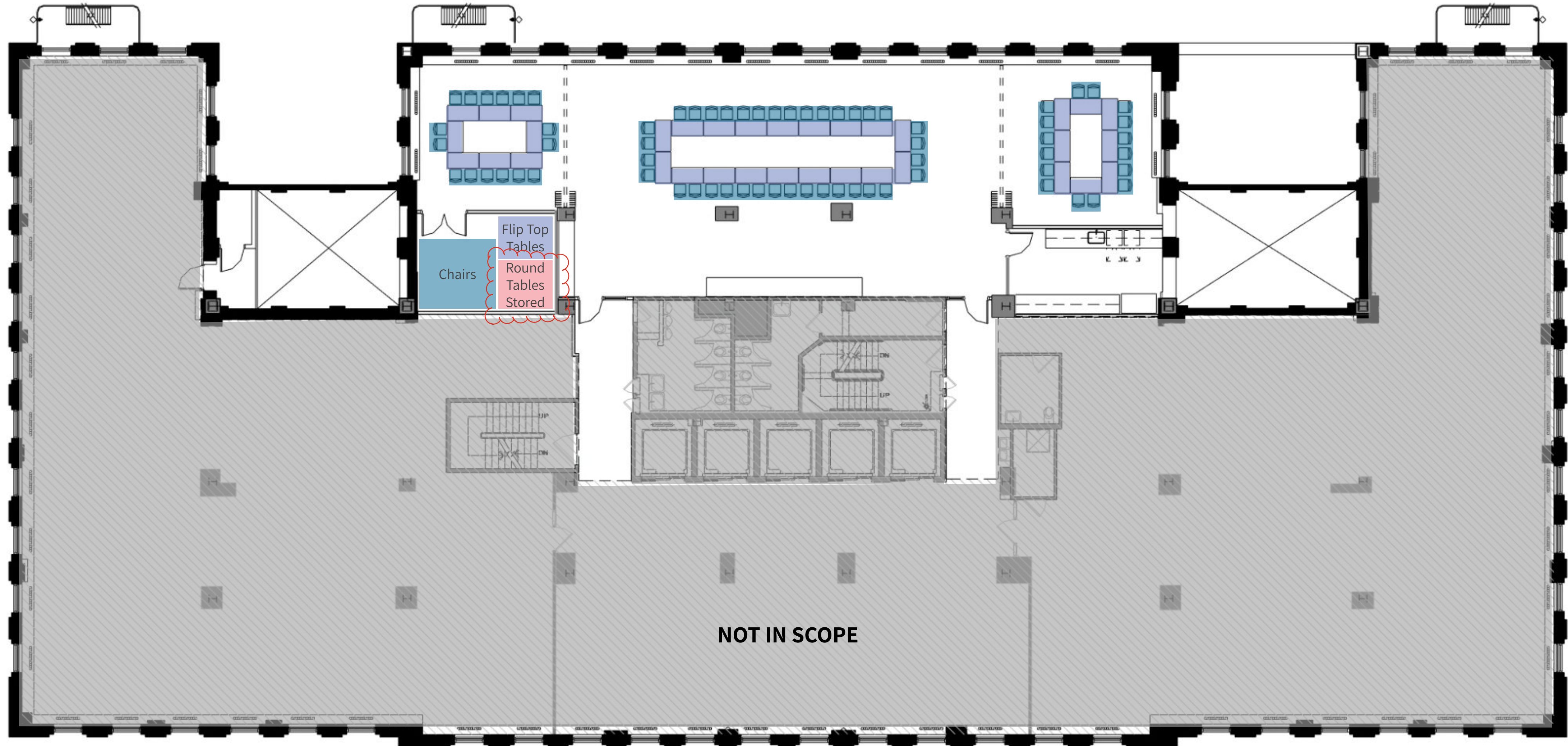
-  EXISTING FURNITURE (P+L)
-  EXISTING FURNITURE (ETO)
-  NEW FURNITURE

Round table requirement has been deleted



Overview




Level 10 - Furniture: Board Room



EXISTING FURNITURE

Chairs*: 68 (+132 in Storage)
Tables: 34 (+16 in Storage)


**Note: Chairs to be moved from current office, Energy Trust to confirm count*

-  EXISTING FURNITURE (P+L)
-  EXISTING FURNITURE (ETO)
-  NEW FURNITURE




Round table requirement has been deleted










Furniture Inventory - Power & Light L9 & L10 (partial)

No.	Image	Name / Description	Dimensions	Quantity	Notes
Date Published 11/20/2024					
Client Energy Trust of Oregon Amanda Sales Amanda.Sales@energytrust.org					
Project Manager JLL Jane Snyder jane.snyder@jll.com					
Architect SERA Architects Carissa Mylin carissam@seradesign.com					
Furniture and Equipment					
01		Black Metal Café Table	30" D	3	
02		Black Fiber Chair with Arms		20	
03		Red Fogia Pouf	32" D	2	Do not prefer the red - we would propose selecting new poufs
04		Black Metal Coffee Table	24" x 60"	2	
05		White Sectional Sofa	Overall: 130" x 77" Seat: 40" deep Chaise: 48" wide	1	Asked to reupholster - we propose a new sofa with a more upright seat
06		Black Laptop Table	10" x 20"	2	
07		Black Rectangular Table	32" x 90"	2	
08		Foosball Table	31" x 58"	1	






Furniture Inventory - Power & Light L9 & L10 (partial)

Date Published		11/20/2024			
Client		Energy Trust of Oregon	Amanda Sales	Amanda.Sales@energytrust.org	
Project Manager		JLL	Jane Snyder	jane.snyder@jll.com	
Architect		SERA Architects	Carissa Mylin	carissam@seradesign.com	
No.	Image	Name / Description	Dimensions	Quantity	Notes
17		Height Adjustable Desk	29" x 58"	59	Keep all found 2 have modesty panels
18		Fixed Height Desk/Table	24" x 48"	150+	Keep All Found Confirmed that SitOnIt Parallon flip top tables come separately (top vs base) so we could keep just the tops and re-use them with new flip bases.
19		BBF Ped		154	Keep Qty. 80
20		Eames Fiber Chair, Taupe		9	DO NOT KEEP
21		Round Wood Top Café Table	36" D	4	Refinish, paint black
22		Large Rectangular Wood Conference Table	35" x 91"	2	
23		Conference Task Chair		12	DO NOT KEEP
24		Rectangular Black Top Conference Table	44" x 120"	1	DO NOT KEEP

Furniture Inventory - Power & Light L9 & L10 (partial)

No.	Image	Name / Description	Dimensions	Quantity	Notes
		Date Published	11/20/2024		
		Client	Energy Trust of Oregon	Amanda Sales	Amanda.Sales@energytrust.org
		Project Manager	JLL	Jane Snyder	jane.snyder@jll.com
		Architect	SERA Architects	Carissa Mylin	carissam@seradesign.com
25		Red Fiber Chair		20	DO NOT KEEP
26		Black Bar Top Table	30" x 72"	1	
27		Wood Seat Bar Stool		6	
28		Round Bar Height Café Table	30" D	1	
29		Red Bar Stools		6	DO NOT KEEP
30		Square Black Coffee Table	24" x 24"	2	
31		Eames Fiber Chair, Red		6	DO NOT KEEP
32		Square Conference Table	40" x 40"	2	

Furniture Inventory - Power & Light L9 & L10 (partial)

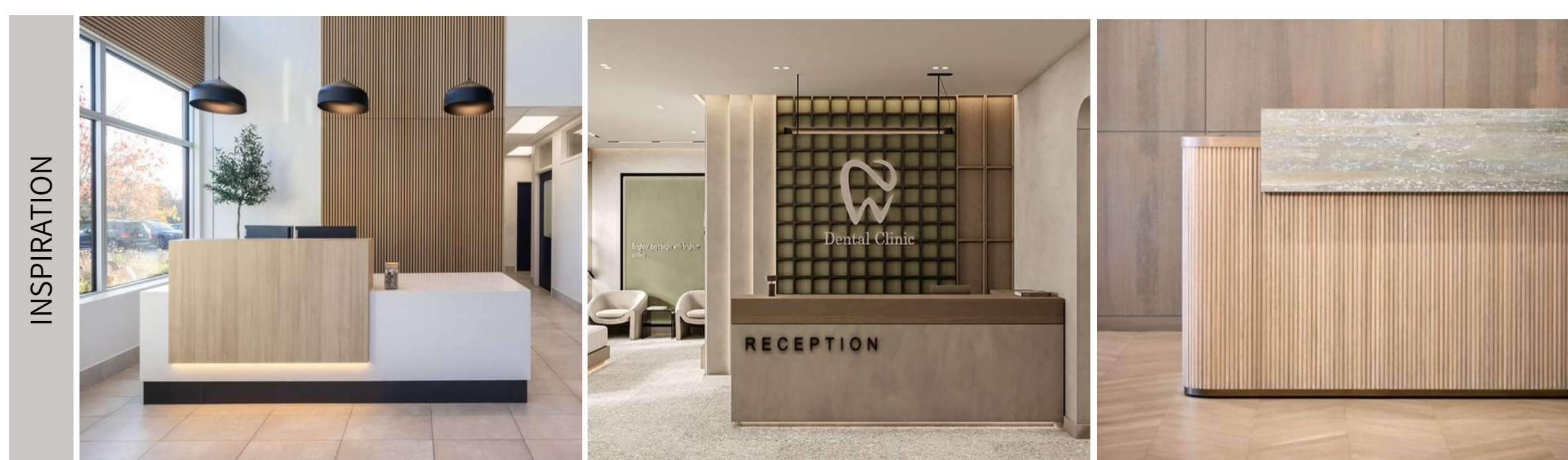
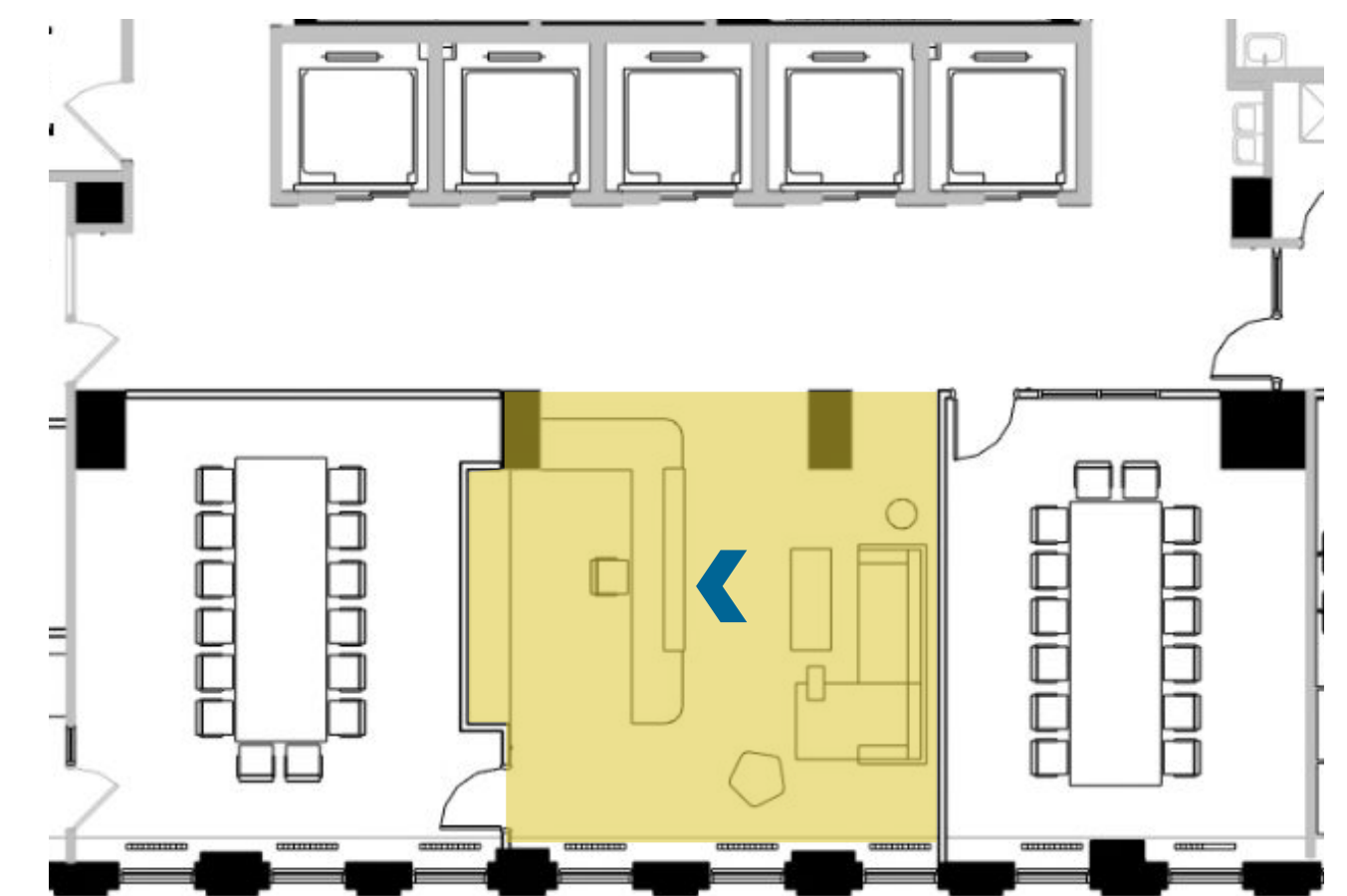
No.	Image	Name / Description	Dimensions	Quantity	Notes
Date Published 11/20/2024 Client Energy Trust of Oregon Amanda Sales Amanda.Sales@energytrust.org Project Manager JLL Jane Snyder jane.snyder@jll.com Architect SERA Architects Carissa Mylin carissam@seradesign.com					
33		Blue Lounge Chair 2	37" x 37"	2	
34		Green Side Table	18" D 14" H	1	
35		Black Drum Side Table	15" D 22" H	4	DO NOT KEEP
36		HM Conference Chair		10	
37		Lounge Rug	9'-0" x 11'-6"	1	
38		Planters		2	Keep free standing planters
39		Particle Mini Fridges		3	Keep all found
40		TVs / Monitors	Var.	10	Keep all found
41		Mirror		1	In the Existing Mom's Room
IT Related Equipment					
41		Bose Speakers + Wiring			
42		Ashley Power Amp			In the IT Closet
43		Network Racks + Cable			In the IT Closet
44		Wireless wiring / mounting points			
45		Network Rack			Floor 10
46		Robin Webcam			
47		Robin Innotrik			
48		S2 Network Node			
49		Altronix			

Key Spaces & Finishes

Key Spaces

Reception

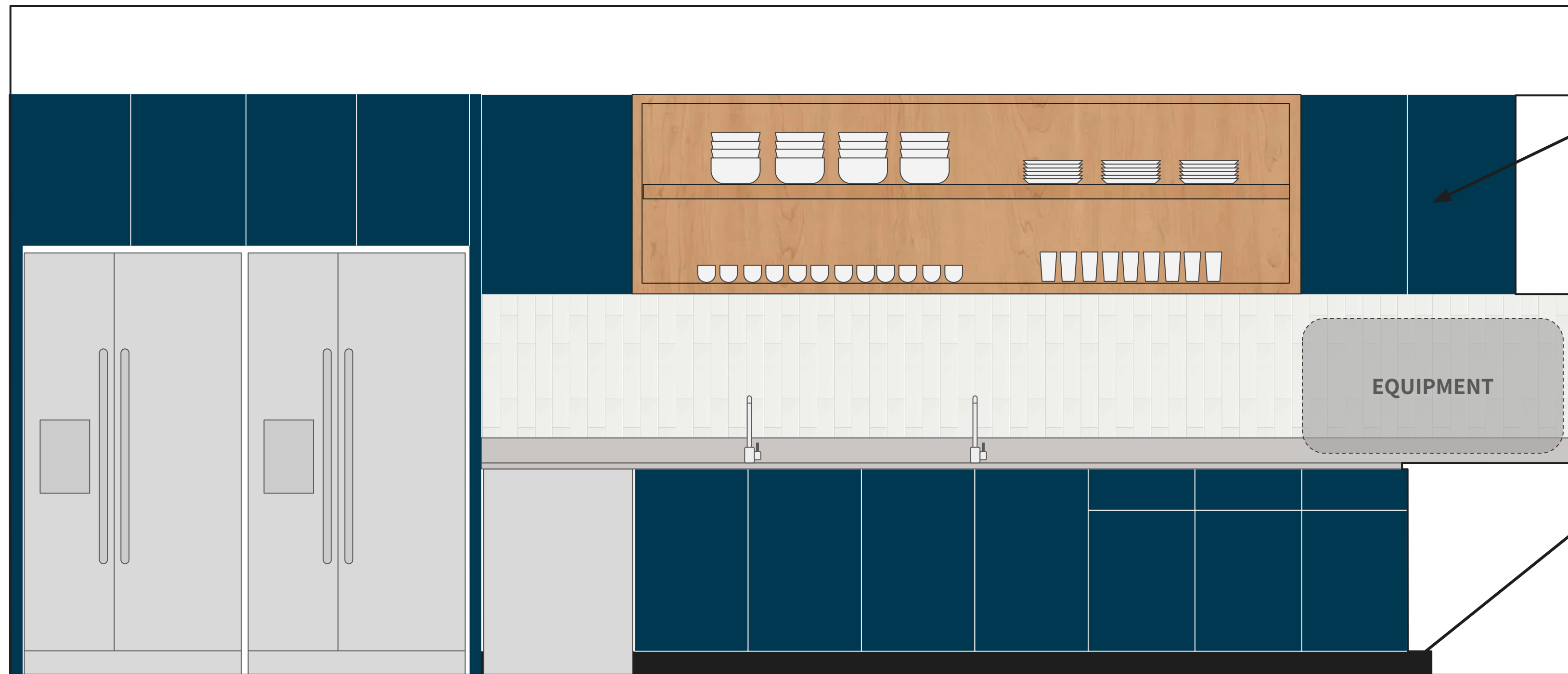
NOTES FROM 50% DD:
- All finishes approved



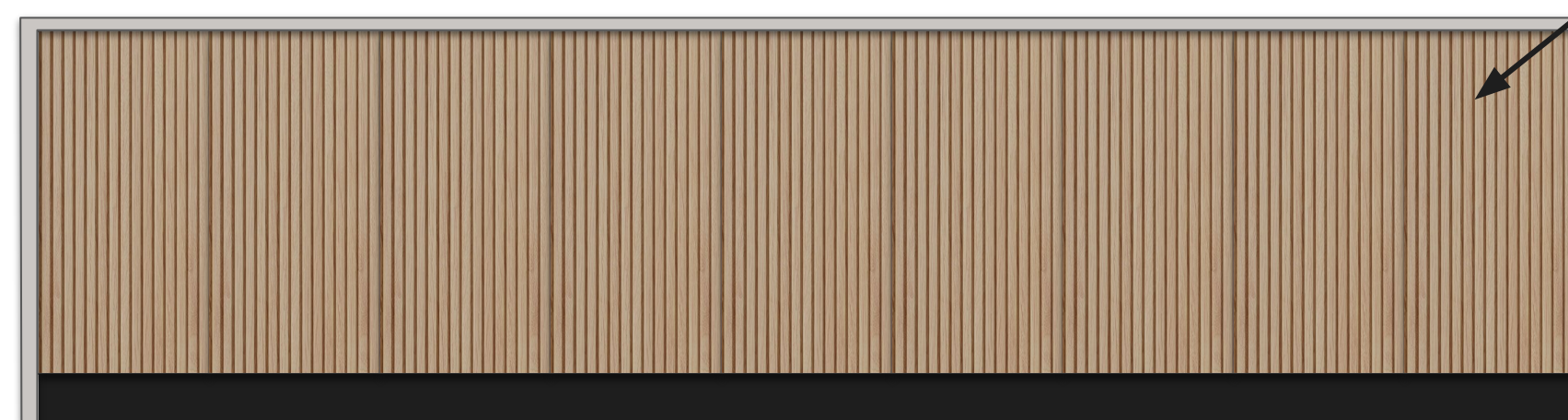
* Provided for design intent only - final selection to be made in DD

Key Spaces

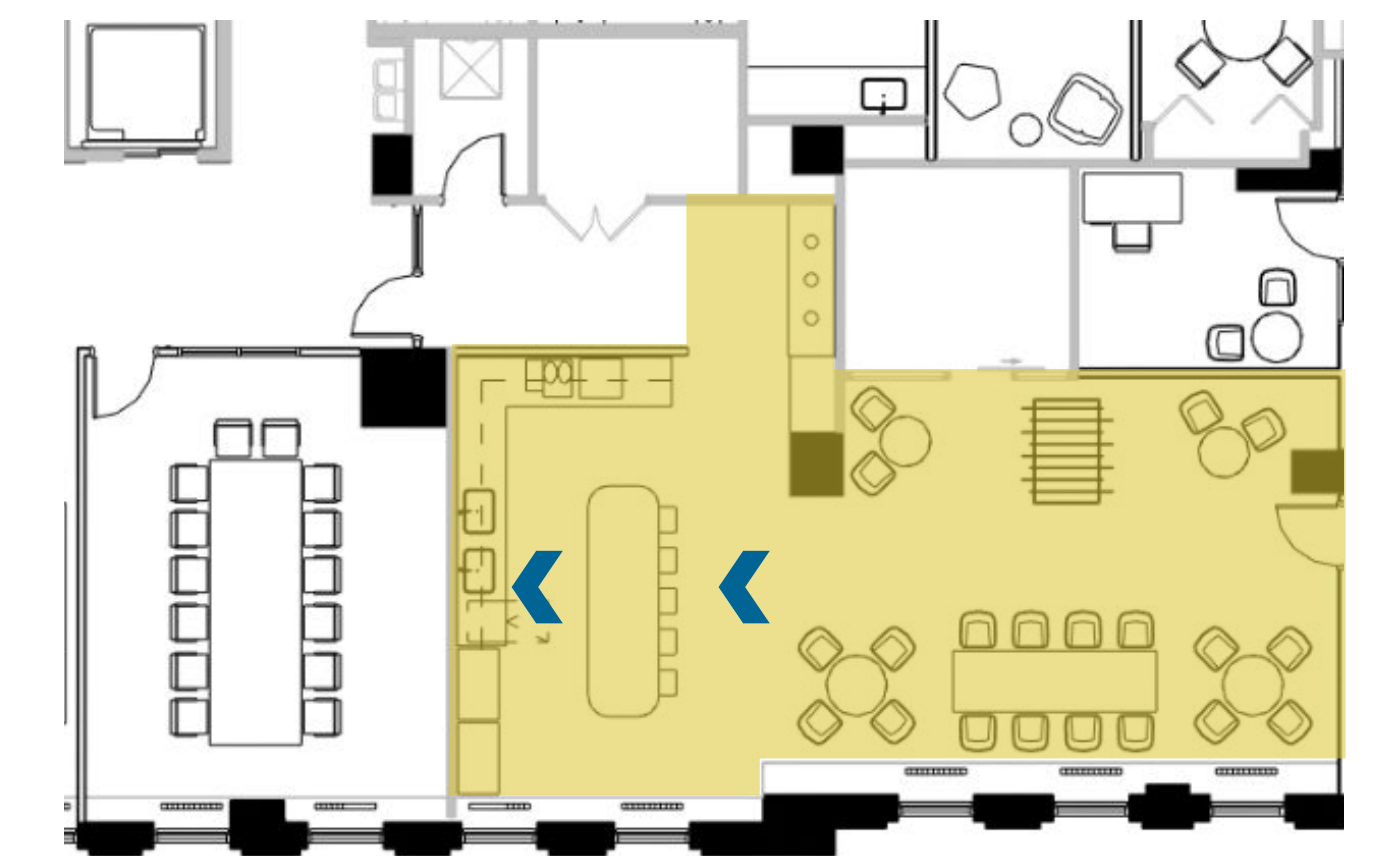
Breakroom



Kitchen Cabinets



Island



* Provided for design intent only - final selection to be made in DD

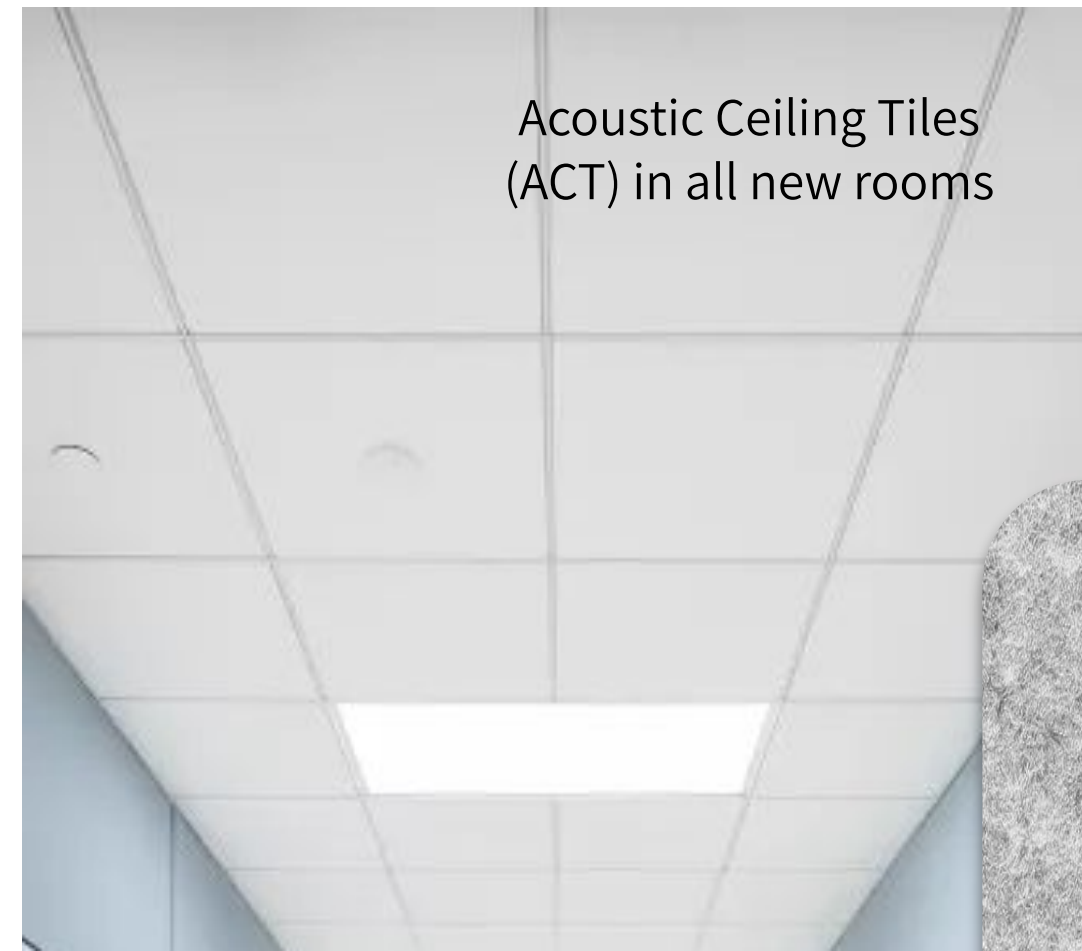
Key Spaces

Offices & Meeting Rooms

Offices & Huddles



White paint throughout



Acoustic Ceiling Tiles (ACT) in all new rooms



Accent paint layered below acoustic wall panel



Typical acoustic wall panel



Wood wall base painted to match existing



New Sisal carpet Tile to match existing rooms

Phone Rooms



Accent Paint



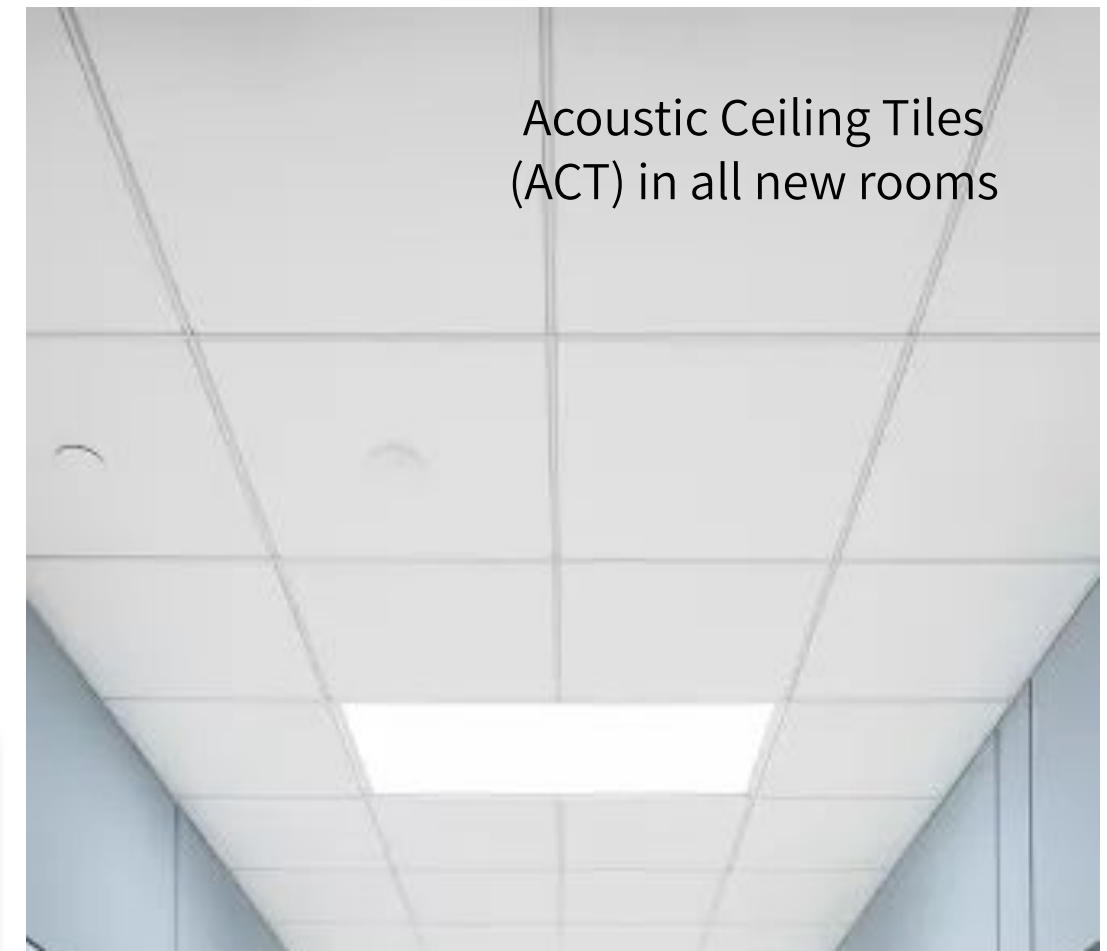
Wall Covering



Wood wall base painted to match existing



New Sisal carpet Tile to match existing rooms

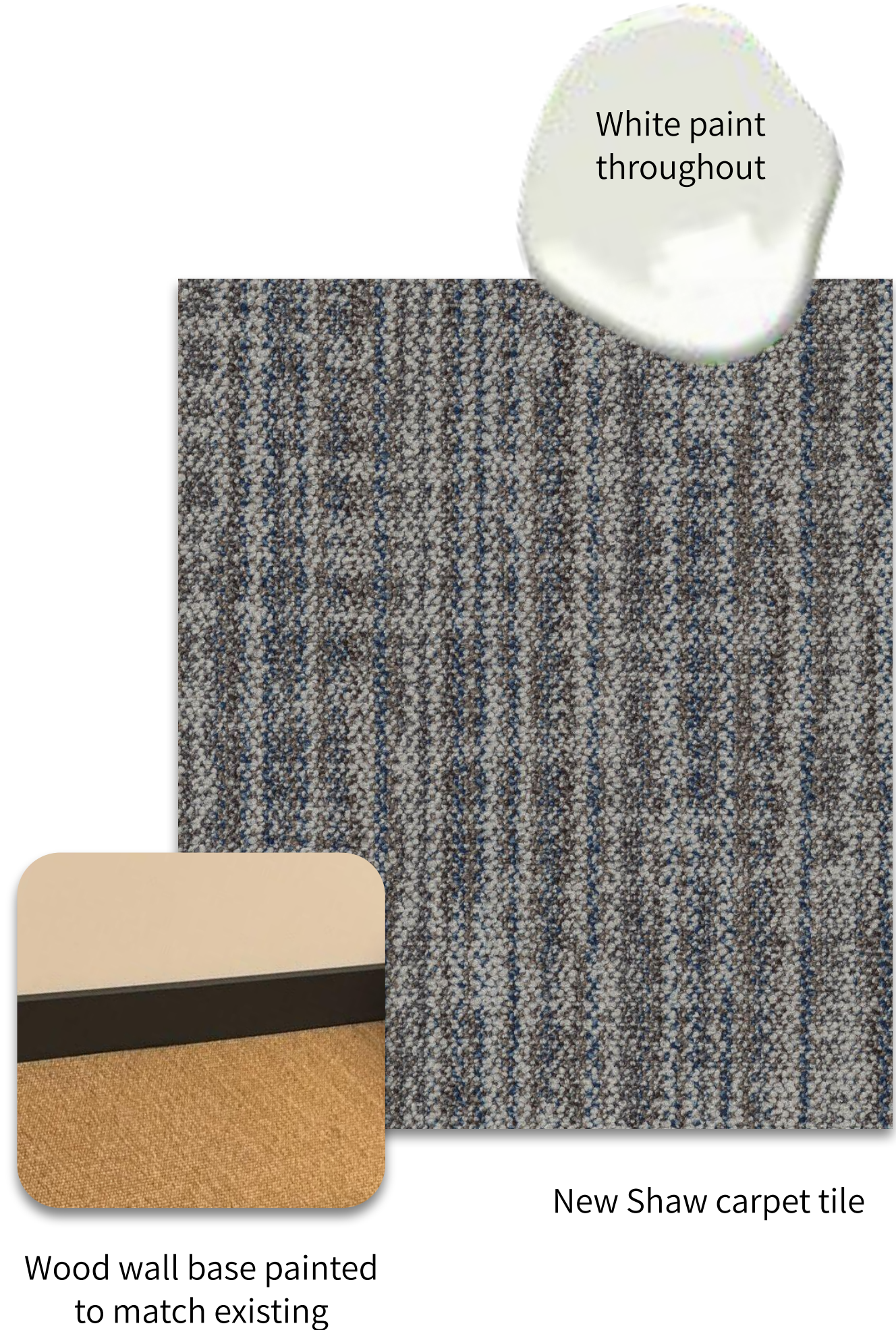


Acoustic Ceiling Tiles (ACT) in all new rooms

Key Spaces

L10 Spaces

Presentation Space



Catering Counters



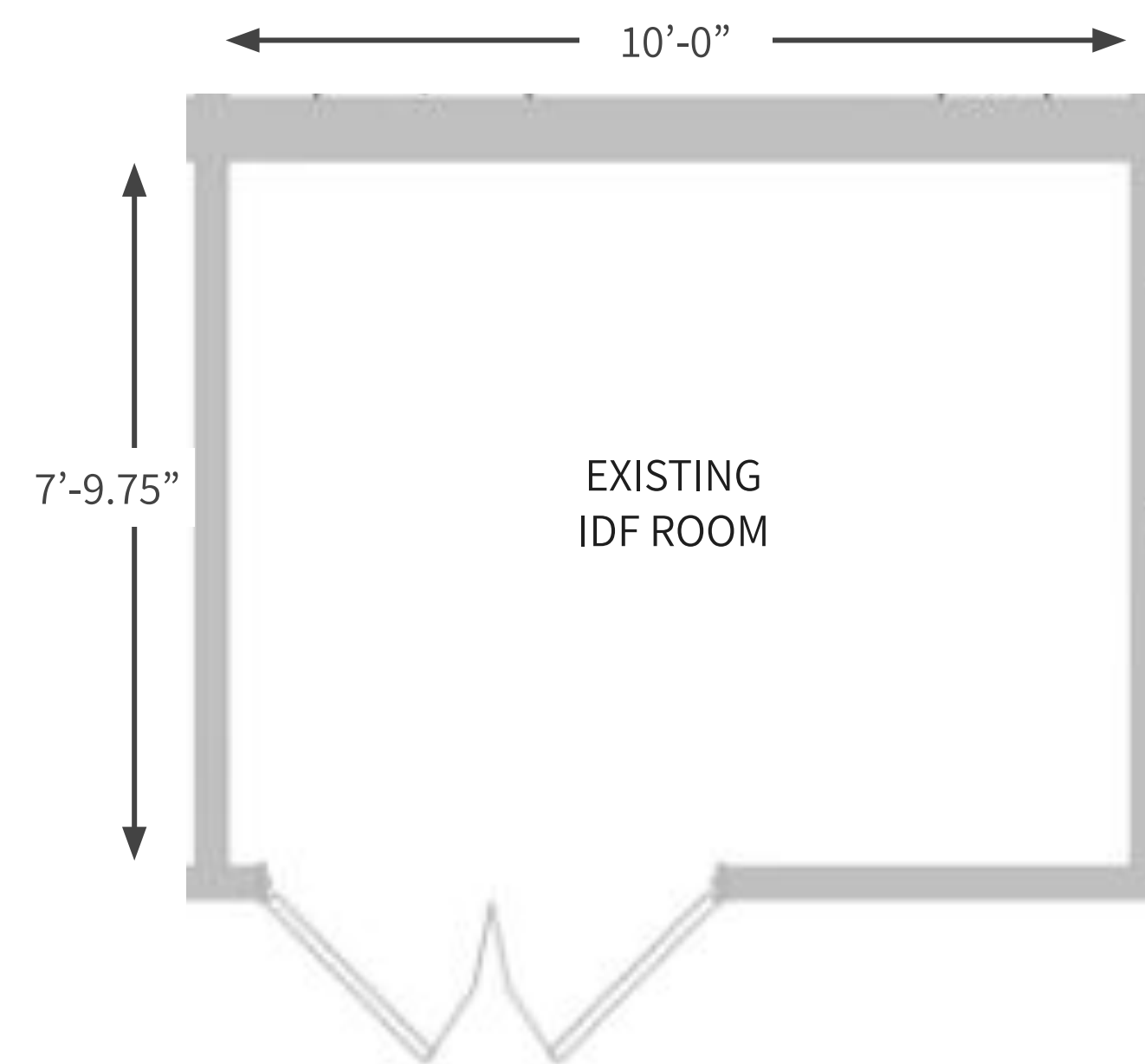
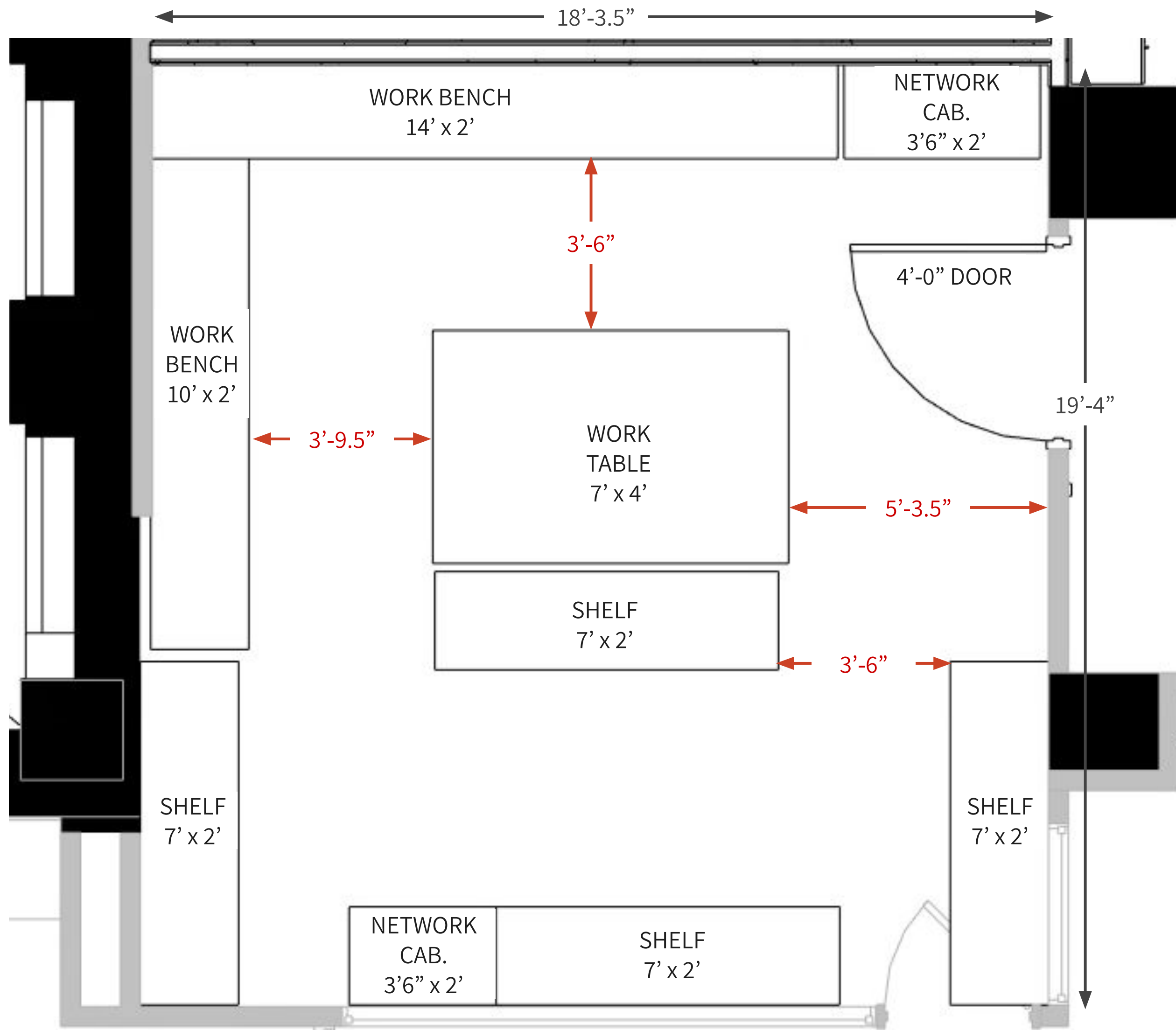
BOH Kitchen



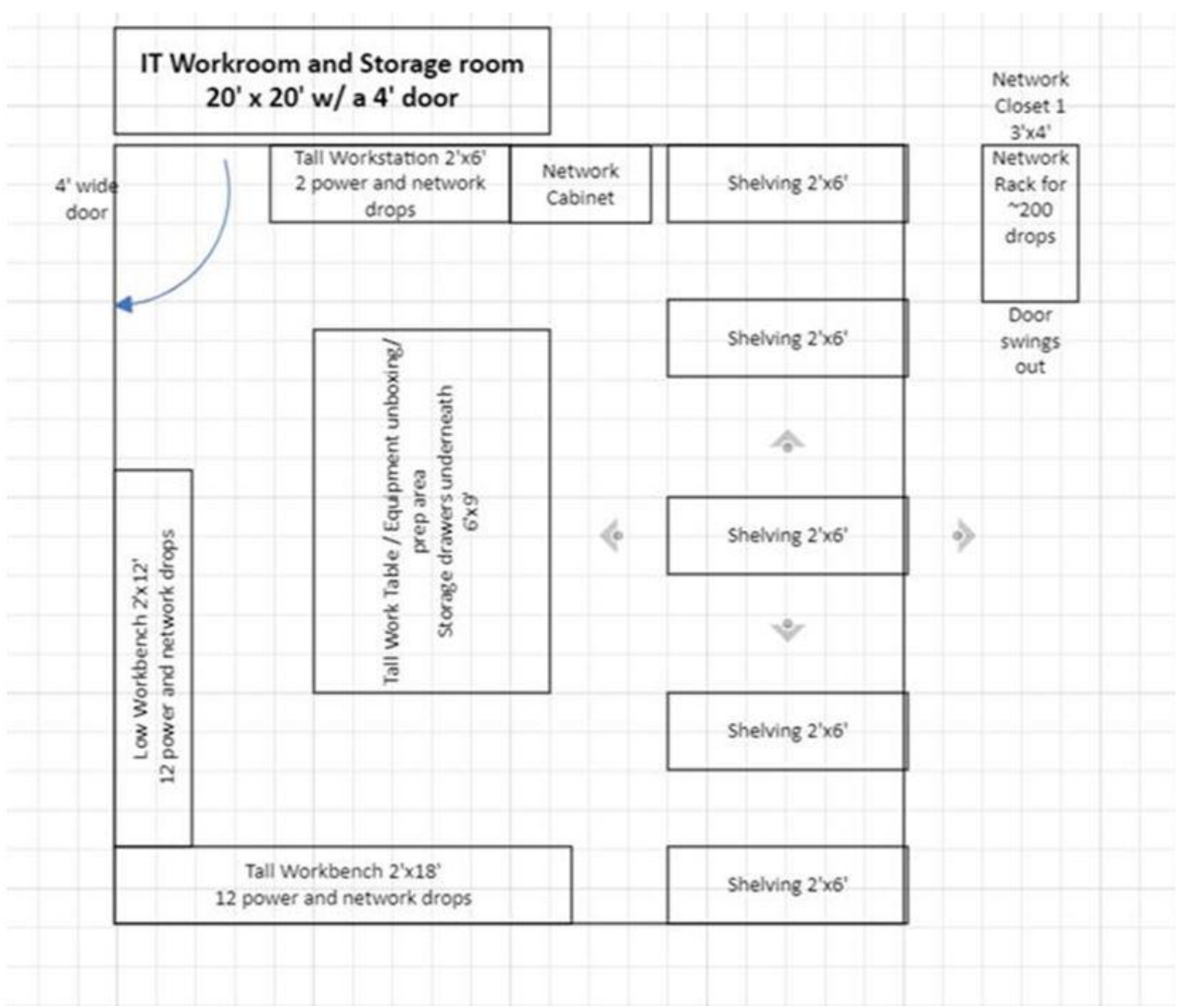
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Key Spaces

IT Workroom & IDF



SPACE REQUIREMENTS



LINEAR FT	REQUIRED	PROVIDED
SHELVING	30	35
WORK BENCH	36	24

CRITICAL ADA CLEARANCE

KEY PLAN

