

REQUEST FOR INFORMATION (RFI)

The City of St. Louis Recorder of Deeds Office is currently renovating their offices to better serve the general public when seeking birth, death, land, marriage records and archival records. The newly developed office will consist of a more aesthetically and comfortable environment for customers during waiting periods.

The Recorder of Deeds (ROD) is releasing this Request for Information (RFI) for the sole purpose of gathering information on office furniture sources. **THIS IS NOT A REQUEST FOR QUOTATION.** Office Furniture Manufacturers and Suppliers are encouraged to provide sources and recommendations for Contemporary, Institutional Quality Office Furniture that will not only provide comfort, but be of sound quality for long-term use.

Participants are required to provide furniture sources and recommendations according to the attached space and preliminary proposed layout, and Sources Sought Questionnaire. Samples may be submitted with RFI response. **Quoted pricing is not required at this time.** The information in this document does not constitute any obligation on the part of the City of St. Louis Recorder of Deeds Office to procure supplies or to issue a solicitation. Also, the City of St. Louis ROD is under no obligation to pay direct or indirect costs or charges that arise as a result of participant submission of responses to this request or the City of St. Louis ROD's use of such information.

Responses to this Request for Information shall be submitted by **August 17, 2021 at 2:00 p.m.**, at City Hall, Room 324, 1200 Market Street, St. Louis, MO 63103. Responses can also be submitted by email: crawfordl@stlouis-mo.gov. The **subject line of the email must depict, "Request for Information – Recorder of Deeds."**

Questions or inquiries may be submitted electronically in writing, and directed to: crawfordl@stlouis-mo.gov

Information provided in response to this Request for Information cannot be treated as confidential and is subject to release if requested under the City of St. Louis' Public Information Act. It is not necessary to respond to this RFI to be eligible to propose on any solicitation that may result from this information.

Multiple Responses are acceptable. Brochures shall be submitted in duplicate.

Material and Fabric Samples are encouraged.

ALL RFI RESPONSES MUST BE RECEIVED NO LATER THAN 2:00 P.M., CDT ON AUGUST 17, 2021.