

## STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

PROCUREMENT AND BUSINESS SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER FINE ARTS FURNITURE-23

**ADDENDUM NO. 2 DATED: 1/20/2023** 

PROPOSAL MUST BE RECEIVED BEFORE: 5:00PM, WEDNESDAY, FEBRUARY 01, 2023

## **MAIL PROPOSAL TO:**

HAND DELIVER AND/OR EXPRESS MAIL TO:

Stephen F. Austin State University Procurement and Business Services P. O. Box 13030, SFA Station Nacogdoches, TX 75962-3030 Stephen F. Austin State University Procurement and Business Services 2102 Alumni Drive, Austin Bldg., Room 131 Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at <u>Stephen F. Austin State University</u>

<u>Procurement and Business Services</u> before the hour and date specified for receipt of proposal.

## **REFER INQUIRIES TO:**

Kay Johnson or Kim Jones Stephen F. Austin State University Procurement and Business Services 936.468.6550 or 936.468.6551 email: johnsondk6@sfasu.edu or

ioneskk2@sfasu.edu

# STEPHEN F. AUSTIN STATE UNIVERSITY Request for Proposal # FINE ARTS FURNITURE-23

## PROPOSAL MUST BE RECEIVED BEFORE: \*5:00PM, WEDNESDAY, FEBRUARY 01, 2023

## **ADDENDUM NO. 2**

## THIS ADDENDUM DOES NOT HAVE TO BE ACKNOWLEDGED FOR THE RESPONSE TO RECEIVE CONSIDERATION.

## **Updates in Red**

#### **SECTION 1- INTRODUCTION**

## 1.17 OPEN RECORDS

SFA anticipates that the review of the proposals will be completed and awarded in February 2023. Due to the nature of the proposals, the parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and agreements, after all negotiations are completed, may be subject to open records request. Additionally, state law requires each contract for the purchase of goods or services to be posted on the University's website. By entering into a contract with the University, the firm acknowledges and accepts the University will comply with all applicable laws regarding the public posting of contracts.

## 1.18 PARKING ON CAMPUS

All vehicles parked on the University campus must properly display a valid parking permit and comply with all University parking rules. The Parking and Traffic Office supervises and coordinates all parking transportation and traffic related functions on the campus. Permits expire each August 31.

Contractor shall be responsible for obtaining parking permits from the Parking and Traffic Office and for resolving, should they arise, any parking regulation disputes and violations. The Parking and Traffic Office telephone number is 936-468-7275

## **EXHIBIT D-REVISED-See Attached excel document**

## **EXHIBIT E- FURNITURE SPECIFICATIONS AND FLOOR PLANS**

If there is any discrepancy with specification worksheets and floor plans, specification worksheets prevail. The floor plans are strictly used as a reference.

Please note the following responses to questions received: (Answers are in red.)

## **PACKAGE 1 QUESTIONS:**

1. <u>Level 1-</u> Room 102 – S-25 indicated on plan, S-25a indicated on spreadsheet. Please confirm. Confirmed S-25a in room 102 per spreadsheet.

- 106 Make-up Rm (14) S-26 on spreadsheet, (12) on plan. Please confirm correct qty. Confirmed (12) S-26 in room 106.
- 3. 112 Dressing/ Make-up Rm A1 (2) S-25 tags on plan, (10) chair symbols on plan but (1) S-25a on spreadsheet. Please confirm qty. and S-25a is correct. Confirmed S-25a is correct with a quantity of 10 chairs in room 112.
- 4. 113 Dressing/Locker A2 (2) S-25 tags, (10) chair symbols on plan. (1) S-25a on spreadsheet. Please confirm qty. and S-25a is correct. Confirmed S-25a is correct with a quantity of 10 chairs in room 113.
- 5. 121 Editing Classroom S-21 (21) on plan and (20) on spreadsheet. Please confirm qty. Confirmed (21) S-1 Chairs in room 121. There is not an S-21 chair spec'd for this room.
- 6. 121A S-19 on spreadsheet but not on plan. Please confirm if this is to be included. Not included.
- 7. 123 General Storage C-10 (1) on plan (2) lines totaling (5) on the spreadsheet. Please confirm qty. Confirmed (5 total) C-10 in room 123. There are 2 locations for room 123. There is a total of 5 C-10's. Refer to changes in the spreadsheet.
- 8. 120A ISO Booth S-19 on plan but not on spreadsheet. Is this actually room 128 ISO Booth as indicated on the spreadsheet? Yes
- 9. 126 Central Storage on the spreadsheet is noted as 184 on the plan. C-20 on the plans but C-20b on the spreadsheet. Please confirm the tag. Confirming the tag is C-20b
- 10. 126A Storage on spreadsheet is noted as 182 on plan. Which is correct? Confirmed room 126A is correct room.
- 11. 164 Storage on spreadsheet is noted as 137 on plan. Which is correct? Confirmed room 137 is correct.
- 12. Rm 135 Main Studio chairs and cart tagged on plan as S-10 and B-1 are not on the spreadsheet. Are these to be included? If so, please provide specs. Not included.
- 13. 135C has no tagging on the pieces drawn on the plan. Are these to be included? If so, please provide specs. Not included.
- 14. 185 Central storage has (3) C-10 on plan but these are not on the spreadsheet. Are these to be included? Central storage is actually room #126 and we are confirming there are no C-10s in this room to bid. Refer to furniture programming on the Excel spreadsheet.
- 15. All open areas and corridors with lounge furniture are not tagged. Are these to be included? If so, please provide specs. Refer to furniture programming on the Excel spreadsheet. Items that needed correcting have been updated in **red**.
- 16. <u>Level 2</u> Lobby 200 not tagged. Cannot verify counts Refer to furniture programming on the Excel spreadsheet. Items that needed correcting have been updated in <u>red</u>.
- 17. Workroom 200 No tagging on furniture are these items to be included? If so please provide spes. Workroom should be room # 201 and furniture is not included in this bid.
- 18. Control Booths 201A, B & C on drawing are not on the spreadsheet however there are Control Booths 210A, B & C. Which is correct? Confirmed that room 210A, 210B, and 210C are correct. Again, refer to spreadsheet.
- 19. All product in corridors is not tagged. Are these to be included? If so, please send specs. Refer to furniture programming on the Excel spreadsheet
- 20. <u>Level 3</u> Rm 310 S-1 (20) on spreadsheet and (30) on plan. Please confirm qty. Confirmed that there are (30) S-1 in room 310.
- 21. Rm 313 on plan is indicated as 319 on the spreadsheet. Which is correct? Confirmed that the room is 313 and has been updated in spreadsheet.
- 22. Rm 313 Below is a list of what is on the plan, what is on the spreadsheet and what we think it should be. Please confirm. Confirming that this is actually room 319 (per spreadsheet) and the furniture items are updated in red.

```
a. ON SHEET ON PLAN SHOULD IT BE (BASED ON MATCHING RM 310)
b. L-1 - (1) L-1 - (1) L-1 - (1)
c. S-4 - (20) T-21 (2) S-4 (1)
d. S-1 - (40) T-24 (18) S-1 (40)
e. T-24 - (1) T-24 (20)
```

- 23. 313B Workroom Please confirm (4) S-1. Plan shows (4). Spreadsheet shows (40). Confirmed (4) S-1 in room 313B
- 24. Student Study 331 There are (4) S-1 chairs in this room but this room is not on the spreadsheet. Please confirm (4) are to be priced for this room. Confirmed that (4) S-1 chairs are in room 331. Added to spreadsheet.

- 25. Grad. Student Workroom 353 spreadsheet has (15) T-24 but on the plan, there are (6). Please confirm the qty. Confirmed that the grad. Student workroom is in room 320 not 353 and that there are (6) T-24.
- 26. Flex Theatre Control + Sound Booth Rm 356/357 (as noted on spreadsheet) no room 357 on plan. Spreadsheet states a total of (10) S-21 for these (2) rooms but only (4) in room 356 on plan. Please confirm qty. Confirmed that the flex theatre control + Sound booth is in room 323 A/B and there are (4) S-21.
- 27. Please confirm locker room 325 lockers will be provided by others. Not included.
- 28. No tagging of items in all open lounge and corridors. Are these items to be included? If so, please provide specs. Refer to furniture programming on the Excel spreadsheet
- D-1: Model number provided as #WW3066DDFBL.VPB.87PL.GLLPLLR.KS2S.STD.PB.PB.PB; based on description the model number should be #WW3066DDFBL8.VPB.87PL.G11PLLR.KS2S.STD.PB.PB.is Confirmed.
- 30. D-1: A box drawer convenience tray #NAC0613ST is included at most desk/office typicals. One is not included here- please confirm this is correct. Do not include.
- 31. D-2: No modesty panel is included in the description or model numbers on the spreadsheet. Should we add one? If so, should it be full-height or partial-height? Flush with desk edge or break front style? Already included in the spreadsheet under D-2.
- 32. D-2: A box drawer convenience tray #NAC0613ST is included at most desk/office typicals. One is not included here- please confirm this is correct. Do not include.
- 33. D-4: Provided model number & description is same product as D-1. Confirm this is correct. Correct.
- 34. D-4: A box drawer convenience tray #NAC0613ST is included at most desk/office typicals. One is not included here- please confirm this is correct. Do not include.
- 35. T-3: Confirm that spreadsheet description of "2 undersurface grommet (no power)" indicates (2) end panel grommets. Per spreadsheet T-3 is a Global Industries work surface with no grommets.
- 36. T-9: Requested center drawer #NAC2421CDL.PB will interfere with installation of required undersurface support rail. Alternative solution recommended: Confirmed an alternate solution.
- 37. T-21: Spreadsheet specifies G15 model #NACG15AELHSC, but actual product number is #NACG15AELHCS. This denotes a hardwire solution- Confirm this is correct. Confirmed correct is #NACG15AELHCS
- 38. TY-3: Spreadsheet description calls for a box drawer convenience tray, but the corresponding model number is not included in the provided model numbers. Should we include (1) #NAC0613ST per TY-3 typicals? Yes, please include.
- 39. TY-9: Confirmed location preference of B/B/F & F/F.
- 40. TY-9: Spec does not include transaction countertop, only reception desk shell #WW2572DSTFL.VPB.G11PLL.STD.PB. PB (see image below). Should the spec also include the transaction counter # WW1572TSL.VPB.STD.PB to be placed on top of reception desk shell? Please include.
- 41. TY-12: Pencil Drawer #NAC2421CDL.PB is specified for most office typicals, but not included in the description or model numbers specified for this typicals. Please confirm this is correct. Please include.
- 42. TY-13: Pencil Drawer #NAC2421CDL.PB is specified for most office typicals, but not included in the description or model numbers specified for this typicals. Please confirm this is correct. Please include.
- 43. TY-13: All pieces specified as wood rather than laminate. Please confirm this is correct. Yes to wood.
- 44. TY-13: A box drawer convenience tray #NAC0613ST is included at most desk/office typicals. One is not included here- please confirm this is correct. Please include.
- 45. TY-13: Separate lock cores #NCCB\_S are included at most desk/office typicals and storage pieces within TY-13 are specified as "KSIS" with cores separate. A total of (5) #NCCB\_S should be included here- please confirm this is correct. Please include.
- 46. TY-13: #WW3684DLFBAW<u>A</u> Breakfront Arc Top desk is specified in the spreadsheet, but correct model number is #WW3684DLFBAW<u>1</u> per description. Confirmed that #WW3684DLFBAW<u>1</u> is correct.
- 47. TY-13: Design intent is unclear based on specified part numbers. Please clarify
  - a. 36" w Lateral File + 15" W F/F does not match overall width of 54" worksurface. Quote per spreadsheet.
  - b. 36" w Overhead cabinet + tackboard does not match overall width of 54" worksurface. There are actually 2 of these per spreadsheet. Quote per spreadsheet.
  - c. Lateral File and/or F/F will not function at corner of configuration due to Height-Adjustable leg placement at return. Quote per spreadsheet.

- d. Undersurface support #NAC0236SUR may not be required depending on design intent. Quote per spreadsheet.
- e. Additional worksurface or one longer than 54" w may be required. (Additional 36" w top provided above lateral file at images below) Quote per spreadsheet.
- f. TY-13? Plan shows 130" w configuration at back wall of office. Images below show 108" w configuration. Quote per spreadsheet. The 108" includes the surface and wall cabinets. There is also an additional wardrobe and storage cabinet. CH-1B Fabric is discontinued. We suggest using Pallas Selvedge Cyan Cyan | Selvedge | Pallas Textiles Updated finished picked after bid package awards are given.
- 48. **CH-1B** Fabric is discontinued. We suggest using **Pallas Selvedge Cyan** <u>Cyan | Selvedge | Pallas Textiles</u> <u>Updated finished picked after bid package awards are given.</u>
- 49. **ST-8** Fabric is discontinued. We suggest using **Pallas Selvedge Cyan** <u>Cyan | Selvedge | Pallas Textiles</u> <u>Updated finished picked after bid package awards are given.</u>
- 50. **SF-2** Fabric is discontinued. We suggest using **Pallas Selvedge Cyan** <u>Cyan | Selvedge | Pallas</u> Textiles Updated finished picked after bid package awards are given.
- 51. **ST-1** Fabric is discontinued. We suggest using **Pallas Selvedge Cyan** Cyan | Selvedge | Pallas Textiles Updated finished picked after bid package awards are given.
- 52. **B-1A-B** Please confirm quantity. There are 2 B-1A-B.
  - a. **TY-13** SFA to confirm desk layout. Description only calls out 1 overhead but calls for 2 task lights. Back worksurface is only 54" which is shorter than front desk. Please confirm. According to the spreadsheet, 3 overheads are called out. Quote per spreadsheet.

## **PACKAGE 2 QUESTIONS:**

- 53. **L-1 & L-3** Manufacturer Question model # indicates Wild Cherry laminate and Black metal frame but the Finishes listed indicate Pewter Mesh laminate and Silver Sparkle frame. Please confirm their color preference. Updated finished picked after bid package awards are given.
- 54. **T-32**: Please confirm if round top table is suitable alternate instead of specified oval top table. Confirming that round top is okay.
- 55. **C-6**: Please confirm finish and preferred lock type (laminate finish listed in spreadsheet is not offered with that manufacturer) Updated finished picked after bid package awards are given.
- 56. The below two boxed in red hallways were not wired for power at the built-in tables shown on plan. Also, no seating is requested on either plan for these built ins. Please confirm if seating is in scope and quantity. Refer to furniture programming on the Excel spreadsheet.
- 57. **C-28** Item has been discontinued by manufacture options available as follows <u>4P Great Lakes Data Racks & Cabinets (greatcabinets.com)</u> Hoffman E4DRS19FM45U 4 Post Rack, Sq. H, 19"x45RU, Alum/Black (globalindustrial.com) Substitution allowed for this line item.
- 58. **A-1** Computer comforts does not sell parallel bars. Can we use an alternate vendor? You will need to use Right Angle.

### **ADDITIONAL QUESTIONS:**

- 59. **DRAWINGS**: Furniture tags, room numbers, and room names between the Excel and Plans do not match. Will a corrected AutoCAD plan be provided? Refer to furniture programming on the Excel spreadsheet. Items that needed correcting have been updated in **red**.
- 60. **COUNTS**: The Excel counts do not match the counts between the excel or floorplans. Which should supersede for bid counts. Without a matching floorplan, the dealers are unable to be responsible for verifying final counts. Refer to furniture programming on the Excel spreadsheet. Items that needed correcting have been updated in **red**.
- 61. Phasing: Freight per floor? Pricing for delivery/installation costs per manufacturer and bid package.
- 62. HON storage Most noted as T1 Silver. Please confirm the actual should be T1 Platinum Metallic. T1 Platinum is the finish. The interior shelves are Silver.
- 63. **C-2** Model# on spreadsheet HFMSC186439RWB. Please confirm the model # should be HFMSC186430RWB. Model number should be HFMSC186430RWB.
- 64. **C-4** HON Modular Storage Cabinet Please confirm finish to be T1 platinum Metallic. Finish is Platinum Metallic

- 65. S-2A National Collette 2 Seat Lounge Please confirm model# N84L2A. Model # is N84L2A
- 66. S-2A National Collette 2 Seat Lounge Please confirm arm style straight or slope. Updated finished picked after bid package awards are given.
- 67. S-2A National Collette 2 Seat Lounge Please confirm thread color. Updated finished picked after bid package awards are given.
- 68. S-2A National Collette 2 Seat Lounge Please confirm glide type as hard or soft. Updated finished picked after bid package awards are given.
- 69. S-6 National Tizelle Guest chairs no longer come in half uph. Back only full backs. Please advise. Use full backs
- 70. 100A No Room name calls for (1) D-1 on the spreadsheet but it is not on –plan. Please advise. Room 100A has been changed to Room 150 with the (1) D-1 Desk.
- 71. Area 130A D1 desk on drawing but not on spreadsheet. Please advise. Could this be the one listed in excel in 100A above? Area 130A room number has been updated to 100A.
- 72. **Lobby Level 1** Labeled on 100 spreadsheet but 100A on plan. Which is correct? 100A is the correct lobby room number.
- 73. Lobby 100 CH-1A, CH-1B & CH-1C (vendor question) the finish is called out as highline coordinate and that is discontinued. The last quote round it was changed to Egret coordinate, is this still the preference. Updated finished picked after bid package awards are given. Please use same grade as what was specified.
- 74. Lobby 100 CH-1B current fabric specified; Maharam Chassis is discontinued. Please advise. Updated finished picked after bid package awards are given.
- 75. Lobby Level 1 No tags and more furniture drawn in than is on the pricing spreadsheet. Please advise. Refer to furniture programming on the Excel spreadsheet. Items that needed correcting have been updated in <u>red</u>.
  - a. (28) chairs on spreadsheet and (22) on plan
  - b. (5) tables on spreadsheet and (8) on plan
  - c. Lounge pieces drawn on plan but nothing on spreadsheet
- 76. Costume Director's Office Labeled 101 on spreadsheet and 102 on plan. Which is correct? The office is Room #102.
- 77. Green Room 108 (1) S-2 on spreadsheet and (2) on plan. Please advise. (2) S-2A is Confirmed.
- 78. Green Room 108 Please confirm the S2 indicated on plan should be an S-2A per the spreadsheet.

  Confirmed S-2A on spreadsheet.
- 79. Green Room 108 Appears to be a file or cabinet of some sort drawn in the corner without a tag. If this needs to be included, please advise on the spec. Not included.
- 80. VIP Dressing Rm. 111 Please confirm the S2 drawn in should be an S-2C per the spreadsheet.

  Confirmed an S-2C per spreadsheet.
- 81. Large Lecture 114 S-10 specs not on spreadsheet but furniture on plan. Please advise. Not included.
- 82. Dressing 125A A4 tag on plan nothing on spreadsheet. Please advise. A4 tag is on spreadsheet on row 125A.
- 83. Central Equipment Storage Labeled 126 on spreadsheet but 184 on plan. Which is correct? It is room 126 per spreadsheet.
- 84. Filmmaking Faculty Office 130 (2) S-6 on spreadsheet but only (1) on plan. Please advise. Confirmed there is (1) S-6 in room #130.
- 85. Room 135C No tags on any furniture and not included on spreadsheet. Is this to be included? Not included.
- Corridor 2/ 144 No tags on any furniture and not included on spreadsheet. Is this to be included? Not included.
- 87. **Lobby 200** No tags and more furniture drawn in that is on the pricing spreadsheet. Please advise. Refer to furniture programming on the Excel spreadsheet. Items that needed correcting have been updated in **red**.
- 88. Lobby 200 Spec for tag B-1A-A Spreadsheet calls for a qty. of (3). We need to know how many lefts and rights. Quote per spreadsheet. It identifies which are left and which are right.
- 89. Deans Suite 203A (2) F-4 on plans but spreadsheet calls for (2) F-3. Please advise. (2) F-3 in #203A per spreadsheet.
- Dean's Office 203C Please confirm spreadsheet is correct versus the plan. Refer to furniture programming on the Excel spreadsheet.

- 91. VIP Dressing Rm. 213 Please confirm the S2 drawn should be an S-2C per the spreadsheet. Room 213 should be S-2C per spreadsheet.
- 92. Admin. Assist. Student Worker 222? C6 on plan not on spreadsheet. Please advise. Confirmed C6 is on the spreadsheet on under Room 222.
- 93. Script Library Archive Rm. 224 T6 on plan not on spreadsheet. Please advise. Confirmed that T6 is on spreadsheet under room 224.
- 94. Scene Shop Noted on spreadsheet as # 232 but on plan as 214. Please advise. The scene shop has been changed to room 214.
- 95. Reception 249B/A Labeled as such on spreadsheet and 203 on drawings. Which is correct? Quote per spreadsheet.
- 96. Reception/ Waiting 209 209 indicated on the spreadsheet however on plan it appears to be 224 or something close. Cannot quite make it out. Please confirm. The reception / waiting area is changed to 221A
- 97. Adjunct Faculty 233 (2)C6 cabinets on plan but nothing on spreadsheet. Please advise. These are (2) C8's per spreadsheet.
- 98. Black Box 260 Is the seating in this room to be included? Not included
- 99. Control Room 261 Please confirm the (2) desks tagged as T5 should be T-5A per the spreadsheet. Confirmed T-5A per spreadsheet for room 261.
- 100. Recording Studio 263 Please confirm the desk tagged as T5 should be a T-5B per the spreadsheet.

  Confirmed T-5B per spreadsheet for room 263.
- 101. Sound & Light Lab 265 Please confirm the noted T-5 should be a T-5B per the spreadsheet. Confirmed T-5B per spreadsheet for room 265.
- 102. Armory Storage 270B T-3 on plan but no on spreadsheet. Please advise. Amory Storage is room #270A per spreadsheet. Furniture not included.
- 103. Event Studio 270 Desk on plan not on spreadsheet. Should this be included and if so, should it be a T-5A or 5B? Not included.
- 104. Level 2 Corridors All corridors with furniture without tags, to be included or not at this time. Please advise. Refer to spreadsheet for this.
- 105. Tree House 300 No furniture tags to confirm counts. Refer to spreadsheet for this.
- 106. Tree House 300 ST-2 Current fabric specified; Maharam Chassis is discontinued. Please advise. Updated finished picked after bid package awards are given. Please use same grade as what was specified.
- 107. The SF-1 it is currently quoted with all the pieces in the same hand per the layout below. This is slightly different than the pdf plan you sent but it keeps all the pieces consistent. I want to make sure you are ok with keeping it like this with the chaise lounge always on the left side. Yes, we are okay with the same directions. Refer to spreadsheet for this.
- 108. Large Dance Faculty Office North (2) S-6 on plan only (1) on spreadsheet. Please advise. Confirmed (2) S-6.
- 109. Large Dance Faculty Office South (2) S-6 on plan only (1) on spreadsheet. Please advise. Confirmed (2) S-6.
- 110. JSI (per Alyson Wilson JSI rep) Clarify please Item CH-1A, CH-1B, CH-1C & ST-8 'Bryn' chairs & stools. The wood finish has been changed to 'Egret Coordinate' Updated finished picked after bid package awards are given. Please use same grade as what was specified.
- 111. Item CH-1B & ST-8 0 original fabric was discontinued and changed to Pallas 'Selvedge' Cyan #27-316-116 Updated finished picked after bid package awards are given. Please use same grade as what was specified.
- 112. Item SF1 BS481L changed to BS481R & BS501L changed to BS501R Both changed from lefts to rights Correct (4) of each per spreadsheet.
- 113. **HON** Item C-21 the model number specified #HHLSF52T-3D is only for the modular cabinet w/ doors and casters. Buying this model number alone only gets an empty cabinet. There are a few different tray kits and shelf kits that have to be specked and added. The ones I original included in my quote were just the ones that SFA bought from me in the past.? Include various tray kits.
- 114. Allsteel Several of the laminates and finishes that are spec'd have been either discontinued or are not Allsteel finishes. These are Mocha, Pearl Silver and Cinder. Do you have replacements for them? Updated finished picked after bid package awards are given. Please use same grade as what was specified.

- 115. Item T-32 Transfer tables were discontinued as of 12/31/22 Substitution allowed for this line item. Please spec out an alternate of same value and look.
- 116. **Palmer Snyder I**tem T-16 Palmer Snyder sells these tables individually or in a kit of 20 tops, 20 bases & 1 cart. They are cheaper by the kit. Just to verify---you are wanting 1 kit that will give you 20 tables and 1 cart and not 20 kits that will give you 400 tables and 20 carts. Correct, bid out 1 kit which included 20 tops, 20 bases, and 1 cart.

## **MASTER NOTE QUESTIONS:**

## General response:

Electrical work was not complete at the time of the walkthrough. Field conditions should be verified prior to final purchase order and may be done through the Design Center or site visit by awarded vendor. Generally speaking, it is the preference of the university to adjust furniture layouts in lieu of electrical placement where conflicts occur.

- 1. Will building protection be required from the furniture vendors or will the GC leave theirs? If the furniture vendor is to provide where will it be needed exactly? The furniture vendor should come prepared with a variety of protection materials intended to protect floors, walls, corners, elevators, etc. as needed.
- 2. Will there be specific hours the build is open for deliveries and installation? Design Center representative will be on site for delivery from 8am-5pm.
- 3. Will the furniture vendor operate the elevators or will the GC require an elevator operator for the furniture deliveries and trash removal? The elevators will be operational, weight limits should be observed.
- 4. Since this is an out-of-town job, will there be dumpsters on site the furniture vendors can use or will they need to locate the local dump for disposal? The vendor should provide for/dispose of refuse created from installation. A roll off dumpster may be rented from local vendors.
- 5. Below are the rooms that need to have hardwire j-boxes in the walls (or floors) to provide ample power to the powered tables- 1 dedicated circuit per 4 students as well:
- a. 120- current power in wall is laid out in weird increments... field verify prior to order, this room will require further coordination with the technical director, price as specified for the purposes of the bid
- b. 121 field verify prior to order
- c. 265 (this room had what we thought were floor cores- please have electrician change the connection point to be a hardwired one versus soft plug) field verify prior to order; an electrical change may be considered here
- 6. Below are the rooms we need to confirm power can be adjusted (based on site visit, power is not in correct places or adequate for power needs) or confirm that we can address incorrect power placement upon award, prior to order:
- a. 307- drafting studio does not have enough dedicated power in the walls to power all these tables and we did not see enough J-boxes in the ceiling This room now has floor boxes, field verify
- b. 304- 4 plug power box is on incorrect wall according to plan. Please confirm if adjustment to furniture layout (move desk to west wall of office versus current south wall) is preferred over movement of power field verify, see general note response
- 7. Major uneven flooring- office 220 and 221 have significant sloping to floors. Please confirm how we should proceed with furniture in those rooms. Floor slope is not an issue; proceed as designated.

- 8. Site visit room clarifications:
- a. 236- onsite mentioned this room is to be an office now instead of conference room. Please confirm if this should be changed in the bid or kept as conference table Changed in the bid see furniture programming spreadsheet.

## **EXHIBIT D-REVISED**

## BID PACKAGES #1 - 2

Reference Exhibit D attached to this RFP in excel format labeled "Exhibit D Bid Packages #1-2-Revised"

(Note: Revisions are indicated in red)

Note: There are 3 tabs in the file:Instruction tab, Bid Package #1, Bid Package #2

This file must be submitted with proposal response in excel format.



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NACOGDOCHES, TEXAS

PROCUREMENT AND BUSINESS SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

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## **SECTION 1-INTRODUCTION**

## 1.2 DOCUMENT DEFINITION

This document shall serve a twofold purpose:

- 1.2.1 to secure best available pricing from vendors. You may quote from pre-negotiated contracts such as TXMAS, DIR, Choice Partners, E&I, Equalis Group, First Choice, OMNIA, Sourcewell, UTSSCA, BuyBoard, TIPS, as applicable but is not required.
- 1.2.2 to secure written quotations for items not available through pre-negotiated contracts

## 1.3 SCHEDULE OF EVENTS\*

*DATE	EVENT
December 22, 2023	Issuance of Request for Proposal
January 13, 2023 at 5:00 PM	Deadline for Questions
January 20, 2023	Question and Answer Addenda Document Posted, if any
February 1, 2023 at 5:00 PM	Requests for Proposals Due
February 2, 2023 at 8:30	Proposals Opened
February 2-February 10, 2023	Evaluation of Proposals and Selection of Finalist and/or Negotiations
On or before February 15, 2023	Award
Estimated Building Occupancy: Furniture installation shall begin	April 15, 2023
Completion of Installation	July 1, 2023

<sup>\*</sup>Dates are tentative and subject to change

#### SUBMITTAL DEADLINE AND LOCATION

- 2.3.1 All responses must be received by SFA no later than 5:00pm, Wednesday, February 01, 2023.
- 2.3.4 Proposals will be publicly opened Thursday, February 02, 2023 AT 8:30 am in the office of Procurement and Business Services, 2102 Alumni Drive, Austin Building, Room 131. Only the names of the Respondents will be read aloud.

## **EXHBIT F-Manufacturer Representatives**

HON – Tim Martinez (S. Central Rep.) - <u>martinezti@honcompany.com</u> and/or HON – Dillon Mumm - <u>mummd@honcompay.com</u>

Questions received and answers will be posted in accordance with revised Schedule of Events in Section 1.3



## STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

PROCUREMENT AND BUSINESS SERVICES
P. O. Box 13030
NACOGDOCHES, TX 75962

## REQUEST FOR PROPOSAL

## RFP NUMBER FINE ARTS FURNITURE-23

## PROPOSAL MUST BE RECEIVED BEFORE: 5:00PM, FRIDAY, JANUARY 27, 2023

## **MAIL PROPOSAL TO:**

HAND DELIVER AND/OR EXPRESS MAIL TO:

Stephen F. Austin State University Procurement and Business Services P. O. Box 13030, SFA Station Nacogdoches, TX 75962-3030 Stephen F. Austin State University Procurement and Business Services 2102 Alumni Drive, Austin Bldg., Room 131 Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

**NOTE:** PROPOSAL must be time stamped at <u>Stephen F. Austin State University Procurement and Business Services</u> before the hour and date specified for receipt of proposal.

## **REFER INQUIRIES TO:**

Kay Johnson or Kim Jones Stephen F. Austin State University Procurement and Business Services 936.468.6550 or 936.468.6551

email: johnsondk6@sfasu.edu or joneskk2@sfasu.edu

## STEPHEN F. AUSTIN STATE UNIVERSITY Request for Proposal #FINE ARTS FURNITURE-23

## **TABLE OF CONTENTS**

## Section 1 - INTRODUCTION

1.1	Scope of Project
1.2	Document Definition
1.3	Schedule of Events
1.4	Historically Underutilized Businesses
1.5	Firm Price
1.6	General Information
1.7	Interpretations and Addenda
1.8	Substitutions
1.9	Project Security and Safety
1.10	Coordinators
1.11	Receiving, Storage, Delivery of Shipment, and Placement
1.12	Installation Schedule
1.13	Liquidated Damages
1.14	Guarantee
1.15	Insurance Requirements

## Section 2 - INSTRUCTIONS TO RESPONDENTS

2.1	Site	Visit

- 2.2 Contact Information
- 2.3 Submittal Deadline and Location

1.16 SFA Terms and Conditions

- 2.4 Submittal Instructions
- 2.5 Acceptance and Award
- 2.6 Evaluation Criteria
- 2.7 Proposal Response Format and Submittals

## **EXHIBITS**

Exhibit A	Execution of Offer
Exhibit B	Acknowledgment of Addenda
Exhibit C	Pricing Summary
Exhibit D	Bid Packages #1 - 2
Exhibit E	Furniture Specifications and Floor Plans
Exhibit F	Manufacturer Representatives
Exhibit G	HUB Subcontracting Plan
Exhibit H	Non-Collusion Affidavit
Exhibit I	Qualifications, Experience and References

## SECTION 1 INTRODUCTION

## 1.1 SCOPE OF PROJECT

Stephen F. Austin State University, hereafter referred to as "SFA", "the university," or "Owner" is seeking price proposals for furniture to be delivered and installed at the University's newly renovated Griffith Fine Arts Building. The entire building is currently under construction and is estimated for completion in March 2023. The building is located at 2222 Alumni Drive, Nacogdoches, Texas 75965.

There are (2) bid packages that include various manufacturer brands requested for this project. Within each of these two (2) bid packages it is an ALL or NONE BID per package. SFA reserves the right to award up to two (2) vendors.

#### 1.2 DOCUMENT DEFINITION

This document shall serve a twofold purpose:

- 1.2.1 to secure best available pricing from vendors quoting from pre-negotiated contracts such as TXMAS, DIR, Choice Partners, E&I, Equalis Group, First Choice, OMNIA, Sourcewell, UTSSCA, BuyBoard, TIPS.
- 1.2.2 to secure written quotations for items not available through pre-negotiated contracts

## 1.3 SCHEDULE OF EVENTS\*

*DATE	EVENT
December 22, 2023	Issuance of Request for Proposal
January 13, 2023 at 5:00 PM	Deadline for Questions
January 18, 2023	Question and Answer Addenda Document Posted, if any
January 27, 2023 at 5:00 PM	Requests for Proposals Due
January 30, 2023 at 8:30	Proposals Opened
January 30-February 3, 2023	Evaluation of Proposals and Selection of Finalist and/or Negotiations
On or before February 15, 2023	Award
Estimated Building Occupancy: Furniture installation shall begin	April 15, 2023
Completion of Installation	July 1, 2023

<sup>\*</sup>Dates are tentative and subject to change

#### 1.4 HISTORICALLY UNDERUTILIZED BUSINESSES

Each respondent is required to make a good faith effort to subcontract with historically underutilized businesses and shall submit a HUB Subcontracting Plan using the HUB Subcontracting Plan documents provided in Exhibit G.

Stephen F. Austin State University is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting with HUBs either directly or indirectly through subcontracting opportunities. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that actively acknowledges and values diversity.

The University has determined that subcontracting opportunities are probable under this contract.

The University's HUB goal for this procurement is: 22.0% for commodities

Each HUB subcontracting plan will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

All questions regarding the HUB Subcontracting Plan may be directed to the Procurement and Business Services Office, Kay Johnson, 936-468-4037, johnsondk6@sfasu.edu.

#### 1.5 FIRM PRICE

- 1.5.1 All pricing must be held firm through April 15, 2023.
- 1.5.2 Respondent is liable to include correct net cost per item. If price is quoted incorrectly and a Purchase Order has been issued, vendor shall still provide the quantity and item specified at the price quoted. Stephen F. Austin State University will not pay for vendor's mistakes.
- 1.5.3 Respondent's pricing shall reflect any anticipated price increase, and any other cost increase related to the products specified, based on the Installation Schedule in Section 1.12 herein.
- 1.5.4 The University understands that the items on TXMAS and pre-negotiated contracts may include incidental, off-schedule items and services that may be necessary for product warranty, system integration or product completeness. The Vendor is responsible for insuring that all such items are included in the quote.

## 1.6 GENERAL INFORMATION

- 1.6.1 Payment will only be made Net 30 days after installation and acceptance of furniture by SFA or receipt of invoice, whichever is later.
- 1.6.2 All items shall be new as specified.
- 1.6.3 Stephen F. Austin State University will issue a Purchase Order for all awarded items referencing and incorporating all specifications, terms and conditions herein.
- 1.6.4 Complete units must meet minimum State fire code requirements and Respondent shall be responsible for including all items required by Texas State law, even though items may not be included in specifications.
- 1.6.5 The quantities shown are based on the furniture specifications and architectural drawings. The Vendor(s) shall be responsible to confirm the final quantity of all items prior to order and installation.

- 1.6.6 Maintenance Instructions: For all items awarded the Vendor shall submit to the University one (1) copy of all manufacturers' recommendations for a maintenance schedule and program including reference to the type of equipment. Included should be information needed for the removal of common stains from each type of fabric used. The instructions shall cover such data as cleaning solutions or products, special waxes or other protective finishes, methods of applications, and methods which should be avoided, etc. Instructions shall be particularly directed to fabrics, wood, and other surfaces with special finishes.
- 1.6.7 Order Confirmations: For all items awarded, Vendor shall
  - 1.6.7.1 Confirm item description with manufacturer's numbers in the event there are discrepancies, Inform the University Coordinator and the Architect
  - 1.6.7.2 Confirm in writing in five days that all orders have been placed copies of orders shall be submitted to the University Coordinator and the Architect.
  - 1.6.7.3 Within one month after order placement, submit to the University Coordinator an outline of the time required to receive the various items from the manufacturer, and indicate the total hours required to install, assuming all merchandise is received by Vendor.
  - 1.6.7.4 If within one month after issuing a purchase order, a written acknowledgement has not been received from the factory, contact the factory and obtain a written acknowledgement.
  - 1.6.7.5 Continue checking with the factory on a weekly basis until the installation of the goods. The intention of the above is to assure up-to-date information on the furniture status, thus avoiding sudden last minute revisions.
- 1.6.8 The Vendor is responsible to verify all furniture, fixtures, and equipment included in this bid package according to the SFA Fine Arts Furniture Specifications worksheet. Refer to Section 1.7 of the RFP for requests for interpretation of specifications, or should any ambiguity or conflict in the specifications become apparent.

## 1.7 INTERPRETATIONS AND ADDENDA

- 1.7.1 Requests for interpretation of specifications, or should any ambiguity or conflict in the specifications become apparent, all questions and clarifications must be emailed by the deadline of January 13, 2023 referenced in section 1.3 of this RFP.
  - 1.7.1.1 Contact Kim Jones joneskk2@sfasu.edu or Susan Morris morriss2@sfasu.edu.
  - 1.7.1.2 Requests for information received after January 13, 2023 will not be considered.
  - 1.7.1.3 No oral statements, explanations or commitments shall have any effect except as are confirmed in writing by issuance of an addendum by the SFA Procurement Office.
- 1.7.2 Interpretations and supplemental instructions will be issued in the form of written addenda and will be delivered to all vendors included in this Request for Proposal.

## 1.8 SUBSTITUTIONS

- 1.8.1 No substitutions will be considered or accepted.
- 1.8.2 Kirksey Architects, Inc.has met at length with the Owner to determine that the brands and models specified best meet the needs of the University in terms of functionality, aesthetic appeal and budget. **Substitutions will not be considered**.

1.8.3 University reserves the right to negotiate with awarded vendor if there are any discontinued furniture items after award and prior to delivery.

## 1.9 PROJECT SECURITY AND SAFETY

- 1.9.1 The Vendor shall designate a Representative to receive all communication throughout the project from Proposal through Delivery and Installation, Final Acceptance, and Payment by Owner;
- 1.9.2 The Vendor shall employ a competent Supervisor, who shall be an authorized representative of the Vendor, and any necessary assistants, exclusively for the Project. The Supervisor or his/her authorized representative(s) shall be in attendance at the Project site during the progress of the Work.
- 1.9.3 The Vendor shall utilize an installer(s) that has been trained by a manufacturer's representative or has completed installations similar in size and scope to that described herein. Furniture installers must have been trained by the manufacturer's representative or have completed successful installations similar in size and scope to that described herein.
- 1.9.4 The Vendor(s), or Vendor's agent, employee, subcontractor or supplier shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury or loss to property of the Owner or its customers. The same shall comply with all reasonable rules and regulations established by the Owner for the security and safeguarding of the property of the Owner and its customers.
- 1.9.5 The Vendor(s) at all times shall keep the premises free from accumulation of waste materials or rubbish caused by Vendor's operations. Stored tools and materials shall be kept in a neat manner in an area designated for storage. At the completion of the Work, Vendor shall remove all waste material and rubbish from and about the project as well as all of Vendor's tools, construction, equipment, machinery and surplus materials, and shall clean all glass surfaces and leave the work in a neat and polished home-clean condition, except as otherwise specified.

#### 1.10 COORDINATORS

- **1.10.1** The Vendor shall designate a Project Coordinator to receive all communication throughout the project from bid through delivery and installation, final acceptance, and payment by Owner.
- 1.10.2 The Vendor shall assign a competent Delivery Coordinator, who shall be an authorized representative of the Vendor, and any necessary assistants, exclusively for the Project. The Delivery Coordinator shall be on-site at the Project site during delivery, set-up and clean-up. The Project Coordinator may act as the Delivery Coordinator.
- **1.10.3** The University will designate a University Coordinator who will communicate with all Vendors from award through delivery, installation and final acceptance by Owner.

## 1.11 RECEIVING, STORAGE, DELIVERY OF SHIPMENT, AND PLACEMENT

The Vendor shall be responsible to/for the following:

- 1.11.1 Provide warehousing for furniture until installed; items may not be stored on SFA property, unless approved by Owner for direct delivery from the manufacturer to the site
- 1.11.2 Unloading of all furniture deliveries
- 1.11.3 Verify all items for conformity with the Purchase Order
- 1.11.4 Examine merchandise on delivery and notify the University Coordinator and Architect of damage. Damaged items that can be repaired in a manner acceptable to the Architect may be installed. Replace damaged items where repairs are not acceptable. Notify University Coordinator and Architect immediately when replacement will delay the installation schedule

- 1.11.5 Meet immediately with the Owner and/or Architect to establish guidelines for extent of damage which shall be considered repairable or non-repairable
- 1.11.6 Secure repairs to items deemed repairable at any approved repair firm
- 1.11.7 Tagging: The identification code schedule and coded drawings for furniture identify each item's final location (See Exhibit E, Furniture Specifications and Floor Plans). Tag furniture prior to delivery in a manner permitting easy tag removal without damaging finishes and in locations that are easily seen and read
- 1.11.8 Provide and maintain in force proper insurance in accordance with the "Insurance Requirements" outlined in Section 1.15
- 1.11.9 Place each item in the Fine Arts Building according to its tag and the Drawings; remove all ties, tape, packing material, and manufacturer's tags from each item
- 1.11.10 Service all items as follows:
  - a) level each item
  - b) assemble items where applicable
  - c) adjust all chairs to normal seat height
  - d) wipe each item clean
- 1.11.11 Remove all debris, wrappings and packing materials from the premises at the end of each day's work
- 1.11.12 A tagged delivery; deliveries shall occur as scheduled by the Owner
- 1.11.13 Coordination with the Owner on elevator availability, and if necessary coordination with other contractors who may be installing new furniture or moving existing furniture
- 1.11.14 Place copy of coded room floor plan on each corridor side of door frame
- 1.11.15 Protect all surfaces during placement including, but not limited to floors, carpet, walls, door frames, etc. Should any damage occur, the Owner shall be notified immediately. The Vendor shall be responsible to pay for all repairs

## 1.12 INSTALLATION SCHEDULE

- 1.12.1 The estimated schedule of building occupancy for the project shall begin around April 15, 2023. Furniture installation shall begin immediately thereafter, as scheduled by University Coordinator.
- 1.12.2 Should there be any change in construction, reasonable advance notice will be given by the University Coordinator to each Vendor awarded a Purchase Order, so that Vendor can adjust shipment(s) accordingly. Vendor shall be responsible to confirm phase construction completion date with the Owner prior to ordering the related furnishings.
- 1.12.3 Delays are not expected; however, if the installation date should be delayed, Vendor agrees to suitably store and protect all materials at no additional cost to Owner for a period up to forty-five (45) calendar days.
- 1.12.4 Vendor(s) shall complete installation by July 1, 2023, or as otherwise re-scheduled by Owner.

## 1.13 LIQUIDATED DAMAGES

All work is to be completed by July 1, 2023 or as otherwise re-scheduled by the University. Failure to complete work (including clean-up) by July 1, 2023 or as otherwise re-scheduled shall be deemed as a breach of contract. Liquidated damages in the amount of \$500.00 per calendar day will be assessed, not as a penalty, but as liquidated damages for such breach of contract.

## 1.14 GUARANTEE

In addition to the guarantees by the manufacturer of each item specified, the Vendor shall also guarantee the specified items to be in accordance with all requirements of the specifications and agrees upon written notice from the Owner, to make such changes, replacement, or corrections which may be required to make good all defects or aberrations in the specified items under their intended use with proper care within 12 months after acceptance or installation unless a longer period is specified in the detailed specifications for individual items.

#### 1.15 INSURANCE REQUIREMENTS

The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor.

If policies are not written for the amounts specified below (except Worker's Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University.

Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers' compensation policy.

The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the University.

The workers' compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide worker's compensation coverage of a worker, that such insurance coverage is provided by the Contractor's policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by SFASU, the minimum insurance coverage as follows:

## TYPE OF COVERAGE LIMITS OF LIABILITY

- 1. Workers' Compensation Coverage **OR** Employer's Liability with \$1,000,000 each occur/aggregate
- 2. Comprehensive General Liability
  - a. \$1,000,000 each occur
  - b. \$2,000,000 general aggregate
  - c. \$2,000,000 products/
- 3. Comprehensive Automobile Liability \$1,000,000 combined single limit

## 1.16 SFA TERMS AND CONDITIONS

Purchase Orders will be issued in accordance with additional terms and conditions listed on the university website. <a href="https://www.sfasu.edu/docs/procurement-business-services/purchase-order-general-terms-conditions.pdf">https://www.sfasu.edu/docs/procurement-business-services/purchase-order-general-terms-conditions.pdf</a>

## **End of Section 1**

## SECTION 2 INSTRUCTIONS TO RESPONDENTS

## 2.1 SITE VISIT

Site visit is not required. A site visit may be requested by contacting Susan Morris, Interior Designer. 936-468-1566 <a href="mailto:morrisss2@sfasu.edu">morrisss2@sfasu.edu</a> Any interested vendor may choose to perform a site visit ONLY at the dates and times available as follows: January 10, 2023 from 1:00 – 5:00pm or January 12, 2023 from 1:00-5:00pm. Please contact Susan Morris to schedule a site visit.

## 2.2 CONTACT INFORMATION

2.2.1 All questions regarding this Request for Proposal must be forwarded to the Procurement and Business Services office:

Kim Jones or Kay Johnson P.O. Box 13030, SFA Station Nacogdoches, TX 75962

Phone: 936.468.6551 or 936.468.6550

Fax: 936.468.4282

Email: joneskk2@sfasu.edu or johnsondk6@sfasu.edu

2.2.2 All questions regarding the furniture specifications must be directed to the following contacts: Kim Jones, purchasing manager, joneskk2@sfasu.edu or Susan Morris, Interior Designer, morriss2@sfasu.edu.

## 2.3 SUBMITTAL DEADLINE AND LOCATION

- 2.3.1 All responses must be received by SFA no later than 5:00pm, Friday, January 26, 2023.
- 2.3.2 Submit Responses by:

#### MAIL to:

Stephen F. Austin State University Procurement and Business Services P.O. Box 13030, SFA Station Nacogdoches, TX 75962-3030

### HAND DELIVER AND/OR EXPRESS MAIL to:

Stephen F. Austin State University Procurement and Business Services 2102 Alumni Dr, Austin Bldg., Room 131 Nacogdoches, TX 75962

## **EMAIL to:**

bids@sfasu.edu

Subject: RFP#FINE ARTS FURNITURE-23

- 2.3.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee's on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Business Services Department. Proposals must be in the office of the Procurement and Business Services Department by the deadline set for this RFP in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient. The university shall not be responsible for responses received after the due date and time. Late responses will not be considered under any circumstances. Properly identified late responses will be returned to the respondent unopened.
- 2.3.4 Proposals will be publicly opened Monday, January 30, 2023 AT 8:30 am in the office of Procurement and Business Services, 2102 Alumni Drive, Austin Building, Room 131. Only the names of the Respondents will be read aloud.
- 2.3.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner, regardless of delivery method or circumstances.

- 2.3.6 Faxed proposals will not be accepted.
- 2.3.7 Electronically mailed proposals are acceptable and submission of email responses to <a href="mailto:bids@sfasu.edu">bids@sfasu.edu</a>.

  The University shall not be responsible for responses or portions of responses received late, illegible, incomplete, or otherwise non-responsive due to failure of electronic equipment, technology error, or operator error.
- 2.3.8 Responses may be withdrawn at any time prior to the time and date set for submittal deadline.
- 2.3.9 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.

## 2.4 SUBMITTAL INSTRUCTIONS

- 2.4.1 All proposals must be submitted in the format prescribed in Section 2.7.
- 2.4.2 Respondent may email proposal response to <a href="mailto:bids@sfasu.edu">bids@sfasu.edu</a> OR may submit one (1) complete electronic copy of the Proposal on electronic media (e.g., USB Drive) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or <a href="mailto:searchable">searchable</a> Adobe .PDF files. All response submittal information must be in electronic form and Exhibit D should be in excel format.
- 2.4.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore, a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.
- 2.4.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.
- 2.4.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals **(Exhibit A)** will be rejected as a material failure.

## 2.5 ACCEPTANCE AND AWARD

- 2.5.1 Respondents are encouraged to provide pricing for one or two bid packages based on manufacturer brands of furniture.
- 2.5.2 All items of the manufacturer brands within a bid package will be awarded to a single vendor. Installation will be awarded as part of the commodity purchase and will not be split off to a different vendor. There are (2) bid packages that include various manufacturer brands requested for this project. Within each of these two (2) bid packages it is an ALL or NONE BID per package. SFA reserves the right to award up to two (2) vendors.
- 2.5.3 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to fulfill any awarded order; i.e., ability to meet delivery schedules, appropriate storage facilities, etc.
- 2.5.4 The University reserves the right to negotiate further with any respondent that submits a proposal, once proposals have been opened. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.

- 2.5.5 The University reserves the right to enter into an agreement not based only on the cost to the University but which, in the sole opinion of SFA, is deemed to represent the best value to SFA. The university shall be the sole judge of determining which proposal represents the best value to the University.
- 2.5.6 By submitting a response, the Respondent agrees to accept an agreement including the scope of work and specifications herein and attached to this Request for Proposal.

#### 2.6 EVALUATION CRITERIA

- 2.6.1 Initial evaluation will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the university. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.
- 2.6.2 Initial evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order.

### 2.6.3 Evaluation Criteria

- a. 45% Respondent's qualifications and experience
- b. 40% Pricing Proposal; Exhibit C and Exhibit D in excel format
- c. 10% Respondent's past performance on SFA projects
- d. 5% References

## 2.7 PROPOSAL RESPONSE FORMAT AND SUBMITTALS

- 2.7.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements and other differences that exist between the RFP and the respondent's proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. Respondents shall organize their response in a point-by-point format according to Section 2.7.2. Failure to follow point-by-point presentation could be grounds for disqualification.
- 2.7.2 <u>Proposal response shall include the following information and be submitted in the following order:</u>

**REQUIRED SUBMITTALS** – failure to provide any of the following documents will result in disqualification of the proposal from further consideration

- i. Exhibit A Signed Execution of Offer
- ii. Exhibit B Acknowledgement of Addenda, if any
- iii. Exhibit C Pricing Summary
- iv. Exhibit D Bid Packages #1 and #2 in excel format
- v. Exhibit G HUB Subcontracting Plan
- vi. Exhibit H Non-Collusion Affidavit
- vii. Exhibit I Qualifications, Experience and References

## EXHIBIT A EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

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

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

#### Certifications:

#### Representations and Warranties by Respondent

If Respondent is a corporation, limited liability company, or any other entity organized and existing under state law, Respondent warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver the Agreement, and the individual signing the Agreement on behalf of the Respondent has been duly authorized to act for and bind Respondent.

#### **Tax Certification**

If Respondent is a taxable entity as defined by Chapter 171, Texas Tax Code ("Chapter 171"), then Respondent certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, or that Respondent is exempt from the payment of those taxes, or that Respondent is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable.

## Eligibility to Receive Payment

In accordance with Section 231.006 of the Texas Family Code and Sections 2155.004 and 2155.006 of the Texas Government Code, Respondent certifies that it is not ineligible to receive the Agreement or any payments under the Agreement and acknowledges that University may terminate the Agreement and/or withhold any payment and/or reimbursement if this certification is inaccurate.

### Payment of Debt or Delinquency to the State

Pursuant to Sections 2107.008 and 2252.903, Texas Government Code, Respondent agrees that any payments owing to Respondent under the Agreement may be applied directly toward any debt or delinquency that Respondent owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number:
Sole Owner should also enter Social Security No.:
Respondent/Company:
Signature (INK):
Name (Typed/Printed):
Title:
Street:
City/State/Zip:
Telephone No/Fax No:
Email.:

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S RESPONSE. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.

## **EXHIBIT B**

## **ACKNOWLEDGEMENT OF ADDENDA**

Receipt is hereby acknowledge	d of the following addenda to this RFP.
Addenda No	Dated
Respondent/Vendor Name:	(Signature)
	(Oignature)

## **EXHIBIT C Pricing Summary**

Following is a list of Bid Packages #1-2 contained in this project. The Respondent shall enter a summary amount of the furniture cost, installation and delivery, and the total dollar amount of the proposal for that package by manufacturer in numerals for each bid package. The dollar amount entered on this Pricing Summary for each package shall be the same as that shown in the corresponding Bid Package form. In the event of a discrepancy between any amount shown in the Pricing Summary and the Bid Package form, the actual Bid Package form amount shall govern.

The Respondent shall enter "No Response" if there is no response to the Bid Package. Each Bid Package	age is an
ALL or NONE bid per package.	
Respondent/Vendor Name:	

## **BID PACKAGE 1: OFFICE/LOBBY FURNITURE**

Package #	Manufacturer	Furniture Cost	Delivery & Installation Cost	Total \$ Amount or No Response	Contract Name(s) or Off-Contract
1	National				
1	HON				
1	Allseating				
1	JSI				
1	OFS/Carolina				
	TOTAL PRICING FOR BID PACKAGE 1				

## **EXHIBIT C-Continued Pricing Summary**

The Respondent shall enter "No Response"	if there is no	response to	o the Bid	Package.	Each Bid	Package	is an
ALL or NONE bid per package.							

Respondent/Vendor Name:			
•			

## **BID PACKAGE 2: CLASSRROOMS/GENERAL**

Package #	Manufacturer	Furniture Cost	Delivery & Installation Cost	Total \$ Amount or No Response	Contract Name(s) or Off-Contract
2	Allsteel				
2	Clarus				
2	Computer Comforts				
2	Global Industries				
2	Glorious Sound				
2	Great Lakes				
2	Right Angle				
2	Palmer Snyder				
2	Quality Fabricators				
2	SitOnit				
2	Spectrum Industries				
2	Waddell				
	TOTAL PRICING FOR BID PACKAGE 2				

## **EXHIBIT D**

## BID PACKAGES #1 - 2

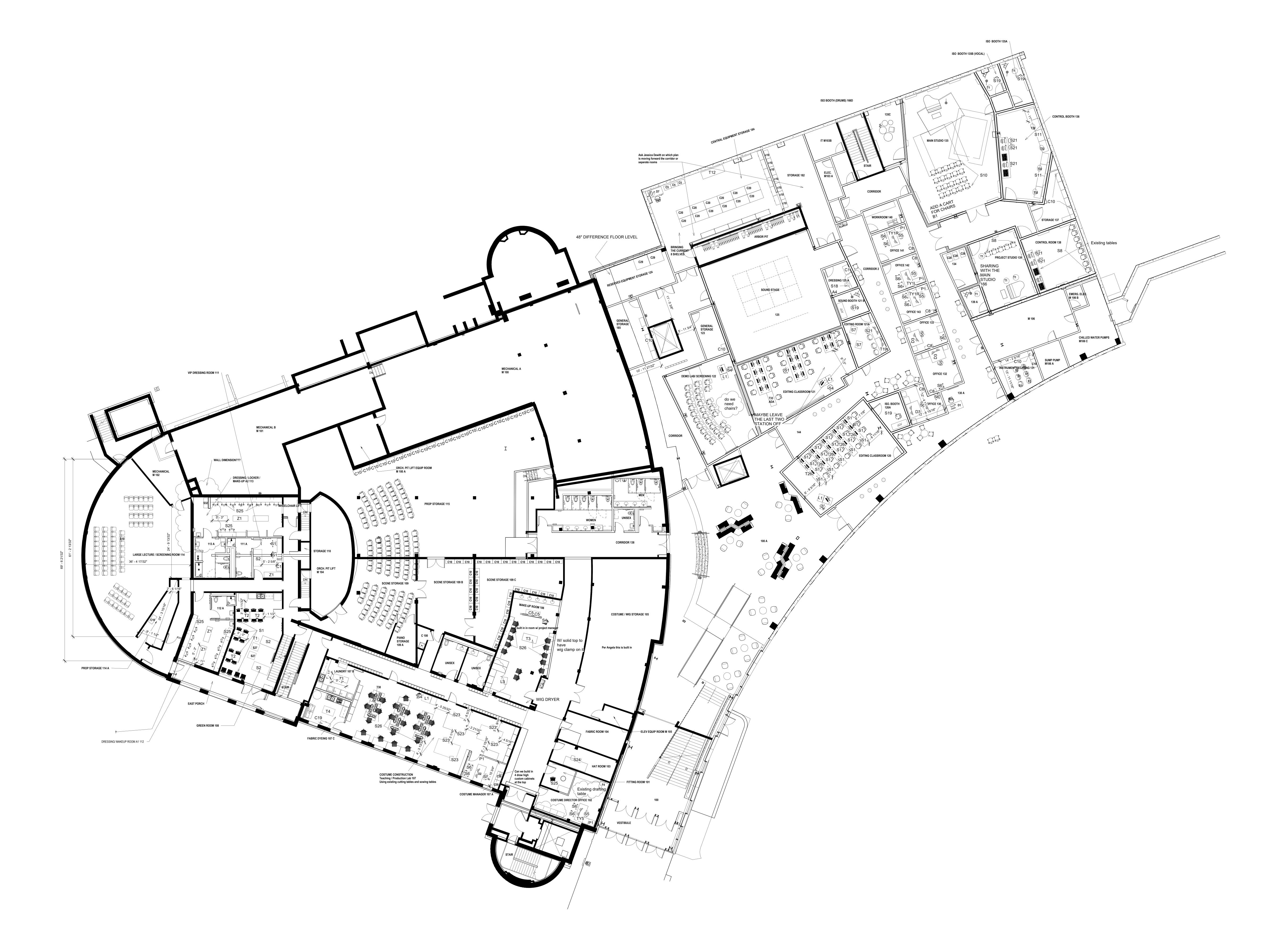
Reference Exhibit D attached to this RFP in excel format labeled "Exhibit D Bid Packages #1-2"

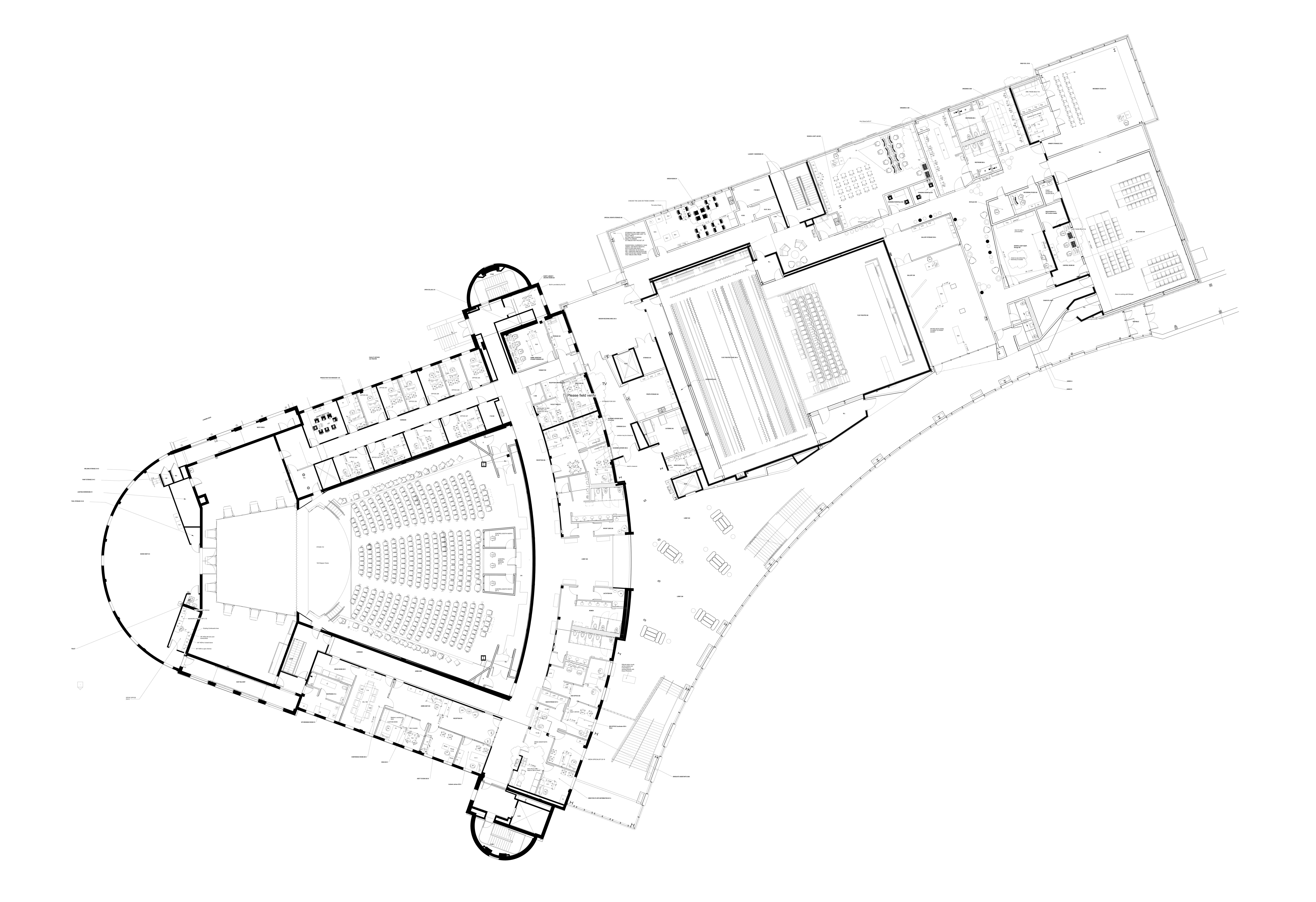
Note: There are 3 tabs in the file:Instruction tab, Bid Package #1, Bid Package #2

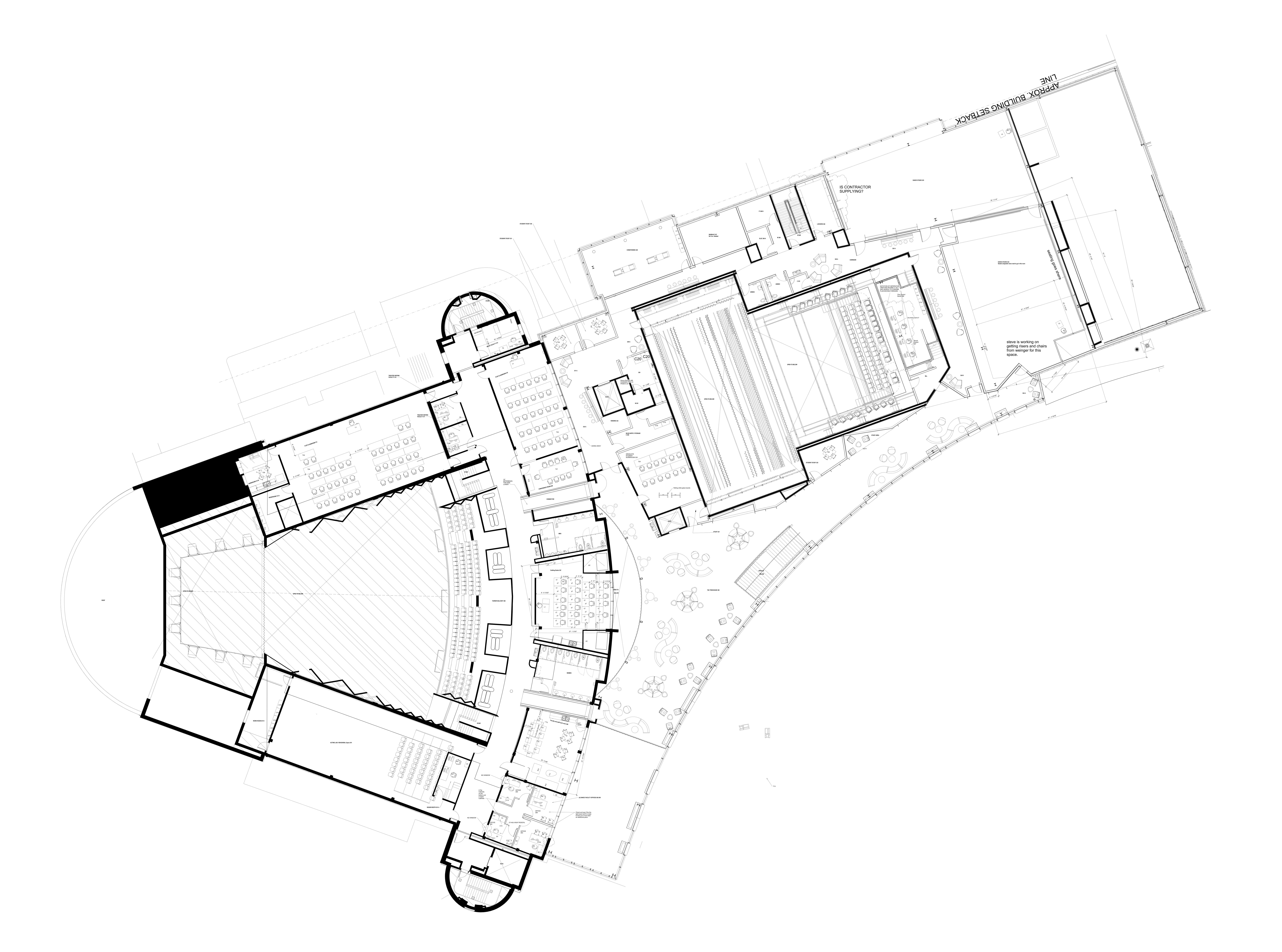
This file must be submitted with proposal response in excel format.

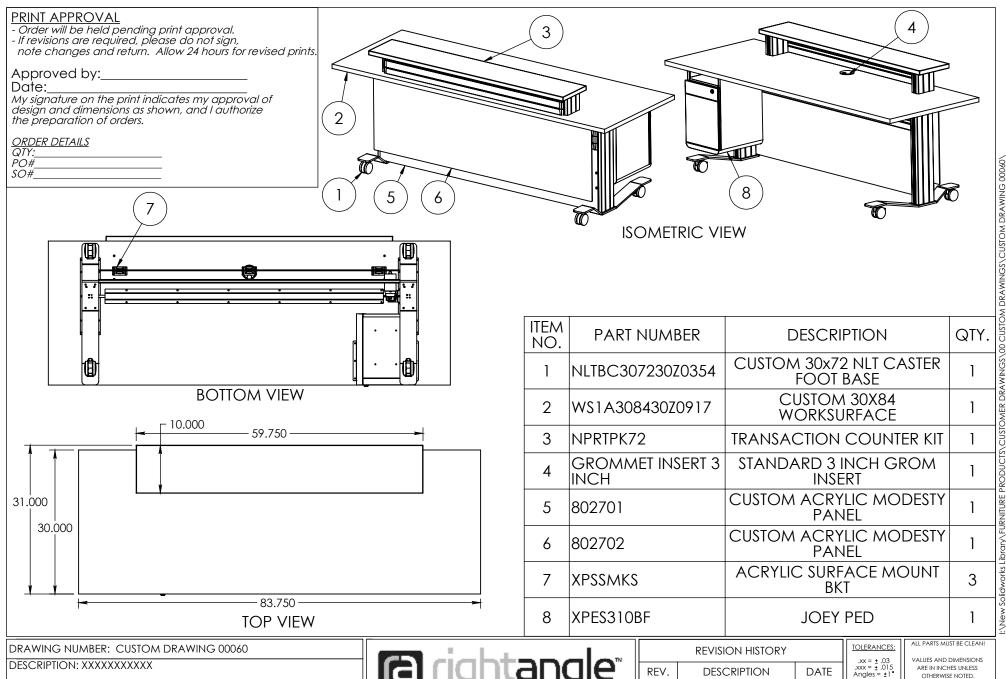
## **EXHIBIT E**

## FURNITURE SPECIFICATIONS AND FLOOR PLANS









MATERIAL: XX Ga. DATE: 5/3/2022 PAGE 1 OF 2 WEIGHT: 230.54



ergonomic products **K&A MANUFACTURING** 

6703 ZINSER ST., SCHOFIELD, WI 54476 PHONE: 800.298.4351 FAX: 866.882.9475 www.raproducts.com

	REVISION HISTORY	
REV.	DESCRIPTION	DATE

PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF K&A MANUFACTURING. ANY EPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF K&A MANUFACTURING IS PROHIBITED.

#### PRINT APPROVAL

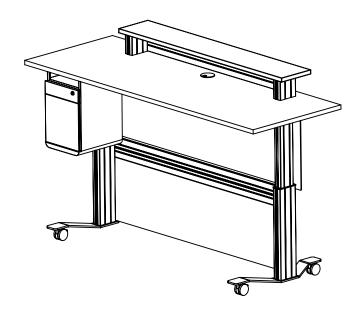
- Order will be held pending print approval.
- If revisions are required, please do not sign, note changes and return. Allow 24 hours for revised prints.

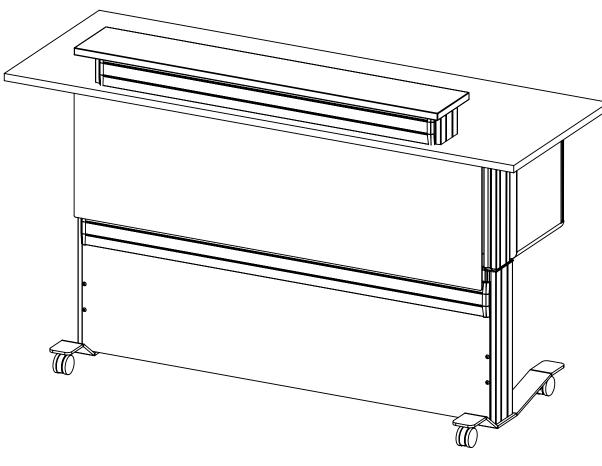
## Approved by:\_\_

Date:

My signature on the print indicates my approval of design and dimensions as shown, and I authorize the preparation of orders.

ORDER DETAILS QTY:\_\_\_\_\_ PO#\_ SO#





DRAWING NUMBER:	CUSTOM DRAWING 00060	

DESCRIPTION: XXXXXXXXXXX

MATERIAL: XX Ga.

DATE: 5/3/2022

PAGE 2 OF 2 WEIGHT: 230.54



**K&A MANUFACTURING** 

6703 ZINSER ST., SCHOFIELD, WI 54476 PHONE: 800.298.4351 FAX: 866.882.9475 www.raproducts.com

	REVISION HISTORY	
RFV.	DESCRIPTION	DATE

**TOLERANCES:** .xx = ± .03 .xxx = ± .015 Angles = ±1°

ALL PARTS MUST BE CLEAN! VALUES AND DIMENSIONS ARE IN INCHES UNLESS

:\New Solidworks Library\FURNITURE PRODUCTS\CUSTOMER DRAWINGS\00 CUSTOM DRAWINGS\CUSTOM DRAWING 00060

OTHERWISE NOTED

## PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF K&A MANUFACTURING. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF K&A MANUFACTURING IS PROHIBITED.

#### **EXHIBIT F**

	Manufacturer Rep	resentatives
AllSeating	Suzanne Volkman	svolkman@cronanassoc.com
Allsteel	Emily Morby	MorbyE@allsteeloffice.com
CLARUS	Patrick Gabriel	pgabriel@gabrielcontractsolutions.com
Computer Comforts (CCI)	Vince Barletta	vince@computercomforts.com
Global	Lance Gammill	Lgammill@glaobalfurnituregroup.com
Glorious Sound	FM Electronics	sales@fmelectronic.net
Great Lakes	Eric Trosch	Erict@greatcabinets.com
Hon	Shannah O'Neill	ONeillS@honcompany.com
JSI	Kelli Schmitt	Kschmitt@jaspergroup.us.com
National Office Furniture	Babbie Patin	Babbie.Patin@kimballinternational.com
OFS/Carolina	Amanda Tribo	atribo@ofs.com
PS Furniture	Jenn Miller	jennifermiller@the-lowegroup.com
Quality Fabricators	Chris Barnett	chrisb@fabriccleansupply.com
RightAngle	Jeff Lewis	Jeff@lewisrepgroup.com
Spectrum	Michael Chism	Michael@vtitx.com
Waddell	Maggie Leonards	mleonards@cronanassoc.com

### **EXHIBIT G**

#### **HUB SUBCONTRACTING PLAN**

Rev. 2/17



# HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
  - Section 1 Respondent and Requisition Information
  - Section 2 a. Yes, I will be subcontracting portions of the contract.
  - Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
  - Section 2 c. Yes
  - Section 4 Affirmation
  - GFE Method A (Attachment A) Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 Respondent and Requisition Information
  - Section 2 a. Yes, I will be subcontracting portions of the contract.
  - Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. No
  - Section 2 d. Yes
  - Section 4 Affirmation
  - GFE Method A (Attachment A) Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 Respondent and Requisition Information
  - Section 2 a. Yes, I will be subcontracting portions of the contract.
  - Section 2 b. List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. No
  - Section 2 d. No
  - Section 4 Affirmation
  - GFE Method B (Attachment B) Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:
  - Section 1 Respondent and Requisition Information
  - Section 2 a. No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
  - Section 3 Self Performing Justification
  - Section 4 Affirmation

\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Rev. 2/17



c. Requisition #:

# **HUB Subcontracting Plan (HSP)**

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- · 23.7 percent for professional services contracts,
- · 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

#### - - Agency Special Instructions/Additional Requirements - -

its su agend which to be	cordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith of boontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets by specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the agg subcontracted to HUBs with which the respondent does not have a continuous contract* in place for more the goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Studies.	or exceeds the statewide HUB goal or the the respondent must identify the HUBs with regate percentage of the contracts expected an five (5) years shall qualify for meeting the
SEC	TION 1: RESPONDENT AND REQUISITION INFORMATION	
a.	Respondent (Company) Name:	State of Texas VID #:
	Point of Contact:	Phone #:
	E-mail Address:	Fax #:
b.	Is your company a State of Texas certified HUB?   - Yes  - No	

Bid Open Date:

(mm/dd/yyyy)

Enter your company's name here:	Requisition #:
	<del>-</del>

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

- a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:
  - Yes, I will be subcontracting portions of the contract. (If Yes, complete Item b of this SECTION and continue to Item c of this SECTION.)
  - □ *No*, I will not be subcontracting <u>any</u> portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If *No*, continue to SECTION 3 and SECTION 4.)
- b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

		HU	Bs	Non-HUBs
Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php).

- Check the appropriate box (Yes or No) that indicates whether you will be using <u>only</u> Texas certified HUBs to perform <u>all</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
  - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
  - No (If No, continue to Item d, of this SECTION.)
- d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract\* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."
  - Yes (If Yes, continue to SECTION 4 and complete an "HSP Good Faith Effort Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
  - No (If No, continue to SECTION 4 and complete an "HSP Good Faith Effort Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here:	Requisition #:
	-

#### SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

		HL	Non-HUBs	
Item #	Subcontracting Opportunity Description	Percentage of the contract expected to be subcontracted to HUBs with which you do not have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here:		Requisition #:	
SECTION 3: SELF PERFORMING JUSTIFIC responded "No" to SECTION 2, Item a, in the space materials and/or equipment.			
SECTION 4: Affirmation			
As evidenced by my signature below, I affirm that I supporting documentation submitted with the HSP is	·		
contract. The notice must specify at a minim subcontracting opportunity they (the subcontra- the total contract that the subcontracting oppor	s practical to all the subcontractors (HUBs and N num the contracting agency's name and its point ctor) will perform, the approximate dollar value of trunity represents. A copy of the notice required to (10) working days after the contract is awarded.	nt of contact for the contract, the subcontracting opportunity	he contract award number, the and the expected percentage of
compliance with the HSP, including the u	ance reports (Prime Contractor Progress Asses se of and expenditures made to its subcorlocs/hub-forms/ProgressAssessmentReportForm.	tractors (HUBs and Non-HUE	
subcontractors and the termination of a subcon	contracting agency prior to making any modific stractor the respondent identified in its HSP. If the cement remedies available under the contract or c	HSP is modified without the con	tracting agency's prior approval,
The respondent must, upon request, allow the are being performed and must provide documer	contracting agency to perform on-site reviews of ntation regarding staffing and other resources.	the company's headquarters ar	nd/or work-site where services
Signature	Printed Name	Title	Date (mm/dd/yyyy)

#### Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort Method B (Attachment B)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

### HSP Good Faith Effort - Method A (Attachment A)

Rev. 2/17

Enter your company's name here: Requisition #:
--

*IMPORTANT*: If you responded "*Yes*" to **SECTION 2, Items c** or **d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <a href="https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf">https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf</a>

#### SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: Description:

#### SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <a href="http://mvcpa.cpa.state.tx.us/tpasscmblsearch/index.jsp.">http://mvcpa.cpa.state.tx.us/tpasscmblsearch/index.jsp.</a> HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No	·	\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No	·	\$	%
	- Yes - No		\$	%
	- Yes - No	_	\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to <u>all</u> the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract <u>no later than ten (10) working days</u> after the contract is awarded.

### HSP Good Faith Effort - Method B (Attachment B)

Rev. 2/17

Enter your company's name here:	Requisition #:

**IMPORTANT:** If you responded "**No**" to **SECTION 2**, **Items c** and **d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for <u>each</u> of the subcontracting opportunities you listed in **SECTION 2**, **Item b** of the completed HSP form. You may photo-copy this page or download the form at <a href="https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf">https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf</a>.

#### SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: Description:

#### SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

#### SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you <u>MUST</u> comply with items <u>a</u>, <u>b</u>, <u>c</u> and <u>d</u>, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs <u>and</u> trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <a href="https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf">https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf</a>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs <u>and</u> trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs <u>and</u> to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) Historically Underutilized Business (HUB) Directory Search located at <a href="http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp">https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp</a>. HUB status code "A" signifies that the company is a Texas certified HUB.
- b. List the <u>three (3)</u> Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?	
			- Yes -	- No
			- Yes .	- No
			- Yes	- No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <a href="https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php">https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php</a>.
- d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice	Accepted?
		- Yes	- No
		- Yes	- No

## HSP Good Faith Fffort - Method B (Attachment B) Cont.

Enter your company's name here:	Requisition #:				
BECTION B-4: SUBCONTRACTOR SELECTION  Inter the item number and description of the subcontracting opportunity you lise attachment.  a. Enter the item number and description of the subcontracting opportunity for Item Number:  Description:  b. List the subcontractor(s) you selected to perform the subcontracting opportunity for Item Number:  Description:  UB and their Texas Vendor Identification (VID) Number or federal Ensubcontracted, and the expected percentage of work to be subcontracted you use the State of Texas' Centralized Master Bidders List (Contractions)	or which you and prtunity you list mplioyer Identi d. When search CMBL) - Histo	re comple ed in <b>SE</b> 6 fication N ning for To prically U	cting this Attachment B conting this Attachment B conting the cont	nuation page.  whether they are a late dollar value of rifying their HUB stauus)  Directory Sea	Texas certifice the work to atus, ensure t
http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp. HUB status code  Company Name	"A" signifies th		Texas VID or federal EIN Do not enter Social Security Numbers. If you do not know their VID / EIN,	Approximate Dollar Amount	Expected Percentage Contract
	- Yes	- No	leave their VID / EIN field blank.	\$	Contract
	- Yes	- No		\$	, and
	- Yes	- No		\$	(
	- Yes	- No		\$	
	- Yes	- No		\$	
	- Yes	- No		\$	1
	- Yes	- No		\$	
	- Yes	- No		\$	
	- Yes	- No		\$	
	- Yes	- No		\$	
If any of the subcontractors you have selected to perform the subcontract justification for your selection process (attach additional page if necessar	- Yes	- No - No		\$	

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

Rev. 2/17



# **HUB Subcontracting Opportunity Notification Form**

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.285 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least <a href="https://exas.certified-HUBs">https://exas.certified-HUBs</a> (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs <a href="https://exas.certified-HUBs">at least seven (7)</a> working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, <a href="https://exas.certified-HUBs">at least seven (7)</a> working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to <a href="https://exas.certified-HUBs">two (2)</a> or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code §20.282(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

identified in Section C, Item 1. Submit your response to the point-of-contact reference	ed in Section A.				
SECTION A: PRIME CONTRACTOR'S INFORMATION					
Company Name:			State of T	exas VID #:	
Point-of-Contact:				Phone #:	
E-mail Address:				Fax #:	
SECTION B: CONTRACTING STATE AGENCY AND REQUISITION	INFORMATION				
Agency Name:					
Point-of-Contact:				Phone #:	
Requisition #:				Open Date:	
					(mm/dd/yyyy)
SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE	DATE, DESCRIPT	ION, RE	QUIREMENTS AN	ID RELATED	INFORMATION
Potential Subcontractor's Bid Response Due Date:					
If you would like for our company to consider your company	y's bid for the subco	ntracting	opportunity identific	ed below in Iter	n 2,
we must receive your bid response no later than		on	Date (mm/dd/yyyy)		
	Central Time		Date (mm/dd/yyyy)		
least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.282(19)(C).  (A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)					(2) or more trade c American, Native
2. Subcontracting Opportunity Scope of Work:					
3. Required Qualifications:					- Not Applicable
4. Bonding/Insurance Requirements:					- Not Applicable
5. Location to review plans/specifications:					- Not Applicable

#### EASY HUB LOOKUP on the CMBL

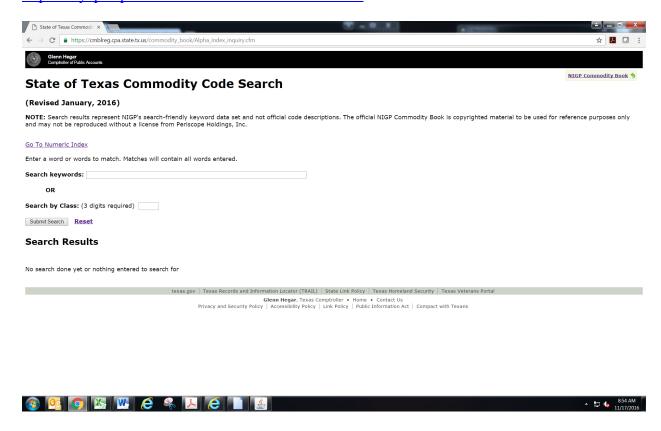
In accordance with Texas Administrative Code 20.14, the following HUB lookup procedures have been developed utilizing the Comptroller of Public Accounts website to identify possible HUB Vendors for subcontracting opportunities.

To that end the following easy step by step instructions to identify NIGP codes and search for potential HUB subcontractors is provided by Stephen F. Austin State University. In addition, the University may have already completed searches that may be beneficial and include a list of potential HUB subcontractors that may be used by the Respondent. If you have a hard time reading the webpages cited, increase the page view to 200% or better.

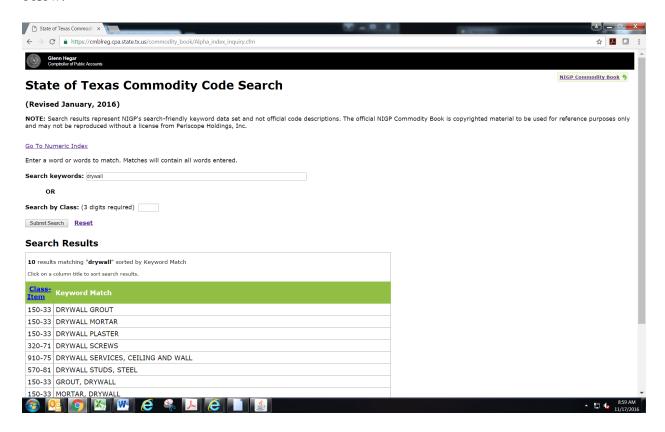
For assistance with this instruction or further assistance in identifying potential HUB subcontractors, please contact Kay Johnson at 936-468-6550.

**STEP 1:** After identifying what areas that are going to be subcontracted for the project go to the following web address at Comptroller of Public Accounts:

https://mycpa.cpa.state.tx.us/commbook/indexSearch



At this point type in the item you are looking for in Search keywords: (for this example we are looking for drywall services). Press Submit Search and the results will appear. See example below:



The page will list Keyword Match for drywall. In this example the Class-Item for Drywall Services, Ceiling and Wall is 910-75. Remember to write down the Class and Item numbers. You will do the same for other items that you will be subcontracting on the project. Once you have completed collecting all Class and Item numbers for sub-contracting opportunities you can precede to Step 2

**STEP 2:** With the Class and Item numbers you can search for HUB Vendors on the Centralized Master Bidders List – HUB Directory Search. Go to the following web address at Texas Comptroller of Public Accounts:

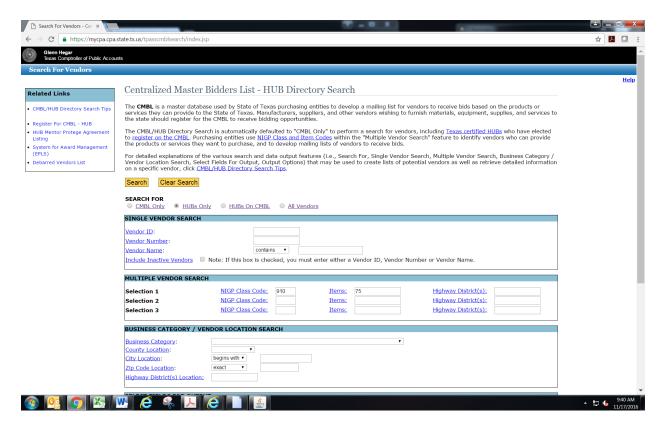
https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

Under **SEARCH FOR** mark <u>HUBs Only</u> (you are looking for HUB vendors)

The EXAMPLE below is how the form should be filled out. Search for HUBs on CMBL; Selection 1: Class-Item; Select Fields For Output (Vendor ID, Company Name, Contact Person, City, Email, Phone, Business Description, HUB Eligibility, HUB Gender)

In the example below we are searching for NIGP Class Code 910, Items 75 (Drywall Services).

Once all the information needed has been marked. Click: SEARCH.



Once the search is completed, a page like the one below will appear listing all the HUB companies that are Class 910 and Item 75.

The search found 222 vendors where are HUB's.

At this point you should look at the Business Description to confirm that the company does indeed provide drywall services. Note that the first company listed 1DZ ENTERPRISE, L.L.C. does not list drywall services, instead the company business description list Janitorial Service – if at all possible you should not use this company in your Good Faith Efforts as there are other companies that list dry wall in their business description.

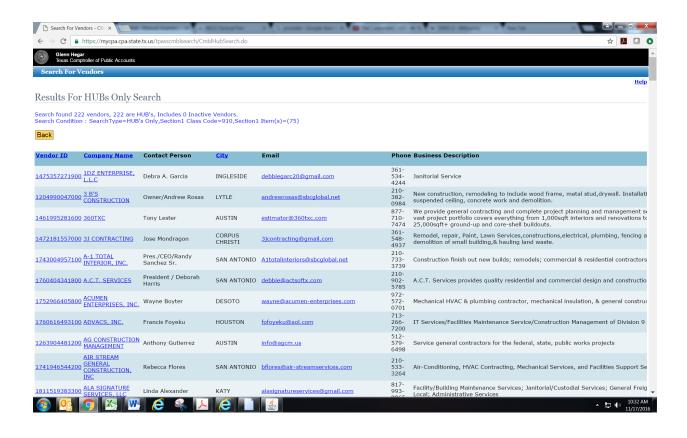
3 B'S CONTSTRUCTION does list drywall and is a good candidate for sending a request to bid the project.

YOU ARE REQUIRED TO SELECT THREE (3) HUB VENDORS TO CONTACT.

When looking for HUB Vendors to support you at SFA look for these vendors that are close to Nacogdoches and East Texas. If none can be found in our area, expand your search to the Dallas/Fort Worth area, Austin and Houston market areas.

#### **NOTES:**

- 1) SELECTING HUBS THAT ARE FROM EL PASO, AND FAR WEST TEXAS DOES NOT SHOW GOOD FAITH IN YOUR SELECTION PROCESS.
- 2) IF YOU DO NOT UNDERSTAND THESE DIRECTIONS OR NEED ASSITANCE PLEASE CONTACT THE SFA PROCUREMENT OFFICE FOR HELP.



#### POTENTIAL HUB SUBCONTRACTORS PROVIDED WITH

Request for Proposal: #FINE ARTS FURNITURE-23 Issued by Stephen F. Austin State University Closing Date/Time: January 27, 2023 5:00pm

This list of potential HUB subcontractors is provided for information only and SFA does not endorse, recommend, nor attest to the capabilities of any company or individual listed. A complete list of State certified HUBs can be searched online at <a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp">https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp</a>

The Respondent is responsible for compliance with the Good Faith Effort requirements outlined in the Request For Proposal and HUB Subcontracting Plan documents.

NIGP Class Code – vendors in the following commodity class codes are identified on the following pages. The vendor is responsible to identify all commodity classes that may represent subcontracting opportunities.

420-34 Furnishings (Not Otherwise Classified)

931-45 Furniture Installation and Reconfiguration Services, Including Systems Furniture

#### EXHIBIT H NON-COLLUSION AFFIDAVIT

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal (such persons, firms and corporations hereinafter being referred to as the "Respondents"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other Respondent, or with any official of SFA or any employee thereof, or any person, firm or corporation under contract with SFA whereby the Respondent, in order to induce acceptance of the foregoing Proposal by said SFA, has paid or is to pay to any other Respondent or to any of the aforementioned persons anything of value whatsoever, and that the Respondent has not, directly or indirectly entered into any arrangement or agreement with any other Respondent or Respondent which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

The Respondent hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and/or parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential

Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to obtain through any unlawful act an advantage over other Respondents or SFA.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest including the affiant.

#### **CONFLICT OF INTEREST**

The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of SFA, nor any member of its Board of Regents, employee, or person whose salary is payable in whole or in part by SFA, has a direct or indirect financial interest in the award of the Proposal, or in the services to which this Proposal relates, or any of the profits, real or potential, thereof, except as noted otherwise herein.

Signature	 	 
Company name	 	
Date		

# EXHIBIT I QUALIFICATIONS, EXPERIENCE AND REFERENCES

- 1. Provide a brief overview of your company and its demonstrated expertise and experience related to requested services. Include how long your company has been in business.
- 2. Provide a minimum of five (5) client references for which Respondent has provided similar services, including but not limited to higher education clients. The services provided should be similar to services requested in this RFP. At a minimum, include entity name, contact name, address, telephone number and email address, description of services provided, and time period of service. Particular weight will be given to similar projects in higher education.
- 3. Provide a description of experience working with college/universities and/or other entities on projects of similar size (or larger) and scope. Include project name, description of services provided, project size.
- 4. Describe your plan for furniture installation for a project of this size.
- 5. Describe any previous furniture and installation projects performed for SFA in the past five (5) years, if any. Include project name, description of services provided, project size, project cost.

#### RFP # FINE ARTS FURNITURE-23

Opening date 1/30/2023 time 8:30 am

RFP # <u>FINE ARTS FURNITURE-23</u> Opening date	<u>1/30/2023</u> time <u>8:30 am</u>
NAME/ADDRESS	HUB
Asian Contractor Association	
Website: www.acta-austin.com	
Email:	
Phone: 512-926-5400	
Fax: 512-926-5410	
Southwest Minority Supplier Development Council	
Website: www.smsdc.org	
Email:	
Phone: 512-386-8766	
Fax: 512-386-8988	
Dallas/Fort Worth Minority Supplier Development Council	
Website: http://affiliate.nmsdc.org/dfwmsdc	
Email:	
Phone: 214-630-0747	
Fax: 214-637-2241	
Houston Minority Supplier Development Council	
Website: www.hmsdc.org	
Contact: Angela Freeman	
Em	
Phone: 713-271-7805	
Fax: 713-271-9770	
Tri-County Black Chamber of Commerce	
Website: http://www.tcbcc.org	
Email	
Phone: 832-875-3977	
Fax: 713-839-7329	
Women's Business Council – Southwest	
Website: http://www.wbcsouthwest.org	
Contact: Anita Steele	
Email:	
Phone: 817-299-0566	
Women's Business Enterprise Alliance	
Website: http://www.wbea-texas.org	
Email:	
Phone: 713-681-9232	
Golden Triangle Minority Business Council	
Website: www.gtmbc.com	
PH: 409-962-8530	
FX: 409-722-5402	

NAME/ADDDECC	LILID
NAME/ADDRESS	HUB
Hispanic Contractors Association de San Antonio	
Website: www.hcadesa.org	
PH: 210-444-1100	
FX: 210-444-1101	
US Pan Asian American Chamber of Commerce	
Website: www.uspaacc-sw.org	
PH: 682-367-1393	
FX: 817-469-9485	
177. 611 166 6166	
FI Para Historia Observa et Commune	
El Paso Hispanic Chamber of Commerce	
Website: www.ephcc.org PH: 915-566-4066	
FX: 915-566-9714	
FA. 915-500-9714	
	+
Regional Hispanic Contractors Association (RHCA)	
Website: www.tamacc.org	
PH: 972-786-0909	
FX: 972-786-0910	
Texas Association of Mexican American Chambers of Commerce (TAMACC)	
Website: www.tamacc.org	
Contact: Pauline Anton	
Email:	
Phone: 512-444-5727	
CTART CELECTER VENDORS HERE	
START SELECTED VENDORS HERE	WO/F
Ables-Land, Inc 428 S Fannin Ave	VVO/F
Tyler, TX 75702-8252	
903-593-8407	
300-333-0407	
Wilson Project Management	HI/F
5051 Pulaski St	
Dallas, TX 75247	
972-488-4101	
Lucy Smithey	
J Tyler Office Furniture & Services	WO/F
5920 Milwee St	
Houston, TX 77092	
713-468-2166	
Cristi Nation	

NAME/ADDRESS	HUB
Contract Resource Group (CRG)	
Core Office Interiors	
7108 Old Katy Rd, Ste 150	
Houston, TX 77024-2153 713-803-0100	
Grant Canning	
Grant Garming	
Vanguard Environmenta Inc	
Vanguard Environments Inc 7026 Old Katy Rd, Ste 260	
Houston, TX 77024	
713-871-8686	
HBI Office Solutions Inc.	WO/F
308 State Hwy 75N Huntsville, TX 77320-3189	
713-553-1407	
, Debbie Langley (Susan Ellis, Brooke Nelson)	
Wilton's Officeworks, LTD.	WO/F
181 N, Earl Rudder Fwy	
Bryan, TX 77802-5004	
979-412-0829 Stan Wilton	
Stan willon	
Debner+Company	
8020 Katy Fwy	
Houston, TX 77024	
713-782-1300	
DianeCollierGroup 281-684-8686	
Collaborative Office Interiors	
9 Greenway Plaza, Suite 200	
Houston, TX 77046	
Josh Wilson	
713-636-5248	
Visual Techniques	
2200 Jahan Trail	
Longview, TX 75604	
254-717-0288	
Michael Chism	
DED # FINE ADTS FUDNITUDE 22 Opening date 1/	20/2022 time 9:20 am

Office Makers Plus 4641 Production Drive #30 Dallas, TX 75235 972-234-3375	
Facility Interiors, Inc. 1775 Saint James PI, STE 200	WO/F
Houston, TX 77056 Lance Biagas	
713-585-7807 o 832-338-7818 c	