



# BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.  
Brighton, MI 48116  
o: 810-229-6640 f: 810-229-1619

## REQUEST FOR PROPOSALS (RFP)

Fire Station 31 Furniture

**RFP Number: BAFA-2026-FURN-31**

Issue Date: June 2, 2026

Submission Deadline: June 26, 2026, by 12:00 PM (Noon) EST

### 1. Purpose & Background

The Brighton Area Fire Authority (the "Authority"), a municipal governmental entity, is seeking competitive proposals from qualified vendors to furnish, deliver, and install office, open-office, and conference room furniture for the newly renovated Fire Station 31 (Fire Department Headquarters).

The Authority is currently executing a \$7.2M–\$7.6M renovation of Station 31, funded by a voter-approved millage. This project represents a 25-year commitment to community safety. The objective of this RFP is to source high-quality, durable, professional, and functional furniture that maximizes staff performance and supports the facility's long-term utility.

### 2. Project Scope & Location

**Project Location:** Fire Station 31, 615 W. Grand River Ave., Brighton, MI 48116

**Expected Delivery/Installation Window:** On or around November 15, 2026.

**Scope of Work:** The selected vendor will be responsible for final design/layout verification, procurement, delivery, assembly, and full installation of furnishings. Removal of all packaging and debris from the site shall be coordinated by the vendor. The vendor shall coordinate the delivery schedule with the Authority's designated project representative and shall protect all finished surfaces during installation.

**Reference Drawings:** Architectural drawings for the Station 31 expansion (Fika Architects, Issued for Construction) are provided as **Attachment A** to this RFP. Bidders shall use the floor plans, First Floor Plan (Sheet A1-01A) and Second Floor Plan (Sheet A1-02A), as well as dimension plans (Sheet A1-01B and A1-02B) to verify room layouts and furniture placement. Room names and numbers referenced in this RFP correspond to those drawings.

**No Site Walk-Through:** Due to ongoing construction at the facility, **no site walk-through will be conducted.** All bidders shall rely on the Attachment drawings and the room schedule in Section 3. Questions regarding dimensions or layout must be submitted in writing per Section 6.

### 3. Furniture Requirements by Space Type

All furniture must be commercial-grade and constructed of durable materials to withstand a 24/7 operational environment. Proposals shall be organized by room description and schedule type as described below. Room numbers are referenced in the attached drawings (Attachment A).

**Universal Requirement, Sit/Stand Desks & Monitor Arms:** All desks and primary work surfaces in every office and open-office workstation shall include both height-adjustable **sit/stand** style (electric or equivalent) and stationary sections. Each desk and workstation shall include a **dual-monitor arm** (desk- or grommet-mounted, full-motion, VESA-compatible) unless the Authority specifies otherwise for a given position.



**Style, Color, and Design:** All furnishings shall be consistent in style and color scheme of a fire station by floor. The workplace environment shall be modern in design, with an emphasis on functionality and optimal ergonomics. Material appearance should avoid cream, tan, oak, or heavy wood-grain finishes. Color scheme and details shall be consistent with black, dark brown, gray, silver, and white, and may incorporate red accents or features consistent with a fire station.

## A. Executive Offices: Chief, Deputy Chief, HR & Fire Marshal (Second Floor)

These four offices are allotted additional space and a more commanding configuration. Reference rooms: Office 211 (Fire Chief), Office 208 (Deputy Chief), Office 207 (HR), and Office 209 (Fire Marshal).

- **Aesthetics:** Professional, commanding, and highly functional, with a cohesive finish across all four offices.
- **Desk:** Larger sit/stand desk (L-shaped or U-shaped) with integrated storage/credenza, narrow wardrobe, dual-monitor arm, and grommet power/data access at the work surface.
- **Primary User Chair:** One (1) high-back executive ergonomic chair per office, with adjustable lumbar support, seat height/depth, synchronized tilt, and fixed or adjustable arms. Bidders shall offer a selectable upholstery/finish so each user may choose their chair within the proposed line.
- **Guest Seating:** Two (2) guest chairs per office.
- **Fire Chief's Office (211) additional:** A small conference table with seating for a minimum of four (4), including integrated power and HDMI connectivity at the table (see Section C requirement).

## B. Standard Offices (5 Total)

The standard private offices are grouped into a single furniture tier. This group comprises five (5) offices: Office Mgr. 206, Office Trng 213 (Training Officer), Office 214, and Office 222 on the second floor, plus Office 109 (Battalion Chief) on the first floor. All five receive the same standard office furniture package below.

- **Aesthetics:** Modern, space-efficient, and highly ergonomic.
- **Desk:** Standard sit/stand desk with dual-monitor arm and an integrated mobile or fixed file/storage pedestal.
- **Primary User Chair:** One (1) mid-back ergonomic task chair per office, with adjustable lumbar, seat height/depth, tilt, and adjustable arms. Bidders shall offer a selectable upholstery/finish so each user may choose their chair within the proposed line.
- **Guest Seating:** Two (2) guest chairs per office.
- **Note:** The Battalion Chief Office (109) is physically located on the first floor but is furnished to this same standard office specification.

## C. Conference & Meeting Rooms (First & Second Floor)

Four conference/meeting spaces across both floors:

- **Front Conference Room (Conf. Rm. 101, First Floor):** Located off the main Lobby (100); large conference table (approx. 12-14 seats per layout), comfortable conference seating.
- **Back Conference Room (Conf. Rm. 130, First Floor):** Located off of the kitchen (131); Conference table (approx. 8-10 seats) and daily-use conference chairs.
- **Second-Floor Meeting Room (Mtg. Rm 221):** Conference table (6 seats per room size), comfortable conference seating.
- **Aesthetics:** Collaborative and technology-integrated, with cohesive finishes.
- **Power & Connectivity (ALL conference/meeting tables):** Conference 101 and Conference 130 tables shall be provided with flush-mounted power receptacles and HDMI connection(s) at the tabletop (e.g., a recessed power/data module). Bidders shall coordinate the receptacle/HDMI module location and floor power location with the Authority.



## D. First-Floor Office Areas

Defined first-floor work areas, in addition to the conference rooms above. (Note: the Battalion Chief Office (109) is furnished under the Standard Offices group in Section B.)

- **Paid on Call Officers' Office (107):** Two (2) desk clusters, each with sit/stand desk(s), dual-monitor arm(s), integrated storage, and ergonomic task seating, configured for ergonomic shared office space based on room configuration.
- **Open Area Outside Paid on Call (Open Office 104):** Four (4) straight (rectangular) sit-stand desks, each with a dual-monitor arm and an ergonomic task chair. Desks shall be arranged end-to-end and back-to-back, extending from the windows and coordinated for power/data access.

## E. Open Office / Workstation Area (Second Floor)

The second-floor Open Office (Room 205) is designed for multiple cubicle workstations. Per the drawings, this area accommodates at least six (6) 6'x6' workstations — noted as (2) plus (4) installed, with a designated future-workstation area in the center.

- **Aesthetics:** Modern, space-efficient, cohesive, and highly ergonomic.
- **Items:** Six (6) 6'x6' modular cubicle workstations, each with a sit/stand work surface, dual-monitor arm, panel system, ergonomic task chair, and integrated file/storage pedestal.
- **Power/Data:** Workstations shall be configured for integrated power/data routing through the panel system; bidders shall coordinate grommet and power locations with the Authority.
- **Noted Add/Alternate:** Bidders shall price the installed workstations and separately provide per-unit pricing. Depending on the budget, the Authority may add these future workstations in the designated area now.

## F. Training Room & Common Areas (Second Floor)

Includes the Training Room (Room 217), the upstairs Kitchenette/break space (Kitchenette 216), and the high-top work table area.

- **Training Room (217):** Training-room seating for forty (40) occupants, plus twenty (20) mobile/folding training tables configured for flexible classroom layouts. Tables shall have wheels and be of nesting or flip-top style to support reconfiguration and storage.
- **Common / Break Areas:** High-top (approx. 12-14 seats per layout), waterfall-edged work table and stools for the upstairs break space, with power integrated into the surface.

## Chair Summary

For every private and executive office (Sections A and B, including the Battalion Chief office and the Paid-on-Call office in Section D), the primary-user chair is selectable by the occupant from the bidder's proposed commercial line, allowing each user to choose a model and finish suited to them. Bidders shall present at least one executive-grade and one task-grade option, with available upholstery and finish choices, and hold pricing for each so the Authority can finalize selections after award.

*Note: Final quantities and dimensions are the bidder's responsibility to verify against the attached drawings (Attachment A). Where a quantity is not expressly stated, bidders shall propose a quantity consistent with the floor plans and clearly state their assumptions.*



### 4. Submission Requirements & Pricing Structure

The proposals shall include sufficient information, a narrative, on project and include various details to support the firms experience in like projects. Pricing shall be presented by space type using the matrix below. Furnishings and Delivery/Installation are listed separately for transparency. All pricing shall exclude sales tax (see Section 8).

#### Required Pricing Matrix

Space Type	Cost per Room	Total Cost: Good / Better / Best	Delivery & Installation Cost
A. Executive Offices — Chief, DC, HR, FM (4)	\$	\$	\$
B. Standard Offices — Office Mgr, Trng Officer, Office 214, Office 222, Battalion Chief (5)	\$	\$	\$
C. Conference & Meeting Rooms (101, 130, 221) — incl. power/HDMI	\$	\$	\$
D. First-Floor Areas — Paid on Call (2 clusters), Open Area (4 desks)	\$	\$	\$
E. Open Office / Workstation Area (6 cubicles)	\$	\$	\$
F. Training Room (217)	\$	\$	\$
F. Noted Add-ons	\$	\$	\$
<b>TOTALS</b>		\$	\$

**Per-Unit Pricing:** In addition to the totals above, bidders shall provide per-unit pricing for each major item (e.g., executive sit/stand desk, standard sit/stand desk, straight standup desk, executive chair, task chair, guest chair, dual-monitor arm, 6’x6’ workstation, conference table with power/HDMI module, training chair, training table, lateral file, tall storage cabinet) so the Authority may adjust quantities, add future workstations, or finalize chair selections.

#### Bid Options & Alternates

To give the Authority flexibility in awarding, bidders shall structure pricing so that the following can be evaluated independently. Each option shall be priced as a separate, clearly labeled line so it can be accepted or declined without re-pricing the base proposal:

- **Base Bid:** All furnishings, delivery, and installation for Sections A–F as specified.
- **Option 1 — Good / Better / Best Tiers:** Where practical, present a “good,” “better,” and “best” product tier for desks and chairs so the Authority may compare value levels.
- **Option 2 — Future Workstations:** Per-unit add-on price to install an additional 6’x6’ workstations in the Open Office (205) future zone.
- **Option 3 — Extended Warranty / Service Plan:** Any optional extended warranty or post-installation service plan.

Bidders may also submit additional alternates that meet or exceed these specifications per Section 8, with a clear explanation of the difference and its pricing impact.

#### Additional Required Deliverables



- **Product Specifications:** Tear sheets, brochures, or manufacturer specifications for all proposed lines.
- **Warranty Information:** Minimum 5-year commercial warranty preferred; clearly disclose warranty terms for each product line.
- **Project Timeline:** A detailed schedule from contract award through the installation target date of November 15, 2026.
- **References:** Three (3) similar projects completed for municipal or corporate clients within the last 5 years, including contact name, phone, and email.
- **Company Qualifications:** Brief statement of firm experience, dealer authorizations, and installation capability.
- **Required Forms:** Signed Non-Collusion Affidavit and proof of insurance (see Sections 7–8).

## 5. Evaluation Criteria

Proposals will be evaluated on a 100-point basis. The award will be made to the proposal deemed most advantageous to the Authority — not necessarily the lowest price.

Criterion	Weight
Cost / overall value	35
Product quality, durability & ergonomics	25
Aesthetic fit and design suitability	15
Warranty and after-sales support	10
Vendor experience & references	10
Project timeline & ability to meet the deadline	5
<b>Total</b>	<b>100</b>

## 6. Proposal Timeline & Contact

Milestone	Date
RFP Issued	June 1, 2026
Question Period Closes	June 17, 2026, 5:00 PM EST
Submissions Due	June 26, 2026, 12:00 PM (Noon) EST

**Submission Method:** All bids shall be submitted electronically, in PDF format, by the Submissions Due date above, to [rboisvert@brightonareafire.com](mailto:rboisvert@brightonareafire.com).

**Questions:** All questions shall be directed in writing to Richard Boisvert at [rboisvert@brightonareafire.com](mailto:rboisvert@brightonareafire.com). The question period closes on June 17, 2026, at 5:00 PM EST (mid-June). Questions received after that time will not be answered.

**Contact:** Richard Boisvert, Brighton Area Fire Authority · Phone: 810-299-0023 ·

Email: [rboisvert@brightonareafire.com](mailto:rboisvert@brightonareafire.com)

Responses to questions will be issued to all known prospective bidders via written addendum. Verbal communications are not binding.

## 7. Insurance & Bonding







The selected vendor shall maintain, at minimum, commercial general liability, automobile liability, and workers' compensation insurance in amounts to be specified, and shall name the Authority as an additional insured. A certificate of insurance shall be provided prior to the commencement of work.

## 8. Governmental Terms & Conditions

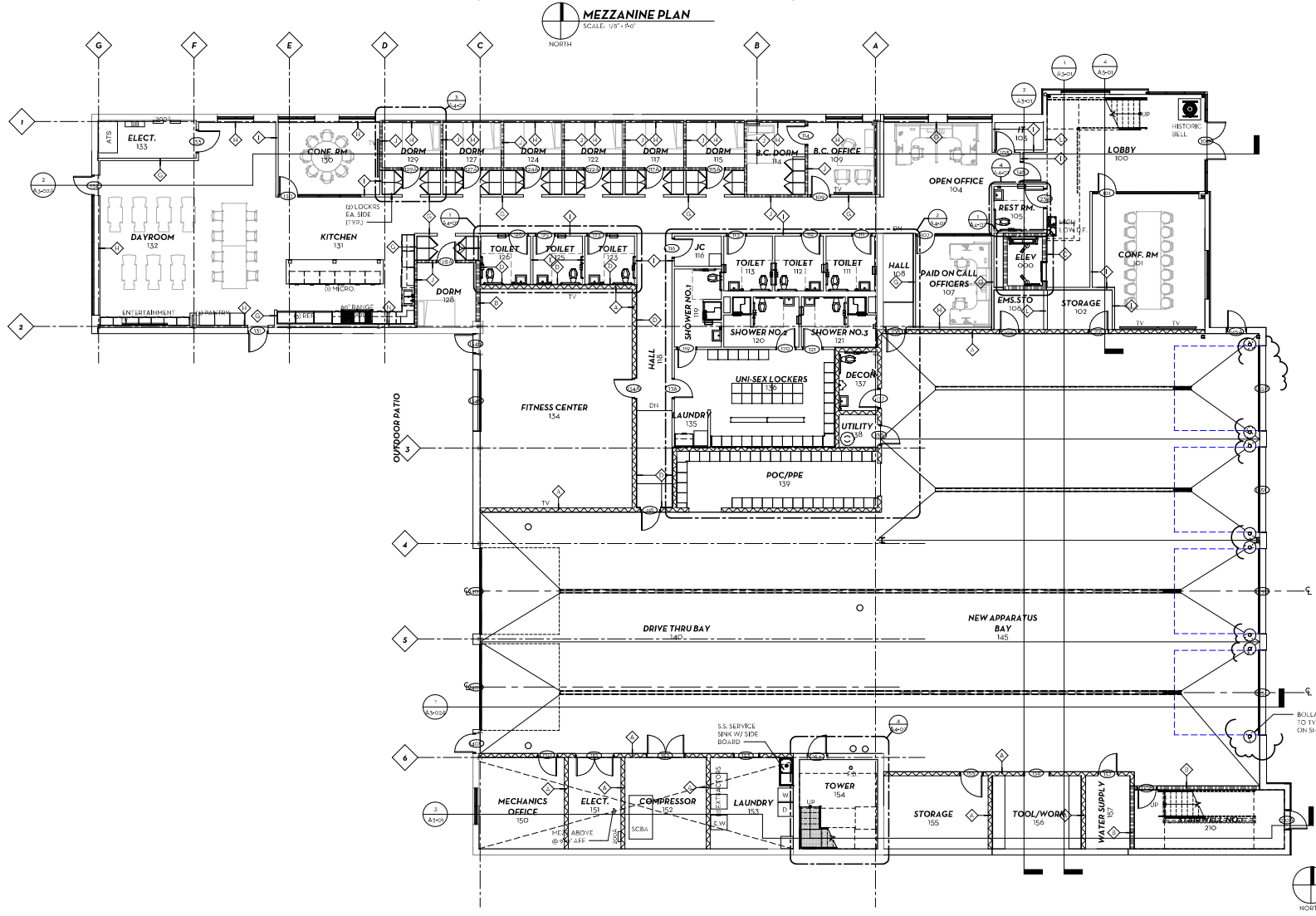
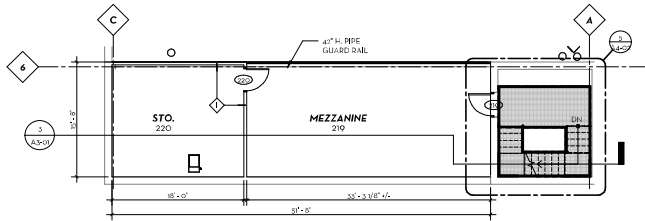
- **Tax Exemption:** The Authority is a tax-exempt governmental entity; a sales tax exemption certificate will be provided to the winning bidder. Pricing shall exclude sales tax.
- **Right to Reject:** The Authority reserves the right to reject any or all proposals, to waive informalities or irregularities, and to select the proposal deemed most advantageous to the public and the Authority.
- **Alternate Proposals:** Alternates differing from these specifications may be submitted but must include a thorough explanation of how they meet or exceed the Authority's performance goals.
- **Non-Collusion:** Each bidder must submit a signed affidavit affirming the proposal was prepared independently and without collusion.
- **Public Records:** Submitted proposals may be subject to disclosure under the Michigan Freedom of Information Act. Bidders must clearly mark any material claimed as proprietary.
- **Ownership of Materials:** All submitted proposals become the property of the Authority.
- **Attachments:** Attachment A — Architectural Drawings (Fika Architects, Issued for Construction).

**FLOOR PLAN LEGEND:**

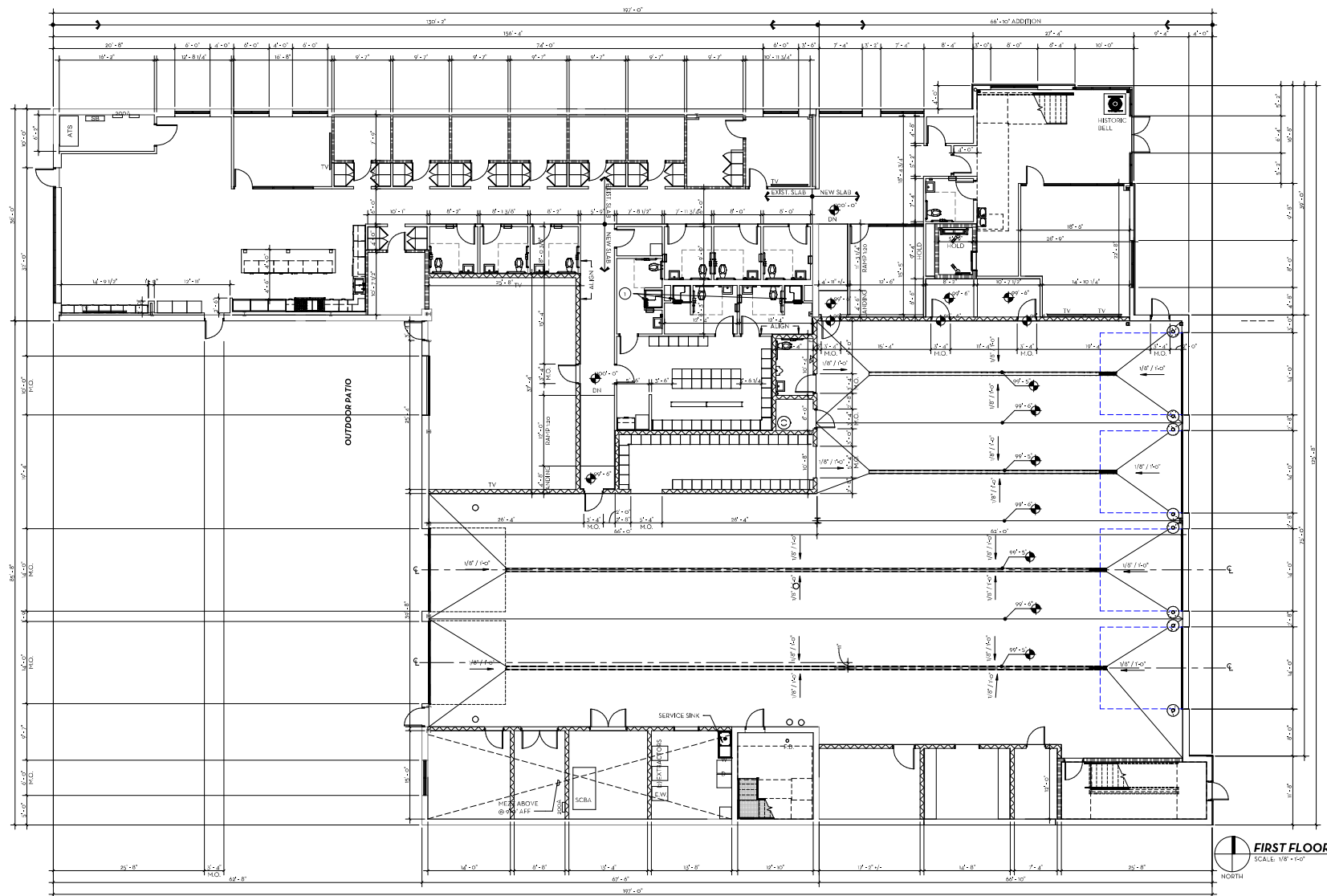
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-  AREA OF WORK
-  EXIST. CONSTRUCTION TO REMAIN
-  NEW CONSTRUCTION

**KEYED NOTES - FLOOR PLAN**

- 1 DEPRESS SLAB 2" IN SHOWERS



DATE	12/15/25
1.000m REVIEW	01/02/25
2.000m REVIEW	01/24/25
3.000m REVIEW	01/24/25
4.000m REVIEW	01/24/25
ISSUE	DATE



**FLOOR PLAN LEGEND:**

- AREA NOT IN CONTRACT
- AREA OF WORK
- EXIST. CONSTRUCTION TO REMAIN
- NEW CONSTRUCTION

**KEYED NOTES - FLOOR PLAN**

- 1 DEPRESS SLAB 2" IN SHOWERS

**FIRST FLOOR PLAN 2**  
SCALE: 1/8" = 1'-0"  
NORTH

www.BAFARA.com  
500 CHERRY ROAD  
ANN ARBOR, MI 48105  
INFO@BAFARA.COM  
(313) 964-8022

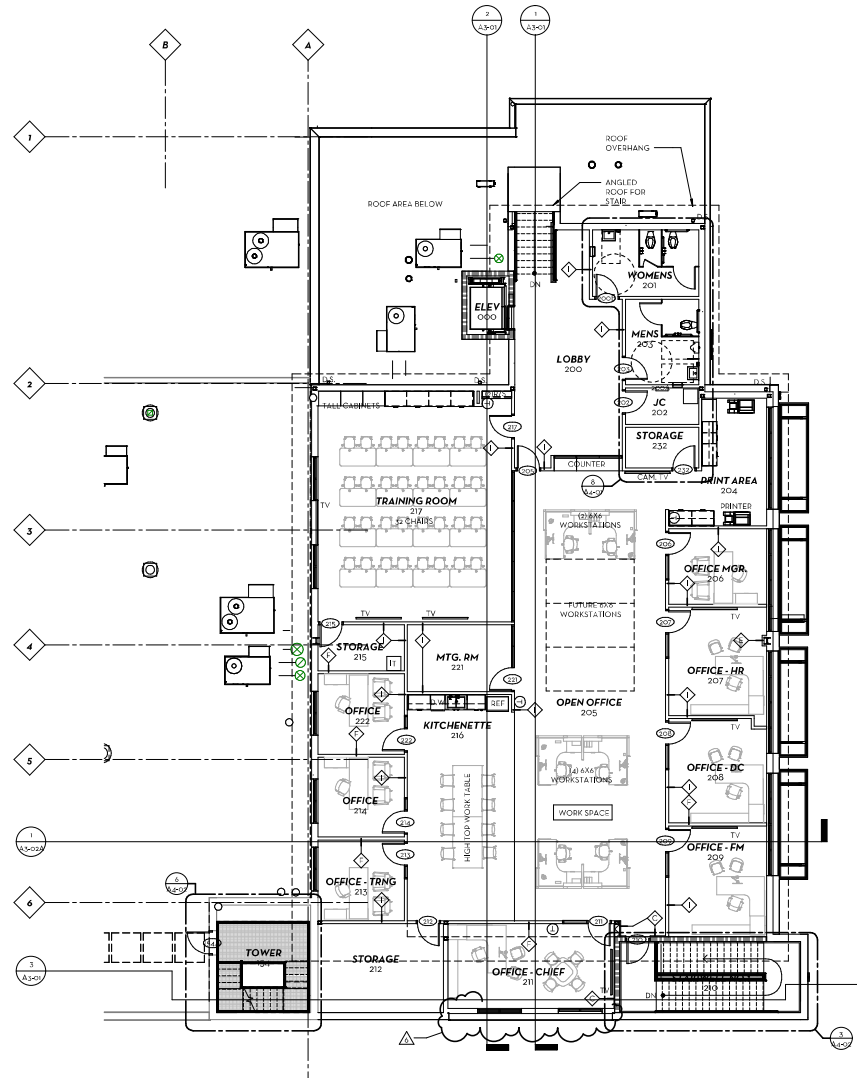
**fika**  
ARCHITECTS

CLIENT:  
**Brivar**

BAFA 31 - EXPANSION	DATE: 11/1/2018
DIMENSION PLAN - FIRST FLOOR	SHEET NO. <b>A1-01B</b>
SEAL:	DATE:
615 W. GRAND RIVER AVENUE BRIGHTON, MI 48106	DATE:

**FLOOR PLAN LEGEND:**

- AREA NOT IN CONTRACT
- AREA OF WORK
- EXIST. CONSTRUCTION TO REMAIN
- NEW CONSTRUCTION



**SECOND FLOOR**  
SCALE: 1/8" = 1'-0"

www.BaFA.com  
500 CHERRY ROAD  
ANN ARBOR, MI 48105  
INFO@BAFA.COM  
(313) 964-8022

fika  
ARCHITECTS

CLIENT:  
**Brivar**





NO.	DESCRIPTION	DATE
1	RFI	02/15/25
2	30% REVIEW	07/02/25
3	50% REVIEW	07/29/25
4	ISSUE	07/29/25
5	ISSUE	DATE

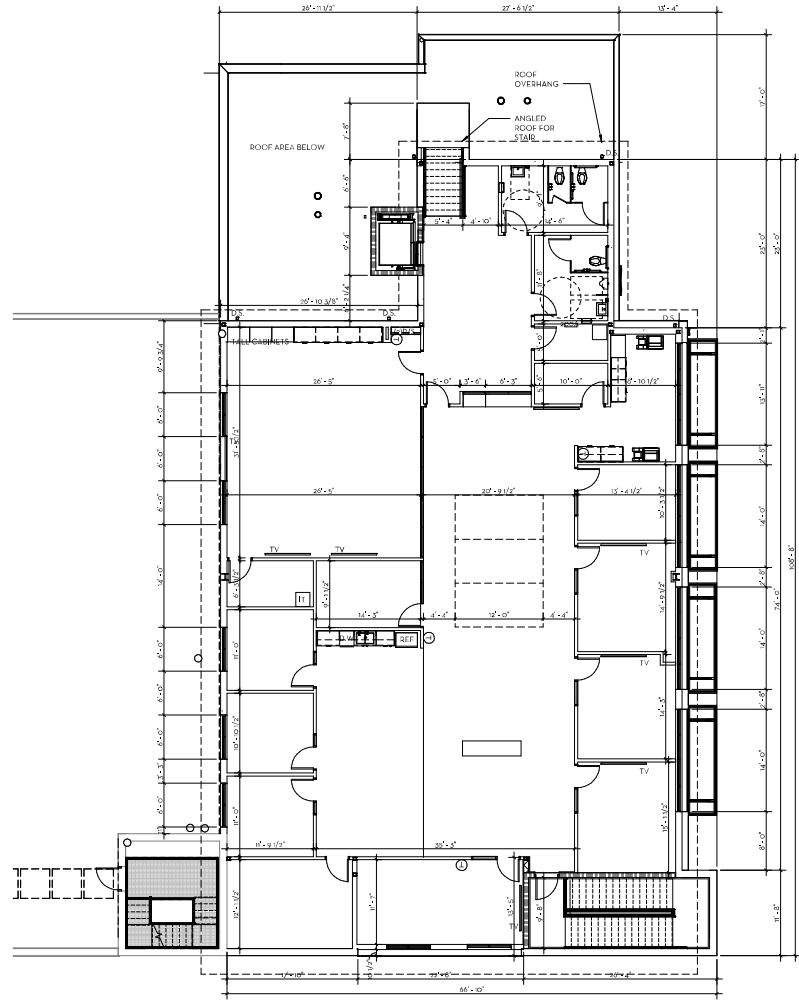
SECOND FLOOR PLAN BAFA 31 - EXPANSION

615 W. GRAND RIVER AVENUE  
BRIGHTON, MI 48116

DATE: 8/1/2025  
SHEET NO. **A1-02A**

**FLOOR PLAN LEGEND:**

-  AREA NOT IN CONTRACT
-  AREA OF WORK
-  EXIST. CONSTRUCTION TO REMAIN
-  NEW CONSTRUCTION



**SECOND FLOOR 2**  
SCALE: 1/8" = 1'-0"

www.BaFA.com  
 500 CHERRY ROAD  
 ANN ARBOR, MI 48105  
 INFO@BAFA.COM  
 (313) 964-8922

**fika**  
 ARCHITECTS

CLIENT:  
**Brivar**

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3100h REVIEW 9/10/25  
 320h REVIEW 9/26/25  
 1100h 11/21/25  
 4 ISSU DATE

**BABA 31 - EXPANSION**  
 615 W. GRAND RIVER AVENUE  
 BRIGHTON, MI 48116

DIMENSION PLAN -  
 SECOND FLOOR

DATE:  
 11/1/2025

SHEET NO.  
**A1-02B**