



FACILITY GROUP

****REQUEST FOR PROPOSAL****

RFP 23005

METROCARE SERVICES is seeking formal bid proposals for Furniture procurement for multiple Metrocare owned/leased spaces in Dallas County. Bids are due no later than September 25, 2023, and can be sealed and delivered in person to: Metrocare Facility Group (1345 River Bend Dr. Suite 200, Dallas, TX 75247), or can be emailed to Katisha.clark@metrocareservices.org. Any bids received after September 25, 2023, at 2:00 PM CST will not be accepted. HUB certified vendors are encouraged to submit.

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Project: Metrocare Furniture Upgrades

INTRODUCTION

Metrocare Services (METROCARE) is a community center serving the residents of Dallas County, Texas. Governed by a nine-member Board of Trustees appointed by the Dallas County Commissioners Court, METROCARE provides a comprehensive array of services and support for people dealing with the challenges of mental illness and/or developmental disabilities. Established in 1967 as the Dallas County MHMR Authority, METROCARE currently provides services to more than 62,000 individuals annually.

METROCARE receives federal and state financial assistance for numerous programs, the more significant of which include the Department of Housing and Urban Development, Texas Department of State Health Services performance contract and Medicaid/Medicare/Insurance reimbursements.

METROCARE is now inviting proposals for a vendor to provide pricing for specified lobby, group therapy, and breakroom furniture. Pricing should also include installation of above mentioned furniture, for multiple mental health clinics located in Dallas County, Texas.

SET-ASIDE REQUIREMENTS

There are no set-aside requirements for this bid. However, entities of the following status are highly encouraged to bid:

- Small Business
- Woman and/or Minority Owned
- HUB

The following documents must be provided as proof if the bidder claims woman owned or HUB status:

- NCTRCA Certificate
- State of Texas Historically Underutilized Business Certification

SCOPE OF WORK

For project scope, see Attachment A.

Scope Categories

- Furniture

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MATERIAL SPECIFICATIONS

Bidders may suggest material type and color selection for each application. Refer to Attachment A “Scope of Work” for Material guidelines. Final Selections must be approved by Chris Arthur before work begins.

* Any excess material that is invoiced to METROCARE will either become property of or be credited to METROCARE. Example: If 1000 yards of carpet is invoiced yet only 900 yards are installed METROCARE reserves the right to choose to take possession of the excess carpet or receive a FULL PRICE credit from the contractor for the excess yardage and any invoiced installation charges of excess yardage.

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SUBMISSION OF PROPOSAL

Bid requirements are as follows:

Bidders must meet ALL requirements in order to submit a response.

General Bid Requirements:

- This is an “all or nothing” bid. If any line or item is “no bid” the entire response will be dismissed.
- No “add-ons” will be allowed after bids are submitted. The winning bidder is bound by the dollar amount submitted and no changes or additions will be made unless requested in writing by an authorized representative of METROCARE.
- Finishes are to match existing unless prior written approval from Metrocare has been received.
- All bidders are required to include a contingency fee equal to 10% of their total bid to account for any unforeseen issues.
- Bidders are responsible for their own field verifications.
- Bidders are responsible for securing necessary permits.
- Any deviations to project scope provided by METROCARE must be approved in writing by Project Manager.
- Recurring meetings may be required on longer projects.
- Bids must be presented in a sealed envelope and must be delivered in person. See Additional Requirements below for further instructions.

Installation Requirements:

- All work must be completed no later than 180 calendar days from the agreed upon project start. Five (5) calendar days will be allowed for weather delays. Additionally, 5 calendar days will be allowed for completion of punch items.
- Installers/workers must be easily identifiable at all times by METROCARE staff.
- Uniforms showing the name of the company represented are preferred.
- Workers must carry government issued ID at all times.
- Workers must NOT leave tools unattended for any amount of time anywhere on site.
- Workers must leave the area clean and clutter free upon completion of work each day.
- Workers may not carry weapons of any sort on their person or in their vehicle.
- Other weapon-like tools necessary to performing the job at hand must be in toolboxes and not carried on the workers’ person.
- All workers, both employees and subcontractors who will be on METROCARE property are to be drug and background checked. Proof of drug and background check must be provided prior to start of project.
- Workers may be searched by security at ANY time while on METROCARE property.

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- Workers are NOT to buy, sell, give or trade ANY item to, from or with any employee or tenant of METROCARE.
- Two 24/7 points of contact must be available to METROCARE via phone during the project. These contacts must be Supervisor level or above.
- Crews are always to be supervised while on METROCARE property.

Insurance Requirements:

- Bidders must carry \$2,000,000 general aggregate and \$2,000,000 product aggregate insurance.
- Proof of Insurance must be included with bid submission. Failure to provide proof of insurance with the bid will result in bid disqualification.

References Required:

- Bidders wishing to respond to this RFP that have not worked with METROCARE previously MUST provide 3 references.
- These references are highly recommended to be from like projects.

Products and Services Requested:

- Please refer to scope included herein.
- All items must be commercial grade and be new, unused, and not refurbished. Gray market items are NOT acceptable.

Additional Requirements:

- Respondent shall submit proposal in a sealed package, clearly marked on the front of the package "Request for Proposal – Furniture– RFP 23005." All proposals must be mailed or emailed to Katisha.Clark@metrocareservices.org
- All proposals must be received no later than 2:00 PM, Central Time, on September 25, 2023. Each bidder must sign the "Bids Submitted" form and be acknowledged by an authorized representative of METROCARE at the time of bid delivery. Proposals submitted prior to the above time and date may be modified provided such modifications are sealed and received at the same address prior to the date and time set for submissions of proposals. Any proposal or modifications received after this time shall not be considered.

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- Respondent shall submit a completed Conflict of Interest Questionnaire (designated as Attachment B) for each employment or business relationship Respondent may have with a METROCARE officer. If no relationship exists, the questionnaire must still be submitted indicating no relationship.
- Respondent shall submit a completed Signature Page (designated as Attachment C).
- Respondent shall submit a completed Vendor Profile (designated as Attachment D).
- Respondent shall submit a completed Substitute W9 (designated as Attachment E).

All proposals become the property of METROCARE upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, METROCARE cannot guarantee that it will not be compelled to disclose all or part of any public record.

Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal or during any phase of the selection process shall be borne solely by the Respondent.

EVALUATION CRITERIA

METROCARE will conduct a comprehensive, fair, and impartial evaluation of all Proposals received in response to this RFP. METROCARE may appoint a selection committee to perform the evaluation. Each proposal will be analyzed to determine overall responsiveness and qualifications under this RFP. Criteria to be evaluated may include the items listed below.

The selection committee may select all, some, or none of the Respondents for interviews. If METROCARE elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the selection committee. METROCARE may also request additional information from Respondents at any time prior to final approval of a selected Respondent. METROCARE reserves the right to select one, or more, or none of the Respondents to provide services.

Best Value Determination:

The winning bidder will be chosen based on the best overall value as determined by METROCARE.

The following will be taken into consideration in no specific order:

- Price
- Ability to complete project on time
- Portfolio (Past performance/Reference examples)

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- Relevant references provided
- HUB status
- Length of time in business in the DFW area
- Thoroughness of bid submitted

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AWARD OF CONTRACT AND RESERVATION OF RIGHTS

METROCARE reserves the right to award one, more than one, or no contract(s) in response to this RFP.

The contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to METROCARE, as determined by the selection committee.

METROCARE may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of METROCARE.

METROCARE reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received.

METROCARE reserves the right to amend this RFP prior to the proposal due date.

METROCARE reserves the right to terminate this RFP and reissue a subsequent solicitation and/or remedy technical errors in the RFP process.

A proposal may be withdrawn prior to the due date by sending a written request to the designated METROCARE Staff Contact Person.

METROCARE will require the selected Respondent(s) to execute a contract with METROCARE prior to award. No work shall commence until METROCARE signs the contract document(s). In the event the parties cannot negotiate and execute a contract within the time specified, METROCARE reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit METROCARE to enter into a contract, award any services related to this RFP, nor does it obligate METROCARE to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that METROCARE shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties that is has such authority.

Final approval of a selected Respondent is subject to the action of the Selection Committee.

ATTACHMENT A

Scope of Work

Samuell Adult

1. Guest Armchairs
 - a. Mid-back single square lounge chair
 - i. Quantity: *12*
 - ii. Construction: Fully upholstered, single seat with armrests, Mid-back height, squared shape, and metal frame base
 - iii. Color:
 1. Metal Frame: Metallic silver
 2. Upholstered seating surface: *Dark Gray, patterned seat/back*
 - b. Curved back lounge chair
 - i. Quantity: *4*
 - ii. Construction: *Single seat, fully upholstered (cleanable material), moisture barrier, Metal legs*
 - iii. Color:
 1. Upholstered seat and back: *turquoise*
 2. Metal Legs: *Silver*
 - c. Beech Wood Lounge Chair
 - i. Quantity: *5*
 - ii. Construction: *Beech wood frame, seat and back upholstered (cleanable material), moisture barrier*
 - iii. Color:
 1. Wood Frame: *Beech wood*
 2. Upholstered seating surface: *dark gray*
2. Preconfigured Guest Lobby Seating pieces
 - a. 1 30" W bariatric single seat, armrests beech wood frame, upholstered seat and back (cleanable material), Turquoise color, moisture barrier
 - b. 2 21" W dual seat piece, armrests, beech wood frame, upholstered seat and back (cleanable material), Turquoise color, moisture barrier
 - c. 3 21" W single seat piece, armrests beech wood frame, upholstered seat and back (cleanable material), patterned, moisture barrier.
 - d. 3 21" W single seat piece, armrests beech wood frame, upholstered seat and back (cleanable material), Turquoise color, moisture barrier
 - e. 2 21" W dual seat piece, armrests, beech wood frame, upholstered seat and back (cleanable material), patterned, moisture barrier.
 - f. 5 22" beech wood center square tables to link to seating.

1 90-degree beech wood corner table
3. Modular Seating
 - a. Modular sofa 1
 - i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 2 13" X 27" end tables (laminated tops), 1 120-degree arc inner seat. All seats with backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray

2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- b. Modular sofa 2
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 2 13" X 27" end tables (laminate tops), 1 120-degree arc inner seat, angled bench for left side of sofa. All seats with backs, benches with no backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- c. Modular sofa 3
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 1 13" X 27" and 1 27"X27" end table (laminate tops), 1 angled bench for left side of sofa, 1 straight bench. All seats with backs, benches with no backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- d. Modular sofa 4
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 2 13" X 27" 1 13"X27" end tables (laminate tops), 1 120-degree arc inner seat, 1 angled bench for left side of sofa. All seats with backs, all benches with no backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- e. Modular sofa 5
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *four sections of single seats, 2 13" X 27" end tables (laminate tops), All seats with backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- f. Modular sofa 6
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *four sections of single seats, 2 13" X 27" end tables (laminate tops), All seats with backs. Graphite base*
 - iii. Color:

1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- g. Modular sofa 7
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *three sections single seats, 1 13" X 27" end tables (laminate tops), 1 angled bench for left side. All seats with backs, benches with no backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- h. Modular sofa 8
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *one section single seat, 1 13" X 27" end tables (laminate tops), 1 120-degree arc inner seat, 120-degree arc bench. All seats with backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- i. Modular sofa 9
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *five sections of single seats, two single bench seats, 2 13" X 27" end tables (laminate tops), 1 120-degree arc inner seat 1 90-degree corner table (laminate top) 1 24" round side table (laminate top, ottoman style base). All seats with backs, all benches with no backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
- j. Modular sofa 10
- i. Quantity: *1*
 - ii. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 1 27" X 27" end tables (laminate tops), one angled bench for left of sofa, one angled bench for right of sofa. All seats with backs, all benches with no backs. Graphite base*
 - iii. Color:
 1. Seat backs- medium gray
 2. Seats- patterned design
 3. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
4. Ottoman
- a. Quantity: *1*

- b. Construction: *39" round, fully upholstered (cleanable material), moisture barrier, Graphite base*
 - c. Color:
 - i. Turquoise
- 5. Lobby Tables
 - a. Side table 1
 - i. Quantity: 2
 - ii. Construction: *20" X 19" X 27", single wood post, metal base,*
 - iii. Color:
 - 1. Wood post: *medium tone wood finish*
 - 2. Metal base: *Gray*
 - 3. *Tabletop: White*
 - b. Side table 2
 - i. Quantity: 4
 - ii. Construction: *24" laminated round top, 3mm edge, painted disk base 16" H*
 - iii. Color:
 - 1. top: *light tone wood finish*
 - 2. Table base: *gray*
 - c. Lobby Table 1
 - i. Quantity: 2
 - ii. Construction: *30" X 30" Round, 3mm edge Laminate top. Painted disk base, 29" H*
 - iii. Color:
 - 1. Top: *Light tan/beige*
 - 2. Base: *Gray*
 - d. Lobby Table 2
 - i. Quantity: 2
 - ii. Construction: *24" X 24" Round, 3mm edge Laminate top. Painted disk base, 29" H*
 - iii. Color:
 - 1. Top: *Light tan/beige*
 - 2. Base: *Gray*
 - e. Polymer lobby table seating
 - i. Quantity: 8
 - ii. Construction: *polymer seat and back. Formed wooden legs.*
 - iii. Color:
 - 1. Wood Legs: *medium tone wood finish*
 - 2. Seating surface: *blue gray mix*
- 6. Stackable Chairs
 - i. Quantity: *16*
 - ii. Construction: *4 metal legs with no casters. Polymer seat and back. Fixed armrest included.*
 - iii. Color:
 - 1. Seat/back: *Gray-Blue mix (exact color to be approved before order)*
 - 2. Chair legs: *Silver*
- 7. Stackable Tables
 - i. Quantity: 6
 - ii. Construction: *30" X 72" Laminate top with matching edges. Folding top. Nesting with casters*
 - iii. Color:
 - 1. Top/surface- *Light tone wood finish*
 - 2. Base/Legs- *Silver*

- 8. Breakroom
 - a. High bar top table
 - i. Quantity: 3
 - ii. Construction: *42" H X 60" W X 30" D Laminate with end panels*
 - iii. Color:
 - iv. Table: *medium tone wood finish*
 - b. High bar top chairs
 - i. Quantity: *12*
 - ii. Construction: *Polymer seat and back, arm rests, Chrome frame, bar height*
 - iii. Color:
 - 1. Seat/back: gray
 - 2. Frame: Chrome
 - c. Round breakroom table 1
 - i. Quantity: 3
 - ii. Construction: *30" X 30" Round, Laminate, 3mm edge, painted disc base, 29" H*
 - iii. Color:
 - 1. Tabletop laminate: *medium tone wood finish*
 - d. Round breakroom table 2
 - i. Quantity: *1*
 - ii. Construction: *36" X 36" Round, Laminate, 3mm edge, painted disc base, 29" H*
 - iii. Color:
 - 1. Tabletop laminate: *medium tone wood finish*
 - 2. Base: Metallic silver
 - e. Breakroom chairs
 - i. Quantity: *10*
 - ii. Construction: *Polymer seat and perforated back, 4 legs, painted, fixed arms, dining height*
 - iii. Color:
 - 1. Polymer seat and back: off-white
 - 2. Armrest: gray
 - 3. Chair frame: Metallic silver
- 9. Planters
 - a. Dry planter style 1
 - i. Quantity: 5
 - ii. Construction: *42" H X 60" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
 - b. Dry planter style 2
 - i. Quantity: *1*
 - ii. Construction: *34" H X 60" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
 - c. Dry planter style 3
 - i. Quantity: *1*
 - ii. Construction: *34" H X 48" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*

- d. Dry planter style 4
 - i. Quantity: 1
 - ii. Construction: 42"H X 36" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- e. Dry planter style 5
 - i. Quantity: 2
 - ii. Construction: 42"H X 30" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- f. Dry planter style 6
 - i. Quantity: 3
 - ii. Construction: 34"H X 30" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- g. Dry planter style 7
 - i. Quantity: 4
 - ii. Construction: 42"H X 48" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- h. Dry planter style 8
 - i. Quantity: 1
 - ii. Construction: 42"H X 42" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- i. Dry planter style 9
 - i. Quantity: 2
 - ii. Construction: 42"H X 54" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- j. Dry planter style 10
 - i. Quantity: 2
 - ii. Construction: 34"H X 36" W X 12" D
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*

Samuell C&A

- 10. Mid-back single square lounge chair
 - a. Quantity: 8
 - b. Construction: Fully upholstered, single seat with armrests, Mid-back height, squared shape, and metal frame base
 - c. Color:
 - i. Metal Frame: Metallic silver

- ii. Upholstered seating surface: *Dark Gray, patterned seat/back*
11. Preconfigured Guest Lobby Seating pieces
- a. 3 21" W dual seat piece, armrests, beech wood frame, upholstered seat and back (cleanable material), Turquoise color, moisture barrier
 - b. 3 21" W single seat piece, armrests beech wood frame, upholstered seat and back (cleanable material), patterned, moisture barrier.
 - c. 3 22" beech wood center square tables to link to seating.
 - d. 2 Corner table- 20"H X 30"W X 30"D
12. Modular sofa pieces
- a. Quantity: 1
 - b. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 2 13" X 27" end table (laminated tops), 1 angled bench for right side of sofa, 1 angled bench for left side of sofa, All seats with backs, benches with no backs. Graphite base*
 - c. Color:
 - i. Seat backs- medium gray
 - ii. Seats- patterned design
 - iii. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.
13. Ottomans
- a. Round
 - i. Quantity: 3
 - ii. Construction: *18" X 7 round , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - b. Square
 - i. Quantity: 5
 - ii. Construction: *18" X 7 Square , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - c. Triangle
 - i. Quantity: 5
 - ii. Construction: *18" X 7 Triangle , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - d. Mini round
 - i. Quantity: 3
 - ii. Construction: *mini round , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - e. Mini square
 - i. Quantity: 5
 - ii. Construction: *mini square, fully upholstered (cleanable material), moisture barrier, Graphite base*
14. Side table 2
- a. Quantity: 2
 - b. Construction: *24" laminated round top, 3mm edge, painted disk base 16" H*
 - c. Color:
 - i. top: *light tone wood finish*
 - ii. Table base: gray
15. Stackable Chairs
- a. Quantity: 16

- b. Construction: *4 metal legs with no casters. Polymer seat and back. Fixed armrest included.*
 - c. Color:
 - i. Seat/back: *Gray-Blue mix (exact color to be approved before order)*
 - ii. Chair legs: *Silver*
- 16. Stackable Tables
 - a. Quantity: *7*
 - b. Construction: *30" X 72" Laminate top with matching edges. Folding top. Nesting with casters*
 - c. Color:
 - i. Top/surface- *Light tone wood finish*
 - ii. Base/Legs- *Silver*
- 17. Breakroom
 - a. High bar top table
 - i. Quantity: *2*
 - ii. Construction: *42"H X 60" W X 30" D Laminate with end panels*
 - iii. Color:
 - iv. Table: *medium tone wood finish*
 - b. High bar top chairs
 - i. Quantity: *4*
 - ii. Construction: *Polymer seat and back, arm rests, Chrome frame, bar height*
 - iii. Color:
 - 1. Seat/back: *gray*
 - 2. Frame: *Chrome*
- 18. Dry planter
 - a. Quantity: *2*
 - b. Construction: *34"H X 30" W X 12" D*
 - c. Finish material: *Laminate*
 - d. Color:
 - i. Exterior color: *Beige/Tan*
- 19. Children area
 - a. *11 children's chairs*
 - b. *2 children's activity table- round*
 - i. *45"X24"X50"*
 - c. *1 children's table- square*
 - i. *36"X36"*
 - d. *1 children's table- round*
 - i. *36" diameter*
 - e. *4 Bookcase*
 - i. Construction: *14dx37hx36w*
 - f. *4 2-seat book benches*
 - i. Construction: *34H X 54W X 30 with open base*
 - g. *4 1-seat book benches*
 - i. Construction: *30" square with open base*
 - h. *Floor Mat*
 - i. Quantity: *4*

20. Guest arm chairs

- a. Mid-back single square lounge chair
 - i. Quantity: 7
 - ii. Construction: Fully upholstered, single seat with armrests, Mid-back height, squared shape, and metal frame base
 - iii. Color:
 - 1. Metal Frame: Metallic silver
 - 2. Upholstered seating surface: *Dark Gray, patterned seat/back*
- b. Beech Wood Lounge Chair
 - i. Quantity: 2
 - ii. Construction: *Beech wood frame, seat and back upholstered (cleanable material), moisture barrier*
 - iii. Color:
 - 1. Wood Frame: *Beech wood*
 - 2. Upholstered seating surface: *dark gray*
- c. Curved back lounge chair
 - i. Quantity: 5
 - ii. Construction: *Single seat, fully upholstered (cleanable material), moisture barrier, Metal legs*
 - iii. Color:
 - 1. Upholstered seat and back: *turquoise*
 - 2. Metal Legs: *Silver*

21. Preconfigured Guest Lobby Seating pieces

- a. 6 21" W dual seat piece, armrests, beech wood frame, upholstered seat and back (cleanable material), Turquoise color, moisture barrier
- b. 2 21" W single seat piece, armrests beech wood frame, upholstered seat and back (cleanable material), patterned, moisture barrier.
- c. 3 22" beech wood center square tables to link to seating.

22. Modular sofa

- a. Quantity: *1*
- b. Construction: Fully upholstered (cleanable material), moisture barrier, *two sections 1.5 seats each, 1 13" X 27 end table (laminate top). All seats with backs. Graphite base*
- c. Color:
 - i. Seat backs- medium gray
 - ii. Seats- patterned design
 - iii. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.

23. Additional modular sofa pieces

- a. Construction: Fully upholstered (cleanable material), moisture barrier, *4 sections 1.5 seats each, 6 sections single seats, 1 120-degree arc inner seat, 1 120-degree arc outer seat, 5 13" X 27" side tables, 3 angled left benches, 1 single bench, 1 27" square table, 2 90-degree corner table. All seats with backs. Graphite base*
- b. Color:
 - i. Seat backs- medium gray
 - ii. Seats- patterned design
 - iii. Tables- light wood tone laminate, turquoise fabric (cleanable material) for sides.

24. Ottomans

- a. Round
 - i. Quantity: 1

- ii. Construction: *18" X 7 round , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - b. Square
 - i. Quantity: 2
 - ii. Construction: *18" X 7 Square , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - c. Triangle
 - i. Quantity: 2
 - ii. Construction: *18" X 7 Triangle , fully upholstered (cleanable material), moisture barrier, Graphite base*
 - d. Mini round
 - i. Quantity: 1
 - ii. Construction: *mini round , fully upholstered (cleanable material), moisture barrier, Graphite base*
- 25. Lobby tables
 - a. Side table 1
 - i. Quantity: *1*
 - ii. Construction: *24" laminated round top, 3mm edge, painted disk base 16" H*
 - iii. Color:
 - 1. top: *light tone wood finish*
 - 2. Table base: *gray*
 - b. Side table 2
 - i. Quantity: 2
 - ii. Construction: *20" X 19" X 27", single wood post, metal base,*
 - iii. Color:
 - 1. Wood post: *medium tone wood finish*
 - 2. Metal base: *Gray*
 - 3. Tabletop: *White*
- 26. Stackable Chairs
 - i. Quantity: *20*
 - ii. Construction: *4 metal legs with no casters. Polymer seat and back. Fixed armrest included.*
 - iii. Color:
 - 1. Seat/back: *Gray-Blue mix (exact color to be approved before order)*
 - 2. Chair legs: *Silver*
- 27. Stackable Tables
 - i. Quantity: 8
 - ii. Construction: *30" X 72" Laminate top with matching edges. Folding top. Nesting with casters*
 - iii. Color:
 - 1. Top/surface- *Light tone wood finish*
 - 2. Base/Legs- *Silver*
- 28. Breakroom
 - a. High bar top table
 - i. Quantity: 2
 - ii. Construction: *42"H X 60" W X 30" D Laminate with end panels*
 - iii. Color:
 - iv. Table: *medium tone wood finish*

- b. High bar top chairs
 - i. Quantity: 8
 - ii. Construction: *Polymer seat and back, arm rests, Chrome frame, bar height*
 - iii. Color:
 - 1. Seat/back: gray
 - 2. Frame: Chrome
- c. Round breakroom table 1
 - i. Quantity: 3
 - ii. Construction: *30" X 30" Round, Laminate, 3mm edge, painted disc base, 29" H*
 - iii. Color:
 - 1. Tabletop laminate: *medium tone wood finish*
- d. Round breakroom table 1
 - i. Quantity: 1
 - ii. Construction: *36" X 36" Round, Laminate, 3mm edge, painted disc base, 29" H*
 - iii. Color:
 - 1. Tabletop laminate: *medium tone wood finish*
 - 2. Base: Metallic silver
- e. Breakroom chairs
 - i. Quantity: 6
 - ii. Construction: *Polymer seat and perforated back, 4 legs, painted, fixed arms, dining height*
 - iii. Color:
 - 1. Polymer seat and back: off-white
 - 2. Armrest: gray
 - 3. Chair frame: Metallic silver

29. Dry planters

- a. Dry planter style 1
 - i. Quantity: 1
 - ii. Construction: *34"H X 36" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- b. Dry planter style 2
 - i. Quantity: 3
 - ii. Construction: *34"H X 60" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- c. Dry planter style 3
 - i. Quantity: 1
 - ii. Construction: *34"H X 54" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
- d. Dry planter style 4
 - i. Quantity: 1
 - ii. Construction: *42"H X 48" W X 12" D*
 - iii. Finish material: Laminate

- iv. Color:
 - 1. Exterior color: *Beige/Tan*
 - e. Dry planter style 5
 - i. Quantity: *1*
 - ii. Construction: *42"H X 54" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
 - f. Dry planter style 6
 - i. Quantity: *3*
 - ii. Construction: *42"H X 42" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
 - g. Dry planter style 7
 - i. Quantity: *1*
 - ii. Construction: *42"H X 36" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
 - h. Dry planter style 8
 - i. Quantity: *1*
 - ii. Construction: *42"H X 60" W X 12" D*
 - iii. Finish material: Laminate
 - iv. Color:
 - 1. Exterior color: *Beige/Tan*
30. Children's Furniture
- a. 1 children's activity table
 - b. 1 children's sensory wall
 - c. 4 children's chairs
 - i. 4 legs
 - ii. Color
 - 1. Green seat
 - 2. Chrome legs
 - iii. *Floor Mat*
 - 1. *Quantity: 4*

CONTINGENCY: Add 10% of project cost as a line item for the above areas to be held aside to cover any unforeseen costs associated with this project. ***NOTE* Any unused contingency dollars are to be credited back to METROCARE upon completion of project.**

Bidders must submit 3 separate bids. 1 for each building listed in Attachment A “Scope of Work”. Bids must include both furnishing and installation of the new furniture. This will be a Turnkey ready project.

Attachment B

RFP: 23005

Conflict of Interest Questionnaire

Metrocare Services will not engage an individual or firm that has a conflict of interest, and may not engage an individual or firm that has the appearance of a conflict of interest.

A conflict of interest will be deemed to exist:

- (a) If the Responding firm, or any of its principals, affiliates, or subcontractors, has an existing contract(s) or agreement(s) with any METROCARE department or officer.
- (b) If the Responding firm, or any of its principals, affiliates, or subcontractors, has performed any work for any METROCARE department or officer.

By your signature below, Respondent attests that:

- 1. No conflict of interest, as defined above, exists; and,
- 2. No appearance of a conflict of interest, as defined above, exists; or,
- 3. The following relationship(s) may constitute the appearance of such a conflict of interest:

Respondent's Name (Print)

Respondent's Signature

Title

Date

SIGNATURE PAGE

Date: September 19th, 2023
RFP Number: 22002
Direct Inquiries to: Katisha Clark
Phone: 469-717-8445
Email: Katisha.Clark@metrocareservices.org

Deliver Proposal To:
Katisha Clark
1345 River Bend Dr. Suite 200
Dallas, Texas 75247

Due Date / Time: September 25th 2023

IMPORTANT: Proposals submitted in response to the RFP MUST be accompanied by this “Signature Page”. Respondents should read the entire RFP document before submitting a proposal. Proposals MUST be signed in ink.

Printed Name

Company Name

Signature

Title

Address

Date

Phone

Email

VENDOR PROFILE FORM

General Business Information:				
Name of Business, Organization, or Name of Person (if payment is to an individual):				
Mailing Address for Payments:				
City	State:	Zip Code	E-Mail Address:	
Telephone No.:		Fax No.:		Toll Free No.:
How Long in Business:		Federal Employment Identification Number:		Business SIC Code:
President/General Manager:		Principal products and/or services offered:		
Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Proprietorship				
Number of Employees: Regular (Full Time): _____ Part-Time: _____				
Account Contacts: Account Rep: _____ Phone: _____ Email: _____ Invoice Matters: _____ Phone: _____ Email: _____				
Status (check all that apply) If Minority, What Status? <input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Asian Indian American <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Hasidic Jews <input type="checkbox"/> MBE <input type="checkbox"/> Certified Small Business <input type="checkbox"/> Women-Owned Business				
SIGN BELOW:				
Signature of Authorized Representative of Vendor:				Date:

**Metrocare Services Vendor
Information****Vendor Number:****Substitute W –9**

Name		
Business Name (If different from above)		
Address		
City, State, Zip		
Phone Number		
Check Appropriate Box:	<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation Partnership	<input type="checkbox"/> LLC (Tax Class: C Corp) <input type="checkbox"/> LLC (Tax Class: S Corp) <input type="checkbox"/> LLC (Tax Class: Partnership) Other
Social Security Number		
OR		
Employer ID Number		
Backup Withholding (Check One)	<input type="checkbox"/> I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, <input type="checkbox"/> I have been notified by the IRS that I am currently subject to backup withholding	

Historically Underutilized Business Information

HUB Status	<input type="checkbox"/> Certified HUB <input type="checkbox"/> Uncertified HUB <input type="checkbox"/> Public Corporation	<input type="checkbox"/> Government/Non Profit <input type="checkbox"/> Non HUB Individual /Partnership
HUB Classification	<input type="checkbox"/> African American <input type="checkbox"/> Asian Indian <input type="checkbox"/> Asian Pacific	<input type="checkbox"/> Native American <input type="checkbox"/> Hispanic <input type="checkbox"/> Woman-owned

Signature: _____

Date: _____