

UPDATED RFP JUNE 10TH
REQUEST FOR PROPOSALS

FOR

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

Issued by 39 NORTH

Proposals Due By:

UPDATED DUE DATE Thursday, June 18th, 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 ninety (90) 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 ninety (90) (updated scheduled time) 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 **UPDATED Thursday, June 18th, 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 90 days of the executed contract date.

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

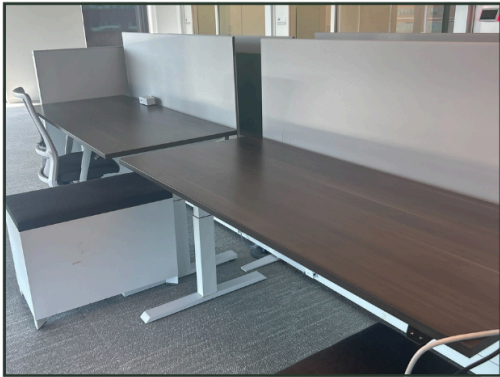
For reference, the photos below show the current furniture in the space and highlight the overall aesthetic. Furniture recommendations do not have to match the current furniture perfectly, but must be complementary and a similar quality and aesthetic.



Common Area Furniture



Area for Desks



Sit Stand Desks



Example of Furniture



Common Area Furniture



Common Area Furniture

ADDENDUM

ADDENDUM NO. 1 (REVISED & RESTATED)

Request for Proposals (RFP) – 39 North Hub Expansion Furniture

39 North AgTech Innovation District

This Addendum No. 1 (Revised & Restated) modifies, clarifies, and supersedes the original Request for Proposals (“RFP”) issued by 39 North AgTech Innovation District (“39 North”).

This Addendum constitutes the single controlling set of updates to the RFP. It supersedes all prior clarifications, discussions, or communications, whether written or verbal, that may conflict with the contents herein.

All bidders must acknowledge receipt of this Addendum in their proposal submission. Failure to acknowledge may render a proposal non-responsive.

All other terms, conditions, and requirements of the original RFP remain unchanged unless specifically modified herein.

1. QUESTIONS & CLARIFICATIONS

1.1 Power Sources

Power shall be provided at all sit-stand workstations, including private offices and open work areas. Power shall also be incorporated into conference tables located in Rooms 311 and 314. Integrated power solutions are preferred; surface-mounted tabletop modules are acceptable alternatives.

1.2 Conference Room Tables

Rectangular conference tables are preferred for all conference rooms seating approximately 8–10 occupants. Tables shall be appropriately sized for room dimensions.

Conference chairs shall be upholstered, ergonomic, and equipped with casters.

1.3 Furniture Removal, Relocation, and Disposal

An inventory has been developed identifying items designated for disposal, resale, or reuse.

The selected vendor shall be responsible for:

- Removal of all disposal/resale items
- Relocation and reinstallation of designated reuse items identified in the inventory list
- All labor, transportation, disposal, and related handling costs

All associated costs must be included in the submitted proposal.

1.4 Lounge Areas

Lounge areas shall reflect an upscale, café-inspired environment that is comfortable, inviting, and informal while remaining cost-conscious.

These spaces shall support:

- Collaboration
- Informal meetings
- Phone and video calls
- Relaxed work

1.5 Private Offices

All private offices shall include sit-stand desks (required). Preference is for compact, lockable, under-desk or mobile pedestal storage solutions rather than full-size filing cabinets.

1.6 Existing Filing Cabinets

Existing filing cabinets will be reused in open work areas to provide workstation-level storage.

1.7 Technology Scope

No audiovisual or technology scope is included in this project. All AV and technology systems will be provided by a separate designated vendor.

1.8 Patio Space

The outdoor patio shall function as a flexible space supporting dining, informal meetings, and collaborative work. Durable, weather-resistant furniture is required. High-top tables and flexible seating arrangements are preferred.

1.9 Training Room

The training room shall accommodate approximately 60 occupants and support multiple configurations including classroom and U-shape layouts.

Requirements include:

- Stackable, castered chairs
- Nesting and foldable tables
- Approximately 30 tables designed for two users per table
- Flexible layout configuration capability

1.10 Podium for the training room

A podium is required and may be wood-finished or vinyl-clad, with a simple, professional appearance.

1.11 Training Table Color

White is preferred. Light neutral finishes are acceptable if consistent with overall design intent.

1.12 Floor Plans

PDF floor plans are included on our website. If you cannot access the floor plan please email sarah@39northstl.org.

1.13 CAD Drawing

CAD drawings of the space are available upon request. Please email sarah@39northstl.org to request emailed CAD drawings.

1.14 Budget

The maximum allowable project budget is **\$150,000**, inclusive of all furniture, freight, delivery, installation, labor, relocation, disposal, and all related project costs.

No additional costs shall be accepted unless explicitly approved in writing by 39 North.

1.15 Phasing & Timeline

Phased delivery is permitted.

Priority order:

1. Training and conference rooms
2. Private offices
3. Remaining areas

All work must be completed within **90 calendar days** of contract execution. Extensions may be granted only in extraordinary circumstances and must be approved in writing by 39 North.

1.16 Document Revisions

This Addendum revises the original RFP as follows:

- Submission deadline extended to **June 18, 2026, at 3:00 PM**
- Project completion timeline revised to **90 calendar days (previously 60 days)**
- Budget clarified as **\$150,000 all-inclusive maximum**

2. PROCUREMENT PROCEDURE CLARIFICATIONS

2.1 Evaluation Procedure

Proposals will be evaluated using the weighted criteria set forth in the RFP. Each proposal will be scored on a standardized evaluation scale and multiplied by the assigned weighting to determine a total evaluated score. Final selection will be based on the highest total evaluated score and best value to 39 North.

39 North reserves the right to:

- Request clarification from any or all bidders
- Conduct interviews or presentations
- Adjust scoring based on clarification responses
- Make final award decisions based on highest evaluated score and best value to 39 North

2.2 Evaluation Criteria and Weighting

Proposals will be evaluated based on the following weighted criteria:

- **Cost and Budget Compliance – 35%**
(Total project cost, completeness of pricing, and adherence to the \$150,000 budget cap)
- **Design Quality and Aesthetic Alignment – 30%**
(Overall design coherence, workplace aesthetic, and alignment)
- **Functional Performance and Durability – 20%**
(Ergonomics, material quality, acoustic performance, flexibility, and commercial-grade durability)
- **Schedule and Delivery Capability – 15%**
(Ability to meet 90-day project timeline, phasing plan, and installation execution approach)

2.3 Responsiveness and Minimum Requirements

To be considered responsive, proposals must meet all mandatory requirements of the RFP, including but not limited to:

- Compliance with the \$150,000 maximum budget
- Completion within 90 calendar days
- Submission of full line-item pricing
- Required proposal content as specified in the RFP
- Acknowledgment of all issued addenda

Failure to meet mandatory requirements may result in disqualification from further evaluation.

2.4 Proposal Submission Format

All proposals shall be submitted in a single PDF document organized in the following order:

- Furniture Proposal by Space
- Itemized Line-Item Pricing
- Project Schedule and Timeline
- Product Specifications and Cut Sheets
- Alternates and Substitutions (if applicable)
- Exceptions (if any)

2.5 Owner Rights

39 North reserves the right to:

- Reject any or all proposals
- Request additional information or clarification
- Waive minor informalities or irregularities
- Conduct interviews or presentations
- Award in whole or in part, or to multiple vendors

2.6 Project Management Requirements

The selected vendor shall assign a dedicated project manager responsible for coordination and execution of all project activities.

The vendor shall be responsible for:

- Coordination with 39 North and building management
- Delivery sequencing and logistics management
- Weekly progress updates during installation

2.7 Closeout Requirements

Upon completion, the vendor shall provide:

- Final walkthrough with 39 North

- Warranty documentation for all products if applicable
- Basic as-built furniture layout documentation

3. FLOOR PLAN

The current floor plan is on the website as a PDF. If you cannot access the floor plan please email sarah@39northstl.org.

4. CURRENT INVENTORY

The current inventory list is on the website as a PDF. If you cannot access the inventory list, please email sarah@39northstl.org.

5. ALL OTHER TERMS REMAIN UNCHANGED

All other terms, conditions, specifications, and requirements of the original RFP remain unchanged and in full force and effect.

ADDENDUM NO. 2

Request for Proposals (RFP) – 39 North Hub Expansion Furniture 39 North AgTech Innovation District

This Addendum No. 2 supplements Addendum No. 1 (Revised & Restated) and the original Request for Proposals (RFP) by clarifying training room power infrastructure requirements. This Addendum does not modify project scope, budget, or schedule unless expressly stated herein. All other terms and conditions remain unchanged unless specifically modified by this Addendum.

All bidders shall acknowledge receipt of this Addendum No. 2 in their proposal submission.

1. TRAINING ROOM POWER CONNECTIVITY

During review of the training room, it was identified that the existing floor power outlets utilize proprietary Steelcase Thread power connections. There are ten (10) of these floor power outlets, each providing two (2) ports. A photograph of a representative floor outlet assembly is attached as Attachment A for reference.

Training tables shall be capable of utilizing the existing Steelcase power infrastructure and connection system shown in Attachment A. Any required adapters, connectors, power modules, cabling, connection hardware, or related accessories necessary to achieve compatibility with the existing Steelcase infrastructure shall be included in the bidder's proposal and project pricing.

The bidder shall identify the proposed power solution and confirm compatibility with the existing Steelcase floor power system. If additional components are required to achieve compatibility, those components shall be clearly identified and included in the proposal.

Failure to account for compatibility with the existing Steelcase power infrastructure shall not constitute grounds for additional compensation after award.

2. ATTACHMENT

Attachment A – Floor Power Outlet Assembly (Steelcase Thread System Reference Photo)



3. ALL OTHER TERMS REMAIN UNCHANGED

Except as specifically modified by this Addendum No. 2, all terms, conditions, specifications, and requirements of the original RFP and Addendum No. 1 (Revised & Restated) remain unchanged and in full force and effect.