

PROCUREMENT SUMMARY

METRO AGENCYWIDE FURNITURE AND MOVING SERVICES/PS125302000

1.	Contract Number: PS125302000	
2.	Recommended Vendor: M3 Office Inc.	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: 09/06/2024	
	B. Advertised/Publicized: 09/06/2024	
	C. Pre-Proposal Conference: 09/17/2024	
	D. Proposals Due: 10/10/2024	
	E. Pre-Qualification Completed: 02/03/2025	
	F. Ethics Declaration Forms submitted to Ethics: 10/15/2024	
	G. Protest Period End Date: 03/25/2025	
5.	Solicitations Downloaded: 15	Bids/Proposals Received: 2
6.	Contract Administrator: Tina Hoffstetter	Telephone Number: 213-922-2775
7.	Project Manager: Merrilu Alfaro	Telephone Number: 213-922-2154

A. Procurement Background

This Board Action is to approve Contract No. PS125302000 issued to provide office furniture, workspace components, interior space planning, and move coordination services. Board approval of contract awards is subject to the resolution of any properly submitted protest(s), if any.

Request for Proposals (RFP) No. PS125302 was issued in accordance with Metro’s Acquisition Policy and the contract type is an Indefinite Delivery/Indefinite Quantity (IDIQ). The Diversity & Economic Opportunity Department recommended a Disadvantaged Business Enterprise (DBE) goal of 8%.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on September 12, 2024 clarified the Pre-proposal Conference date
- Amendment No. 2 issued September 16, 2024 amended the Insurance Requirements, Evaluation Criteria, Schedule of Quantities and Prices, and Task Order sections

A total of 14 firms downloaded the RFP and were included in the planholders’ list. A virtual pre-proposal conference was held on September 17, 2024 and was attended by 14 participants representing three firms. There was one question received for this RFP and the response was provided prior to the proposal due date.

A total of two proposals were received on the due date of October 10, 2024, from the following firms listed below in alphabetical order:

1. M3 Office, Inc.
2. The Sheridan Group

Staff conducted a market survey to request information from prospective proposers to determine why no additional proposals were submitted. Inquiries were made of all firms that downloaded the solicitation. One firm responded that the RFP document was quite extensive and they didn't have time to propose; another firm responded that they did not qualify as a small business and the margins were too low, and another firm responded that they currently only had interim staff. The results of the market survey indicated that factors beyond Metro's control caused the potential sources not to submit bids and that there were no restrictive elements in the solicitation documents that prevented competition.

B. Evaluation of Proposals

A diverse Proposal Evaluation Team (PET) consisting of staff from the Building Services Department, Corporate Safety Department, and Operations Administration Department was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated based on the following evaluation criteria and weights:

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| • Minimum Qualifications | Pass/Fail |
| • Qualification of the Firm/Team | 20 percent |
| • Qualifications of Key Personnel | 20 percent |
| • Understanding of the Scope of Services and Proposed Approach | 30 percent |
| • Price | 30 percent |

The evaluation criteria are appropriate and consistent with criteria developed for other, similar furniture and space planning type procurements. Several factors were considered when developing these weights, giving the greatest importance to Understanding of the Scope of Services and Proposed Approach and Price.

The Sheridan Group was determined to be non-responsive to the technical, certification, and DEOD requirements of the solicitation and was eliminated from further consideration.

The evaluation committee conducted an evaluation of the proposal submitted by M3 Office, Inc. The PET reviewed the proposer's qualifications, capabilities, key personnel, understanding of the scope of services and proposed approach. Upon conclusion of the evaluation, it was determined that the proposer was qualified to provide the services.

Qualifications Summary of Firms within the Competitive Range:

M3 Office Inc.

M3 Office Inc. has been in business since 1997 and is a certified DBE. The firm shows strengths in the relevant experience of its team members, longevity in the industry, and detailed response to space planning and installation process. The firm has two Project Managers with a combined 30 years of experience working with installation and reconfiguration projects.

1	Firm	Average Score	Factor Weight	Weighted Average Score	Rank
2	M3 Office Inc.				
3	Qualifications of the Firm	90.05	20.00%	18.01	
4	Qualification of Key Personnel	83.40	20.00%	16.68	
5	Understanding of the SOS and Proposed Approach	68.90	30.00%	20.67	
6	Price Proposal	100.00	30.00%	30.00	
7	Total		100.00%	85.36	1

C. Cost/Price Analysis

The recommended proposal from M3 Office, Inc. has been determined to be fair and reasonable based upon the expectation of adequate price competition, and previous contracts for similar services. The difference between Metro’s Independent Cost Estimate (ICE) and the proposal is due to methods of calculation. The ICE was developed as the Not-to-Exceed amount that would be used as a ceiling price for the contract and is based on the projected furniture and space planning needs of the Agency over the life of the contract. The RFP requested firm fixed unit rate pricing for space planning and installation services and fixed discounts for high-volume pieces of furniture that are expected to be frequently purchased. The Proposers were provided hypothetical orders that they would have to price in accordance with their proposed rates and discounts. This was done in order to permit the evaluation of proposals, however, the proposal amount is not indicative of the work that will be conducted as all work will be issued through individual task orders, as needs arise.

	Proposer Name	Proposal Amount	Metro ICE	Negotiated or NTE amount
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1.	M3 Office Inc.	\$48,809.00	\$5,625,000.00	\$5,625,000.00
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D. Background on Recommended Contractor

The recommended firm, M3 Office Inc., located in the City of Pasadena, CA, has been in business for 28 years and is a leader in the Office Furniture space including Space Planning and Design. M3 Office Inc has been a Herman Miller dealer for 19 years. M3 has completed projects for other agencies such as the Los Angeles Registrar, and the Los Angeles Sheriff's Department. M3 Office, Inc. has is also the incumbent contractor providing services to Metro and has performed satisfactorily.