

REQUEST FOR PROPOSALS

FOR

**SERVICES PERFORMED TO FURNISH
EDGE@BRDG BUILDING, 3RD FLOOR**

Issued by 39 NORTH

Proposals Due By:

**Thursday, June 11th, 2026, at 3:00 PM
39 North AgTech Innovation District
ATTN: Sarah LaPlante
1001 N Warson Rd. St. Louis, MO 201
St. Louis, Missouri 63132
(503) 702-4204
sarah@39northstl.org**

Introduction

39 North AgTech Innovation District (“39 North”) is a nonprofit corporation established under Section 501(c)(3) of the Internal Revenue Code. Its mission is to foster a dynamic community of scientists, startups, and companies that collaborate by sharing ideas, networks, and advanced facilities to drive agricultural innovation. Anchored by leading institutions and home to dozens of growing agtech companies, 39 North serves as a central hub connecting people and accelerating the development of ideas that are shaping the future of agriculture technology.

In furtherance of its mission, 39 North operates a coworking space known as “The Hub,” which supports a wide range of agtech and agtech-adjacent companies. The Hub currently occupies approximately 11,249 rentable square feet (“rsqft”) within the EDGE@BRDG building and is expanding to include the third floor, adding an additional 16,882 rsqft for a total of 28,132 rsft. The facility is located at 1001 N Warson Rd, St. Louis, MO 63132, and is a key asset within the 39 North AgTech Innovation District in St. Louis County.

39 North is issuing this Request for Proposals (“RFP”) to solicit proposals for the service, purchase, delivery, and installation of furniture for the expanded space of The Hub. In addition to proposed pricing, bidders are requested to provide estimated delivery timelines, expressed in calendar days, for the complete furnishing and installation services.

This project is funded through a grant, and all resulting contracts will include applicable grant-related provisions. All work associated with this RFP must be completed within sixty (60) days of contract execution. The project is tax-exempt.

Scope of Work

The scope of this RFP includes services related to the purchase, delivery, and installation of furniture that conforms to 39 North’s design criteria as listed in Exhibit A. This RFP encompasses office furnishings, open-area workstations, conference room furniture, meeting room furniture, and furniture for a 60-person training room.

Project goals include providing high-quality office furnishings that are durable, easy to maintain, functional, and visually designed to support effective acoustic performance, including noise reduction, sound absorption, and speech privacy. Proposals should incorporate sound-defining and sound-absorbing materials (e.g., acoustic panels, privacy screens, upholstered elements, or similar solutions) to enhance noise control and speech privacy throughout the space.

Existing furniture within the space is primarily manufactured by Steelcase, and 39 North seeks to maintain a consistent aesthetic and functional design. Proposed furniture solutions should be comparable in design, quality, and performance to Steelcase or HNI (HON) furniture systems.

Any alternate proposal must be clearly identified in the response and must be accompanied by full specifications of the proposed alternative, demonstrating equivalency or superiority in design, materials, durability, and overall performance.

The selected vendor will also be responsible for moving the existing furniture, including any furniture that is bolted or otherwise affixed to the space. Additionally, the vendor shall be responsible for repairing or replacing carpet tiles as needed to address any damage resulting from furniture removal or installation.

Proposal Content

Proposals must include, at a minimum, the following information:

1. **Furniture Provided.** Clearly identify each piece of furniture to be provided including the brand, price, and any recommended alternatives.
2. **Timeline.** Provide a statement of the firm's proposed timeline to provide all furnishings, including any recommended alternatives. As identified above **all work related to this RFP must be completed on or before sixty (60) days from date of contract.**
3. **Pricing.** Proposals shall clearly state all fees and expenses to be charged for the furnishings, delivery costs and installation.

Selection Criteria

Proposals submitted will be reviewed by the 39 North's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Quality and aesthetic of furnishings provided;
2. Proposed timelines;
3. Cost;
4. Responsiveness of the firm to the RFP categories outlined.

39 North actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. 39 North does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. 39 North reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. 39 North also

reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.

2. This RFP does not commit 39 North to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of 39 North as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. 39 North attempts to keep its specifications as simple as possible. The specific article, material, or service mentioned in this RFP shall be understood as the type, function, and minimum standard of design, efficiency, and quality desired. The minimum standards must be met. Existing furniture within the space is primarily manufactured by Steelcase, and 39 North seeks to maintain a consistent aesthetic and functional design. Proposed furniture solutions should be comparable in design, quality, and performance to Steelcase or HNI (HON) furniture systems. Any alternate proposal must be clearly identified in the response and must be accompanied by full specifications of the proposed alternative, demonstrating equivalency or superiority in design, materials, durability, and overall performance.
4. All materials, equipment, and supplies provided to 39 North must comply fully with all safety requirements as set forth by federal, state, and local laws, including the Missouri Administrative Code and all applicable OSHA Standards.
5. All proposal prices must be delivered at the FOB destination at 39 North. Proposal prices shall include shipping, handling, and delivery charges.
6. 39 North's tax exemption letter will be provided to all successful bidders.
7. Successful bidders that receive contracts in excess of Five Thousand Dollars (\$5,000) must comply with the worker authorization provisions of Section 285.530 RSMo. 39 North will furnish the needed documents to the vendor at time of award.
8. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold 39 North and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party
9. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

Project Site Visit and Existing Conditions Review

A site tour of the space to be furnished is scheduled for **Thursday, June 4th, from 10:00 AM to 11:00 AM**. All interested parties are invited and strongly encouraged to attend. This tour will provide an opportunity for bidders to view the space, assess existing conditions, and see what furniture is currently in place. Attendees will also be able to receive responses to any questions raised on-site. Attendance is recommended to ensure a clear understanding of the project requirements.

Submission of Proposals

To be considered, proposals must be received no later than Thursday, June 11th, 2026, at 3:00 PM. Proposals received after the deadline identified above may not be considered.

Questions about this RFP may be sent by email to sarah@39northstl.org. Any answers to questions will be provided to all interested parties.

Electronic proposals should be sent by email to sarah@39northstl.org. 39 North Attn: Sarah LaPlante.

1001 N Warson Rd., Suite 201 St. Louis, Missouri 63132 || (503) 702-4204

Exhibit A
New Furnishings for 39 North Hub Expansion
March 2026

1. Private Offices

The project includes twelve (12) private offices, each to be furnished with one (1) 30" x 72" sit-stand desk, one (1) 24" x 72" return, one (1) box/file storage unit, and one (1) task chair.

2. Open Workspace

The open workspace will be furnished with seven (7) sit-stand desks that match or closely align with the desks currently in place, along with thirty-one (31) task chairs to support both new and existing workstations.

3. Open Lounge Areas

There are four open lounge areas that require furniture solutions. The two largest areas will be furnished with lounge sofas and chairs. The remaining two spaces will include a mix of lounge seating options, with final selections determined based on design recommendations and overall space requirements. Whiteboards should be incorporated into all lounge areas. Additionally, at least one of the spaces should include lockable cubbies for guest use.

4. Large Conference Room

The large conference room will include one (1) 14-foot rectangular conference table and twelve (12) conference chairs with casters.

5. Medium Conference Room

The medium conference room will include one (1) 8-foot rectangular conference table and eight (8) conference chairs with casters.

6. Huddle Rooms

Four (4) huddle rooms will each be furnished with one (1) round conference table accommodating four to five (4–5) people, along with four to five (4–5) chairs per room.

7. Training Room

The training room (1,209 sqft) will be equipped with training tables on casters to allow for flexible configurations, as well as sixty (60) caster chairs that are easily stackable for efficient storage.

8. Outdoor Patio

The large outdoor patio will be outfitted with durable, weather-resistant furniture that is well-suited for lounging and social interaction in an open-air environment.

Additional Notes:

All items FOB EDGE@BRDG Building. Please note, there is a loading dock at the EDGE@BRDG Building and a freight elevator that can be used for all deliveries.

**All furniture delivery and installation shall occur within 60 days of the executed contract date.

There is an opportunity to purchase any furniture that 39 North will be removing from the 3rd floor.

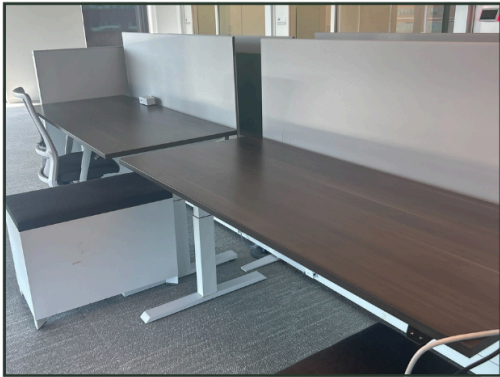
For reference, the photos below show the current furniture in the space and highlight the overall aesthetic. Furniture recommendations do not have to match the current furniture perfectly, but must be complementary and a similar quality and aesthetic.



Common Area Furniture



Area for Desks



Sit Stand Desks



Example of Furniture



Common Area Furniture



Common Area Furniture