



## REQUEST FOR PROFESSIONAL SERVICES – Assembly & Setup for Workforce Projects

RFQ# 24-512

January 29, 2025

### Background

The Southwestern Oregon Workforce Investment Board (SOWIB) is a non-profit organization serving as the local workforce development board for Coos, Curry, and Douglas Counties. SOWIB's mission is to develop, oversee, and implement the area's strategic plan for workforce development and allocate federal and other resources to appropriate workforce development activities and services, as prescribed in the Workforce Innovation and Opportunity Act (WIOA).

### Overview

SOWIB is seeking a contractor or small crew to provide **basic setup and assembly services** for various projects across its service area. Tasks may include assembling, moving, installing, or adjusting items as needed to support ongoing initiatives.

### Scope of Work

- Assemble, set up, and secure furniture, shelving, or modular units
- Transport and deliver items across the SOWIB service area
- Disassemble and reassemble materials as needed
- Unpack, install, and ensure functionality of pre-purchased equipment

### Submission Requirements

Interested parties must submit:

- Availability and service area
- Hourly or project-based rates (Not to exceed \$5,000 total within a six-month period)
- Summary of relevant experience

### Submission Criteria

Responses may be submitted via:

- **Email:** [info@sowib.org](mailto:info@sowib.org)
- **Mail:** PO Box 415, Coos Bay, OR 97420
- **In Person:** SOWIB Offices, 990 S 2nd St, Coos Bay, OR

### Evaluation

Submissions will be reviewed for general qualifications. Selected individuals or entities will be added to the roster and contacted as needs arise. Selection for work will be based on **availability, project fit, and experience**.

*Submitting to this RFQ **does not** guarantee paid work. All responders will be notified of their status.*