



Palomar Community College District
Contracts & Procurement Services
Building A / Rm. A-10
1140 W. Mission Rd.
San Marcos, CA 92069-1487
Phone: (760) 744-1150 ext. 2697
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REQUEST for PROPOSAL DOCUMENTS
RFP #301-16: Furniture Standards
Palomar Community College District

RFP Opening Date & Time: April 13, 2016, at 3:00 PM

To: Vendors:

** * * ATTENTION: Please review this document as soon as you receive it. * * **

Any requests for interpretation or corrections must be made in accordance with the Information for Respondents section, Item 3. "Interpretation of Documents".

If you wish to submit a Proposal, your completed Proposal must be returned in a sealed envelope no later than the **RFP/Proposal Opening Date and Time** as stated above.

If you have any questions regarding the proposal requirements or timeline, please contact me, Bernard Sena, at (760) 744-1150 extension 2697.

Sincerely,

Bernard Sena
Manager, Contract and
Procurement Services
Palomar College

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**NOTICE TO VENDORS
REQUEST FOR PROPOSAL
RFP: #301-16 FURNITURE STANDARDS
PALOMAR COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVEN that the Palomar Community College District of San Diego County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to, but not later than **3:00 pm on the 13th day of April 2016**, sealed proposals for the award of a contract for:

**RFP #301-16: Furniture Standards
Palomar Community College District**

All proposals shall be received in the office of Contract Services, Room A-10 of the District located at 1140 W. Mission Road, San Marcos, California 92069-1487 on the date and time as stated above.

Each submittal shall conform and be responsive to the Request for Proposal (RFP), a copy of which is on file and may be obtained by calling the District's Contract Services at (760) 744-1150, ext. 2697, or at the following website:

<http://www.palomar.edu/businessservices/Bids.html>

The District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposal. No Consultant may withdraw their proposal for a period of sixty (60) days after the date set for the closing of proposals.

Nancy Chadwick

Secretary, Governing Board

Palomar Community College District

San Diego County, California

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INTRODUCTION

BACKGROUND: The Palomar Community College District, hereinafter “District”, is in the process of formally establishing Furniture Standard Requirements Contracts (annual and renewable up to three years) through the use of Public Contract Code compliant, established and acceptable Cooperative Agreements. We are looking to interview and negotiate Tier Pricing with Manufacturers and Distributors named and parties to such agreements for acquiring long lasting, ergonomic, environmentally friendly, institutional and durable quality, educational based Furniture Products for both classroom and administrative application.

Vendors are being asked to review and submit a response to this RFP. A committee will evaluate and consider all submissions. Evaluation of Responses for completeness and full comprehensive ability to serve the District will be based on factors expressly detailed and outlined within this RFP document.

Based on results, the top vendors will be short listed and invited to participate in an interview and presentation process to our Furniture Standards District Committee. After the presentations, the top finalists will be chosen and invited back for the establishment of agreements and may be ultimately designated as primary suppliers of the District Standards for Systems Furniture, Academic and Classroom Furniture and contracted ancillary furniture.

PRODUCT and SUPPLIER: We are primarily seeking product from vendors of brands with and of established market share within the Higher Education Collegiate environment. Requirements will include ability to work and collaborate with a wide, diverse and broad array of stake holders, ability to work with Construction and Project Managers, numerous and concurrent construction issues including varied product delivery deadlines, sufficient and dedicated customer service, staff exclusive to our account, turnkey delivery and installation, the offering of free no cost design service, ability to warranty and service all products and have long standing presence in the industry.

PROPOSITION M: The District passed a \$694 million general obligation bond, Proposition M, on the November 7, 2006 ballot under the provisions of Proposition 39. The bond allows for new and renovation construction projects as per its master plan and is accountable to an Independent Citizen’s Oversight Committee. The Palomar Community College District is governed by a five-member Governing Board elected to four-year terms by voters in the District. Although the District is halfway through the bond at this point, the college would like to standardize much of its furniture, fixtures, and equipment to ensure uniformity, quality product, and value moving forward with future bond projects as well as all other purchases. Thus, the District Purchasing Office in conjunction with the District’s Facilities Department is seeking proposals for furniture and installation at this time so that recommendations may be presented to the Governing Board allowing for approval for District wide standardization.

EQUAL OPPORTUNITY EMPLOYER: The District is an equal opportunity employer and complies with all applicable State and Federal laws and regulations applicable to a public entity employer, including FEPC, EEOC, ADA, and all affirmative action laws and guidelines currently applicable to a California Community College District.

INFORMATION FOR RESPONDENTS

1. **Contact Information:** Your contact person at the District in reference to this RFP is Bernard Sena, Manager Contract and Procurement Services, (760) 744-1150, ext. 2697.
2. **RFP Submittals:** Deadline for submittals is Wednesday, April 13, 2016 at 3:00 PM. Please send (1) original and five (5) copies of your respective RFP response **and** a complete electronic copy on a compact disk (CD) or a thumb drive in PDF format. Packages shall be received in the office of Contract Services, Attn: Bernard Sena, Room A-10C; Administration Building located at 1140 W. Mission Road, San Marcos, California 92069-1487 and labeled: *RFP #300-16: Furniture Standards*. The District will not accept any responses after the deadline date & time. Also no oral, telegraphic, electronic, facsimile or telephone statements will be considered.

The District will reject as “non-responsive” any RFP which is considered by the District at their discretion non-responsive to the material requirements of the RFP.

3. **Errors/Discrepancies/Questions/Clarification of RFP:** Any discrepancies, errors, questions or clarification pertaining to this RFP should be directed in writing only to Bernard Sena, Manager Contract and Procurement Services at bsena@palomar.edu. Respondents are encouraged to submit their questions, as soon as possible, in order to give the District an opportunity to reply in a timely manner. The District will not accept any questions for clarification after April 6, 2016 at 5:00 p.m.
4. **RFP Response Cost:** This Request for Proposal does not commit the District to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, traveling to and attending the interviews.
5. **RFP Modification/Cancellation:** The District reserves the right to reject any and all RFP submittals, to amend the RFP and the RFP process and to discontinue or re-open the process at any time.
6. **Non-Liability of District:** The District shall not be liable to the Respondent (Manufacturer or Distributor) for personal injury or property damage sustained in the performance of these services, however caused.
7. **Important District Rights For This Request For Proposal:** This Request for Proposal shall not be construed to create a contract or an obligation on the part of the District to enter into a contract with any vendor. This Request is an information solicitation of proposals only. It is not intended nor is it to be construed as the engaging in formal competitive bidding pursuant to any statute, ordinance, policy, or regulation.

The District reserves the right to reject any or all Proposals received in response to the Request for Proposal or to negotiate separately with any vendor when it is in the best interest of the District to do so.

The District is not responsible for payment of costs incurred in the preparation of the requested proposals or any other ancillary expense.

8. **Vendor Responsibility For Knowledge Of Existing Conditions:** Before submitting a proposal, vendors shall carefully examine the specifications and the forms of the other documents. They shall fully inform themselves as to all existing conditions and limitations, shall include in their proposal all requested information including the cooperative purchasing contract they propose that the District utilize. Selected Supplier/s will also be required to submit quotations in ARMA format acceptable for Purchase Order creation, asset tagging and inventory management purposes.
9. **Interpretation Of Documents:** If any person contemplating submitting a Proposal is in doubt as to the

true meaning of any part of the plans, specifications, or other proposed RFP documents, or finds discrepancies in, or omissions from the specifications, he/she is required to submit to Bernard Sena, Manager Contract and Procurement Services, Palomar Community College District, a written request for an interpretation or correction thereof. It is the sole and exclusive responsibility of the Vendor to submit such request in sufficient time for the District's response thereto and delivery of such response to all vendors prior to the scheduled closing for receipt of Proposals. Please email requests to the Bernard Sena at bsena@palomar.edu. Your e-mail address should be included with your request. Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by said Manager Contract and Procurement Services, and a copy of such Addendum will be e-mailed to each person receiving a set of such documents. The Palomar Community College District will not be responsible for any other explanation or interpretation of the proposed documents.

10. Addenda or Bulletins: Any addenda or bulletins issued by the Palomar Community College District prior to the deadline for submitting proposals or forming a part of the documents issued to the vendor for the preparation of the proposal shall be covered in the proposal.
11. Short List Vendors To Make A Presentation: Upon receipt of proposals, the District's evaluation committee will score and evaluate all vendors who submitted a proposal based on the information provided therein and select a short list of vendors to schedule a date and time for such vendor to give a one (1) hour presentation based on their proposal submittal. The presentation will be given to approximately a five member committee comprised of District employees. The District will then have five (5) days in which to prepare any further questions and invite vendors who are in final consideration for possible negotiation and contract development.
12. Documents to be included in the Vendor's Proposal Submittal Package: Please send (1) original and five (5) copies of your respective RFP response and a complete electronic copy on a compact disk (CD) or a thumb drive in PDF format. A minimum of **5 Copies** must be available to the committee. Each proposal submitted by a vendor must include the following items, completely filled out and signed by authorized signatory personnel of the Vendor's company, in order to be considered a responsive proposal:
 - Proposal Form, with appropriate Proposal # stated (page #18 of this Proposal Document).
 - Proposal Sheets, with appropriate Proposal # stated (pages #21-38 of this Proposal Document).
 - References, with appropriate Proposal # stated (page # 39 of this Proposal Document).
 - Designation of Subcontractors, with appropriate Proposal # stated (page #40 of this Proposal Document).
 - Verification of Contractor/Subcontractors' DIR Registration (page #41 of this Proposal Document).
 - Current copy, including any addendum of the named Cooperative Agreement, to be used as a basis for contract pricing and negotiations. *This must have dates expressly stated for contract length and term and list the manufacturer name and product.
 - Qualifications and number of staff to be dedicated to our account.
 - Ability to Buy and Hold product as needed in the event of construction delay.

The Vendor shall ensure that all the Topics listed in the Proposal Sheet are discussed in the Vendor's Proposal and are cross-referenced on each Proposal Sheet submitted. Vendors are also encouraged to submit copies of the manufacturer's literature or brochure with their proposals.

No term or condition shall be imposed by vendor or conflict with any terms, conditions, or specifications of this RFP. The District does not agree to pay any associated or direct fees, interest, attorneys or legal fees in regards to submission or responding to this RFP opportunity.

13. Withdrawal of Proposals: Any vendor may withdraw their proposal(s), by a written request, at any time prior to the scheduled deadline for submitting proposals, but not after.

14. Opening of Proposals: All proposals received in response to this RFP will receive a fair and impartial evaluation by the District. In conducting this evaluation the District may obtain and use information, in addition to that contained in the proposals, from any source desired.
15. Withdrawal Of Proposals After Opening: No vendor may withdraw their proposal(s) after submission or after the deadline date for submitting proposals.
16. Conditional Proposal: The District reserves the right to reject any proposal which imposes conditions or terms on purchases which were not specified in the original request for proposal document.
17. Award Of Contract: Depending and based on proposal, presentation, and negotiation of Memorandum of Agreement, the District will determine the number of vendors to be chosen for standardization of each Furniture Category thus allowing for flexibility in choice by District user groups. Ancillary Furniture will be addressed depending on the nature of the product and Cooperative Agreement compliance and acceptance.

Any/all of the final selected/contracted vendors shall be required to submit the required certificates of insurance to the District before the District will issue any purchase order to the Vendor.
18. District's Right of Termination For Cause Or Convenience: The District reserves the right at all times during and after this proposal process to terminate and/or withdraw from this RFP process and any and/or all subsequent agreements derived and negotiated by this offering and further stipulates this right shall be maintained in any future negotiated instruments.

RFP RESPONSE FORMAT

1. RFP Response: All materials submitted in response to the RFP shall be on 8-1/2"x11" paper, preferably in portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate distinct sections of the RFP response which correspond to the information requested in this RFP.
2. Copies of RFP Response: Each Respondent shall submit an original and five (5) copies of their respective RFP response and a complete electronic copy on a compact disk (CD) or thumb drive in PDF format.
3. Added Materials: Respondents are not prohibited, but are discouraged, from submitting additional materials, not required in the RFP Contents/Format. However, if a Respondent elects to submit additional materials, this documentation should be separately bound from the information requested and labeled "Additional Information".
4. Contents of RFP Submittal: Each respondent shall provide the following information in the order listed below:
 - A. Letter of Introduction: Brief letter of introduction on Company's letterhead transmitting all required RFP information.
 - B. General Experience: Provide a profile of experience for the Company and all members of the team. This section shall include, but need not be limited to the following:
 1. The supplier's experience with major construction and FF&E projects for California Community Colleges;

2. List and describe how long the key members of the team have worked together and a list of projects that the proposed team has worked on and completed;
3. Provide a list of your company's facilities locations and distribution centers. Include in your services any limitations as to delivery vehicles, installation staff, and available resources on a project by project basis;
4. Describe your ability to provide an experienced project manager to serve as the District's day to day point of contact. Please list the name and team member who will serve as the project manager and the length of time he/she has been with the firm.
5. Completed Proposal Response Section

5. Proposal Timeline

Question Deadline: April 6, 2016 by 5:00 p.m.

District Response: Last Addendum, April 8, 2016, by 5:00 p.m.

RFP Close: April 13, 2016 by 3:00 p.m., Room A-10C

PROPOSAL SPECIFICATIONS

The following information is specific to this Proposal/Contract. Information stated in this "Proposal Specifications" section supersedes any conflicting information which may be contained in the "Proposal General Contract Terms & Conditions" section.

1. Project Overview / Summary: The District is interested in standardizing Furniture Requirements and installation for common building spaces as listed herein. The District is seeking proposals from responsible, responsive vendors and will invite selected and evaluated short listed vendors to give presentations based on those proposals. All vendors must be able to propose pricing based on existing cooperative purchasing contracts. The District will assemble an approximate 5 member committee to which short listed vendors will be required to give a presentation. Subsequent process includes a five day (5) period in which further questions may be asked and answered and the final stage finalist vendors will be brought in for further consideration. Based on proposal, presentation, and negotiation of pricing of existing Cooperative Negotiable Purchasing Contracts, vendors will be chosen for standardization.

The District reserves the right to determine the number of vendors, given interviews, and possibly award a contract based on the best interests of the District.

2. Prevailing Wages/DIR Registration: All District projects are considered public works and subject to prevailing wage requirements per Labor Code §1720 *et seq.* The bidder/contractor and all subcontractors of every tier shall pay laborers performing any portion of the Project not less than the prevailing wage rate established for the labor provided. Pursuant to Labor Code §1771.4(a) (4), prevailing wage rate monitoring and enforcement shall be by the California Department of Industrial Relations ("DIR"). Each bidder must be registered with the DIR pursuant to Labor Code §1725.5 in order to be qualified to submit a bid or to perform work on this Project. Bids submitted by contractors not registered with the DIR will be rejected as non-responsive. All listed subcontractors in the bid also must be registered with the DIR at the time of bid opening. At all times during performance of the Project, the bidder/contractor and **all** subcontractors, **of any tier**, must be registered with the DIR. Bidders/contractors may register with the DIR online at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

Deadlines: a) March 1, 2015: No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR pursuant to Labor Code §1725.5 [limited exceptions apply per Labor Code section 1771.1(a)]; b) April 1, 2015: No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code §1725.5

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful bidder, copies of which are available online at <http://www.dir.ca.gov/dlsr>. A copy of these rates shall be posted by the successful bidder at the job site. The successful bidder, and all subcontractor(s) under the successful bidder as well as all subcontractors of any tier, shall comply with all applicable Labor Code provisions, which include, but are not limited to, registration with the DIR for the duration of the work performed on the Project, the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, reporting compliance to the DIR, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

3. Material & Service Specifications: The itemized listing of requested furniture in each common building space listed herein shall more than likely vary. However, it is incumbent upon the vendor to obtain exact measurements and correct configurations for each space and for every job they are contracted for by the District.

The vendor shall also be responsible for working with the appropriate District staff to determine what power and data capabilities the furniture for each common building space must accommodate.

4. Warranty: Vendor to state in its Proposal what the warranty period and coverage is for each line of furniture being proposed.
5. Authorized Dealer / Distributor: The Vendor must be an authorized dealer and/or distributor for the brand and models that the Vendor is specifying in its Proposal(s).
6. Vendor License Requirements: The Vendor shall have the appropriate valid California Contractor's License to perform per the specifications, terms, and conditions of this RFP and the Vendor's Proposal(s) as and if necessary.
7. District Project Coordinators / Points Of Contact: The Vendor shall be required to schedule and coordinate all work with the District FF&E Supervisor and / or Construction Manager as requested per each job.
8. Insurance Requirements For This Contract: The Contractor shall maintain adequate insurance to protect him/herself and the District from claims for damages or personal injury, including death, damage to property and loss of property, and from claims under Workers' Compensation Acts, which may arise from operations under a contract with the District. The Contractor shall be required to file the following proofs of such insurance with the District prior to receiving authorization to proceed on a contract awarded from this RFP:
 - Certificate of Insurance, both naming the Palomar Community College District as an additional insured, confirming the following minimum coverage:
 - \$1,000,000 combined single limit general liability coverage, and
 - \$1,000,000 automobile liability coverage.
 - Endorsements to the above policies naming Palomar Community College District as an additional insured.
 - Proof of Workers' Compensation coverage (or proof that coverage is not required/applicable).

Should any of the above described policies be canceled prior to their expiration dates, the issuing company shall mail 30 days written notice of cancellation to the District. The Contractor shall maintain current insurance documents, for all of the above coverages, on file at the District during the term of any contract with the District.
9. Hold Harmless Clause: The Contractor agrees to indemnify, protect, defend and hold harmless the Palomar Community College District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that arise for any reason from or during or alleged to be caused by the Contractor's performance while engaged in the services under this contract.
10. Tax I.D. Information Required: When requested by the District, the awarded Contractor shall be required to promptly submit its current tax identification information to the District, using the District's own "Payee Data Record" form, which is in lieu of a W-9; this form provides the District with additional important information to ensure that the awarded Contractor is correctly set up as a vendor in the District's financial systems.

PROPOSAL GENERAL TERMS & CONDITIONS

The following terms and conditions shall apply, as applicable to the subject materials and/or services for this RFP and any purchase order issued as a result of the awarded contract. The Contractor also may be referred to below as the Vendor or Supplier.

Purchase Order General Provisions:

1. **Shipping Instructions:** All Construction Project Orders are subject to substantial completion of projects and coordination of delivery time and date exclusively will be dictated by Palomar College FF& E Offices. Unless otherwise specified, **any/all goods are to be shipped prepaid, F.O.B. destination and fully installed and operational.** Only where expressly specified as exception will authorization be granted to shipping goods F.O.B. shipping point. Supplier agrees to prepay all shipping charges, route at least expensive common carrier, and to bill the District as a separate item on the invoice for said charges less Federal Transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that the District reserves the right to refuse any C.O.D. shipments. Delivery of material and specified documentation by the delivery date is essential to maintain the operating schedule of Palomar College facilities. Deliveries may be expedited by the District. Suppliers shall notify the Director of Business Services promptly of any conditions affecting the delivery date. The District may at its sole option accept or return deliveries which vary from the specified delivery date or quantities except for authorized partial shipments.
2. **Title And Risk Of Loss:** Title and risk of loss or damage to all goods and material shall pass from Supplier to the District at F.O.B Destination point consistent with F.O.B. terms set forth in the Purchase Order. Title shall be free and clear of any and all liens and encumbrances whatsoever. All deliveries are to be F.O.B. Destination point and if material is received at destination in a damaged condition due to carrier responsibility, Supplier shall cover and remedy all District claims including establishing carrier liability by supplying evidence that the material was properly manufactured, packaged and secured to withstand, normal transportation conditions. If a claim for such damage is denied by the carrier on the basis that damages were attributable to Suppliers, the Supplier shall repair or replace such damaged material at no cost to the District
3. **Packing:** All items listed on the Purchase Order shall be packaged and shipped in accordance with good shipping practices. All items or their containers shall be piece marked with a description and Purchase Order number. Items disassembled for shipment shall be match marked. Unpainted surfaces and openings shall be protected from impact and weather damage.
4. **Payment:** All invoices shall have a direct referenced Purchase Order Number and must be submitted to the District in triplicate. In the event the District is entitled to a cash discount, the period of computations will commence on the date of delivery, or receipt of a currently completed invoice, whichever is later. If an adjustment in payment is necessary due to damages, the cash discount period shall commence on the date final approval for payment is authorized. If a discount is part of the Purchase Order, but the invoice does not reflect the existence of a cash discount, the District is entitled to a cash discount with the period commencing on the date it is determined by the Accounts Payable Technician that a cash discount applies.

All invoices not providing a discount shall be paid within thirty days after receipt of material at the required destination. For any portion of the material which does not conform to the requirements of the Purchase Order, a corresponding portion of the price may be withheld until such nonconformance is corrected. Payment shall not forfeit the District's right to inspect and accept the material and its documentation, nor shall the withholding of any payment or prorated portion thereof, preclude the District from pursuing any other rights or remedies it may have under the Purchase Order.

Invoices shall separately identify sales or use taxes, and any acknowledged pre-authorized prepaid

freight charges for Parcel Post, U.P.S. or any shipments designated "F.O.B. point of shipment, freight allowed." Sales and use taxes are not applicable to freight charges unless the Suppliers own their own transportation fleet.

Except for sales and use taxes, the Purchase Order price for the material is inclusive of all other fees, excises and charges which are now or hereafter imposed by federal, state, municipal, or other local public authority.

5. **Acceptance:** The District shall accept the material after sufficient tests (if required) and inspections have been made by the District, within a reasonable time after receipt of the material to determine that the material meets all the requirements of the Purchase Order. If such inspections and tests show the material, or any part thereof, not to be as specified in the Purchase Order, the District may reject such material and Supplier shall be advised and shall promptly correct or replace such rejected material at Supplier's sole expense or at the District's option, shall issue credit for monies paid.

The District shall be permitted access to Supplier's facilities to inspect workmanship, observe tests and inspections, expedite manufacturing and obtain required information for the material.

6. **Warranty:** Supplier warrants articles supplied under this contract to be warranted for a minimum of **10 calendar years for full and complete replacement** from the date of installation. Supplier warranties all product must conform to specifications herein, and the items and or material is fit for the intended educational and institutional purpose. The District and Supplier agree that this order does not exclude, or in any way, limit other warranties provided for in this order or by law.

Supplier shall also warrant the item and or material to be free from defects in workmanship, materials, and design. Supplier shall conform to the requirements of the Purchase Order. Supplier shall, at its sole expense and promptly after notification by the District during the warranty period, correct or replace such defective material F.O.B. destination. The warranty period for such corrected or replaced material shall be an equal duration as the original warranty period and shall start upon acceptance of such corrected or replaced material.

7. **Statutes and Codes:** The material and or work shall comply with the applicable requirements of all statutes, acts, ordinances, regulations, codes and standards of legally constituted authorities having jurisdiction as of the date of the Purchase Order.
8. **Changes:** Supplier will accept no changes to the specifications of this Purchase Order such as verbal instructions unless authorized in advance by the District's Business and Contract Services Department.

The Business & Contract Services Department may make changes in the drawings and specifications on any item at any time. If such changes result in delay or additional expense to the Suppliers, an equitable adjustment of price and delivery schedules will be made.

9. **Termination Cause Or Convenience:** The District reserves the right to Terminate for Cause or Convenience. If Supplier becomes insolvent or makes an assignment for the benefit of its creditors, or if a petition in bankruptcy is filed by or with respect to the Supplier, the District may, by notice in writing, terminate this order without liability to the Supplier except for items already accepted by the District. The District may terminate this order at any time by notice in writing to the Supplier. In such event, the District shall pay such termination charges as may be agreed upon. If agreement cannot be reached, the District will be liable for such sum as may lawfully be owing to the Suppliers on amount of such termination, but in no event shall the District be liable for any loss of profits on the order or portion thereof so terminated.
10. **Patent, Trademark, And Copyright Indemnity:** Supplier agrees to indemnify the District and hold it harmless from and against all claims, liability, loss, damages or expenses, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement, or litigation based

thereon with respect to the goods or any part thereof covered by this order. Such obligation shall survive acceptance of the goods and payment therefore by the District.

11. **Taxes:** Unless otherwise indicated, the District agrees to pay all state sales and, when applicable, use tax. No charge by the Supplier shall be made for Federal Excise Taxes. The District agrees to furnish the Supplier, upon acceptance of the articles supplied under this Purchase Order, with a tax exemption of articles supplied under this Purchase Order and a tax exemption certificate where applicable.
12. **Non-Waiver:** No provision of this order or the rights to receive reasonable performance of any act called for by the terms shall be deemed waived by a waiver by the District of a breach thereof as to any particular transaction or occurrence. No waiver by the District shall be valid unless expressly stated to be a waiver in a change order.
13. **Uncontrollable Forces:** Supplier shall not be liable for delay in the delivery date or inability to perform the work due to any cause beyond its reasonable control, provided that the Supplier promptly notifies the District in writing of the nature, cause, date of commencement and expected impact of the event and has exercised due diligence in proceeding to meet the delivery date. The District shall then extend, if possible, the delivery date for an equitable period due to such causes. Such causes are as follows: strike, flood, fire, lightning, epidemic, quarantine restriction, war, sabotage, act of public enemy, earthquake, or material availability.
14. **Parts:** Supplier warrants that any parts furnished to the District will be new and unused. Parts shall be exactly like originals and shall be warranted by Supplier that the parts will fit their intended use.
15. **Governing Law:** The Purchase Order shall be construed under the laws of the State of California as if executed and to be performed wholly within the State of California.
16. **Assignment:** Neither the Purchase Order nor any interest under it shall be assigned to any entity without the prior written consent of the District. The Purchase Order shall not be deemed an asset of the Supplier. If the Supplier enters into any voluntary or involuntary receivership, bankruptcy, or insolvency proceedings, the Purchase Order may be canceled at the District's option upon written notice to the Supplier.
17. **Notices:** Any legal notice pertaining to the Purchase Order shall be in writing and sent registered or certified mail postage prepaid. The notice shall be sent to the District or to the Suppliers, as appropriate, to their respective addresses appearing on the Purchase Order.
18. **Entire Agreement:** The Purchase Order and documents incorporated therein constitute the entire agreement between the District and Supplier as to its subject matter. Supplier's proposal and all prior agreements, commitments, representations and discussions between the District and Supplier pertaining to the Purchase Order shall not be construed to be a part of the Purchase Order unless incorporated therein.
19. **Computer Hardware & Software:** Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention. Vendor further agrees to indemnify and hold harmless the Palomar Community College District, the Chancellor's Office of the California Community Colleges, and any California community college using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

20. **Installation & Deliveries:** Installation and deliveries are acceptable between the hours of **7:30am and 3:30pm**. No deliveries will be accepted on Saturdays, Sundays, or legal school holidays unless specifically provided for in the Purchase Order.

21. **Materials, Composition Standards And Sustainability**

Upholstered Furniture Flammability Requirements

The California Bureau of Electronic and Appliance Repair, Home Furnishings, and Thermal Insulation (BHFTI) regulates the flammability of upholstered furniture. These regulations include **specific testing and labeling requirements** which are specified in the regulations and Technical Bulletin 117 - Requirements, Test Procedures and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.

For more detailed information, see BHFTI's:

Rules and Regulations and Order of Adoption -- Criteria for Exemptions

State of California

California Air Resources Board (CARB) - Formaldehyde Emissions

On April 26, 2007, the state Air Resources Board (CARB) approved an airborne toxic control measure (ATCM) to reduce formaldehyde emissions from composite wood products, including hardwood plywood (HWPW), particleboard (PB), medium density fiberboard (MDF), and also Page | 16 furniture and other finished products made with composite wood products. For manufacturers of HWPW, PB, and MDF, **compliance with emission standards specified in the ATCM must be verified by using a third-party certifier approved by CARB**. Third-party certifiers are required to ensure that manufacturers of composite wood products verify compliance with the applicable emissions standards under the ATCM for their manufactured products.

17 CCR 93120 - ATCM to Reduce Formaldehyde Emissions from Composite Wood Products Adopted: April 18, 2008. The ATCM applies to all hardwood plywood (HWPW), particleboard (PB), and medium density fiberboard (MDF), including thin MDF (≤ 8 mm), and finished goods that contain these products, that are sold, offered for sale, supplied, used, or manufactured for sale in California. Sell-through Provisions That Apply to Manufacturers, Importers, Distributors, Fabricators, and Retailers of Composite Wood Product Panels and Finished Goods CARB has created a listing of the sell-through provisions and dates for all regulated entities involved with the sale of composite wood product panels and finished goods in California.

Under the sell-through provisions, composite wood products and finished goods manufactured before each applicable effective date may be legally sold, supplied, or offered for sale in California for specified periods of time after the effective date. Such products and finished goods do not need to comply with labeling requirements specified in the ATCM, unless these products comply with the emission standards in the ATCM. (If a composite wood product was manufactured after an applicable effective date, the product must meet the applicable emission standard and there is no sell-through period.)

For more detailed information, see CARB's:

Frequently Asked Questions (FAQs) on Formaldehyde Emission Regulations

Consumer Product Safety Act (CPSA)

Title 15, United States Code, Chapter 47, Sections 2059-2089

The Consumer Product Safety Act, entered into law on October 27, 1972, was enacted to establish the Consumer Product Safety Commission and define its authority with the purpose of protecting the public against unreasonable risks of injury associated with consumer products; assisting consumers in evaluating the comparative safety of consumer products, developing uniform safety standards for consumer products; and to promote research and investigation into the causes and prevention of product-related deaths, illnesses, and injuries.

Upholstered Furniture: Pending Regulation of Note
Flammable Fabrics Act (FFA), Title 15, United States Code, Chapter 25, Sections 1191-1204
16 CFR 1634, Standard for the Flammability of Residential Upholstered Furniture

ACTION: Notice of proposed rulemaking The CPSC has proposed flammability standards for residential upholstered furniture under the Flammable Fabrics Act (FFA). The proposal would establish performance requirements and certification and labeling requirements for upholstered furniture. Manufacturers of upholstered furniture would choose one of two possible methods of compliance: (1) using cover materials that are sufficiently smolder-resistant to meet a cigarette ignition performance test; or (2) placement of fire barriers that meet smoldering-and open flame-resistance tests between the cover fabric and interior filling materials. Manufacturers of upholstered furniture would be required to certify compliance with the standard and to comply with recordkeeping requirements as specified in the proposal.

Consumer Product Safety Improvement Act of 2008 (CPSIA)

Public Law 110–314, August 12, 2008

On August 12, 2011, President Obama signed into law amendments to the Consumer Product Safety Improvement Act of 2008 (CPSIA) designed to address longstanding complaints about some aspects of the CPSIA.

Public Law 112–28, August 14, 2011, An Act to provide the Consumer Product Safety Commission with greater authority and discretion in enforcing the consumer product safety laws, and for other purposes.

Children’s Furniture Items

The Consumer Product Safety Commission (CPSC) regulates lead in consumer goods, especially children’s products. The Consumer Product Safety Improvement Act of 2008 (CPSIA) establishes new lead content limits for children’s products (**for most children’s products the limit is 100 parts per million (ppm)**) and a lower lead limit for paint and surface coatings on furniture and children’s products.

16 CFR 1303, Lead in Paint on Certain Furniture Articles (Children’s Furniture)

The Consumer Product Safety Commission declares that paint and similar surface-coating materials for consumer use that contain lead or lead compounds and in which the lead content (calculated as lead metal) is in excess of 0.009 percent (90 ppm) of the weight of the total nonvolatile content of the paint or the weight of the dried paint film (such paint and similar surface-coating materials are referred to hereafter as “lead-containing paint”) are banned hazardous products under Sections 8 and 9 of the Consumer Product Safety Act (CPSA), *15 USC 2057 and 2058*. (Note also Section 101(f) of the Consumer Product Safety Improvement Act of 2008 (CPSIA), Public Law 110-314; and **children’s furniture articles for consumer use that bear “lead-containing paint” are declared to be banned hazardous products under Section 2(g) of the Federal Hazardous Substances Act (FHSA)**).

Bunk Beds, Full-Size Cribs, Non-Full-Size Cribs and Toddler Beds

The CPSC has set standards for bunk beds, full-size cribs, and non-full-size cribs. These standards were recently revised.

16 CFR Parts 1213 and 1513, Safety Standards for Entrapment Hazards in Bunk Beds

Beginning June 19, 2000, it is a prohibited act to manufacture for sale, offer for sale, distribute in commerce, or import into the United States a bunk bed subject to the standard that does not meet the standard’s requirements. See *15 USC Section 2068*. CPSC can seek a civil penalty for each prohibited act, not to exceed \$10,000 for each violation up to a maximum of \$15 million for a related series of violations. In addition to the CPSC’s regulation, there is a voluntary standard, ASTM F 1427, that addresses additional hazards, for example, foundation and guardrail structural

integrity. For hazards other than entrapment that are addressed in the ASTM standard, CPSC staff will consider the ASTM standard when investigating whether a bunk bed presents a substantial risk of injury to children that may require some type of corrective action under the statutes administered by the Commission. Bunk beds are also subject to tracking label requirements, certification requirements, and lead content requirements. For more detailed information, see CPSC's:

Bunk Bed Regulatory Summary and Bunk Bed Test Manual Page | 6, Cribs

The CPSC issued new regulations for full-size and non-full-size baby cribs and third-party testing. The crib rules were effective on June 28, 2011 for manufacturers, importers, and retailers.

16 CFR 1219, Safety Standard for Full-Size Baby Cribs (Eff. June 28, 2011)
16 CFR 1220, Safety Standard for Non-Full-Size Baby Cribs (Eff. June 28, 2011)
Toddler Beds

The CPSC issued new regulations for toddler beds and requirements for third-party testing. The toddler bed rules were effective on October 20, 2011. Federal Register, Volume 76, Number 76 (Wednesday, April 20, 2011), Pages 22019-22030

16 CFR 1217, Safety Standard for Toddler Beds

ACTION: Final rule

The Consumer Product Safety Improvement Act of 2008 (CPSIA) requires the United States Consumer Product Safety Commission (Commission, CPSC) to promulgate consumer product safety standards for durable infant or toddler products. These standards are to be substantially the same as applicable voluntary standards or more stringent than the voluntary standard if the Commission concludes that more stringent requirements would further reduce the risk of injury associated with the product. The Commission is issuing a safety standard for toddler beds in response to the CPSIA. The Commission is issuing safety standards for full-size and non-full-size baby cribs in response to the direction under section 104(b) of the CPSIA. Section 104(c) of the CPSIA specifies that the crib standards will cover used as well as new cribs. The crib standards will apply to anyone who manufactures, distributes, or contracts to sell a crib; to child care facilities, family child care homes, and others holding themselves out to be knowledgeable about cribs; to anyone who leases, sublets, or otherwise places a crib in the stream of commerce; and to owners and operators of places of public accommodation affecting commerce.

Federal Hazardous Substances Act (FHSA)

Title 15, United States Code, Chapter 30, Sections 1261-1278

16 CFR 1500, Federal Hazardous Substances Act (FHSA) Regulations

FHSA regulations set forth requirements for hazardous household substances. The FHSA requires household substances that meet the definition of hazardous (as defined in the Act) to bear cautionary labeling to warn the consumer of the hazard(s) associated with the use of the product, that would enable the consumer to safely use and store the product, first aid instructions where applicable, and the statement "Keep out of the reach of children." Whether a product must be labeled depends on its formulation and the likelihood that consumers will be exposed to any hazards it presents in customary use which includes ingestion by children. The FHSA also defines as banned hazardous substances those products that are intended for use by children that present an electrical, mechanical, or thermal hazard, with some exceptions. The Act also allows the Consumer Product Safety Commission to ban certain products that are so dangerous or the nature of the hazard is such that the labeling act requirements are not adequate to protect consumers.

For more detailed information, see CPSC's:

Regulatory Summary for Requirements under the Federal Hazardous Substances Act:
Labeling and Banning Requirements for Chemicals and Other Hazardous Substances

Wood in Furniture: Formaldehyde in High Density Fiberboard (HDFB)

On July 7, 2010, President Obama signed the Formaldehyde Standards for Composite Wood Products Act into law. This legislation, [which adds a Title VI (Limiting Formaldehyde Emissions) to the Toxic Substances Control Act (TSCA)], establishes limits for formaldehyde emissions from composite wood products: hardwood plywood, medium-density fiberboard, and particleboard. The national emission standards in the Act mirror standards previously established by the California Air Resources Board for products sold, offered for sale, supplied, used, or manufactured for sale in California. **The U.S. Congress passed legislation that directs EPA to promulgate final regulations implementing the Act by January 1, 2013.**

These regulations will address the following topics, among others:

- sell-through provisions (including a prohibition on stockpiling)
- ultra-low emitting formaldehyde (ULEF) resins
- no-added formaldehyde (NAF)-based resins
- finished goods
- third-party testing and certification
- auditing of and reporting for third-party certifiers
- chain of custody requirements
- recordkeeping
- labeling
- enforcement
- laminated products
- hardboard
- other provisions aside from the emissions limits.

For more detailed information, see EPA's:

Formaldehyde Emissions from Pressed Wood Products
International Compliance and Enforcement Activities

The FTC Act allowed the FTC to enact several Acts and Regulations intended to prohibit unfair or deceptive act or practices.

Used or Secondhand Stuffing- Textile Fiber Products Identification Act

16 CFR 303, Rules And Regulations Under The Textile Fiber Products Identification Act Any upholstered product, mattress, or cushion which contains stuffing which has been previously used as stuffing in any other upholstered product, mattress, or cushion shall have securely attached thereto a substantial tag or label, at least 2 inches (5.08 cm) by 3 inches (7.62 cm) in size, and statements thereon conspicuously stamped or printed in the English language and in plain type not less than 1/3 inch (8.38 mm) high, indicating that the stuffing therein is composed in whole or in part of "reused stuffing," "secondhand stuffing," "previously used stuffing," or "used stuffing."

For more detailed information, see FTC's:

Threading Your Way Through the Labeling Requirements Under the Textile and Wool Acts

Environmental Marketing Claims

16 CFR 260, Guides for the Use of Environmental Marketing Claims

These guides apply to environmental claims included in labeling, advertising, promotional materials and all other forms of marketing, whether asserted directly or by implication, through words, symbols, emblems, logos, depictions, product brand names, or through any other means, including marketing through digital or electronic means, such as the Internet or electronic mail. The guides apply to any claim about the environmental attributes of a product, package, or service in connection with the sale, offering for sale, or marketing of such product, package or service for personal, family or household use, or for commercial, institutional, or industrial use.

ANSI/BIFMA e3-2012 Furniture Sustainability Standard

BIFMA International and NSF International have released an open, consensus-based method to evaluate the sustainable attributes of furniture products. The standard includes criteria for evaluating materials selection and usage; energy and atmosphere; human and ecosystem health; and social responsibility impacts. The e3 standard represents a structured methodology to

evaluate the "sustainable" attributes of furniture products and constitutes the technical criteria of BIFMA's "the level™ product certification program.

Page | 21

A copy of the e3 standard may be obtained from BIFMA using their Order Form. BIFMA's Sustainability Guidelines (2005) are available online.

Furniture Product Category Rules in Development

BIFMA International, in conjunction with NSF International, plans to develop Product Category Rules for the furniture industry. The National Center for Sustainability Standards (NCSS), founded by NSF, will serve as the Program Operator for developing the furniture Product Category Rules (PCR). PCRs help meet the growing demand for science-based support to verify environmental product claims and eliminate green washing. Product Category Rules (PCRs) define how to conduct a lifecycle assessment (LCA) for a particular product group and what to include in the resulting report. A lifecycle assessment measures inputs, outputs, and environmental impacts of a product across its lifespan, from cradle to grave. An Environmental Product Declaration (EPD) is the ISO-compliant third-party-verified report that functions like a nutrition label to explain the data generated from a lifecycle assessment. Adopted by European countries and growing in recognition in the U.S., PCRs and EPDs provide an international method of communication to compare and report a product's environmental impact throughout its entire lifecycle.

For more detailed information, see BIFMA'S press release:

BIFMA International Partners with NSF International to Develop Product Category Rules for Furniture

National Fire Protection Association (NFPA)

1 Batterymarch Park, Quincy, MA 02169-7471 USA; Telephone: +1.617.770.3000; Email: custserv@nfpa.org

NFPA develops, publishes, and disseminates more than 300 consensus codes and standards intended to minimize the possibility and effects of fire and other risks. For example:

- NFPA 260 – Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture
- NFPA 261 – Test for Determining Resistance of Mock-Up Upholstered Furniture Material Assemblies

22. **Furniture Installation:** Unless otherwise noted, and without exception, all product pricing is to include all costs as delivered, complete and installed as "Turn Key" ready. Prevailing wage and DIR oversight is required and vendor compliance is not to be compromised.

Delivery of all orders will be specified as "Construction Order" with TBD delivery date directed and scheduled per FF&E Supervisor or designee. Construction delays and/or adjustments are to be anticipated and expected.

PROPOSAL EVALUATION FACTORS/CRITERIA SCORING SECTION

This expertise section will be rated and assigned a point value; total of 15 questions, 50 points each, with a maximum score of 750 points.

The Submitted Cooperative Agreement will also be assigned a value from 1-250 points based on manner of vetting, usefulness, meeting criteria and discount structure.

Drawing Submittals/Market Basket will include Proposal Sheets/Drawings 1-18 to be evaluated in total by completeness, content, brands, models and typical cost.

Information on Ancillary Furniture also is required as possible inclusion for potential award.

A. Expertise: A narrative of the supplier's demonstrated Community College expertise involving the following:

50 POINTS EACH - *MUST RESPOND TO ALL WITHOUT EXCEPTION

1. Establishing Large Requirements Contracts
2. Providing Turnkey Delivery /Installation
3. Working with changing Construction Scheduling
4. Role in Remodels and Renovations
5. Sustainable, Ergonomic LEED Contributions
6. All Classroom types
7. Video Display, Show Rooms and Mock up Space
8. ADA Furniture and Accommodation including Ergonomic Assessment and Optional Furnishings
9. Instructional Sciences including Laboratory
10. All Seating, including but not limited to Administrative, Student, and Fixed Theater Seating
11. Instructional Computer Labs
12. Lecture Hall /Dining and Cafeterias
13. Technology Integration including AV and IS
14. Conference Rooms and Lounge areas
15. Library, Storage and Records Management

PROPOSAL SUBMITTAL FORM

TO: PALOMAR COMMUNITY COLLEGE DISTRICT, herein called the "District":
Pursuant to and in compliance with your **Request for Proposal RFP#301-16: Furniture Standards** documents, the undersigned Vendor, having familiarized him/herself with the terms of the Specifications, and other Contract Documents, hereby proposes and agrees to provide the furniture, including all of its component parts, installation and everything required to be performed, all in strict conformity with the Specifications, and other Contract Documents, including Addenda Nos. _____, _____, and _____ on file at the Business and Contract Services Office of said District for the prices stated in our said Proposal # indicated above.

This Proposal covers all materials, labor, transportation, and taxes to provide and install the furniture per the information summarized on the following Proposal Sheets and as documented in the enclosed/submitted/attached Vendor Proposal entitled, "(Vendor Name) Proposal # (as indicated above) for Palomar RFP #301-16."

It is understood that the District reserves the right to reject this proposal in whole or in part; to waive informalities in the proposals or in the proposal process, and that this proposal shall remain open and not be withdrawn for a period of sixty (60) days from the deadline date for submittal of proposals for this Request for Proposal.

It is understood that the successful Vendor will be required to deliver: ALL ITEMS OR SERVICES OF THE STATED REQUEST FOR PROPOSALS LISTED HEREIN, AS STIPULATED IN THE SPECIFICATIONS, AND OTHER CONTRACT DOCUMENTS.

PROPOSAL CONTENT: It is understood that the complete Vendor Proposal shall (for each vendor proposal submitted) include the following:
Completed **Proposal Form** (this page # 18 of the Proposal Document)
Completed **Proposal Sheets** 1-18, (page # 19-36 of this Proposal Document)
Completed **Ancillary Furniture** (page # 41 (as applicable)

It is understood and agreed that upon receipt of proposal, the District Business and Contract Services Office will contact all vendors who submitted a proposal based on the contact information provided therein to schedule a date and time for vendor to give a one (1) hour presentation based on their proposal submittal. The presentation will be given to an approximate 5 member committee comprised of District employees from the Purchasing and Facilities staff as well as possible staff who will occupy a future new building. The District will then have five (5) days in which to prepare any further questions and invite vendors who are in consideration for negotiation.

Based on proposal, presentation, and negotiation of pricing of existing purchasing contracts, multiple vendors will be chosen for standardization of each category thus allowing for some flexibility in choice by District user groups. Selected vendors will receive individual purchase orders for each job and/or area.

Proper Name of Vendor

Address

Signature of Authorized Agent/Officer

City, State & Zip Code

Print Name

Telephone Number

Title

FAX Number

Vendor Name: _____

Signed by: _____

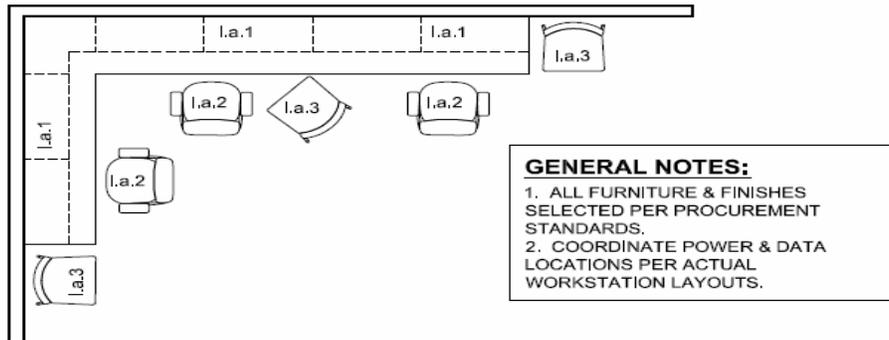
PROPOSAL SHEET 1-for Vendor’s Proposal # 301-16

ADJUNCT FACULTY - OPEN OFFICE

WORK STATIONS FOR THREE (3) ADJUNCT FACULTY (OR MORE DEPENDING ON PROJECT) - 24"D X MIN. OF 36"-72"L WORK SURFACE (AS SPACE PERMITS), WIRE MANAGEMENT CAPABILITIES & GROMMETS FOR ACCESSIBILITY AS REQUIRED, ENCLOSED OVERHEAD STORAGE ATTACHED TO WALL OR PANEL, LOCKABLE WITH KEY.

ONE (1) ERGONOMIC DESK CHAIR PER WORKSTATION.

ONE (1) GUEST CHAIR PER WORKSTATION (AS SPACE PERMITS).



FURNITURE FINISHES

FABRIC FINISHES: DESK, GUEST, TASK CHAIRS, GRADE 3, SOFAS/LOVESEATS, GRADE 4
FINISHES: BOOKCASES, LATERAL FILES, WORKSTATIONS: PAINTED METAL, WORKSURFACE: LAMINATE
DESK CHAIRS: ERGONOMIC WITH ADJUSTABLE ARMS, LUMBAR SUPPORT, MESH BACK, UPHOLSTERED SEAT CUSHION, PNEUMATIC HEIGHT ADJUSTMENT, FORWARD TILT, BASE, METALLIC SILVER
TABLES: LAMINATE

Vendor to summarize Proposal below: Use the table below to indicate the page numbers and section/paragraph where each proposal topic is addressed.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
Page #	Section / Paragraph Ref. #		
		1.	Describe the Brand/Model of furniture
		2.	Describe available Size Options of furniture
		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 2-for Vendor's Proposal #301-16

STANDARD OFFICE/ FULL-TIME/ TENURED OFFICE

A LOCKABLE DOOR WITH KEY.

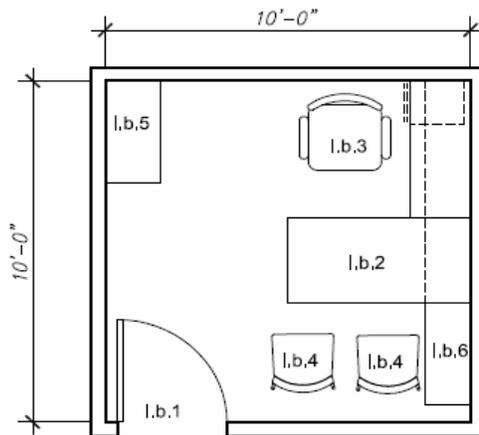
ONE (1) DESK - 30"D X 60"L, RETURN - 20"D X 48"L, FREE STANDING WITH ONE PEDESTAL @ RETURN - BOX, BOX, FILE, LOCKABLE WITH KEY, HEIGHT ADJUSTABLE LEVELERS @ BASE, MONITOR ARM TO BE PLACED IN THE FIELD. COORDINATE ACCESS TO DATA & POWER (WIRE MANAGEMENT & GROMMETS AS REQ'D.). 78" X15" OVERHEAD STORAGE, LOCKABLE WITH KEY & UNDER-MOUNTED TASK LIGHTING, TACKABLE PANELS ATTACHED TO WALL OR PANEL BELOW OVERHEAD STORAGE TO DESK TOP.

ONE (1) ERGONOMIC DESK CHAIR.

TWO (2) GUEST CHAIRS FOR VISITORS (AS SPACE PERMITS),

ONE (1) LATERAL, LEGAL FILING CABINET - MIN. OF 2 DRAWERS, 36" WIDE, LOCKABLE WITH KEY,

ONE (1) BOOKCASE - 36" W X 15" D X A MIN. OF 4 SHELVES, ADJUSTABLE. HEIGHT ADJUSTABLE LEVELERS AT BASE.



GENERAL NOTES:
 1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
 2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL WORKSTATION LAYOUTS.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
Page #	Section / Paragraph Ref. #		
		1.	Describe the Brand/Model of furniture
		2.	Describe available Size Options of furniture
		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 3-for Vendor's Proposal ##301-16

ASSISTANT MANAGER'S/ SUPERVISOR/ DEAN'S OFFICE

A LOCKABLE DOOR WITH KEY

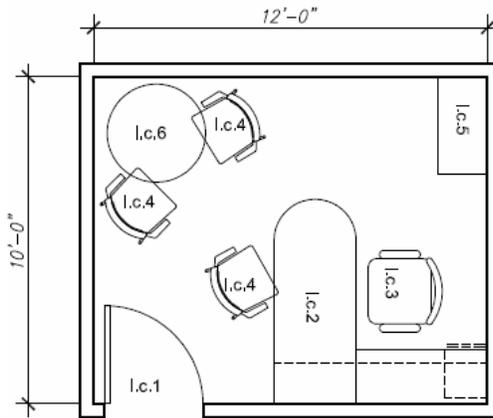
ONE (1) DESK - 30"D X 60"L W/ 'P'-TOP STYLE END, RETURN - 20"D X 48"L, FREE STANDING WITH ONE PEDESTAL @ RETURN - BOX, BOX, FILE, LOCKABLE WITH KEY & ADJUSTABLE SHELVING (2 OR 3 SHELVES HIGH). HEIGHT ADJUSTABLE LEVELERS @ BASE. MONITOR ARM TO BE PLACED IN THE FIELD. COORDINATE ACCESS TO DATA & POWER (WIRE MANAGEMENT & GROMMETS AS REQ'D.). 78" X15" OVERHEAD STORAGE, LOCKABLE WITH KEY & UNDER-MOUNTED TASK LIGHTING. TACKABLE PANELS ATTACHED TO WALL OR PANEL BELOW OVERHEAD STORAGE TO DESK TOP.

ONE (1) ERGONOMIC DESK CHAIR.

THREE (3) GUEST CHAIRS FOR VISITORS (AS SPACE PERMITS.)

ONE (1) LATERAL, LEGAL FILING CABINETS - MIN. OF 2 DRAWERS, 36" WIDE, LOCKABLE WITH KEY.

ONE (1) TABLE (AS SPACE PERMITS).



GENERAL NOTES:

1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL WORKSTATION LAYOUTS.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
Page #	Section / Paragraph Ref. #		
		1.	Describe the Brand/Model of furniture
		2.	Describe available Size Options of furniture
		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor .
		11.	List Base Pricing

PROPOSAL SHEET 4-for Vendor's Proposal #301-16

MANAGER'S/ DIRECTOR'S/ VICE PRESIDENT'S OFFICE

A LOCKABLE DOOR WITH KEY

ONE (1) DESK - 30"D X 72"L W/ 'P'-TOP STYLE END, RETURN - 20"D X 48"L, FREE STANDING WITH ONE PEDESTAL @ RETURN - BOX, BOX, FILE, LOCKABLE WITH KEY. HEIGHT ADJUSTABLE LEVELERS @ BASE. MONITOR ARM TO BE PLACED IN THE FIELD. COORDINATE ACCESS TO DATA & POWER (WIRE MANAGEMENT & GROMMETS AS REQ'D.). 78" X15" OVERHEAD STORAGE, LOCKABLE WITH KEY & UNDER-MOUNTED TASK LIGHTING. TACKABLE PANELS ATTACHED TO WALL OR PANEL BELOW OVERHEAD STORAGE TO DESK TOP.

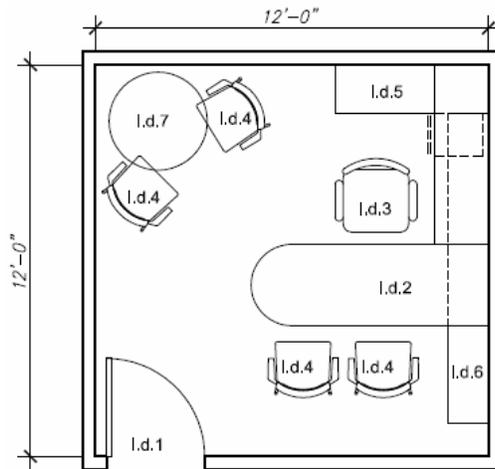
ONE (1) ERGONOMIC DESK CHAIR.

FOUR (4) GUEST CHAIRS FOR VISITORS (AS SPACE PERMITS).

ONE (1) LATERAL, LEGAL FILING CABINETS - MIN. OF 2 DRAWERS, 36" WIDE, LOCKABLE WITH KEY.

ONE (1) BOOKCASE - 36" W X 15" D X WITH A MIN. OF 2 OR 3 SHELVES HIGH, ADJUSTABLE. HEIGHT & ADJUSTABLE LEVELERS AT BASE.

ONE (1) TABLE (AS SPACE PERMITS)



GENERAL NOTES:
 1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
 2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL WORKSTATION LAYOUTS.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
Page #	Section / Paragraph Ref. #		
		1.	Describe the Brand/Model of furniture
		2.	Describe available Size Options of furniture
		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor .
		11.	List Base Pricing

PROPOSAL SHEET 5-for Vendor's Proposal #301-16

VICE CHANCELLOR'S/ PRESIDENT'S OFFICE

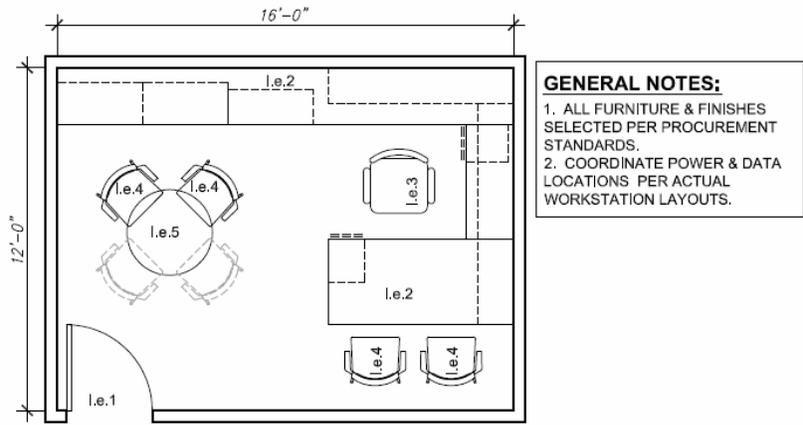
A LOCKABLE DOOR WITH KEY

ONE (1) DESK - 36"D X 78"L MAIN DESK WITH ONE PEDESTAL - BOX/BOX/FILE, LOCKABLE WITH KEY, 20"D X 48"L RETURN, 24"D BACK CREDENZA WITH BUILT-IN FILE/FILE, FILE/FILE & OPEN SHELVING, ENCLOSED SHELVING ABOVE. HEIGHT ADJUSTABLE LEVELERS @ BASE. MONITOR ARM TO BE PLACED IN THE FIELD, COORDINATE ACCESS TO DATA & POWER (WIRE MANAGEMENT & GROMMETS AS REQ'D.), OVERHEAD STORAGE, LOCKABLE WITH KEY & UNDER-MOUNTED TASK LIGHTING, TACKABLE PANELS ATTACHED TO WALL OR PANEL BELOW OVERHEAD STORAGE TO DESK TOP.

ONE (1) ERGONOMIC DESK CHAIR.

FOUR (4) GUEST CHAIRS FOR VISITORS (AS SPACE PERMITS).

ONE (1) TABLE - 36" DIAMETER TABLE TOP W/ BASE.



VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
Page #	Section / Paragraph Ref. #		
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		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor .
		11.	List Base Pricing

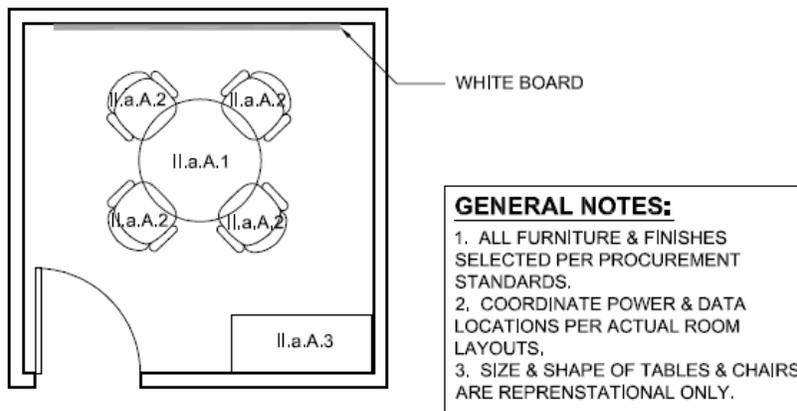
PROPOSAL SHEET 6-for Vendor's Proposal #301-16

CONFERENCE ROOM - 4-6 PERSON

ONE (1) CONFERENCE TABLE - SIZE OF TABLE TOP DETERMINED BY ROOM SIZE REQUIREMENTS.

FOUR TO SIX (4-6) CHAIRS.

ONE (1) CREDENZA - 48"W X 24"D X 30"H. PROVIDE CLEARANCE & VENTING SPACE FOR AV PROVIDED EQUIPMENT RACK (AV/IT PER DISTRICT STANDARDS) ADJUSTABLE SHELF STORAGE & DOORS LOCKABLE WITH KEY. (IN LIEU OF MILLWORK).



GENERAL NOTES:

1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		11.	List Base Pricing

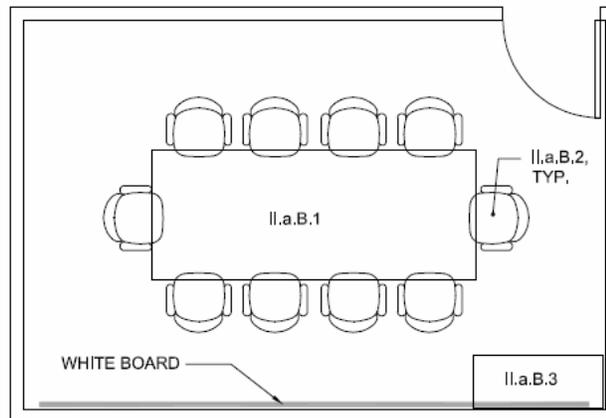
PROPOSAL SHEET 7-for Vendor’s Proposal #301-16

CONFERENCE ROOM - 8-20 PERSON

ONE (1) CONFERENCE TABLE - SIZE OF TABLE TOP DETERMINED BY ROOM SIZE REQUIREMENTS - CENTER FLIP TOP POWER / DATA CENTER (AV/IT PER DISTRICT STANDARDS), BASE TO INCLUDE CABLE & WIRE MANAGEMENT FROM CORE FLOOR POWER SOURCE TO TABLE & HEIGHT ADJUSTABLE LEVELERS.

EIGHT TO TEN (8-10) CHAIRS.

ONE (1) CREDENZA - 48"W X 24"D X 30"H, PROVIDE CLEARANCE & VENTING SPACE FOR AV PROVIDED EQUIPMENT RACK (AV/IT PER DISTRICT STANDARDS) ADJUSTABLE SHELF STORAGE & DOORS LOCKABLE WITH KEY. (IN LIEU OF MILLWORK).



GENERAL NOTES:

1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		11.	List Base Pricing

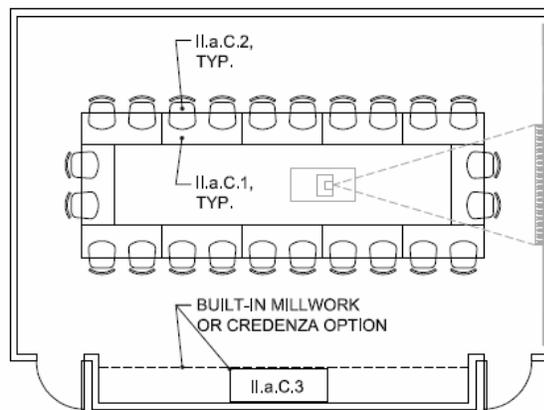
PROPOSAL SHEET 8-for Vendor's Proposal #301-16

CONFERENCE ROOM - 20 OR MORE PERSON

CONFERENCE TABLE OR MODULAR TABLES (DEPENDING ON PROGRAMMING)
- (QUANTITY & SIZE BASED ON ROOM SIZE).

CHAIRS - (QUANTITY BASED ON ROOM SIZE)

ONE (1) CREDENZA - 6'-0" W X 24"D X 30"H OR BUILT-IN CABINETRY,
PROVIDE CLEARANCE & VENTING SPACE FOR AV PROVIDED EQUIPMENT
RACK (AV/IT PER DISTRICT STANDARDS), ADJUSTABLE SHELVING & DOORS
LOCKABLE WITH KEY. (IN LIEU OF MILLWORK).



GENERAL NOTES:

1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.

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		11.	List Base Pricing

PROPOSAL SHEET 9-for Vendor's Proposal #301-16

FACULTY / STAFF LOUNGE

LUNCH TABLES - SIZE & SHAPE DETERMINED BY PROJECT. (QUANTITY BASED ON ROOM SIZE).

CHAIRS - (QUANTITY BASED ON ROOM SIZE).

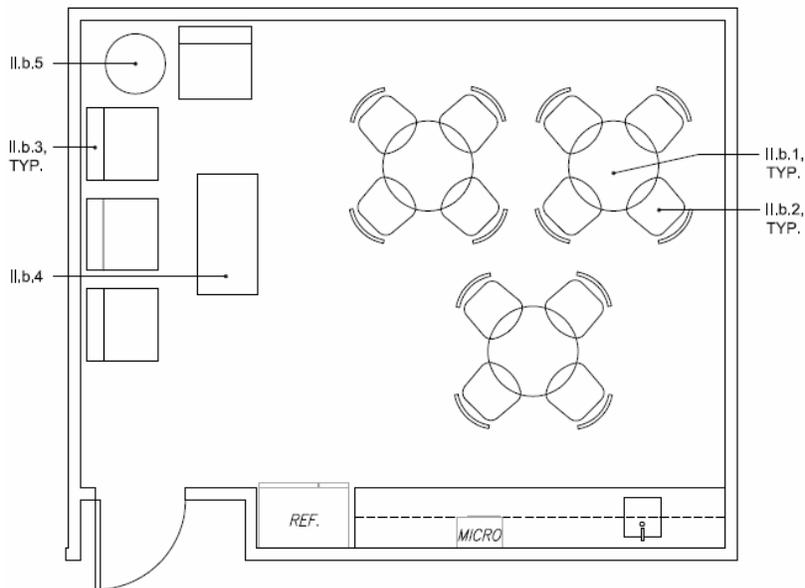
LOUNGE CHAIRS - (QUANTITY BASED ON ROOM SIZE).

COFFEE TABLE - (SIZE BASED ON ROOM REQUIREMENTS).

SIDE TABLE - (SIZE BASED ON ROOM REQUIREMENTS).

GENERAL NOTES:

1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.
4. SIZE & CONFIGURATION OF LOUNGE TO BE DETERMINED DURING PROGRAMMING & DESIGN PHASES.



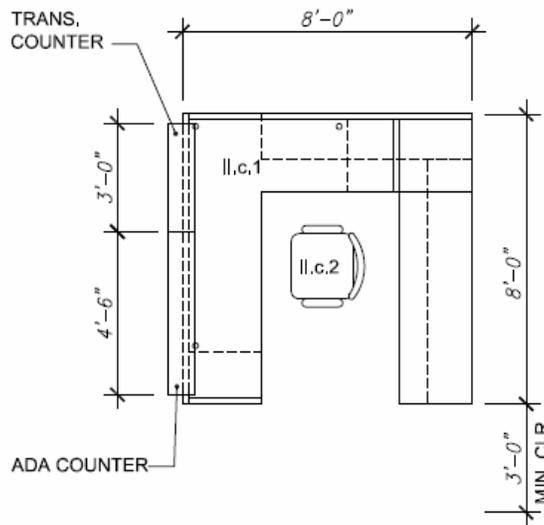
VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 10-for Vendor's Proposal #301-16

RECEPTION STATION

ONE (1) RECEPTION DESK - MIN. OF 8'-0" W X 8'-0" RETURN, 24"D WORK SURFACE, 42"H TRANSACTION COUNTER, 30"H DESK. PROVIDE ADA COUNTER WITH A MIN. OF 36"W TRANSACTION COUNTER @ 28"H MIN. TO 34"H MAX. HIGH. OVERHEAD (15"D) & CRENDENZA (24"D) FOR STORAGE, 2- FILE PEDESTALS, LOCKABLE WITH KEY, PROVIDE GROMMETS AND WIRE MANAGEMENT TO ACCESS POWER @ DESKTOP. HEIGHT ADJUSTABLE LEVELERS @ BASE.

ONE (1) ERGONOMIC DESK CHAIR



GENERAL NOTES:

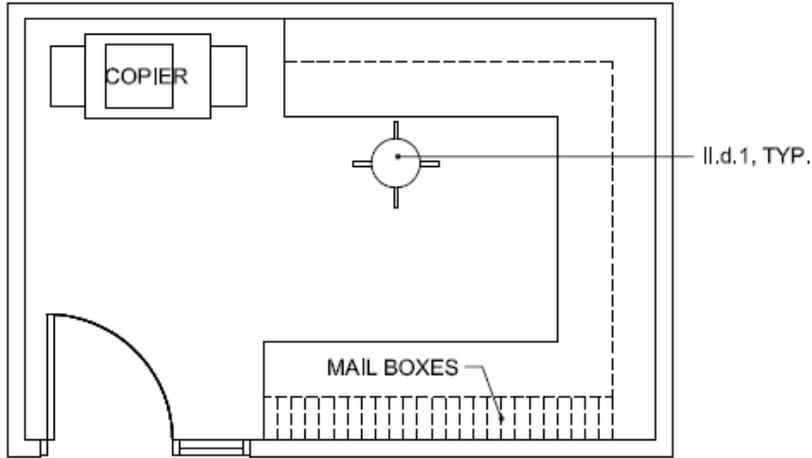
1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF DESK & CHAIR ARE REPRESENTATIONAL ONLY.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		11.	List Base Pricing

PROPOSAL SHEET 11-for Vendor’s Proposal #301-16

MAIL / COPY ROOM

STOOL (QUANTITY BASED ON ROOM SIZE).



VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 12-for Vendor's Proposal #301-16

OPTION A FLAT FLOOR - TABLES AND CHAIRS

TABLE DESK - 24"D X 60"L x 30"H (2 STUDENTS), 24"D X 30"L X 30"H (1 STUDENT)

ADA DESK - 24"D x 36"L x 26" to 43"H, HEIGHT ADJUSTABLE. (COUNT, SIZE & HEIGHT REQUIREMENTS MUST COMPLY WITH MOST RECENT ACCESSIBILITY REFERENCE MANUAL CODE & CHECKLIST)

ONE (1) TEACHERS DESK - 24"D X 72"W X 30"H (OPTIONAL).

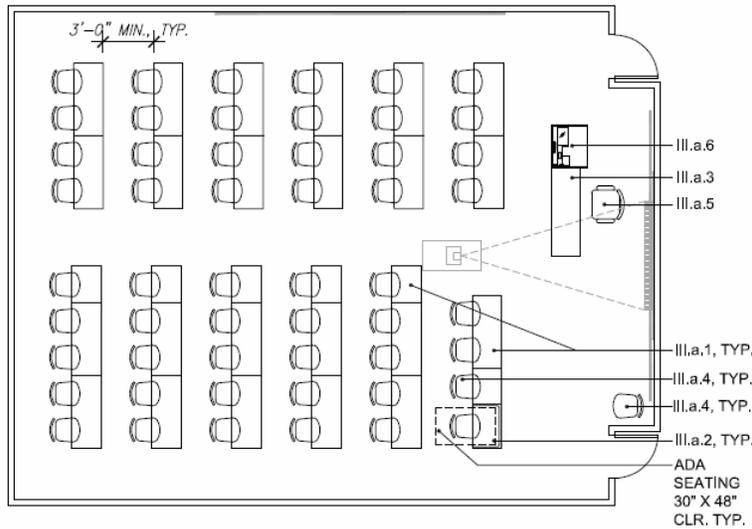
STUDENT DESK CHAIR.

ONE (1) TEACHER STOOL.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS).

GENERAL NOTES:

1. CLASSROOM CONFIGURATION & STUDENT CAPACITY TO BE DETERMINED DURING THE PROGRAMMING & DESIGN PHASES.
2. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
3. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.



VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor .
		11.	List Base Pricing

PROPOSAL SHEET 13-for Vendor’s Proposal #301-16

OPTION B FLAT FLOOR - CHAIR AND TABLE-ARM COMBINATION

TABLET ARM / CHAIR COMBO UNIT .

ADA DESK - 24"D x 36"L x 26" to 43"H, HEIGHT ADJUSTABLE. (COUNT, SIZE & HEIGHT REQUIREMENTS MUST COMPLY WITH MOST RECENT ACCESSIBILITY REFERENCE MANUAL CODE & CHECKLIST)

ONE (1) TEACHERS DESK - 24"D X 72"W X 30"H (OPTIONAL).

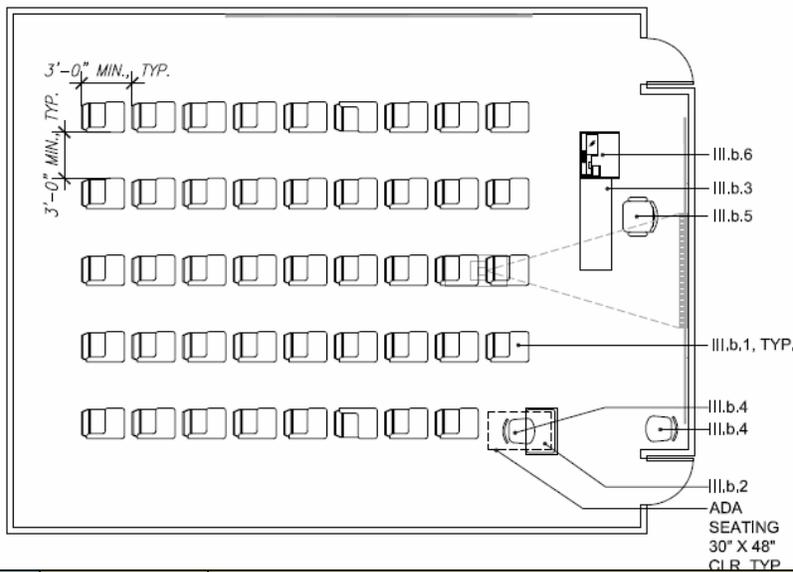
STUDENT DESK CHAIR.

ONE (1) TEACHER STOOL.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS).

GENERAL NOTES:

1. CLASSROOM CONFIGURATION & STUDENT CAPACITY TO BE DETERMINED DURING THE PROGRAMMING & DESIGN PHASES.
2. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.



VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		11.	List Base Pricing

PROPOSAL SHEET 14-for Vendor’s Proposal #301-16
OPTION C SLOPED / STEPPED FLOOR - CONGRESSIONAL SEATING
WITH BUILT-IN TABLES AND CHAIRS

TABLE DESK - 24"D X 60"L x 30"H (2 STUDENTS), 24"D X 30"LX 30"H (1 STUDENT)

ADA DESK - 24"D x 36"L x 26" to 43"H, HEIGHT ADJUSTABLE, (COUNT, SIZE & HEIGHT REQUIREMENTS MUST COMPLY WITH MOST RECENT ACCESSIBILITY REFERENCE MANUAL CODE & CHECKLIST)

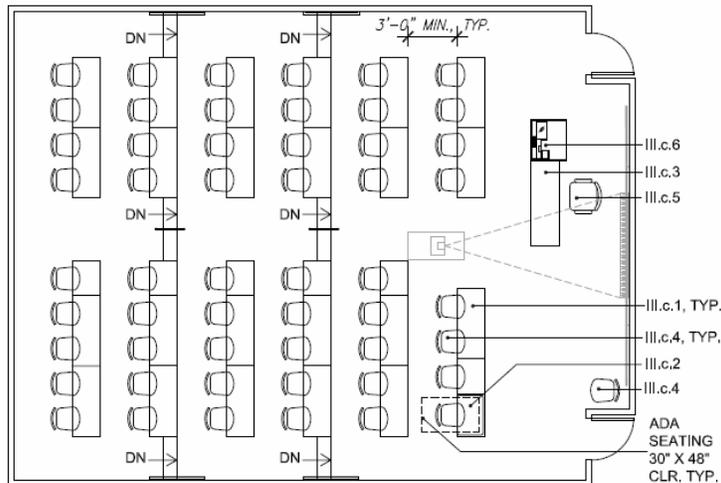
ONE (1) TEACHERS DESK - 24"D X 72"W X 30"H (OPTIONAL).

STUDENT DESK CHAIR.

ONE (1) TEACHER STOOL.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS).

GENERAL NOTES:
1. CLASSROOM CONFIGURATION & STUDENT CAPACITY TO BE DETERMINED DURING THE PROGRAMMING & DESIGN PHASES.
2. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
3. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
4. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.
5. FOR SLOPED OR TIERED TYPE CLASSROOMS, TABLES TO BE FIXED, PURCHASED BY OWNER & INSTALLED BY CONTRACTOR.



VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 15-for Vendor’s Proposal #301-16

OPTION D SLOPED / STEPPED FLOOR - CHAIR AND TABLET-ARM COMBINATION

RETURN TABLET ARM / CHAIR COMBO UNIT FLOOR MOUNTED.

ADA DESK - 24"D x 36"L x 26" to 43"H, HEIGHT ADJUSTABLE. (COUNT, SIZE & HEIGHT REQUIREMENTS MUST COMPLY WITH MOST RECENT ACCESSIBILITY REFERENCE MANUAL CODE & CHECKLIST)

ONE (1) TEACHERS DESK - 24"D X 72"W X 30"H (OPTIONAL),

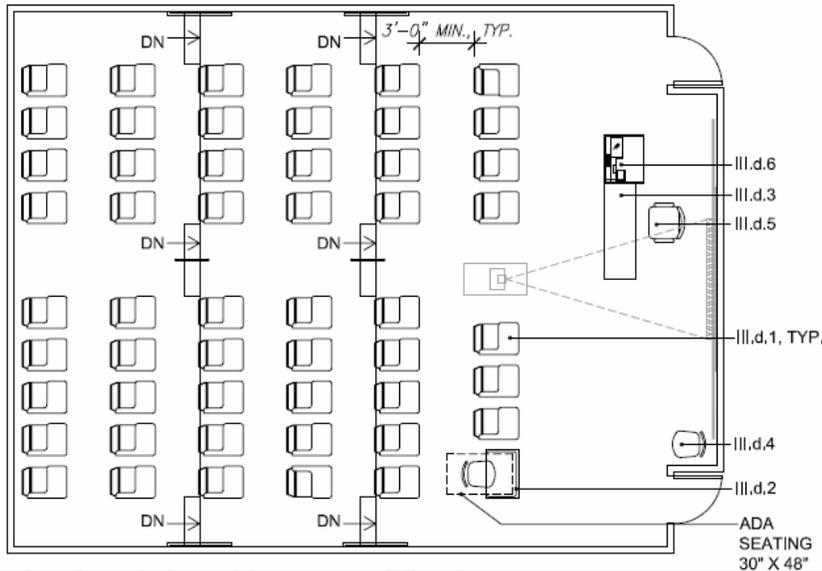
STUDENT DESK CHAIR.

ONE (1) TEACHER STOOL.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS),

GENERAL NOTES:

1. CLASSROOM CONFIGURATION & STUDENT CAPACITY TO BE DETERMINED DURING THE PROGRAMMING & DESIGN PHASES.
2. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.
4. FOR SLOPED OR TIERED TYPE CLASSROOMS, TABLES TO BE FIXED, PURCHASED BY OWNER & INSTALLED BY CONTRACTOR.



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		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor .
		11.	List Base Pricing

PROPOSAL SHEET 16-for Vendor’s Proposal #301-16
OPTION A FLAT FLOOR - TABLES AND CHAIRS

COMPUTER TABLE DESK - 30”D x 72”L (2 STUDENTS), 30”D X 36L (1 STUDENT).

ADA DESK - 24”D x 36”L x 28” to 43”H, HEIGHT ADJUSTABLE. (COUNT, SIZE & HEIGHT REQUIREMENTS MUST COMPLY WITH MOST RECENT ACCESSIBILITY REFERENCE MANUAL CODE & CHECKLIST).

ONE (1) TEACHERS DESK - 24”D X 72”W X 30”H (OPTIONAL).

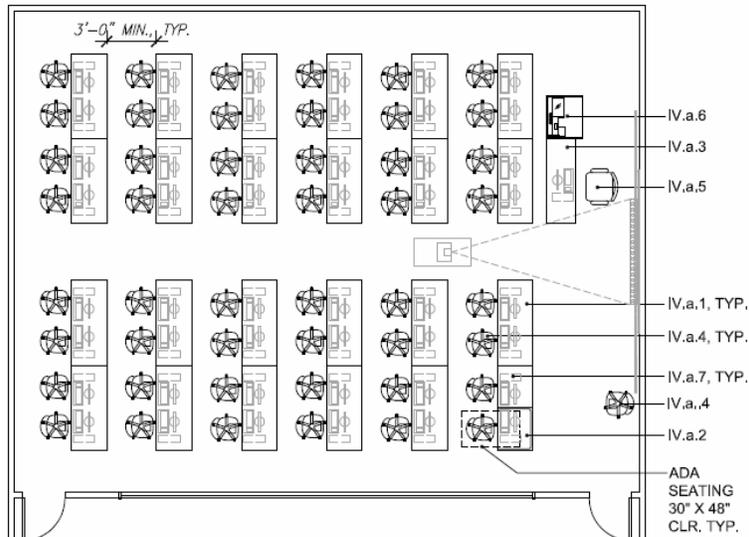
ERGONOMIC STUDENT DESK CHAIR,

ONE (1) TEACHER STOOL.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS).

COMPUTER HOLDER - ONE (1) PER STUDENT CHAIR

GENERAL NOTES:
1. CLASSROOM CONFIGURATION & STUDENT CAPACITY TO BE DETERMINED DURING THE PROGRAMMING & DESIGN PHASES.
2. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
3. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.



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		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 17-for Vendor's Proposal#301-16

OPTION B SLOPED / STEPPED FLOOR - CONGRESSIONAL SEATING WITH BUILT-IN TABLES AND CHAIRS

COMPUTER TABLE DESK - 30"D x 72"L (2 STUDENTS), 30"D X 36L (1 STUDENT),

ADA DESK - 24"D x 36"L x 26" to 43"H, HEIGHT ADJUSTABLE. (COUNT, SIZE & HEIGHT REQUIREMENTS MUST COMPLY WITH MOST RECENT ACCESSIBILITY REFERENCE MANUAL CODE & CHECKLIST).

ONE (1) TEACHERS DESK - 24"D X 72"W X 30"H (OPTIONAL),

ERGONOMIC STUDENT DESK CHAIR.

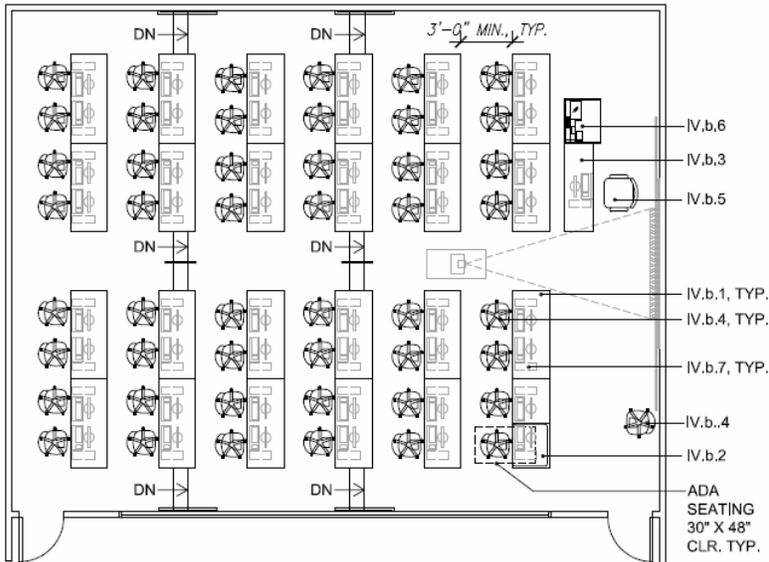
ONE (1) TEACHER STOOL.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS).

COMPUTER HOLDER - ONE (1) PER STUDENT CHAIR

GENERAL NOTES:

1. CLASSROOM CONFIGURATION & STUDENT CAPACITY TO BE DETERMINED DURING THE PROGRAMMING & DESIGN PHASES.
2. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
3. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.
4. FOR SLOPED OR TIERED TYPE CLASSROOMS, TABLES TO BE FIXED, PURCHASED BY OWNER & INSTALLED BY CONTRACTOR.



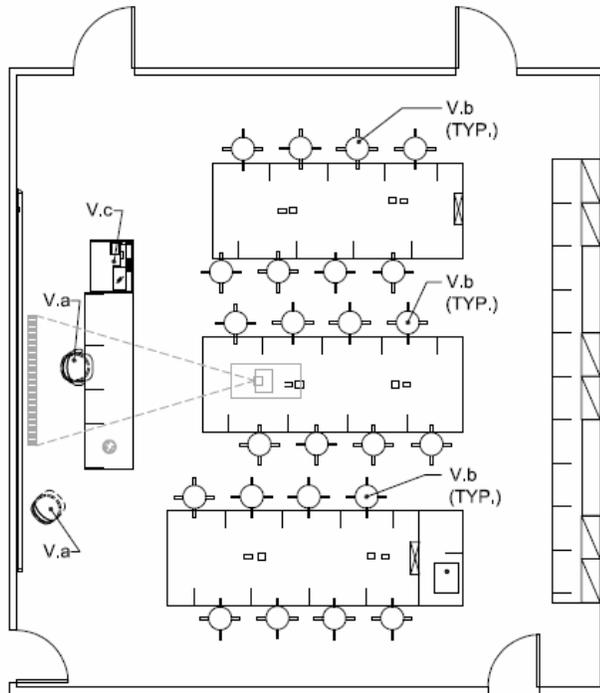
VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
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		2.	Describe available Size Options of furniture
		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

PROPOSAL SHEET 18-for Vendor’s Proposal #301-16
TYPICAL LABORATORY FURNITURE

TWO (2) LAB STOOLS PER INSTRUCTOR DEMONSTRATION BENCH & HEARING IMPAIRED INTERPRETER).

LAB STOOL FOR STUDENT LAB BENCHES - ALTERNATE OPTION - LAB STOOL TO HAVE SEAT BACK.

ONE (1) INSTRUCTOR PODIUM/ LECTERN (PER DISTRICT AV STANDARDS).



GENERAL NOTES:
1. ALL FURNITURE & FINISHES SELECTED PER PROCUREMENT STANDARDS.
2. COORDINATE POWER & DATA LOCATIONS PER ACTUAL ROOM LAYOUTS.
3. SIZE & SHAPE OF TABLES & CHAIRS ARE REPRESENTATIONAL ONLY.

VENDOR PROPOSAL Cross-Reference		PROPOSAL TOPIC #	DESCRIPTION OF FURNITURE and/or SERVICES <i>(Vendor to address all the Topics / items below, but is not limited to describing only the following in its Proposal.)</i>
Page #	Section / Paragraph Ref. #		
		1.	Describe the Brand/Model of furniture
		2.	Describe available Size Options of furniture
		3.	Describe available Color Options of furniture
		4.	Describe available Material Options of furniture
		5.	Describe Power and Data capabilities
		6.	Describe Warranty on furniture and parts
		7.	Provide the Cooperative Purchasing Contract name and contract # you are proposing from.
		8.	Does Referenced Cooperative Purchasing Contract include delivery costs?
		9.	Does Referenced Cooperative Purchasing Contract allow for installation?
		10.	Indicate if you are a Manufacturer, Authorized Dealer, and/or Distributor.
		11.	List Base Pricing

REFERENCES for Vendor’s Proposal #301-16

Vendor must be able to present evidence of satisfactory experience in providing similar materials and/or services to that requested in this Request for Proposal. List as references **either on this sheet or within the body of Vendor’s Proposal** the three (3) nearest companies or governmental agencies for the proposed equipment and services which can be contacted or inspected for an assessment of past client satisfaction. Note the installation and/or service date(s).

Name of Company/Entity :			
Address :			
City / State / Zip Code :			
Contact Person :		Title :	
Phone Number / Ext. :		FAX # :	
Installation / Service Date(s) :			
Comments :			

Name of Company/Entity :			
Address :			
City / State / Zip Code :			
Contact Person :		Title :	
Phone Number / Ext. :		FAX # :	
Installation / Service Date(s) :			
Comments :			

Name of Company/Entity :			
Address :			
City / State / Zip Code :			
Contact Person :		Title :	
Phone Number / Ext. :		FAX # :	
Installation / Service Date(s) :			
Comments :			

DESIGNATION OF SUBCONTRACTORS for Vendor’s Proposal #301-16

The Vendor shall disclose to Palomar College **either on this sheet or within the body of Vendor’s Proposal**, the name and address of all subcontractors to be used in the execution of the subject contract for this Proposal.

The undersigned Vendor plans to utilize subcontractors for this subject Proposal as follows:

- NO subcontractors shall be used.
- The Subcontractor(s) listed below shall be used:

Portion of Work Performed:			
Company Name:			
Address :			
City / State / Zip Code :			
Contact Person :		Title :	
Phone Number / Ext. :		License #	

Portion of Work Performed:			
Company Name:			
Address :			
City / State / Zip Code :			
Contact Person :		Title :	
Phone Number / Ext. :		License #	

Portion of Work Performed:			
Company Name:			
Address :			
City / State / Zip Code :			
Contact Person :		Title :	
Phone Number / Ext. :		License #	

VERIFICATION OF CONTRACTOR/SUBCONTRACTORS' DIR REGISTRATION

I am the _____ of _____
(Title/position) (Proper Name of Bidder)
("Bidder/Contractor") submitting the accompanying Bid for the Work on the Project described as:

**RFP #301-16
Furniture Standards**

I hereby certify as follows:

1. Bidder/Contractor is currently registered as a contractor with the California Department of Industrial Relations ("DIR");
2. Bidder/Contractor's DIR Registration Number is: _____. The expiration date of the Bidder's DIR Registration is June 30, 20_____.
3. If Bidder is awarded the Contract for the Work and the expiration date of the Bidder/Contractor's DIR Registration will occur (i) prior to expiration of the Contract Time for the Work; or (ii) prior to the Bidder/Contractor completing all obligations under the Contract for the Work, the Bidder/Contractor will take all measures necessary to renew Bidder/Contractor's DIR Registration so that there is no lapse in Bidder/Contractor's DIR Registration while performing Work under the Contract.
4. The Bidder, if awarded the Contract for the work, will remain a DIR registered contractor for the entire duration of the Work;
5. Bidder/Contractor has independently verified that each subcontractor listed in the Bid is currently registered with DIIR;
6. Bidder has provided the DIR Registration number for each listed subcontractor or will do so within twenty-four (24) hours of the bid opening for the Project,
7. Bidder's solicitation of subcontractor bids includes notice to prospective subcontractors that : (i) all sub-tier subcontractors must be registered with DIR at all times during performance of Work on the Project; and (ii) prospective subcontractors may only solicit sub-bids from and contract with lower -tier subcontractors who are registered with the DIR.
8. If any of the statements in this Verification are false or omit material facts rendering a statement to be false or misleading, the Bidder's Bid is subject to rejection as non-responsive.
9. I have personal first-hand knowledge of the foregoing.

I declare under penalty of perjury under the law of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20_____, at _____.

Signature

Printed Name and Title

PROPOSED COOPERATIVE AGREEMENT(S)

Cooperative Name:

Awarding Entity:

State of Origin:

RFP or RFB:

Length of Agreement:

Service area:

Public Agency Clause:

Negotiable Tiers:

Product Inclusion/Listing:

Evaluation or Awarding Process:

Named in Agreement:

Delivery and Installation:

ANCILLARY FURNITURE-INFORMATION REQUIRED

***BASED ON SPECIALTY SUPPIERS -MAY BE AWARDED SEPARATELY-**

Brand Model Price

Classroom Seating:

- Stackable Chairs

- Tablet Arm Chairs

Administrative Chairs

Stools/Lab Seating

Conference Chairs

Lounge/Couch Stuffed Chair

ADA Accommodation Options:

Ergonomic Options-Standing and Adjustable: