



HealthWorks
Where health happens

REQUEST FOR PROPOSALS (RFP)
Clinic and Administrative Furniture
HealthWorks

SUBMITTALS DUE: SEPTEMBER 15, 2025

Requests for Proposal documents are available to download at www.wyhealthworks.org. Questions regarding this RFP should be directed to:

Margaret Cox, CFO
2508 E. Fox Farm Rd 1A
Cheyenne, WY 82007
mcox@wyhealthworks.org

Proposals shall be received via email to mcox@wyhealthworks.org or by delivery to 2508 E. Fox Farm Rd 1A, Cheyenne, WY 82007 by 12:00 pm MST, September 15, 2025.

Scope of Proposal Request

Notice is hereby given that HealthWorks is requesting proposals for the supply of:

ROOM TYPES	QTY
Community Room & 3rd Floor Gathering Room:	
4 Leg Nesting Chairs w/ Plastic Back & Arms, HON Motivate.	60
4 Leg Bariatric Guest Chairs, HON Lota (Alt. HON Soothe).	2
Nesting Tables with Integral Power, HON Motivate	9
Reuse Existing Conference Table	1
Break Room and Huddle Spaces:	
High Top Tables – 36" Dia., HON Preside.	4
4 Leg High Chairs, Molded Seats, HON Motivate.	16
Tables – 36" Dia., HON Preside.	2
4 Leg Chairs, Molded Seats, HON Motivate.	8
Pharmacy Consultation, Pharmacy Retail, Immunization Room and Mother's Room:	
Table – 36" Dia., HON Preside.	1
4 Leg Guest Chairs w/ Arms, HON Lota (Alt. HON Soothe)	4
4 Leg Bariatric Guest Chairs w/ Arms, HON Lota (Alt. HON Soothe)	4
Reception, Pharmacy, Nurse's Stations, X-Ray Procedure and Dental MA's Stations:	
Mid-Height Task Chair w/ Foot Rest, 5 Casters, HON Nucleus.	34
Nurse's Station Computer Desk, 3rd Floor Provider Joint Office, Dental Reception and Reception Back:	
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus	7
Provider Offices, Dental Provider Offices and Maintenance:	
Sit to Stand Height Desk Top – 30" D X 72" W, HON Coordinate w/ Power Module.	13
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus.	13
Rolling File Cabinet, 15" X 19", HON Fuse.	13
4 Leg Bariatric Guest Chair w/ Arms, HON Lota (Alt. HON Soothe).	13
Wall Mounted Peg Board (HON).	13

Care Manager:

Sit to Stand Height Desk Top – 30" D X 72" W, HON Coordinate w/ Power Module.	4
Free-Standing Side Desk Top – 24" D X 48" W, HON Concinnity.	4
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus.	4
Rolling File Cabinet, 15" X 19", HON Fuse.	4
4 Leg Guest Chair w/ Arms, HON Lota (Alt. HON Soothe).	4
4 Leg Bariatric Guest Chair w/ Arms, HON Lota (Alt. HON Soothe)	4
Wall Mounted Peg Board (HON).	4

Intake Offices:

Sit to Stand Height Desk Top – 30" D X 60" W, HON Coordinate w/ Power Module.	4
Free-Standing Side Desk Top – 24" D X 48" W, HON Concinnity.	4
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus.	4
Rolling File Cabinet, 15" X 19", HON Fuse.	4
4 Leg Guest Chair w/ Arms, HON Lota (Alt. HON Soothe).	4
4 Leg Bariatric Guest Chair w/ Arms, HON Lota (Alt. HON Soothe)	4
Wall Mounted Peg Board (HON).	4

Pharmacist's Office and Pharm. Office:

Sit to Stand Height Desk Top – 30" D X 72" W, HON Coordinate w/ Power Module.	4
Free-Standing Side Desk Top – 24" D X 48" W, HON Concinnity.	4
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus.	4
Rolling File Cabinet, 15" X 19", HON Fuse.	4
Wall Mounted Peg Board (HON).	4

Behavioral Health Offices:

Sit to Stand Height Desk Top – 30" D X 72" W, HON Coordinate w/ Power Module.	10
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus.	10
Rolling File Cabinet, 15" X 19", HON Fuse.	10
2-Person Club Chair, 4 Leg, Patterned Fabric, HON West Hill	10
1-Person Club Chair, 4 Leg, Accent Color Fabric, HON West Hill	10
Wall Mounted Peg Board, HON.	10

Administrative Offices and Flex Rooms:

Sit to Stand Height Desk Top – 30" D X 72" W, HON Coordinate w/ Power Module.	7
Free-Standing Side Desk Top – 24" D X 48" W, HON Concinnity.	7
Adjustable Executive Chair W/ Arms, 5 Casters, HON Nucleus.	7
1-Person Club Chair, 4 Leg, Patterned Fabric, HON Grove.	7
Wall Mounted Peg Board, HON.	7

Office Supervisor and OPS Director Offices:

RFP Downtown West Renovation for HealthWorks

Sit to Stand Height Desk Top – 30" D X 72" W, HON Coordinate, w/ Power Module.	2
Free-Standing Side Desk Top – 24" D X 48" W, HON Concinnity.	2
Adjustable Executive Chair w/ Arms, 5 Casters, HON Nucleus.	2
4 Leg Guest Chair, Molded Seat, HON Motivate (2 per Office)	4
Wall Mounted Peg Board, HON.	2
Exam Rooms, Elevator Lobbies and Draw Station:	
4 Leg Guest Chair w/ Arms, HON Lota (Alt. HON Soothe).	13
4 Leg Bariatric Guest Chair w/ Arms, HON Lota (Alt. HON Soothe).	13
Main Lobby:	
Angled Serpentine Lounge Chairs, HON Tangram:	
Square – Low Back	2
Arrow In – Low Back	4
Arrow In – High Back	3
Arrow Out – Low Back	2
Arrow Out – High Back	2
1-Person Club Chairs, Patterned Fabric, HON Grove.	4
1-Person Club Chairs, Accent Color Fabric, HON Grove.	4
Circular Side Table, 24" Dia. HON	4
Circular Side Table, 36" Dia. HON	1
Dental Lobby:	
1-Person Club Chairs, Patterned Fabric, HON Grove.	2
1-Person Club Chairs, Accent Color Fabric, HON Grove.	2
Circular Side Table, 18" Dia. HON	1
Lockers:	
4H X 4W Locker Bays, Code Locks, HON Contain.	3
Pharmacy Storage, Pharmacy Compounding and Maintenance:	
3' Wide X 6' High X 2' Deep High Heavy Shelving, Steel Posts w/ Solid Wood Shelves	10
Pharmacy Compounding:	
Stainless Steel Countertop w/ Backsplash, Shelf Below, 5' Wide X 30" Deep	1

General Notes:

HON is the Design Basis for all Office Furnishings listed below. Other Manufacturers may be substituted with Approval of the Architect.

Provide Anti-Microbial Fabric at all Seating.

Alternate No. 1: Provide HON Seating "Soothe" where indicated. Base Bid to include HON "Lota".

Alternate No. 2: Delete "Sit to Stand" Feature where specified. Alternate Bid to include stationary desk tops.

Important: The Furniture Supplier, using their experience and creativity, shall review the specified furniture and provide individual furniture options which will meet the intent of the specified furniture in a more creative, efficient or cost-saving manner. The Owner is extremely anxious to review these proposed options. Creativity is appreciated and time is of the essence.

Proposals shall include a line total amount for each item listed. Proposals shall be submitted via email to mcox@wyhealthworks.org. Proposals will be received by Healthworks until 12:00 PM September 15, 2025. Owner reserves the right to waive irregularities and informalities in the bidding or in any bid, and/or reject any or all bids without further obligation and to accept any bid deemed in the best interest of HealthWorks.

To be Published: Wyoming Tribune Eagle September 5,6,12, and 13, 2025

Project Introduction

This RFP is issued by Cheyenne Health and Wellness Center dba HealthWorks. HealthWorks requests submittals in response to this RFP from qualified firms interested in providing the specified equipment and/or services in the above proposed scope for the renovation of the Downtown West Building.

Submittal Dates

RFP Advertised/Published:	September 5, 2025
Deadline for submitting RFP responses:	September 15, 2025
HealthWorks to notify Selected firm before:	September 19, 2025
Contract executed and invoice received no later than:	October 15, 2025

Project Background

Established in 2005, HealthWorks (formerly Cheyenne Health and Wellness Center) is an independent 501(c)3 non-profit healthcare entity dedicated to providing premier medical, dental, behavioral health, and pharmacy services to all residents of

Cheyenne and Laramie County, regardless of ability to pay. HealthWorks provides acute, chronic, and preventative health care services.

As a Community Health Center, HealthWorks welcomes everyone into a health care home with exceptional, comprehensive, patient centered care. With caring providers, convenient hours, and outreach services, HealthWorks strives to be the family's doctor for life and a community health resource.

Services Provided:

- Primary/Family Medical Care
- Pediatrics
- Women's Health
- Adult Wellness Care
- Sports Physicals
- Adolescent Medicine
- Geriatrics
- Chronic Disease Management
- Enhanced Pharmacy Services
- Dental Services
- Bilingual Services
- Immunizations
- Care Coordination
- Health Care and Social Services Linkages
- School Based Health Care

HealthWorks is a recognized Patient-Centered Medical Home (PCMH) by the National Committee for Quality Assurance (NCQA). As a PCMH, medical services include primary/family medical care, pediatrics, adolescent medicine, women's health, adult wellness care, chronic disease management, and immunizations. Oral health services include cleanings, fillings, extractions, and dentures. Among our behavioral health services are individual and family therapy, parenting and family issues, depression and anxiety, healing from trauma and abuse, grief and loss issues, stress and anger management, mood disorders, substance use issues, and medication-assisted treatment (MAT). We also have an onsite pharmacy and provide supportive services, including translation/interpretation, care coordination, and eligibility assistance.

HealthWorks offers a sliding scale fee schedule and enables services through same-day scheduling as well as extended hours including early morning and evening appointments.

Project Overview

The Downtown West Building, located at 504 and 506 W 17th in Cheyenne, is approximately 28,000 sf.

Overall Project Goals:

- create an optimal space for patients as well as staff
- design a space that maximizes efficiency, fosters collaboration, and provides practical, comprehensive services
- provide an integrated medical and behavioral/mental health service delivery model
- expand pharmacy including retail pharmacy and compounding
- increase dental services to include new x-ray, dental operatories, and dental hygiene
- incorporate medical x-ray services
- incorporate security system
- provide community areas for health and wellness
- include administrative offices with the mindset that these spaces may be easily converted to additional medical exam rooms for future growth
- occupy the Downtown West Building by the last quarter of 2025