

# Chesapeake Lighthouse Foundation

## REQUEST FOR PROPOSAL (RFP) CMIT NORTH HS - Furniture

*Eric Derin*

### CMIT NORTH HS - FURNITURE

Chesapeake Lighthouse Foundation  
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Laurel, Maryland 20707  
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**RFP ID: 148001561**  
**Prepared By: Janee Meggett**  
**Date: April 15, 2021**

REQUEST FOR PROPOSAL  
CMIT NORTH HS - FURNITURE  
Laurel - Maryland

**RFP ID:** 148001561

**PROPOSAL SUBMISSION DEADLINE:** May 1, 2021, Close of Business; 4:00 PM

**QUESTION SUBMISSION DEADLINE:** April 26, 2021

Questions may be submitted in written form to:

**Contact Name:** Eric Derin  
**Contact Address:** 6151 Chevy Chase Drive  
Laurel, Maryland 20707  
**Telephone Number:** 3017762300  
**Email Address:** Purchasing1@clfmd.org

#### **INTRODUCTION**

Chesapeake Lighthouse Foundation invites and welcomes proposals for their CMIT NORTH HS - Furniture project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

#### **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 14800 Sweitzer Ln, Laurel, Maryland 20707.

#### **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding All aspects, contact:

**Name:** Eric Derin  
**Title:** Director Of Operations  
**Phone:** 3017762300  
**Fax:**  
**Email:** Purchasing1@clfmd.org

#### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the goal is to furnish a media center, computer labs, classrooms/areas defined by the school administration, and a front entrance area to support student's and staff members' instructional activities and community..

## **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE**

### **DATE**

Start of Project:

April 15, 2021

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Chesapeake Lighthouse Foundation shall award the contract to the proposal that best accommodates the various project requirements. Chesapeake Lighthouse Foundation reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Chesapeake Lighthouse Foundation no later than Close of Business; 4:00 PM on May 1, 2021 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Chesapeake Lighthouse Foundation reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Maryland (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Chesapeake Lighthouse Foundation, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.