LAKE COUNTY
FLORIDA

June 27, 2012

OEC Business Interiors, Inc.
Hank D. Hollingsworth
1601 N.W. 80th Blvd
Gainesville, Florida 32606

Subject: 12-418 Procurement and Installation of Furniture for the Lake County Judicial Center Addition

Dear Mr. Hollingsworth:

Attached please find a signed original contract between Lake County, Florida and your firm in support of the subject contract effort. Your firm will be contacted by the Clerk of Courts representative for the project (Mr. Gary Cooney) regarding any contractual or operational requirements associated with scheduling and commencement of work under the project.

If you have any questions regarding the contract itself, or the award process, please contact me at (352) 343-9832 or srogers@lakecountyfl.gov.

We look forward to working with you and anticipate our mutual success on this project.

Sincerely,

Sandra Rogers

Sandra Rogers
Contracting Officer

LAKE COUNTY
FLORIDA

OFFICE OF PROCUREMENT SERVICES
315 WEST MAIN STREET, SUITE 416
PO BOX 7800
TAVARES FL 32778-7800

PHONE: (352) 343-9839
FAX: 352) 343-9473

www.lakegovernment.com

ADDENDUM NO. 1

Date: March 02, 2012

Request For Proposal 12-0418

PROCUREMENT AND INSTALLATION OF FURNITURE FOR THE LAKE COUNTY JUDICIAL CENTER ADDITION

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum ___ does _X_ does not change the date for receipt of bids or proposals.

The purpose of this addendum is to confirm information provided during the course of the mandatory pre-proposal conference to all attending vendors. Attendees of that meeting are noted on the County website for this solicitation. Please note that the general information and the responses to specific questions, contained herein do not change any of the existing terms and conditions of the ITB. Any information contained herein that is shown in ***bold italics*** signifies general information beyond what was initially included in the solicitation.

General Discussion:

The meeting began with a page by page review of the Request for Proposals (RFP) with specific attention paid to the following RFP terms and conditions:

- The role of Clerk of Court personnel in the management of the resulting contract
- The options regarding other entity ordering of items included in the resulting contract
- The option to order such items for a six month period after initial installation
- The pricing table completion directions provided in section1.13.2 tab B of the RFP
- The option for vendors to provide an alternate proposal based on alternate product
- The option for vendors to provide "equal" products as stated in RFP Section 1.22

- The fact that vendors could add items to the option item list included in the pricing tables
- The specific notes included in the Scope of Work regarding power and data cabling requirements

The Pricing Table to be completed by vendors was then discussed and reviewed in detail. There were no specific questions at this time and the tour of the facility was initiated. The following questions and answers resulted from the visit:

Question 1: ***What is the type and color of base boards in the open office areas as well as other office areas?***
Answer 1: ***See Addendum No. 1 – Supplemental Information Attachment. The base boards in the open office areas are Rubber Base, Johnsonite, 11 Canvas. The base boards in the Executive Office and certain public areas such as the Jury Room are wood, and match the color of the Nevamar Grand Isle Maple W8371T laminate sample.***

Question 2: ***What is the name and color of millwork pattern used throughout the space.***
Answer 2: ***See Addendum No. 1 – Supplemental Information Attachment. This attachment shows pictures of the millwork items and laminate sample colors.***

Question 3: ***What are the dimensions of the regular and freight elevators within the facility?***
Answer 3: ***Vendors are to utilize the freight elevator for movement of furniture. The dimensions of that elevator are 96"W x 69"D x 96"H.***

Question 4: Would laminate veneer be acceptable on conference tables where solid wood was not specifically requested?
Answer 4: Yes.

Question 5: ***What is the minimum load for shelving in the evidence vaults?***
Answer 5: ***50 lbs. per sq. ft.***

Question 6: Does the green shading on the shelving drawings indicate existing shelving to be re-used?
Answer 6: No, all new shelving is required in the Central Files area. See revised Attachment #6: Central Files Track Shelving (Version B5).

Question 7: Will the County allow for minor variation in furniture sizing?
Answer 7: Yes, but the vendor is responsible for proper sizing of all items to fit available spacing.

Question 8: Is the vendor responsible for securing shelving units to the floor and/or walls?
Answer 8: Yes, the selected vendor will install shelving in the Central files area which will include installation of floor railings and attaching shelving to the wall. It is noted that one fire alarm currently mounted in the storage area is located in a position that affects shelving installation. Because of fire code, the height (80" above the floor) and position (56" from corner of wall) cannot be changed. Please see revised Attachment #6: Central Files Track Shelving (Version B5). Vendor may remove the top shelf of the indicated two sections of Stationary Shelving or propose another option to accommodate the fire alarm.

Question 9: What will the flooring be in the Central File Room?
Answer 9: The flooring in the Central File Room is Linoleum Sheet Flooring (LS1), Armstrong, Marmorette, LP092, Sand color. Although this was not asked, the flooring in the Evidence Rooms is Vinyl Composition Tile (VT1-B), Armstrong, Standard Excelon, 57501 Nougat.

Question 10: Will award be made to a single vendor?
Answer 10: Yes.

Question 11: What is the expected occupancy date?
Answer 11: The expected construction completion/occupancy timeframe is mid-July, 2012.

Question 12: Can carpet and flooring swatches be made available?
Answer 12: Carpet swatches were provided to each attending vendor. Attending vendors were shown examples of other installed flooring.

Question 13: ***What is the budget value for the purchase?***
Answer 13: ***The BCC is contributing $400,000 towards the purchase of the Clerk furnishings, including items listed on the pricing tables. This figure does not necessarily reflect the budget or estimate for those items nor does the RFP contain all items to be purchased as furnishings for the Clerk.***

Question 14: ***Can CADD files of drawings, i.e., furniture, electrical, and communication, be provided?***
Answer 14: ***This is not available at this time. However, a full set of the documents will be provided to the awarded vendor subject to the requirements of the cited Florida Statute.***

Question 15: Will vendors not attending the mandatory pre-proposal conference be allowed to respond?
Answer 15: Responses from such vendors will not be considered for award.

Question 16: ***On the work surfaces for the modular stations, they are called out as L shaped, but the drawing shows a corner unit and 2 rectangular returns. As a point of clarification, is that the requirement or could the station just utilize two longer rectangular surfaces joined in an L shape?***
Answer 16: ***The preference would be a workstation consisting of a corner unit with 2 rectangular returns as shown in the drawing. Vendors may price the L-shaped configuration (consisting of 2 rectangular surfaces) as an option.***

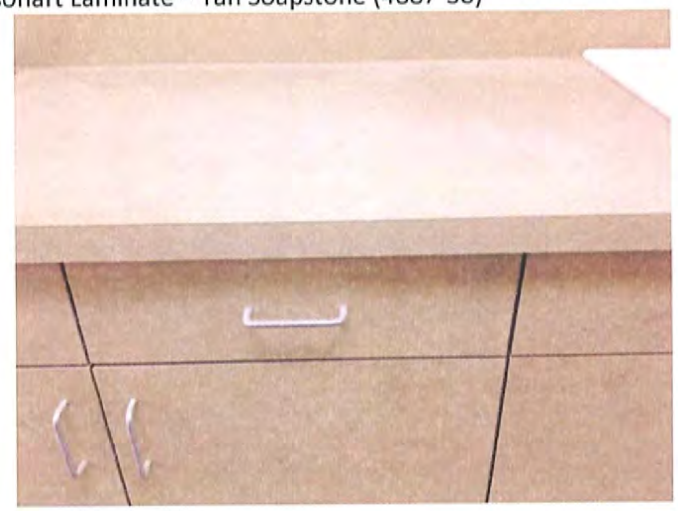
Firm Name: OEC Business Interiors Date: _____

Signature: Hank D. Hollingsworth Title: Account MGR

Typed/Printed Name: HANK D Hollingsworth

Lake County Judicial Center Expansion
RFP 12-0418 – Addendum No. 1 – Supplemental Information
Photos of Millwork / Open Office Base Board Color Sample / Laminate Color Samples

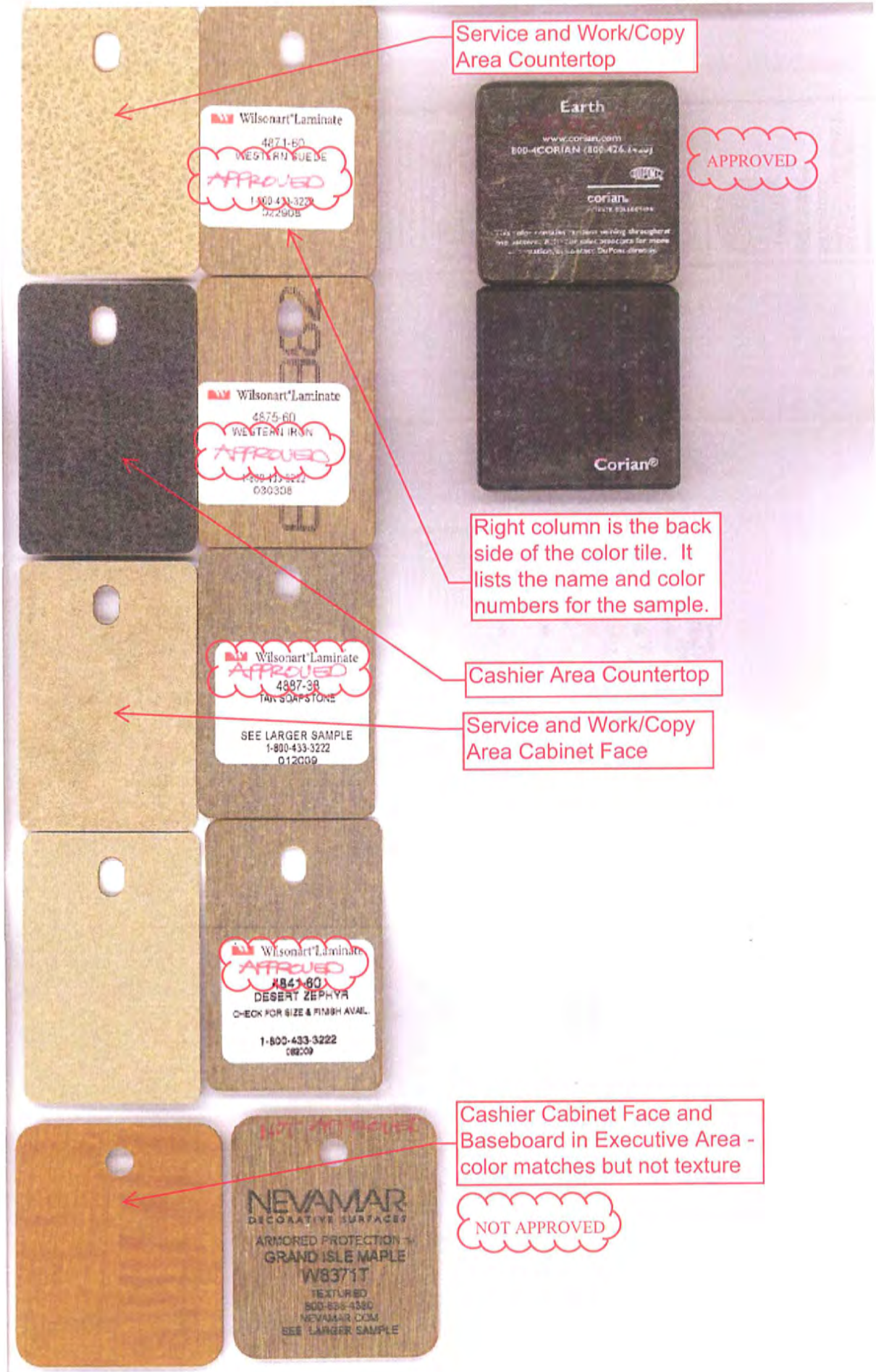
Clerk Service Areas and Work / Copy Rooms Cabinets
Countertops are Wilsonart Laminate – Western Suede (4871-60)
Cabinet faces are Wilsonart Laminate – Tan Soapstone (4887-38)



Cashiering Area Cabinets
Countertops are Wilsonart Laminate – Western Iron (4875-60)
Cabinet faces are similar in color to Nevamar Grand Isle Maple (W8371T)

Open Office Base Board Color Sample – Johnsonite, 11 Canvas

11 Canvas WB


Service and Work/Copy Area Countertop
Wilsonart Laminate
4871-60
WESTERN SUEDE
APPROVED
Earth
www.corian.com
corian
APPROVED
Wilsonart Laminate
4875-60
WESTERN IRON
APPROVED
030308
Corian®
Right column is the back side of the color tile. It lists the name and color numbers for the sample.
Wilsonart Laminate
APPROVED
4897-38
TAN SOAPSTONE
SEE LARGER SAMPLE
1-800-433-3222
012009
Cashier Area Countertop
Service and Work/Copy Area Cabinet Face
Wilsonart Laminate
APPROVED
4841-60
DESERT ZEPHYR
CHECK FOR SIZE & FINISH AVAIL.
1-800-433-3222
NEVAMAR
DECORATIVE SURFACES
ARMORED PROTECTION
GRAND ISLE MAPLE
W8371T
TEXTURED
NEVAMAR.COM
SEE LARGER SAMPLE
Cashier Cabinet Face and Baseboard in Executive Area - color matches but not texture
NOT APPROVED

Central Files Version B5

New Stationary Shelving

Modified New Stationary Shelving

New Additional Moveable Shelving

Column

Drain is 6" with 12" slope around it. Center of drain is 21" from back wall and 27" from east side wall.

Fire alarm is located 80" above the floor and 56" from the wall corner as shown.

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FAX: 352) 343-9473

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ADDENDUM NO. 2

Date: March 09, 2012

Request For Proposal 12-0418

PROCUREMENT AND INSTALLATION OF FURNITURE FOR THE LAKE COUNTY JUDICIAL CENTER ADDITION

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Clarification on the Central Files Track System

As a general statement, the Central Files Track System is described as a high density enclosed shelving system. Each shelving unit consists of either four or five two-sided sections, seven shelves high with each shelf being 36" wide. The system is a mechanical assist mobile filing system for letter-size end tab folders. These end tab folders measure 9 ½ inches high by 12 ¼ inches wide. More detail is provided below.

Questions/Answers:
Question 1): Number of shelves required per unit?
Answer 1): Seven shelves high

Question 2): Type of folders to be stored on the units, Top tab or end tab?
Answer 2): End tab

Question 3): Letter or legal depth?
Answer 3): Letter depth

Question 4): Mechanical crank or electric drive?
Answer 4): Mechanical crank/assist

Question 5): Will this be a floor less rail system or raised floor?

Answer 5): We assume it will be a mount similar to what we have (see attached photos). The rails will be mounted on the existing floor that is concrete covered with sheet linoleum. However, the vendor may propose what the vendor feels is most functional and cost effective.

Question 6): Are end panels required?
Answer 6): No, but they are preferred. Again, we leave this up to the vendor's expertise to propose what will be most functional and cost effective.

Question 7): Are card holders required?
Answer 7): Currently, there is a single card holder on each existing end panel. The Clerk uses the card holder to label which files are in each shelving unit. Something similar is required. Two card holders would be preferred as the Clerk currently uses the card holder and additionally tapes a second card to the end of the shelving unit as seen in the attached pictures.

Question 8): Are dividers required? If yes, how many are required per shelf?
Answer 8): Yes. Quote four (4) dividers per 36" wide shelf (see attached photos)

Question 9): Drawing lists 25"D shelving. Is 24"D shelving acceptable? If not, do you have a manufacturer as the basis of design?
Answer 9): The current shelving configuration contains shelves that are specified as being 24"D. These shelves are contained in units that have a 25"D end panel. The file folders (being 12 ¼" wide with an end tab) hang over the end of the shelf edge. Thus, the 25"D end panels and other bumpers generally prevent the end tabs from being bent (see attached photo "LJC Shelves with Dividers.jpg" for reference). The dimensions provided were approximate based on the current shelving. The Clerk leaves this issue to the vendor's expertise, given the specified size of the end tab folders being used. We ask that there be sufficient room for file folders with end tabs.

Question 10): What clear opening inches are required between shelves?
Answer 10): Currently, the clear opening is 10 3/16" for the older shelving and 9 3/4" for the newer shelving units. The clear opening should be at least 9 3/4", although we would prefer a larger clear opening as we have some files that contain materials that are taller than the folder height. At this time, these materials must be stored in a separate location as they do not fit into the current shelving units.

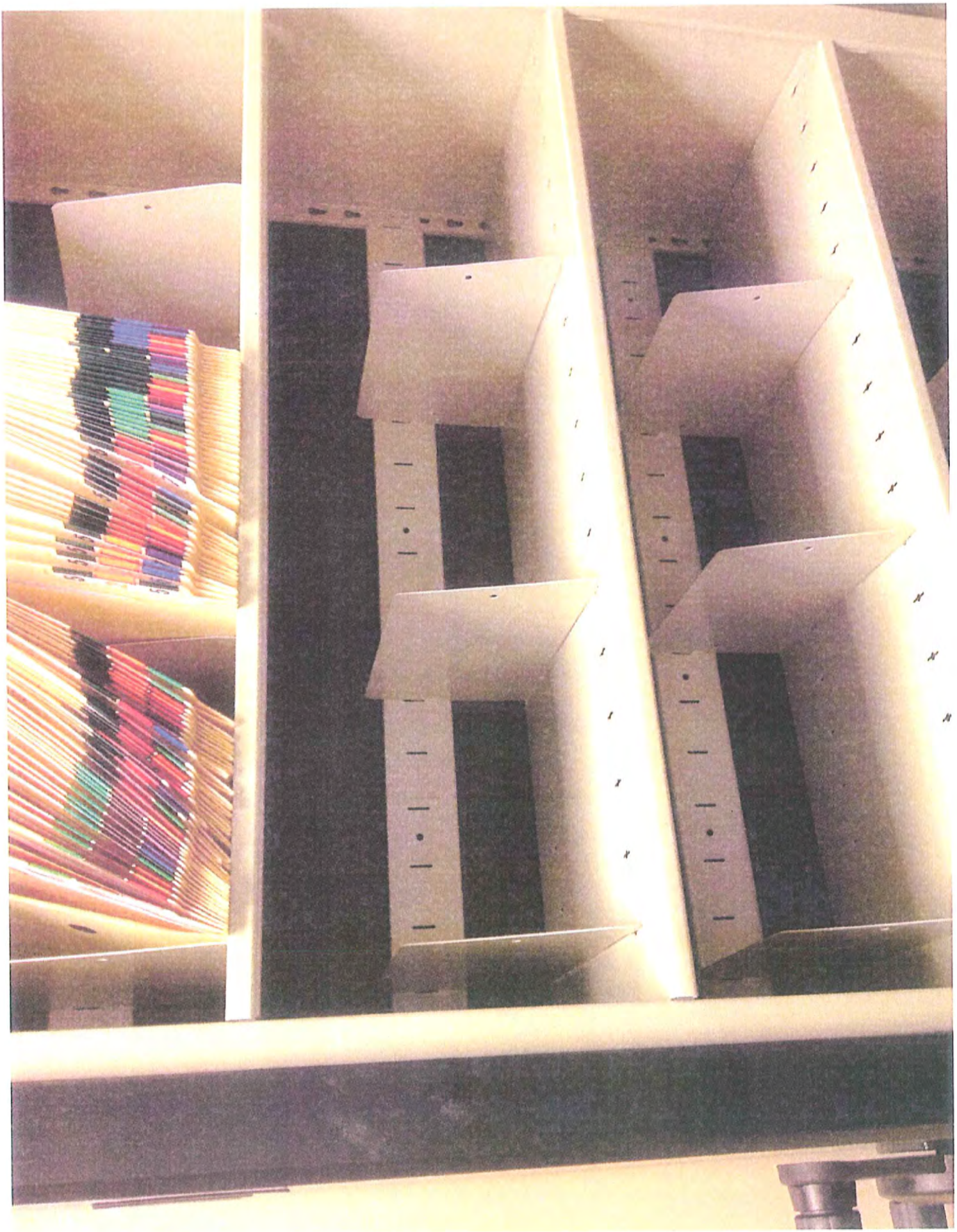
Question 11): Does shelving require open or closed tee's?
Answer 11): We look to the vendor's expertise with respect to this decision. The current system is described as having closed angles and tees.

Question 12): In the pre-conference meeting there was a manufacture mentioned for the Central Files and Storage Vault products. I have attempted to look them up but may not have the full name or the spelling correct. Can you let me know the manufacture you have used previously.
Answer 12): In our Central Files area, we have shelving from two different manufacturers. The original shelving that was installed in 1992 is Kardex Kompakt high density shelving. We added shelving about three years ago. This newer shelving is manufactured by Spacesaver Corporation. Our vendor was Patterson-Pope. The shelving that we would like to use in the Evidence Vault should be similar to what we use in our Records Storage Facility. The vendor for that shelving may have been Deluxe Systems, Inc. The actual shelving is similar to the Borroughs Rivet-span Bulk Rack shelving units. Because some of these projects were completed through competitive bid and provided by contractors, this information may not be exact, but should be used as a guide for the type of solution we are seeking.

Firm Name: OEC Business Interiors Date: _____

Signature: Hank D. Hollingsworth Title: Account MGR

Typed/Printed Name: HANK D. HOLLINGSWORTH



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PO BOX 7800
TAVARES FL 32778-7800

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FAX: 352) 343-9473

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ADDENDUM NO. 3

Date: March 14, 2012

Request For Proposal 12-0418

PROCUREMENT AND INSTALLATION OF FURNITURE FOR THE LAKE COUNTY JUDICIAL CENTER ADDITION

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Question 1): Regarding the shelving described on your attachment 7A & 7B, could you advise how many shelves per unit you are requesting? Also, Could you advise what size opening between the shelves would best meet your needs?

Answer 1): The minimum clear opening between shelves must be 23 inches and estimate that the number of shelves per unit would be four shelves. Nonetheless, the shelving style is open shelving, i.e., boxes can be placed on the top shelf.

Firm Name: OEC Business Interiors Date: _____

Signature: Hank D Hollingsworth Title: Account MGR

Typed/Printed Name: HANK D. HOLLINGSWORTH

LAKE COUNTY
FLORIDA

OFFICE OF PROCUREMENT SERVICES
315 WEST MAIN STREET, SUITE 416
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ADDENDUM NO. 4 REVISED

Date: March 14, 2012

Request For Proposal 12-0418

PROCUREMENT AND INSTALLATION OF FURNITURE FOR THE LAKE COUNTY JUDICIAL CENTER ADDITION

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Addendum # 4 was issued prematurely. Please see revised text as follows:

Question 1): Regarding addendum #2 question #6 – Does the system need to lock down? The pictures supplied indicate that both systems lock down but in different ways.
Answer 1): To avoid slippage and the resulting potential for injury, the individual shelving units must have a locking feature that will hold them in place while files are being accessed. The ability to collapse the sections together and then lock them into place with a key is desirable but not required. Vendors are welcome to include the latter locking system in the optional pricing table.

Question 2): Also, regarding addendum #2 quotes #10 – Would a design of 6 shelf openings of 9 & ¾" with 1 shelf opening of 11 ¼" be desirable for each section of shelving?
Answer 2): The Clerk's Office would prefer to evenly spread any clear opening in excess of the minimum 8 only between shelves.

Firm Name: OEC Business Interiors Date: _____

Signature: Hank D. Hollingsworth Title: _____

Typed/Printed Name: HANK D. HOLLINGSWORTH

LAKE COUNTY
FLORIDA

REQUEST FOR PROPOSAL (RFP)

Procurement and Installation of Furniture for the Lake County Judicial Center Addition

RFP Number:	12-0418	**Contracting Officer:**	Sandra Rogers
Proposal Due Date:	March 21, 2012	**Pre-Proposal Conference Date:**	See Section 1.4
Proposal Due Time:	3:00 PM	**RFP Issue Date:**	February 21, 2012

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SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:	
Proposal and/or Performance Bond:	Not applicable
Certificate of Competency/License:	See provision 1.18
Indemnification/Insurance:	See provision 1.8
Pre-Proposal Conference/Walk-Thru:	See provision 1.4

At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the due date. When counter-signed by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

Vendors shall complete and return the entirety of this RFP, and attach all other information requested in this RFP (see Provision 1.13). Failure to sign the proposal response, or to submit the proposal response by the specified time and date, may be cause for rejection of the proposal.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

☐ Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service

☐ Please remove our firm from Lake County's Vendor's List for this product / service.

VENDOR IDENTIFICATION

Company Name: _____ **Phone Number:** _____

E-mail Address: _____ **Contact Person:** _____

Section 1.1: Purpose

The Lake County Clerk of the Circuit Court, operating through the procurement office of the Lake County Board of County Commissioners (BCC), is soliciting competitive sealed proposals to provide for management, warehousing and installation of furniture associated with the Clerk of Courts operational needs for the new addition to the Lake County Judicial Center. The new addition is a five story, 168,000 square foot structure located at 550 W. Main Street, Tavares, Florida 32778.

Although procurement support under this purchase is being provided through the BCC, the evaluation of responses and management of project will be completed by Clerk of Court personnel. All references regarding actions outside of the procurement function within this document to "County" shall be deemed to refer to "Clerk of Court".

It is noted that entities other than the Clerk of the Court are moving into the new facility and may also have new furniture requirements. Those entities will have the option to order any new furniture items needed for the Judicial Center expansion that are included on the vendor furniture end-item lists provided in response to this solicitation. Provision 1.13.2.C.Tab 2B provides further detail regarding the list to be included in any response to this solicitation.

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the proposal due date.

Sandra Rogers, Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 441
PO BOX 7800
Tavares, FL 32778-7800

Phone : 352.343.9832 Fax : 352.343.9473
E-mail: srogers@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

Section 1.3: Method of Award – Considering Qualifications and Pricing

Award will be made to the vendor who submits the overall proposal that is judged to provide the best value to the County. Proposals will be evaluated based upon the following criteria:

1. Acceptability of product offerings (durability and aesthetics)
2. Proposed cost / fee schedule
3. Expressed understanding of the services required by the County
4. Vendor/ Product performance record
5. Responsiveness and completeness of the written proposal
6. Warehousing and installation planning and capability
7. Warranties
8. Schedule
9. Other relevant criteria

Section 1.4: Mandatory Pre-Proposal Conference / Site Visits

A mandatory pre-proposal conference and site visit will be held on February 28, 2012 starting at 1:00 PM at the address noted in paragraph 1.2 above to discuss the special conditions and specifications included within this solicitation. Vendors are requested to bring this solicitation document to the conference, as additional copies will not be available at the conference site. The meeting will be immediately followed by an inspection of the areas where the work is to be performed. Attending the walk-through of the site is also considered mandatory.

Section 1.5: Term of Contract - Upon Acceptance of Goods or Services with Subsequent Six (6) Month Ordering Period

a. The performance period under this contract shall commence upon the date of contract signature, or issuance of purchase order or Notice To Proceed, and shall remain in effect until such time as the commodities, equipment and/or services acquired in conjunction with this solicitation and resulting contract have been delivered and/or completed, and accepted by the County's authorized representative, and will then remain in effect until completion of the expressed and/or implied warranty periods.

b. Upon completion of the installation effort and for a six month period thereafter, the Clerk of Court, and any other entities within the expanded facility, may order additional furniture for the facility using the vendor furniture end-item lists provided in response to this solicitation and/or included within the contract award.

Section 1.6: Option to Renew

Not applicable to this solicitation

Section 1.7: Method of Payment – Invoices Based on Completion of Phases of Work

The vendor may submit invoices based on completion of specific phases of work that are described and defined within the Statement of Work and the Furniture Pricing Table. These invoices shall be submitted to the funding source for this purchase at:

Lake County Board of County Commissioners
Facilities Development and Management

Attn: Todd Thornton
P.O. Box 7800
Tavares, FL 32778-7800

The primary furniture items covered by this solicitation are the items specifically quantified on the Furniture Pricing Table attached to this solicitation. The Clerk of the Court and other entities moving into the Judicial addition shall have the option to order any items that are listed on the Furniture Pricing Tables and beyond the items and quantities initially funded by the Lake County BCC. Separate purchase orders will be issued by such ordering entities with management and administration of those orders to be performed by the ordering entity.

Final payment for items listed on the initial order cannot be made until after inspection and approval by Facilities Development and the Clerk of Court Representative. Prior to final payment, the vendor shall provide all documents including operating and maintenance manuals and warranties. Additionally, the vendor must complete all punch list items prior to final payment.

All invoices shall contain the contract and/or purchase order number, date and location of delivery and/or service, detailed description of the goods or services provided, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner may delay payment, and in extreme cases, may cause the vendor to be considered in default of contract. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Section 1.8: Insurance

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	$1,000,000/2,000,000
Products-Completed Operations	$2,000,000
Personal & Adv. Injury	$1,000,000
Fire Damage	$50,000
Medical Expense	$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	$1,000,000

Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	$1,000,000
Disease-Each Employee	$1,000,000
Disease-Policy Limit	$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of $1,000,000 and annual aggregate of $2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: $ _____
Garage Keepers Liability at coverage value: $ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is

the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions, or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or sub contractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

Section 1.9: Bonding Requirements

Not applicable to this solicitation

Section 1.10: Completion / Delivery Requirements

Specific delivery dates shall be determined by the County Project Manager coordinating with the vendor to provide sufficient time to complete delivery and installation. All furniture must be installed within the timeframes expressed in the Statement of Work (Section 2 of this solicitation). Any furniture ordered during the six month ordering period subsequent to the initial installation effort shall be delivered in a timeframe mutually agreed upon by the vendor and the ordering entity.

Section 1.10.1: Shipping Terms, F.O.B. Destination- Inside Delivery

The F.O.B. point for any product ordered as a result of this solicitation shall be F.O.B.: DESTINATION – INSIDE DELIVERY. The title for each item will pass from the contractor to the County only after the County receives AND accepts each item. Delivery will not be complete until the County has accepted each item. Delivery to a common carrier shall not constitute delivery to the County. Any transportation dispute shall be between the contractor and the carrier. The County will not consider any bid or proposal showing a F.O.B. point other than F.O.B.: Destination – Inside Delivery.

Section 1.10 Back Order Delays in Delivery Shall Not Be Allowed

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the vendor is required to deliver all items to the County within the time specified in this solicitation and resulting contract; and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually established. In the event that the vendor fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the incumbent vendor for any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Section 1.11: Acceptance of Goods or Services

The product(s) delivered as a result of an award from this solicitation shall remain the property of the contractor, and services rendered under the contract will not be deemed complete, until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

Any goods and/or services purchased as a result of this solicitation and/or contract may be tested/inspected for compliance with specifications. In the event that any aspect of the goods or services provided is found to be defective or does not conform to the specifications, the County reserves the right to terminate the contract or initiate corrective action on the part of the vendor, to include return of any non-compliant goods to the vendor at the vendor's expense, requiring the vendor to either provide a direct replacement for the item, or a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the

County under this clause. The County will not be responsible to pay for any product or service that does not conform to the contract specifications.

In addition, any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the County on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the County in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the County for any contract or financial obligation.

Section 1.11.1: Deficiencies in Work to be Corrected by the Vendor

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within thirty (30) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within thirty (30) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs, either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

Section 1.12: Warranty

The vendor agrees that, unless expressly stated otherwise in the bid or proposal, the product and/or service furnished as a result of an award from this solicitation shall be covered by the most favorable commercial warranty the vendor gives to any customer for comparable quantities of products and/or services and the rights and remedies provided herein are in addition to said warranty and do not limit any right afforded to the County by any other provision of this solicitation.

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. Awarded vendor(s) shall provide all manufacturer's warranty material to the County Project Manager. The vendor shall, in addition to all other guarantees, be responsible for faulty labor and defective material and equipment within a period of thirty (30) calendar days.

Section 1.12.1: Materials Shall be New and Warranted Against Defects

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant

contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require the vendor to replace the materials at the vendor's expense.

Section 1.13: Delivery and Completion of Solicitation Response

Section 1.13.1: Delivery of Solicitation Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date of the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)**, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER

32400 COUNTY ROAD 473
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 1.13.2: Completion Requirements for Request For Proposal (RFP)

The original proposal and seven (7) complete copies shall be sealed and delivered to the Procurement Services office no later than the official proposal due date and time. Any proposal received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

A. Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. The County emphasizes that the proposer concentrate on accuracy, completeness, and clarity of content.

B. Proposal Guidelines

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County's sole discretion, be rejected.

Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, or plans. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches. Foldout pages shall fold entirely within the section, and may only be used for large tables, charts, graphs, or diagrams.

Binding and Labeling - All sections of the proposal should be identified by section tabs, A cover sheet should be bound in each separate proposal copy, clearly marked as to RFP title, solicitation number, copy number, and the Proposer's name.

C. Proposal Sections: Proposals shall be organized into the following major sections.

Tab 1 - Proposer Profile & Required Information

A. Statement of Interest and Understanding of Project

B. Firm Profile / Firm History

C. Program Manager: List the name, business address, telephone number and e-mail address of the individual that will act as the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects. List the following information:

- Years of experience within the area of specialty.
- Length of and type of service with company
- Education and formal training, including certifications.

D. Any required licenses or permits.

Tab 2 - Proposed Solution Description(s)

A. Provide a concise description of the approach and process the vendor will employ to successfully complete the work to be performed to include any specific staffing or equipment resources that will be employed by the vendor. Ensure that a sufficiently detailed overview of the timing and general effort associated with the delivery, warehousing, and installation phases of the overall effort is provided in this proposal section. One primary and one alternate solution proposal may be submitted by the same proposer. The vendor shall include the same degree of detail and description provided for a primary offering to support any alternate solution the vendor may choose to offer.

B. Provide at this tab a completed Furniture Pricing Table (attachment 4 to this solicitation) that includes pricing input, manufacturer/model information, and descriptive literature (such as a cut-sheet), for every end-item of furniture to be provided by the vendor in response to the required and optional furniture items identified in this solicitation. The phrase "cut sheet" refers to any descriptive literature for a specific furniture end-item that includes sufficient detail to support evaluation of the item by the County. Provide a separate listing for any alternate as discussed under Tab 2A above.

C. Exceptions – clearly describe any exceptions the vendor may have in regards to any requirements stated in the RFP document or associated addendums.

Tab 3 - Proof of Insurability

Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

Tab 4 - References

Provide at least three (3) recent references where the proposed product /service has been used within the past 3 years. Please use the form attached.

Tab 5 - Litigation

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where you or your organization has been involved in any matter related to you or your organization's professional activities.

Tab 6 - Subcontractors / Joint Ventures

Provide a list of any proposed sub-contractors or joint venture arrangements that may be used on the project. Provide the same information required in the Pricing Proposal Tab 3 for each sub-contractor or joint venture participant.

Tab 7 - Completed Section 4 of this solicitation

Provide a fully executed Section 4 to include completion of all representation, certification, signature, and other required entries.

Tab 8 - Financial Stability

Each proposer shall certify and provide a statement that it is financially stable and have the necessary resources, human and financial, to provide the services at the level required by County. Each proposer shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D & B report will be accepted. The County reserves the right to use a third-party company to verify financial information provided in each proposal. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the proposal.

Tab 9 - Other Information

Provide any information that will provide insight to the County about the financial qualifications, fitness and stability of the proposer. This information should be succinct.

Section 1.14: Additional Quantity of Items or Units (One Time Purchase)

Although this solicitation and resultant contract states a specific or an estimated number of items or units to be purchased by the County, it is understood and agreed that the County may purchase additional items or units from the vendor; provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated within the contract.

In addition, it is understood and agreed that the County may, within six (6) months after the terms and conditions of this contract have been fulfilled through the delivery and acceptance of

the items, purchase via separate purchase order, additional items or units from the vendor; provided that these additional items or units represent the same manufacturer, model or brand, unit price, in compliance with all other terms and conditions stipulated in the contract.

Section 1.15: Alternate Offers May be Considered

The County will consider one (1) alternate offer from a vendor which has submitted a primary offer for this solicitation; provided that the vendor of record for both the primary and alternate offer is the same entity, and that the alternate offer provides a different product or level of service that meets or exceeds the contract requirements. In order for the County to consider an alternate offer, the vendor shall provide a complete and separate pricing section using the forms set forth within this solicitation and shall mark "Alternate Offer" on the first page of the alternate pricing section. The County reserves the right to consider and award, based on the County's best interests, any alternate offer based on the method of award prescribed in this solicitation.

Section 1.16: Availability of Contract to Other County Departments/Entities

Although this solicitation is specific to the Clerk of the Court in conjunction with that entity's move into the new addition to the Judicial Center, it is hereby agreed and understood that any County department, entity, or agency moving into the new addition may avail itself of this contract and purchase any and all items specified herein from the vendor(s) at the established contract price(s). Separate purchase orders will be issued by such ordering entities with management and administration of those orders to be performed by the ordering entity.

Section 1.17: Clean-Up

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

Section 1.18: Competency of Vendors and Associated Subcontractors

The County may elect to conduct a pre-award inspection of the vendor's facility during the offer evaluation process. Offers will be considered only from firms which are regularly engaged in the business of providing or distributing the goods and/or performing the services as described in the solicitation, and who can produce evidence that they have a consistent satisfactory record of performance. Vendors must demonstrate that they have sufficient financial support and organization to ensure that they can satisfactorily execute the contract if awarded under the terms and conditions herein stated. In the event that the vendor intends to sub-contract any part of its work to another vendor, or will obtain the goods specifically offered under this contract from another source of supply; the vendor may be required to verify the competency of its sub-contractor or supplier. The County reserves the right, before awarding the contract, to require a vendor to submit such evidence of its qualifications and the qualifications of its sub-contractor as it may deem necessary. The County may consider any evidence available to it of the financial, technical and other qualifications and abilities of any vendor responding hereunder, including

past performance with the County, in determining vendor responsibility for the purposes of selecting a vendor for contract award.

Section 1.19: Compliance with Federal Standards

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

Section 1.20: Conflicts Between the Drawings and Specifications

In the event of any conflict between the drawings and specifications contained within this contract, the following guidance shall govern:

A. Addenda shall supersede all other Contract Documents to the extent specified with the Addenda. Subsequent addenda shall supersede prior addenda only to the extent specified.

B. Drawing(s) and specifications are intended to agree and be mutually complete. Any item not contained within the drawing(s), but contained in the specifications, or vice-versa, shall be provided and/or executed as shown in either the drawing(s) or specifications at no extra cost to the County. Should anything not included in either the drawing(s) and the specifications be necessary for the proper construction and/or operation of the work herein specified, or should any error or disagreement between the specifications and drawing(s) exist or appear to exist, the vendor shall not derive unjust benefit thereby, or use such disagreement counter to the best interests of the County. If the discrepancy is noted before initial submission of offers, or before contract award, the vendor shall immediately advise the designated procurement agent of the perceived discrepancy. If the discrepancy is noted after award, the vendor shall immediately advise the cognizant user department project manager, and await that individual's resultant direction, before proceeding with the work in question.

Section 1.21: Demonstration of Equipment May Be Required During Evaluation

After receipt of offers, vendors within the established competitive range may be required to demonstrate their specifically offered equipment to County personnel involved in the proposal evaluation process at no separate cost. Demonstration sites must be within a reasonable driving distance from Tavares, Florida. The purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this solicitation. If a demonstration is required, the County will notify the vendor of such in writing and will specify the date, time and location of the demonstration. If the vendor fails to perform the demonstration on the specified date stipulated in the notice, the County may elect to reject that vendor's offer, or to re-schedule the demonstration, whichever action is determined to be in the best interests of the County. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

The equipment used for the demonstration shall be the same as the manufacturer's model identified in the vendor's offer. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment to be provided by the vendor during the contract period shall conform to the equipment used in the demonstration. The vendor shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

Section 1.22: "Equal" Product Can be Considered

If a product or service requested by this solicitation has been identified in the specifications by a brand name, and has not been notated as a "No Substitute" item, such identification is intended to be descriptive and not restrictive, and is to indicate the quality and characteristics of product or service that will be acceptable. Vendors offering an alternate product will be considered for award if such product is clearly identified in the proposal and is determined by the County to fully meet the salient characteristic requirements listed in the specifications. An alternate product will not be considered for any item notated "No Substitute".

Unless the vendor clearly indicates that it is proposing an alternate product, the proposal shall be considered as offering the same brand name referenced in the specifications.

If the vendor proposes to furnish an alternate product or service, the brand name of the product or service to be furnished shall be clearly identified. The evaluation of the proposal and the determination as to acceptability of the alternate product or service shall be the responsibility of the County and will be based upon information furnished by the vendor. The County will not be responsible for locating or securing any information which is not included in the proposal. To ensure that sufficient information is available, the vendor shall furnish as part of the proposal all descriptive material necessary for the County to determine whether the product offered meets the salient characteristics required by the specifications.

Section 1.23: Furnish and Install Requirements

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required for the satisfactory completion of the project. The vendor shall also be required to provide adequate general user training to County personnel on the appropriate use of the materials or products as and if necessary.

Section 1.24: Key Contractor Personnel

In submitting a proposal, the Proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described herein, barring illness, accident, or other unforeseeable events of a similar nature in which case the vendor must be able to promptly provide a qualified replacement. In the event the vendor wishes to substitute personnel, the vendor shall propose a person with equal or higher qualifications and each replacement person is

subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

Section 1.25: Labor, Materials, and Equipment Shall be Supplied by the Vendor

Unless otherwise stated in this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

Section 1.26: Modifications, Errors, and Omissions in Regards to Project Designs

The County's Project Architect reserves the right to change the design of any interior furnishing details shown on the contract documents without additional cost; provided that there is no increase in the amount of materials, workmanship or cost to the vendor. Any conflict or inconsistency between the drawing and specifications, and/or any discrepancy between any dimensions and the drawings, shall be reported, in writing, by the vendor to the Project Architect; whose decision thereon shall be conclusive.

Any errors, omissions, ambiguities, and/or discrepancies found on the drawings or specifications during the course of the work shall be interpreted by the Project Architect. Any discrepancies between the drawings and specifications which the vendor failed to bring to the attention of the Project Architect before submitting its offer shall be interpreted by the Project Architect. The vendor hereby understands and agrees to abide by the Project Architect's interpretation and agrees to complete the work in accordance with the decision of the Project Architect. If the contract documents are not complete as to any minor detail of a required system or equipment, but there exists an accepted manufacturing standard, such details shall be deemed to have been implied and required by the contract documents in accordance with such standard.

The apparent silence of this specification and any addendum regarding any details, or the omission from the specification of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

Section 1.27: Risk of Loss

The vendor assumes the risk of loss of damage to the County's property during possession of such property by the vendor, and until delivery to, and acceptance of, that property to the County. The vendor shall immediately repair, replace or make good on the loss or damage without cost to the County, whether the loss or damage results from acts or omissions (negligent or not) of the vendor or a third party.

The vendor shall indemnify and hold the County harmless from any and all claims, liability,

losses and causes of action which may arise out of the fulfillment of this contract. The vendor shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs and judgments which may issue thereon.

Section 1.28: Special Notice to Vendors Regarding Federal and/or State Requirements

Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

SCOPE OF SERVICES

2.1 General Information

The vendor shall provide all labor, materials, transportation, coordination, project management, warehousing and all incidentals necessary to furnish furniture for the Lake County Judicial Center addition as specified in this RFP document. The vendor's project management personnel will be interacting with Clerk of Court project management personnel throughout the period of performance. Vendors are further advised that the addition to the Judicial Center is being built by a "construction manager", and the selected furniture vendor will be responsible for appropriate coordination with that entity as well.

Entities other than the Clerk of the Court will be moving concurrently with the Clerk of Court into the new facility and may also have new furniture requirements. Those entities will have the option to order any new furniture items needed for the Judicial Center expansion that are included on the furniture end-item lists included in the contract resulting from this solicitation.

Notes:

1. All core-drilling to support electrical and communication raceway and cabling as shown on the floor plans attached to this solicitation will be completed prior to furniture installation by a third party. Vendors are advised that all furniture must be installed in a manner that requires no additional drilling while maintaining appropriate installation standards in terms of aesthetics, safety, and technical performance.

2. No power poles will be allowed to support systems or other furniture installation. The awarded furniture vendor shall be responsible for full power connectivity from systems installed by the vendor to the power supply sources installed within the new structure.

3. Each workstation will be equipped with phone, data, and electric per plans. The vendor has two options:

a. Provide the furniture with chase and boxes for electric and phone/data per the Power (EP) and Communications (EC) drawings. In this configuration, the awarded vendor is not required to attach any wiring to workstations. It is the responsibility of the furniture vendor for appropriate coordination of the installation of all wiring. Any necessary connecting cabling will be the responsibility of the Construction Manager.

b. Provide workstations that are pre-wired for electric and phone/data per the Power (EP) and Communications (EC) drawings. In this configuration, the vendor provides the pigtails to connect the furniture to junction boxes as shown in the drawings. The vendor should specify the additional cost for option "b" compared to option "a".

2.2 Qualifications and Requirements

A. Project Management:

The proposed Project Manager must be an employee of the firm. The Project Manager will be involved from the planning stage of the project through installation and completion of the Project and will attend all planning and facilities meetings, and will be on-site during delivery and installation of all furniture and equipment. The Project Manager will coordinate schedule of final delivery with Construction Manager to avoid delays or interruption of the final installation.

B. Warehousing and installation:

The selected vendor must provide evidence of available storage capacity in a warehouse owned or leased and capable of receiving, storing, inventorying, pre-assembling, staging, and delivering to site if necessary. The selected provider may schedule deliveries directly from the manufacturer to the Project with proper schedule coordination and approval by the Clerk of Courts Project Manager and Construction Manager. The Vendor shall perform installation using factory-trained installers. Furniture stored in the vendor's warehouse will be transported to the site in appropriately-equipped vehicles during periods that the County Project Manager (or designee) is on the site.

C. Product to be Provided:

Vendors are advised that the following manufacturer product lines are those currently considered to reflect an acceptable standard of aesthetics and durability:

General Office Furniture: HON, Haworth, Hermanmiller
Work Stations: HON, Hermanmiller, Haworth, Steelcase
Credenza: HON, Hermanmiller, Haworth
Chairs: HON, Hermanmiller, Haworth, Steelcase
Tables: HON, Hermanmiller, Haworth
Bookcase: HON, Hermanmiller, Haworth
Storage and Shelving: HON, Hermanmiller, Haworth. Steelcase
Fire Resistant Filing Cabinet with lock: FireKing, Schwab

Vendors are advised that the Clerk is seeking furniture products that reflect the best value combination of durability, aesthetics, and price. Solid wood furniture is required only when specifically stated in the individual description for the item. None of the products to be provided are to have any substantial inclusion of pressed wood products. Color swatches and fabric samples associated with the furniture proposed by vendors may be requested during evaluation.

D. Quantities of Product to be Provided in Support of the Clerk of Court:

Vendors are advised that the general quantity and placement of the furniture are provided on the drawings attached to this solicitation. Specific classifications and quantities of furniture for which the Clerk of Court is responsible under this solicitation are provided on the Furniture Pricing table (Attachment 4). The vendor shall complete all aspects of the Furniture Pricing Table to include the manufacturer and model/part number of each item of furniture proposed by the vendor. Vendors are advised that not all quantities listed on the pricing table match quantities shown on the project drawings due to potential re-use of existing furniture. Vendors

shall not change any quantities marked on the pricing table.

E. Quantities and Type of Product in Support of Entities Other Than the Clerk of Court

This solicitation provides for ordering of equipment by other entities as described in specific related provisions herein. Specific quantities for such items are not available at this time. Estimated quantities may be determined by review of the floor plans attached to this solicitation. At this time, it is presumed that most items that may be ordered by other entities will be the same as those to be ordered by the Clerk of Courts. Known exceptions in this regard are listed below. Vendors are encouraged to provide cut sheets and unit pricing for the items listed below, and for any other items not specifically addressed on the floor plans, within the optional furniture item section included within the Furniture Pricing Tables. As with all optional items, this information should be provided on an un-quantified basis. These items are to be excluded from the total quantities and total pricing stated by the vendor on the Furniture Pricing Tables and within the price entry section of this solicitation.

- Jury room chairs
- End tables approx. 24"W x 24"D x 20"H
- Break room tables approx. 36" to 42" square, seating for four
- Guest chairs for break room
- Round Interview Table approx. 42"
- Round Children's Table approx. 30"
- Children's Chairs

F. Specific Note regarding Re-use of Existing Furniture:

The County reserves the right to re-use existing furniture at any area within the new addition in lieu of purchasing new furniture for that location from the awarded vendor. The County will be responsible for the movement and placement/installation of any existing furniture. The vendor will be paid only for furniture provided and installed by the vendor with adjustments made in pricing by application of the furniture end-item unit pricing provided by the vendor.

G. Warranty Periods:

As stated in provision 1.12, the vendor shall provide its most favorable commercial warranty for all items provided. Specific detail shall be provided in the initial proposal tendered by the vendor. Vendors are advised that warranty coverage is a specific evaluation factor under this solicitation.

H. Other General Requirements:

- Workstation desks, files and storage cabinets shall be on a master key.
- Any dimensions listed on any document associated with this solicitation are provided for general information only. Vendors shall propose furniture that best fits available space and room configurations.
- The selected vendor will be required to provide detail drawings showing proposed furniture configuration.

- Current standard workstation wall height is approximately 52"

2.3 Scope Of Vendor/Installer Services

The following describes the services that the selected provider/installer will be expected to perform during the course of the project. The respondent is to note any exceptions to these services in the response.

A. Final Design Development Phase

Update the equipment listing prepared by the vendor in response to this solicitation as needed and appropriate. Update project schedule as needed and appropriate.

B. Documentation Phase

Provide a hard copy of all documentation to the Clerk of Courts Project Manager. Update furniture manufacturing and installation schedule as needed and appropriate.

C. Manufacturing Phase

Advise Clerk of Court Project Manager of any anticipated delays that may arise due to manufacturing or delivery issues.

Attend weekly or bi-weekly project construction meetings when necessary or as requested to advise the Clerk of Courts Project Manager, highlight scheduling issues, coordinate installation, call to attention any required decisions needed and administer any correction necessitated by the Design/construction team.

Coordinate in a timely manner with the Clerk of Courts Project Manager and Construction Manager when necessary for any installation and electrical coordination as required.

D. Installation Phase

Develop schedule with Clerk of Courts Project Manager and Construction Manager Representative.

Coordinate in a timely manner with County, Construction Manager, and Clerk of Courts Project Manager for delivery during all phases of installation.

Coordinate moving and installation requirements of the existing furniture with the affected Construction Manager, and Clerk of Court Project Manager.

Maintain communication with the Clerk of Courts Project Manager and Construction Manager with weekly reports of installation status.

E. Post-Installation Phase

In conjunction with the Clerk of Courts and Construction Manager, create a comprehensive punch list. All deficiencies are to be remedied within seven (7) days of receipt of the punch list. Any items that will take longer to remedy should be brought to the attention of the Clerk of Courts Project Manager and the Construction Manager.

Advise Construction Manager, and Clerk of Courts, in writing, of any items that will not be completed within the seven-day window with an explanation of the delay and the scheduled date of completion.

Provide all documentation of as-built/installed drawings, guarantees, warranties, and manuals to client for their record.

F. Preliminary Project Schedule

Furniture may be installed starting upon the established beneficial occupancy date (currently anticipated as July 15, 2012) and completed prior to the movement of personnel into the new structure (currently anticipated to commence on or about August 7, 2012.

Furniture Installation within specific areas– specific schedules are to be determined and coordinated with the Construction Manager's master schedule.

3.1 DEFINITIONS

Addenda: A written change to a solicitation.
Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.
Contractor: The vendor to whom award has been made.
County: Shall refer to Lake County, Florida.
Modification: A written change to a contract.
Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.
Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.
Request for Proposal (RFP): Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.
Solicitation: The written document requesting either bids or proposals from the marketplace.
Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Request for Proposal (RFP) that the words "shall", "must", or "will" indicate an essential requirement or condition which may not be waived.

3.2 INSTRUCTIONS TO PROPOSERS

A. Proposer Qualification

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit proposals. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment
2. Disclosure of Ownership.
3. Drug-Free Workplace.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.)
6. Americans with Disabilities Act (A.D.A.)
7. Conflict of Interest
8. Debarment Disclosure Affidavit.
9. Nondiscrimination
10. Family Leave
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the proposal due date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester's name, address, and telephone number. The Procurement Services office may issue an addendum in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. The proposer should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the proposer's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

D. Contents of Solicitation and Proposers' Responsibilities

It is the responsibility of the proposer to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the proposer.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should <u>not</u> discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

F. Change or Withdrawal of Proposals

1. Changes to Proposal- Prior to the scheduled due date, a proposer may change its proposal by submitting a new proposal specified in the solicitation with a letter on the firm's letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original proposal.
2. Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The letter must be on company letterhead and signed by an authorized agent of the proposer.

G. Conflicts within the Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Proposal Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement representative prior to the proposal due date.

H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during proposal evaluation.

3.3 PREPARATION OF PROPOSALS

A. The Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in rejection of the proposal
B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out

and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.

C. An authorized agent of the proposers firm must sign the proposal. **FAILURE TO SIGN THE PROPOSAL MAY BE CAUSE TO REJECT THE PROPOSAL.**

D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".

E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.

F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award

3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a proposal for the same contract, such proposals shall be presumed to be collusive. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a proposal for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

3.5 PROHIBITION AGAINST CONTINGENT FEES

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

3.6 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the County Attorney prior to submittal of a response to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3. 7 INCURRED EXPENSES

This RFP does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract.

3.8 COUNTY IS TAX-EXEMPT

The County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will sign an exemption certificate if submitted by the contractor. Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of a proposal will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The proposer should not submit any information in response to this RFP which the proposer considers proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

3.10 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any solicitation when doing so reflects the best interest of the County.

3.11 AWARD

A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.

B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.

C. The County reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.

D. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.

E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.

F. Any tie situations will be resolved in consonance with current written procedure in that regard.

G. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.

H. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in the County's Purchasing Procedure Manual.

3.12 GENERAL CONTRACT CONDITIONS

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.

3.13 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

3.14 CONTRACT EXTENSION
The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

3.15 WARRANTY
All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

3.16 ESTIMATED QUANTITIES
Estimated quantities or dollars are for vendor's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

3.17 NON-EXCLUSIVITY
It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

3.18 CONTINUATION OF WORK
Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

3.19 LAWS, RULES, REGULATIONS AND LICENSES
The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation. During the term of the contract the vendor assures that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

3.20 SUBCONTRACTING
Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

3.21 ASSIGNMENT
The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regards may result in termination of the contract for default.

3.22 RESPONSIBILITY AS EMPLOYER
The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County, The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

3.23 INDEMNIFICATION
To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

3.24 MODIFICATION OF CONTRACT
Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

3.25 TERMINATION FOR CONVENIENCE
The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING
When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

3.27 TERMINATION FOR DEFAULT
The County reserves the right to terminate this contract, in part or in whole, or affect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

3.28 FRAUD AND MISREPRESENTATION
Any individual, corporation or other entity that attempts to meet its

contractual obligations through fraud, misrepresentation or other material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

3.29 RIGHT TO AUDIT

The COUNTY reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY's choosing. CONTRACTOR shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

3.30 PUBLIC RECORDS/ COPYRIGHTS

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the vendor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the vendor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the Contract, the vendor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the County.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY's use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

3.31 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

3.32 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (http://www.dos.state.fl.us).

3.33 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for the successful performance under the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

3.34 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

3.35 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

3.36 TRUTH IN NEGOTIATION CERTIFICATE

For all agreements exceeding $150,000, the awarded firm may be required to execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting.

3.37 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements. A copy of the requirements shall be supplied to the vendor by the County upon request.

RFP TITLE: Procurement and Installation Coordination for the Lake County Judicial Center Addition Furniture

NOTES:

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all taxes to the County. A Tax Exemption Certificate will be furnished upon request.
- Each price offered in your RFP shall be a firm-fixed price, exclusive of any tax. Any offer containing a modifying or "escalator" clause will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at http://www.lakecountyfl.gov and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:

The bidder must list below the dates of issue for each addendum received in connection with this RFP:

Addendum #1, Dated: 3/02/2012
Addendum #2, Dated: 3/09/2012
Addendum #3, Dated: 3/14/2012
Addendum #4, Dated: 3/14/2012

Part II:

☐ No Addendum was received in connection with this RFP.

PRICING SECTION

The vendor shall complete the Furniture Pricing Table (copy at Attachment 4) following the specific directions set forth in Tab 2.B of provision 1.13.2.c of this solicitation and within the Statement of Work. The vendor shall insert below the total price associated with the provision and installation of all Clerk of Court furniture listed on the vendor's completed Furniture Pricing Table (ie; the total of all items other than those listed under the heading of "optional items".

Furniture, storage (when applicable), delivery, installation for all areas: TOTAL - $374,035.16

By Signing this Proposal the Proposer Attests and Certifies that:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The proposer hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this proposal document and any contract(s) and/or other transactions required by award of this solicitation.

Certification Regarding Acceptance of County Electronic Payable Process
Vendor will accept payment using the County's VISA-based electronic payment system: ☐ Yes ☑ No

Purchasing Agreements with Other Government Agencies
This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. ☐ Yes ☑ No (Check one)

Certification Regarding Felony Conviction
Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? ☐ Yes ☑ No (Check one)

Conflict of Interest Disclosure Certification
Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

DUNS Number (Insert if this action involves a federal funded project): _____

General Vendor Information and Proposal Signature:

Firm Name: OEC Business Interiors, Inc.
Street Address: 1601 NW 80th BLVD. Gainesville, FL 32606
Mailing Address (if different): _____
Telephone No.: 352 332-1192 Fax No.: 352 333-8002 E-mail: hhollingsworth@oec-fl.com
FEIN No. 59 - 2866517 Prompt Payment Terms: ____ % ____ days, net ____
Signature: Hank D. Hollingsworth Date: 3/19/12
Print Name: HANK D. Hollingsworth Title: Account Manager

Award of Contract by the County: (Official Use Only)

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

Vendor awarded as:

☒ Sole vendor
☐ Pre-qualified pool vendor based on price
☐ Pre-qualified pool vendor (spot bid)
☐ Primary vendor for items: _____
☐ Secondary vendor for items: _____
☐ Other status: _____

Signature of authorized County official: Sandra Rogers Date: 6/27/2012
Printed name: Sandra Rogers Title: Contracting Officer
Purchase Order Number assigned to this contract for billing purposes: _____

THE FOLLOWING DOCUMENTS ARE ATTACHED

Attachment 1: Work References
Attachment 2: Vendor Profile Form
Attachment 3: Similar Projects Form
Attachment 4: Furniture Pricing Table
Attachment 5: Definition of Workstations and Other Furniture
Attachment 6: Central Files Track Shelving
Attachment 7 A: Evidence Vault Shelving Example
Attachment 7 B: Evidence Vault Shelving and Rack
Attachment 8: Judicial Center Expansion Furniture Plan*
Attachment 9: Judicial Center Expansion Power Communication Plan*
Attachment 10: Judicial Center Architectural Dimension*
Attachment 11: Judicial Center Overall Floor Plans*

***These attachments are considered confidential in nature. The County will provide one hard copy set of each attachment per vendor upon vendor request and must be picked up at the location on page 2 of this solicitation. Every vendor to which a hard copy set is provided shall return that set in full with its initial proposal or before the proposal due date. Bring identification to pick up these attachments. The vendor must comply with Chapter 119.071 (3), Florida Statutes in regards to possession and control of these documents (no copying, no distribution, and no retention of the documents). A full set of the documents will be provided to the awarded vendor subject to the requirements of the cited Florida Statute.**

Agency	Marion County Clerk of the Court
Address	110 NW 1st Ave
City/State	Ocala, Florida 34475
Contact Person	Maribeth Hudson
Telephone	352 671-5607
Date of service	Feb 2012-June 2012
Type of service	Reconfiguration of existing workstations (100), design and install 50 new stations
Comments	Work included creating as built drawings and inventory list, and then blending existing modular workstations with new and installing all new. 3 phase project working with contractor and county staff.

Agency	The Villages Development Co.
Address	1020 Lake Sumter Landing
City/State	The Villages, FL 32162
Contact Person	Missie Biggs
Telephone	352 753-6781
Date of service	On going
Type of service	Design, specification and installation of new furniture various new buildings within Lake Sumter Landing and Brownwood.
Comments	This customer uses several of OEC services to complete the various facility requirements throughout their properties. Move mgt, custom solutions, modular and casegoods installs, design and reconfigurations.

Agency	College of Central Florida
Address	3001 SW College Road
City/State	Ocala, Florida 34474
Contact Person	Tommy Morelock
Telephone	352 854-2322
Date of Service	Ongoing
Type of Service	Architectural products, walls and modular furniture, class rooms, private offices and public spaces
Comments	OEC works very closely with the facilities dept to develop new space, update and renovate existing building space, and reconfigure existing furniture assets.

WORK REFERENCES

VENDOR PROFILE FORM

1. Bidder Name & Address:

OEC Business Interiors, Inc.
1601 NW 80th Blvd.
Gainesville, Florida 32606

1a. FEIN # 59-2866517

1b. Year Firm was established 1987

1c. Are you a "Not for Profit" 501(c)(3) organization?

Yes ____ No X

If you answered yes, please provide proof.

1d. Licensed to do business in the State of Florida?

X Yes ____ No

1e. Name, Title & Telephone Number of Principal to Contact

David Salter
Owner
352 332-1192

1f. Address of office to perform work, if different from Item 1

2. Please list the key personnel that your firm will commit to the County project and attach a copy of each key person's resume.

David Salter
David Morgan
Roxie Lewis
Hank Hollingsworth
Harley Walker
Becky Harbin
Lelia Glaysher

3 The foregoing is a statement of facts.

Signature: Hank D. Hollingsworth Date: 3/19/2012

HANK D. HOLLINGSWORTH (Typed or Printed Name) Account Manager (Title)

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

Project Name, Entity Name, Address & Location	Contact Person:
South West Florida Water Mgt District (SWFWMD) 2379 Broad Street Brooksville FL 34604	Arthur Snyder Title: Purchasing Mgr.
Completion Date (Actual or Estimated) 11/11/11 Project Cost: $ 231,017.00	Telephone Number 800 423-1476

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

This project was a combination of two orders for two phases rebuilding the 2nd floor destroyed by water damage consisting of modular offices and private offices. Project consisted of several versions of optional furniture and space planning drawings to be submitted to the client and insurance company to achieve the optimum use of space and dollars consistent with the clients needs.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Mark Sakowski Space Planning: Becky Harbin
Project Mgr: Harley Walker Operations Mgr: David Morgan

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F:352.333.8002
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Bldg 4
2nd Floor Systems

SWFWMD

Dwg Scale	1/4" = 1'-0"
Date	8-17-11
Specified By	Bit
Checked By	MLB
Quote No.	63379
Page	of

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Customer Signature

DATE	BY	REVISION

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

Project Name, Entity Name, Address & Location	Contact Person:
College of Central Florida 3001 SW College Road Ocala FL 34474	Tommy Morelock Title: Director of Facilities
Completion Date (Actual or Estimated) 8/16/11 Project Cost: $ 261,582.00	Telephone Number 352 873-5813 x 1219

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

This project consisted of building 28 separate offices, conference room, break rooms and a 6 station pod, reception and lobby area with Architectural Glass Privacy Walls and supplying the furniture for each of the areas. Design, Space Planning and Furniture Specifications were necessary to optimize space available and accommodate the Faculty on one floor. Coordination of timing and delivery was a critical factor in completion of this project.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Mark Sakowski Space Planning: Becky Harbin
Project Mgr: Harley Walker Operations Mgr: David Morgan

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Enrollment Services
Building 2

CCF

Dwg Scale:	1/4" = 1'0"
Date:	9.1.10
Specified By:	BB
Checked By:	MES
Quote No.: 59135	Page: 1 of 1

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Customer Signature

DATE BY

REVISION

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

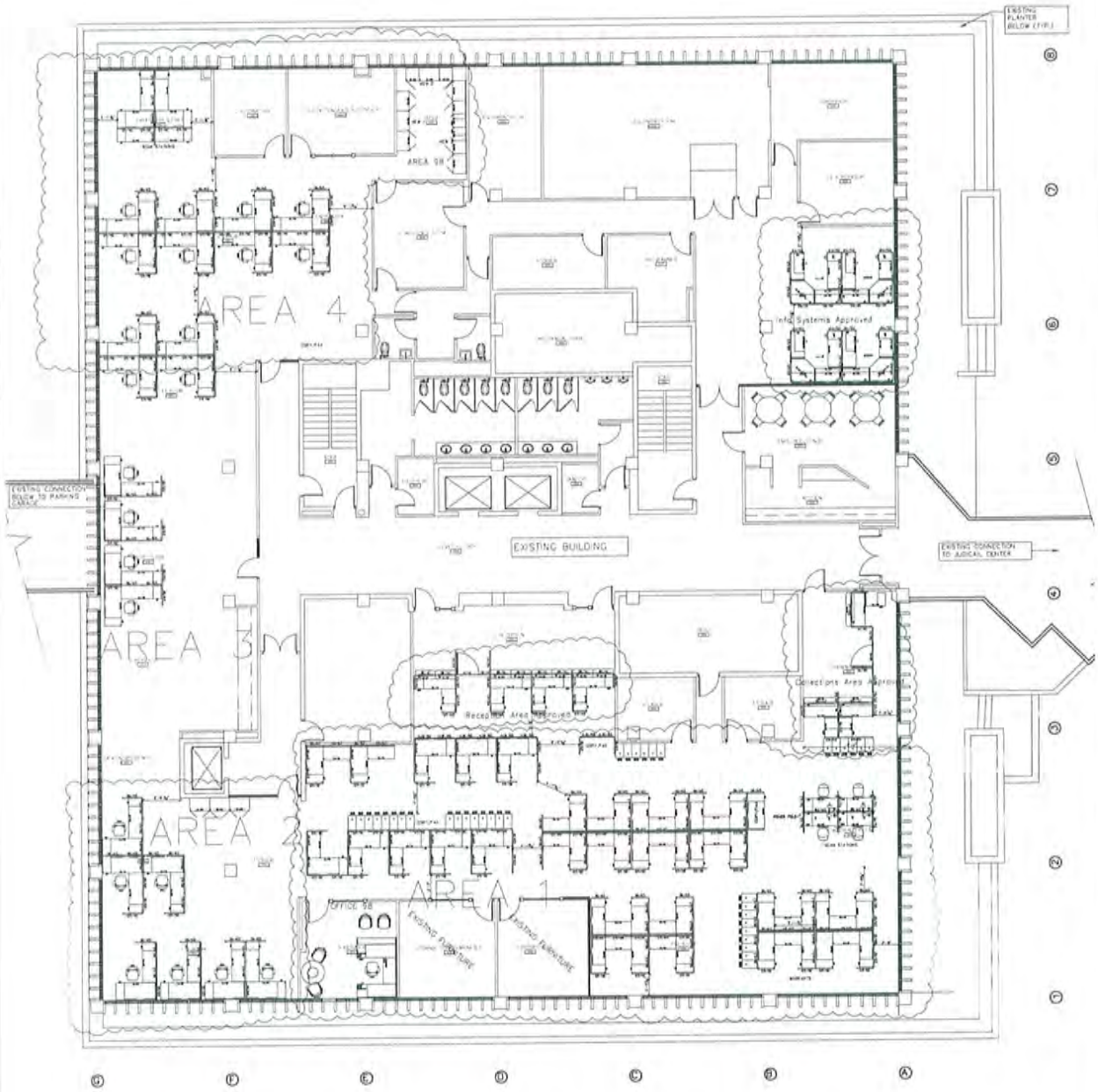
Project Name, Entity Name, Address & Location	Contact Person:
Marion County Clerk of the Court 110 NW 1st Ave Ocala, FL 34475	Maribeth Hudson Title: Chief Deputy Clerk
Completion Date (Actual or Estimated) 7/31/12 Project Cost: $ $240,000.00	Telephone Number 352 671-5607

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

This project involved a major interior renovation to the 1st, 2nd and 3rd floors of the existing courthouse. It required a combination of reuse of existing Steelcase modular workstations as well as many new ones. The project required creating as built drawings of existing stations, and then migrating them to a brand new layout. There were many meeting with the user groups to create the most effective space plan for each floor. The work is being preformed in phases starting with tear down of existing, construction and then rebuilding per new plan. This pattern will repeat itself until all construction is completed. The total count of workstations will be near 140.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Hank Hollingsworth Space Planning: Becky Harbin
Project Mgr: Harley Walker Operations Mgr: David Morgan Lead Installer: Bob Jenkins



PROPOSED PLAN

OEC Business Interiors
The Workplace Professionals
IB26000967

MOVE MGMT
3rd FLOOR

MCCC

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

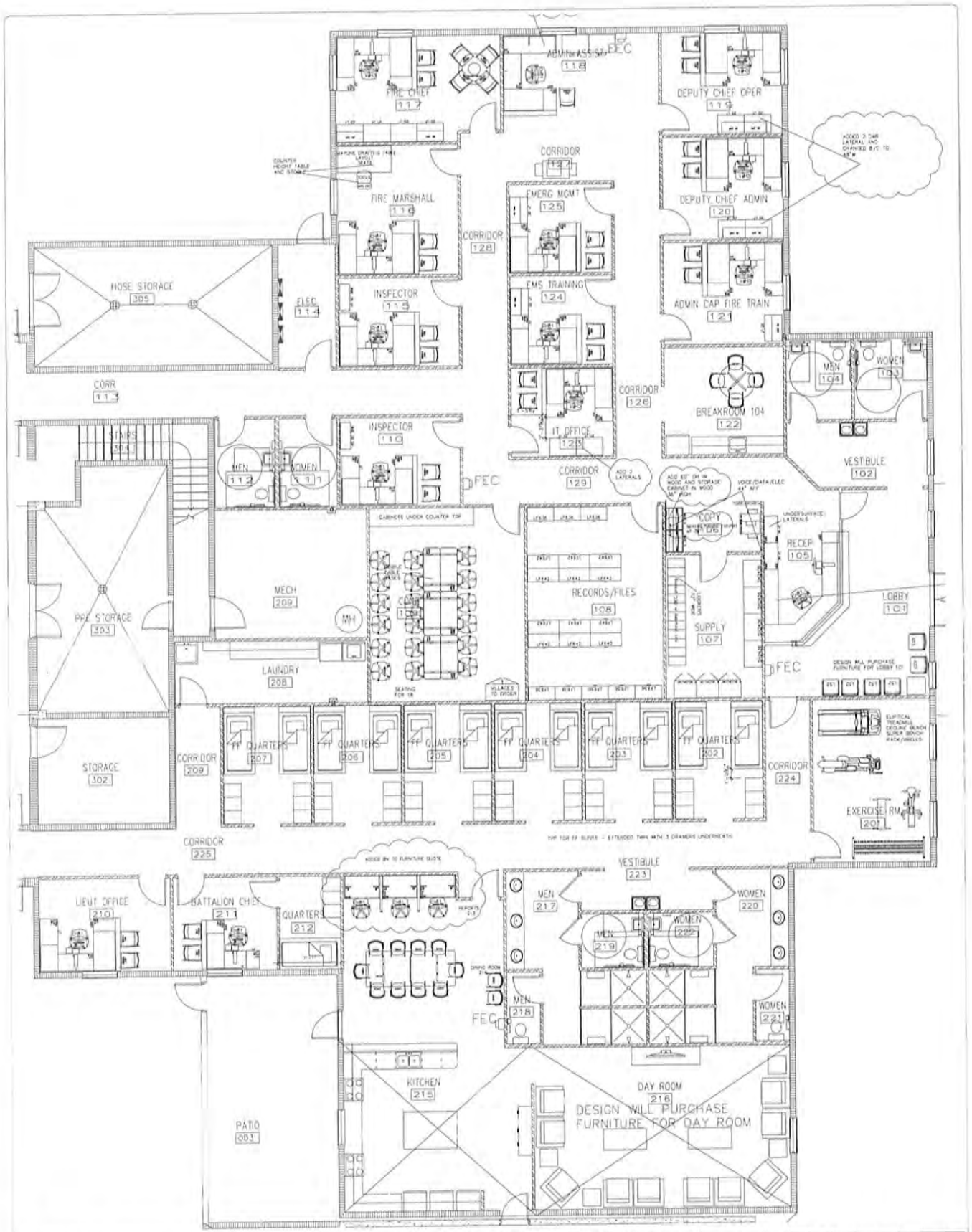
Project Name, Entity Name, Address & Location	Contact Person:
The Villages Development Co. 1020 Lake Sumter Landing The Villages, FL 32162	Missie Biggs Title: Purchasing Manager
Completion Date (Actual or Estimated) 9/15/11 Project Cost: $ $160,000.00	Telephone Number 352 753-6781

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

This project involved the construction of a new Fire Station Administration building. The building doubles as a working station and headquarters/operations center. The space plan included many private offices using Kimball modular wood and panels, conference, break, and training rooms. They used a variety of task, guest, as well as public seating; and a large filing room.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Hank Hollingsworth
Project Mgr: Harley Walker
Lead Installer: Bob Jenkins
Space Planning: Becky Harbin
Operations Mgr: David Morgan



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www.oec-fl.com

Fire Station

The Villages

Dwg Scale:	1/4" = 1'-0"
Date:	3.7.11
Reported By:	BB
Checked By:	BB
Quote No:	63234
Page:	1 of 1

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Biggs

REVISION	DATE

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

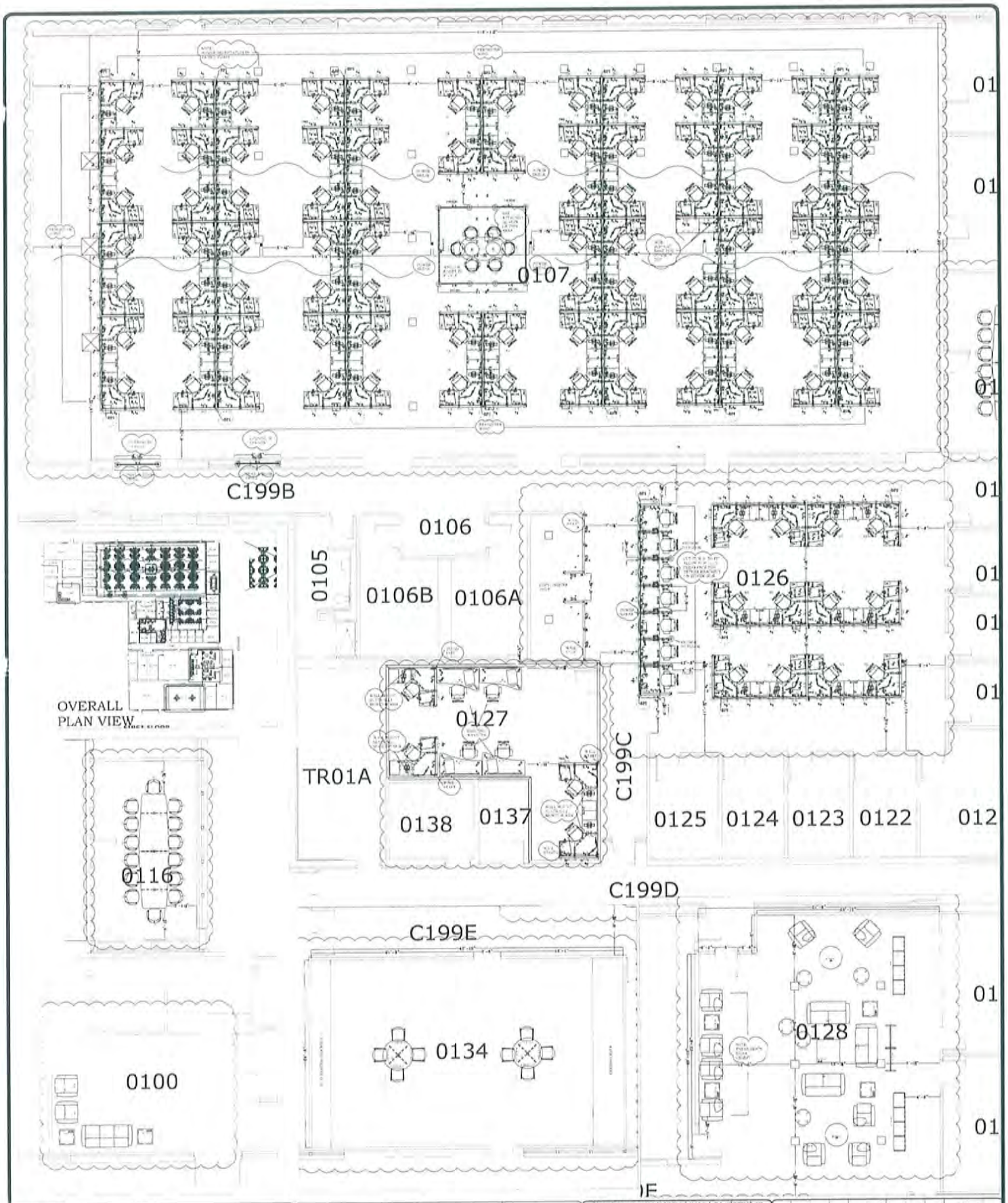
Project Name, Entity Name, Address & Location	Contact Person: Vicki Clifford
UF Bridges East Campus 2008 NE Waldo Road Gainesville, FL 32609	Title: Office Manager
Completion Date (Actual or Estimated) 9-30-11 Project Cost: $ 321,166.74	Telephone Number 352-256-5425

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

Single story renovated building on campus. Installation of 112 Steelcase Answer Workstations on a raised floor. Also conference areas and waiting areas using National Office Furniture. Project called for close coordination with data and electricians to work at face past as offices were up and running. It was a 3 phase installed complete.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Paula Vann
Project Manager: Harley Walker
Lead Installer: Travis Blucher
Design: Allison Hansel
Operations Manager: David Morgan



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1ST FLOOR

UF BRIDGES

Dwg Scale: 1/4" = 1'0"
Date: 03.03.1
Specified By: AP
Checked By: FY
Quote No: 63330 F6
Page: 1 of 1

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Customer Signature

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

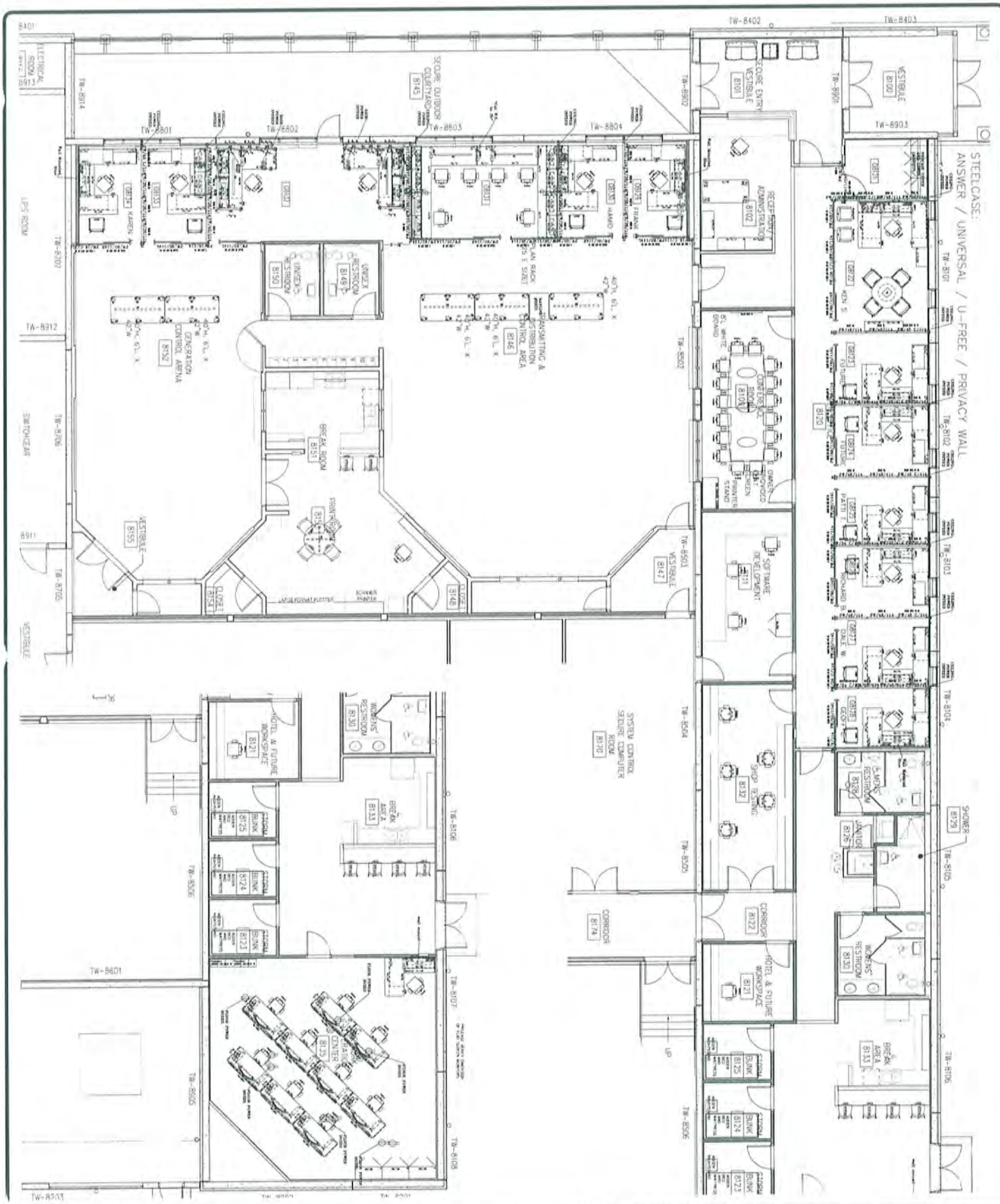
Project Name, Entity Name, Address & Location	Contact Person:
Gainesville Regional Utilities 301 SE 4th Avenue Gainesville, FL 32614 PO Box 147117-Station A 130	Kristie Williams Title: Land Rights Coordinator
Completion Date (Actual or Estimated) Nov 2011 Project Cost: $ 1.3 million	Telephone Number 352-393-1231

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

Eight separate buildings in GRU complex using Steelcase for all systems areas, private offices, conference areas, and workstations. Coordinating with contractor, subcontractors and end-users in various departments. Job was phased by building on tight schedules which were met by all. Received trucks on site on dates; indicated, staged and installed as scheduled. Punch-listed as we went to have all products installed at finish.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Brandon Wagner
Project Manger: Harley Walker
Lead Installer: Jeff Oubre
Design: OEC Design Team
Operations Manager: David Morgan



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Gainesville, FL 32606
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8TH BUILDING
FURNITURE PLAN
GRU

Dwg Scale	1/8" = 1'0"
Date	03.10.10
Specified By	ANJ
Checked By	BW
Quote No.	Page
59424-884	1 of

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Customer Signature

REVISION

SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

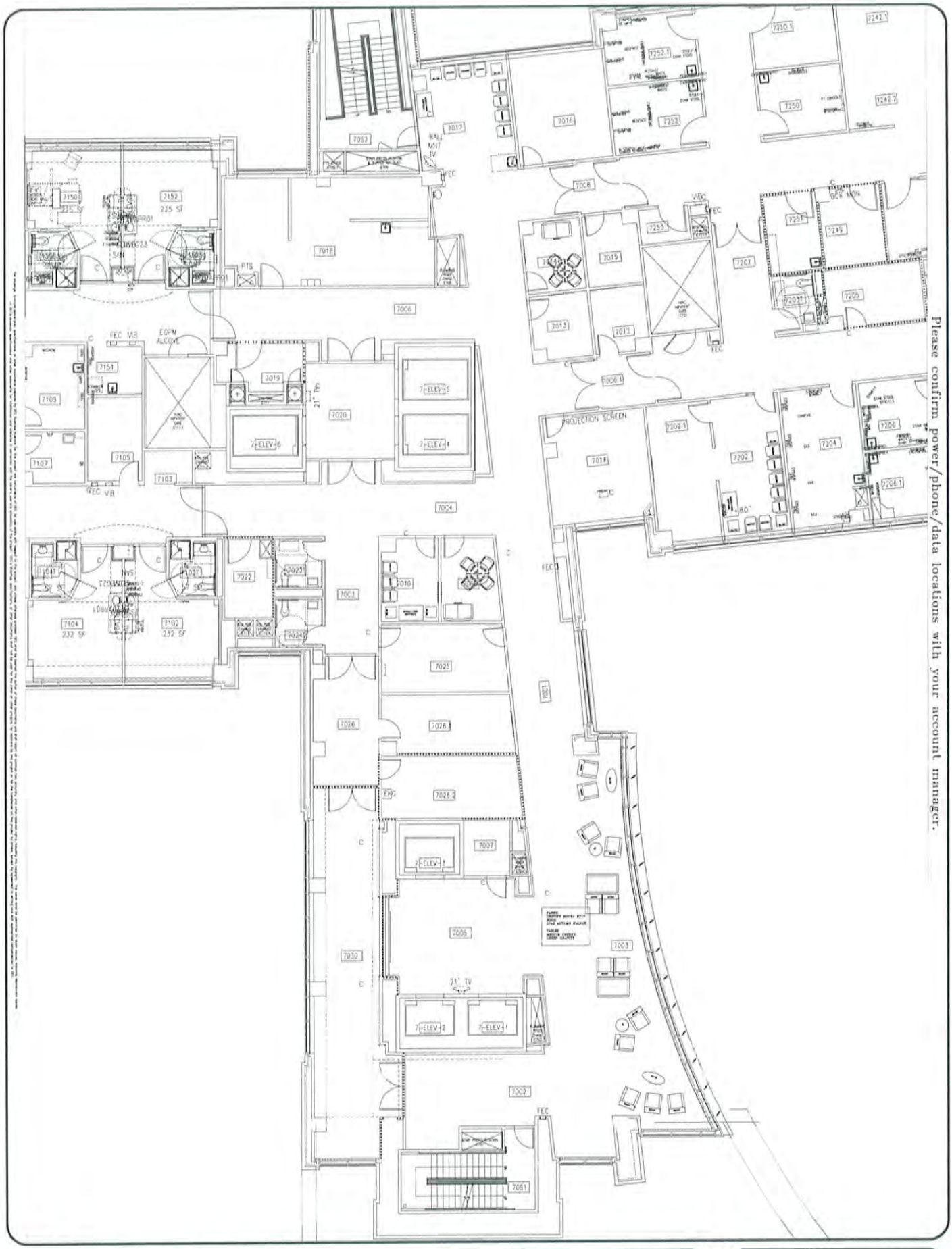
Project Name, Entity Name, Address & Location Shands Cancer Hospital PO Box 100366 Gainesville, FL 32601	Contact Person: Tina Mullen Title: Director of Arts and Medicine, Project Manager
Completion Date (Actual or Estimated) Nov 2010 Project Cost: $ 2,106,119.39	Telephone Number 352-265-0088

Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).

Eight story hospital, 6 month project consisting of Steelcase floor to ceiling panel installation, nursing stations, Steelcase Montage, private offices with both wood and systems furniture, conference areas, waiting areas and workstations throughout building. Worked closely with contractors and all trades to complete time line.

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Sales: Bill Lassister
Project Manager: Harley Walker
Lead Installer: Jeff Oubre
Design: OEC Design Team
Operations Manager: David Morgan



Please confirm power/phone/data locations with your account manager.

F-1

Date: 08.20.08
Project #4096-7
Drawn by: BLM
Checked by: BL
Scale: 3/16"=1'

Customer Signature/Date

Revisions

1	Original Layout
2	
3	
4	
5	
6	
7	

Shands Cancer Hospital
7th Floor Public Furniture

OEC Business Interiors
1601 NW 80th Blvd.
Gainesville, Florida 32606
P 352.332.1192 F 352.333.8002
IB26000967

Attachment 4
RFP 12-0418 Furniture Pricing Table Page 1

Item #	Description	Locations	Unit Purchase Price	Unit Install Price	Total Unit Price	Quantity Per Inventory List	Extended Price	Cut Sheet Attached?	Manufacturer	Model/part Number
1	**Supervising Deputy Clerk Office - consisting of:**	1-729 (1), 2-618 (1), 3-802 (1)	$ 1,881.28	$ 275.00	$ 2,156.28	3	$ 6,468.84	Y	Global	Halton Series Laminate
	1 Single Pedestal Rectangular Desk - Full Pedestal (box- box-									
	file, locking)									
	1 Bridge									
	1 Credenza with 2 drawers lateral file (locking)									
	1 Stack-On Storage unit (hutch with doors,locking)									
	1 Lap drawer									
	1 4-drawer lateral file (approx. 36"W x 24"D x 60"H, locking)									
	1 Bookcase (approx. 36"W x 13"D x 66"H)									
2	**Senior Clerk Workstation (cubicle) - consisting of:**	1-720 (2), 1-725 (3), 1-739 (1), 2-606(1), 2-625 (1), 2-630 (1), 2-710 (2), 2-802 (1), 2-820 (2)	$ 1,267.95	$ 169.37	$ 1,437.32	14	$ 20,122.48	Y	Steelcase	Kick Modular
	1 L-shaped work surface (vary in sizes and configuration based									
	on cubicle size per drawings)									
	1 2-drawer (file-file) full depth pedestal (locking)									
	1 3-drawer (box-box-file) full depth pedestal (locking)									
	1 Lap drawer									
	2 Overhead shelf									
	1 Under shelf light									
	1 2-drawer lateral file cabinet (36"L x 19"D x 28 1/2"H; locking)									
3	**General Clerk Workstation - consisting of:**	F1 (42), F2 (103), F3 (2)	$ 1,178.15	$ 157.31	$ 1,335.46	147	$ 196,312.62	Y	Steelcase	Kick Modular
	1 L-shaped work surface (vary in sizes and configuration based									
	on cubicle size per drawings)									
	1 2-drawer (file-file) full depth pedestal (locking)									
	1 3-drawer (box-box-file) full depth pedestal (locking)									
	1 Lap drawer									
	2 Overhead shelf									
	1 Under shelf light									
4	**Computer Tech Work Station - consisting of:**	3-712 (2)	$ 471.23	$ 70.00	$ 541.91	2	$ 1,083.82	Y	Steelcase	Kick Freestanding
	1 Rectangular Work surface (approx. 72"W x 30"D)									
	2 Overhead shelf									
	1 2-drawer (file-file) full depth pedestal (locking)									
	1 3-drawer (box-box-file) full depth pedestal (locking)									

RFP 12-0418 Furniture Pricing Table Page 2										
5 Chairs										
A	Chairs - Break Room	2-616 (16)	$48.18	$6.50	$54.68	16	$874.88	Y	STEELCASE	472 MAX STACKER
B	Guest Chair with arms	1-729 (2), 2-618 (2), 3-802 (2)	$76.20	$13.00	$89.20	6	$535.20	Y	GLOBAL	2717 COMET
C	Guest Chair with no arms	1-720 (2), 1-725 (3), 1-739 (1), 2-606 (1), 2-625 (1), 2-630 (1), 2-710 (2), 2-802 (1), 2-820 (2)	$57.32	$12.00	$69.32	14	$970.48	Y	GLOBAL	2172 COMET
D	Conference room chairs - Executive (with wheels, pneumatic)	3-814 (18)	$155.52	$20.00	$175.52	18	$3,159.36	Y	GLOBAL	4560 ENTERPRISE
E	Conference room chairs (with wheels, pneumatic)	1-713 (14), 2-617 (14), 2-805 (14)	$148.18	$20.00	$168.18	42	$7,063.56	Y	GLOBAL	4561 ENTERPRISE
F	Task stool with back, arm rests and wheels (pneumatic and ergonomic)	1-740 (16), 1-709 (2), 3-822 (1)	$146.44	$20.00	$166.40	19	$3,161.60	Y	GLOBAL	2235-6 GOAL
G	Stacking guest chair (armless)	3-822 (6)	$57.32	$12.00	$69.32	6	$415.92	Y	GLOBAL	2172 COMET
H	Mid-back task chair with adjustable arms (pneumatic and ergonomic)		$112.19	$15.00	$127.19	180	$22,894.20	Y	GLOBAL	2237-6 GOAL
6 Credenzas										
A	Credenza (approx. 72"W x 20.5D x 29.5"H)	2-805 (2), 1-173 (1)	$369.00	$55.30	$424.30	3	$1,272.90	Y	GLOBAL	H2072CK HALTON
B	Executive Credenza (approx. 72"W x 20.5D x 29.5"H)	3-814	$658.20	$80.00	$738.20	1	$738.20	Y	MAYLINE	VLCW
C	Hospitality credenza (approx. 72"W x 20.5"D x 36"H)	3-814	$994.50	$130.00	$1,124.50	1	$1,124.50	Y	MAYLINE	VBCZ
7 Shelving Units										
A	Shelving Unit (approx. 36"W x 18"D x 66"H)	1-715 (1), 1-716 (2), 1-728 (2), 1-805 (2), 1-726 (2),2-610 (2),2-615 (2), 2- 619 (2), 2-705 (2), 2-706 (2), 2-807 (1), 2-809 (2), 2-810 (2), 2-817 (2), 2- 816 (2)	$107.50	$15.00	$122.50	28	$3,430.00	Y	TENNSCO	Z LINE
B	**Traffic Files Track Shelving**									
1	Shelving Unit (approx. 36"W x 15"D x 90"H)	2-701 (7)	$134.50	$15.50	$150.00	7	$1,050.00	Y	TENNSCO	Z LINE
C	**Evidence Vault**									
1	Shelving (approx 69"W x 18"D x 96"H, single/double wide) - As per Drawings - See Attachment 7 a and 7 b	3-822 (22), 3-821 (8)	$227.25	$34.00	$261.25	30	$7,837.50	Y	TENNSCO	Z LINE
2	Shelving (approx 36"W x 18"D x 96"H)	3-821	$137.13	$15.50	$152.63	1	$152.63	Y	TENNSCO	Z LINE
3	2-door locked cabinet, (approx 36"W x 24"D x 72"H) (not on master key)	3-822	$445.66	$48.00	$493.66	1	$493.66	Y	TENNSCO	7824 78"H
4	2-door locked cabinets, jumbo size (approx. 48"W x 24"D x 78"H) (not on master key)	3-822	$605.44	$65.40	$670.84	1	$670.84	Y	TENNSCO	J2478SU 78"H
5	4-drawers Fire Resistant Filing cabinet with lock (approx 20"W x 31"D x 54"H (not on master key)	3-822	$1,575.00	$50.00	$1,625.00	3	$4,875.00	Y	SENTRY	463100
6	4-drawers lateral filing cabinet with lock (approx. 36"W x 20"D x 46"H) (not on master key)	3-822	$330.27	$40.00	$370.27	2	$740.54	Y	GLOBAL	1936-4F1H
D	**Central Files Track Shelving**									
	As per Drawings - See Attachment 6	1-709 1	$ 65,501.51	$6,650.00	$72,151.51	1	$72,151.51	Y	DATUM	MOBILE TRAK 5

RFP 12-0418 Pricing Table Page 3

8	Tables									
A	Executive Conference Room Solid Wood table approx. 16' x 5' (seat 14 per configuration; room designed for power/data to be accessible from conference room table) with glass top	3-814 WITH GLASS	$2,515.00	$299.00	$2,814.00	1	$2,814.00	Y	MAYLINE	NC14/SPM NAPOLI
B	Conference Room Solid Wood table approx. 10' x 4' (seat 12 per configuration; room designed for power/data to be accessible from conference room table) with glass top	1-713 WITH GLASS	$1,608.00	$159.00	$1,767.00	1	$1,767.00	Y	MAYLINE	NC10/SPM NAPOLI
C	Conference Room Wood Table 3' x 4' per configuration; room designed for power/data to be accessible from conference room table), clipped corners and may be Formica; not over pressed wood	2-617 (4), 2-805 (4)	$309.39	$45.00	$354.39	8	$2,835.12	Y	GLOBAL	CNR3648/AG2 Connectables
D	Table 30" x 48"	2-616 (4)	$246.05	$37.00	$283.05	4	$1,132.20	Y	GLOBAL	CNR3048 / TOP GENTLG30P
E	Table (approx. 60"W x 30"D x 36"H)	3-822	$229.90	$35.00	$264.90	1	$264.90	Y	STEELCASE	Kick TSAWLR3062
F	Table (approx. 24"w x 48"L x 30"H)	1-715 (4), 1-728 (4), 2-619 (4), 2-706 (4), 2-807 (4), 2-890 (4), 2-816 (4), 3-822 (2)	$220.89	$33.15	$254.04	30	$7,621.70	Y	GLOBAL	CNR2448 Connectables

Total Cost for furniture, storage (when applicable) delivery, and installation for all areas **$ 374,035.16**

RFP-12-0418 Furniture Pricing Table Page 4

Optional Items

Item #	Description	Location	Unit Purchase Price	Unit install Price	Total Unit Price	Quantity per inventory list	Extended Price	Cut Sheet Attached?	Manufacturer	Model/Part Number
1	Increase height of workstation walls, replace 52" tail panel with taller panel. Per panel cost. Height of panel: 66"	1-721	$12.50	$2.15	$14.65	Each		Y	STEELCASE	TSAPF5460
2	Increase height of workstation wall, add height extension, per panel extension cost. Height of extension: 12"	1-721	$98.00	$17.00	$115.00	Each		Y	STEELCASE	PS1260T
3	Overhead shelf that mounts on taller walls	1-721	$56.65	$8.50	$65.15	Each		Y	STEELCASE	RSH48TAK
4	Overhead storage cabinet with lock		$126.08	$19.00	$145.08	Each		Y	STEELCASE	TSAUB48L
5	Keyboard tray, ergonomic, to mount under work surfaces and desks		$126.38	$30.00	$156.38	Each		Y	DETAILS	L523-1710EF
6	Glass Top for conference room table	2-617 (4), 2-805(4)	$135.00	0	$135.00	8	1080	N	LAKE GLASS	
7	Guest chair with arms		$76.20	$15.00	$91.20	Each		Y	GLOBAL	2171 - 218
7	Guest chair with arms		$101.50	$15.00	$116.50	Each		Y	STEELCASE	475-412M PLAYER
7	Guest chair without arms		$93.02	$15.00	$108.02	Each		Y	STEELCASE	475-410M PLAYER
7	Task Chair Option 1		$325.44	$15.00	$340.44	Each		Y	STEELCASE	4821410M AMIA
7	Task Chair Option 2		$150.12	$15.00	$165.12	Each		Y	STEELCASE	TS30321 JACK
7	Conference Chair		$223.79	$20.00	$243.79	Each		Y	NATIONAL	N80BB RESULT
8	4-drawer lateral file		$330.27	$40.00	$370.27	Each		Y	GLOBAL	1936-4F1H
9	5-drawer lateral file		$4,391.44	$40.00	$431.44	Each		Y	GLOBAL	196P-2F1H
10	2-drawer lateral file		$207.95	$30.00	$237.95	Each		Y	GLOBAL	1936-2F1H
11	Provide a 3-4" lower return (side work surface) in workstation (cubicle)	1-721	No upcharge		No upcharge	Each				
12	Jury Room Chair	1-810, 1-821, 1-822	$ 170.00	$ 25.00	$ 195.00	Each		Y	Lesro	L1101G5 Lenox Series
13	Jury Room end table approx. 24"W x 24"D x 20"H	1-815	$ 172.15	$ 15.00	$ 187.00	Each		Y	Lesro	L1372T5 Lenox Table 24"
14	Jury Break Room table approx. 36" to 42" square, seating for four	1-816	$ 231.92	$ 35.00	$ 266.92	Each		Y	Steelcase	853535 8500 series table
15	Jury Break Room guest chair	1-816	$ 48.18	$ 6.50	$ 54.68	Each		Y	Steelcase	472 Max Stacker
16	Round Interview Table approx. 42"diameter x 30"H	2-601, 2-602	$ 247.94	$ 38.00	$ 285.94	Each		Y	Steelcase	854200 8500 series table
17	Round Children's Table approx. 30" diameter x 25"H	3-702	$ 134.05	$ 20.00	$ 154.05	Each		Y	Hon	HESD36 Activity table
18	Children's Chairs	3-702	$ 25.11	$ 5.00	$ 30.11	Each		Y	Hon	HH1012 12" poly chair
19	Option: Total Unit Price differential (purchase and install) to provide a pre-wired workstation of this type: $8379.36 (See note 3.b of work scope)				$8,379.39	Total				

Attachment 5 – Definition of Workstations and Other Furniture

3	**Supervising Deputy Clerk Office (Rooms: 1-729; 2-618; 3-802)**
1	Single Pedestal Rectangular Desk – Full Pedestal (box-box-file, locking)
1	Bridge
1	Credenza with 2-drawers lateral file (locking)
1	Stack-On Storage unit (hutch with doors – locking)
1	Lap drawer
1	Mid-back task chair with adjustable arms (pneumatic and ergonomic)
2	Guest chair with arms
1	4-drawer lateral file (approx. 36"W x 24"D x 60"H; locking)
1	Bookcase (approx. 36"W x 13"D x 66" H)
14	**Senior Clerk Workstation (cubicle) (6 1F; 8 2F)** **Workstations are located in the following "Open Office" spaces: 1-720 (2); 1-725 (3); 1-739 (1); 2-606 (1); 2-625 (1); 2-630 (1); 2-710 (2); 2-802 (1); 2-820 (2)**
1	L-shaped work surface (vary in size and configuration based on cubicle size per drawings)
1	2-drawer (file-file) full depth pedestal (locking)
1	3-drawer (box-box-file) full depth pedestal (locking)
1	Lap drawer
1	Mid-back task chair with adjustable arms (pneumatic and ergonomic)
2	Overhead shelf
1	Under shelf light
1	Guest chair (armless)
1	2-drawer lateral file cabinet (36"L x 19"D x 28 1/2"H; locking)
147	**General Clerk Workstation (cubicle) (42 1F; 103 2F; 2 3F)**
1	L-shaped work surface (vary in size and configuration based on cubicle size per drawings)
1	2-drawer (file-file) full depth pedestal (locking)
1	3-drawer (box-box-file) full depth pedestal (locking)
1	Lap drawer
1	Mid-back task chair with adjustable arms (pneumatic and ergonomic)
2	Overhead shelf
1	Under shelf light
2	**Computer Tech Work Stations (Room 3-715)**
1	Rectangular Work surface (72" W x 30"D)
2	Overhead shelf
1	2-drawer (file-file) full depth pedestal (locking)
1	3-drawer (box-box-file) full depth pedestal (locking)
1	Mid-back task chair with adjustable arms (pneumatic and ergonomic)
5	**Docket Prep Room (1 1F; 4 2F)** **Rooms: 1-728; 2-619; 2-706; 2-809; 2-816**
4	Table approx. 24"W x 48"L x 30"H
2	Mid-back task chair with adjustable arms (pneumatic and ergonomic)
2	Shelving Unit (approx. 36"W x 18"D x 66"H)

2	**Appeal Prep Room (1 1F; 1 2F)** **Rooms: 1-715; 2-807**
4	Table approx. 24"W x 48"L x 30"H
2	Mid-back task chair with adjustable arms (pneumatic and ergonomic)
1	Shelving Unit (approx. 36"W x 18"D x 66"H)
8	**Work/Copy Room (3 1F; 5 2F)** **Rooms: 1-716; 1-726; 1-805; 2-610; 2-615; 2-705; 2-810; 2-817**
2	Shelving Unit (approx. 36"W x 18"D x 66"H)
1	**Break Room (Room 2-616)**
4	Table 30" x 48"
16	Chair
1	**Conference Room – Executive (Room 3-814)**
1	Executive Conference Room Solid Wood Table approx. 16' x 5' (seat 14 people per configuration; room designed for power/data to be accessible from conference room table)
1	Glass top for conference room table
18	Conference room chairs – Executive (with wheels, pneumatic)
1	Executive Credenza, approx. 72"W x 20.5"D x 29.5"H
1	Hospitality Credenza, approx. 72"W x 20.5"D x 36"H
1	**Conference Room Style A (Room 1-713)**
1	Conference Room Solid Wood Table approx. 10' x 4' (seat 12 people per configuration; room designed for power/data to be accessible from conference room table)
1	Glass top for conference room table
14	Conference room chairs (with wheels, pneumatic)
1	Credenza, approx. 72"W x 20.5"D x 29.5"H
2	**Conference Room Style B (Rooms 2-617; 2-805)**
4	Conference Room Wood Table 3' x 4' in configuration shown in drawings (room designed for power/data to be accessible from conference room table; tables should have clipped corners and may be Formica, not over pressed wood)
4	Glass top for conference room table (not applicable if Formica)
14	Conference room chairs (with wheels, pneumatic)
1	Credenza, approx. 72"W x 20.5"D x 29.5"H
	Miscellaneous
16	Task Stool with back, arm rests and wheels, ergonomic, pneumatic (for Central Intake and Information Booth)
	Central Files Track Shelving (Room 1-709) Shelving per drawing
2	Task stool with back, arm rests and wheels, ergonomic, pneumatic
	Traffic Files Track Shelving (Room 2-701)
7	Shelving per drawing (each unit approx. 36"W x 15"D x 90" H)

1	**Evidence Vault (Rooms 3-820, 821, 822)** Shelving for evidence (as per drawing)
1	Table (approx. 60"W x 30"D x 36" H)
1	Task stool with back, arm rests and wheels, ergonomic, pneumatic
2	Table approx. 24"W x 48"L x 30"H
6	Stacking guest chair (armless)
1	2-door locked storage cabinets, jumbo sized (not on master) (approx. 48"W x 24"D x 78"H)
1	2-door locked storage cabinet (not on master) (approx. 36"W x 24"D x 72"H)
3	4-drawers Fire Resistant Filing Cabinet with lock (not on master), approx. 20"Wx31"Dx54"H
2	4-drawers Lateral Filing Cabinet with lock (not on master) approx. 36"W x 20"D x 46" H

Optional Equipment to be Quoted

- Quote to increase the height of workstation walls. The Clerk has identified several places where higher walls might be used (e.g., Imaging area 1-721). Vendor needs to provide: 1) Optional per panel quote for taller panels to replace the standard panel quoted with the workstations, or 2) Quote panel extensions to increase the height of the standard panels.
- Overhead shelf that mounts on the taller walls
- Keyboard tray, ergonomic, to mount under work surfaces and desks
- Guest Chair with arms
- Option to provide a 3-4" lower return (side work surface) in workstation (cubicle) used for imaging
- Overhead storage cabinet with lock
- Jury Room Chair (chair suitable for use in Rooms 1-810, 1-821, and 1-822)
- Jury Room End table, approx. 24"W x 24"D x 20"H
- Jury Room Break room table, approx. 36" to 42" square (seating for 4; see room 1-816)
- Guest chair for break room (see room 1-816)
- Round Interview Table (approx. 42" Diameter x 30"H, Rooms 2-601, 2-602)
- Round Children's Table (approx. 30"Diameter x 25"H, Room 3-702)
- Children's Chairs (Room 3-702)
- 4-drawer lateral file
- 5-drawer lateral file
- 2-drawer lateral file

Central Files Version B4

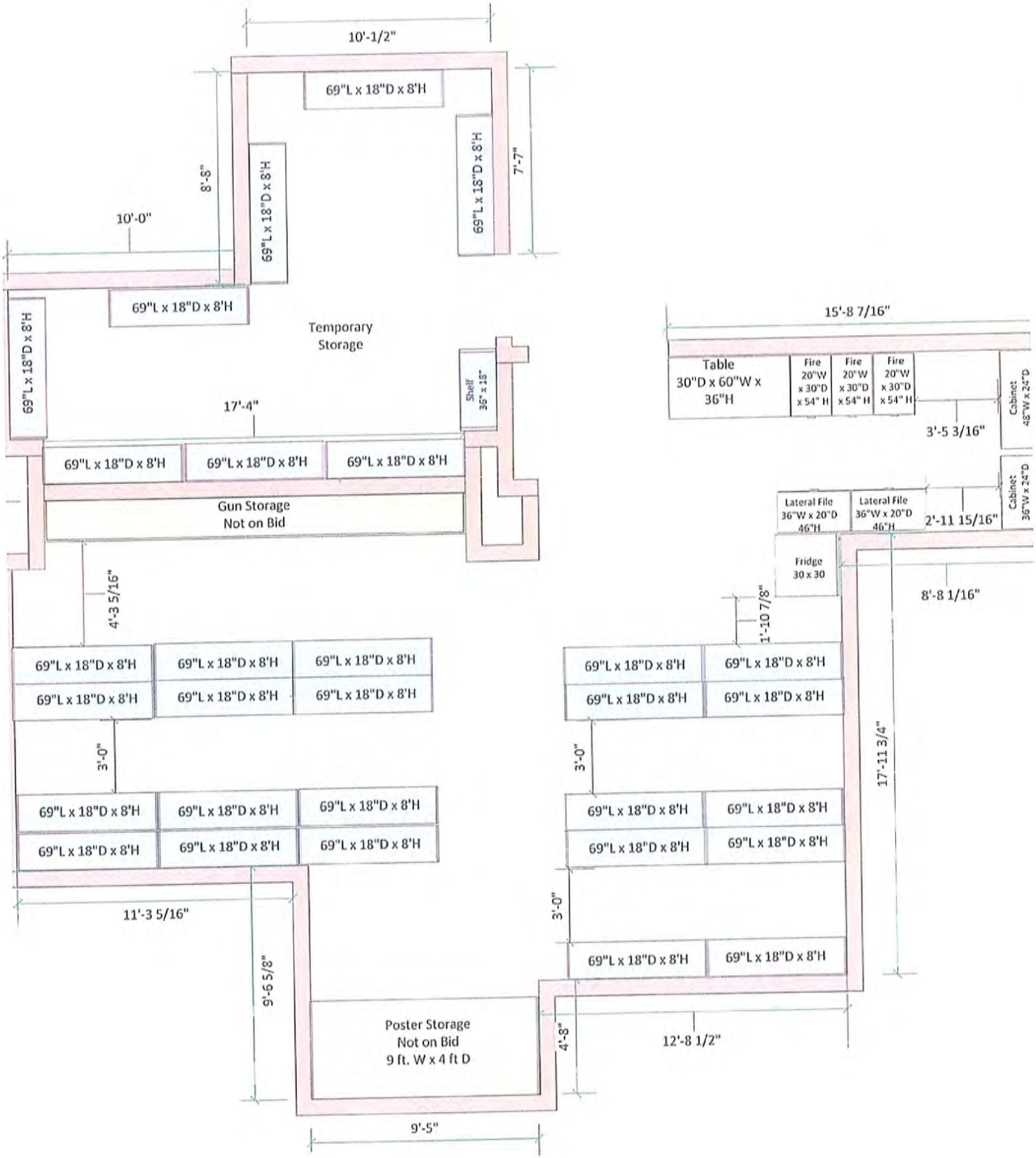
New Stationary Shelving

Existing New Moveable Shelving

New Additional Moveable Shelving

Column

Drain is 6" with 12" slope around it. Center of drain is 21" from back wall and 27" from east side wall.

Row 133
ROW

Permanent and Temporary Storage Vault