



July 23, 2021

RE: RFP for Furniture Purchase and Installation

Attention Interested Parties:

Center City PCS would like to engage one furniture vendor to meet office furniture needs for its Central Office located in the District of Columbia. The Central Office is moving to a new office space on Friday, October 1st, 2021. The goal is to enter into a contract with a professional and dynamic company that is able to meet ALL design, purchase, delivery, and installation requirements identified below.

Background on Center City PCS

Center City Public Charter Schools, Inc. operates six charter school campuses in the District of Columbia. Each campus serves approximately 225 PreK to 8th grade students (250 students at capacity). For more information, please visit our website: www.centercitypcs.org

Campus/Site Information

Vendor should plan on delivery to one site located at 301 N Street NE, ideally on Monday, October 4, 2021.

Contract Requirements

Design

Vendor must be able to assist with designing the office space based on needs. A CAD file will be provided.

Procurement

Vendor must be able to procure furniture from manufacturers with quick lead times.

Pricing

Vendor should provide pricing for the items below. Pricing should reflect design, purchase, delivery, and installation fees. Center City PCS will not be responsible for costs associated with local warehouse storage.

Office furniture requirements (included, but not limited to):

- Flexible seating arrangements for up to 28 staff
- Storage for files/books/supplies
- Lockers for employee use
- Reception desk + chair
- (3) office desks + chairs
- (1) conference table + chairs for 15 guests
- Guest seating near reception
- Enclosed pod for (1) person use (for private conversations/lactating mothers)

**Please note that Center City may add or change the total quantities or furniture selection during the contracting process. Vendor should price the quantities identified above.

Assembly and Installation

Vendor is responsible for assembling and installing all furniture at the Central Office. Furniture should be set by the Vendor's installation team. Furniture must be fully assembled, including all parts. Vendor is responsible for the removal and disposal of all packaging from the Central Office once the installation is complete.

900 2nd Street, NE, Suite 221, Washington, DC 20002

www.centercitypcs.org

Telephone 202.589.0202



Warranties

All manufacturer warranties must be made available to Center City PCS.

All Vendor Requirements listed above must be met or exceeded or the contractor will not be considered for service.

Proposal Requirements

- 1) Firms or individuals should provide a proposal to address all projects listed above.
- 2) Firm or individual should be licensed to work in the District of Columbia.
- 3) A proposal must include the total costs and confirmation that the work can be completed within the schedules identified above.
- 4) Bidders must include at least two references, one of which should be a school.
- 5) Vendor should be willing to engage in a one-time contract with no auto-renewal option.
- 6) Vendor must meet all requirements identified above.

Proposal Process

Vendors are encouraged to contact Center City PCS to gather information about our mission, values and culture. Additionally, contractors are invited to contact Center City PCS to set-up in person informational meetings.

All proposals should be addressed to:

Danese White
Senior Finance and Facilities Associate
dwhite@centercitypcs.org

Please submit all proposals by **5:00 p.m. on Friday, August 6th, 2021**. Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you for considering this request for proposal.

Sincerely,

Natasha Harrison
Interim Director of Finance and Facilities