East Coast Migrant Head Start Project

REQUEST FOR PROPOSAL

FURNITURE

RFP NO. 073117

Issued by:

East Coast Migrant Head Start Project

2700 Wycliff Road Suite 302

Raleigh, North Carolina 27607

Telephone: (919) 420-0334 • Fax: (919) 783-8368

Request for Proposal Issued – Thursday, August 24, 2017
Pre-Proposal Conference- Wednesday, September 6, 2017
Request Bid Packet Deadline- Friday, September 8, 2017
Written Questions Due – Tuesday, September 12, 2017
Responses to Questions Posted- Thursday, September 14, 2017
Proposal Due Date & Time, Friday, September 29, 2017 at 5:00 PM
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1.0 INTRODUCTION
East Coast Migrant Head Start Project (“ECMHSP”) is a non-profit corporation funded by the United States Department of Health and Human Services to provide Head Start services to the children of migrant and seasonal farm workers. ECMHSP provides direct Head Start services at eleven Migrant Head Start Centers located in Florida, three Early Head Start Centers located in Florida, nine Migrant Head Start Centers located in North Carolina, three Migrant Head Start Centers located in Alabama, three Migrant Head Start Centers in South Carolina, and two Migrant Head Start Centers in Virginia. ECMHSP also subcontracts with three other non-profit delegate agencies that provide Head Start services in three states on the east coast of the United States. ECMHSP receives approximately $46,000,000 from the Department of Health and Services under CFDA 93.600 for the operation of the Migrant and Seasonal Head Start Program. ECMHSP also receives U.S. Department of Agricultural funding which passes through each state to operate the Child Care Food Program (CCFP).

2.0 PURPOSE
The purpose of this Request for Proposal (“RFP”) is to provide furniture including delivery and installation services at the East Coast Migrant Head Start Project’s new location as well as the removal of existing furniture from the current office space. The entire fourth floor of the new location contains offices, training rooms, conference rooms and a break room/kitchen. The selected Vendor will be evaluated in part on their ability to deliver products on time and within budget, their demonstrated understanding of the solution based upon their responses. East Coast Migrant Head Start Project expects to relocate to the new office space in early January 2017; all furniture should be delivered and installed by Tuesday, November 5, 2017 contingent upon construction timeline.

3.0 SCOPE OF SERVICES/SPECIFICATIONS
The RFP contains multiple attachments to communicate the base specifications for the desired furnishings are described in Exhibit A. The scope of this RFP includes the purchase, delivery and installation of furniture as well as the removal of existing furniture from the current office space located at 2700 Wycliff Road, Raleigh NC.

- Office Furniture
- 46 –cubicle work stations 4’ to 5’ tall with Plexiglas top, including file storage,
- 32- 72” flip top tables for training rooms;
- 64 nesting chairs
- 1-72”- peninsula style or freestanding oval table - huddle room#1
- 6-meeting style chairs with arms - huddle room #1
- 1- 72”- peninsula style or freestanding oval table - huddle room #2
- 6-meeting style chairs with arms - huddle room#2
- 1- 10’ conference style table - huddle room #3
- 8- meeting style chairs with arms - huddle room #3
- 1-14’ table conference style - huddle room #4
- 10’- meeting style chairs with arms - huddle room #4
1 10’ conference style table - huddle room #5
8- meeting style chairs with arms - huddle room#5
1- Reception desk – L shaped
1- Coffee table- small rectangular
1- Reception Couch- small bench style
1- Reception Chair- small club style
1- Side Chair- small round or square
1-Coffee table medium size round- lounge area
1- Couch- circular sectional seating- lounge area
16- 42” round tables restaurant style - kitchen
64- Chairs 4 leg restaurant style - kitchen
1- Industrial Size Refrigerator - kitchen

4.0 SPECIAL REQUIREMENTS

- Selected vendors will present their proposal with furniture specifications. Mock up floor plans will also be required.

- The selected Vendor will be responsible for all aspects of procuring, ordering, shipping, receiving, staging and installing the furniture at Crabtree Overlook; 2301 Sugar Bush Rd Ste. 400, Raleigh, NC 27612.

- The selected Vendor is responsible for confirming all workstations, offices and furniture are complete and fully functioning. Vendor is responsible for delivery and installation. All furniture on non-carpeted floors shall receive appropriate glides/padding to prevent slipping and damaging the floors. Vendor must provide wall protection at all times.

- The office is accessible by a street level entrances. Vendor shall notify East Coast Migrant Head Start Project no later than two business days prior to delivery and installation of the furniture, delivery notification shall be made to Sandy Borne.

- Furniture delivery and installation must be carried out afterhours between 6:00 pm- until on weekdays and or weekends or at other times by mutual agreement. If for whatever reason the delivery is postponed beyond the target completion date of October 31, 2017, the successful vendor shall cover monthly storage costs for up to but not more than one month.

- The successful vendor is responsible for removing the existing furniture form East Coast Migrant Head Start Project’s current office space located at 2700 Wycliff Road, Ste. 302, Raleigh, NC 27607. Furnishings include but are not limited to systems furniture, office chairs, conference furniture and other ancillary pieces. Because some of the existing furniture is in good condition and could potentially be resold, all vendors should submit a description of how they intend to approach the removal of existing furniture and whether or not there is an opportunity for East Coast Migrant Head Start Project to obtain a credit that they would apply towards the purchase of their new furniture. Once the project is awarded, a walk through will be conducted with the
successful vendor to determine a fair-market value on a piece by piece basis and a credit will be proposed based on the observations. If it is determined that there is no value for certain pieces, it is still the successful vendor’s responsibility to remove/dispose of the furniture.

- It is the intent of East Coast Migrant Head Start Project to award one vendor the contract to meet the needs of the aforementioned scope of services. Bidders should be able to perform and provide the goods and services as specified in this solicitation. The submitted proposal should include all products and services that bidder desires to make available and provide an appropriate pricing structure for each. Products should be priced as a discount from a manufacturer’s price list or catalog. The pricing should be stated on the Proposal Pricing Form. If the pricing is proposed as a discount off of the list price, an electronic version of the current catalog of items offered and of the current list price must be included with the proposal submitted.

- All prices must be firm and inclusive of any delivery, freight, or handling charges, unless otherwise stated by ECMHSP. Any invoiced shipping/freight/handling charges that are not quoted and itemized on the ECMHSP Purchase Order are subject to rejection and non-payment.

- Pricing shall be binding for 60 calendar days from due date, unless otherwise specified.

- Do not include State Sales Tax or Federal Excise Tax as ECMHSP is Tax Exempt. ECMHSP payment terms are Net 30 days.

- Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality as measured by acceptable standards of the trade, and any defects in any product may cause its rejection. Wherever manufacturer's trade or brand names appear in the specifications, it is to be assumed that equal products will be considered unless otherwise specified by ECMHSP. Any bidder proposing equal products is to submit with quotation complete information, including specification and pictures depicting proposed equals. Quotations not specifying brand name and model number shall be considered as offering the exact product specified.

- Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by ECMHSP.

5.0 NOTICE TO RESPONDENTS

5.01 This Request for Proposal seeks competitive proposals complying with the terms and conditions and requirements set forth below.

5.02 ECMHSP’s deadline to request the proposal is Friday, September 8, 2017 at 4:30 p.m. EST. and response submission deadline is Friday, September 29, 2017 at 5:00 pm. Proposals shall be mailed (electronic mail is acceptable) to:

Francesca Bradshaw, Procurement Manager
EAST COAST MIGRANT HEAD START PROJECT
2700 Wycliff Road, Suite 302
Raleigh, North Carolina 27607

Tel: (919) 926-3375
fbradshaw@ecmhsp.org

5.03 Any questions or concerns regarding this Request for Proposal shall be directed to Sandy Bornes, Executive Manager at sbornes@ecmhsp.org or 919-926-3346.
5.04 Please submit written questions via email to the following individuals: Francesca Bradshaw, Procurement Manager, fbradshaw@ecmhsp.org and Sandy Bornes, Executive Manager, sbornes@ecmhsp.org by Tuesday, September 12, 2017. East Coast Migrant Head Start Project shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above. Responses to questions will be available on the East Coast Migrant Head Start Project’s website at www.ecmhsp.org to this RFP on Thursday, September 14, 2017.

5.05 Responses to inquiries that directly affect an interpretation or change to this Request for Proposal will be issued in writing by amendment and mailed to all parties recorded by ECMHSP as having received a copy of the Request for Proposal. All such amendments issued by ECMHSP prior to the time that proposals are received shall be considered part of the Request for Proposal. Only those inquiries ECMHSP replies to which are made by written amendment shall be binding. Oral and other interpretations or clarifications will be without legal effect.

6.0 Pre-Proposal Conference:
East Coast Migrant Head Start Project will hold an in-person pre-proposal conference to allow interested parties to view the facility and existing space and submit questions. The pre-proposal conference will be held on Wednesday, September 6, 2017. Participation in this event is strongly encouraged but not required.

7.0 Who May Respond
Cost Proposal responsive to the RFP will be accepted from all qualified Vendors who are able to meet the required RFP specifications and selection criteria.

8.0 Contract Award Process: An award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification; or on the basis of negotiation with any of the Respondents. After the submission of a proposal and before making an award, ECMHSP may permit a Respondent to revise the proposal in order to obtain a best and final offer. ECMHSP reserves the right to award a Contract for all or any portion of the requirements proposed by this request, reject any and all proposals if deemed to be in the best interest of ECMHSP, or re-solicit proposals.

9.0 Criteria for Selection: The Respondent selected for an award will be the Respondent whose proposal is the most advantageous to ECMHSP. ECMHSP is not bound to accept the lowest priced proposal if that proposal is not in the best interest of ECMHSP as determined solely by ECMHSP. ECMHSP will evaluate proposals based upon the following criteria:

- Professional ability, capacity and skill of the vendor to perform the work as outlined in Scope of Work
- Ability to perform work within time constraints without delay
- Previous experience working in commercial office buildings
- Respondent’s references
- Availability of Products
- Reasonableness of Cost

10.0 EVALUATION PROCESS
Evaluation of Respondents shall be on the basis of the specific Work needs and the professional services offered by the Respondent as stated in the Qualifying Information submitted, in accordance with those criteria listed in this RFP.

11.0 SCORING OF PROPOSALS
Proposals will be scored on a scale of “0” to “100” per evaluator with the maximum number of points available for each criterion as noted in this section. The maximum number of points to be scored under this process is 100 points per evaluator. Scoring is based on a point total per evaluator and not a percentage. The highest ranking Respondent will be determined by using a combination of Respondent’s total scores for criteria listed. Selection will not be based solely on lowest price. Each Proposal will be subject to a process of evaluation to determine the Respondent’s responsiveness to ECMHSP’S needs. Criteria to be considered include:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
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<tbody>
<tr>
<td>Professional ability, capacity and skill of the vendor to perform the work as outlined in Scope of Work</td>
<td>20</td>
</tr>
<tr>
<td>Ability to perform work within time constraints without delay</td>
<td>20</td>
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<tr>
<td>References</td>
<td>10</td>
</tr>
<tr>
<td>Previous experience working in commercial office buildings</td>
<td>15</td>
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<tr>
<td>Availability of Products</td>
<td>15</td>
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<td>Cost</td>
<td>20</td>
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<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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12.0 PROPOSAL REQUIREMENTS

12.01 General Instructions: Respondents should carefully read the information contained in this Request for Proposal and submit a complete response to all requirements and questions as directed. Any information submitted by Respondents in response to this Request for Proposal shall become the property of ECMHSP. ECMHSP will not provide compensation to Respondents for any expenses incurred for proposal preparation or for any demonstrations that may be made. Proposals which are qualified with conditional clauses, alterations, or items not requested in the Request for Proposal, or any other changes to the Request for Proposal of any kind are subject to disqualification by ECMHSP, at its option. Failure to comply with the requirements contained in this Request for Proposal may result in the rejection of your proposal.

12.02 Preparation and Submittal Instructions: Respondents must complete, sign and return the attached Execution of Offer as part of their proposal response. Respondent’s company official authorized to make such proposals must sign the proposal. Failure to sign and return these forms will subject your proposal to disqualification. Responses to this Request for Proposal must include answers to the Questionnaire. Respondents should submit a total of one complete copy of the entire response. An original signature must appear on the Execution of Offer. A proposal may be withdrawn and resubmitted any
time prior to the time set for receipt of proposals. No proposal may be withdrawn after the submittal deadline without approval by ECMHSP. Proposals are to be valid for ECMHSP’s acceptance for a minimum of 180 days from the submittal deadline.

12.03 **Required Documentation:** Respondents are instructed to complete, sign and return the following documents as a part of their proposal submittal. Failure to return these documents may subject your proposal to disqualification.

- Signed and Completed Execution of Offer
- Responses to Questionnaire
- Information set forth in Section 12.04 below

12.04 **Responsive Information**

In order to facilitate the review process and obtain the maximum degree of comparison, proposal should include the following information presented in the order and format shown below:

13.0 **Mandatory Requirements**

All proposals must be submitted on the attached forms only and accompanied by documentation on proposed machine(s). Incomplete or late proposals will not be considered. Oral, telephone or fax transmitted proposals will not be accepted.

- One (1) original and three (3) copies of the packet are required. Packets received after the deadline will be rejected. No other distribution is to be made.
- Responses should be bound or stapled only. Effort should be made to limit the number of pages.
- Two business references for similar services provided by your company, including the name, address and telephone number of the client/contact person must be included with the proposal.
- East Coast Migrant Head Start Project encourages the use of Small, Women-Owned, or Minority-Owned businesses. All items requested as part of this RFP must be completed in their entirety. Failure to do so can result in the proposal being automatically disqualified. Postmark date will not constitute timely delivery. Responses received after the above time will not be considered. Proposers are solely responsible for ensuring timely receipt of their Proposals.

14.0 **Cost Proposal**

The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each cost is one-time, incremental, or recurring costs for ECMHSP after completion, should be clearly delineated within the proposal. Costs shall be line itemed.

15.0 **Payment Terms, Incentives, and Penalties**

If payment is required on other than a 30-day (monthly) basis, by appropriate invoicing, please identify the vendor requirements. ECMHSP issues purchase orders and therefore shall be invoiced by purchase order and pay by purchase order. Applicable vendor invoices should be billed within 30 days of completion of services and/or delivery of goods. ECMHSP has fiscal year funding and budgets, any disputes or payment issues shall be addressed within the current fiscal year or within 45 days of each fiscal year close. Payments made by the ECMHSP shall be applied to the appropriate purchase order and applicable invoice, per the vendor’s accounting
system. Payments applied to the oldest vendor balance are unacceptable. Vendors are responsible for keeping current on any payment/invoice issues to insure appropriate receipt of payments.

16.0 **Other Costs**
If a form for the itemized costing of your proposal is not supplied by ECMHSP please list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. ECMHSP shall be able to clearly understand your proposal and the cost structure you propose.

17.0 **STANDARD TERMS AND CONDITIONS**

17.01 **Definitions:**
- “Contract” shall mean the Professional Service Agreement, the Request for Proposal, the Execution of Offer, Respondents Questionnaire, and all written amendments issued prior to the execution of the Professional Service Agreement.
- “Respondent” shall mean the individual, partnership, corporation or other entity responding to this Request for Proposal.
- “Contractor” shall mean the individual, partnership, corporation, or other entity awarded a Contract pursuant to this Request for Proposal.

17.02 **Entire Agreement.** The Contract is intended as the complete and exclusive statement of the agreement between ECMHSP and the Contractor and shall supersede all prior or contemporaneous agreements, negotiations or oral representations relating to the subject matter herein.

17.03 **Term of Contract and Time of Performance:** The term of the Contract will be for the duration of the project unless terminated earlier by ECMHSP pursuant to paragraphs 17.04 or 17.05 below. Contractor agrees to perform all obligations and tender services set forth in this Request for Proposal as mutually agreed upon between ECMHSP and Contractor during the term of this Contract.

17.04 **Termination for Cause:** In the event that the Contractor fails to carry out or comply with any of the terms and conditions of the Contract, ECMHSP may notify the Contractor of such default or failure in writing and demand that the failure or default be remedied within ten days. In the event that the Contractor fails to remedy such failure or default within the ten-day period, ECMHSP shall have the right to hold Contractor in breach of the Contract and to recover whatever damages it may be entitled to at law or in equity.

17.05 **Termination for Convenience:** The Contract may be terminated without penalty by ECMHSP for convenience by giving thirty days’ written notice of such termination to the Contractor. In no event shall termination by ECMHSP as provided for in this paragraph give rise to any liability on the part of ECMHSP including, but not limited to, any claims of Contractor for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing.

17.06 **Independent Status of Parties:** Contractor will neither hold itself out as nor claim to be an officer, partner, employee or agent of ECMHSP by reason hereof, and will not by reason hereof make any claim, demand or application to or for any right, or privilege applicable to an officer, partner, employee or agent of ECMHSP.
17.07 **Contract Amendments:** The Contract may be amended by mutual written consent of the parties. No modifications or amendments to the contract shall become valid unless in writing and signed by both parties.

17.08 **Compliance with Law:** ECMHSP is a federally-funded, non-profit corporation. Individuals and corporations desiring to do business with ECMHSP must certify that they have not been debarred from receiving federal funds. By submitting a response to this Request for Proposal, Respondent is certifying 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 transaction been convicted of 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 for or otherwise criminally or civilly charged by a government entity (Federal, State or local), with commission of any of the offenses enumerated in 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 or default.

17.09 **Access to Documents:** Contractor agrees to make available any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcription to the U.S. Department of Health and Human Services, the U.S. Comptroller General, or any other their duly authorized representatives.

17.10 **Acceptance of Services:** All services furnished under this Contract shall be to the satisfaction of ECMHSP and in accordance with the scope of services, terms, and conditions of the Contract.

17.11 **Indemnification:** Contractor agrees to indemnify, protect and hold harmless ECMHSP and its officers, directors, and employees from and against all claims, damages, losses, causes of action, suits or judgments arising out of, caused by, or resulting from, the provision of services by Contractor pursuant to this Contract, which are caused in whole or in part by any negligent act or omission of the Contractor.

17.12 **Force Majeure:** If either ECMHSP or Contractor is delayed at any time in the performance of its obligations hereunder by economic industry-wide strikes, fire, unusual delay in deliveries, unavoidable casualties, or other causes reasonably beyond such party’s control and which could not have been reasonably anticipated by that party, then the time for performance of such party shall be extended by one day for each day of such delay.
17.13 **Non-Disclosure:** Contractor and ECMHSP acknowledge that they or their employees may, in the performance of the resultant Contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any third person, firm, corporation, or other organization.

17.14 **Governing Law:** This Contract shall be construed and governed by the laws of the North Carolina.

17.15 **Suspension and Debarment**
ECMHSP is funded under a grant from the United States Department of Health and Human Services, Administration for Children & Families, Office of Head Start. Individuals and corporations desiring to do business with ECMHSP must certify that they have not been debarred from receiving federal funds. By entering into Agreement Contractor is certifying that it and its principals:

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

(2) Have not within a three-year period preceding this transaction been convicted of 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;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local), with commission of any of the offenses enumerated in this certification;

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

(5) Will immediately contact ECMHSP upon receipt of any notice of suspension, proposed debarment, or debarment.

17.16 **Byrd Anti-Lobbying Amendment:** (1) 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.

(2) 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 grant, the Contractor shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

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

(4) 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, U.S. Code. 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.

17.17 **Clean Air Act and Federal Water Pollution Control:** (1) Contractor agrees to comply with all requirements of the Clean Air Act and the Federal Water Pollution Act and all regulations and guidelines listed thereunder. Contractor shall promptly notify the U.S. Department of Health and Human Services and the regional office of the U.S. Environmental Protection Agency upon any violation of the Acts or their regulations and guidelines.

17.18 **Energy Efficiency:** Contractor will comply with mandatory standards and policies relating to energy efficiency with are contained in the North Carolina energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
EXECUTION OF OFFER

THIS SHEET MUST, BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT’S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

1. By signature hereon, Respondent offers and agrees to furnish the services at the prices quoted and comply with all terms, conditions, and requirements set forth in the Request for Proposal.

2. By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to an ECMHSP employee on connection with the submitted proposal.

3. By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or institution represented by the Respondent, or anyone acting for the firm, corporation, or institution has violated federal or state antitrust laws, nor communicated, directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

4. By signature hereon, Respondent certifies that all statements and information prepared and submitted in response to this solicitation are current, complete and accurate.

5. By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the Request for Proposal is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

6. By signature hereon, Respondent certifies it is a small business and/or a minority/female owned business as indicated below. Indicate status if applicable:

   (   )     Small Business
   (   )     Minority/Female Owned Business

7. By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of ECMHSP.

8. By signature hereon, Respondent affirms that he has not received compensation for participation in the preparation of the specifications for this Request for Proposal.

9. By signature hereon, Respondent signifies his compliance with all Federal laws and regulations pertaining to equal employment opportunities.

10. Respondent certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
Complete the Following

Federal Employer Identification No: ________________________________

If Sole Owner, SS No: ________________________________

If a Corporation, State of Incorporation: __________________________

Submitted by: ____________________________________________

(Company Name)

Authorized Signature)

____________________________________________________________________

(Printed Name/Title)

____________________________________________________________________

(Date)

____________________________________________________________________

(Street Address)

____________________________________________________________________

(City, State, Zip Code)
RESPONDENT QUESTIONNARE

Respondents are requested to submit a complete response to each of the below listed items.

1. Provide a general description of the history and growth of your company or organization from inception through the present.

2. Provide the name and position of the individuals who will be assigned to this project, their background, experience and qualifications demonstrating their ability to handle the proposed RFP to provide furniture including delivery and installation services and removal of old at the East Coast Migrant Head Start Project new office location.

3. Provide a customer reference list of no less than three organizations with which your company currently has previously provided services of equal type and scope, as requested herein, within the past five years. The reference list must include company name, contact person, and telephone number, and length of business relationship.

4. Describe the method by which you propose to be compensated.

5. Does any relationship, exist whether by relative, business associate, capital funding agreement or any other such kinship exist between your company and any ECMHSP employee. If yes, please explain.

6. Is your company a minority-owned business? If so, under what certifying agency, state or federal is it certified.

7. Describe your companies experience in working with nonprofit organizations and any relevant experience with Head Start agencies.

Submitted by: _______________________________________________________

(Authorized Signature)
Exhibit A. Furniture Specification Table

<table>
<thead>
<tr>
<th>Room/Area</th>
<th>Item</th>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cube Areas</td>
<td>Cubes</td>
<td>4 to 5’ tall with Plexiglas top</td>
<td>46</td>
</tr>
<tr>
<td>Training Room</td>
<td>Tables</td>
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<td>Chairs</td>
<td>Nesting</td>
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<td>Credenza with storage</td>
<td>6’ Cherry color</td>
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<td>Chairs</td>
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<td>Table</td>
<td>10’ conference style</td>
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<td>Chairs</td>
<td>Meeting style with arms</td>
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<td>Table</td>
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<td>Chairs</td>
<td>Meeting style with arms</td>
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<td>Table</td>
<td>10’ conference style</td>
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<td>Chairs</td>
<td>Meeting style with arms</td>
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<tr>
<td>Reception Area</td>
<td>Reception Desk</td>
<td>L shaped</td>
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<tr>
<td></td>
<td>Coffee Table</td>
<td>Small rectangular</td>
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<tr>
<td></td>
<td>Reception Couch</td>
<td>Small bench style</td>
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<td>Reception Chair</td>
<td>Small club style</td>
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<td>Side Table</td>
<td>Small round or square</td>
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<td>Lounge Area Outside</td>
<td>Coffee Table</td>
<td>Medium size round</td>
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<td>Circular sectional seating</td>
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<td>Kitchen</td>
<td>Chairs</td>
<td>4 leg restaurant style</td>
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Exhibit B. Proposal Pricing Form

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<th>Description</th>
<th>Model #</th>
<th>Mfr./Brand</th>
<th>*Unit Price</th>
<th>*Extended Amount</th>
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</tr>
</tbody>
</table>

TOTAL BID: __________

Vendor to complete the fields marked by an asterisk.
Vendors to provide the following information:

| Shipment will be made from | within | days after receipt of order. Shipment and prices shall be inclusive of any deliver/freight/handling charges. |

| Bidder: | |
| Address: | |
| Company Name: | |
| Street or PO Box: | |
| By: | (Signature) | (City, State, Zip) |
| Title: | Telephone: | |
| Federal Tax ID #: | Fax: | |
| Email: | |

Use additional sheets of paper to detail any additional information of your proposed pricing structure.