

FirstLine Schools, Inc.  
Request for Quote – Central Office Furniture

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FirstLine Schools, Inc.  
4200 Canal St – Suite B - New Orleans, LA 70119  
Request for Quote  
Central Office Furniture

Proposals are being solicited by FirstLine Schools for **Office Furniture** at the FirstLine Schools Central Office in accordance with the RFQ's scope of work, specifications, terms and conditions.

**RFQ Announcement: August 27, 2013**

**Question Submittal Deadline: September 4, 2013 (Questions will be answered and posted on the FirstLine Schools website, by 9am on September 5, 2013)**

**Proposal Submittal Deadline: September 6, 2013**

**Proposal Re-opened as of: September 11, 2013**

**Amended Submittal Deadline: September 26, 2013 by 5:00pm**

**Award Notification Deadline: October 10, 2013**

**Background:** FirstLine Schools is a New Orleans based charter management organization committed to helping New Orleans become the first city in the country where every child attends a good school. Our mission is to create and inspire great open-admission public schools in New Orleans. FirstLine's leaders started New Orleans' first charter school in 1998, and have been transforming the academic expectations, achievement and aspirations of our students ever since.

We operate four K-8 schools -- Arthur Ashe Charter School, John Dibert Community School, Langston Hughes Academy, and Samuel J. Green Charter School -- and one high school -- Joseph S. Clark Preparatory High School -- all in New Orleans. Our focus is turning around struggling schools through a culture of high expectations for academic achievement and behavior. Our schools also provide students with a variety of enriching experiences, including our signature program, the Edible Schoolyard NOLA.

**The new office space will be at 300 North Broad in the ReFresh Project. Office will be located on the vehicle-accessible second floor. It is currently under construction.**

**Proposals** are to be delivered by email to Rebekah Cain, Director of Development and Communication, FirstLine Schools, at [rcain@firstlineschools.org](mailto:rcain@firstlineschools.org). Proposals are due on **September 6, 2013 at 5 pm.**

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While the Proposer's cost is of great importance, proposing the lowest price will not assure award of the service. FirstLine reserves the right to reject or negotiate any and all proposals for any reason. It is the Proposer's duty to understand the proposal: any misunderstanding is the responsibility of the Proposer.

**Scope of Work – Office Furniture**

FirstLine Schools' Central Office is moving to a new space in **December 2013 or January 2014**. For this new space, we require a cohesive office furniture system to consist of 33 workspaces (24" x 60" desks) **comparable** to AIS's "divi", including 33 chairs (similar to Infinity2 High Back, Task Synchro, H with adjustable arms), 33 Mobile Pedestal file drawer, w/Cushion, **5-72" L-Series Lateral Filing cabinets** and one 30H x 60W whiteboard. The scope of work includes delivery and installation of the office furniture system.

Proposal needs to include all necessary attachments, braces, connecting joints, etc to ensure complete functionality of the furniture system.

**Please see the RFQ Questions and Answers for a sample list of items.**

See attached for sample layout (which shows 30 workstations), note that we require 33 workstations.

Proposals are required to be submitted as line-items. FirstLine reserves the right to negotiate which items to purchase.

**Questions:**

All questions regarding this RFQ must be emailed directly to **Rebekah Cain, Director of Development and Communication for FirstLine Schools**, at [rcain@firstlineschools.org](mailto:rcain@firstlineschools.org) and should be received by **September 4, 2013 at 4 pm**. Questions and answers will be posted as an addendum to the RFQ by September 6, at 9am.

**Evaluation:**

A variety of weighted criteria, given below in order of priority, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFQ specific presentations or negotiations, news articles, press releases, client references, industry references, vendors, and other sources.

1. Price (5 Points): The lowest bid(s) will receive 5 points; the highest bid(s) will receive 1 point; all other bids will receive 3 points. Proposal Quality (5 Points): Proposal provides the best value to FirstLine based on quality, availability, delivery, specifications, terms and conditions. We will assume that all prices will be the same, as they should be based on state contract rates.

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2. Professional References (3 Points): Proposals with multiple positive references will receive 3 points; Proposals with references indicating reservations concerning Proposer quality will receive 0 points.
3. Consideration is given to the Proposer's ability to perform successfully under the terms and conditions and their past performance record. Resumes of Past Projects in line with Scope of Work: (3 Points); Relevant professional experience with projects of this size (3 points); Headquartered in Orleans Parish (1 Point); Principal of Business and Registered Office is in Orleans Parish as listed with the Louisiana Secretary of State, State & Local Disadvantaged Business Enterprise: (1 Point); Proposer is listed in the SLDBE Directory on the City of New Orleans website.

**Execution of Work:**

FirstLine Schools requires the work completed as soon as possible upon notification that the office space is ready for our occupancy. The estimated date for occupancy is December 1, 2013. The intent is to have the furniture delivered, installed and ready for use within 5 days of notification of occupancy. This requires the chosen vendor to work closely with the project manager to deliver in a timely manner.

All work is to be completed within the scope of and consistent with the plans submitted as part of this RFQ. Any vendor wishing to deviate from this plan should provide specific information and rationale as to why it would be in FirstLine's best interest to do so.

Proposal cost shall include delivery and installation of office furniture system.

**Incidental Work:**

Incidental work items for which separate payment will not be made includes, but is not limited to, the following items:

- a. Clean up, including disposal fees
- b. Signs
- c. Mobilization/Demobilization
- d. Restoration of property
- e. Cooperation with other contractors, abutters and utilities.
- f. Accessories and fasteners or components required to make items complete and functional.

**Extra Work Items:**

Extra work shall be performed by the Contractor in accordance with the specifications and as directed, and will be paid for at a price as provided in the Contract documents or if such pay items are not applicable than at a price negotiated between the contractor and FirstLine. If FirstLine determines that extra work is to be performed, a change order will be issued.

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**Change Orders:**

FirstLine reserves the right to issue a formal change order for any increase, decrease, deletion, or addition of work or any increase in contract time or price. The contractor shall be required to sign the change order and it shall be considered as part of the Contract documents. The contractor will not be paid for any additional work he might claim without an authorized and fully executed change order.

**Final Clean Up:**

Before acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary buildings, barricades and signs. All parts of the work shall be left in a neat and presentable condition. On all areas used or occupied by the contractor, regardless of the contract limits, the vendor shall clean-up all sites and storage grounds. The items prescribed herein will not be paid for separately, but shall be paid for as part of the total contract price.

**Control of Work:**

1. Authority of Director of Operations and Director of Development & Communication

(a) All work shall be done under supervision of the Director of Operations, the Director of Development and Communication and/or FirstLine's authorized designee and to his/her satisfaction. The Director of Operations, the Director of Development and Communication and/or authorized designee will decide all questions that may arise as to the quality and acceptability of materials furnished and work performed and as to the rate of progress of the work; all questions that may arise as to the interpretation of the specifications; and all questions as to the acceptable fulfillment of the Contract by the Contractor.

**Proposal Authorities, Restrictions & Clauses**

**Authorities and Options**

- FirstLine reserves the right to reject any and all proposals for any reason.
- FirstLine reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of FirstLine to do so.
- FirstLine reserves the right to negotiate any and all proposals for any reason.
- FirstLine reserves the right to disqualify any proposals that do not meet the submittal requirements.
- Final prices will be negotiated between the Proposer and FirstLine. FirstLine reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

**Prohibitions**

- FirstLine shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.

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- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon FirstLine, its Board(s) and its agents; violators will be prosecuted to the extent of the pertinent laws.

The proposer is prohibited from submitting Proposals that are contingent upon winning multiple contracts; any such proposals will be disqualified.

**Proposer Responsibilities**

- It is the Proposer's duty to inspect all submitted documents to assure completeness and legibility.
- It is the Proposer's duty to understand the proposal; any misunderstanding is the responsibility of the Proposer; FirstLine has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all proposal requirements; the proposal may be rejected by FirstLine regardless of the type or significance of noncompliance.

**Termination of the Contract**

- FirstLine reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service and/or reductions and/or termination of funding.
- FirstLine reserves the right to terminate the contract immediately in the event that there are unresolved safety or liability concerns.

**Proposal Requirements**

The Proposer must answer all questions in this section and must include all requested documentation in order for the Proposer's bid to be considered.

- A minimum of two (2) references, current or former clients and at least one must be in New Orleans
- Proposal which consists of Line-item material costs and any installation or other associated fees
- For each of the following assurances the Proposer must provide sufficient documentation to prove their ability to meet these expectations and deliverables.
  - **Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation
  - **Legal and Responsibility:** The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations, including the Occupational Health and Safety Act. The Proposer will be responsible for all damage to FirstLine's property, equipment, and buildings caused by its employees or its equipment. The Proposer will also be responsible for any injuries to persons caused

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by its staff or equipment. The Proposer must notify FirstLine concerning any litigation involving the Proposer or its parent or subsidiary companies.

- **Insurance:** The Proposer must be able to provide proof of insurance coverage that will minimize FirstLine's risk exposure to the extent outlined below:
  - Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident
  - Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate