



**REQUEST FOR PROPOSALS (“RFP”) O-01220 FOR OFFICE FURNITURE
FOR THE**

**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY HEADQUARTER RENOVATION
(THE “PROJECT”)**

Issue Date: August 14, 2020

Proposal Due Date: September 11, 2020 by 2:00 p.m.

The Tampa Hillsborough Expressway Authority (“THEA” or “Owner”) is soliciting proposals from qualified firms for delivery, distribution and installation of office furniture throughout THEA’s Transportation Management Center. The Firm (the “Vendor” or collectively the “Vendors”) will be required to coordinate with the general contractor to accommodate the finished project.

I. Project Description and Schedule

The awarded Vendor shall furnish, deliver and install all items of furniture, fixtures and associated furnishings (the “Furniture”), as described in the specifications and drawings attached to this RFP as **Appendix A**, and **Appendix A-1**, respectively, including any and all ancillary items required, but not listed, for the complete installation/placement of the items (the “Furniture”). Vendor agrees to perform all work in compliance with the Specifications dated August 7, 2020, RFP O-01120, attached hereto as **Appendix A-2**. Vendor shall deliver and install all Furniture in perfect condition in accordance with the project schedule unless otherwise approved in writing by Owner. In order to ensure the necessary construction schedule flexibility, Vendor may be required to warehouse the Furniture for up to three (3) months. Vendor shall submit pricing for such warehousing as Alternate No. 2. See Article VIII.4.A.iv. Vendor shall also submit Alternate No. 3 pricing for a phased delivery of furniture upon substantial completion of construction on each of the all three floors (1, 2, 3).

Under **Appendix A** of the RFP, Vendors will find specifications for the furniture. **Appendix A-1** provides a spreadsheet with quantities for each item detailed in **Appendix A**. **Appendix A-1** also provides Vendors with furniture plans illustrating placement of the specified items. Vendor is expected to install/distribute the furniture to its final location as provided for in the furniture plans, or as directed by Owner.

Vendors should note that delivery, distribution and installation of Furniture throughout the facility shall be the responsibility of the Vendor unless otherwise stated. Any item or accessory that is not included in **Appendix A** but is essential to the proper use of the Furniture, including consumables, shall be listed (by Vendor) with its respective price on a separate sheet and attached to the proposal.

Dates	
August 14, 2020	Advertising & Publishing RFP
August 27, 2020	Deadline for Questions/Clarifications
August 28, 2020	Anticipated issuance of any Addenda/Clarifications
September 11, 2020 by 2 p.m.	Proposals due / Proposal Opening (Firms are not required to attend, however, this Opening is open to the public via Zoom meeting ~ details in Addendum No. 1)
September 14, 2020	Posting of Notice of Intended Decision
September 21, 2020	Board approval of Intended Decision
September 22, 2020	Posting of Notice of Decision & Award of Contract

II. Miscellaneous Bid Requirements:

1. As part of the bid, it is the Vendor's responsibility to coordinate and verify product dimensions. It shall be the responsibility of Vendor to field verify to ensure the Furniture will fit into the allocated space and to the extent any issues are identified, Vendor agrees to notify Owner immediately.
2. During the bid period, Vendor shall identify any delivery and/or manufacturing issues that may impact the schedule and the Vendor's recommended solutions, so that the Project will be fully furnished by the dates provided for in this RFP.
3. During the bid period, Vendor shall begin assembling submittal materials, as described in Article X.13 below so that awarded Vendor can present submittal package to the Owner within five (5) business days of intent to award notice. Failure to submit the package within the designated timeframe will result in the Vendor being in default.
4. Shop drawings for desks and workstations must be included with the bid submission, and must be representative of the exact product included in the proposal in order to be considered for award. Failure to submit shop drawings will result in a "no bid" for those line items.
5. Vendor shall provide temporary furniture, at no additional cost to Owner, in the event that the furniture does not arrive on time or the condition of the delivered items is not satisfactory to Owner and does not meet the requirements of this RFP. If temporary furniture is required and is known prior to the bid submission, Vendor shall include a separate itemization detailing all temporary furnishings with their bid. Vendor shall provide shop drawings for all proposed temporary items with their bid submissions, if applicable. Further, should temporary furniture be required, Vendor shall, as soon as possible and at no additional cost to Owner, replace any such temporary furniture with the specified furniture.
6. Vendor may submit pricing for the preapproved product(s) listed on the specification sheet, or any like products that match the aesthetics listed on the specification sheet. Vendor must clearly identify which product the pricing represents by including the make and model information on the bid. For items that require upholstery, Vendor must confirm that the material has been tested and approved by the manufacture for use on the seat, prior to submitting the bid.
 - a. Substitution bids must be listed separately on the bid form, under the alternates section.
7. All pricing must be reflective of fully burdened rates which include the unit cost for the product, shipping, delivery, installation and project management time for the project.
8. Note: **THEA has tax-exempt status, therefore, tax should not be included in the pricing.**

III. Removal of Debris and Damage to Other Owner Property by Vendor:

1. Vendor shall be responsible for removal from the premises of all packing material, other debris and garbage associated with their work. All work areas shall be left broom clean. Vendor shall remove all debris and garbage on a daily basis, without exception. In the event that a Vendor does not comply with this requirement, Owner shall have the right to deduct such costs associated with having to complete this task.
2. Any damage to adjacent or surrounding surfaces that the Vendor causes must be repaired to the satisfaction of Owner at the Vendor's expense. Vendor shall schedule any repair work through Owner.

IV. Installation:

1. The Vendor shall be responsible for delivery and installation/placement of the Furniture.
2. All delivery and installations may be completed by level or any other sequence directed or approved by Owner.

3. Each delivery shall be accompanied by packing slips and a summary delivery report and must be signed off by Owner acknowledging receipt.
4. Once awarded, Vendor shall provide Owner with a monthly schedule, which complies with the RFP requirements, for all work described herein.
5. Vendor agrees that Owner shall be an integral part of the installation/placement process and any and all issues related to the work described herein shall be brought to the attention of Owner as soon as possible.
6. All installation/placement and delivery efforts shall be coordinated with Owner. It is expected that all installation services shall be completed during normal working hours (Monday through Friday, 7:30AM to 5:00PM). Deliveries to be coordinated with the Owner. They will be permitted during normal and off hours. Off hours are before 7:30am and after 5:00pm Monday through Friday and weekends.
7. Vendor shall work with Owner to determine the most appropriate path of travel, both interior and exterior paths, for the Furniture prior to the date of installation/placement to ensure adequate clearances for the Furniture.
8. All Furniture shall be carefully fitted into place, as directed by Owner. It shall be the responsibility of the successful Vendor to ensure that the Furniture is properly fitted in the specified area.
9. The Vendor shall ensure that all Furniture and its containers are identified before delivery and installation/placement occurs. These markings should be easily visible for Owner or its designee's inspection. All tags shall be consistent with Article X.7 and X.10 below. The Vendor is responsible for all coordination with Owner and for project management supervision at the site.
10. **Examination.** The Vendor shall examine areas where Furniture is to be installed and/or handled and notify Owner of any site conditions which may be detrimental to the timely and proper completion of the work. Unless Owner otherwise directs, Vendor shall not proceed with the work until conditions are corrected and/or Owner has indicated the work should resume.
11. To ensure that the deliveries to Owner do not contain damaged or incorrect items, Vendor shall review and check all packages before the packages are delivered to Owner. Owner shall be notified of any issues discovered during this review. Vendor shall not install Furniture that is warped, bowed or otherwise damaged or defaced in any way. Such damaged or defaced Furniture shall be removed and replaced at no cost to Owner. The Vendor shall adjust all doors, drawers, hardware fixtures and moving or operating parts to function smoothly and correctly once all work has been completed. The Vendor shall remove all stickers and residue from visible surfaces once installation has been completed.
12. When it is required that installation of work shall comply with manufacturer's printed instructions, Vendor shall obtain and distribute copies of such instructions to parties involved in the installation, including two (2) copies to Owner. Vendor shall also maintain one (1) set of complete instructions at the jobsite during installation and until completion.
13. Provide maintenance of completed installation through remainder of installation.
14. Attachment joints shall be tight, without gaps or spaces.
15. Manufacturer-certified installers shall assemble Furniture (including accessory components), in accordance with manufacturer's written instructions. Workers skilled in and familiar with Furniture installation shall install all items.
16. **Adjusting.** Vendor shall adjust all components to provide smooth operation of moving parts without binding or racking.
17. **Cleaning of Installed Items.** All surfaces should be cleaned as follows:

- A. Remove labels that are not permanent, with the exception of hangtags which contain operating instructions for items such as task chairs;
- B. Remove all stickers and residue from visible surfaces once installation has been completed;
- C. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances;
- D. Vacuum carpet;
- E. Vacuum upholstered surfaces; and
- F. Clean furniture of dust, soil, fingerprints and loose threads;

V. Warranty:

1. At a minimum, Vendor agrees that the warranty on the Furniture, options, accessories and installation of work will be for the specified duration identified on the specification sheets. During this warranty period, Vendor agrees to maintain the Furniture in original operating condition and at original performance levels, as applicable. This includes the cost of all parts and labor, unless the need for parts or labor was caused directly by negligence or abuse on Owner's part.
 - A. If the warranty period is longer than ten (10) years, or can be extended through Owner's maintenance, state time period and what is required to extend such warranty period;
 - B. Warranty hours of coverage must be stated in the Vendor's proposal;
 - C. THE WARRANTY PERIOD SHALL COMMENCE UPON FINAL ACCEPTANCE OF THE FURNITURE;
 - D. Properly executed warranties shall be submitted to Owner within fifteen (15) days of the completion of the installation/placement;
2. Vendor agrees that any travel charge minimums, call-out charges and/or minimum hour charges shall be waived during the warranty period.
3. Vendor guarantees that at the end of the warranty period, the purchased Furniture will perform to all original claims and specifications.
4. Vendor agrees to immediately notify the manufacture of warranty issues that cannot be resolved directly by the Vendor after the first repair attempt, or when the issues appears to be as a result of a larger quality or production issue.

VI. Life Expectancy:

1. Useful life expectancy is defined as the length of time after installation that the Furniture, with proper service, and within normal downtime limits, is expected to operate at original manufacturer's specifications.
 - A. The Vendor shall state in their bid a guaranteed useful life expectancy for their Furniture (each line item); and
 - B. In doing so, the Vendor agrees to, at a minimum, make available and to provide Owner or its agents with adequate, high quality service and factory-approved repair parts, at fair market prices, for the duration of the stated life expectancy.

VII. Service:

1. Vendor shall state in their proposal any service procedures that Owner or its agents is specifically prohibited from performing during the warranty period. Except for these written, specific exclusions, the Vendor agrees that Owner, without voiding any warranties, has the right to use its own personnel, to perform any and all service procedures necessary to ensure the safe and reliable operation of the Furniture or to modify, add, or delete accessories, software, or options, as applicable, regardless of the source, as long as the service, additions, deletions, or modifications comply with Federal and Florida State laws and regulations.
2. Vendor agrees to place the THEA Purchasing Department on their mailing list for Field Service Newsletter/Notes/Alerts related to the Furniture being purchased. These service updates shall continue for the life of the Furniture. All newsletters/notes/alerts related to the Furniture being purchased shall be sent to Tampa Hillsborough Expressway Authority, Office of Purchasing, at Man.le@tampa-xway.com.
2. After the warranty period, the Vendor agrees to honor their standard parts warranty statement regardless of whether the in-house Maintenance Department or Vendor's service organization installs the parts.

VIII. RFP Submittal Requirements

1. A comprehensive proposal delivered on or before the due date of **September 11, 2020 by 2:00PM**, in accordance with the specifications set forth in the RFP.
2. A separate listing and description of at least two (2) comparable projects, with client references, including:
 - A. Name of project;
 - B. Address/Location of project;
 - C. Total furniture cost;
 - D. Total fee assigned to your firm;
 - E. A description of services your firm provided. Please note if there were existing conditions similar to those on this project;
 - F. References' names, titles, addresses and phone numbers; and
 - G. A listing of any subcontractors Vendor intends to use. All proposed subcontractors are subject to the approval of THEA, in its sole and absolute discretion.
3. Resume of Vendor's Project Manager and other key personnel proposed for the Project.
4. The Bid Forms are attached hereto as **Appendix B**. The Bid Form is required to be used for all Bid Submissions. If Vendor does not submit their proposal in the specified format, found in **Appendix B**, they shall be removed from consideration for award.
 - A. Please note that any Bid Submission that includes any exclusions and/or clarifications (other than those requested in this RFP) shall not be accepted and the exclusions shall have no effect as if they had not been submitted. Any and all questions, clarifications or exclusions should be submitted in writing to Owner prior to bid submission, as provided for in Section XI below, so that Addenda may be issued, as necessary. A comprehensive proposal, with **pricing valid for the period of twelve (12) months** from the commencement date of the contract, consists of the following:
 - i. Base Bid;

- ii. Alternate No.1 – Warehousing of Furniture for a period of three (3) months. Pricing should be provided in cost per hundred weight (“CWT”);
 - iii. Alternate No. 2 – Phased furniture delivery by floor in coordination with a construction phasing plan to include staged access to the 2nd and 3rd floor renovation areas sequentially.
 - iv. Alternate No. 3 - Conference / Meeting Room Chairs – Post COVID social distancing requirements.
 - v. Bid Form Attachment A – Subconsultant/Subcontractor Schedule of Values;
 - vi. Bid Form Attachment A-1 - Quantity and Fully Burdened Unit Cost of Specified Items;
 - vii. Bid Form Attachment B – Alternative Product Selections;
 - viii. SWORN STATEMENT UNDER SECTION 287.133 (3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
 - ix. DRUG FREE WORKPLACE FORM
 - x. Anticipated SBE Participation Form
5. A detailed schedule based on the Substantial Completion date of May 1, 2021.
- i. This schedule shall be inclusive of Vendor’s ordering and installation process.
 - Manufacturing lead times (in weeks) for each item.
 - Shipping durations (in weeks) for each item.
 - Assembly durations (in weeks) for each item.
4. Provide any comments or requested modifications to the AIA Contract or delete this line, attached hereto as **Appendix C** which will serve as the contract between the Owner and the selected Vendor.

IX. Selection Criteria

Selection Criteria include, but are not limited to, the following:

1. Proposed fees;
2. Completeness of proposals in responding to the information requested and in the format outlined;
3. Lead time for product;
4. SBE Participation;
5. Prior experience with projects of similar size and scope;
6. Evaluation and availability of key personnel; and
7. References’ response.

X. Other Conditions of the Work

1. **Supervision Requirements.** All work covered by this RFP, including installation, shall, until completion, be under the direct supervision of a factory-trained superintendent and a competent Project Manager, that the successful Vendor regularly employs, and who shall have appropriate experience in all phases of the work.

Both the superintendent and Project Manager shall be subject to Owner approval. The Project Manager shall represent Vendor, and communications given to the Project Manager shall be as binding as if given to Vendor. Vendor's Project Manager shall be present, at the site of the Project, at all times when performance of the work is actively underway regardless of the day or shift. During these times, the Vendor's Project Manager will not be assigned to any other project and will not perform any trade work on the Project (i.e. installing furniture, providing labor, etc.). Notwithstanding the foregoing, at those times when Vendor's Project Manager is taken away from the site of the Project, a replacement Project Manager (acceptable to Owner) shall be assigned to the Project. Owner retains the right to reject any proposed Project Manager, in its sole and absolute discretion.

2. All items are to be provided with non-marring glides, if applicable.
3. Vendor can use the service elevator, provided they are available and functioning, and in accordance with Owner elevator usage procedures. All elevator usage shall be coordinated and approved, in advance, with Owner. Vendors shall not use any Owner passenger elevators during the Project.
4. **Smoking.** Smoking is not allowed on THEA Property.
5. All deliveries to the site shall be made with the prior notice and approval of Owner and shall be arranged for and maintained in an orderly manner with the use of all sidewalks, drives, roads, rooms and entrances maintained unimpeded.
6. **Items to be furnished by Owner.** Owner will provide electrical power (110 volts) necessary for the power tools incidental to accomplish the assembly and installation of those furnishings that must be assembled at the site. All necessary tools and labor shall be at the Vendor's expense.
7. **Furniture Tags (Asset Tagging).** Vendor shall tag all items, prior to arrival at Owner's site, with a tag indicating the following:
 - A. Vendor Name;
 - B. Furniture Code (As identified herein); and
 - C. Floor and Room number.

The tags shall be placed under the seats of chairs, sofas and recliners, under table tops, or other locations agreed to by Owner.

If it becomes necessary to ship the deliveries directly to the site, Vendor shall be responsible for tagging all furniture prior to completion of the installation.

8. **Shop Drawings, Product Data and Samples.**
 - A. Finish and Fabric Samples - Vendor shall submit finish and fabric samples ("Samples") as specified. All Samples shall be submitted to the architect, no later than five (5) business days after notice of intent to award. See also Article 13 "Submittal Requirements" for additional information on submittal packages and procedures.
 - i. Upon intent to award, Vendors shall reserve necessary fabric;
 - ii. Submit samples of actual material to be used and finished as specified. For Samples illustrating assembly details, workmanship, fabrication techniques and similar characteristics submit three (3) Samples to the architect for review. Where variations are

inherent in the material, show limits of variations, show full pattern repeat if needed. Include product name or name of manufacturer. Submit Samples for each material as follows:

- a) Generic description of the Sample, corresponding to furniture code;
- b) Product name or name of manufacturer;
- c) Compliance with recognized standards; and
- d) Availability and delivery time.

Vendor shall ensure that all stain types shall match each other within a particular room, regardless of manufacturer.

- iii. Submit Samples for review of color, pattern, and texture; for final check of these characteristics with other elements; and for comparison of these characteristics between final submittal and actual component as delivered and installed.
 - iv. Upholstery fabrics for each type shall be obtained and submitted in “memo style.” All sample(s) shall be labeled with the Furniture Code.
 - v. Architect shall return one (1) set of Samples, as approved (or with comments), to Vendor;
 - vi. Vendors shall submit finish samples per the information provided in **Appendix A**. However, when finishes are not indicated, Vendors shall provide a standard range which is suitable for the project and should include: maple veneer, silver metallic paint, white/light laminates, mesh for seat backs, chair shell colors, etc.
 - vii. All submitted Samples shall be bundled and submitted with the Vendor’s submittal package. If a furniture item requires shop drawings, all Samples, shop drawings and other required submittals shall be submitted simultaneously to the architect.
- B. Shop Drawings - Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Vendor or a sub-vendor to illustrate some portion of the Work. Their purpose is to demonstrate the way by which the Vendor proposes to conform to the information given and the design concept expressed in the Contract Documents.
- i. The architect’s approval stamp on the shop drawings shall be considered as an approval of the general design and appearance only. The stamp shall not relieve the Vendor of the responsibility for coordination or errors and omissions. The Vendor shall be responsible for the design and execution of necessary connections and details and for all dimensions on the shop drawings.
 - ii. The Vendor will be required to correct all details on the drawings and completed work, as may hereafter be found to be deficient in strength or faulty workmanship by Owner without any claim for extra payment from Owner.
 - iii. Shop Drawings shall be drawn to scale and include all relevant dimensions as related to the furniture.
 - iv. All shop drawings shall be bundled and submitted with the Vendor’s submittal package, in addition to the requirement to include them with the bid package. If a furniture item requires shop drawings, all Samples, shop drawings and other required submittals shall be submitted simultaneously to Owner.

9. **Inspection and Acceptance of Furniture**. If any delivered items fail to comply with the detailed specifications, or are defective in any manner, the Vendor shall be notified by Owner and shall be required, at the sole discretion of Owner, to either:

- A. Replace the defective item with a product satisfactory to Owner, without additional cost to Owner; or
 - B. Refund to Owner the sum of money paid for the items found unsatisfactory and to make such disposition of the defective materials without additional cost to Owner.
10. **Upholstery Confirmation.** It is the responsibility of the Vendor to confirm with all seating manufacturers the appropriateness of all customer's own material ("COM") fabrics and polyurethanes with their upholstery techniques prior to ordering the COM fabrics and polyurethanes. Vendor shall obtain Owner approval of all cuttings and of all upholsteries prior to the fabrication of any furniture.

Vendor shall be responsible for calculating COM yardage necessary to complete the work.

Vendors shall be responsible for the total performance of Furniture with COM's and shall be required to warranty the entire furniture item. Vendor shall ensure that methods of upholstery do not cause premature wear of fabric or slippage of seams. Vendor shall also ensure that any fabric treatments are compatible with material, and that it will not delaminate, pucker or fail before warranty period provided for in the Warranty Section of this RFP. Written warranty, executed by manufacturer agreeing to replace seating frame that fails in materials or workmanship within the specified warranty period is to be provided. Failures include, but are not limited to:

- Structural failures including excessive deflection.
- Deterioration of finishes and other materials beyond normal wear.

11. **Coordination.** Vendor must coordinate all aspects of the work with the contractor to ensure proper installation, operation and efficient and orderly installation of the work described herein. Coordination shall include, but not be limited to schedule installation operations in the sequence required to obtain the best results where installation of one part of the work described herein depends on installation of other components, before or after its own installation.
12. **Submittal Procedures.** All submittals shall be submitted no later than five (5) business days after notice of intent to award. Such submittals shall include all Samples, shop drawings, product data or any other information required to be submitted with Vendor's submittal. The Work shall be in accordance with approved submittals, except that the Vendor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data or similar submittals unless the Vendor has specifically informed the Owner in writing of such deviation at the time of submittal and (1) the Owner has given written approval to the specific deviation as a minor change in the Work or (2) a Modification to the Contract has been approved authorizing the deviation. Vendor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data or similar submittals by the Owner's approval.
- A. Coordination: Coordinate all Furniture-related submittals with Project schedule, purchasing, manufacturing lead-times, delivery, other submittals and activities that require sequential operations. Submittals are not requests for contract modifications.
 - a. Architect shall not accept submittals from sources other than Vendor.
 - B. Coordinate preparation of and processing submittals with performance of activities. Transmit each submittal sufficiently in advance of performing related activities to avoid delay.
 - a. Coordinate submittals with fabrication, purchasing, testing, delivery and related activities that require sequential action.
 - i. Owner reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.

- C. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Include the following information on the label:
 - a. Project name;
 - b. Date;
 - c. Name and address of Owner;
 - d. Name and address of Vendor;
 - e. Furniture Tag; and
 - f. Name and address of manufacturer.
 - D. Submittal Binders: All submittals shall be submitted to Owner in three (3) comprehensive submittal binders inclusive of all furniture tag items that were awarded to Vendor. Partial submittal packages will not be accepted/processed unless approved by architect prior to the partial submission.
 - E. Submittal Processing: Allow sufficient submittal review time so that installation will not be delayed because of time required to process submittals and re-submittals.
 - a. Allow ten (10) business days for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Owner will promptly advise the Vendor when the submittal being processed must be delayed for coordination.
 - b. No extension of the Contract Time will be authorized because of the Vendor's failure to transmit submittals to Owner sufficiently in advance of performing the Work to permit their processing.
 - F. Submittal Transmittal: All submittals received from the Vendor (e.g. fabric samples) are to be accompanied by a transmittal with all information indicated as above in item 13(C)(a-f).
 - G. Compliance with specified characteristics is the Vendor's responsibility. No submittal shall be final until such time as Owner has stamped it.
 - a. Action Stamp: The architect will sign each submittal with a uniform, self-explanatory action. Stamp will be appropriately marked, as follows, to indicate action taken:
 - b. Approved: When a submittal is marked "No Exceptions Taken," the work covered by the submittal may proceed, provided it complies with requirements of the Contract Documents; final acceptance depends on that compliance.
 - c. Approved As Noted: When a submittal is marked "Approved as Noted," the work covered by the submittal may proceed, provided it complies with notations or corrections on the submittal and requirements of the Contract Documents; final acceptance depends on that compliance.
 - d. Revise and Resubmit: When a submittal is marked "Rejected, Resubmit," do not proceed with the work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to notations; resubmit without delay. Repeat if necessary to obtain different action mark.
14. **Conflicting Requirements**. Where compliance with two (2) or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, Vendor shall notify Owner. Refer uncertainties and conflicting requirements to Owner for a

decision before proceeding.

15. **Delivery.** Vendor shall send all furniture to Vendor's warehouse or storage facility. No shipments shall be made directly to the job site without Owner's prior approval. Manufacturer is responsible for product and its condition until Vendor's receipt and acceptance at its warehouse. Upon receipt by Vendor at its warehouse or storage facility, Vendor shall review and ensure product quantities and their condition, (damage, deterioration, vandalism or theft) and notify Owner of any concerns or issues identified during Vendor's review. Vendor shall assume responsibility until installation is complete and Owner provides final acceptance.
- A. **Delivery:** Vendor shall comply with manufacturer's written instructions, using means and methods that will prevent damage, deterioration and loss, including theft. Vendor shall:
- a. Deliver Furniture in manufacturer's original sealed packaging with labels, or blanket-wrapped, to provide proper protection, with written instructions for handling, storing, protecting and installing. Blanket wrapping is to be provided for any wood veneer products. Upon receipt at the jobsite, Vendor shall inspect Furniture for damage. Vendor shall not install damaged Furniture. If Furniture is warehoused, visual inspection of the packaging is required prior to re-delivery to the jobsite. Damaged Furniture should not be re-delivered to the jobsite.
 - b. Inspect products at time of delivery for compliance with the Contract Documents and to verify that items are undamaged and properly protected.
 - c. Delivery shall not be made until goods are required and delivery and installation is coordinated with Owner to prevent overcrowding the Project site. Any product(s) that arrive to the site without being scheduled for delivery will be turned away, and must be redelivered at the Vendors expense.
 - d. Ensure that delivery of the Furniture takes place as necessary to meet the approved installation schedule.
 - e. Cover and protect installed goods from damage caused by moisture, heat, staining, dirt, abrasion or other conditions that may adversely affect appearance or use. Vendor shall be responsible for uncovering all covered Furniture.
- B. Immediately upon delivery to site, Vendor shall inspect shipments to assure compliance with requirements of Contract Documents and final submittals and to assure that products are properly protected and undamaged.
- C. Upon delivery to site, Vendor shall notify Owner of any damage. Damaged items that can be repaired in a manner acceptable to Owner may be installed only after Owner's approval. Vendor shall replace damaged items where repairs are not acceptable. Notify Owner immediately when replacement will delay installation schedule.
- D. Provide equipment and personnel to handle products by methods to prevent soiling or damage, including, but not limited to, products, finishes, packaging and Owner property.
16. **Bid Options.** Subject to the classification of the specification (defined below), Vendor may propose alternative products in order to benefit the Owner through time or cost savings. When permitted, Vendor must present such alternative products, during the RFI period. Vendor shall be notified by Owner of accepted alternative products in writing so they may be included in the Vendors proposal. The following bid options are used during this procurement:
- A. **Open:** Owner has provided this specification and pre-approved option(s) for this item. Vendor's alternative products will be considered by Owner. Any and all alternative products shall require literature for review and approval by Owner of non-pre-approved items. All proposed alternative products should be submitted in accordance with the Request for Proposals and its applicable request for information deadlines described therein.

- B. Owner Provided Options:** These are furniture items that have been approved for use by Owner. All pre-approved or basis of design equivalents have been reviewed and noted by Owner and are approved for use by Owner. Vendor proposed alternative products shall not be considered by Owner should Vendor be unable to obtain any of the noted options. Only noted options shall be considered by Owner.

To ensure uniformity of bids, and unless otherwise provided, all bids shall be based upon providing furnishings as specified. All proposed alternative products shall be itemized in the proposed alternative products section on the bid form at the time of bid. See **Attachment B** of the Bid Form, attached hereto as **Appendix B**. Bids based upon alternative products not clearly addressed in the bid shall be summarily rejected as non-conforming. To the extent Vendor submits, with the bid, proposed alternative products, Vendor shall simultaneously submit complete manufacturer's data on the proposed alternate product.

Vendor shall provide a sample product to Owner for review and consideration within three (3) business days after request by Owner.

If the specified product is discontinued, Owner shall be notified immediately that an alternative product is required.

17. All striped fabric shall be installed vertically, unless otherwise specified.
18. All side to side seaming on upholstered furniture shall be centered on the piece of furniture.

XI. Additional Information and Requirements of the RFP

1. Owner shall receive proposals until **Sept. 11th at 2:00PM**. Proposals shall be submitted via email, by the date and time provided for herein. All electronic copies shall be submitted to Man Le at man.le@tampa-xway.com. Submissions should be in one email containing three (3) attachments.
 1. The complete submission in PDF;
 2. Attachment A-1 in MS Excel;
 - and 3. Attachment B (if applicable) in MS Excel.
2. The Vendor should carefully examine this RFP to ensure compliance with the Project specifications and its referenced standards.
3. Proposals or unsolicited amendments to proposals arriving after the due date and time will not be considered. Withdrawals of, or modifications to, proposals are effective only if written notice thereof is received prior to the time proposals are due. A notice of withdrawal or modification to a proposal must be signed by an officer with the authority to commit the Vendor. Withdrawal or modifications will not be accepted after the time that proposals are due.
4. Attached to the RFP as **Appendix C** is a copy of the A151–2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E) which will serve as the contract between the Owner and the selected Vendor.
5. For any reason, or no reason, and without consent of or notification to any of the Vendors, Owner reserves the right, in its sole discretion to: (a) reject any and all proposals in whole or in part; (b) modify the conditions upon which this RFP is issued; (c) add or delete firms from the selection process; (d) waive any minor irregularity in a proposal; and (e) award the contract, or any portion thereof, to any firm or any combination of firms.
6. Should a Vendor find discrepancies in the RFP document, or should it be in doubt as to the meaning or intent of any part thereof, the Vendor shall, no later than August 27th, request clarification via email (man.le@tampa-xway.com) from Owner. Upon submission of a request for information ("RFI"), Owner may issue a written Addendum to the RFP. No RFIs shall be accepted

or Addenda issued pursuant to RFIs submitted after the deadline provided for above. All RFIs shall include the RFP name. Regardless of the source, oral explanations or instructions with respect to the RFP shall not be binding; only written Addenda may be relied upon. Any Addenda resulting from these requests is anticipated to be issued on August 28th. Any addenda to the RFP must be acknowledged in the proposals. Failure of a Vendor to request interpretation or clarification shall constitute a waiver of any claim arising out or related to a discrepancy or unclear intent of the RFP.

7. Owner shall not be responsible for any costs incurred by any firm in preparation and submittal of a proposal.
8. RFI related to furniture options/alternative products of specified items, shall be submitted to Owner. Any proposed alternative products submitted after the deadline provided for herein, will not be considered.
9. Vendors shall be required to hold their bid price for ninety (90) days after bid submission without adjustment or modification.
10. There is no Minority, Disadvantaged and Women-owned Business Enterprise (MBE/DBE/WBE) participation required, however, Vendors are encouraged to obtain MBE/DBE/WBE participation. Again, if you have any questions regarding this RFP, please, do not hesitate to send them to my attention via e-mail to man.le@tampa-xway.com.

Attachments: **Appendix A** Furniture Specifications / Quantities List
 Appendix A-1 Furniture Plans/drawings;
 Appendix A-2 – Project Specifications
 Appendix B – Bid Forms;
 Appendix C – Formal Agreement between Owner and Vendor;
 Appendix D – COVID-19 / PPE Requirement

APPENDIX A**Furniture Specifications / Quantities List**

Item No.	Description	Quan.
B	Hon Bookcase 3-shelf	1
B1	Bookcase, 5-shelf	5
BBF	Box/Box/File Pedestal for Sit Stand Desk	1
C	Credenza	2
C2	Credenza, FF, Storage Hon Laminate	1
CD1	National Mid-Credenza	2
CD2	Zira Buffet with Doors	2
L-1	Hon 2-Drawer 600 Series Brigade	10
L-2	Hon 5-Drawer 30"	1
L-3	Hon 2-Drawer 36"	2
MWS2	Hon MIRA Workstation	16
MWS3	Hon MIRA Workstation	1
PO	Hon Desk Left Return VOI Series, Larger desk	1
PO1A	Hon Desk Left Return VOI Series	4
PO1aS	Hon Desk Left Return VOI Series with Sit and Stand Desk	3
PO1B	Hon Desk with Return	0
PO1bS	Hon Desk with Return and Sit and Stand Desk	2
PO2aS	Hon U-Desk with a Sit and Stand Desk	1
PO3	Executive Desk	2
S1	National Jiminy Arm Chair	46
S2	Knoll Rockwell Low back chair	4
S3	Sit on it Lumin Chair	16
S10	Sit on it Prava High Back Executive Chair	14
S11	Knoll Rockwell Club Chair	8
S12	Global Vion Mechanical High Back	72
S13	Global Vion Side Chair	24
SL2	Steelcase Circa Lounge	2
SS1	Sit Stand Desk	0
TB2	Knoll Rockwell Table	4
TB3	National Office Furniture 36" Round	2
TB4	Knoll Rockwell Table	2
TB5	National Office Furniture 30x60 Flip Top Nesting Table	9
TB6	Global Zira Rectangular Table 48 x 144 Center Power	1
TB7	Global Zira Rectangular 60 x 168" w/ Power	1
TB8	Global Zira Rectangular 48 x 192" w/ Power	2
TB11	Hon 36" Round Café Table	7
TB12	National 32" Café Table	0
TB	National Office Furniture 36" Round, Counter Height	1

Item No.	Description	Quan.
TC	Sit on it Lumin 4 leg counter Stool	5
TS	Hon Tall Storage	8
U1	Hon Upper Storage with Supports	1
U2	Hon Upper Storage with Supports	7
U3	Hon Upper Storage with Supports	4
WS	Steelcase Workstations	3
AC-1	Desktop, Vari-desk, Sit Stand	3
AC-2	Marker Boards	7
AC-3	Monitor Stands	29
AC-4	Printer Stand Table	2
AC-5	Pencil / Keyboard Tray	1
AC-6	MIRA Workstation Acrylic Dividers	25
AC-7	File / File Pedestal	5
AC-8	5-Drawer Lateral File	1
AC-9	Drawing Storage	2

Alternate 3 – Conference / Meeting Chairs – Quantity – Post COVID Social Distancing Requirements

Item No.	Description	Quan.
S1	National Jiminy Arm Chair	92
S12	Global Vion Mechanical High Back	37

APPENDIX A-1

Furniture Plans/drawings

TITLE	NAME
ID-201	FURNITURE LOCATION PLANS – FIRST FLOOR
ID-202	FURNITURE LOCATION PLANS – SECOND FLOOR
ID-203	FURNITURE LOCATION PLANS – THIRD FLOOR

APPENDIX A-2

**PROJECT SPECIFICATIONS
TABLE OF CONTENTS**

All sections with a checkmark are contained in the THEA Headquarters Renovation Project Specifications dated August 7, 2020, RFP O-01120, and are a part of this Request for Proposals by reference.

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DIVISION 00 - PROCUREMENT AND CONTRACTING DOCUMENTS

00100 ADVERTISEMENT
00200 INSTRUCTIONS TO BIDDERS
00301 BID FORM
00450 NON-COLLUSION AFFIDAVIT
00500 SPECIAL INSTRUCTIONS
----- AGREEMENT
----- PERFORMANCE BOND
----- PAYMENT BOND
----- GENERAL CONDITIONS
----- SUPPLEMENTAL CONDITIONS OF CONTRACT
00650 PREVAILING WAGE RATES
----- SPECIAL PROVISIONS

DIVISION 01 - GENERAL REQUIREMENTS

011000 SUMMARY
011400 WORK RESTRICTIONS
012300 ALTERNATES
013119 PROJECT MEETINGS
013213 SCHEDULING AND PROCEDURES
013233 PHOTOGRAPHIC DOCUMENTATION
013300 SUBMITTAL PROCEDURES
014000 QUALITY PROCEDURES
014200 REFERENCES
015000 TEMPORARY FACILITIES AND CONTROLS
015700 ENVIRONMENTAL PROTECTION
016000 PRODUCT REQUIREMENTS
017300 EXECUTION REQUIREMENTS
017700 CLOSEOUT PROCEDURES
017823 OPERATION AND MAINTENANCE DATA
017839 PROJECT RECORD DOCUMENTS
017900 DEMONSTRATION AND TRAINING

DIVISION 02 - EXISTING CONDITIONS

024119 SELECTIVE DEMOLITION

DIVISION 03 - CONCRETE

REFER TO DRAWINGS FOR SPECIFICATIONS

DIVISION 05 - METALS

REFER TO DRAWINGS FOR SPECIFICATIONS

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

061000 ROUGH CARPENTRY
064113 WOOD-VENEER-FACED ARCHITECTURAL CABINETS
064116 PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

072100 THERMAL INSULATION
078413 PENETRATION FIRESTOPPING
079200 JOINT SEALANTS

DIVISION 08 - OPENINGS

081113 HOLLOW METAL DOORS AND FRAMES
081416 FLUSH WOOD DOORS
084600 GLAZED INTERIOR WALL AND DOOR ASSEMBLIES
085800 SLIDING PASS-THRU WINDOW
087100 DOOR HARDWARE
088000 GLAZING

DIVISION 09 - FINISHES

092216 NON-STRUCTURAL METAL FRAMING
092900 GYPSUM BOARD
093000 TILING
095113 ACOUSTICAL PANEL CEILINGS
096513 RESILIENT WALL BASE AND ACCESSORIES
096519 RESILIENT TILE FLOORING
096813 TILE CARPETING
097200 WALL COVERINGS
098436 SOUND-ABSORBING CEILING UNITS
099100 PAINTING

DIVISION 10 - SPECIALTIES

102113 PLASTIC LAMINATE TOILET COMPARTMENTS
102800 TOILET ACCESSORIES
104413 FIRE EXTINGUISHER CABINETS
104416 FIRE EXTINGUISHERS

DIVISION 11 - EQUIPMENT

113100 RESIDENTIAL APPLIANCES
115213 PROJECTION SCREENS

DIVISION 12 - FURNISHINGS

122413 ROLLER WINDOW SHADES
123623 PLASTIC-LAMINATE-CLAD COUNTERTOPS
123661 QUARTZ AGGLOMERATE COUNTERTOPS
124813 ENTRANCE FLOOR MATS AND FRAMES
125000 FURNITURE

DIVISION 13 - SPECIAL CONSTRUCTION

134813 VIBRATION ABSORPTION MATERIAL

DIVISION 14 - CONVEYING SYSTEMS

142700 EXISTING ELEVATOR CAR FINISHES RENOVATION

DIVISION 21 - FIRE PROTECTION

REFER TO DRAWINGS FOR SPECIFICATIONS

DIVISION 22 - PLUMBING

REFER TO DRAWINGS FOR SPECIFICATIONS

DIVISION 23 - HVAC

REFER TO DRAWINGS FOR SPECIFICATIONS

DIVISION 26 - ELECTRICAL

REFER TO DRAWINGS FOR SPECIFICATIONS

DIVISION 27 - COMMUNICATIONS

BY OWNER

DIVISION 28 - SECURITY AND FIRE ALARM

BY OWNER

END OF TABLE OF CONTENTS

APPENDIX B

Bid Forms

THE FOLLOWING FORM SHALL BE RECREATED ON BIDDER’S LETTERHEAD.

Date: September 11, 2020

Tampa Hillsborough Expressway Authority
1104 East Twiggs
Tampa, FL 33602

Project Name: THEA Office Furniture Headquarter Renovation Project
Project Number: O-01220

Ladies/ Gentlemen:

Having read and understood the terms and conditions and having visited the site of the Project, we propose to provide all Work in strict accordance with the Request for Proposals for Furniture Fixtures and all Ancillary Furnishings for the THEA Headquarter’s Renovation Project dated August 14, 2020 Request for Proposal (“RFP”) including all applicable Allowances prescribed in the RFP:

None

and the following Addenda:

No.____, Dated: _____, Number of Pages _____
No.____, Dated: _____, Number of Pages _____
No.____, Dated: _____, Number of Pages _____
No.____, Dated: _____, Number of Pages _____

For the **TOTAL BASE BID** of:

See **Attachment A-1** for Total Base Bid and associated unit pricing.

And agrees to attain Substantial Completion as follows:

As required by the terms of the RFP.

And for the following **ALTERNATE BIDS** as described in the RFP:

ALTERNATE NO. 1
Description: Warehousing of Furniture for three (3) months
Add to/Deduct from (circle one) Base Bid
Dollars and _____ Cents (\$ _____)
Contract Time will be revised as follows: <input type="checkbox"/> No Change <input type="checkbox"/> Increased by ___ calendar days <input type="checkbox"/> Decreased by ___ calendar days
ALTERNATE NO. 2
Description: Phased furniture delivery by floor in coordination with a construction phasing plan to include staged access to the 2nd and 3rd floor renovation areas sequentially.
Add to/Deduct from (circle one) Base Bid
Dollars and _____ Cents (\$ _____)
Contract Time will be revised as follows: <input type="checkbox"/> No Change <input type="checkbox"/> Increased by ___ calendar days <input type="checkbox"/> Decreased by ___ calendar days
ALTERNATE NO. 3
Description: Conference / Meeting room chairs – Post COVID Social Distancing Requirement
Add to/Deduct from (circle one) Base Bid
Dollars and _____ Cents (\$ _____)
Contract Time will be revised as follows: <input type="checkbox"/> No Change <input type="checkbox"/> Increased by ___ calendar days <input type="checkbox"/> Decreased by ___ calendar days

A list of Subcontractors and major suppliers will be provided as **Attachment A** to this proposal; **Attachment A-1** shall be unit prices applicable to the project; Proposed Substitutions will be provided as **Attachment B**, and **Exhibits A, B, and C**; each being included at the time prescribed for receipt of Bids.

If notified of acceptance of this Bid within ninety (90) days of submission, we agree to execute a Contract for the Project, and without modification, within thirty (30) days of notification.

Respectfully submitted,
NAME OF FIRM

(signature)

NAME OF SIGNATORY
TITLE OF SIGNATORY

ATTACHMENT A-1

Unit Price Submission

Use Excel Sheet

ATTACHMENT B

Alternative Products

Date:

Tampa Hillsborough Expressway Authority
1104 East Twiggs
Tampa, FL 33602

Project Name: THEA Office Furniture Headquarter Renovation Project
Project Number: O-01220

Proposed Alternative Products:

All bids submitted shall be construed by the Owner to be based upon the Contractor providing materials as specified. Alternative Products accepted with the bid shall become part of the construction contract.

The following items are proposed alternative products to products specified for use in the project. Each proposed alternative product denotes the amount of adjustment to be made to the Bid Sum if that alternative product is accepted. Attached herewith is a copy of product data and warranty information for evaluation for each proposed alternative product, as required in the RFP.

Specification Section	Product/Manufacturer Specified	Proposed Alternative Product	Adjustment Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Respectfully submitted,

NAME OF FIRM

(signature)

NAME OF SIGNATORY

TITLE OF SIGNATORY

END OF BID FORM

EXHIBIT A

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by _____ as
_____ of
_____ whose business address is
_____ and (if applicable) its Federal Employer
Identification Number (FEIN) is _____.

2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or

 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of _____, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

By
Date

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or who produced a _____ as _____ identification and who did take an oath.

Notary Public

My commission expires:

-.

EXHIBIT B

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Status 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee’s community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies with the above requirements.

Firm’s Signature

Date

EXHIBIT C

ANTICIPATED SBE PARTICIPATION STATEMENT

Project Name: THEA Office Furniture Headquarters Renovation Project
Project Number: O-01220

Firm Name: _____

It is our intent to subcontract _____ % of the project to SBE(s).

Listed below are the proposed SBE subcontractors _____ (to the extent known, please indicate whether the company holds, Minority, Women or Disadvantaged Business Enterprise Status.):

SBE(s) Name	Type of Work/Specialty	Dollar Amount/Percentage	Minority Status

Submitted by: _____
Print Name:

Title: _____

E-mail Address: _____

Telephone number: _____

Date: _____

APPENDIX C

Form Agreement between Owner and Vendor

APPENDIX D

COVID-19 / PPE Requirement

PPE and Equipment:

- All Vendors must wear face coverings at all times while on the project site as well as meet COVID-19 guidelines as required by Florida or local executive order.
- PPE is required unless otherwise directed by the Owner. PPE includes hard hat, safety vest, safety glass, work shoes or boots.
- Sharing of Personal Protective Equipment (PPE) is strictly prohibited

COVID-19 Requirements

- On-site supervisors/crew leaders should ask employees the following questions prior to starting work at the jobsite. Any employee answering “yes” to any of these questions should be sent home until cleared:
 - Have you or anyone in your family been in contact with a person tested for COVID–19?
 - Have you or anyone in your family been in contact with a person that is in the process of being tested for COVID-19?
 - Have you been medically directed to self-quarantine due to possible exposure of COVID-19?
 - Are you having difficulty breathing or have you had any flu like symptoms within the past 48 hours including: fever, shortness of breath, sore throat, runny/stuffy nose, body aches, chills or fatigue?
- First line of communication should be by phone, rather than in person
- Use of video conferencing/conference calls is preferable for conducting a meeting. If an in-person meeting is absolutely required and cannot be rescheduled or attended remotely, the meeting should be limited to a maximum of 10 people (unless fewer per state or local executive order) while maintaining social distancing of six feet or more
- Do not shake hands
- Vendors must be equipped with a hand washing station for their installation crews that includes the following:
 - One bucket of water that is renewed each day
 - One container of anti-bacterial hand or dishwashing soap
 - Paper towels for hand drying
- Installation crews must wash their hands anytime that gloves are removed, before and after breaks
- When working with tools:
 - Installation crews must be equipped with work gloves that are worn anytime shared tools are utilized
 - Installation crews must be equipped with a Disinfectant Solution such as SimpleGreen™ liquid disinfectant or similar or a solution of 1/3rd cup of bleach per gallon of water for the treatment of tools and working area