



Request for Proposal for Furniture and Fixtures

Responses due 11/22/2019

CASA Baltimore Neighborhood Center, LLC

Contact: Silvia Navas

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Purpose

The purpose of this Request for Proposal is offered to solicit proposals from qualified vendors for Furnishings, Fixtures and Equipment for the new CASA Baltimore Neighborhood Center. Vendors will be evaluated in part on their ability to deliver products on time and within budget, their demonstrated understanding of the solution based upon their responses and subsequent interviews.

The Organization

CASA is the foremost Latino and immigrant organization in the mid-Atlantic region and a national leader in supporting immigrant families and ensuring that all individuals have the core supports necessary for full participation in society. CASA was founded in 1985 and its mission is to create a more just society by building power and improving the quality of life in low-income immigrant communities. Its vision is for a future in which diverse and thriving communities live free from discrimination and fear, and work together with mutual respect to achieve full human rights for all. The organization occupies a rare space as a truly grassroots organization that directly addresses human needs by serving over 37,000 people annually, while simultaneously influencing the regional and national debate on immigrants and public policy. Over its 34-year history, CASA has won the deep trust of the immigrant community, and established itself as a strong national leader in innovations for immigrant-focused services, as well as a backbone organization for collective impact involving community-based, government and private partners. CASA currently has seven offices in Maryland, three in northern Virginia, and one in south central Pennsylvania. CASA's members – nearly 100,000 strong – are low-income immigrants, the majority of whom come from Latin America and West Africa and speak Spanish or French as their first language.

CASA provides a comprehensive range of services and education focused on economic empowerment, financial independence, and social, linguistic and political integration, coupled with a robust community organizing and advocacy program which enables low-income immigrants to challenge the systems that prevent them from achieving full economic and social well-being.

CASA Baltimore Neighborhood Center, LLC was established in Maryland to develop and operate the CASA Baltimore Training and Education Center.

Services to be provided

The scope of this RFP as stated by CASA includes the purchase, delivery and installation of Furniture and Fixtures with the following categories:

1st Floor

Lobby 102:

- 4 Lobby Chairs
- 4 Lobby Chairs with tablet
- 2 coffee tables (avoid fabric materials).

Workers Entrance 103:

- 3 Bike rack for 6 bicycles

104 Worker' Waiting Area and computer lab:

- 36 stacking chairs
- 7 small task chairs.

Employment Office 105:

- 1 Office Chairs
- 2 guest chairs
- 2 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

Membership Office 106:

- 2 Office chairs
- 2 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

Intake Room 109:

- 1 48" Round table
- 4 conference chairs
- 3 Shelves 5' tall.

Sm Multipurpose room 112:

- 48 diameter round table

- 4 Stackable chairs.

Classroom 114/115:

- 24 tablet arm desks
- 1 Teacher's desk
- 1 chair

Vestibule 116:

- 2 benches with a plaque each.

Flex Space 117:

- 200 stackable chairs
- 6 Dollies
- 12 4' rectangular folding tables with locking casters

Classroom 131/119 each room:

- 12 tablet arm desks
- 1 Teacher's desk
- 1 Teacher's Chairs

2nd Floor

Vestibule 201:

- 2 Lateral file cabinets 4 drawers

Pull out rooms 203, 204, 205:

- 1 desk
- 1 office chair
- 2 guest chairs
- 1 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

3rd Floor

Office 302:

- 6 desks adjustable for standing and sitting work
- 6 office chairs

- 6 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

Conference room 303:

- 1 Conference Table (with space for internet connections, outlet and USB connections)
- 12 conference chairs

Office 304:

- 6 folding tables/desks adjustable for standing or sitting work, with locking casters
- 6 office chairs
- 6 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

Upper gallery 305:

- 2 Lateral file cabinet 3 drawers

Office 306/307:

- Small seating room with couch and coffee table
- 1 desk
- 1 office chairs
- 2 guest chairs
- 1 lamp
- 2 lateral file cabinets 3 drawers

Offices 308/309 each:

- 1 desk
- 1 office chairs
- 2 guest chairs.
- 1 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

Office 312:

- 2 desks
- 2 office chairs
- 2 under the desk file cabinets with 2 drawers, 1 file drawer with locks and locking casters.

Other Equipment

- a. 2 collapsible podiums
- b. 3 coat racks

All products will be new guaranteed, quality office furniture that is durable, easily maintained, pest resistant, visually and acoustically pleasing.

Selected vendors will present their proposal with samples of furniture specifications. Mock-up floor plans will also be required.

Vendor is responsible for conforming all workstations, offices and furniture are complete and fully functions. Vendor is responsible for delivery and installation. All furniture on non-carpeted floors shall receive appropriate glides/felt padding to prevent slipping and scratching.

Please include any other requirements and/or state-of-the-art recommendations to successfully implement this project in a timely manner.

Proposal Preparation and Submission Requirements

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense. The proposal shall be sent to the official contact listed below, to be received no later than 5:00pm **EST 11/25/2019**.

Silvia Navas
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Questions regarding this RFP must be submitted by e-mail to **Silvia Navas** at snavas@wearecasa.org. All questions will be answered promptly. Responses to inquires that substantially or materially changes the RFP will be made available to all prospective vendors that have submitted a formal Letter of Intent.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s) – Based on Description of Services
5. Schedule of Work
6. References
7. Pricing, Hourly Rates and Other Fees

Selection Process Schedule

- 10/30/2019 - Release of the bid
- 11/13/2019 - Pre-Bid Meeting
- 11/22/19 - RFP Responses Due with mockups
- 12/02/19 – Notification of Selection Results
- TBD- Contract Start

Cost of Preparing RFP Response

All costs associated with responding to this RFP are the sole responsibility of the responding company.

Additional Information

Submitted responses to this RFP become the property of CASA Baltimore Neighborhood Center, LLC. CASA reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.

CASA Baltimore Neighborhood Center is an Equal Opportunity Employer
MBE/WBE/SBE/DBE Business are encouraged to respond.