

REQUEST FOR PROPOSALS

Student Housing / Apartment Furnishings

*Alpena Community College
665 Johnson Street
Alpena MI 49707*

Issue Date: June 23, 2026

Questions Due by June 26, 2026

Responses Issued by July 2, 2026

Proposal Due Date: July 7, 2026

Anticipated Award Date: August 1, 2026

Delivery/Completion Target: August 21, 2026

Procurement Contact: Cindy DeRocher ACC Housing Director
derochec@alpenacc.edu, 989-358-7394
665 Johnson Street Alpena MI 49707

1. Purpose

Alpena Community College (ACC) is requesting proposals from qualified vendors to provide durable, moveable furnishings and related services for student housing/apartment spaces at Alpena Community College, 665 Johnson Street, Alpena, Michigan 49707.

The College seeks furniture suitable for repeated student use and compatible with bedroom, living room, kitchen/bar, and entry areas. ACC may award all items to one vendor or make multiple or partial awards in the best interest of the College.

Brand names or product examples used during planning are for reference only and are not intended to restrict competition. Equal or better products may be proposed.

2. Project Summary

ACC is furnishing apartment-style student housing. Current planning assumptions include approximately eight apartment units and 34 bedroom furniture sets/sleeping positions. ACC may be able to reuse 20 bedframes, leaving an estimated need for 14 new bedframes plus additional bedroom, living room, kitchen/bar, lighting, and entry furnishings.

Quantities are estimates only and may be increased, decreased, or awarded in phases based on final need, funding, and product availability.

3. Scope of Goods and Services

The selected vendor(s) shall provide, at minimum:

- New, unused furniture suitable for student housing or comparable high-use environments

- Product specifications for ACC approval
- Freight and delivery to ACC
- Itemized pricing for unloading, in-building delivery, assembly, placement, debris removal, and related services, if offered.
- Warranty information, claims process, and service contact information
- Lead time and delivery schedule information

4. Product Requirements

Products must be new, durable, and appropriate for student housing, multifamily, hospitality, higher education, or similar high-use environments.

Specific Requirements

- Bedframes: must be stable and compatible with a 36-inch width mattress; identify twin or twin XL compatibility
- Mattresses: 8-inch memory foam or equal, with cover and compliance/safety documentation
- Storage units and desks: durable construction and easy-to-clean surfaces
- Desk chairs: durable and suitable for repeated student use
- Sofas and chairs: appropriate for high-use apartment/student housing settings
- Tables: stable, durable, and easy to clean
- Bar stools: must be appropriately sized for the intended counter/bar height
- Entry rugs/mats: must be cleanable and include slip-resistant backing or similar safety feature

Vendors should also identify replacement-parts availability and repairability where applicable.

5. Delivery and Installation

Proposals must clearly state:

- Lead time from purchase order to delivery
- Delivery method
- Whether unloading, in-building delivery, assembly, placement, debris removal, and post-installation adjustments are included, optional, or unavailable
- Any ACC responsibilities for unloading, staging, or access
- Any delivery limitations or special requirements
- Process for reporting damage, shortages, or replacements

ACC may require a pre-delivery coordination meeting with the selected vendor.

6. Proposal Requirements

Proposals should be organized as follows:

- **A. Cover Letter** Vendor name, address, contact information, acknowledgement of addenda, and authorized signature
- **B. Company Qualifications** Relevant experience furnishing student housing, multifamily, hospitality, institutional, or similar spaces
- **C. Product & Pricing Proposal** Completed furniture schedule, unit pricing, extended pricing, freight, delivery, installation, optional services, and total cost

- **D. Project Schedule** Lead times, stock/manufacturing status, and delivery timeframe
- **E. Warranty and Service** Warranty terms, claims process, service contact, and parts availability

7. Proposal Delivery

Due Date/Time: July 7th 11 am

Submission Method: Email to kowalewl@alpenacc.edu

Label/Subject Line: Student Housing / Apartment Furnishings RFP – [Vendor Name]

Late proposals may be rejected.

Pricing must remain valid for at least 60 days after the proposal due date.

8. Evaluation Criteria

ACC will use a best-value approach. The College may consider:

- Responsiveness and completeness
- Product quality, durability, and suitability
- Total cost and pricing transparency
- Delivery and implementation plan
- Warranty, service, and parts availability
- Relevant experience and references
- Sustainability and compliance disclosures

ACC reserves the right to request clarifications, interviews, samples, finish swatches, or additional information.

9. Award and College Rights

ACC reserves the right to reject any or all proposals, waive informalities, cancel or reissue the RFP, negotiate terms, and award in the best interest of the College.

ACC may award all items to one vendor or split the award by category. Quantities may be increased, decreased, or deleted before award or purchase order issuance.

No goods may be ordered and no work may begin until ACC issues a written purchase order or fully executed agreement.

The selected vendor may not substitute products, finishes, materials, or dimensions without prior written approval from ACC.

ACC is tax-exempt and will provide tax-exempt documentation as needed.

10. Price Sheet / Proposal Form

Vendors must complete the following or provide an equivalent pricing form with the same information.

Area	Item	Qty	Manufacturer / Model Proposed	Unit Price	Extended Price	Lead Time
Bedroom	Bedframe, 36-inch width / twin or twin XL compatible	14				
Bedroom	8-inch memory foam mattress with cover	34				
Bedroom	Mobile drawer/storage unit	34				
Bedroom	Desk	34				
Bedroom	Desk chair	34				
Living Room	Sofa	8				
Living Room	Lounge/arm chairs	16				
Living Room	End tables	16				
Living Room	Coffee table	8				
Living Room	Table lamps	8				
Kitchen/Bar	Bar stools	32				
Entry	Entry rugs/mats	8				
Freight	Freight to ACC	1				
Services	Unloading / in-building delivery	1				
Services	Assembly / placement / installation	1				
Services	Packaging and debris removal	1				
Alternate	Additional bar stool unit pricing	EA				

Total Base Proposal: \$ _____

Total Optional Services / Alternates: \$ _____

11. Required Certifications and Forms

Vendors should be prepared to provide, as applicable:

- Signed proposal certification and acknowledgement of addenda
- Conflict of interest disclosure
- W-9 or vendor setup documentation

- Certificate of insurance, if required
- Nondiscrimination / equal opportunity certification
- Product safety and applicable standards documentation
- Country of manufacture/origin disclosures, if requested
- Any other federal, state, or grant-related procurement certifications required by ACC

Iran-Linked Business Certification

By submitting a proposal, the vendor certifies that it is not an Iran-linked business and is in compliance with Michigan Public Act 517 of 2012.

12. Standard Terms and Conditions

ACC will incorporate its standard purchasing terms and conditions in the final procurement documents or award documents.

For this procurement, proposed products are expected to be moveable furnishings rather than permanent fixtures or construction materials. If ACC determines that any additional federal, state, grant, or project-specific requirements apply, the selected vendor must provide requested documentation and comply with those requirements.