REQUEST FOR PROPOSAL

OFFICE FURNITURE

RFP NUMBER #OFFICE FURNITURE PROJECT HKS14164.018

ISSUE DATE:
JANUARY 12, 2015

PROPOSAL SUBMISSION DEADLINE:
JANUARY 23, 2015 4 P.M. (EST)

CareerSource Central Florida
Administrative Offices
707 Mendham Boulevard, Suite 250
Orlando, Florida 32825
OFFICE FURNITURE

INTRODUCTION:
The Workforce Board of Central Florida, d/b/a CareerSource Central Florida (CSCF) is seeking Bids from General Contractors – Furniture DEALER 1 to furnish the organizations new administrative facility. The project consists of providing furniture, fabrics and accessories for the new administrative facility. The project has an estimated total square footage of 12,600 SF.

BACKGROUND:

Central Florida Regional Workforce Development Board, Inc., d/b/a CareerSource Central Florida is a Florida not-for-profit corporation that serves as one of 24 regional workforce boards in the State of Florida. CareerSource Central Florida serves Lake, Orange, Osceola, Seminole and Sumter counties. These five counties, which comprise a local workforce investment area under Florida’s Workforce Innovation Act of 2000, entered into an Inter-local Agreement, effective February 18, 2003, under which CareerSource Central Florida was designated as “the administrative entity and fiscal agent for all programs promulgated” under the Workforce Investment Act of 1998 and Florida’s Workforce Innovation Act of 2000. CareerSource Central Florida is also organized as a charitable tax-exempt entity under section 501(c) (3) of the Internal Revenue Code of 1986, as amended.

CareerSource Central Florida is not a state agency and is exempt from chapters 120 and 287, Florida Statutes, however, it must follow the procurement and expenditure procedures required by federal law for the expenditure of federal-grant funds, including those set forth in 29 C.F.R. §§ 95.40-48.

SERVICES REQUESTED

CareerSource Central Florida (hereinafter also referred to as Owner or CSCF) is seeking Bids from General Contractors – Furniture DEALER 1 (hereinafter referred to as Contractor, Bidder or Proposer) to furnish the organizations new administrative facility. Note that any reference within any bid document to the word “Architect” shall refer to HKS Architects, Inc., Commercial Interiors. The project consists of providing furniture, fabrics and accessories for the new administrative facility.

TABLE OF CONTENT - FURNITURE PROJECT SPECIFICATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00817</td>
<td>SPECIAL CONDITIONS</td>
</tr>
<tr>
<td>00850</td>
<td>SCHEDULE OF DRAWINGS</td>
</tr>
<tr>
<td>01010</td>
<td>SUMMARY OF WORK</td>
</tr>
<tr>
<td>01600</td>
<td>MATERIAL AND EQUIPMENT</td>
</tr>
<tr>
<td>01630</td>
<td>SUBSTITUTIONS AND PRODUCT OPTIONS</td>
</tr>
<tr>
<td>01710</td>
<td>CLEANING</td>
</tr>
<tr>
<td>01730</td>
<td>OPERATING AND MAINTENANCE DATA</td>
</tr>
<tr>
<td>12600</td>
<td>FURNISHINGS – GENERAL</td>
</tr>
</tbody>
</table>
Note that following specifications are called out by reference and actual forms which are attached under Attachment section on company web page:

Attachment E  Furniture Specification Sheets including Drawing F.01
00100/1.05(C)  BID QUESTION FORM

END OF SECTION

SPECIAL CONDITIONS - DOCUMENT 00817

1.01 SPECIAL CONDITIONS

A. The Special Conditions modify, change, delete from or add to the General Conditions and shall apply to each and every Section of the Work as though written in full therein.

B. The following paragraphs and subparagraphs take precedence over the General Conditions. Where any part of the General Conditions is modified or deleted by the Special Conditions, the unaltered provisions remain in effect.

1.02 INSTALLATION SCHEDULE

A. The Contractor shall have access to the building mid-February, 2015 unless otherwise stated in the Agreement. It is understood that the Contractor's Work and deliveries will be timed to meet the requirements of this building access date and the complete installation of all items specified herein will be completed no later than mid April 2015.

B. The Contractor shall install the project in the following ONE phase:

<table>
<thead>
<tr>
<th>Portion of the Building</th>
<th>Access Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America Suite 700</td>
<td>February 2015</td>
<td>Mid-April 2015</td>
</tr>
</tbody>
</table>

C. The Contractor is required to attend a “Pre-Installation” Meeting prior to furniture installation, date(s) and frequency to be established by Owner, for the purpose of receiving instruction on scheduling dock access, use of elevators and other installation-related requirements. All installation management supervisors from dealership(s) are required to attend to ensure requirements are passed along to all team members. At Owner’s discretion, pre-install meeting could be limited to direct phone and email contact with Dealership; Dealership is responsible for contacting Owner to ascertain preference of Owner.

D. Refer to Section 01710, CLEANING, PART 3 EXECUTION for additional requirements for installation, management of waste, etc.

END OF DOCUMENT
1.01 SUMMARY

A. The Drawings are organized into parts, as listed below, which, combined, form the Contract Drawings. These drawings are enumerated as follows:

INTERIOR DESIGN DRAWINGS

<table>
<thead>
<tr>
<th>Sheet No.</th>
<th>Sheet Name</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.01</td>
<td>PROPOSED FURNITURE PLAN</td>
<td>09 January, 2015</td>
</tr>
</tbody>
</table>

END OF SECTION

SUMMARY OF WORK – SECTION 01010

1.01 GENERAL

A. The Work of this Contract comprises the furnishing and installation of Furniture and Accessories for CareerSource Central Florida, Bank of America, 7th Floor, suites 700, Orlando, FL, 32801.

1.02 ASSIGNED CONTRACTS

A. Relations and responsibilities between Contractor and assigned subcontractors shall be identical to that between Contractor and sub-contractors he has selected.

B. Assigned subcontractors shall furnish to Contractor bonds covering faithful performance of the subcontract work and payment of all obligations thereunder, when Contractor is required to furnish such bonds to Owner.

C. Assigned subcontractors shall purchase and maintain liability insurance as will protect him from claims, for not less than the limits of liability which Contractor is required to provide to Owner.

1.03 WORK BY OTHERS (NOT PART OF THIS PRESENT CONTRACT)

A. Work on the Project which will be executed after the start of Work of this Contract, and which is excluded from this Contract, are as follows:

1. Art

2. Window Coverings and Linens
3. Plant Materials

1.04 CONTRACTOR'S USE OF PREMISES

A. Contractor shall limit his use of the premises for Work and for storage, to allow for:

1. Work by other Contractors.
2. Owner occupancy.

B. Coordinate use of premises under direction of the Property Manager.

C. Assume full responsibility for the protection and safekeeping of stored Products under this Contract.

D. Move any stored Products, under Contractor's control, which interfere with operations of the Owner or separate contractor.

E. Obtain and pay for the use of additional storage or work areas needed for operations.

END OF SECTION

MATERIAL AND EQUIPMENT - SECTION 01600

1.01 MANUFACTURER'S INSTRUCTIONS

A. Contract Documents require that installation of work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to parties involved in the installation, including two copies to the Architect and Owner.

1. Maintain one set of complete instructions at the job site during installation and until completion.

B. Handle, install, connect, clean, condition and adjust products in strict accord with such instructions and in conformity with specified requirements.

1. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with Architect for further instructions.

2. Do not proceed with work without clear instructions.

C. Perform work in accord with manufacturer's instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.
1.02 DELIVERY OF MATERIALS

A. All materials shall be delivered in their original, unopened containers which shall bear the seal, trademark or hallmark of the respective associations or councils and the identification label of the manufacturer.

B. The Contractor shall inspect all materials upon their arrival at the job and see that they conform to the requirements of these Specifications and prevent the unloading of unsatisfactory material or promptly remove same from the premises without waiting instruction from the Architect to do so.

C. Time deliveries and unloading to prevent traffic congestion and blocking of access, and to avoid interferences and delays in work.

D. Provide for continuity of any phase of work. Sufficient quantities for completion of a phase shall be on the Project Site before that phase is started.

E. Pack and handle materials to prevent damage during delivery. Store materials at designated locations to avoid interference with work and arrange in order of intended use.

1.03 STORAGE AND PROTECTION

A. Store Products in accord with manufacturer's instructions, with seals and labels intact and legible.

1. Store products subject to damage by the elements in weather tight enclosures.

2. Maintain temperature and humidity within the ranges required by manufacturer's instructions.

B. Arrange storage in a manner to provide easy access for inspection. Make periodic inspections of stored Products to assure that Products are maintained under specified conditions, and free from damage or deterioration.

C. After installation provide substantial coverings as necessary to protect installed Products from damage from traffic and subsequent construction operations. Remove when no longer needed.

END OF SECTION

SUBSTITUTIONS AND PRODUCT OPTIONS – SECTION 01630
1.01 SUBSTITUTIONS

A. No Substitutions will be allowed.

B. Alternates will be allowed. However, unless contract prohibits pricing, the original specifications must be priced prior to submitting any alternate suggestions for products. See alternate sheet Section 01030.

END OF SECTION

CLEANING – SECTION 01710

PART 1 - GENERAL

1.01 DESCRIPTION

A. Execute cleaning, during progress of the Work, and at completion of the Work, as required by General Conditions.

1.02 DISPOSAL REQUIREMENTS

A. Conduct cleaning and disposal operations to comply with codes, ordinances, regulations, and anti-pollution laws.

PART 2 - PRODUCTS

2.01 MATERIALS

A. Use only those cleaning materials which will not create hazards to health or property and which will not damage surfaces.

B. Use only those cleaning materials and methods recommended by manufacturer of the surface material to be cleaned.

C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

PART 3 - EXECUTION

3.01 DURING INSTALLATION

A. Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations or his subcontractor's operations. Oversee cleaning and ensure that building and grounds are maintained free from accumulations of waste materials and rubbish.

B. At reasonable intervals during progress of work, clean-up site, building and
access, and dispose of waste materials, rubbish and debris. Provide containers and locate on site for collection of waste materials, rubbish and debris. Do not allow waste materials, rubbish and debris to accumulate and become an unsightly or hazardous condition.

C. Transport waste materials in a controlled manner with as few handlings as possible; do not drop or throw materials from heights. Schedule cleaning operations so that dust and other contaminants resulting from cleaning process will not fall on wet, newly painted surfaces. Sprinkle dusty debris with water.

D. Burning or burying of rubbish and waste materials on the project site is not permitted. Disposal of volatile fluid wastes (such as mineral spirits, oil, or paint thinner) in storm or sanitary sewer systems is not permitted. Remove waste materials, rubbish and debris from the site and legally dispose of at public or private dumping areas off the Owner's property.

3.03 FINAL CLEANING

A. At completion of installation just prior to acceptance or occupancy conduct a final inspection of all furnishings. Perform final cleaning and maintain cleaning until building, or portion thereof, is accepted by Owner.

B. Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from surfaces. Repair, patch and touch-up marred surfaces.

C. Clean all glass and all other finish surfaces, replace all broken and scratched glass; remove stains, spots, marks and dirt from decorated work; clean all hardware; remove paint spots and smears from all surfaces, clean all fixtures; leaving work in a clean and spotless condition.

D. Remove all waste materials and rubbish from and about the Project as well as all tools, construction equipment, machinery and surplus materials.

E. Use experienced workmen or professional cleaners for final cleaning.

END OF SECTION

OPERATING AND MAINTENANCE DATA – SECTION 01730

PART 1 - GENERAL

1.01 GENERAL

A. Compile Manufacturer's Directions and Manuals, Product Data and related information appropriate for Owner's maintenance and operation of products
furnished under the Contract.

1. Furnish operating and maintenance data as specified in other pertinent sections of Specifications to the Owner.

B. Instruct Owner's personnel in the maintenance of products and in the operation of equipment and systems. Contractor is responsible for confirming Owner's requirements for any in-service training or Orientation required by staff for products provided.

1.02 FORM OF SUBMITTALS

A. Prepare data in the form of an instructional manual for use by Owner's personnel.

B. Provide indexed tabs fly-leaf for each separate product, or each piece of equipment. Provide typed description of product and major component parts of equipment.

C. Identify each volume with typed or printed title "OPERATING AND MAINTENANCE INSTRUCTIONS".

D. Bind in Commercial quality three-ring binders with durable and cleanable plastic covers.

E. When multiple binders are used, correlate the data into related consistent groupings.

1.03 CONTENT OF MANUAL

A. Neatly typewritten table of contents for each volume, arranged in a systematic order.

   1. Contractor, name of responsible principal, address and telephone number.

   2. A list of each product required to be included, indexed to the content of the volume.

   3. List, with each product, the name, address and telephone number of:

      a. Subcontractor or installer.
      b. Maintenance contractor, as appropriate.
      c. Identify the area of responsibility of each.
      d. Local source of supply for parts and replacement.

   4. Identify each product by product name and other identifying symbols as set forth in Contract Documents.
B. Product Data: Include only those sheets which are pertinent to the specific product. Annotate each sheet to:

1. Clearly identify the specific product or part installed.
2. Clearly identify the data applicable to the installation.
3. Delete references to inapplicable information.

C. Drawings: Supplement product data with drawings as necessary to clearly illustrate relations of component parts of equipment and systems.

D. Written text, as required to supplement product data for the particular installation:

1. Organize in a consistent format under separate headings for different procedures.
2. Provide a logical sequence of instructions for each procedure.

E. Copy of each warranty, bond and service contract issued. Provide information sheet for Owner's personnel, give:

1. Proper procedures in the event of failure.
2. Instances which might affect the validity of warranties or bonds.

1.04 MANUAL FOR MATERIALS AND FINISHES

A. Submit two copies of complete manual in final form.

B. Content, for furnishings products, applied materials and finishes:

1. Manufacturer’s data, giving full information on products.
2. Instructions for care and maintenance.

C. Additional requirements for maintenance data: The respective sections of Specifications.

1.05 SUBMITTAL SCHEDULE

A. If a Submittal should occur, submit one copy of completed data in final form fifteen days prior to final inspection or acceptance.

1. Copy will be returned after final inspection or acceptance, with comments.

B. Submit specified number of copies of approved data in final form 10 days after final inspection or acceptance.
1.06 INSTRUCTION OF OWNER’S PERSONNEL

A. Prior to final inspection or acceptance, fully instruct Owner’s designated operating and maintenance personnel in the operation, adjustment and maintenance of all products, equipment and systems.

B. Operating and maintenance manual shall constitute the basis of instruction.

C. Review contents of manual with personnel in full detail to explain all aspects of operations and maintenance.

END OF SECTION

FURNISHINGS (GENERAL) - SECTION 12600

PART 1 GENERAL

1.01 SUMMARY

A. Section includes all work required to complete, as indicated by the Contract Documents, and furnish all supplementary items necessary for the proper complete installation of all Furniture, Furnishings and Equipment.

1.02 REFERENCES

A. ASTM E 84/NFPA 255/UL723 - Standard Method of Test for Surface Burning characteristics of Building Materials.


D. Any State Governed Agencies Required.

1.03 SUBMITTAL BINDER—REQUIRED OF BIDDER, DUE WITHIN 4 WEEKS OF FINALIZING CONTRACT WITH OWNER:

A. Dealer is responsible for supplying a “Submittal Binder” to Architect following the award of bid. Anticipate that a second “color copy” may be requested by client for their use.

B. Submit complete, exact and specific design data for exact products specified.
C. Product Data:

1. Within at least 4 weeks following the bid award, submit to Architect manufacturer's specifications of each product to evidence compliance with these specifications.
   a. ITEM CUT SHEETS: Submit manufacturer’s color photo or “cut sheet” of each product.
   b. FABRICS: Submit C.O.M. specified, sample to be minimum 12” x 12” or large enough to show full pattern repeat.
   c. WOOD/METALS: Submit 6” x 6” samples of each finish per manufacturer specified. Painted finishes must be submitted on material specified. Wood samples shall be actual wood species with stain and finish specified.
   d. FIRE RATING: Submit laboratory certification that furniture and fabric meets or exceeds the specified fire resistive requirements.
   e. WARRANTY: Submit copy of manufacturer’s warranty and installation / use instructions.

2. Manufacturer's product data shall be clearly and specifically marked to indicate the specific models or types intended for submittals and desired approval.

3. Product data which is unmarked or unclear as to exact intended submittal will be returned unreviewed to submitter.

D. Operation and Maintenance Data:

1. Submit in exact accordance with Section 01730 - Operating and Maintenance Data.

2. Furnish to Owner, two (2) copies of maintenance manual written by furniture manufacturer's Technical Service Department for each type of furniture installed.

1.04 QUALITY ASSURANCE

A. Manufacturer Qualifications:

1. Manufacturer shall submit evidence of having not less than five (5) years successful production of similar product.

B. Subcontractor Qualifications: Subcontractor shall submit evidence of skill and not less than five (5) years specialized experience with similar product.

C. Material Uniformity: All materials, fabrics, wood, paint, high pressure plastic laminates, etc., shall have uniformity and consistency. Variations in dyes,
stains, wood characteristics, textures and finishes shall be cause for rejection.

1.05 DELIVERY, STORAGE AND HANDLING

A. Refer to Section 01600 - Material and Equipment.

B. Deliver, store and handle products in exact accordance with the manufacturer's latest published requirements and specifications.

1.06 SEQUENCING AND SCHEDULING

A. Coordinate with Owner and Building General Contractor.

PART 2 PRODUCTS

2.01 ACCEPTABLE PRODUCT/MATERIAL MANUFACTURERS

A. Specific products are specified in paragraph 2.03. All other manufacturers are considered to be substitutions.

2.02 PRODUCT - GENERAL

A. Each item is specified with an identifying code with a prefix "F" for Furniture or "A" for Accessories.

B. All electrically powered products must be U.L. listed and have labels affixed to each item identifying such.

C. All upholstery foam shall be fire retardant foam - CMHR or equal.

D. All plastic laminate shall be High Pressure Decorative Laminates conforming to NEMA LD3

1. Thickness and Types:

   a. Horizontal Surfaces: .050” thick General Purpose (GP 50).


   c. Vertical Surfacing - Paneling: .050” thick General purpose (GP 50).

   d. Vertical Surfacing - Cabinets: .028” thick General Purpose (GP 50).

   e. Vertical Surfacing - Doors: .050” thick General Purpose (GP 50).

E. All leather upholstery shall be full grain leather, aniline drum dyed, with the appropriate soil resistant finishes unless otherwise indicated.
F. All portable lamps shall be wired with flexible cord, recognized by the National Electric code and an attachment plug of the polarized or grounding type.

G. All table lamps, floor lamps and light fixtures are to be provided with type of lamp recommended by the manufacturer. Wattage is to be the maximum wattage approved by the manufacturer.

2.03 PRODUCT - SPECIFIC

A. See Attached Specification Sheets at end of Section 12600 – Furnishings

PART 3 EXECUTION

3.01 EXAMINATION

A. Examine and verify that receiving substrate surfaces of the structure have no defects or errors which would result in poor or potentially defective application or cause latent defects in workmanship.

1. Conditions of Surfaces
   a. Flat, plumb, level
   b. Clean, free of oil, water, moisture, laitance, or any other deleterious substances.

2. Conditions of Opening Size
   a. Dimension: As required by manufacturer's latest published specifications.
   b. Tolerances: As required by manufacturer's latest published specifications.

B. Report any unsatisfactory conditions to the Architect.

C. Starting installation shall be deemed as Contractor's acceptance of surfaces.

3.02 PREPARATION

A. Structural Adequacy
   1. Prepare the structure to insure proper and adequate structural support for the materials specified.
   2. Verify adequate blocking or other support for anchors.
B. Prepare substrate surfaces to insure proper and adequate installation, in exact accordance with the Contract Documents and approved Shop Drawings, or manufacturer's requirements.

C. Field measure and verify dimensions as required.

D. Protect adjacent areas or surfaces from damage as a result of the Work of this Section.

3.03 INSTALLATION

A. Install in exact accordance with manufacturer's latest published requirements, specifications, details and approved shop drawings.

B. Remove all manufacturer's labels, shipping tags, etc. that are visible to view following final inspection.

3.04 CLEANING

A. Clean in exact accordance with Section 01710 - Cleaning.

B. Immediately remove all spots, smears, stains, residues, adhesives, etc., from the Work of this Section and/or upon adjacent areas or surfaces which result from the Work of this Section.

C. Upon the completion of the Work of this Section, dispose of, away from the Site, all debris, trash, containers, residue, remnants and scraps which result from the Work of this Section.

3.05 DEMONSTRATION

A. Instructions: Provide operating and maintenance and adjustment techniques to Owner's personnel.

B. Demonstrations: Demonstrate operation to Owner's personnel.

3.06 PROTECTION

A. After installation and until Owner acceptance, protect the furnishings from damage.

B. Remove damaged items, elements, units and materials and replace with new, undamaged ones, all at no cost to the Owner.

3.07 DELIVERY IDENTIFICATION

A. Each crate, carton and package of furnishings shall be plainly tagged or marked on the exterior with an identification of the items according to the designer's
code as follows:

1. CH-02 (code)  
   TASK CHAIR (item)  
   OFFICE / T211 (location/room number per architectural plans)  
   2/24 (number in carton/number purchased)  
   NATIONAL (manufacturer)

END OF SECTION

**CONTRACT and PERFORMANCE TERMS**

All agreements entered into as a result of this process will be in the form of a fixed price contract based upon lump sum price offer with agreed upon timelines. Payment terms should be outlined in the proposer’s response.

**Important Notice to All Respondents:** CareerSource Central Florida is funded entirely by federal grants. Accordingly, all sums due and payable by CareerSource Central Florida are subject to ongoing congressional appropriation and actual funding from the U.S. Department of Labor, the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and the Florida Department of Economic Opportunity.

**MINORITY/WOMEN/VETERAN BUSINESS ENTERPRISES**

Vendors that qualify as minority-owned, women-owned, or veteran-owned enterprises under a federal, state or local government or public authority certification process (M/W/VETBE) are encouraged to submit proposals and to identify themselves as M/W/VETBE respondents. Any vendor or firm wishing to be considered as such must provide evidence of certified M/W/VETBE status (such as a copy of the certification letter, etc.).

**APPLICABILITY OF SUNSHINE LAWS**

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Central Florida) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CareerSource Central Florida is subject to Florida’s Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this RFP, as well as certain meetings and other communications, are subject to such laws.

**INSTRUCTIONS TO PROPOSERS**

A Bid security will not be required. Nor will a Performance Bond and Labor and Material Payment Bond in the amount of one hundred per cent (100%) of the Contract amount be required.

Complete sets of Bidding Documents shall be used in preparing bids. Neither the Owner nor the Architect assumes any responsibility for errors or misinterpretations resulting from
the use of incomplete sets of Bidding Documents. The Owner or Architect in making copies of the Bidding Documents available on the above terms, does so only for the purpose of obtaining bids on the Work and does not confer a license or grant for any other use. Hard copy sets of Bidding Documents will not be provided.

Proposers shall carefully examine the Bidding Documents and the Construction Site to familiarize themselves with existing local conditions under which the Work is to be performed. Proposers shall carefully examine the Bidding Documents to verify that they agree with the Request for Proposal, specifically the Table of Content – Furniture Project Specifications and all Addenda. Proposers shall be responsible for obtaining any pages or sheets which may have been inadvertently left out during the printing process. Proposers shall be responsible for reviewing the furniture drawings to verify quantities suggested (if provided) on Furniture Specification Sheets.

Extra payments will not be authorized for work that could have been foreseen by careful examination of the Site. Submission of a Bid shall constitute acceptance, by the Proposer, of existing Site conditions as a part of the requirements for this work.

Bids shall be on a lump sum basis and shall include all costs for this Project as described and indicated by the Contract Documents. Basis for Bidding shall be on manufacturers, materials, processes, products, persons or organizations, etc., indicated in the Contract Documents. Bids shall include all Unit Price costs as indicated by the Contract Documents and Bid Form and include specification report forms with unit costs and extended costs recorded on report form sheets. Bids shall include all Unit Price costs as indicated by the Contract Documents and Bid Form and include specification report forms with unit costs and extended costs recorded on report form sheets.

The Owner may, at his option, elect to proceed with any or all Alternates as set forth in the Bidding Requirements. Amount shown on Bid Form for each Alternate shall include profit, insurance, contingencies and other costs incidental to performance under such Alternative. Amounts for alternates are not to be included in lump sum total for base bid. Amount shown on Bid Form for each Alternate shall include the making of all changes and the installation of all materials and equipment necessary to the accomplishment of the Alternate requirements.

Authorized work, done in addition to that indicated by the Contract Documents, will be paid for as an extra according to Unit Price Schedule. Costs of authorized omissions of work from that indicated by the Contract Documents will be deducted from the Contract Sum according to Unit Price Schedule. Amounts shown on Unit Price Schedule[s] shall be total compensation; labor, materials, fees, profit, overhead, insurance, and other expenses to be added or deducted from the Contract Sum. However, Taxes, Freight and Installation shall appear as separate costs on line items on Unit Price Schedule. Unit Price Schedule form is included with the Bid Form and shall be a part of the Agreement.

Bids shall be made on unaltered Bid Forms provided with this RFP. All blank spaces shall be properly filled in by computer or manually in ink. Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written "words" amount shall govern. Any alteration or
erasure to information entered in the blank spaces must be initialed by the signer of the Bid. Proposer shall make no additional stipulations on the Bid Form nor qualify his bid in any other manner. Original typed sheets shall be submitted, signed in longhand below the typed name of the person authorized to bind the Proposer to a Contract. Where Proposer is a corporation, Bid must be signed with the legal name of the corporation followed by the name of the State of Incorporation and the legal signature of a person authorized to bind the corporation to a Contract. Failure to submit a Bid in the form requested, or the inclusion of conditions, limitations or provisions distorting the intent of the Bidding Documents, will render the Bid irregular and subject to rejection.

This RFP is a solicitation and not an offer to contract. Interested parties desiring to provide office furniture as described in this RFP must submit Bid Form, Bid Security and other required data in an opaque sealed envelope to CareerSource Central Florida in the following manner:

- One (1) original and five (5) copies clearly marked “SEAL BID – FURNITURE PROJECT HKS14164.018” with the respondent’s business name and address.
- Proposals when sent by mail the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED” on the face thereof.
- Refer to Section 12600 for Additional Requirement of Submittal Binder due within 4 weeks of Bid Award.
- Proposals must be submitted no later than 4:00 P.M., EST. on, January 23, 2015, to: William Warren, Procurement/Contracts Manager C/o CareerSource Central Florida 707 Mendham Boulevard, Suite 250 Orlando, FL 32825.

Responses by telephone, fax, or e-mail will not be accepted. Such responses will be rejected as non-responsive regardless of when such responses are received. Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your response is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address.

Any proposal may be withdrawn until the date and time set above for final submission of proposals. Any proposals not so withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the services set forth in this Request for Proposal, or until one or more of the proposals have been awarded. Preparation costs for responses to this RFP are solely those of the respondent, and CareerSource Central Florida assumes no responsibility for any of such costs.

CareerSource Central Florida reserves the right to negotiate the terms outlined in the response. CareerSource reserves the right to reject any and all Bids, and to waive any irregularities or informalities. Further, should CareerSource Central Florida accept any Alternates, such acceptance is made with right to accept them in any order or combination.
Once award is made provisions will be made to allow selected proposer to gain escorted access to view the premises with 24 hour advance coordination; information for designated contact will be provided at that time. Selected Proposer shall cooperate with the other contractors who may concurrently be working on the premises at all times.

**INSURANCE**
Vendor must carry commercial liability insurance of $1 million or more. Also, selected proposer will provide CareerSource Central Florida with proof of insurance every six months after the contract execution date until the end of the contract period.

**PROCUREMENT TIMELINE (Tentative dates)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities/Events</th>
</tr>
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<tbody>
<tr>
<td>01/12/2015</td>
<td>RFP made available at noon EST, on the CareerSource Central Florida Internet: <a href="http://www.CareerSourceCentralFlorida.com">www.CareerSourceCentralFlorida.com</a></td>
</tr>
<tr>
<td>01/19/2015</td>
<td>Final Clarifying/Technical questions concerning the RFP must be received by 3:00 p.m. on January 19, 2015 via email at: <a href="mailto:publicresponse@careersourcecf.com">publicresponse@careersourcecf.com</a>. Response to all questions will be made available on the CareerSource Central Florida’s website: <a href="http://www.CareerSourceCentralFlorida.com">www.CareerSourceCentralFlorida.com</a></td>
</tr>
<tr>
<td>01/23/2015</td>
<td>Sealed RFP responses (1 original and 5 copies) must be received by 4:00 PM (EST) at CareerSource Central Florida Board Office, 707 Mendham Blvd. Suite 250, Orlando, FL 32825.</td>
</tr>
<tr>
<td>02/05/2015</td>
<td>Bids will be opened privately and proposers will be notified as to successful bidder(s) by February 5, 2015.</td>
</tr>
<tr>
<td>02/16/2015</td>
<td>Negotiations &amp; vendor Agreement completed with awarding of contract to allow work to begin.</td>
</tr>
<tr>
<td>April 2015</td>
<td>Project completion date is mid April 2015.</td>
</tr>
</tbody>
</table>

**RFP QUESTIONS**
Proposers shall promptly notify the CareerSource Central Florida of any ambiguity, inconsistency or error which they may discover upon examination of the Bidding Documents or of the site and local conditions. All questions/inquiries regarding this RFP are to be submitted electronically using “00100 / 1.05 (C) Bid Question Form” to: publicresponse@careersourcecf.com between January 12, 2015 and January 19, 2015. **Please type “CSCF Furniture Bid” in the subject line.** Final clarifying and technical **CSCF Furniture Bid** are due by 3:00 P.M. (EST) on January 19, 2015. All questions will be addressed in a Q&A section posted to CareerSource Central Florida’s website. ([www.CareerSourceCentralFlorida.com](http://www.CareerSourceCentralFlorida.com)).

Respondents may not direct any questions or statements concerning their proposal to CareerSource Central Florida’s Board of Directors, officers, staff (or business associates or family members of any of the foregoing) or third party agents acting on behalf of CareerSource Central Florida. Any respondent who initiates any communications in any manner other than that described may be subject to disqualification from this procurement. CareerSource Central Florida may issue an
addendum to this RFP and will make the addendum available on its website for access by potential respondents.

PROPOSAL FORMAT AND REQUIREMENTS

Proposal must include vendor name, address, telephone and federal tax identification number. The proposal must be signed by a duly authorized officer or employee of the vendor and include the name, title, address, and telephone number of the individual who is the proposer’s designated representative.

Proposals will be valid for ninety (90) days after Proposal Submission Date specified herein. If the event contract has not been awarded before the close of the sixty day validity period, CareerSource Central Florida reserves the right to negotiate extensions to the proposal validity date.

Acceptable proposals shall, at a minimum, meet the specifications contained in this RFP. Respondents are responsible for determining all factors necessary for the preparation of informative, responsive proposals. Proposals should demonstrate methods and expertise to accomplish the tasks identified in the Services Requested narrative. The contents of the proposals should be clear, concise, and easy to understand. Proposals that do not meet the requirements will be deemed non-responsive.

CareerSource Central Florida reserves the right to award a contract pursuant to this RFP without further discussion with respondents. Therefore, it is important that each proposal is complete and adheres to the format and instructions set forth below:

RESPONSE FORMAT

2. Attachment B  Relationship Disclosure Form – original must be signed in blue ink.
3. Attachment C  Vendor Assurances – original must be signed in blue ink.
4. Attachment D  Bid Form 00310
5. Attachment D1  Bid Form 00310(A)
6. Attachment D2  Bid Form 00310(B) Alternate

EVALUATION PROCESS AND SELECTION CRITERIA:
The CareerSource Central Florida President and CEO will appoint a committee to review and evaluate each response. CareerSource Central Florida may request additional information while reviewing proposals from any or all respondents. CareerSource Central Florida reserves the right to contact and evaluate any respondent’s references; contact any respondent to clarify any response; contact any of respondent’s current or former clients or solicit information from any available source deemed pertinent to the evaluation process. A recommendation will be made to the President & CEO based on the proposal that best meets the specific needs of the organization.

CareerSource Central Florida intends to select the most qualified and experienced proposal that meets the specific needs of the organization. CareerSource Central Florida will then enter into negotiations with the selected organization(s) to further define each task in the scope of work, associated work products and deliverables, and total fee for the project. CareerSource Central Florida expects to develop and execute a contract from these negotiations and reserves the right to change, modify or amend the scope of the proposal to fit the needs and requirements of CareerSource Central Florida, including reserving the right to award the contract to one Bidder or to divide the package, thus awarding multiple contracts to multiple Bidders based on these requirements. For the purpose of preliminary consideration, the "Successful Proposer" will be determined by Base Bid amount without Alternates, unit prices, and completion time. Award of Contract may include full consideration of completion time, unit prices and Alternates. The organization reserves the right to cancel any and all of this solicitation if it determines it is in the best interest to do so.

**APPEAL PROCESS:**
All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing within three business days after the date of the notification of intent to award to selected vendors to the President/CEO of CareerSource Central Florida. The appeal must state the specific reason for the appeal and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision making process.
- Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter CareerSource Central Florida’s award decision.

The CareerSource Central Florida President/CEO will review the appeal and respond within ten days after receipt of the letter from the aggrieved proposer. Failure to file a protest within three business days after the date of notification of intent to award the contract will constitute a waiver of the proposer’s right to appeal.

END OF PAGE
| Name of respondent: : |
| Business Address: |
| Phone: |
| Fax: |
| Years in Business: |
| DUNS Number: __________ FEIN Number: __________ |
| Name, title and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent: |
| Name and Title: __________________________________________ |
| Phone: ( ) __________ Fax: ( ) __________ Email: __________ |

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this RFP/RFQ by tendering an offer to CareerSource Central Florida; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.

________________________
Signature of Authorized Representative

________________________
Printed Name and Title

________________________
Date
Attachment B

Relationship Disclosure Form

The purpose of this form is to document any personal or business relationships between the Respondent (defined below) and any one or more of the following: (i) Pamela Nabors, President & CEO of CareerSource Central Florida; (ii) CareerSource Central Florida’s current board of directors; and (iii) an employee of CareerSource Central Florida. A listing of CareerSource Central Florida’s current board may be found here: http://careersourcecentralflorida.com/about/board-committee-information/board-directors

QUESTIONS AND ANSWERS ABOUT THE RELATIONSHIP DISCLOSURE FORM

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the Respondent and his/her or personal or business relationship, if any, with any CareerSource Central Florida staff or board member.

In particular, Respondents must disclose whether any of the following relationships exist: (1) Respondent is a relative of a CareerSource Central Florida staff or board member; (2) a CareerSource Central Florida board member is an employee of Respondent; (3) Respondent is an employee of CareerSource Central Florida; or (4) Respondent is a business associate of any CareerSource Central Florida board member.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Respondent means the individual(s) or firm making any proposal pursuant to this RFP (and, if Respondent is a law firm, all partners and other equity-level lawyers of the law firm).

Business associate means any person or entity engaged in or carrying on a business or commercial activity with any other person who is a CareerSource Central Florida staff or board member, whether as an independent contractor, co-owner, partner, member, trustee or beneficiary, joint venture, vendor, consultant, service provider, officer, director or shareholder (excluding shares traded on a regulated national or regional securities exchange).

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and
minors. (See Section 440.02(15), Florida Statutes)

Relative means an individual who is related to a CareerSource Central Florida staff or board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great-grandchild, step-grandparent, step-great-grandparent, step-grandchild, step-great-grandchild, person who is engaged to be married to a CareerSource Central Florida Principal or who otherwise holds himself or herself out as or is generally known as the person whom a CareerSource Central Florida Principal intends to marry or with whom the CareerSource Central Florida Principal intends to form a household, or any other natural person having the same legal residence as the CareerSource Central Florida Principal. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes until a vendor is selected.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Executive Committee and the President & CEO of CareerSource Central Florida.
RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Respondent. In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Central Florida.

Part I

INFORMATION ON RESPONDENT:

Legal Name of Respondent: __________________________________________________________

Business Address (Street/P.O. Box, City and Zip Code):
____________________________________________________________________________
____________________________________________________________________________

Business Phone (   )_______________________

Facsimile (   )____________________________

Part II

IS RESPONDENT A RELATIVE OF ANY CAREER SOURCE CENTRAL FLORIDA PRINCIPAL?

____ YES   ____ NO

IS ANY CAREER SOURCE CENTRAL FLORIDA PRINCIPAL AN EMPLOYEE OF RESPONDENT?

____ YES   ____ NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREER SOURCE CENTRAL FLORIDA PRINCIPAL?

____ YES   ____ NO
IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL?

_____ YES _____ NO

If you responded “YES” to any of the above questions, please state with whom and explain the relationship:

______________________________________________________________

______________________________________________________________

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date on which CareerSource Central Florida awards an agreement. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

____________________________

Date: _____________________

Signature of Respondent

Print name, title of person, and organization name of individual completing this form:

____________________________

____________________________

____________________________

____________________________
VENDOR GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES

CareerSource Central Florida will not award a contract where the Vendor has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this Cost Reimbursement Agreement, the Vendor hereby certifies and assures that it will fully comply with the following:

By signing the Agreement, the Vendor is providing the assurances and certifications as detailed below:


The prospective VENDOR certifies to the best of its knowledge and belief, that it and its principals are:

- not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

- have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A) (2) of this certification; and,

- have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective VENDOR is unable to certify to any of the statements in this certification, such prospective VENDOR shall attach an explanation to this proposal (or plan).

II. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93).

The VENDOR certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.
III. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37).
As a condition to the award of financial assistance from the Department of Labor under Title I of the WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

IV. WORKER’S COMPENSATION RELEASE.
The undersigned hereby agrees that all employees or subcontractors hired by the undersigned to work on any project involving the Workforce Central Florida shall be covered by Worker’s Compensation in accordance with the laws of the State of Florida as same may exist from time to time.

V. COST ANALYSIS CERTIFICATION.
That the cost data presented on line-item budgets or bids related to this agreement were accurate, complete and current at the time of modified agreement on price. I understand that negotiating this award, or modification, based on this data provides CareerSource Central Florida the right to a price adjustment to exclude any significant sum by which the price was increased because I had knowingly submitted data that were not accurate, complete or current as certified.

VI. ACCESS TO RECORDS
Access by CareerSource Florida, Inc., the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of the VENDOR or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to VENDOR’s and subcontractor’s personnel for the purpose of interviews and discussions related to such documents.

VII. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS
The pr agrees that, if applicable, it shall comply with all applicable OMB circulars, such as A-21-Cost Principles for Educational Institutions, A-87-Cost Principles for State, Local and Indian Tribal Governments, A-102-Grants and Cooperative Agreements with State and Local Governments, OMB A-110-Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, A-122- Cost Principles for Non-Profit Organizations and A-133-Audits of States, Local Governments and Non-Profit Organizations, as applicable. The OMB circulars can be found at the following website; http://www.whitehouse.gov/omb/circulars.
VIII. RECORD RETENTION
The VENDOR will retain records as required and will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Contract; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

IX. PROVISION AGAINST ASSIGNMENT
The VENDOR shall not subcontract any of the services named in this modified agreement. No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the Board. Approval does not relieve the VENDOR from this modified agreement.

X. DAVIS-BACON ACT
The VENDOR will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29CFR, part 3), and the Contract Work Hours and Safety Standards Act (40U. S. C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

XI. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS
The VENDOR is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

XII. AMERICAN WITH DISABILITIES ACT
The VENDOR will comply with the American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

XIII. EXECUTIVE ORDER 11246
Executive Order 11246, as amended by Executive Order 11375, requires that Federal VENDORS and SUBVENDORS not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the VENDOR/SUBVENDOR to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

XIV. CONFLICT OF INTEREST/STANDARDS OF CONDUCT
The VENDOR agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

XV. CLEAN AIR/CLEAN WATER ACT
The VENDOR, if receiving in excess of $100,000 in funding through this modified agreement, is required to comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401). Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15). The VENDOR shall report any violations of the above to the Board.

XVI. ENERGY EFFICIENCY
The VENDOR shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida’s Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).
XVII. ENVIRONMENTAL STANDARDS
The VENDOR will comply with environmental standards which may be prescribed pursuant to the following; (a) institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO0 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.) (f) conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

XVIII. INTEGRITY
The VENDOR shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Contract is in excess of $100,000, the VENDOR must, prior to execution, complete the Certification Regarding Lobbying Form.

XIX. PUBLIC ANNOUNCEMENTS AND ADVERTISING
When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part with Federal money, all VENDORS receiving Federal funds, shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

XX. MODIFICATIONS
The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstance affect the ability of either party to honor commitments made in this modified agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this modified agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state programs, under which this modified agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. The Board retains the option to extend this contract for an additional one year period at the end of this contract.

XXI. TERMINATION FOR DEFAULT/CONVENIENCE
This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 90 days prior written notice to the other party.

2. The Board may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.

3. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
   a. The VENDOR fails to provide any of the services it has contracted to provide; or
   b. The VENDOR fails to comply with the provisions of this modified agreement; or
   c. Such termination is in the best interest of the BOARD.
4. Written notification of termination must be by registered mail, return receipt requested.

If the VENDOR disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CareerSource Central Florida Consortium of Elected Officials, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, the VENDOR shall be liable to the Board for damages sustained for any breach of this modified agreement by the VENDOR, including court costs and attorney fees, when cause is attributable to the VENDOR.

In instances where VENDORS/sub grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

XXII. RIGHTS TO DATA/COPYRIGHTS AND PATENTS
The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements” and any implementing regulations issued by the awarding agency.

The VENDOR also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I – financially assisted program or activity. The VENDOR understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

____________________________________________________________________
Name and Title of Authorized Representative

____________________________________________________________________
Signature of Authorized Representative

____________________________________________________________________
Organization/Business Name

____________________________________________________________________
Date
DOCUMENT 00310

BID FORM
Career Source Central Florida

Date: ______________________

Bid of __________________________________________________________________________

To:
Ladies/Gentlemen:
The Undersigned proposes to furnish all labor, services, materials, tools and necessary equipment for the purchase and installation of furniture and furnishings (accessories) to perform the work required for said project at the location set out by the Plans and Specifications, in strict accordance with the Contract Documents.

In submitting this Bid, it is understood that this Bid may not be altered or withdrawn for sixty (90) days, and that the Owner has reserved the right to reject any and all Bids.

The Undersigned certifies that this Bid is made in good faith, without collusion or connection with any other person, persons, partnership, company, firm, association, or corporation offering Bids on this work, for the following sum or prices to wit:

PART I: BASE BID TOTAL (amount below to include freight and installation – total cost to supply and install products):

_______________________________________________________________________________

______________________________________Dollars ($______________________).

PART II: COSTS BROKEN OUT BY MANUFACTURER: (Grand Total should equal Base Bid Total Above):

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Product by Mfgr.</th>
<th>Freight by Mfgr.</th>
<th>Installation by Mfgr</th>
<th>Total Cost by Mfgr.</th>
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<td>HAWORTH</td>
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<tr>
<td>GRAND TOTAL</td>
<td>(Grand Total should equal Base Bid Total Above)</td>
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<td>$___________________</td>
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</table>

ALTERNATES:
If Bidder is proposing Alternates, list Part II Alternates by Manufacturer in space below.
DO NOT INCLUDE TOTALS BELOW IN BASE BID ON PART I, as Alternates are not automatically accepted.

The Undersigned further agrees to perform all work required to complete the Alternates, if accepted, for the amounts listed. (AGAIN, DO NOT INCLUDE TOTALS BELOW IN BASE BID ON PREVIOUS SHEET)

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The Undersigned further agrees that if Additions to the Work are authorized and no unit price has been previously agreed to, the following percentages will be used to determine Contractor's profit and overhead for each change with pricing to hold for term of one year (12 months) after bid is submitted.

For Additions to Product and the Work done by Contractor:

Percentage discount off of list price: ____________________
(provide a range that will apply for the various mfgs)

Hour rate for additional labor: __________________________

(If required) Weekend rate for additional labor: _____________

For additional product where unit price has been previously agreed to, the undersigned further agrees that unit price stated in bid shall be valid at Owner’s option for purchase and installation of additional product from date of submitted bid to a term of one year (12 months) thereafter.

UNIT PRICES

The Undersigned further agrees that in case of authorized variations of quantities from those shown or specified, the attached Unit Price Schedule will be used in adjusting the Contract Sum.

Bidders shall utilize the Specific Information Reports from the specification sections listed below for recording quantities required, unit costs and extended costs. These forms shall be attached to the Bid Form and constitute the Unit Price Schedule. Bidder shall be responsible for verifying quantities of each item suggested on reports.

SECTION 12600 FURNISHINGS GENERAL, 2.03 PRODUCT SPECIFIC.

Net unit cost must include the following: COM costs, COM freight charges, fees incurred for fabrication of “specials” or “customs” set by manufacturer. All Freight charges (including cartooning, gas surcharge, etc.), Tax and Installation will be recorded on a separate line item provided on document and are NOT to be included in Unit Prices. However, tax and installation ARE to be included in BASE BID Total Amount on page 1.

SEE ATTACHMENT 00310(A) BID FORM & UNIT PRICES
DECLARATION

The Undersigned hereby declares that he has carefully examined the Drawings, Specifications, Contract Documents and Bidding Documents related to the work covered by his Bid and visited the site per any stated requirements.

EXECUTION OF CONTRACT

Upon receipt of notice of acceptance of the Bid, the Undersigned will immediately execute the formal Contract with Owner and proceed with product order entry based on published schedule. If Owner initiates any revisions after contract is executed between Owner and Bidder, Bidder will be responsible for maintaining a log of changes and notify HKS of said changes. HKS will not be responsible for revision of specification sheets nor execution of “punch” of said items.

COMMENCING WORK AND COMPLETION TIME

The Undersigned agrees to commence installation work on dates provided in schedule or in any addendum published to schedule and to complete each phase of installation within fifteen (15) consecutive calendar days from that date unless prior approval is given by Client.

CONTRACT DOCUMENTS

The Bid Form, the Agreement, the Drawings, the General Conditions, Supplementary General Conditions, the Specifications and any Addenda shall all become a part of the Contract.

RECEIPT OF ADDENDA

I hereby acknowledge receipt of the following Addenda: ________________________

________________________________________________________________________________

Respectfully Submitted

__________________________________________

By

_________________________________

Business Address Complete:

________________________________________

________________________________________

(SEAL - If Bid is By A Corporation)

END OF ATTCHMENT D
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00310(B) Alternates Bid Form

CAREER SOURCE CENTRAL FLORIDA - ADMINISTRATION OFFICES
14164.018
BID FORM & UNIT PRICE SCHEDULE for ALTERNATES

BASE BID 00310 (A), PRICING FOR EACH MANUFACTURER, MUST BE COMPLETED IN FULL PRIOR TO LISTING ANY ALTERNATES ON THIS FORM. (SPECIFIED ITEMS MUST BE BID UNLESS YOU ARE PROHIBITED BY CONTRACT). Listed alternates below are subject to bid contract terms.

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DOCUMENT 00310

BID FORM
Career Source Central Florida

Date: ______________________

Bid of __________________________________________________________________________

To:
Ladies/Gentlemen:
The Undersigned proposes to furnish all labor, services, materials, tools and necessary equipment for the purchase and installation of furniture and furnishings (accessories) to perform the work required for said project at the location set out by the Plans and Specifications, in strict accordance with the Contract Documents.

In submitting this Bid, it is understood that this Bid may not be altered or withdrawn for sixty (90) days, and that the Owner has reserved the right to reject any and all Bids.

The Undersigned certifies that this Bid is made in good faith, without collusion or connection with any other person, persons, partnership, company, firm, association, or corporation offering Bids on this work, for the following sum or prices to wit:

PART I:  BASE BID TOTAL (amount below to include freight and installation – total cost to supply and install products):

$ ____________________________

_____________________________ Dollars ($ ____________________________).

PART II:  COSTS BROKEN OUT BY MANUFACTURER: (Grand Total should equal Base Bid Total Above):

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Product by Mfgr.</th>
<th>Freight by Mfgr.</th>
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TOTAL             $ ____________ $ ____________ $ ____________

GRAND TOTAL       (Grand Total should equal Base Bid Total Above) $ ____________

ALTERNATES:
If Bidder is proposing Alternates, list Part II Alternates by Manufacturer in space below.
DO NOT INCLUDE TOTALS BELOW IN BASE BID ON PART I, as Alternates are not automatically accepted.

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  (provide a range that will apply for the various mfgrs)

- Hour rate for additional labor: ___________________________

  (If required) Weekend rate for additional labor: _____________

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SEE ATTACHMENT 00310(A) BID FORM & UNIT PRICES
DECLARATION

The Undersigned hereby declares that he has carefully examined the Drawings, Specifications, Contract Documents and Bidding Documents related to the work covered by his Bid and visited the site per any stated requirements.

EXECUTION OF CONTRACT

Upon receipt of notice of acceptance of the Bid, the Undersigned will immediately execute the formal Contract with Owner and proceed with product order entry based on published schedule. If Owner initiates any revisions after contract is executed between Owner and Bidder, Bidder will be responsible for maintaining a log of changes and notify HKS of said changes. HKS will not be responsible for revision of specification sheets nor execution of “punch” of said items.

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CONTRACT DOCUMENTS

The Bid Form, the Agreement, the Drawings, the General Conditions, Supplementary General Conditions, the Specifications and any Addenda shall all become a part of the Contract.

RECEIPT OF ADDENDA

I hereby acknowledge receipt of the following Addenda: ________________________

________________________________________________________________________________

Respectfully Submitted

__________________________________________
By

__________________________________________
Business Address Complete:

________________________________________________________________________________

(SEAL - If Bid is By A Corporation)

END OF ATTACHMENT D
CAREER SOURCE CENTRAL FLORIDA - ADMINISTRATION OFFICES

HKS PROJECT NO. 14164.018

BID FORM & UNIT PRICE SCHEDULE

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14164.018
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PROJECT INFORMATION

FURNITURE SPECIFICATION SHEETS
Manufacturer: Haworth - Or Equal
Item: Benching/Desking Unit
Name/Collection: Reside Desking
Manufacturer Model: -
Description: Desking unit seating 6 persons with center fabric privacy panel, 4 glass privacy panels, and 6 storage cabinets below half open shelf and half lockable file)

Dimensions: Overall 24’x5’-2"x 41.25" H
Finish: Grade A Laminate Worksurface, metal trim, metal storage, Upholstery A screen
Remarks: Hoop Leg Base, 1 3/16" thick countertop with 3mm edgeband, powered double utility tray below worksurface. Include total of 12 hatch grommets.

Upholstery A: Fabric Screen
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Upholstery B: 
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:
Manufacturer: First Office
Item: Bookcase
Name/Collection: Pulse
Manufacturer Model: -
Description: Bookcase with adjustable levelers, 2 adjustable shelves and 1 stationary shelf.

Dimensions: 36” W x 14” D x 48.5” H
Finish: Grade A Laminate
Remarks:

Upholstery A:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks:

Upholstery B:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks:

Image (For Reference Only)
Manufacturer: Sit on It
Item: Task Chair
Name/Collection: Amplify
Manufacturer Model: 711-18
Description: Highback mesh back with adjustable lumbar support, enhanced-synchro with seat depth adjustment, multi-adjustable arms, carpet casters

Dimensions: (28.25" W x 27.75" D x 43" H)
Finish: Black frame and base, Upholstery A back, Upholstery B seat
Remarks:

Upholstery A: Mesh Seat Back
Manufacturer: Sit on It
Name/Collection: Amplify
Color/Number: 711-18
Content: 20% Ultra-Tex, 80% Noplate
Width/Repeat: 13.9/240.4
Finish/Backing: Black frame and base, Upholstery A back
Conforms to: BIFMA Standard, 401-2003
Remarks: Standard Mesh

Upholstery B: Seat Fabric
Manufacturer: Sit on It
Name/Collection: Amplify
Color/Number: 711-18
Content: 20% Ultra-Tex, 80% Noplate
Width/Repeat: 13.9/240.4
Finish/Backing: Black frame and base, Upholstery A back
Conforms to: BIFMA Standard, 401-2003
Remarks: Grade 2

Image (For Reference Only)
Manufacturer: First Office
Item: Lounge Chair
Name/Collection: Razz
Manufacturer Model: 
Description: Upholstered Lounge Chair

Dimensions: 32” x 29.5” x 33.5”
Finish: Upholstery A
Remarks: Concealed Glides

Upholstery A: Seat/Back/Arms Fabric
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: Grade 4

Upholstery B: 
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks:

Image (For Reference Only)
**Item code: CH-03**  
**Quantity: 6**

**Manufacturer:** First Office  
**Item:** Lounge Chair with Tablet  
**Name/Collection:** Razz  
**Manufacturer Model:**  
**Description:** Upholstered Lounge chair with oval tablet arm (No cup holder as pictured.)

**Dimensions:** 32” x 29.5” x 33.5”  
**Finish:** Upholstery A  
**Remarks:** Four casters with pull in satin nickel.

<table>
<thead>
<tr>
<th>Upholstery A: Seat/Back/Arms Fabric</th>
<th>Upholstery B:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manufacturer:</strong></td>
<td><strong>Manufacturer:</strong></td>
</tr>
<tr>
<td><strong>Name/Collection:</strong></td>
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<td><strong>Conforms to:</strong></td>
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<tr>
<td><strong>Remarks:</strong></td>
<td><strong>Remarks:</strong></td>
</tr>
</tbody>
</table>

**Remarks:** Grade 4
<table>
<thead>
<tr>
<th>Manufacturer: First Office</th>
<th>Upholstery A: Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item: Stool</td>
<td>Manufacturer:</td>
</tr>
<tr>
<td>Name/Collection: Boost</td>
<td>Name/Collection:</td>
</tr>
<tr>
<td>Manufacturer Model:</td>
<td>Color/Number:</td>
</tr>
<tr>
<td>Description: Fully upholstered stool with casters</td>
<td>Content:</td>
</tr>
<tr>
<td>Dimensions: 20.75&quot; Diam. x 18&quot; H</td>
<td>Width/Repeat:</td>
</tr>
<tr>
<td>Finish: Upholstery A</td>
<td>Finish/Backing:</td>
</tr>
<tr>
<td>Remarks: Carpet Casters</td>
<td>Conforms to:</td>
</tr>
<tr>
<td>Remarks: Grade 4</td>
<td>Remarks:</td>
</tr>
</tbody>
</table>

Image (For Reference Only)
Item code: CR-01
Quantity: 2

Manufacturer: Haworth - Or Equal
Item: Credenza
Name/Collection: Planes
Manufacturer Model:
Description: Base cabinet with two shelves, doors, and legs and hardware (touch latches) and top surface. Cabinets to include chrome locks. Provide 1 grommet.
Dimensions: 96" L x 20" D x 30" H
Finish: Laminate top and cabinet. Painted metal legs
Remarks:

Upholstery A:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: Grade 4

Upholstery B:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks:
Manufacturer: First Office  
Item: Sofa  
Name/Collection: Razz  
Manufacturer Model:  
Description: Fully upholstered sofa, concealed glides  

Dimensions: 76" x 29.5" x 33.5"  
Finish: Upholstery A  
Remarks:

Upholstery A: Seat/Back/Arms Fabric  
Manufacturer:  
Name/Collection:  
Color/Number:  
Content:  
Width/Repeat:  
Finish/Backing:  
Conforms to:  
Remarks: Grade 4

Upholstery B:  
Manufacturer:  
Name/Collection:  
Color/Number:  
Content:  
Width/Repeat:  
Finish/Backing:  
Conforms to:  
Remarks:
Manufacturer: Haworth or Equal
Item: Powered Collaborative Table
Name/Collection: Planes
Manufacturer Model: -
Description: Collaborative Table

Dimensions: 36" D x 72" L x 29" H
Finish: Laminate Top with square 3mm edgeband and painted aluminum legs

Upholstery A:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: 

Upholstery B:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks:
### Manufacturer: Haworth or Equal
- **Item**: Collaborative Table
- **Name/Collection**: Planes
- **Manufacturer Model**: 
- **Description**: Conference Table with power module and cable base
- **Dimensions**: 36" D x 72" L x 29" H
- **Finish**: Laminate Top with square 3mm edgeband and painted aluminum legs

**Remarks:**

### Upholstery A:
- **Manufacturer:**
- **Name/Collection:**
- **Color/Number:**
- **Content:**
- **Width/Repeat:**
- **Finish/Backing:**
- **Conforms to:**
- **Remarks:**

### Upholstery B:
- **Manufacturer:**
- **Name/Collection:**
- **Color/Number:**
- **Content:**
- **Width/Repeat:**
- **Finish/Backing:**
- **Conforms to:**
- **Remarks:**

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**Image (For Reference Only)**

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**Project #: 14164.018**

**Date Issued: 01.09.2015**

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**HKS Inc.**
**225 E Robinson St, Suite 405**
**Orlando, FL 32801**
**407-648-9956**

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**CareerSource Central Florida**

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**Project #: 14164.018**
**Date Issued: 01.09.2015**
Item code: T-02
Quantity: 2

Manufacturer: Haworth - Or Equal
Item: Half Round Table
Name/Collection: Planes
Manufacturer Model:
Description: Half Round Table

Dimensions: 36” Diameter
Finish: Laminate Top with square 3mm edgeband and painted aluminum legs
Remarks: Provide ganging brackets to T-01A/B

Upholstery A:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Upholstery B:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Image (For Reference Only)
### Item code: T-03

**Manufacturer:** Haworth - Or Equal  
**Item:** Powered Conference Table  
**Name/Collection:** Planes  
**Manufacturer Model:** -  
**Description:** Conference Table with power module and cable base

**Dimensions:** 96" L x 42" W x 29" H  
**Finish:** Laminate top with painted aluminum legs  
**Remarks:** Flip Top Power Cut-out (single sided with 4 outlets). Laminate Cable Base

<table>
<thead>
<tr>
<th>Upholstery A:</th>
<th>Upholstery B:</th>
</tr>
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<tbody>
<tr>
<td><strong>Manufacturer:</strong></td>
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<td><strong>Conforms to:</strong></td>
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<tr>
<td><strong>Remarks:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Upholstery A:**
- Manufacturer:
- Name/Collection:
- Color/Number:
- Content:
- Width/Repeat:
- Finish/Backing:
- Conforms to:
- Remarks:

**Upholstery B:**
- Manufacturer:
- Name/Collection:
- Color/Number:
- Content:
- Width/Repeat:
- Finish/Backing:
- Conforms to:
- Remarks:

---

**Project #:** 14164.018  
**Date Issued:** 01.09.2015  
**HKS Inc.:**  
225 E Robinson St, Suite 405  
Orlando, FL 32801  
407-648-9956  

---

**Image (For Reference Only):**
Manufacturer: First Office  
Item: 42" Round Conference Table  
Name/Collection: Pulse  
Manufacturer Model:  
Description: Round Table top with static X base  

Dimensions: 42" diameter x 29" H  
Finish: Laminate top, slate base  
Remarks:  

Upholstery A:  
Manufacturer:  
Name/Collection:  
Color/Number:  
Content:  
Width/Repeat:  
Finish/Backing:  
Conforms to:  
Remarks:  

Upholstery B:  
Manufacturer:  
Name/Collection:  
Color/Number:  
Content:  
Width/Repeat:  
Finish/Backing:  
Conforms to:  
Remarks:
Manufacturer: First Office
Item: Side Table - Open Office
Name/Collection: Pulse
Manufacturer Model: 
Description: Square Side table
Dimensions: 22" x 22" x 20.125"
Finish: Thermally Fused Laminate top, chrome metal base
Remarks: Top to have 1mm pvc square edge

Upholstery A:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: 

Upholstery B:
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: 

Image (For Reference Only)
Manufacturer: Haworth - Or Equal
Item: Workstation (Two persons)
Name/Collection: UniGroup Too
Manufacturer Model:
Description: Two-person workstation with shared center worksurface, two lockable double lateral files, and 2 lockable mobile pedestals (box/file) with cushion top. Panels to have powered raceway, finish to be fabric with 16" high glazed panels per image below. Include 2 under-mount keyboard trays.

Dimensions: Overall Approx. 6’-4” W x 16’-8” L x 48” H
Finish: Grade A Laminate, metal trim, metal storage. Panels to be Upholstery A and glass.
Remarks:

Upholstery A: Panel Fabric
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Upholstery B:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Image (For Reference Only)
Manufacturer: Haworth - Or Equal
Item: Workstation (Two persons)
Name/Collection: UniGroup Too
Manufacturer Model:
Description: Two-person workstation, two double lockable lateral files, and 2 lockable mobile pedestals (box/file) with cushion top. Panels to have powered raceway, finish to be fabric with 16" high glazed panels per image below. Include 2 under-mount keyboard trays.

Dimensions: Overall Approx. 6'-4" W x 16'-8" L x 4'-0" H
Finish: Grade A Laminate, metal trim, metal storage, Upholstery A panels
Remarks:

Upholstery A:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Upholstery B:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Table not included in WS-02
Manufacturer: Haworth - Or Equal  
Item: Workstation (Single) 
Name/Collection: UniGroup Too 
Manufacturer Model: - 
Description: Single workstation module, one lockable double lateral file, and one lockable mobile pedestal (box/file) with cushion top. Panels to have powered raceway, finish to be fabric with 16" high glazed panels per image below. Include 2 under-mount keyboard trays.

Dimensions: Overall Approx. 6'-4" W x 8'-4" L x 4'-0" H 
Finish: Grade A Laminate, metal trim, metal storage, Upholstery A panels 
Remarks:

Upholstery A:  
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: 

Upholstery B:  
Manufacturer: 
Name/Collection: 
Color/Number: 
Content: 
Width/Repeat: 
Finish/Backing: 
Conforms to: 
Remarks: 

Image (For Reference Only)
Manufacturer: First Office
Item: Private Office
Name/Collection: Pulse
Manufacturer Model:
Description:
Desk: 9” recessed modesty, 2 box drawers, 1 file drawer, locking pedestal, add one grommet. Corner Unit: Grommet in top, 10: storage shelf, Return: Locking pedestal with 2 file drawers, standard center grommet

Dimensions: Desk (90" x 100" x 29"H) Corner Unit (72"x48"x29"H) Return (42" x 22" x 29"H)
Finish: Laminate
Remarks: Pulls to be VK Era Satin Nickel. See plan for desk orientation.

Upholstery A:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:

Upholstery B:
Manufacturer:
Name/Collection:
Color/Number:
Content:
Width/Repeat:
Finish/Backing:
Conforms to:
Remarks:
ATTACHMENT E

NOTE: FURNITURE LABELED WITH "ED" ARE EXISTING AND ARE NOT INCLUDED IN THIS SCOPE OF WORK.
BIDDERS ARE REQUESTED TO DIRECT QUESTIONS AND REQUESTS TO THE DESIGNER IN WRITING ON THIS FORM (TELEPHONE AND OTHER VERBAL QUESTIONS WILL NOT BE ACCEPTED) AND FORWARDED VIA EMAIL TO:

publicresponse@careersourcecf.com between January 12, 2015 and January 16, 2015. Please type “OFFICE FURNITURE” in the subject line. Final clarifying and technical questions are due by 3:00 P.M. (EST) on January 16, 2015. All questions will be addressed in a Q&A section posted to CareerSource Central Florida’s website. (www.CareerSourceCentralFlorida.com).

COMPANY MAKING REQUEST: ____________________________
CONTACT PERSON: ____________________________
ADDRESS: ____________________________
CITY/STATE/ZIP: ____________________________
PHONE NUMBERS: ____________________________

QUESTION(S):

HKS RESPONSE:

[Blank spaces for date replied and comments]