



REQUEST FOR PROPOSALS

Educare DC (**New Location**)

Classroom Furniture for an Early Childhood School

October 23, 2020

TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY **5:00pm**  
**(EST) ON NOVEMBER 13, 2020**

LATE PROPOSALS WILL NOT BE ACCEPTED

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## INTRODUCTION

Educare DC, a nationally accredited school, is your partner for preparing your child for success in school and life. Safe, fun and challenging, Educare DC uses your child's curiosity to build a lifetime love of learning—providing the highest quality care and education to families. Located in the Parkside-Kenilworth neighborhood of Ward 7, Educare DC is driven by a deep commitment to equity and community, providing comprehensive services to children and families that are often underserved.

Educare DC is growing to serve over 300 children from birth to five years – and their families – through our state-of-the-art center and through community partnerships. Building on the program foundations of Early Head Start and Head Start and accredited by NAEYC, Educare DC promotes school readiness by providing high-quality, comprehensive early learning programming for children who are historically underserved, eliminating the opportunity gap often experienced by low-income communities.

Educare DC is a recipient of the Office of Head Start - Early Head Start grant to support this expansion of a new location, which will be located in IDEA Public Charter School in the Deanwood neighborhood. Educare DC invites vendors who have an interest to submit a proposal in accordance with terms of this RFP. Educare DC desires to obtain age appropriate, durable, high-quality classroom furniture for our early childhood, specifically infants and toddlers, program scheduled to open in May 2021.

This RFP provides prospective vendors with sufficient information to enable them to prepare and submit proposals for consideration. **Women and minority owned businesses are encouraged to apply.**

In the event that it becomes necessary to revise any part of this RFP, a modification notice will be issued by Educare DC to each vendor who has submitted a proposal, and at each location the RFP was previously posted.

A proposal submitted in response to this RFP shall not constitute a binding offer. However, the signature of the vendor shall indicate acknowledgment of this condition. Signature shall be that of a person legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the vendor of all terms and conditions including compensation, as set forth herein. A vendor shall identify clearly and thoroughly any variation between its proposal and the School's requirements included in the RFP.

## GENERAL INFORMATION

### Contact Information

All communications regarding this RFP must be directed in writing via email to:

Kia Higgins Project Manager

[khiggins@educaredc.org](mailto:khiggins@educaredc.org)

Kia Higgins is to be the sole point of contact and communication concerning this RFP.

She will coordinate with the required internal staff as necessary.

### Inquiries

Vendors may make written inquiries via email concerning this RFP to obtain clarification of requirements. Inquiries made in person or by telephone will not be accepted. Inquiries shall not be accepted after the date and time indicated in the Schedule of Activities and Timeline.

Vendors shall not contact school staff or board members directly with questions and may not rely on any verbal statements by school staff that alter any specification or other term or condition of the RFP.

### Due Date

To be considered, interested vendors must submit qualifications/pricing structure by no later than 5:00pm (EST) on November 13, 2020 to the school by email. Proposals may be modified or withdrawn by the vendor prior to the Proposal Submission Deadline set forth in the Schedule of Activities.

### Schedule of Activities

Request for Providers Issued	October 23, 2020
Prospective Vendors Written Inquiry Deadline (No questions will be accepted after this date and time)	November 2, 4:00pm EST
School's response to written inquiries	November 6, 2020
Proposal Submission Deadline	November 13, 5 00pm EST
Firm Selection	November 30, 2020
Contract or Purchase Order	December 11, 2020
Delivery, Assembly, and Installation of Furniture	Delivery - On or before April 9, 2021 Assembly& Installation completed by April 16, 2021

### Submittal Requirements

- 1. Company Information Page.** Complete Appendix A and submit with proposal.
- 2. Provide an Executive Summary of your company.** This section of your proposal should include a summary that describes your company culture, pricing, capabilities, and

background. The purpose of this summary is to provide the School with a brief, clear understanding of your proposal, your pricing, and the way your company does business.

3. **Services/Scope of Work.** Provide a full and complete description of your company's proposed services and scope of work on the project. Be thorough.
4. **Product Quality and Specifications** – All furniture referred to must consist of early childhood-age appropriate, durable, high-quality classroom\* furniture, specifically for infants and toddlers ages 6 months to 3 years old and meet the Head Start Performance Standards for classroom furniture.

*\*Ten (10) Infant and Toddler classrooms - (2) 6-12 months, (4) 12-24 months, (4) 24-36 months*

- a. Resources

- i. New School Preliminary Floorplan Design (See Attachments)
- ii. Head Start Design Guide - [http://prekkid.org/head-start/agency/fiscal/Facilities/HS\\_design\\_guide.pdf](http://prekkid.org/head-start/agency/fiscal/Facilities/HS_design_guide.pdf)
- iii. Caring for Our Children (CFOC) - [https://nrckids.org/CFOC/Infant\\_Toddlers](https://nrckids.org/CFOC/Infant_Toddlers)

5. **Pricing Structure.** Explain in detail the pricing structure you propose. Pricing quoted by a vendor shall include all fees, costs, and expenses, including delivery, assembly, and/or installation, unless otherwise indicated in the RFP. Educare DC is a tax exempt organization, sales taxes should be excluded. Estimated proposal prices are not acceptable. All of the proposal contents and fees must be guaranteed for at least ninety (90) days from the proposal date. The proposal price will be considered in determining the successful vendor. Also explain how you keep costs competitive, what furniture lines you have access to, and what national buying agreements, if any, you have in place that could be utilized on this project. Provide examples and pricing of “good”, “better”, “best” furniture offered by your company.
6. **Services.** Provide a comprehensive list of services your company can provide as part of this award (e.g. on-site consultation for classroom design, free delivery, furniture assembly, installation and classroom set-up).
7. **Provide all Warranty & Maintenance information.** The vendors shall clearly describe to the School how they propose to guarantee and warranty their products and services. Warranty period shall begin after final acceptance of the items provided, and if appropriate, if ongoing maintenance services for successive one-year periods thereafter at fixed annual prices is an option. Candidates shall provide a user manual containing all pertinent technical documentation, warranty information, and re-order information to the School upon delivery of the furniture.

## Selection Criteria

An evaluation panel will review and score offers submitted and make a recommendation for award. This selection will be awarded to the responsible vendor(s) whose proposal is determined to be most advantageous to Educare DC, in our sole discretion. Educare DC may contact the vendor(s) with follow-up clarifying questions. The matrix below will determine the finalist for the project. In general terms, the criteria and weights for selection are as follows:

<u>Proposal Evaluation Criteria</u>	<u>Available Points</u>
1. Executive Summary (Part 2 of Proposal Submittal)	5
2. Services/Proposed Scope (Part 3 Proposal Submittal)	5
3. Product Quality and Specifications (Part 4 of Proposal Submittal)	40
4. Pricing Structure (Part 5 of Proposal Submittal)	20
5. Services (Part 6 of Proposal Submittal)	20
6. Warranty and Maintenance (Part 7 of Proposal Submittal)	10
<b>Total Score (100 possible points)</b>	100

## Candidate's Acceptance of Selection Methodology

Submission of a proposal indicates vendor's acceptance of the selection technique and vendor's recognition that Educare DC will select the vendor that is determined to be most advantageous to Educare DC, in our sole discretion.

Scoring will be provided with an email to all respondents.

## Award of Contract(s)

The award(s) will be made to the responsible vendor whose proposal, conforming to the RFP, will be the most advantageous to Educare DC, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, Educare DC reserves the right to elect to cancel the award and make the award to the next most responsible vendor.

## Multiple Awards

Educare DC reserves the right to award this RFP in part to multiple vendors if so determined by the school to be in the best interests of the school.

## **Disclosure of conflicts of interests**

Vendors shall disclose within the response to this RFP any and all familial relationships with employees, board members, or agents of Educare DC. Through its submission of a quote, bid, or offer, the vendor certifies that they did not participate in the development or drafting of specifications, requirements, statements of, or in citations for bids or requests for proposals. Per 2 CFR Part 200.319(a) vendors participating in these activities must be excluded from competing for such procurements.

## **Certification of Independent Pricing Determination**

Except as otherwise disclosed with particularity, through its submission of a quote, bid, or offer, the vendor certifies that the prices and other terms in the quote, bid, or offer have been arrived at independently without any consultation, communication, agreement with, or knowledge of the contents of the quote, bid, or offer by, any other competing vendor. For purposes of this paragraph, "consultation, communication, agreement with, or knowledge" does not include knowledge of prices or terms gained through availability of established price lists or catalogues made available to the public by the competing vendor. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

## **Taxes**

Educare DC, as purchaser, is exempt from Sales and Use Tax, and its tax exemption is valid from the effective to the expiration date stated. See Sales and Use Tax Exemption under DC Code 47-2005(3). Our Tax Exemption Number is L0003317455. See Page 10.

## **Availability of Funds**

Financial obligations of the grantor payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event grant funds are not appropriated, any resulting contract will become null and void, without penalty to Educare DC.

## **Confidentiality**

The vendor acknowledges that it may come into contact with confidential information contained in the records of the School. The vendor shall provide and maintain a secure environment that ensures confidentiality. The confidentiality of all information will be respected, and no confidential information shall be distributed or sold to any third party nor used by the vendor or the vendor's assignees and/or subcontractors in any way except as authorized by this contract. Confidential information shall not be retained in any files or otherwise by the vendor. Disclosure of such information may be cause for legal action against the vendor. Defense of any such action shall be the sole responsibility of the vendor.

**APPENDIX A – Company Information Page**

**THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL**

F.E.I.N. (Required):

Terms (Minimum NET = 45 days):

Signature:

Typed/Printed Name of Authorized Representative:

Company Name:

Address:

City:

State:

Zip Code:

Phone:

Toll Free Phone:

Fax:

Is the firm minority-owned\*? Yes

No

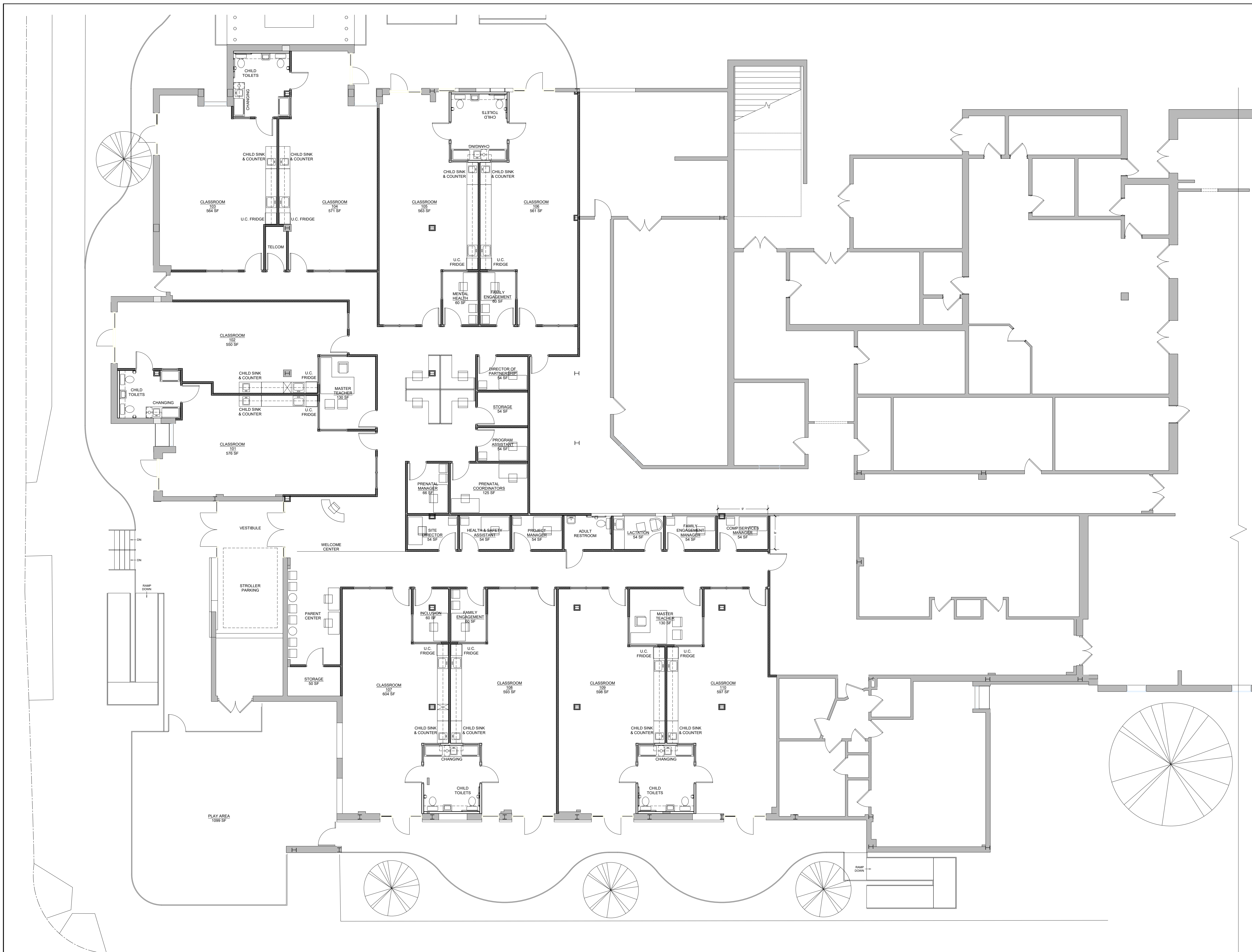
Is the firm woman-owned\*? Yes

No

\*Ownership means actively daily management in the organization and an ownership interest greater than fifty percent.

**Please submit your proposal via email by 5:00pm on November 13, 2020.** Late proposals will not be considered. Vendors are urged to read these documents thoroughly before submitting a response. Response must be signed by a representative of the vendor who is legally authorized to bind the vendor to the proposal.





NOT FOR CONSTRUCTION

**OWNER / CLIENT / TENANT**  
CONTACT  
PHONE  
EMAIL

**ARCHITECT**  
STOIBER + ASSOCIATES - ATTN: KAM WILWOL  
(202) 986-4700 X211  
KWILWOL@STOIBERANDASSOCIATES.COM

**STRUCTURAL ENGINEER**  
SILMAN - ATTN: YASSI DRAGANOV  
(202) 449-6337  
DRAGANOV@SILMAN.COM

**ME/PE/P ENGINEER**  
FACE ASSOCIATES - ATTN: ADAM KOVACH  
(703) 902-1142  
AKOVACH@FACEASSOCIATES.COM

**CIVIL ENGINEER**  
CHRISTOPHER CONSULTANTS - ATTN: DAVID SHARON  
(703) 766-3914  
DAVIDSHARON@CCL-ENG.COM

**EDUCARE**

1027 45TH STREET NE  
WASHINGTON, DC 20019

TENANT BUILD-OUT

**CONSTRUCTION DOCUMENTS**  
SHEET NAME 1  
SHEET NAME 2

NO.	DATE	DESCRIPTION

SCALE:  
DRAWN BY:  
CHECKED BY:

**A0101**

**Stoiber + Associates**  
Architecture - Interiors

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**1 FLOOR PLAN: PROPOSED**  
SK SCALE: SCALE: 1/8" = 1'-0"

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

OFFICE OF TAX AND REVENUE

**CERTIFICATE OF EXEMPTION**

ISSUED PURSUANT TO DISTRICT OF COLUMBIA SALES AND USE TAX ACCOUNTS

THIS CERTIFIES THAT

EDUCARE DC  
DBA: EDUCARE DC  
640 ANACOSTIA AVE NE  
WASHINGTON DC 20019-1509

**ACCOUNT ID**

350-000082075

**CERTIFICATE NUMBER**

L0003317455

Is entitled to the exemption described below from Sales & Use Tax under the authority  
of the District of Columbia Sales & Use Tax Acts.

**EFFECTIVE**

19-Aug-2019

**EXPIRATION**

19-Aug-2024

**THIS CERTIFICATE IS NON TRANSFERABLE**

**FR-164 EXEMPTION**

**IRS Code Section: 501(c)(3)**

Your exemption from Sales & Use Tax is valid from the effective to the expiration date stated. See Sales and Use Tax Exemption under DC Code §47-2005(3).

IRS Determination Date: 19-Feb-2011

