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**REQUEST FOR PROPOSAL (RFP)**

**PROJECT:** **LIFEPATH SYSTEMS BLOOMDALE CAMPUS**

**FURNITURE PACKAGE**

**RFP # 0137**

**ISSUED: August 30, 2024**

**RESPONSES DUE: September 30, 2024**

**LIFEPATH SYSTEMS**

**1515 HERITAGE DR.**

**MCKINNEY, TX 75069**

**For RFP Questions:**

Angela James

Director of Contracts

[Procurement\_inquiries@lifepathsystems.org](mailto:Procurement_inquiries@lifepathsystems.org)

**INVITATION**

**Background Information**

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (the “Center”) was founded in 1986. It is the Local Behavioral Health Authority (LBHA) and the Local Intellectual and Developmental Disabilities Authority (LIDDA) for Collin County, Texas as authorized by the Texas Health and Human Services Commission (HHSC). In addition to its role as Authority, the Center is a provider of behavioral health services and a provider of services for individuals with intellectual or developmental disabilities.

Throughout this RFP, reference to “Center” is assumed to define and include LifePath Systems. Reference to the “vendor” is assumed to include the vendor and any other vendors and/or personnel with which the vendor has elected to partner for purposes of this RFP.

**The Center is seeking Formal Proposals from Vendors for procurement of freestanding furniture and installation services at our new Bloomdale Campus located at 2295 Bloomdale Rd, McKinney, Texas. LifePath Systems is a tax-exempt agency.**

If you are interested in submitting a Proposal, please carefully adhere to the Instructions, requirements, attachments, and deadlines presented in RFP # 0137. A copy of the Request for Proposal (RFP) may be obtained from the Center’s website at <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/> or by contacting Angela James, Director of Contracts, procurement\_inquiries@lifepathsystems.org .

**The Center is subject to and complies with the Texas Public Information Act, Chapter 552 of the Texas Government Code therefore following Contract award, the contents of all proposals may be made available upon written request. Therefore, any information contained in the proposal that is deemed to be proprietary in nature must clearly be so designated in the proposal. Such information may still be subject to disclosure under the Public Information Act depending on opinions from the Attorney General’s office.**

Vendors shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS, ATTACHMENTS and DEADLINES** indicated in the attached Proposal and should govern themselves accordingly.

In accepting proposals, the Center reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of the Center and is not obligated to accept the lowest Proposal. This RFP does not obligate the Center to pay for any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Center to accept or contract for any expressed or implied services. Contract funding and length is contingent on HHSC funding.

**APPEALS and/or PROTEST.** Any Respondents wishing to protest or appeal the selection process must do so within 7 days of the proposal award. Protest or appeals must clearly state with specificity the grounds upon which the award selection is being challenged. Send via certified mail to:

**The Center appreciates your time and effort in preparing this proposal. All proposals must be received at the specified location identified in RFP # 0137 before opening date and time.**

LifePath Systems

Attn: Angela James

1515 Heritage Drive

McKinney, TX 75069

Angela James

Director of Contracts

[procurement\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org)

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# SCOPE OF SERVICES

**PROJECT: LIFEPATH SYSTEMS BLOOMDALE CAMPUS FURNITURE**

**PRODUCT DESCRIPTION:**

LifePath Systems is a new freestanding three-story plus lower level, 108,788 square foot building. Currently under construction, the building is located at 2295 Bloomdale Road, McKinney, Texas. The building has 4 distinct functions that are divided by level; Lower Level is a lobby and conference center; Level 1 contains a Behavioral Health Crisis center (Extended Observation and Crisis Respite Services) and office space for approximately 70 employees. Level 2 has office space for approximately 80 employees, meeting rooms, and Level 3 has large training areas, and serves as an office space for another 70 employees. Substantial completion is set for March of 2025. Furnishing installation will begin in or around February of 2025.

1. **GENERAL CONDITIONS**
   1. This general description for the proposed project is the provision of new furniture in accordance with the Furniture Contract Documents for the LifePath Systems Bloomdale Campus building in McKinney, Texas.
   2. The work of the selected Vendor(s) shall include that which is indicated in the furniture contract documents for LifePath Systems Bloomdale Campus building.
   3. Purchase orders and invoicing will be coordinated through LifePath Systems Fiscal, Contracting and Purchasing Departments.
   4. The furnishings contractor will provide all furniture items included in the FFE Specifications for the Facility. Refer to FFE Specifications for information on all furniture types.
   5. FURNITURE PLANS:

Coded furnishings plans are included for general reference only. Furniture codes correspond directly to basis of design specifications. Vendors shall verify total quantities with furniture plans provided. Upon award, Final validation of quantities, finishes and locations will occur.

* + 1. A13.02 LOWER LEVEL – AREA 1 PARTIAL FFE PLAN
    2. A13.11 LEVEL 1 – AREA 1 PARTIAL FFE PLAN
    3. A13.12 LEVEL 1 – AREA 2 PARTIAL FFE PLAN
    4. A13.21 LEVEL 2 – AREA 1 PARTIAL FFE PLAN
    5. A13.22 LEVEL 2 – AREA 2 PARTIAL FFE PLAN
    6. A13.31 LEVEL 3 – AREA 1 PARTIAL FFE PLAN
    7. A13.32 LEVEL 3 – AREA 2 PARTIAL FFE PLAN

1. **GENERAL DESCRIPTION**
   1. The project consists of providing the items specified in the Furniture Proposal Package for LifePath Systems Bloomdale Campus building. The project delivery address is provided with the Request For Proposal.
   2. The Vendor is responsible for pricing the entire scope of furniture / furnishings for the scope of work for their furniture product indicated on the Furniture Contract Document Drawings and Specifications.
   3. The Furniture Bid Forms are provided for the Vendor to complete. The Furniture Bid Form shall be executed by an officer of the company authorized to execute contracts and the Vendor’s legal name must be fully typed and written.
   4. The Vendor, in accordance with the LifePath Systems Bloomdale Campus Furniture Contract Documents, including the drawings and specifications, shall be responsible for the furnishing of all materials, labor, supplies, tools, transportation, temporary storage supervision, insurance and other facilities necessary for the full performance and completion of the requirements of said documents.
   5. The pricing for all specified items shall include the costs of compliance with all national and local codes as applicable to this project.
   6. The Owner may make any investigation it deems necessary to determine the ability of the Vendor to perform the work. Vendors shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any proposal if the evidence submitted by, or other investigation of, the Vendors fails to satisfy the Owner that the Vendors has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.
2. **PROPOSAL SCHEDULE**
   1. A single proposal formatted as “Basis of Design” will be received for the “Best Value Determination” of Moveable, Freestanding Furniture
      1. The Vendor shall include the following information per specified item on the furniture bid form: Quantity, Unit Cost, Total Cost and Delivery/Installation Cost.
         1. Material selections provided in the Basis of Design Specifications are to provide the vendor with a sample for Pricing and Visual Purposes ONLY. Vendors
         2. Vendors should also provide desk options with a manual lift mechanism as an alternative. Final material selections will be made when proposals are EVALUATED AND REVIEWED, and contracts are awarded.
      2. Vendor shall submit a list of Project Personnel responsible for the supervision and coordination of order entry, receiving, delivery, installation, and future servicing of the Project. This shall include Full Name, Office Phone Number, Cell Phone Number, and E-mail Address.
      3. Vendors shall submit proposals on items as specified
      4. Vendors shall be prepared to, upon request of LifePath Systems, submit copies of Manufacturer’s Product Literature
      5. Vendors shall be prepared to, upon request of LifePath Systems, submit copies of Manufacturer’s Product Warranty
   2. All submitted pricing shall include and list separately packing, freight, delivery and installation costs and all fees. The Vendor shall list all services included in the final cost. All items in the Furniture Contract Documents shall be Duty-Free.
   3. The selected Vendor(s)’ pricing shall remain in effect for sixty (60) days from the date of final installation.
   4. Vendors to include the time required for installers to attend mandatory safety training. (Typical 1-2 hours prior to or morning of first day of installation)
   5. Delivery and installation shall be during normal working hours of 8:00am – 5:00pm Monday through Friday. All work shall be performed in accordance with the requirements of local labor laws and agreements.
3. **VENDOR RESPONSIBILITIES**
   1. Each Vendor shall carefully study the Furniture Contract Document Drawings and Specifications before submitting its proposal. Vendor is responsible for verifying all quantities between Drawings and Specifications. LifePath Systems will issue any interpretation or correction as an Addendum. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.
   2. By submitting a proposal, the Vendor represents that it has satisfied itself as to the conditions under which it will be obligated to operate, including any obstructions or restrictions. The selected Vendor shall schedule site visits, as required, to field verify all site conditions and dimensions before ordering the product. The selected Vendor shall be responsible for verification and coordination of all field dimensions to ensure fit for all products as specified; and shall report all discrepancies to the Architect/LifePath Systems prior to proceeding with product order and installation.
   3. By submitting a proposal, the Vendor represents that all work covered by the specifications and drawings including installation, shall until completion be under supervision of a project coordinator regularly employed by the Vendor.
   4. By submitting a proposal, the Vendor warrants to LifePath Systems that all materials and furniture supplied under this contract will be new, free from faults and defects and in conformance with the specifications. All items shall be inspected by the Vendor prior to installation.
   5. The Vendor shall guarantee in writing to LifePath Systems the furniture supplied for a minimum of one (1) year after completion of delivery, installation and acceptance by LifePath Systems. The guarantee shall cover both product (manufacturer’s warranty) and installation (Installer/Dealer warranty). If longer guarantees are available, this shall be stated in the Vendor’s proposal.
   6. Vendors may not use omissions or errors in the Specifications or other contract documents to their advantage. LifePath Systems reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.
4. **SELECTED VENDOR(S) RESPONSIBILITIES**
   1. The Selected Vendor(s) awarded with the Project shall be responsible for final quantities, dimensions, adequate connections and details of all specified items for satisfactory completion of the job. Any discrepancies between plans and specifications must be brought to the attention of LifePath Systems.
   2. The Selected Vendor(s) shall be prepared to, upon request by LifePath Systems, provide actual samples of the furniture items, representing finishes and materials selections at the Selected Vendor(s)’s expense including shipping. Upon LifePath Systems approval of any sample, it shall be used as a quality control standard for the job and may be incorporated as part of the work.
   3. The Selected Vendor(s) shall submit anticipated Lead Time for all products required and identification of products that have lead-time issues or that do not comply with the delivery schedule requirements in the project.
   4. The Selected Vendor(s) shall submit shop drawings as required. These drawings shall be issued electronically to LifePath Systems for approval prior to production.
   5. The Selected Vendor(s) shall submit required documentation as outlined in the LEED and Sustainable Criteria Document.
   6. The Architect’s approval stamp on the shop drawings (where required) shall be considered as an approval of the general design appearance only. The approval shall not relieve the Selected Vendor(s) of the responsibility for errors and omissions. The Selected Vendor(s) shall be responsible for the design and execution of necessary connections and details and for all dimensions on the shop drawings. The Selected Vendor(s) shall be responsible to correct all details on the drawings and complete work as may hereafter be found to be deficient in strength or faulty workmanship without any claim for extra payment from LifePath Systems.
   7. Each and every individual carton or package delivered to the site shall have a packing list stating quantities and items being delivered for review and signature by the Selected Vendor(s)s on site project coordinator. A copy shall be furnished to LifePath Systems for invoice verification purposes.
   8. The Selected Vendor(s) shall be responsible for properly tagging all packing slips with the correct room number and furniture code (ie. S10) as indicated on the LifePath Systems Bloomdale Campus Contract Documents prior to delivery and installation.
   9. The Vendor(s) shall be responsible for tagging in a visible place, all specified furniture with their Code Number and Room Number, as listed in the Specifications to insure proper installation and placement. LifePath Systems may refuse unmarked items at the site. The Selected Vendor(s) is responsible for locating and installing all specified furniture according to the LifePath Systems Bloomdale Campus Contract Documents. Upon delivery and installation in place of all furniture items, the Vendor(s) shall furnish to LifePath Systems Representative, verification of exact quantities shipped and received.
   10. The Selected Vendor(s) shall provide suitable off-site space for storage of material and all such materials shall be properly protected from weather and theft if necessary.
   11. The Selected Vendor(s) shall provide appropriate protection for all doorjambs and protection for the flooring (i.e. carpeting) and other finishes and furnishings during installation. The Selected Vendor(s) shall consult with, and be responsible to LifePath Systems, for all aspects of the furniture delivery and installation.
   12. The Selected Vendor(s) shall coordinate his/her work with all other trades. The Vendor(s) shall be held responsible for any damages, dents and marks to the product and to LifePath Systems building, no matter how minor, caused by the movement of his materials, labor, or installation.
   13. The Vendor(s) shall be responsible for preparation and protection of room surfaces and furnishings from damage, dust, dirt and other deleterious materials during all operations of the work. The Vendor(s) shall provide complete cleaning of the installation for owner acceptance prior to move in.
   14. The Selected Vendor(s) shall ensure that all materials delivered to the site will be delivered on schedule, and with LifePath Systems prior approval. All materials on site shall be arranged and maintained in a safe and orderly manner. The use of walks, drives, roads, and entrances shall be coordinated and scheduled in accordance with LifePath Systems approved requirements.
   15. Materials delivered to the site shall not at any time be stacked or stored in a manner causing concentrated loads in the building.
   16. All unused material, rubbish, and equipment accumulated or required for completion of work shall be removed from the premises at the Vendor(s)’s expense on a daily basis.
   17. The Vendor(s) shall assign to LifePath Systems a Project Coordinator responsible for expediting, coordinating, and installation of all items. This individual shall be a full-time employee of the Vendor(s), dedicated to the project through completion, and responsible for the following:
       1. Replace without additional cost to LifePath Systems the defective unit with a satisfactory product,
       2. Refund LifePath Systems the sum of money paid for the unit found unsatisfactory and to make such disposition of the defective materials without additional cost to LifePath Systems,
       3. Reposition or reinstall any furniture which was not installed in accordance with the plans.
   18. The Selected Vendor(s) shall provide for and coordinate all low voltage and electrical requirements with LifePath Systems, and the Construction Schedule.
   19. The Selected Vendor(s) shall submit weekly progress reports to LifePath Systems.
5. **LIFEPATH SYSTEMS RESPONSIBILITIES**
   1. LifePath Systems shall inform the Vendor(s) at least 10 working days prior to scheduled installation of any changes in the installation schedule.
   2. LifePath Systems will establish the dates of substantial completion and final acceptance and will review written guarantees and related documents required by the contract and assembled Vendor(s).
   3. Except as otherwise stated, any direction, or approval as related to the intent of the specified furniture product, shall be given by LifePath Systems.
6. **MISCELLANEOUS PROVISIONS**
   1. The Vendor(s) shall be responsible for providing a complete furniture punch list, indicating any defects, deficiencies, or damages to the installed product, for review with LifePath Systems Representative prior to acceptance of the work. Final payment (in the form of a (20) twenty percent retainer) shall be paid to the Vendor(s) subject to completion of all remedial punch list work. Punch list items must be corrected within fifteen (15) working days from walk-through.
   2. Claims, disputes, or other matters in question between the Vendor and LifePath Systems relating to the interpretation of the LifePath Systems Bloomdale Campus Furniture Package Contract Documents, or the breach thereof, shall be submitted in writing to the other party. All such claims unable to be resolved to the mutual agreement of both parties shall be decided by binding arbitration, in accordance with Texas State applicable laws.
7. **ADDITIONAL GENERAL REQUIREMENTS**
   1. Qualified craftsmen to be used in each trade. Workmanship shall be of the best standard practice and shall be subject to inspection by the Owner’s Representative.
   2. The Vendor(s) shall inspect the job site when available and note access, elevators, doorways and openings necessary for complete installation of his part of the work. Site visits shall be scheduled with LifePath Systems. If any conditions are present that would be detrimental to the proper installation of the specified furnishings, the Vendor(s) must notify LifePath Systems Representative in writing.
   3. Any material not conforming to the specifications and approved samples shall be removed from the site of the work and replaced with approved materials at no cost to LifePath Systems.
   4. The Vendor(s) shall notify LifePath Systems Representative and the General Contractor at least (10) ten working days in advance of starting any installation work in order to provide for inspection.
   5. Neither the completion of furniture installation, nor payment shall relieve the Vendor(s) of responsibility for faulty materials or workmanship. Unless otherwise specified, the Vendor(s) shall remedy any defects, which appear within a period of one year from the date of written acceptance. Furniture damaged during normal course of use shall not be the Vendor(s)’s responsibility, providing the product was obtained and installed according to the specifications.
   6. The Vendor(s) shall verify all quantities quoted on the plans. The Vendor(s) shall verify all critical dimensions of furniture on the job. In the event that the Vendor(s) shall discover discrepancies in quantities or dimensions, notification must be given immediately to LifePath Systems and the total contract cost will be adjusted accordingly by mutual agreement.
   7. The Vendor(s) shall be responsible for any damages incurred in shipment from manufacturer to Vendor(s)’s warehousing facility, storage facility, or to the project site location.
   8. The Vendor(s) will place in position, each item according to location as shown on the Lifepath Systems Bloomdale Campus Furniture Contract Document Drawings. Each item shall be aligned and leveled to the satisfaction of LifePath Systems Representative.
   9. Upon completion of furniture installation, all rooms must be cleared of packing materials and other debris resulting from the installation. All items must be cleaned and ready for use by LifePath Systems.
   10. The Vendor(s) shall not assign the whole or any part of this agreement, or any monies due or to become due hereunder, without written consent of LifePath Systems, and all sureties executing any bonds on behalf of the Vendor(s) in connection with said agreement. Any assignment made without such consent shall be null and void, and the assignee shall acquire no rights thereby.
8. **PAYMENTS AND COMPLETION**
   1. If a discrepancy occurs between the unit price and extended price of a furnishings item quoted, the Vendor(s) shall be bound by the unit price amount
   2. The Vendor(s) agrees that the unit price listed on the proposal will apply in the event that changes, plus or minus 20% of the total quantities of specified items, are authorized by written change order from LifePath Systems to the Vendor(s).
   3. Unit List prices are based on providing all furniture products, in accordance with all applicable requirements of the Furniture Contract Documents. Unit Net prices shall indicate Vendors discounts as applicable to the project. Delivery and installation cost shall be separated out from the unit prices. Vendors shall submit a pricing summary including all information as indicated on the LifePath Systems Bloomdale Campus Furniture Package Bid Form document, included herewith.
   4. If the Vendor(s) is delayed at any time in the progress of the work by any act of neglect of LifePath Systems, by labor disputes, fire, unavoidable casualties, or any cause beyond the Vendor(s)’s control, or by delay authorized by LifePath Systems, then the substantial completion time shall be extended by written change order for such time as is mutually agreed upon by LifePath Systems and the Vendor(s).
   5. All claims for extension of time for delays not caused by LifePath Systems or any of the above-mentioned causes shall be made in writing to LifePath Systems no more than three (3) working days after the occurrence of the delay.
   6. The Vendor(s) warrants and guarantees that title to all work and materials covered by final payment will pass to LifePath Systems upon receipt of such payment by the Vendor(s).
   7. Application for payment shall be made based on delivery and installation.
   8. Application for final payment shall be made at final acceptance of the work.
   9. No payments made to the Vendor(s) shall be construed as an acceptance of any work or material not in accordance with the Furniture Contract Documents.
   10. Final acceptance and payment will be made after final review of the project by LifePath Systems and Architect, provided that all requirements of the LifePath Systems Bloomdale Campus Furniture Package Contract Documents have been completed.
9. **SUPPLEMENTARY CONDITIONS**
   1. **Construction Facilities and Temporary Controls**
      1. Temporary Electricity: Connect to existing power service. Power consumption shall not disrupt LifePath Systems need for continuous service. LifePath Systems will pay cost of energy used.
      2. Temporary Heat: LifePath Systems will pay cost of energy used. Exercise measures to conserve energy.
      3. Temporary Ventilation: Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
      4. Temporary Lighting: Permanent building lighting may be utilized during construction.
      5. Temporary Water Service: LifePath Systems will pay cost of water used. Exercise measures to conserve water.
      6. Temporary Sanitary Facilities: Existing designated facilities may be used during construction operations. Maintain daily in clean and sanitary condition. Coordinate with LifePath Systems Representative.
      7. Parking: To be coordinated with LifePath Systems Representative.
      8. Progress Cleaning: Maintain areas free of waste materials, debris and rubbish. Maintain site in a clean and orderly fashion.
      9. Final Cleaning: The Vendor(s) shall provide complete cleaning of the installation for LifePath Systems approval prior to final acceptance and move in.
10. **GENERAL PROPOSAL DOCUMENTS:**
11. Instructions to Vendors
    1. Proposals shall be prepared and submitted in accordance with PROPOSAL INSTRUCTIONS AND FORMAT.
12. LifePath Systems Bloomdale Campus RFP Furniture Package
    1. Basis of Design Specifications
       1. Separate Attachment J
    2. Furniture Plans – Architecture – Furniture BID Schedule
       1. Separate Attachment K
    3. Bid Form Including any Addenda
       1. Separate Attachment L
       2. Excel Document to be submitted with proposal
    4. Room Schedule with Pictures
       1. Separate Attachment M
       2. Excel Documents
13. **INSTALLATION DATES:**
14. Fixed Furniture:
    1. To be determined upon award
15. Mobile Furniture:
    1. To be determined upon award
16. **STATEMENT OF QUALIFICATIONS AND PROPOSAL**
    1. **DESCRIPTION AND RESOURCES OF FIRM**

Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the vendor has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the company a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure? Does the Company have storage and installation resources?

# submittal schedule

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| --- | --- |
| **Task** | **Date** |
| RFP Issue Date | August 30, 2024 |
| Deadline for Questions (5:00 PM) | September 9, 2024 |
| Questions answered via addenda (5:00 PM) | September 13, 2024 |
| RFP Submittal Deadline – Proposal Due (5:00 PM) | September 30, 2024 |
| Proposal Review | October 9, 2024 |
| Contractor Selected (ON or About, Subject to Management Approval) | October 18, 2024 |
| Contract Negotiation Begins (if required) | October 21, 2024 |
| Project Completion Date: | October 31, 2024 |

# 

**PROPOSAL DEADLINE**

Request for proposal packets may be obtained on the Center’s website, <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/> Responses to the Request for Proposal (RFP) must be received by the Center by 5:00 pm CDT XX/XX/XXXX. If you are submitting an electronic copy via email, your attachment must include the RFP number, your company name, and the date it was sent.

# PROPOSAL INSTRUCTIONS AND FORMAT

All required documentation must be submitted with the proposal. The Vendor is cautioned to read the entire RFP to determine all requirements. LifePath Systems RESERVES THE RIGHT TO REJECT A PROPOSAL WHICH DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THE RFP.

1. All Proposals must be submitted in accordance with the following no later than September 30, 2024, at 5:00p.m. All Proposals must be submitted via secure methods whether email or mail with the following format:

**Mail Email:** [**Procurement\_inquiries@lifepathsystems.org**](mailto:Procurement_inquiries@lifepathsystems.org)

**LifePath Systems Subject Line: REQUEST FOR PROPOSAL RFP # 0137**

**Attn: Angela James LifePath Systems**

**REQUEST FOR PROPOSAL RFP # 0137 Attn: Angela James**

**LIFEPATH SYSTEMS BLOOMDALE CAMPUS FURNITURE REQUEST FOR PROPOSAL RFP # 0137**

**1515 Heritage Drive OR LIFEPATH SYSTEMS BLOOMDALE CAMPUS FURNITURE**

**McKinney, TX 75069**

**DO NOT OPEN IN MAILROOM**

**Proposals will not be opened until after the deadline.**

1. Late Proposal or modifications - Proposal and modifications received after the time set for submission will not be considered.
2. If submitted via Mail - To achieve a uniform review process and to obtain a maximum degree of comparability, LifePath Systems requires that Proposals be submitted with one (1) master (marked original) and one (1) copy.
3. The Proposal Submittal should include:
   1. Fully completed signature Page executed by a duly authorized signing officer of the Vendor.
   2. Title Page - Title page must show the RFP subject; the Vendor’s name; the name address, and telephone number of a contact person; and the date of the proposal.
   3. Transmittal Letter - Submit a signed letter briefly addressing the Vendor’s understanding of the work to be done, the commitment to do the work detailed within this RFP and a statement explaining why the Vendor believes itself to be best qualified to do the required work.
      1. Vendor Representative - Include the name of the designated individual(s), along with respective telephone number(s), email address(es), who will be responsible for answering technical and contractual questions with respect to the proposal.
   4. Table of contents, with corresponding tabs, identifying each section.
4. The pages of the qualification submittals must be numbered. Each Statement of Qualifications shall be prepared simply and economically, providing a straightforward, concise representation of the respondent’s capabilities.
5. Proposals shall be made upon the BID FORM. Fill in all blanks contained within the BID FORM clearly. Vendor will identify manufacturer and product as “Basis of Design” or “Approved Alternate” including unit price and quantity called out within the Furniture Plan. Vendor to verify quantities from furniture plan. Vendor may choose to not bid on a given item or furnishings section by stating “NO BID”. The BID FORM will be sent via email with the bidding documents. Proposals shall be signed by the principal of Vendor(s) and submitted according to the submission instructions below.
6. Vendors shall carefully read the General Conditions and Supplemental Conditions. In submitting proposals, vendors agree to the General Conditions and Supplemental Conditions and all other conditions within the RFP without exception.
7. The proposal of the parties includes the Request For Proposal, General Conditions, Furniture Specifications, Furniture Bid Forms, and Drawings. These documents are to be considered as one and whatever is called for one shall be binding as if called for all. Any discrepancies or questions among these documents shall immediately be brought to the attention of LifePath Systems clarification and/or correction by addenda during the procurement process.
8. The Center will make awards deemed to be in its best interest. This does not exclude several selections being awarded to one vendor. Vendors shall complete the section on which they are bidding in its entirety, including total price, sales tax, freight/delivery, and installation. All items within a manufacturer package must be bid in order for the bid to be considered.
9. Vendors shall submit proposals on items exactly as specified. Alternates have been noted on some specifications to allow all vendors the opportunity to bid. Proposed alternatives will not be accepted unless otherwise noted on the specification. Vendors must also include an itemized price list showing each product with unit prices, quantities, and total cost as indicated on the Furniture Bid Forms. All prices must be Freight on Board (F.O.B.) to the job site.
10. Upon award of the contract, the selected Vendor(s) shall provide insurance certificate to LifePath Systems of complete and current liability insurance to cover all materials and equipment, Vendor(s)’s employees while on the job site and damages to LifePath Systems’ properties during delivery, installation, and clean-up. The Insurance Coverage shall be subject to approval of LifePath System, as to adequacy of protection.
11. LifePath Systems reserves the right to order additional specified items for this project at the originally quoted prices for a period of (60) days after the final furniture installation date.
12. Vendors shall submit their final proposal package no later than the time listed in this proposal. No oral or telephone bids will be considered.
13. A Vendor may withdraw the proposal in writing, via email, to LifePath Systems prior to time fixed for bid receiving.
14. The approved vendor must be prepared to provide a service/purchase contract upon notification of proposal approval. Upon determination of the best value, a contract will be awarded as soon as possible to the responsible Vendor, provided:
    1. Evidence of the experience, qualifications and fiscal responsibility of the Vendor and the time of completion are all acceptable to LifePath Systems.
    2. The total of acceptable proposals is within LifePath Systems financial budget for the project.
    3. The contract is legally acceptable.
15. The Vendor acknowledges LifePath Systems right to reject any and all proposals and to waive any formality or irregularity in any proposal received.
16. The Vendor recognizes LifePath Systems right to reject any proposal, which fails to submit the data required by the request for proposal documents or is in any way incomplete or irregular and understand that an award to the lowest Vendor is not required.
17. A manufacturer’s warranty of at least one year is required for all of the furniture in the proposal.

The selected vendor will be required to adhere to all Texas contract and confidentiality requirements.

Your response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The Center will not be liable for any errors in your proposals.

No modifications to your proposal will be accepted except during negotiations initiated by the Center.

Any verbal communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

The Center shall be allowed to keep all materials submitted by the respondents regarding this RFP. Each respondent agrees to hold the Center harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.

Any media request of the respondents shall be concurrently directed to the Center during the receipt, analysis, selection, and subsequent contract negotiation until said contract is signed and delivered by the Center.

**Your proposal constitutes an offer that remains open and irrevocable for a period of no less than 60 days unless your proposal states otherwise. Proposals after the award are public documents.**

# Evaluation CRITERIA

The selection and approval of the Vendor will be made in accordance with the Center’s competitive bidding and selection process. An evaluation committee will evaluate proposals based on the guidelines set forth in this RFP and will present its findings to the Center’s Management. LifePath Systems reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally regarding this item.

LifePath Systems intends to solicit, evaluate, and negotiate proposed terms from qualified Vendors to determine which proposal will serve the best interests of the organization by providing the best value[[1]](#footnote-1). Once it is determined that a proposal meets the requirements, the LifePath Systems evaluation team will score each proposal. In determining best value for the organization, LifePath Systems will consider:

1. Cost Proposal.
2. The reputation of the Vendor and of the Vendor’s services.
3. The quality of the Vendor’s services.
4. The extent to which the services meet the Center’s needs.
5. The total long-term cost to the Center to acquire the Vendor’s services; and any relevant criteria specifically listed in the request for proposals.

**RATING CRITERIA**

**The Proposal will be evaluated and scored based upon the following rating criteria:**

|  |  |
| --- | --- |
| **Evaluation Criteria** | **SCORING** |
| **Total Cost**   * Lowest cost complete package * While limiting cost, maximizing use of quality furnishings that will maintain quality for the duration * Presence of extended warranties to ensure quality of furnishing and minimizing long term costs to center * Minimal projected repair costs (durable furnishings especially in high use areas) | **45%** |
| **Reputation of Vendor**   * References from similar businesses * Positive overall ratings from previous customers * Length of time in industry | **10%** |
| **Quality of Vendor’s Services**   * Overall quality and completeness of proposal * Qualifications and experience of the vendor * Design and quality of furniture offered and the suitability of the furniture for intended purposes * Ability of vendor to deliver the completed furniture in a timely manner and in compliance with specifications of this RFP (on time and in budget) | **45%** |
| **TOTAL** | **100%** |

# 

# ASSURANCES, CERTIFICATIONS, EXHIBITS, AND ATTACHMENTS

Vendor must submit the Assurance and Certifications and all Attachments requested, to include:

1. Vendor will submit a copy of PROPOSAL FOR LIFEPATH SYSTEMS BLOOMDALE CAMPUS FURNITURE PACKAGE (Attachment A)
2. Signature Page (Attachment B)
3. Resident/Non-Resident Certification (Attachment C)
4. Assurances Document (Attachment D)
5. Conflict of Interest Questionnaire (Attachment E)
6. Form W-9 (Attachment F)
7. Attestation for Reading Texas Health and Safety Code §250.006 signed by Authorized Individual (Attachment G)
8. Lobbying Certification (Attachment H)
9. Deviation Form (Attachment I)
10. Basis of Design Specifications (Attachment J)
11. Furniture Plans – Architecture – Furniture BID Schedule (Attachment K)
12. Bid Form Including any Addenda (Attachment L)
13. Room Schedule with Pictures (Attachment M)
14. Questions or Inquires: All questions must be submitted electronically no later than 5:00 pm CDT on 09/30/2024.

LifePath Systems

Angela James

Email: procurement\_inquiries@lifepathsystems.org

**\*\*\*\*\*\*\***

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## **ATTACHMENT A**

**PROPOSAL FOR LIFEPATH SYSTEMS BLOOMDALE CAMPUS FURNITURE PACKAGE**

**Vendor Information**

Incorporated in the State/Country of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Undersigned, having carefully studied the plans, specifications and LifePath Systems Bloomdale Campus Furniture Package Contract Documents, do hereby offer to perform the work required for LifePath Systems Proposal Package in accordance with the Furniture Package Contract Documents including all addenda issued prior to date of opening of proposals which is / are hereby acknowledged.

Initial Receipt of Addenda:

Initial Addendum No. Date\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

1. Furniture Proposal Forms:

The Undersigned shall have broken down all bids on an item-by-item basis per the provided LifePath Systems Bloomdale Campus Furniture Bid Package Bid Forms in accordance with the proposal submittal criteria and direction given in the Instructions to Vendors, the General Conditions, and the Supplemental Conditions.

The Undersigned shall have listed all Furniture Codes, Furniture Types, Quantities, Unit List Cost, Extended Costs, Delivery / Installation Charges, Schedule Information, and the lump sum total bid on the LifePath Systems Bloomdale Campus Furniture Package Bid Form.

1. Schedule of Unit Costs:

The Undersigned agrees that the Unit Costs listed on the LifePath Systems Bloomdale Campus Furniture Package Bid Form will apply in the event that changes, up to plus or minus 20% of the total quantities in the work to be performed under the Contract, are authorized by written order from LifePath Systems to the Undersigned.

The Undersigned further agrees to support the Unit Costs listed herein and modifications thereto for the duration of the project phasing to provide a complete and finished product.

The Unit Costs are based on providing all work complete in place and in accordance with all applicable requirements of the LifePath Systems Bloomdale Campus Furniture Package Contract Documents and include all of the Undersigned’s Costs.

1. The Undersigned agrees that LifePath Systems may hold this proposal for a period not exceeding (90) ninety days from the date of receipt. All prices must be quoted delivered FOB Lifepath Systems. Forty-eight (48) hour notice prior to any delivery of merchandise is required. Notice shall be given to LifePath Systems and coordinated through the construction manager.

It is understood and agreed that LifePath Systems reserves the right to award the contract according to his/her best interest and best value, to reject any or all proposals, and to waive any formalities in bidding. LifePath Systems may accept or reject any or all of the unit prices prior to the execution of the contract.

1. Time for Completion of Work

The Undersigned agrees, if awarded this contract, to commence and complete the work in accordance with the dates established in the Installation Schedule, and in accordance with the move schedule to be agreed upon with LifePath Systems upon award of the proposal.

1. Coordination of Work

The Undersigned agrees to cooperate with LifePath Systems to anticipate when specific areas of concern under this Contract will become available in the schedule of completion with all other contractors and utility companies to assure proper coordination of the work.

1. RFP Submission

The Undersigned shall submit the RFP, including the itemized breakdown and unit prices on the LifePath Systems Bloomdale Campus Furniture Package Proposal Forms as supplied with the specifications, and in the spaces provided on this Bid Request Form.

The Undersigned acknowledges all proposals must be signed and submitted by the indicated due date and time to LifePath Systems.

**Proposed by:**

Authorized Signature Date

Typed or Printed Name Company Name

Title Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Fax Number

## **ATTACHMENT B**

**SIGNATURE PAGE**

**The attached proposal application is being submitted in response to the Bloomdale Campus Furniture RFP # 0137. The proposal is a firm offer and shall remain an open offer, valid ninety (60) days from the date of this document.**

**LifePath Systems in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.**

Authorized Signature

Company Name

Typed or Printed Name Date

Title Street Address

City, State, Zip Code

Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Fax Number

## **ATTACHMENT C**

**RESIDENT/NON- RESIDENT CERTIFICATION**

Contractor must answer the following questions in accordance with the **Texas Government Code §2252.002**, as amended:

1. Is the Contractor that is making and submitting this bid a “resident Contractor” or a “non-resident Contractor”?

Answer: \_\_\_\_\_Resident Contractor Non-resident Contractor

\*A Texas Resident Contractor is a Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.\*

1. If the Contractor is a “Non-resident Contractor”, does the state in which the Nonresident Contractor’s principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer: Yes No\_\_\_\_ Which state?

1. If the answer to Question B is “yes”, then what amount, or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state to be awarded a contract on such bid in said state?

Answer:

## **ATTACHMENT D**

**ASSURANCES DOCUMENT**

The Vendor assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the Vendor to induce any person or Vendor to submit or not to submit a Proposal, unless so described in its Proposal.
3. The Vendor does not discriminate in its services or employment practices based on race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. The Vendor accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. The Vendor accepts the Center’s right to cancel the RFP at any time prior to Contract award.
7. The Vendor accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the Vendor has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the Vendor has not been knowingly disclosed by the Vendor to any other Vendor prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document and any Contract awarded to Vendor is authorized to legally bind the Vendor.
13. No employee of the Local Authority and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to Vendor. If the Vendor is unable to make the affirmation, then the Vendor must disclose any knowledge of such interests.
14. The Vendor is not currently held in abeyance or barred from the award of a federal or state contract.
15. The Vendor is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. The Vendor shall disclose whether any of the directors or personnel of Vendor has either been an employee or a trustee of the Local Authority within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or at term of office served, the Proposal shall state in an attached writing the nature and time of the affiliations.
17. The Vendor shall identify in the attached writing any trustee or employee of Local Authority who has a financial interest in the Vendor or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable.
18. No former employee or officer of the Local Authority directly or indirectly aided or attempted to aid in procurement of Vendor’s service.
19. The Vendor shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom the Vendor is doing business or has done business during the 365-day period immediately prior to the date on which the Proposal is due. Failure to include such a disclosure will be a binding representation by Vendor that the natural person executing the Proposal has no knowledge of any key persons with whom the Vendor is doing business or has done business during the 365-day period prior to the immediate date on which the Proposal is due.
20. Under Section 231.006, Family Code, the Vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "Vendor or applicant" shall mean Vendor; contract, bid or application shall mean the Proposal; and 'this contract" shall mean any Contract awarded to the Successful Vendor(s).

Authorized Signature Company Name

Typed or Printed Name Title

Date Email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number

## **ATTACHMENT E**

**CONFLICT OF INTEREST QUESTIONNAIRE**

**Please retrieve CIQ Form from the following website**:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

(Attach completed CIQ Form as part of your proposal)

***A signature is required in Box 7 regardless of any other entry on the form.***

For the purposes of this Attachment E, the term “Local government officer” means a member of LifePath Systems’ Board of Trustees, Chief Executive Officers, and/or an agent of LifePath Systems who exercises discretion in the planning, recommending, selecting, or contracting.

## **ATTACHMENT F**

**FORM W-9**

**REQUEST FOR TAXPAYER INDENTIFICATION NUMBER AND CERTIFICATION**

**Vendors are to complete a W-9 Form and submit with Proposal Documents.**

[**http://www.irs.gov/pub/irs-pdf/fw9.pdf**](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

## **ATTACHMENT G**

**NOTICE OF FELONY CONVICTION**

Contractor acknowledges they have reviewed the Texas Health and Safety Code §250.006 regarding Notice of Felony Conviction.

Authorized Signature Company Name

Typed or Printed Name Title

Telephone Number Email

**ATTACHMENT H**

**LOBBYING CERTIFICATION**

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

**This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.**

Authorized Signature Company Name

Typed or Printed Name Title

Telephone Number Email

## **ATTACHMENT I**

**DEVIATION FORM**

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective Vendor assures LifePath Systems of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective Vendor’s commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

**THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE**

|  |  |
| --- | --- |
| Reference Specifications, Terms and Conditions and Page Number | Deviation |
|  |  |
|  |  |
|  |  |
|  |  |

Authorized Signature Company Name

Typed or Printed Name Title

Telephone Number Email

## **ATTACHMENT J**

**BASIS OF DESIGN SPECIFICATIONS**

For the purposes of this Attachment J, the document is uploaded as a separate attachment document. Material selections are for pricing purposes only. Vendors should also provide desk options with a manual lift mechanism as an alternative. Final material selections will be made when work is awarded.

## **ATTACHMENT K**

**FURNITURE PLANS – ARCHITECTURE – FURNITURE BID SCHEDULE**

For the purposes of this Attachment J, the document is uploaded as a separate attachment document.

## **ATTACHMENT L**

**BID FORM INCLUDING ANY ADDENDA**

*(Attach completed BID Form as part of your proposal)*

For the purposes of this Attachment L, the excel document is uploaded as a separate attachment document.

## **ATTACHMENT M**

**ROOM SCHEDULE WITH PICTURES**

For the purposes of this Attachment L, the excel document is uploaded as a separate attachment document.

**NOTICE “NOT TO PARTICIPATE” FORM**

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

* Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

**Services:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Our Company has chosen NOT to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

**Reason:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**□** Please REMOVE our Company name from all LifePath Systems lists until further notice.

Company Name:

Representative: Title: \_ Address: \_ Phone:

Email: Other:

Authorized Signature:

Title: Date: \_

**VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THE MAILING LIST.**

**PLEASE RETURN THIS FORM ONLY TO:**

LifePath Systems

Attn: Angela James

1515 Heritage Drive

McKinney, TX 75069

**Notice “Not to Participate” RFP # 0137 LifePath Systems Bloomdale Campus Furniture Package**

1. Texas Local Government Code §252.043(a)(b) Award of Contract [↑](#footnote-ref-1)