



14120 Sullyfield Circle, Suite G, Chantilly, VA 20151 (703) 378-6663 metro-install.com

June 1, 2022

George Mason University Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, Virginia 22030

Attention: Ms. Regina Bazile, Senior Buyer
Ms. Grace Lymas, Assistant Director

Metro Installation Services, Inc. is please to present our proposal in response to George Mason University Request for Proposals GMU-1793-22, Furniture Systems Installations and Reconfigurations.

Metro is very familiar with the George Mason University campuses. We have provided installation services to George Mason since 2007 through purchase orders and then a direct contract with the University and through our existing contract with Virginia Correctional Enterprises. Every project is important to us from the delivery of one desk, to project management installation of three thousand plus systems workstations.

James Elliot will be the Project Manager on this contract. You will notice under our pricing that we have proposed \$0.00 per hour for the Project Manager position. James Elliot is considered an overhead position within Metro so there will be no additional charge for his services under the contract.

We feel that we have the staff and experience necessary to meet the requirements identified in the University's bid package. We have enjoyed our ongoing working relationship and look forward to working with George Mason University in the years to come providing installation services.

Should you have any questions or require additional information regarding our proposal, please feel free to contact James Elliot at james@metro-install.com or (703) 378-6663.

Respectfully,

A handwritten signature in black ink, appearing to read 'Fred Elliot', is written over a light blue horizontal line.

Fred Elliot
President
Metro Installation Services, Inc.

Metro Installation Services, Inc.

Proposal in response to RFP GMU-1793-22 for
Furniture Systems Installations and Reconfigurations

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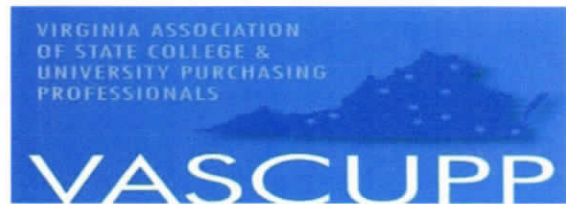
Request for Proposals GMU-1793-22 signed cover page

Metro Installation Services, Inc. proposal

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Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS
GMU-1793-22

ISSUE DATE: April 29, 2022

TITLE: Furniture Systems Installations and Reconfigurations

PRIMARY PROCUREMENT OFFICER: Regina Bazile, Senior Buyer, rbazile@gmu.edu

SECONDARY PROCUREMENT OFFICER: Grace Lymas, Assistant Director, glymas@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM Eastern Time (ET) on May 6, 2022. All questions must be submitted in writing. Responses to questions will be posted on the [Mason Purchasing Website](#) by 5:00 PM ET on May 13, 2022. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: June 3, 2022 @ 2:00 PM ET. SEE SECTION XIII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: Metro Installation Services, Inc.

Date: June 1, 2022

DBA:

Address: 14120 Sullyfield Circle, Suite G
Chantilly, VA 20151

By: 
Signature

FEI/FIN No. 54-1911600

Name: James Elliot

Fax No. (703) 378-0088

Title: Vice President

Email: james@metro-install.com

Telephone No. (703) 378-6663

SWaM Certified: Yes: ☒ No: ☐ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: 650719

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

Metro Installation Services Inc. is pleased to present our proposal in response George Mason University Request for Proposal GMU-1793-22 for Furniture Systems Installations and Reconfigurations.

Our proposal response is organized in the same order as the RFP. Should you have any questions, or require additional information, please contact James Elliot at james@metro-install.com or (703) 378-6663.

XI. STATEMENT OF NEEDS

A. General Requirements

1. Metro Installation Services, Inc. ("Metro") is prepared to furnish all labor, supervision, materials, supplies, tools, equipment and expertise to perform the installation and/or reconfiguration of all furniture at the George Mason Campuses.
2. Metro has extensive knowledge and training with all of the manufacturers listed in the RFP.

B. Special Requirements/Contractor Requirements

1. Metro Installation Services, Inc. ("Metro") is in good standing with the State of Virginia and George Mason University. We believe our references and previous work with the University will demonstrate this.
2. Metro is registered and in good standing with eVA.
3. Metro is capable of responding to requests for service and able to be on site when requested by the University. Our office is located in Chantilly, VA within 10 miles of the main George Mason Campus.
4. James Elliot will be available to provide estimates as needed.
5. Metro maintains a 20,000 square foot warehouse in Chantilly, VA. We can provide storage facilities as needed in accordance with our pricing schedule.

XII. COST OF SERVICES

See attached pricing schedule in Attachment C. We have provided labor rates for time and material services as well as pricing based on typical systems furniture projects.

XIII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS

1. RFP Response. Metro is providing one (1) signed original hard copy of our proposal. None of the information we are providing is considered proprietary.
2. Our proposal is signed by James Elliot who is an authorized representative of Metro.
3. We are happy to provide an oral presentation or answer any questions related to our proposal. James Elliot is available at dates to be mutually agreed upon.

B. SPECIFIC REQUIREMENTS

1. Procedural information
 - a. See attached signed cover page and all addenda, signed and completed as required.
 - b. See attached Small Business Subcontracting Plan - Attachment A
 - c. Metro would prefer to be paid in accordance with Option #3 – Net 30 Payment Terms via Paymode-X.
2. Qualifications and Capabilities
 - a. Metro Installation Services, Inc. ("Metro") was founded in October of 1998 by Fred Elliot with the objective to provide the contract furniture market with the highest quality installation services in the mid- Atlantic region. From humble beginnings working out of a garage, to our current location, a 20,000 sq. ft. warehouse with full-time office and warehouse personnel, we have worked hard to maintain superior installation and project management services while providing a quality working environment for our employees.

Metro is a labor only business focused on reconfiguration and installation services. The majority of our customers are dealers as well as state and local government agencies and universities. Metro has experienced installation teams installing all major brands of office furniture including, but not limited to, KI, Herman Miller, Knoll, Hayworth, Steelcase, Kimball, AIS Divi, HON Initiate, Trendway and Teknion. Every project is important to us from the delivery of one desk, to project management installation of three thousand plus systems workstations. As a testament to our quality work, Metro has been selected by several manufactures and dealers to provide project management and installation for their showrooms. Over the last few years we have installed showrooms for Teknion, KI, GF, OFS, Global, Office. Environment International, Washington Workplace, Washington Group Sales and Trendway just to name a few.

b. Metro offices are located at 14120 Sullyfield Circle, Suite G, Chantilly, VA 20151. We have a qualified team of management professionals, including:

Fred Elliot, President – Over 30 of experience in the contract furniture market. Marketing, Sales, Project Management and Installation.

Dan Fitterer, Operations Manager – Twenty-one years of experience in contract furniture market. Project Management and Scheduling.

James Elliot, Vice President/Project Manager - Fifteen years of experience in the contract furniture market, Project Management, Sales and Installation.

Andy Blystone, Project Manager - Twenty-eight years of experience in the contract furniture market. Project management and Installation.

Pete Elliot, Project Manager – Twenty experience in the contract furniture market, Project Management and Installation.

Shawn Hill, Project Manager – Over twenty years of experience in contract furniture market. Project Management and Installation.

c. In addition to our management team, we have over 25 qualified office furniture installers. Our plan is to continue staffing that we currently use under the existing GMU contract. If you would like resumes of any new staff, we can provide on request.

3. Specific Plan (Methodology)

Metro is very familiar with the George Mason campuses. We have provided installation services to George Mason since 2007 through purchase orders from the University and through our existing contract with Virginia Correctional Enterprises. We have also done work for the following colleges and state agencies; Northern Virginia Community College, Mary Washington University, Marymount University, American University, Georgetown University, Prince William County, Virginia Department of Transportation just to name a few. We have worked with hundreds of dealers on both state and local government agencies as well as the federal government and commercial projects.

Metro plans to approach services under the proposed contract as follows –

- When contact is made by a George Mason University representative to Metro regarding service needs, that call is directed to James Elliot. James Elliot will be the sole contact for GMU services.
- Metro (James Elliot) will meet with the GMU representative to perform the pre-installation assessment of the site conditions and the systems furniture to be reconfigured at no cost to GMU. This visit will be used to assess, evaluate, and confirm the conditions of the building, accessibility, site restrictions, parking, deliveries, loading dock, elevators, storage and staging, hours of availability, of all of the above and any other conditions that may affect the cost of delivery and installation.
- Upon receiving the AutoCAD or pdf drawing of the proposed reconfiguration/installation and the location of the proposed work, as well as the location of any necessary additional inventory from GMU, Metro will coordinate with GMU personnel the logistics regarding the inventory and removal of excess product.
- Metro will verify that the drawings are in accordance with the building conditions and are acceptable for the proposed furniture solutions. Metro will also assess whether all necessary furniture pieces are available for the installation. If parts or pieces are missing Metro will provide GMU a detailed list for procurement prior to the installation.
- Metro will coordinate with GMU personnel to establish a schedule for the project and take into consideration other factors such as construction, telecom/IT, electrical, and movers.

- Metro will staff all projects appropriately to meet the agreed upon schedule between Metro and GMU.
- Metro has a fleet of (6) 26' and (1) 16' box trucks as well as over a hundred panel carts/furniture dollies to facilitate furniture reconfigurations and relocations. There is no additional cost built into our proposal for this because our truck expenses are part of our overhead expense.
- All Metro employees will wear an identifying company uniform of a Metro logo shirt and khaki pants at all times while on site at GMU.
- Metro will maintain clean work areas, and will have the capability of removing excess product to the University surplus warehouse. All trash generated will be disposed of offsite by Metro.
- Upon completion of a project, Metro personnel and GMU representative will perform a walk through to determine if any discrepancies exist and the best plan of action for resolution and satisfactory completion.

4. References –

Please see the following references which we believe demonstrates our qualifications

Commonwealth of Virginia
Virginia Correctional Enterprises
8030 White Bark Terrace
Richmond, Virginia 23237

Contract Number: 711:18-005

Contract Title: Installation Services, Office
Systems (Region 1 only)

Contract Type: Time and Materials
Determined by Purchase Orders

Contracting Official: Ginger Terrell, Installation Manager
(804) 743-3905

Contract Award Date: July 1, 2017

Contract completion date: Current renewal period is July 1, 2021 –
June 30, 2022.

County of Prince William
1 County Complex Court (MC460)
Prince William, Virginia 22192

Contract Number: 5010685

Contract Title: Systems Furniture Installations

Contract Type: Time and Materials

Original contract amount: Determined by Purchase Orders

Contracting Official: Linda Winslow
(571) 221-5513

Award Date: April 4, 2017 for two years with an option to renew for (3)
additional one-year periods.

Contract completion date: Current contract has been extended to June 30, 2022.

George Mason University
4400 University Drive
Fairfax, Virginia 22030

Contract Number: 1343-16-01

Contract Title: Systems Furniture Installation

Contract Type: Time and Materials

Original contract amount: Determined by Purchase Orders

Contracting Official: Debbie Brady
(703) 993-2675

Contract completion date: Current renewal period is August 5, 2021 – August 4, 2022.

Here are other state of Virginia entities we have done work for directly since January 2020. If you would like specific details, please let us know and we can provide additional detail.

Name	Amount
Clerk of the Circuit Court – PWC	\$7,249
George Mason University	\$33,155
Northern Virginia Community College	\$3,000
Prince William County	\$40,868
VCCSSC	\$6,165
Virginia Correctional Enterprises	\$323,196

The totals above are where these entities hired us directly through a contract or purchase order. We often provide services for universities and state agencies through other dealers as a subcontractor.

The work we have performed through our contract with Virginia Correctional Enterprises includes George Mason University as well as other state agencies. Below is a list of work performed under our VCE contract since January 2020.

Customer	Amount
George Mason University	\$240,937
Lord Fairfax Community College	\$3,003
Northern Virginia Community College	\$64,414
P&P	\$9,125
PWC Police Records	\$289
Virginia Dept of Health	\$2,349
Virginia Tech	\$924
Workers Comp – Fairfax	\$2,156

5. Pricing – see attached Pricing Schedule – Attachment C

We have included \$0.00 for the Project Manager and truck category. Both of those items are covered in our overhead expense. James Elliot will be the project manager on this contract and we will not be billing separately for his time.

6. Proposal responses

- a. Metro is not involved in litigation or lawsuits.
- b. We had a tax penalty issue with the IRS that we have resolved.
- c. Metro is not involved in any lawsuits.
- d. Our company name has not changed since we started the business in 1998.
- e. Our minimum wage for any personnel under this contract is \$15.00 per hour.

ATTACHMENT A
SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: Metro Installation Services, Inc.

Preparer Name: James Elliot **Date:** June 2, 2022

Who will be doing the work: ☐ I plan to use subcontractors ☒ I plan to complete all work

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: 650719 Certification Date: renewal in process

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participations will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement

Subcontract #1

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

**ATTACHMENT C
PRICING SCHEDULE
TO BE COMPLETED BY OFFEROS**

PART I: Labor Rates for T&M Services				
<p>Enter hourly rates for labor services used in performing all work which may be required during the period of the contract. Labor rates shall be paid on the basis of <u>Time on the Job Site</u>. Labor rates shall include all direct and indirect costs such as transportation, G&A, contract supervision, and profit, etc. Overtime rates shall be billed for work done after standard hours, weekends and holidays.</p>				
<p>Labor Rates – Regular time – 6:00AM to 5:00PM, Monday through Friday Overtime – 5:00PM to 6:00AM (Monday through Friday), weekends and holidays</p>				
Item	Labor Category	Unit	Regular Time Rate	Overtime Rate
1.	Project Manager	HR	\$ <u>no charge</u>	\$ <u>no charge</u>
2.	Systems Furniture Installer	HR	\$ <u>41.50</u>	\$ <u>62.25</u>
3.	Supervisor	HR	\$ <u>41.50</u>	\$ <u>62.25</u>
4.	Electrician	HR	\$ <u>N/A</u>	\$ <u>N/A</u>
5.	Helper/Assistant	HR	\$ <u>41.50</u>	\$ <u>62.25</u>
6.	Truck (Including Driver)	HR	\$ <u>no charge</u>	\$ <u>no charge</u>
<p>Storage Facilities – The contractor may be required to provide temporary storage facilities to store these systems/furniture on behalf of GMU. Please provide your price per square foot for these storage facilities and your price for time period (such as day/month).</p>				
Storage Facilities	\$ <u>2.00</u> Per Square Foot		\$ <u>2.00</u> Per Time Period <u>month</u> Please indicate what the time period is (day/month/year)	