



**REQUEST FOR QUOTE
FOR
OFFICE FURNITURE**

RFQ NUMBER OA-FUN-9512

ISSUE DATE:

October 12, 2016

PROPOSAL SUBMISSION DEADLINE:

October 25, 2016

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

1.0 PURPOSE

The Workforce Board of Central Florida, d/b/a CareerSource Central Florida is soliciting bids 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 December 1, 2016. Actual completion date will be determined by build-out schedule and communicated to successful bidder in 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 **CareerSource Central Florida** is a Florida not-for-profit corporation that serves as one of twenty-four regional workforce boards in the State of Florida. CareerSource Central Florida serves Lake, Orange, Osceola, Seminole and Sumter counties. These five counties, which comprise a local workforce investment area under Florida's Workforce Innovation Act of 2000, entered into an Inter-local Agreement, effective February 18, 2003, under which CareerSource Central Florida was designated as "the administrative entity and fiscal agent for all programs promulgated" under the Workforce Investment Act of 1998 and Florida's Workforce Innovation Act of 2000. CareerSource Central Florida is also organized as a charitable tax-exempt entity under section 501(c) (3) of the Internal Revenue Code of 1986, as amended.

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

3.0 QUALIFICATIONS

In order to be considered for the project described in this RFQ, CareerSource Central Florida requires that interested proposers must meet the following qualification requirements:

- A. Vendor must have a minimum of three (3) years of experience in delivering training.
- B. Vendor must have been in business for a minimum of 3 years.
- C. Vendor must provide references. CareerSource Central Florida 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 provide furniture, fabrics, and accessories for the Orlando Airport Business Center that are *like or equivalent* to existing furnishings within West Orange County Career Services Center, other CareerSource Central Florida locations, or as specified by manufacturer's item/product number. Successful bidder will need to coordinate installation scheduling with the CareerSource Central Florida facilities manager. Vendor will be responsible for outfitting the Open Office 101 - Resource Room/Reception Area, Open Office 101A, Open Office 103, Conference Room 104, Open Office 112 - Staff Open Work Area, and Youth Room 125 with furniture in accordance with drawing sheet No. ABC-1 (PDF format) dated 10/10/2016; as well as meeting other specifications cited herein. Required CAD file and additional applicable drawings are uploaded as attachments to company website. Proposers are hereby cautioned that furniture images attached within identified areas in supplied drawings are not drawn to scale. At any time after contract has been awarded to successful bidder, 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 Open Office 101- Resource Room

The furniture currently installed in the West Orange County Career Services Center was manufactured by Maxon Surpass workstations, with 24" high Symmetry Frosted Acrylic divider screens. Vendor shall ensure that furniture used in the Orlando Airport Business Center is like or equivalent to current furniture installed in West County Career Services Center. Below are the quantity requirements and additional furniture specifications for the Orlando Airport Business Center Resource Room:

- Supply quantity of four (4) each, eight foot by eight foot workstations, to include power trough, with desktop port.
- Each station will consist of four laminate work services, measuring 48" by 48" (90° corner)
- Each work service will have a frosted divider screen, 48 inches long by 24 inches high. Width will vary contingent on pole location.
- The color of the laminate should match existing locations (Mahogany).
- Supply quantity of twenty-four (24) each, Sit-On-It Focus Midback, Mesh Back, Swivel Tilt Control, Armless Chair; refer to furniture examples within Exhibit "B".
- Supply quantity of eight (8) each, five foot computer table with casters. Two (2) each of aforesaid must be Americans with Disabilities Act (ADA) compliant. All tables shall be outfitted with power and data manager.

Vendor should incorporate premise that power for customer open work area workstations will be supplied from power pole source in ceiling.

4.02 Open Office 101 – Reception Area

Below are the furniture specifications for the Open Office 101 - Reception Area:

- Supply quantity one (1) each curved reception desk with Mahogany Laminate. Desk must be large enough to accommodate one staff. Desk shall have ADA compliant area to serve ADA customers; refer to furniture examples within Exhibit “B”; however, note that desk example supplied is larger than desk needed to accommodate space.
- Supply quantity one (1) each ergonomic Mesh Mid-back Task chairs for the front reception area desk. Chairs should come with multiple seat and back adjustments to allow chair arms to be adjusted in width; refer to furniture examples within Exhibit “B”.
- Ensure that enough counter space is provided for two computer workstations.
- Supply quantity two (2) each locking rolling one drawer, one file cabinets for storage.

Vendor should incorporate premise that power for reception area desk will be supplied from power source in the floor.

4.03 Open Office 101A

Below are the furniture specifications for the Open Office 101A:

- Supply quantity sixteen (16) each five foot computer table with casters, power and data manager. All tables shall be outfitted with power and data manager.
- Supply quantity thirty-two (32) each Sit-On-It Focus Midback, Mesh Back, Swivel Tilt Control, Armless Chair; refer to furniture examples within Exhibit “B”.

Vendor should incorporate premise that power for Open Office 101A area desk will be supplied from power source in wall.

4.04 Open Office 103

Below are the furniture specifications for Open Office 103 Area:

- Supply six (6) each cubicles with 65” high walls. Must contain power and data feeds installed along the back wall by windows. Color of fabric is to be determined and will be specified on purchase order.
- Supply six (6) each sliding cubicle doors. Color of fabric is to be determined and will be specified on purchase order.
- Supply twelve (12) each Mesh Back Chair with Fabric Seat. Chair must support up to 300 pounds. Supplied chair to be like or equivalent to National Business Furniture item #57020. Color of fabric is to be determined and will be specified on purchase order.
- Supply six (6) each Round Table up to 42” with Mahogany laminate.
- Supply quantity six (6) each locking, rolling two drawer file cabinets without cushion for storage.

Vendor should incorporate premise that power and data for Open Office 103 area tables will be supplied from power source in cubicle panel wall.

4.05 Conference Room 104

Below are the furniture specifications for the Conference Room 104:

- Supply freestanding and connecting Conference Tables with Mahogany laminate that can be linked together to address all meeting needs: boardroom, training and seminar. Tables should easily accommodate up to sixteen (16) folding chairs when positioned around linked table; refer to furniture examples within Exhibit "B".
- Supply thirty (30) each High Back Chair. Chair must have casters and be capable of folding easily for storage. Supply same chair as those being quoted for Youth Room 125. Refer to furniture examples within Exhibit "B".

4.06 Open Office 112 - Staff Open Work Area

Below are the furniture specifications for the Open Office 112 - Staff Open Work Area:

- The staff open work area shall house thirty-eight (38) each benching/desking unit workstations fitted with frosted divider screen. Height of divider screen shall not exceed 12 inches; refer to furniture examples within Exhibit "B".
- Supply thirty-eight (38) each Mobile File Cabinet with one (1) box drawer and one (1) file drawer for each working area. Cabinet shall contain standard lock to keep items secure in drawer; refer to furniture examples within Exhibit "B".
- Supply forty-two (42) each Mesh Back Chair with Fabric Seat. Chair must support up to 300 pounds. Supplied chair to be like or equivalent to National Business Furniture item #57020. Color of fabric is to be determined and will be specified on purchase order.

Vendor should incorporate premise that power and data for staff open work area workstations will be supplied from a combination of sources, including both source in wall and ceiling for power pole.

4.07 Youth Room 125

Below are the furniture specifications for the Youth Room 125:

- Supply sixteen (16) each Training Table with casters on legs and Mahogany laminate top. Table should measure 36" wide by 24" deep at a minimum, if available. If not propose closest width available to 36" wide. Table must have capability of top flipping easily for storage. Each table shall accommodate one person. Refer to furniture examples within Exhibit "B".
- Supply sixteen (16) each High Back Chair. Chair must have casters and be capable of folding easily for storage. Refer to furniture examples within Exhibit "B".
- Supply one (1) each Rolling Mobile Table with casters on legs and Mahogany laminate top. Table should measure 60" wide by 24" deep. Table shall match to Training Tables described above in similarity.
- Supply one (1) each Mesh Back Chair with Fabric Seat. Chair must support up to 300 pounds. Supplied chair to be like or equivalent to National Business Furniture item #57020. Color of fabric is to be determined and will be specified on purchase order.

Vendor should incorporate premise that power and data for Youth Room 125 Training Tables Rolling Mobile Table will be supplied from a combination of sources, including both source in wall and ceiling for power pole.

Please note, the proposer must document how they met the RFQ qualification as stated in section 3.0 QUALIFICATIONS.

5.0 APPLICABLE DOCUMENT SECTIONS

Table of Content

00817	Special Conditions
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01010	Summary of Work
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SPECIAL CONDITIONS - SECTION 00817

1.01 SPECIAL CONDITIONS

- A. The special conditions modify, change, delete from or add to the general conditions and shall apply to each and every section of the work as though written in full therein.
- B. The following paragraphs and subparagraphs take precedence over the general conditions. Where any part of the general conditions is modified or deleted by the special conditions, the unaltered provisions remain in effect.

1.02 INSTALLATION SCHEDULE

- A. 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 November 1, 2016, target date.
- B. The contractor shall install the project in the following one phase:

<u>Portion of the Building</u>	<u>Access Date</u>	<u>Completion Date</u>
5784 S. Semoran Blvd., Orlando, FL 32822	11/15/2016 (target date)	12/1/2016 (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

SCHEDULE OF DRAWINGS - SECTION 00850

1.01 SUMMARY

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

INTERIOR DESIGN DRAWINGS

<u>Sheet No.</u>	<u>Sheet Name</u>	<u>Issue Date</u>
ABC-1	PROPOSED FURNITURE DESIGN DRAWING	10 October, 2016

END OF SECTION 00850

SUMMARY OF WORK - SECTION 01010

1.01 GENERAL

- A. The work of this contract comprises the furnishing and installation of furniture and accessories for CareerSource Central Florida, Orlando Airport Business Center located at 5784 S. Semoran Blvd., Orlando, FL 32822.

1.02 ASSIGNED CONTRACTS

- A. Relations and responsibilities between contractor and assigned subcontractors shall be identical to that between contractor and sub-contractors he has selected.
- B. Assigned subcontractors shall furnish to contractor bonds covering faithful performance of the subcontract work and payment of all obligations thereunder, when contractor is required to furnish such bonds to owner.
- C. Assigned subcontractors shall purchase and maintain liability insurance as will protect him from claims, for not less than the limits of liability, which contractor is required to provide to owner.

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

- A. Work on the project which will be executed after the start of work of this contract, and which is excluded from this contract, are as follows:

1. Art
2. Window Coverings and Linens
3. Plant Materials

1.04 CONTRACTOR'S USE OF PREMISES

- A. Contractor shall limit his use of the premises for work and for storage to allow for:
 1. Work by other contractors.
 2. Owner occupancy.
- B. Coordinate use of premises under direction of the property manager.
- C. Assume full responsibility for the protection and safekeeping of stored products under this contract.
- D. Move any stored products, under contractor's control, which interfere with operations of the owner or separate contractor.
- E. Obtain and pay for the use of additional storage or work areas needed for operations.

END OF SECTION 01010

MATERIAL AND EQUIPMENT - SECTION 01600

1.01 MANUFACTURER'S INSTRUCTIONS

- A. Contract documents require that installation of work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to parties involved in the installation, including two copies to the architect and owner.
 1. Maintain one set of complete instructions at the job site during installation and until completion.
- B. Handle, install, connect, clean, condition and adjust products in strict accord with such instructions and in conformity with specified requirements.
 1. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with 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. The 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. Time deliveries and unloading to prevent traffic congestion and blocking of access, and to avoid interferences and delays in work.
- D. Provide for continuity of any phase of work. Sufficient quantities for completion of a phase shall be on the project site before that phase is started.
- E. Pack and handle materials to prevent damage during delivery. Store materials at designated locations to avoid interference with work, and arrange in order of intended use.

1.03 STORAGE AND PROTECTION

- A. Store products in accord with manufacturer's instructions, with seals and labels intact and legible.
 - 1. Store products subject to damage by the elements in weather tight enclosures.
 - 2. Maintain temperature and humidity within the ranges required by manufacturer's instructions.
- B. Arrange storage in a manner to provide easy access for inspection. Make periodic inspections of stored products to assure that products are maintained under specified conditions, and free from damage or deterioration.
- C. After installation, provide substantial coverings as necessary to protect installed products from damage from traffic and subsequent construction operations. Remove when no longer needed.

END OF SECTION 01600

SUBSTITUTIONS AND PRODUCT OPTIONS – SECTION 01630

1.01 SUBSTITUTIONS

- A. No Substitutions will be allowed.
- B. Alternates will be allowed. However, unless contract prohibits pricing, the original specifications must be priced prior to submitting any alternate suggestions for products. See alternate sheet Section 01030.

END OF SECTION 01630

CLEANING – SECTION 01710

PART 1 - GENERAL

1.01 DESCRIPTION

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

1.02 DISPOSAL REQUIREMENTS

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

PART 2 - PRODUCTS

2.01 MATERIALS

- A. Use only those cleaning materials which will not create hazards to health or property, and which will not damage surfaces.
- B. Use only those cleaning materials and methods recommended by manufacturer of the surface material to be cleaned.
- C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

PART 3 – EXECUTION

3.01 DURING INSTALLATION

- A. Contractor at all times shall keep the premises free from accumulation of waste 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

OPERATING AND MAINTENANCE DATA – SECTION 01730

PART 1 - GENERAL

1.01 GENERAL

- A. Compile manufacturer's directions and manuals, product data and related information appropriate for owner's maintenance and operation of products furnished under the contract.
 - 1. Furnish operating and maintenance data as specified in other pertinent sections of specifications to the owner.
- B. Instruct owner's personnel in the maintenance of products and in the operation of equipment and systems. Contractor is responsible for confirming owner's requirements for any in-service training or orientation required by staff for products provided.

1.02 FORM OF SUBMITTALS

- A. Prepare data in the form of an instructional manual for use by owner's personnel.
- B. Provide indexed tabs fly-leaf for each separate product, or each piece of equipment. Provide typed description of product and major component parts of equipment.
- C. Identify each volume with typed or printed title "OPERATING AND MAINTENANCE INSTRUCTIONS".
- D. Bind in Commercial quality three-ring binders with durable and cleanable plastic covers.
- E. When multiple binders are used, correlate the data into related consistent groupings.

1.03 CONTENT OF MANUAL

- A. Neatly typewritten table of contents for each volume, arranged in a systematic order.
 - 1. Contractor, name of responsible principal, address and telephone number.
 - 2. A list of each product required to be included, indexed to the content of the volume.
 - 3. List, with each product, the name, address and telephone number of:
 - a. Subcontractor or installer.
 - b. Maintenance contractor, as appropriate.
 - c. Identify the area of responsibility of each.
 - d. Local source of supply for parts and replacement.
 - 4. Identify each product by product name and other identifying symbols as set forth in contract documents.
- B. Product data: Include only those sheets which are pertinent to the specific product. Annotate each sheet to:
 - 1. Clearly identify the specific product or part installed.
 - 2. Clearly identify the data applicable to the installation.
 - 3. Delete references to inapplicable information.
- C. Drawings: Supplement product data with drawings as necessary to clearly illustrate relations of component parts of equipment and systems.
- D. Written text, as required to supplement product data for the particular installation:
 - 1. Organize in a consistent format under separate headings for different procedures.
 - 2. Provide a logical sequence of instructions for each procedure.
- E. Copy of each warranty, bond and service contract issued. Provide information sheet for owner's personnel, 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.

- D. 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

FURNISHINGS (GENERAL) - SECTION 12600

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes all work required to complete, as indicated by the contract documents, and furnish all supplementary items necessary for the proper complete installation of all furniture, furnishings and equipment.

1.02 REFERENCES

- A. ASTM E 84/NFPA 255/UL723 - Standard Method of Test for Surface Burning characteristics of Building Materials.
- 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, 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.
 - 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 be returned unreviewed to submitter.
- D. Operation and Maintenance Data:
 - 1. Submit in exact accordance with Section 01730 - Operating and Maintenance Data.
 - 2. Furnish to owner, two (2) copies of maintenance manual written by furniture manufacturer's technical service department for each type of furniture installed.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications:
 - 1. Manufacturer shall submit evidence of having not less than five (5) years successful production of similar product.
- B. Subcontractor Qualifications: Subcontractor shall submit evidence of skill and not less than five (5) years specialized experience with similar product.
- C. Material Uniformity: All 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.

- B. 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.
 - 2. Verify adequate blocking or other support for anchors.
- B. Prepare substrate surfaces to insure proper and adequate installation, in exact accordance with the contract documents and approved shop drawings, or manufacturer's requirements.
- C. Field measure and verify dimensions as required.
- D. Protect adjacent areas or surfaces from damage as a result of the work of this section.

3.03 INSTALLATION

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

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

3.04 CLEANING

- A. Clean in exact accordance with Section 01710 - Cleaning.
- B. Immediately remove all spots, smears, stains, residues, adhesives, etc., from the work of this section and/or upon adjacent areas or surfaces, which result from the work of this section.
- C. Upon the completion of the work of this section, dispose of, away from the site, all debris, trash, containers, residue, remnants and scraps, which result from the work of this section.

3.05 DEMONSTRATION

- A. Instructions: Provide operating, 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:

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

7.0 MINORITY/WOMEN/VETERAN BUSINESS ENTERPRISES

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

8.0 APPLICABILITY OF SUNSHINE LAWS

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

9.0 INSTRUCTIONS TO PROPOSERS

This RFQ is a solicitation and not an offer to contract. Interested parties desiring to provide proposal for Office Furniture as described in this RFQ must submit sealed responses to CareerSource Central Florida in the following manner:

- One (1) original and five (5) copies plus one digital (flash drive) version compatible to Microsoft Office Word 2010 or in Acrobat PDF clearly marked with the respondent's business name and address.
- Proposals when sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof.
- Proposals **must** be submitted no later than 5:00 PM (EST), on October 25, 2016, to:

William Warren, Contract Management Specialist
c/o CareerSource Central Florida
390 North Orange Ave., Suite 700
Orlando, FL 32801

- Responses by telephone, fax, or e-mail will not be accepted. Such responses will be rejected as non-responsive, regardless of when such responses are received. Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your response is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address.
- Any proposal may be withdrawn until the date and time set above for final submission of proposals. Any proposals not so withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the services set forth in this RFQ, or until one or more of the proposals have been awarded. Preparation costs for responses to this RFQ are solely

those of the respondent, and CareerSource Central Florida assumes no responsibility for any of such costs.

- CareerSource Central Florida reserves the right to negotiate the terms outlined in the response. CareerSource Central Florida reserves the right to reject any and all proposals, and to waive any irregularities or informalities. Further, should CareerSource Central Florida accept any Alternates, such acceptance is made with right to accept them in any order or combination.

10.0 PROCUREMENT TIMELINE (Tentative dates)

Date	Activities/Events
10/12/2016	RFQ made available at 5 p.m. on the CareerSource Central Florida Internet: www.CareerSourceCentralFlorida.com
10/17/2016	<p>Final Clarifying/Technical questions concerning the RFQ must be received by 3:00 p.m. on 10/17/2016 via email at: publicresponse@careersourcecf.com</p> <p>Response to all questions will be made available on the CareerSource Central Florida's website: www.CareerSourceCentralFlorida.com</p>
10/25/2016	<p>Sealed RFQ responses (1 original and 5 copies), plus one digital (flash drive) version compatible to Microsoft Office Word 2010 or in Acrobat PDF, must be received by 5:00 PM EST at CareerSource Central Florida Board Office, 390 North Orange Ave., Suite 700, Orlando, FL 32801.</p>
10/26/2016	Bids will be opened privately and Proposers will be notified as to successful bidder(s) by 11/1/2016.
11/1/2016	Negotiations completed with awarding of contract to allow for services effective date of November 1, 2016 (target date).

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,

CareerSource Central Florida 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 RFQ and tendering an offer to CareerSource Central Florida.

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:

- a) Complete - If sections or mandated attachments are missing, the proposal will not be considered.
- b) 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 RFQ.

CareerSource Central Florida will not return proposals to proposers. All proposals become the property of CareerSource Central Florida and will be a matter of public record subject to the provisions of chapter 119, Florida Statutes. CareerSource Central Florida shall have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFQ 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

CareerSource Central Florida will award the contract based on what is in the best interests of CareerSource Central Florida. 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

CareerSource Central Florida reserves the right to reject any or all proposals, or to waive any specific technicalities or formalities in order to accept proposals deemed to be in the best interest of CareerSource Central Florida.

Representatives of CareerSource Central Florida Facilities Department will coordinate the review and evaluation of all proposals, and will serve as technical advisors to the CareerSource Central Florida Board of Directors. The Facilities department will recommend which proposal best meets the needs of CareerSource Central Florida, and which best satisfies the requirements detailed in this packet.

13.1.1 Evaluation Procedure

All complete bids will be evaluated according to the guidelines set forth in this RFQ. All bids will be evaluated based on responsiveness to this RFQ. All non-responsive bids will be removed from further consideration. All responsive bids will then be evaluated according to the criteria below.

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.

13.1.2 Evaluation Criteria

The following criteria will form the basis upon which CareerSource Central Florida will evaluate proposals. Proposals that meet the mandatory (complete and compliant) requirements, as stated above, will be evaluated with 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 Status	5
Total	105

14.0 CONDITIONS AND LIMITATIONS OF THIS RFQ

The following conditions are applicable to all proposals:

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

CareerSource Central Florida 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 CareerSource Central Florida at the time and under the conditions stipulated in the specifications of this request.

Non-conforming proposals will be considered non-responsive and CareerSource Central Florida reserves the right to waive informalities and minor irregularities in proposals received. CareerSource Central Florida 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 CareerSource Central Florida.

CareerSource Central Florida 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 CareerSource Central Florida and the individual or firm selected.

CareerSource Central Florida 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 CareerSource Central Florida Central Florida. 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 CareerSource Central Florida's award decision.

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

ATTACHMENT "A"

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

Signature of Authorized Representative

Date

Printed Name and Title

ATTACHMENT "B"

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/about/board-committee-information/board-directors>

QUESTIONS AND ANSWERS ABOUT THE RELATIONSHIP DISCLOSURE FORM

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

The Relationship Disclosure Form 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 RFQ (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 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:

ATTACHMENT “C”

VENDOR GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES

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

By signing the agreement, VENDOR is providing the assurances and certifications as detailed below:

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this section specifically includes compliance by contractor and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable state, federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this agreement. 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. Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7, the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally-assisted construction sub-agreements.

2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS

Contractor certifies that it is not currently debarred, suspended, or excluded from or for participation in federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties excluded from federal procurement or non-procurement programs.

3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

As a condition of funding from CareerSource Central Florida under Title I of the WIOA, Contractor assures that it will comply fully with the following:

- 1) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin
- 2) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability
- 3) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs
- 4) The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age
- 5) Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs
- 6) 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
- 7) 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

- 8) Equal Employment Opportunity (EEO): The contractor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors 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, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37, as well as 41 CFR Part 60, and 45 CFR Part 80, if applicable.
- 9) 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 Contractor makes to carry out the WIOA Title I-financially assisted program or activity. Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

4. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS

Clean Air and Water Act: when applicable, if this contract is in excess of \$100,000, contractor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The contractor shall report any violation of the above to the contract manager. Energy Efficiency: The 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 the Energy Policy and Conservation Act (Public Law 94-163).

Contractor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in 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). The Contractor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C 6962).

5. CERTIFICATION REGARDING LOBBYING AND 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 agreement is in excess of \$100,000, contractor must, prior to contract execution, complete the Certification Regarding Lobbying form.

6. 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 Central Florida 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 releases 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.

7. 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 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.

8. PUBLIC RECORDS

- a. To the extent Service Provider is acting on behalf of CareerSource Central Florida as provided under Subsection 119.011(2) of the Florida Statutes, Service Provider shall:
 - i. Keep and maintain public records required by CareerSource Central Florida to perform the services under this Agreement.
 - ii. Upon request from CareerSource Central Florida's custodian of public records, provide CareerSource Central Florida with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law.
 - iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Service Provider does not transfer the records to CareerSource Central Florida.
 - iv. Upon completion of the Agreement, transfer, at no cost, to CareerSource Central Florida all public records in possession of Service Provider or keep and maintain public records required by CareerSource Central Florida to perform the service. If the Service Provider transfers all public records to CareerSource Central Florida upon completion of the Agreement, the Service Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Service Provider keeps and maintains public records upon completion of the Agreement, the Service Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Central Florida, upon request from CareerSource Central Florida's custodian of public records, in a format that is compatible with the information technology systems of CareerSource Central Florida.
- b. If the Service Provider fails to provide the public records to CareerSource Central Florida within a reasonable time the Service Provider may be subject to penalties under Section 119.10 of the Florida Statutes. Further, CareerSource Central Florida may exercise any remedies at law or in equity, including, without limitation, the right to (i) impose sanctions and assess financial consequences, (ii) withhold and/or reduce payment, and (iii) terminate this Agreement in accordance with the terms hereof.
- c. **IF THE SERVICE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SERVICE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT CAREERSOURCE CENTRAL FLORIDA'S CUSTODIAN OF PUBLIC RECORDS (MS. ANN BEECHAM, CHIEF ADMINISTRATIVE OFFICER) AT:**

**(407) 531-1222, EXT. 2010 OR
ABEECHAM@CAREERSOURCECF.COM OR
390 N. ORANGE AVENUE, ORLANDO, FL 32801**

9. MONITORING

At any time and as often as CareerSource Central Florida, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector General of the United States, and the State of Florida, or their designated agencies or representatives, may deem necessary, contractor shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this agreement. The above referenced records shall be made available at the contractor's expense, at reasonable locations as determined by Career Source Central Florida. Contractor shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CareerSource Central Florida.

10. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Contractor agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this agreement, contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with federal money under this agreement and (2) the dollar amount of federal funds for the project or program.

11. PUBLIC ENTITY CRIMES

Vendor shall comply with subsection 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 287.07, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

12. 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 not permit 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.

13. 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.
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. Vendor fails to provide any of the services it has contracted to provide; or
 - b. Vendor fails to comply with the provisions of this modified agreement; or
 - c. Such termination is in the best interest of the BOARD
4. Written notification of termination must be by registered mail, return receipt requested.

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

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

Name and Title of Authorized Representative

Signature of Authorized Representative

Organization/ Business Name

Date

EXHIBIT "A"

List 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: Orlando Airport Business Center

For all furniture installation for services required at Orlando Airport Career Services Center, provide all-inclusive price for each areas being furnished; if applicable, include travel-mileage related expenses:

OPEN OFFICE 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:

OPEN OFFICE 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:

OPEN OFFICE 103 – 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:

OPEN OFFICE 112 - 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	\$ _____	\$ _____	\$ _____	

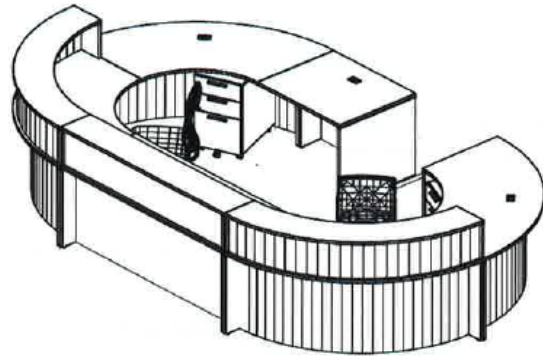
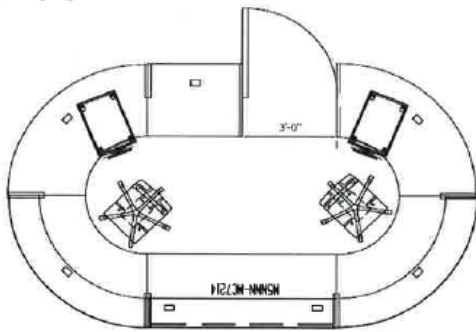
GRAND TOTAL (Grand Total should equal Base Bid Total Above) \$ _____

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

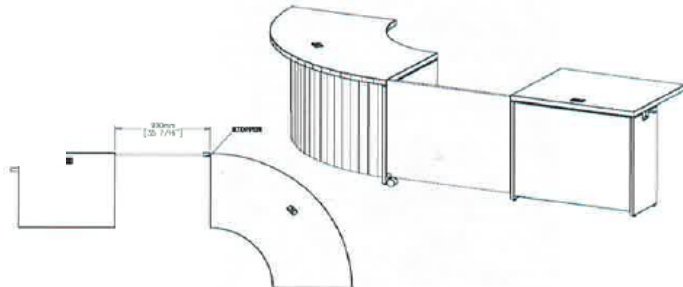
EXHIBIT "B" – FURNISHING SAMPES BY AREA

Open Office 101 Resource Room/Reception Area

(Inspiration is existing furniture in West Orange Career Center Resource Room but smaller desk desired.)



*Groupe Lacasse Morpheo reception desk with 2 - each box/file drawer, pedestals. Must scale down to accommodate one staff person.



*Laminate Mahogany



*Sit On It Focus
Midback mesh back task chair with knee tilt control, armless, with black back support and standard black base.



*Black Mesh Back



*Lineup Sandstone seat

Conference Room 104



Conference Tables and Folding Chairs
(*Inspiration is EZ-Linx Conference and Seminar Tables.*)

Open Office 112 -



Mobile File Cabinet with Cushion Top

(Inspiration is existing furniture at CSCF Bank of America office.)



Staff Open Area (Benching/Desking Unit) Workstation

(Inspiration for workstation is Global Bungee™ SL providing Sleek & Innovative design.)

Youth Room 125

(Inspiration is Sync™ Training Table and Valoré® High Back Chair linking style with function.)



Individual Training Tables and Folding Chairs