



December 15, 2017

RE: RFP for Science Furniture Purchase and Installation

Attention Interested Parties:

Center City PCS would like to engage one furniture representative to meet school Science furniture needs at six charter schools located in the District of Columbia. The goal is to enter into a contract with a professional and dynamic company that is able to meet ALL purchase, delivery, and installation requirements identified below.

Background on Center City PCS

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

Campus/Site Information

Campus	Address	Building
Brightwood	6008 Georgia Ave NW	37,000 SF building – Basement plus 3 floors
Capitol Hill	1503 East Capitol St SE	40,000 SF building – Basement plus 2 floors
Congress Heights	220 Highview PI SE	27,000 SF building – Basement plus 3 floors
Petworth	510 Webster St NW	31,000 SF building – Basement plus 2 floors
Shaw	711 N Street NW	29,000 SF building – Basement plus 4 floors
Trinidad	1217 West Virginia Ave NE	23,000 SF building – Basement plus 2 floors

Contract Requirements

Procurement

Contractor must be able to procure furniture from the specified manufacturers or provide comparable in quality and pricing options.

Pricing

Contractor should provide pricing for the items below. Pricing should reflect purchase, delivery, installation, and, if available, trash removal fees for existing furniture. Center City PCS will not be responsible for costs associated with local warehouse storage.

Campus furniture requirements:

Brightwood campus

- Classroom Select (**or comparable**) 48x24x36 inches Oak science table, black epoxy resin top – Quantity 14
- National Public Seating (**or comparable**) 18”H Adjustable Height Steel Stool (19”-27”H) - Quantity: 28
- Universal projector drop-in ceiling mount with 2’x2’ reinforced steel plate (supports projectors up to 30 lbs) – Quantity 1
- Diversified Woodcrafts TZ7142K36C (**or comparable**) Mobile trapezoid Science table (30”x60”

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- Chemguard) – Quantity 1
- Wall mount manual pull down projector screen 16:9 aspect ratio: (72”) – Quantity 1

Capitol Hill campus

- Classroom Select **(or comparable)** 48x24x36 inches Oak science table, black epoxy resin top – Quantity 14
- National Public Seating **(or comparable)** 18”H Adjustable Height Steel Stool (19”-27”H) - Quantity: 28
- Universal projector drop-in ceiling mount with 2’x2’ reinforced steel plate (supports projectors up to 30 lbs) – Quantity 1
- Diversified Woodcrafts 356-4822 **(or comparable)** Split level storage cabinet with veneer doors (48”W) – Quantity 1

Congress Heights campus

- Classroom Select **(or comparable)** 48x24x36 inches Oak science table, black epoxy resin top – Quantity 14
- National Public Seating **(or comparable)** 18”H Adjustable Height Steel Stool (19”-27”H) - Quantity: 28
- Universal projector drop-in ceiling mount with 2’x2’ reinforced steel plate (supports projectors up to 30 lbs) – Quantity 1

Petworth campus

- Universal projector drop-in ceiling mount with 2’x2’ reinforced steel plate (supports projectors up to 30 lbs) – Quantity 1
- Diversified Woodcrafts 356-4822 **(or comparable)** Split level storage cabinet with veneer doors (48”W) – Quantity 1
- Luxor LMC2-B **(or comparable)** Multimedia cart with locking cabinet – Quantity 1
- Vivo **(or comparable)** 100” portable indoor/outdoor projector screen, 100” diagonal projection HD 4:3 projection pull up foldable stand tripod (PS-T-100) – Quantity 1
- Diversified Woodcrafts 4222K **(or comparable)** Mobile Demo Table with drawers with sink

Shaw campus

- Classroom Select **(or comparable)** 48x24x36 inches Oak science table, black epoxy resin top – Quantity 14
- National Public Seating **(or comparable)** 18”H Adjustable Height Steel Stool (19”-27”H) - Quantity: 28
- Universal projector drop-in ceiling mount with 2’x2’ reinforced steel plate (supports projectors up to 30 lbs) – Quantity 1
- Diversified Woodcrafts 356-4822 **(or comparable)** Split level storage cabinet with veneer doors (48”W) – Quantity 1

Trinidad campus

- Classroom Select **(or comparable)** 48x24x36 inches Oak science table, black epoxy resin top – Quantity 14
- National Public Seating **(or comparable)** 18”H Adjustable Height Steel Stool (19”-27”H) - Quantity: 28
- Universal projector drop-in ceiling mount with 2’x2’ reinforced steel plate (supports projectors up



- to 30 lbs) – Quantity 1
- Diversified Woodcrafts 356-4822 (**or comparable**) Split level storage cabinet with veneer doors (48"W) – Quantity 1

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

Delivery deadline

Contractor must be able to ensure delivery and installation no later than February 15th, 2018.

Assembly and Installation

Contractor is responsible for assembling and installing all furniture across all sites. Furniture should be set up in the classrooms/spaces identified by Center City PCS by the contractor's installation team. Furniture must be fully assembled, including all parts. Contractor is responsible for the removal and disposal of all packaging from the campuses once the installation is complete.

Warranties

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

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

Proposal Requirements

- 1) Firms or individuals should provide a proposal to address all projects listed above.
- 2) Firm or individual should be licensed to work in the District of Columbia.
- 3) A proposal must include the total costs per site and confirmation that the work can be completed as defined. ***Proposals should reflect any applicable discounts for engaging one contractor for all locations.***
- 4) Bidders must include at least two references, one of which should be a school.
- 5) Contractor should be willing to engage in a one-time contract with no auto-renewal option.
- 6) Contractor must meet all requirements identified above.
- 7) All employees scheduled to work in the schools must have completed criminal and sex offender background checks administered by the contractor.

Proposal Process

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

All proposals should be addressed to:

Natasha Harrison
Facilities Manager
Center City Public Charter Schools, Inc.
900 2nd Street NE, Suite 221
Washington DC 20002
Or via email to nharrison@centercitypcs.org

Please submit all proposals by **Friday, December 29th, at 5:00 p.m.** Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you for considering this request for proposal.