

Phelan Piñon Hills Community Services District

REQUEST FOR PROPOSAL (RFP)



RFP #2026-01

FURNITURE, FIXTURES, AND EQUIPMENT (FF&E) FOR CIVIC CENTER DEVELOPMENT PHASE I PROJECT

RFP Release:
Thursday, August 6, 2026

Proposals submittal deadline:
Thursday, August 27, 2026, 3:00 PM PST

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Request for Proposals: Furniture, Fixtures, and Equipment (FF&E) for Civic Center Development Phase I Project



1. INTRODUCTION

The Phelan Pinon Hills Community Services District (“District” or “PPHCSD”) is soliciting proposals from qualified Procurement Agent to provide Furniture, Fixtures, and Equipment (FF&E) for the District’s new Civic Center building located in Phelan, California. The District is under construction of a new Civic Center facility intended to serve as the administrative headquarters and community gathering space for residents while supporting emergency operations and future growth.

The selected Procurement Agent shall furnish, deliver, install and/or coordinate with the General Contractor, assemble, and coordinate all FF&E required for the new Civic Center facility, including administrative offices, boardroom, community room, Emergency Operations Center (EOC), conference rooms, reception area, lobby, employee break area, and other designated spaces.

The District intends to award a contract to the Proposer whose proposal is determined to provide the best overall value considering experience, product quality, functionality, schedule, warranty, and cost.

AVAILABLE DOCUMENTS:

See page 2-of 13 (Attachments). Documents can be found at <https://www.pphcsd.org>. Proposer are encouraged to review all available documents.

2. PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT BACKGROUND

In February 2008, the citizens of Phelan and Piñon Hills overwhelmingly voted to separate the Water, Parks and Recreation, and Street Lighting Districts from the County of San Bernardino and to create a Community Services District. This consolidation enabled the Communities to establish a form of self-governance while maintaining their individual rural integrity. The 128 square mile District is the largest Community Service District in San Bernardino County. The District’s Mission Statement is as follows: “Our Mission is to provide all authorized services reliably and economically for the promotion of community development and to utilize all available resources for maximum beneficial use. Our vision is to develop a Community Services District that enhances the living experience for all people within the District.”

3. PROJECT DESCRIPTION

The District is constructing a new Civic Center to serve as the District's primary administrative and community services facility. The project is located at the intersection of Warbler Road and Sheep Creek Road, Phelan, California. It is designed to support the District's growing operational, administrative, emergency response, and community engagement needs.

The new Civic Center will consolidate District administrative functions into a modern, efficient, and publicly accessible facility that enhances customer service while providing improved workspaces for District staff. The facility will also serve as a community gathering place and an Emergency Operations Center (EOC) capable of supporting emergency response and continuity of operations during disasters affecting the High Desert region.

The approximately 14,000-square-foot facility includes:

- Administrative offices
- Executive and department manager offices
- Customer service and reception area
- Conference rooms
- Board of Directors meeting chamber
- Emergency Operations Center (EOC)
- Multi-purpose community room
- Employee workstations and support spaces
- Breakroom and kitchen
- Server room
- Records storage and custodial space
- Public and staff restrooms
- Building support and mechanical spaces

The Civic Center has been designed to incorporate modern technology, flexible work environments, energy-efficient building systems, and furnishings that support long-term operational needs. The building will be equipped with integrated audiovisual systems, information technology infrastructure, and security systems to support both daily operations and emergency management functions.

Construction of the building is currently underway under a separate construction contract. This Request for Proposals (RFP) is intended to procure comprehensive Furniture, Fixtures, and Equipment (FF&E) services required to fully furnish and equip the facility for occupancy.

The 3,592 SF EOC will include features including control room, emergency standby generator, and state-of-the-art communications systems. The EOC portion of this Project is funded through a grant received from Cal-OES who administers federal FEMA grant funds; the Project is also supplemented with District funds and including local contributions from the County of San Bernardino. Cal OES believes this project will greatly benefit the local community and the resilience of the State.

The selected FF&E consultant/vendor will be responsible for providing professional services that include, but are not limited to:

- Verification of existing architectural plans and room layouts
- Development of detailed FF&E specifications
- Furniture programming and space planning
- Product selection and recommendations
- Finish and color coordination
- Procurement and order management
- Coordination with the District, architect, contractor, and technology vendors
- Delivery, installation, assembly, and placement of all FF&E items
- Installation scheduling coordinated with project completion

- Punch list completion
- Warranty administration and closeout documentation

The successful Proposer shall provide turnkey FF&E services ensuring all furnishings and equipment are fully installed, operational, and ready for occupancy on the District's scheduled move-in date.

The District seeks durable, commercial-grade furnishings that provide functionality, flexibility, ease of maintenance, and long service life while reflecting a professional civic environment. Products shall be suitable for high-use municipal facilities and comply with applicable accessibility requirements, ergonomic standards, and California public agency procurement requirements.

The District anticipates close coordination between the FF&E procurement agent, general contractor, architect, audiovisual consultant, IT providers, and District staff throughout procurement, delivery, and installation to ensure successful project completion. The successful Proposer shall provide FF&E solutions that are durable, functional, professional in appearance, and suitable for public agency operations.

4. PROJECT SCHEDULE

The project award schedule is estimated as follows:

Item	Date
Proposal Due	August 27, 2026
District Review of Proposals	August 28, 2026 – September 2, 2026
Board Meeting to Award Contract	September 9, 2026
Consultant Notice of Contract Award	September 10, 2026
Begin Delivery / Setup	November 2026
Completion	December 2026 / January 2027

5. REQUEST FOR PROPOSAL INSTRUCTIONS

INQUIRIES DURING PROPOSAL PERIOD:

Consultants must direct all inquiries to the District in writing, via email,

Attention: George Cardenas, Engineering Manager, gcardenas@pphcsd.org.

All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than August 24, 2026, by 5 PM PST in order to receive responses from the District.** Inquiries received after this deadline may not be considered or responded to.

ADDENDA TO RFP:

Through the course of the proposal development, consultants may raise questions concerning the RFP, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFP. The District reserves the right to issue addenda up to three business days prior to the due date of the RFP, without time extension of the RFP due date. It is the responsibility of the Proposer to check the District's website for Addenda once posted. **Proposer must also acknowledge receipt of all Addenda in their proposal cover letters.**

PROPOSAL DUE DATE:

August 27, 2026 (3 pm PST) Any proposals received after this date/time will be returned to the Proposer un-opened. It shall be the Proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time. The District reserves the right to accept or reject any or all proposals.

PROPOSAL DELIVERY:

Proposals shall be delivered in a sealed envelope, with a label clearly marked on the outside: **"FF & E for the Civic Center Development Phase I Project"** and the name of Procurement Agent proposing.

Delivery to:

Phelan Piñon Hills Community Services District
4176 Warbler Road
Phelan, CA 92371
ATTN: George Cardenas, Engineering Manager

Late proposals will not be accepted.

6. PROPOSAL CONTENT

Proposals shall include the following sections:

1. Cover Letter

- Agent name, address, contact information
- An authorized representative of the Proposer shall sign the Cover Letter which shall identify the legal name of the Proposer, along with the name of the contact person, address, phone number, and email address.
- Acknowledgement receipt of all Addenda

2. Procurement Agent Qualifications

- Provide company history, years in business, and California business license

3. Relevant Experience

Provide at least three (3) similar projects completed within the last five years including:

- Client name, contact person, and project description.
- Project value and completion date

4. Pricing Proposal

Provide a detailed cost proposal including:

- Furniture costs, freight costs, installation cost, project management cost
- Warranty costs
- Optional items
- Item cost table

Price shall remain valid for 90 days

5. Insurance Requirements

Prior to contract execution, the selected procurement agent shall provide evidence of:

- Commercial General Liability: \$2,000,000
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits
- Employee Liability: \$1,000,000

The District shall be named as an Additional Insured

6. Warranty

All furniture and equipment shall include manufacturer's standard warranty.

Proposer shall clearly identify:

- Warranty periods
- Service response procedures
- Replacement procedures
- Available extended warranties

7. SCOPE OF SERVICES

The selected purchasing agent shall provide all labor, materials, transportation, equipment, supervision, and incidentals necessary to complete the FF&E package or coordinate with appropriate contractors as noted.

Services shall include:

A. FURNITURE PROCUREMENT

Provide furniture including but not limited to:

- Workstations and modular systems
- Executive desks
- Office desks
- Conference tables
- Board dais furniture
- Community room tables
- Reception furniture
- Filing and storage systems
- Bookcases and shelving
- Break room furnishings
- EOC workstations
- Ergonomic task seating
- Guest seating
- Lounge seating

B. FIXTURE AND ACCESSORIES

Provide and not limited to:

1. ACCESSORIES

- Trash Receptacles
- Mirrors
- Plants

2. EQUIPMENT

- Kitchen appliances
- Lockers
- Freestanding kitchen worktables

3. DECORATIVE LIGHTING

- Chandeliers
- Pendants
- Wall Sconces
- Ceiling Fans

C. DELIVERY AND INSTALLATION

The procurement agent shall:

- Coordinate with District staff and construction contractor.
- Deliver all FF&E to the project site.
- Assemble and install all products and/or coordinate with General Contractor for contractor installed items as noted (such as decorative lighting and wallcovering)
- Remove all packaging materials.
- Provide final cleaning of furniture surfaces.
- Conduct punch list corrections.

D. PROJECT MANAGEMENT

The procurement agent shall provide:

- Dedicated project manager
- Procurement schedule
- Product tracking reports
- Coordination meetings
- Installation schedule
- Warranty administration

E. TRAINING

Provide user orientation and training for adjustable workstations, ergonomic furniture, and specialty equipment.

8. DESIGN OBJECTIVES

The District seeks FF&E that:

- Supports efficient public agency operations.
- Provides ergonomic and adaptable work environments.
- Meets emergency operations requirements.
- Promotes durability and low maintenance.
- Utilizes commercial-grade products.
- Supports future expansion and reconfiguration.
- Reflects a professional civic appearance.

9. DISTRICT RIGHTS

The District reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request clarification of proposals.
- Negotiate with Proposers.
- Award all or part of the work.
- Cancel the solicitation at any time.

10. FEDERAL FUNDING REQUIREMENTS

A. FEMA / CAL OES FUNDING NOTICE

This procurement is funded in whole or in part through a Federal Emergency Management Agency (FEMA) grant administered by the California Governor's Office of Emergency Services (Cal OES). Accordingly, all procurement activities and resulting contracts shall comply with applicable federal requirements, including but not limited to:

- 2 CFR Part 200 (Uniform Guidance)
- FEMA Procurement Standards
- FEMA Public Assistance Program and Policy Guide (PAPPG), as applicable
- Federal Contract Provisions (Appendix II to 2 CFR Part 200)
- California Governor's Office of Emergency Services grant requirements

The successful Proposer shall agree to comply with all applicable federal requirements and certifications.

B. PROCUREMENT METHOD

This Request for Proposals is being conducted as a competitive procurement in accordance with 2 CFR §§200.317 through 200.327.

The District will maintain procurement records sufficiently detail the history of the procurement, including rationale for procurement methods, agent selection, and basis for contract pricing.

C. CONFLICT OF INTEREST

In accordance with 2 CFR §200.318(c), no employee, officer, agent, or board member of the District may participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest exists.

Proposer shall disclose any actual, potential, or perceived conflicts of interest.

D. EQUAL EMPLOYMENT OPPORTUNITY

The Procurement Agent shall comply with Executive Order 11246, as amended, and all applicable federal Equal Employment Opportunity requirements.

E. ACCESS TO RECORDS

The Procurement Agent agrees to provide the District, FEMA, Cal OES, the U.S. Department of Homeland Security, the Comptroller General of the United States, and their authorized representatives access to any books, documents, papers, and records related to this procurement and resulting contract.

Records shall be retained for a minimum of five (5) years following final grant close-out or longer if required by law.

F. TERMINATION FOR CAUSE AND CONVENIENCE

The District reserves the right to terminate any resulting contract, in whole or in part, for cause or convenience as required by Appendix II to 2 CFR Part 200.

G. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

For contracts exceeding \$150,000, the Procurement Agent shall comply with all applicable standards, orders, and regulations issued pursuant to:

- Clean Air Act (42 U.S.C. 7401-7671q)
- Federal Water Pollution Control Act (33 U.S.C. 1251-1387)
- James Talarico

H. DEBARMENT AND SUSPENSION

The Procurement Agent certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions.

The District may verify eligibility through the System for Award Management (SAM.gov).

I. BYRD ANTI-LOBBYING AMENDMENT

For contracts exceeding \$100,000, Proposer shall certify compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352).

Any lobbying activities involving federal funds must be disclosed.

J. DOMESTIC PREFERENCE

In accordance with 2 CFR §200.322, the District encourages the use of products manufactured in the United States whenever practicable.

Proposer shall identify the country of origin for major furniture and equipment components.

K. ENERGY EFFICIENCY

Procurement Agent shall comply with applicable energy efficiency standards and conservation policies required by federal law and California regulations.

L. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Where applicable, the Procurement Agent shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).

M. RECOVERED MATERIALS

Procurement Agent shall comply with Section 6002 of the Solid Waste Disposal Act, as amended, regarding procurement of recovered materials where applicable.

N. SAM REGISTRATION

Prior to award, the successful Proposer shall provide evidence of an active registration in the System for Award Management (SAM.gov).

Failure to maintain active registration may result in disqualification or termination.

O. FEMA REQUIRED CONTRACT CLAUSES

The resulting contract shall include all FEMA-required contract provisions contained in Appendix II to 2 CFR Part 200, including but not limited to:

- Remedies
- Termination for Cause and Convenience
- Equal Employment Opportunity
- Davis-Bacon Act (if applicable)
- Contract Work Hours and Safety Standards Act
- Rights to Inventions
- Clean Air Act
- Federal Water Pollution Control Act
- Debarment and Suspension
- Byrd Anti-Lobbying Amendment
- Procurement of Recovered Materials

- Access to Records
- DHS Seal and FEMA Logo Restrictions
- Compliance with Federal Laws, Regulations, and Executive Orders
- No Obligation by the Federal Government
- Program Fraud and False Statements