



**REQUEST FOR PROPOSALS
FOR
OFFICE FURNITURE –
WEST OAKS CAREER CENTER**

RFP NUMBER WO-FUN-19344

**ISSUE DATE:
December 10, 2019**

**PROPOSAL SUBMISSION DEADLINE:
January 6, 2020**

**CareerSource Central Florida
Administrative Offices
390 North Orange Avenue, Suite 700
Orlando, Florida 32801**

This Wagner-Peyser Program Request for Proposal is supported by the Employment and Training Administration of the U.S. Department of Labor as a part of award totaling \$2,027,117.00 with 0% financed by non-government sources. CareerSource Central Florida is an equal opportunity employer program. Auxiliary aid services (ADA) are available upon request to individuals with disabilities.

1.0 PURPOSE

The Workforce Board of Central Florida, d/b/a CareerSource Central Florida (CSCF) is soliciting proposals from qualified general contractors – furniture dealer 1, hereinafter referred to as Vendor. Vendor will be required to complete all work under awarded contract by anticipated target date of no later than April 30, 2020. Actual completion date will be determined by build-out schedule and communicated to the successful respondent in the awarded purchase order. Vendor shall meet the identified qualifications and perform in accordance with work scope delineated hereunder. The ground rules and assumptions governing this solicitation are outlined herein.

2.0 BACKGROUND

Central Florida Regional Workforce Development Board, Inc., d/b/a CSCF is a Florida not-for-profit corporation that serves as one of twenty-four regional workforce boards in the State of Florida. CSCF 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 CSCF 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. CSCF is also organized as a charitable **tax-exempt** entity under section 501(c) (3) of the Internal Revenue Code of 1986, as amended.

CSCF 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.

3.0 QUALIFICATIONS

In order to be considered for the project described in this RFP, CSCF requires that interested proposers meet the following qualification requirements:

- A. Vendor must have a minimum of five (5) years of experience in supplying office furnishings.
- B. Vendor must have been in business for a minimum of f i v e (5) years.
- C. Vendor must provide written letters of reference. CSCF may, with the full cooperation of proposers, visit client installations to observe furniture and operations, and consult with references. Specified visits and discussion(s) shall be arranged through proposers; however, proposer's personnel shall **not** be present during discussions with references. The proposer must provide a minimum of **two (2)** reference accounts at which similar work, both in scope and design, has been completed by proposer within the last **two (2)** years.

4.0 **SPECIFIC SCOPE OF SERVICES DETAILS:**

The selected vendor shall design spaces and provide furniture, fabrics, and accessories for the West Oaks Mall Career Center that are *like or equivalent* to furnishings by the following brands, Steelcase, Exemplis C, Versteel, OFS Sales, Safcorpod, and Coallesse. Successful respondent will need to coordinate installation scheduling with the CSCF facilities manager. Vendor will be responsible for outfitting the Lobby/Launch Pad Area #100/101, Staff Office #102, Staff Office #103, Staff Office #104, Consultation Room #105, Consultation Room #106, Consultation Room #107, Dream Lab #108, Mission Control #110, Learning Loft #111, Inspire (Consultation Offices) #112, Break Room #113, Staff Area #114, Connection Room #116, and Wellness Room #119 with furniture in accordance with **CAREER SOURCE – WEST OAKS MALL FURNITURE SCHEDULE, dated 12/10/2019**; as well as meeting other specifications cited herein. Required CAD files must be requested from CSCF by emailing publicresponse@careersourcecf.com. Applicable drawings will be emailed upon receiving the request. **Please type “DRAWING REQUEST – OFFICE FURNITURE SOLICITATION” in the subject line.**

Additional Notes:

- **Floor Plan A-101** for CSCF’s West Oaks Mall Career Center will be located on the Solicitation Requests page at <http://careersourcecentralflorida.com/solicitation-requests/>. The plan displays room numbers, dimensions of each room, and amounts of seats per room. CSCF requests that proposers recommend furniture and sufficient quantities, based on its selections outlined in the furniture schedule, to fit each room’s space.
- All chairs supplied by vendor must support up to 300 pounds. Color of fabric for supplied chairs is to be determined and will be specified on purchase order. CSCF’s colors (preferably pattern) with coordinating neutrals is a mandatory requirement.
- Proposers are hereby cautioned that furniture images within identified areas in supplied drawings are not drawn to scale. At any time after contract award to the successful respondent, should it become known that delays have manifested during buildout, vendor shall store all furniture under contract in a manner to protect and safeguard furniture until such time that furniture installation occurs.

4.01 **Lobby/Launch Pad (Welcome & Registration Area) #100/101**

Below are the furniture types for the Lobby/Launch Pad area in the West Oaks Mall Career Center. Vendor shall supply the following in quantities as proposed for designed space:

- multipurpose chairs
- round tables – high top
- round table – low
- lounge grouping
- one (1) each reception desk

See attached Furniture Schedule for further details

4.02 Staff Office #102

The furniture types and quantities for Staff Office #102 are listed below and shall be supplied by the vendor:

- one (1) each task chair
- two (2) each multipurpose chairs
- one (1) computer desk sized to fit space

See attached Furniture Schedule for further details

4.03 Staff Office #103

The furniture types and quantities for Staff Office #103 are listed below and shall be supplied by the vendor:

- one (1) each task chair
- two (2) each multipurpose chairs
- one (1) computer desk sized to fit space

See attached Furniture Schedule for further details

4.04 Staff Office #104

The furniture types and quantities for Staff Office #104 are listed below and shall be supplied by the vendor:

- one (1) each task chair
- two (2) each multipurpose chairs
- one (1) computer desk sized to fit space

See attached Furniture Schedule for further details

4.05 Consultation Room #105

The furniture types and quantities for Consultation Room #105 are listed below and shall be supplied by the vendor:

- one (1) each task chair
- two (2) each multipurpose chairs
- one (1) computer desk sized to fit space

See attached Furniture Schedule for further details

4.06 Consultation Room #106

The furniture types and quantities for Consultation Room #106 are as listed below and shall be supplied by the vendor:

- one (1) each task chair
- two (2) each multipurpose chairs
- one (1) computer desk sized to fit space

See attached Furniture Schedule for further details

4.07 Consultation Room #107

The furniture types and quantities for Consultation Room #107 are listed below and shall be supplied by the vendor:

- one (1) each task chair
- two (2) each multipurpose chairs
- one (1) computer desk sized to fit space

See attached Furniture Schedule for further details

4.08 Dream Lab (Youth Room) #108

Below are the furniture types and quantities for the Dream Lab - Youth Room #108. Vendor shall supply the following in quantities as proposed for designed space:

- multipurpose chairs
- two (2) each task chairs for staff
- ten (10) each smaller training or student tables
- two (2) each desks for staff
- lounge grouping

See attached Furniture Schedule for further details

4.09 Mission Control #110

Below are the furniture types and quantities for Mission Control #110. Vendor shall supply the following in quantities as proposed for designed space:

- multipurpose chairs
- multipurpose stools
- group work tables
- communal table

See attached Furniture Schedule for further details

4.10 Learning Loft – Modular Computer Lab #111

Below are the furniture types for Learning Loft – Modular Computer Lab #111. Vendor shall supply the following in quantities as proposed for designed space:

- task chairs, 5 star base
- training tables

See attached Furniture Schedule for further details

4.11 Inspire (Consultation Offices) #112

Below are the furniture types and quantities for the Inspire – Consultation Offices #112. Vendor shall supply the following in quantities as proposed for designed space:

- ten (10) each consultation spaces and tables
- ten (10) each task chairs, 5 star base
- twenty (20) each multi-purpose chairs

See attached Furniture Schedule for further details

4.12 Break Room #113

Below are the furniture types and quantities for Break Room #113. Vendor shall supply the following in quantities as proposed for designed space:

- chairs
- round tables

See attached Furniture Schedule for further details

4.13 Staff Area #114

Below are the furniture types and quantities for the Staff Area #114. Vendor shall supply the following in quantities as proposed for designed space:

- Forty-two (42) each task chairs, 5 star base;
- Forty-two (42) each workstations;
 - 42 H x 60 W workstation; 42H x 36 W panel divider between workstations
 - Forty-two (42) each two box pedestal with drawer and file

See attached Furniture Schedule for further details

4.14 Connection Room (Conference Room) #116

Below are the furniture types and quantities for Connection Room (Conference Room) #116, vendor shall supply the following in quantities as proposed for designed space:

- work tables
- multi-purpose chairs

See attached Furniture Schedule for further details

4.15 Wellness Room #119

Below are the furniture types and quantities for Wellness Room #119. Vendor shall supply the following in quantities as proposed for designed space:

- lounge grouping

See attached Furniture Schedule for further details

Please note, the proposer must document how they meet the RFP qualification, as stated in section **3.0 - QUALIFICATIONS**.

5.0 APPLICABLE DOCUMENT SECTIONS

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00817 - SPECIAL CONDITIONS & INSTALLATION SCHEDULE

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. Date contractor shall have access to the building TBD, 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 4-30-2020, target date.
- B. The Contractor shall install the project in the following phase(s):
 - Portion of the Building – West Oaks Mall (Orlando, Florida)
 - Access Date – TBD (target date)
 - Completion Date – TBD (target Date)
- 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 building access 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-installation 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 SECTION 00817

00850 - SCHEDULE OF DRAWINGS

1.01 SUMMARY

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

INTERIOR DESIGN DRAWINGS

Sheet Number	Sheet Name	Issue Date
A-101	FLOOR PLAN	Not Applicable

END OF SECTION 00850

01010 - SUMMARY OF WORK

1.01 GENERAL

- A. The work of this contract comprises the furnishing and installation of furniture and accessories for CSCF, West Oaks Mall Career Center at 9401 W Colonial Drive, Ocoee, FL 34761.

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 by others, 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. Contractor shall coordinate use of premises under direction of the property manager.
- C. Contractor shall assume full responsibility for the protection and safekeeping of stored products under this contract.
- D. Contractor shall move any stored products, under contractor's control, which interfere with operations of the owner or separate contractor.
- E. Contractor shall obtain and pay for the use of additional storage or work areas needed for operations.

END OF SECTION 01010

0160 - MATERIAL AND EQUIPMENT

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 instruction, consult with facilities manager 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, except for Solicitation.
- B. Contractor shall inspect all materials upon their arrival at the job, 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. Contractor shall time deliveries and unloading to prevent traffic congestion and blocking of access, and to avoid interferences and delays in work.
- D. Contractor shall 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. Contractor shall 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 01600

01630 - SUBSTITUTIONS AND PRODUCT OPTIONS

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.

END OF SECTION 01630

01710 – CLEANING

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Execute cleaning during progress of the work and at completion of the work, as required

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 material 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 material 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 material, rubbish and debris. Do not allow waste material, rubbish and debris to accumulate and become an unsightly or hazardous condition.
- C. Transport waste material 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 material on the project site is not permitted. Disposal of volatile fluid waste (such as mineral spirits, oil, or paint thinner) in storm or sanitary sewer systems is not permitted. Remove waste material, 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 material 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 material and rubbish from and about the project as well as all tools, construction equipment, machinery and surplus material.
- E. Use experienced workmen or professional cleaners for final cleaning.

END OF SECTION 01710

01730 - OPERATING AND MAINTENANCE DATA

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, and 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 ten 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 01730

12600 - FURNISHINGS (GENERAL)

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.
- B. ASTM E 662/NFPA 258 - Standard Research Test Method for determining Smoke Generation of Solid Materials.
- C. NFPA 701 - Standard Method of Fire Tests for Flame-Resistant Textiles and Films.
- D. Any State Governed Agencies Required.

1.03 SUBMITTAL BINDER

REQUIRED OF BIDDER and DUE WITHIN 4 WEEKS OF FINALIZING CONTRACT WITH OWNER:

- A. Dealer is responsible for supplying a “submittal binder” to facilities manager 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 facilities manager manufacturer's specifications of each product to evidence compliance with these specifications.

2.

- 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" sample of each finish per manufacturer specified. Painted finishes must be submitted on material specified. Wood sample 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 not be reviewed and returned 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 material, fabric, wood, paint, high pressure plastic laminate, etc., shall have uniformity and consistency. Variation 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 laminate conforming to NEMA LD3
 - 1. Thickness and Type:
 - a. Horizontal Surfacing: .050" thick general purpose (GP 50).
 - b. Backing Sheet: .020" thick backer (BK 20).
 - 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.
 - 3. 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, 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 12600

6.0 **IMPORTANT NOTICE TO ALL RESPONDENTS**

CSCF is funded entirely by federal grants. Accordingly, all sums due and payable by CSCF 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.

7.0 **MINORITY/WOMEN/VETERAN BUSINESS ENTERPRISES**

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

8.0 **APPLICABILITY OF SUNSHINE LAWS**

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CSCF) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CSCF 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.

9.0 **INSTRUCTIONS TO PROPOSERS**

This RFP is a solicitation and not an offer to contract. Interested parties desiring to provide proposal for services as described in this RFP must submit responses to CSCF in the following manner:

- Inquiries regarding this RFP should be submitted electronically to: publicresponse@careersourcecf.com. **Please type "INQUIRY – OFFICE FURNITURE SOLICITATION" in the subject line.**
- Proposals must be submitted electronically by attaching documents in PDF format in a version compatible to Acrobat PDF. Documents should be clearly marked with the respondent's business name and address.
 - **Please type "PROPOSAL – OFFICE FURNITURE SOLICITATION" in the subject line.**
- Proposals **must** be submitted via email no later than 5:30pm (EST), on January 6, 2020 and addressed to: Procurement@careersourcecf.com.
- To maintain integrity of the process, proposers must only submit questions and proposals to the email addresses stated above. Proposers are not to copy or blind copy any other CSCF official, employee or board member. Violating these conditions may render a submitted proposal disqualified and subject to no further review.
- Responses by telephone, or fax will not be accepted. Such responses will be rejected as non-responsive, regardless of when such responses are received.
- All respondents may withdraw their proposals before the submission deadline indicated above. Once proposals are submitted and the submission deadline has lapsed, proposals will be valid for up to 90 days or until acceptance of final contractual negotiations.
- Preparation costs for responses to this RFP are solely those of the respondent, and CSCF assumes no responsibility for any such costs.
- CSCF reserves the right to negotiate the terms outlined in the response. CSCF reserves the right to reject any and all proposals, and to waive any irregularities or informalities. Further, should CSCF accept any alternates, such acceptance is made with right to accept them in any order or combination.

10.0 PROCUREMENT TIMELINE (Tentative dates)

All times and dates listed below are tentative estimates only and are subject to change by CSCF without recourse.

Date	Activities/Events
12/10/2019	RFP made available at 6:00pm on the CSCF Internet: http://careersourcecentralflorida.com/solicitation-requests/
12/27/2019	Final Clarifying/Technical questions concerning the RFP must be received via email at: publicresponse@careersourcecf.com , no later than 4:00pm EST. Please type “ INQUIRY – OFFICE FURNITURE SOLICITATION ” in the subject line. Response to all inquiries will be made available on the CSCF Solicitation Requests website at http://careersourcecentralflorida.com/solicitation-requests/ .
1/6/2020	Electronic RFP responses are to be submitted in PDF format version. Proposals must be received by 5:30pm EST. Please type “ PROPOSAL – OFFICE FURNITURE SOLICITATION ” in the subject line.
1/10/2020	Proposals will be opened privately and Proposers will be notified as to successful bidder(s) by 1/17/2019 (target date).
1/31/2020	Negotiations completed with awarding of contract to allow for services, effective date TBD.

11.0 SIGNATURE

The proposal shall be signed in **blue ink** by a duly authorized individual or official of an organization. For proposals from organizations, the proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the Proposer, and the name of the person who may be contacted during the period of proposal evaluation if different from the signatory official.

12.0 FORMAT FOR PREPARING THE PROPOSAL

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, CSCF reserves the right to negotiate extensions to the proposal validity date.

Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper, and bindings are neither necessary, nor wanted. It is generally preferred that written material be

single-spaced, except where there is a reason for double spacing. An outline form using major headings is preferred. Legibility, clarity, and completeness are essential.

- **Outline**: All proposals must be assembled according to the following outline with all pages numbered in sequential order, and must demonstrate understanding of the proposed scope of work.
- **Cover letter** - This will serve as the official letter of transmittal signed by an owner, officer or authorized agent of the firm, acknowledging and accepting the terms and conditions of this RFP and tendering an offer to CSCF.
- **Attachment A** - Cover Sheet
- **Exhibit A** – Price Quote Form
 - The prices quoted must be inclusive of all costs and must be submitted using **Exhibit A** format. Proposers shall supplement price quote with itemized pricing detailing specification, part number, lead times, etc., for proposed office furnishings.
- **Attachment B** - Relationship Disclosure Form
- **Attachment C** - Vendor General Provisions, Certifications and Assurances

Attachments A, B and C must be signed and submitted with proposal.

No proposal will be considered that is not:

- Complete – If sections or mandated attachments are missing, the proposal will not be considered.
- Compatible – The proposal must be compatible with the goals and objectives of this request.

NARRATIVE

Proposers shall provide written responses for all statements under section **3.0 - QUALIFICATIONS**. Additionally, within the narrative, proposers shall provide at least two specific examples of successful contracts completed or ongoing within the past 36 months that demonstrate experience with local, state, or federal workforce services or programs.

Print all narratives on 8 1/2 x 11" plain-white paper with margins of 1" on each side. All narratives must be printed in Arial 12-point font size. Double-sided printing of pages is preferable, but not required. Each page of the proposal should be numbered sequentially at the bottom of the page. The cover letter and attachments A, B and C are not numbered.

Each proposal is limited to eight pages (excluding cover letter, attachments A, B, & C, and Exhibits) and should be prepared simply and economically, providing a straightforward response to this RFP. CSCF will not return proposals to proposers. All proposals become the property of CSCF and will be a matter of public record, subject to the provisions of chapter 119, Florida Statutes. CSCF shall have the right to use all ideas, or adaptations of those

ideas, contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

13.0 PROPOSAL REVIEW AND CONTRACT AMOUNT

CSCF will award the contract based on what is in the best interests of CSCF. The contract will be awarded based on offers received considering price, experience, and negotiation of such contract with the successful proposer. The assessment of experience will take into account such factors as understanding services needed, demonstrated skills, experience, and ability to provide high-quality service on time, and experience with local, state and/or federal workforce programs. Assessment of price will take into account that rates are reasonable in relation to the services provided; detailed; and that assumptions by the proposer regarding calculation of the fees are relevant. Each offer should, therefore, be submitted in the most favorable terms from a price and technical standpoint.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract.
- Acceptance by the proposer of the contract terms and conditions.

13.1 EVALUATION CRITERIA

All complete bids will be evaluated according to the guidelines set forth in this RFP. All bids will be evaluated based on responsiveness to this RFP.

Negotiations will be started with the bidder whose proposal has been judged most appropriate with regard to all factors, including product quality, cost, and lease-factor ratio. The lowest-priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered. Quality, warranty, and support are other very important considerations. An established history of past satisfactory experience in doing business in Florida as confirmed by positive evaluations by references, product evaluations from web and print resources, and comparison of the vendor's service proposals will contribute to the selection.

The following criteria will form the basis upon which CSCF will evaluate proposals. Proposals that meet the mandatory (complete and compliant) requirements, as stated above, will be evaluated upon the following:

Criteria	Points
Proposal Presentation <ul style="list-style-type: none">• Adherence to proposal format	10
Cost/Price (Price Sheet) <ul style="list-style-type: none">• Total Purchase Price	35
Scope of Work <ul style="list-style-type: none">• Quality of product, warranty and service	40
Experience and Qualification of Proposer <ul style="list-style-type: none">• Bidder reputation and ability to provide required furnishings and services• References	15
M/W/VETBE/LSA Status	5
Total	105

14.0 CONDITIONS AND LIMITATIONS OF THIS RFP

The following conditions are applicable to all proposals:

This RFP does not commit or obligate CSCF to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

CSCF reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to CSCF at the time and under the conditions stipulated in the specifications of this request.

Non-conforming proposals will be considered non-responsive and CSCF reserves the right to waive informalities and minor irregularities in proposals received. CSCF reserves the right to request additional information for clarification from potential candidates, or to allow corrections for errors or omissions.

All proposals are subject to negotiation by CSCF.

CSCF reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this solicitation, unless clearly and specifically noted in the proposal/quote submitted and confirmed in the contract between CSCF and the individual or firm selected.

CSCF may require the selected proposer to participate in negotiations, and to submit price, technical, or other revisions for the proposals in writing, which may result from negotiations.

15.0 APPEAL PROCEDURE FOR PROCUREMENT ACTIONS

All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing to the President/ CEO within three business days after the date of notification of intent to award to selected vendors of CSCF. Appeals must state the specific reason for 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 CSCF's award decision.

The CSCF 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.

Cover Sheet

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: _____
<p>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.</p> <p>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.</p> <p>I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.</p>

 Signature of Authorized Representative

 Date

 Printed Name and Title

EXHIBIT A

Legal Name & Address of Company Submitting Price Quote:

PRICE QUOTE FORM

Price Considerations: For work to be performed in accordance with scope of work for furniture, fabrics and accessories in accordance with Scope of Services Details for this solicitation please provide firm-fixed price below.

State payments terms; and if applicable, any discounts offered for early payments.

Billing Rates

Location: West Oaks Mall Career Center

For all furniture installation services required at West Oaks Mall Career Center, please provide all-inclusive price for each area being furnished; if applicable, include travel-mileage related expenses:

LOBBY/LAUNCH PAD (WELCOME & REGISTRATION AREA)

#100/101 - COSTS BROKEN OUT BY MANUFACTURER: (Grand Total should equal Base Bid Total Above):

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

STAFF OFFICE #102 – COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL \$ _____ \$ _____ \$ _____

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

STAFF OFFICE #103 – COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL \$ _____ \$ _____ \$ _____

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

STAFF OFFICE #104 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL \$ _____ \$ _____ \$ _____

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

CONSULTATION ROOM #105 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

CONSULTATION ROOM #106 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

CONSULTATION ROOM #107 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

YOUTH ROOM

DREAM LAB #108 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

MISSION CONTROL #110 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$ _____

Specify grade of fabric being of proposed in above price quote. State grade below:

MODULAR COMPUTER LAB

LEARNING LOFT #111 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	

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

\$

Specify grade of fabric being of proposed in above price quote. State grade below:

CONSULTATION OFFICE

INSPIRE #112 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	

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

\$

Specify grade of fabric being of proposed in above price quote. State grade below:

BREAK ROOM #113 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	

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

\$

Specify grade of fabric being of proposed in above price quote. State grade below:

STAFF AREA #114 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	

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

\$

Specify grade of fabric being of proposed in above price quote. State grade below:

WELLNESS ROOM #119 - COSTS BROKEN OUT BY MANUFACTURER:

<u>Manufacturer</u>	<u>Product by Mfg.</u>	<u>Freight by Mfg.</u>	<u>Installation by Mfg.</u>	<u>Total Cost by Mfg.</u>
	\$_____	\$_____	\$_____	\$_____
TOTAL	\$_____	\$_____	\$_____	

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

\$_____

Specify grade of fabric being of proposed in above price quote. State grade below:

Proposer Name: _____

Relationship Disclosure Form

Relationship Disclosure Form

This form serves to document any personal or business relationships between the respondent (defined below) and any one or more of the following: (i) Pamela Nabors, President and 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/board-committees/meet-the-board/>

QUESTIONS AND ANSWERS ABOUT THE RELATIONSHIP DISCLOSURE FORM

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

The Relationship Disclosure Form must 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 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 receiving 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 and CEO of CareerSource Central Florida.

-END OF PAGE-

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 CAREERSOURCE CENTRAL FLORIDA PRINCIPAL?**

_____ YES _____ NO

IS ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL AN EMPLOYEE OF RESPONDENT?

_____ YES _____ NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE 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:



CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Contract, Contractor hereby certifies and assures that it will fully comply with the following:

**I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).**

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

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Contract 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;
- c. 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 above; and/or
- d. 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 Contractor is unable to certify to any of the statements in this certification, such prospective Contractor shall attach an explanation to this proposal (or plan).

II. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)

Contractor 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 employee of Congress, or an 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.

The undersigned shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. 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 WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) 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 WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

IV. ACCESS TO RECORDS

Access by CareerSource Central 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 Contractor 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 Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

V. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

VI. PROVISION AGAINST ASSIGNMENT

Contractor 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 Contractor from this modified agreement.

VII. DAVIS-BACON ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a and 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 (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

VIII. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor 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.

IX. AMERICANS WITH DISABILITIES ACT

Contractor will comply with the Americans 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.

X. EXECUTIVE ORDER 11246

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor 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, sexual orientation, gender identity, or national origin.

XI. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Contractor 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.

XII. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor, 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). Contractor shall report any violations of the above to the Board. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

XIII. ENERGY EFFICIENCY

Contractor 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).

XIV. ENVIRONMENTAL STANDARDS

Contractor 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 (EO11514);
- 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).

XV. INTEGRITY

Contractor 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, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

XVI. 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 Contractors 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.

XVII. MODIFICATIONS

The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstances 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.

XVIII. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party. Written notification of termination must be by registered mail, return receipt requested.
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. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this modified agreement; or
 - c. Such termination is in the best interest of the Board.

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

In instances where Contractors/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.

XIX. COMPLIANCE WITH TANF

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated there under.

XX. 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.

Contractor 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 WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

XXI. PUBLIC ENTITY CRIMES

Contractor shall comply with Section 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

XXII. THE PRO-CHILDREN ACT

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

XXIII. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above:

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Organization/Business Name

Date




(Still to be fixed)

CAREERSOURCE CENTRAL FLORIDA – West Oaks Mall Career Center


FURNITURE SCHEDULE 12-10-2019

NOTES:

- Grade of furniture must be of good quality and equivalent to brands listed but do not necessary have to be these brands.
- Please list warranty of products
- Upholstery: Shall be a combination of soft vinyl's and pattern fabrics to coordinate w/ Career Source colors
- Desk/Table finishes: Shall be modern, whites, silver, grays, etc. Lighter finishes need to be very cleanable

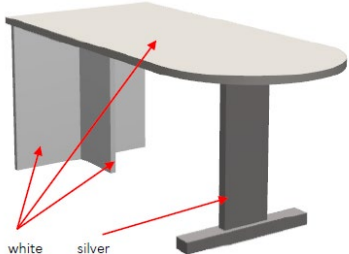


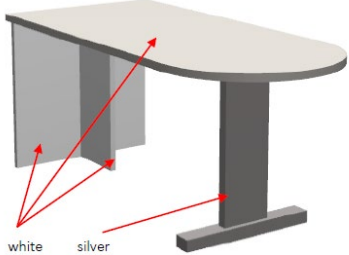
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
100/101	Lobby/Launch Pad	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with solid or Patterned Fabric		 
		Round Table	42" Height		



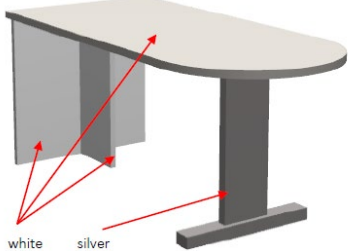
		Round Table	Standard Height	1	
		Lounge Grouping	Upholstered Seating – grouping Example: 2 chairs, lounge ottomans, coffee table		
		Reception Desk	Partial Half Circle or Rectangular	1	
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
102	Staff Office	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		





		Task Chair			
		Computer desk/ table			
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
103	Staff Office	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		





		Task Chair			
		Computer desk/ table			
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
104	Staff Office	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		






		Task Chair			
		Computer desk/ table			
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
105	Staff Office	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		
		Task Chair			




		Computer desk/ table			
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
106	Staff Office	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		
		Task Chair			
		Computer desk/ table			




NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
107	Staff Office	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		
		Task Chair			
		Computer desk/ table			


NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
108	Dream Lab	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		
		Task Chair	5 Star Base, Adjustments, Upholstered, with arms	2	
		Smaller Training or Student tables	36" or 42" High, Ability to form 1 large table	10	
		Desks	Computer Desks for staff	2	

		Lounge Grouping	Upholstered Seating - to form U or Semi-Circle, modular		
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
110	Mission Control	Multipurpose Chair	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		
		Multipurpose Stool	Stool Height Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric		
		Group Work Tables	Standard Height, with power management in center, stationary		

		Communal Table	42" High with power management in center, stationary		
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
111	Learning Loft - Modular Computer Lab	Task Chair, 5 Star Base	5 Star Base, Adjustments, Upholstered, Armless		
		Training Table	With Wheels, no cable management		
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
112	Inspire Consultation Offices	Task Chair, 5 Star Base	5 Star Base, Adjustments, Upholstered, Armless	10	
		Consultation Tables	Consultation space with Table and Privacy Walls/Doors	10	

		Multipurpose Chairs	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric	20	
NUMBER	ROOM NAME	NAME	DESCRIPTION	QTY	EXAMPLE
113	Break Room	Chair	Molded Plastic, Sled base or 4 legged		
		Round Table	Standard Height		

NUMBER	ROOM NAME	TAG	NAME	DESCRIPTION	QTY	EXAMPLE
114			Task Chair, 5 Star Base	5 Star Base, Adjustments, Upholstered, with arms	42	
			Work Tables	42 H x 60 W workstation 42H x 36 W panel divider between workstations Benching System, Spine divider, Mobile pedestal with drawer and file	42	
NUMBER	ROOM NAME	TAG	NAME	DESCRIPTION	QTY	EXAMPLE
116	Connect Room (Conference Room)		Work Tables	Modular, ability to form 1 large table		

			Multipurpose Chairs	Armless, Mesh Back or Molded Plastic, Cushion Seat with Solid or Patterned Fabric	20	
NUMBER	ROOM NAME	TAG	NAME	DESCRIPTION	QTY	EXAMPLE
119	Wellness Room		Lounge Grouping	Single Chairs or Couch, Fabric or Vinyl		