REQUEST FOR PROPOSALS (RFP)

For Office Furniture Supply, Delivery and Installation

RFP# 22-0301

RELEASE DATE: MARCH 25, 2022

PROPOSALS DUE: APRIL 7, 2022

CONTACT INFORMATION:

Rocio L. Castruita
r.castruita@ywcaelpaso.org
201 E. Main St., Suite 400
El Paso, Texas 79901-1383
www.ywcaelpaso.org
YWCA EL PASO DEL NORTE REGION
REQUEST FOR SEALED PROPOSALS FOR OFFICE FURNITURE SUPPLY, DELIVERY and INSTALLATION

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) is issuing this Request for Proposals (RFP) in an effort to receive proposals from qualified vendors to provide office furniture supply, delivery and installation services for our newly-constructed administration building according to the specifications listed below in Attachment A. Respondents must have experience and qualifications to provide quality office furniture at a reasonable cost. This Request for Proposals (RFP) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process.

Background Information

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is one of the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 340 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately $31 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of twenty-nine (29) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is one of the largest regional providers of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted childcare provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) academies for early learning. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout their existing programs. The organization also offers various community events designed to empower women and eliminate racism.

Our current Administrative offices are located at 201 E. Main St., Suite 400, El Paso, TX 79901. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed in our web site, www.ywcaelpaso.org and on Facebook, Twitter and Instagram.

GENERAL INFORMATION

Procurement Standards

Procurement of goods and services shall be in compliance with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the
Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

Eligibility to Respond

Organizations able to meet the technical specifications for quality and other terms of this proposal package and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting a proposal, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- Is able to comply with the required or proposed RFP;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

For purposes of this RFP, interested contractors are referred to as Proposers, Respondents, Bidders, or Applicants.

Authorized Agency Contact

All communications regarding this Request for Proposals (RFP) must be addressed solely to Rocio Castruita, Contracts and Compliance Administrator, email at r.castruita@ywcaelpaso.org.

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the request for proposals (RFP) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.
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Changes, Amendments, Withdrawal, Re-Issuance

YWCA reserves the right to amend or withdraw this RFP at any time; reject any and all applications; re-issue this RFP and/or waive technicalities and to accept the proposal which in its judgment is in the best interested of the agency and its employees.

SCHEDULE OF ITEMS

RFP Packets

Request for Proposals packet will be available beginning on and after 5:00 P.M. MST on Friday, March 25, 2022 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFP will also be available on the YWCA website at www.ywcaelpaso.org.

Due Date and Delivery Method

The Contracts and Compliance Administrator or authorized YWCA staff must physically receive responses to this RFP. Sealed proposals must be received by:

4:00 P.M. MST on Thursday, April 7, 2022

Responses submitted after this time will not be accepted under this RFP.

Any reasonable delivery method may be used, except facsimile nor email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions post marked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

Proposal Timeline

The following schedule of events is subject to change at the discretion of YWCA. All requestors of this RFP will be notified of any and all changes. All times shown in the RFP are Mountain Standard Time Zone (MST).

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Issuance of RFP</td>
<td>March 25, 2022 – 5:00 P.M. MST</td>
</tr>
<tr>
<td>Announcement Published in the El Paso Times</td>
<td>March 27 and April 3, 2022</td>
</tr>
<tr>
<td>Deadline to Submit Questions</td>
<td>March 31, 2022 – 2:00 P.M. MST</td>
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<tr>
<td>Questions and Answers Posted on Website</td>
<td>April 1, 2022</td>
</tr>
<tr>
<td><strong>Proposal Submissions DEADLINE</strong></td>
<td><strong>Thursday, April 7, 2022 – 4:00 P.M. MST</strong></td>
</tr>
<tr>
<td>Proposal Opening*</td>
<td>April 8, 2022 10:00 A.M. MST</td>
</tr>
<tr>
<td>Review &amp; Evaluation of Proposals</td>
<td>April 11 – 12, 2022</td>
</tr>
<tr>
<td>Contract Award Notification</td>
<td>April 13 – 14, 2022</td>
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<tr>
<td>Target Date for Delivery of Office Furniture</td>
<td>Est. May 23, 2022</td>
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* The opening of bids will be held on Friday, April 8, 2022 at 10:00 A.M. MST at our Administration Offices located at 201 E. Main, Suite 400, El Paso, Texas 79901. Bidders are not required to attend this event. If firm is interested in attending, we ask that only one representative from respondent attends
the meeting. YWCA highly encourages the use of personal protection equipment (PPE) and that social distancing is used within our facility.

**Question & Answer Period**

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on March 31, 2022. Submit questions via email to Rocio Castruita at r.castruita@ywcaelpaso.org. Answers to questions will be posted to YWCA’s website located at www.ywcaelpaso.org. All answers issued in response to Respondent questions become part of the RFP and the RFP process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA’s website. Prospective Bidder(s) who notify YWCA (r.castruita@ywcaelpaso.org) that they may submit a sealed proposal will be notified of amendment(s) to the packet and will be provided with answers to questions submitted or any other applicable clarification(s).

**Submission of Proposals**

Official receipt of proposals will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a proposal will be sent a copy of this receipt from upon request. Sealed proposals must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region**

**Contracts Department**

**RFP# 22-0301**

**201 E. Main St., Suite 400**

**El Paso, TX 79901**

Timely delivery of proposals to the above address is the sole responsibility of the proposer. Proposals submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All proposals will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked “Proprietary”. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by YWCA.

**Contract Term Period**

Any contract(s) awarded will be effective upon determination of award. The contract(s) resulting from this procurement will be for a 1-year term. YWCA reserves the right to negotiate up to three (3) one-year contract renewals, contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation may be required at the end of each year.
SPECIFICATIONS

Scope of Services
The purpose of this Request for Proposal (RFP) is in response to a need for new office furniture for our administrative and support staff in a newly constructed facility located at 1600 Brown St., El Paso, TX 79902.

YWCA is needing design consulting services from vendors to assist and guide with the selection of office furnishings and finishes that best meet budget and delivery schedule. We are asking vendors to provide a design concept using the provided furniture layout plan attached (please see Attachment A).

Vendors must then have itemized all furniture pieces being proposed in their design concept in Section E stating cost for all items.

General Description: The office furniture shall consist of a combination of straight desks with returns; reversible L-shaped desks with adjustable height returns and hutches with storage; workstations with hutches; cubicle work stations; storage cabinets, bookcases, office chairs with back support; side chairs; nesting training tables with rolling training chairs; breakroom tables and stackable breakroom chairs; conference table(s); outdoor metal picnic tables; and sliding filing cabinet system. Vendors may propose additional pieces based on their design concept proposals. Vendor may propose alternative products in order to benefit the YWCA through time or cost savings. All office furniture pieces being proposed must be itemized with proposed cost in Section E.

Any office furniture proposed shall meet all current applicable state standards and requirements. The vendor shall coordinate the installation of the office furniture with YWCA.

The selected vendor shall work directly with YWCA, its Architect and Contractor, in the design of the office furniture to match the services program and intended use of the facility. The vendor shall prepare and submit a full design drawing package indicating specific dimensions and materials to include:

Floor plan and equipment specifications. The submittal package shall be available for YWCA’s review and modification prior to acceptance and approval by YWCA.

Warranty: The office furniture shall be covered by the warranty provided by the manufacturer and shall be at least twelve (12) months. The manufacturer shall warrant the furnished equipment against parts failure or malfunction due to installation errors, defective workmanship and missing or incorrect parts for a minimum period of twelve (12) months. A delayed warranty shall begin when the office furniture is placed into service by YWCA. The vendor will be contacted once the office furniture is employed.

Repair Parts and Service: The manufacturer shall be able to furnish replacement parts or furnish service by furnishing a list of agencies where a stock of repair parts is available and can be secured in a reasonable time after ordering from the manufacturer.

Warranty Repair Work: All work performed by the vendor, to include parts and labor, shall be warranted for a period of at least one (1) year, commencing upon the date the completed office furniture is placed into service. Work performed by the vendor shall not void any manufacturer’s warranty on equipment. All warranty corrective action must be initiated within forty-eight (48) hours after notification by YWCA. The vendor shall assess the damage and provide a timeline for repair.
Delivery: All deliveries to the site shall be made with the prior notice and approval of YWCA and shall be arranged for and maintained in an orderly manner with the use of all sidewalks, drives, roads, rooms and entrances maintained unimpeded. Office furniture shall be delivered by an installer who shall be capable of implementing any minor adjustments to the office furniture.

YWCA needs delivery and installation of office furniture products to start the week of May 23, 2022.

Supervision Requirements: All work covered by this RFP, including installation, shall, until completion, be under the direct supervision of a factory-trained superintendent and/or competent Project Manager who shall have appropriate experience in all phases of the work.

Vendor Qualifications: The vendor shall have the following minimum qualifications:

- A sound business reputation;
- Proven capabilities in delivering office furniture similar in size and scope to the specified office furniture on time and on budget;
- Appropriate resources to satisfy the requirements set forth herein; and
- Demonstrated track record in office furniture delivery and overall client satisfaction.

General Requirements
Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

SUBMISSION GUIDELINES

General Guidelines
To be considered for funding, each respondent must submit an offer (proposal) and other supporting documentation in accordance with these instructions. When evaluating a proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

Format
Each respondent is required to submit one (1) signed original, three (3) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must clearly be marked “ORIGINAL” on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together with a binder clip. Please do not
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submit proposals in three-ring binders, other multiple ring binders, or spiral binders. Font size must be no smaller than 12 point, single space.

Please respond to the RFP questions in the order presented and limit your response to twenty (20) typed written pages for all questions. Requested items, if any, are limited to an additional thirty (30) pages, bringing the maximum size of the RFP response to fifty (50) pages.

Respondents must respond to each item in Section A through H. Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those necessary to provide a complete, accurate and reliable presentation. All responses should be brief and concise.

Each copy of a completed Request for Proposal must contain all of the following segments in the order indicated.

a) Section A: Proposal Cover Sheet - Must be signed by the individual having contract signature authority.

b) Section B: Organizational Capacity and Completed & Signed Statement of Work Narrative – Interested firms must submit their statement of work containing their organizational capacity, qualifications, and experience. Please refer to Section B for requested information.

c) Section C: Detailed Scale Drawings of Proposed Design Concept

d) Section D: Current Client References (Reference letters are not required for the submission.)

e) Section E: Pricing

f) Section F: Franchise Tax Account and Proof of General Liability Insurance

g) Section G: Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFP.

h) Section H: Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent’s organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

Evaluation Criteria

YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency. The best value shall not be based solely upon price but the bid that receives the highest cumulative score for each of the evaluation factors delineated herein.

YWCA may request a meeting/presentation with some qualified Proposers prior to final selection.

Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. The review and evaluation of proposals shall be based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Available</th>
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<tbody>
<tr>
<td>Vendor’s experience and capabilities for providing similar products based on references and years working in this type of industry and with non-profits. Qualifications of proposed management and staff assigned to this project.</td>
<td>25</td>
</tr>
</tbody>
</table>
Design and quality of the similar products offered, as well as the suitability of the office furniture for the intended purpose. Evaluation will be based on the specifications, drawings, quality of construction, etc. submitted by the vendor in their proposal. Also included will be the ability of the vendor to deliver the completed office furniture in a timely manner, as well as compliance with the specifications.

| Design and quality of the similar products offered, as well as the suitability of the office furniture for the intended purpose. Evaluation will be based on the specifications, drawings, quality of construction, etc. submitted by the vendor in their proposal. Also included will be the ability of the vendor to deliver the completed office furniture in a timely manner, as well as compliance with the specifications. | 30 |
| Price | 35 |
| Overall quality and completeness of proposal | 10 |
| **Total Overall Points** | **100** |

**Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization’s State HUB Certification Number of the Cover Sheet (Attachment A) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders.

**Governing Provisions**

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFP, to contact others who have experience and/or knowledge of the Respondent’s relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFP may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

Respondent is expected to honor their quoted pricing for ninety (90) days after the RFP closes.

**RESPONSE SECTIONS**

The following sections are to be submitted with the proposal in the order indicated in this RFP.
LEGAL BUSINESS NAME: ____________________________

PHYSICAL ADDRESS: __________________________________________

MAILING ADDRESS: __________________________________________

CONTACT PERSON & TITLE: _____________________________________

TELEPHONE: _________________________________________________

FAX: _______________________________________________________

EMAIL: ______________________________________________________

COMPANY WEBSITE: _________________________________________

AUTHORIZED REPRESENTATIVE SIGNATURE: _______________________

AUTHORIZED REPRESENTATIVE PRINTED NAME AND TITLE: __________

TAX/Legal STATUS:

______ State Government Agency  ______ Local Government  ______ Union

______ Community College  ______ Local School District  ______ Non-Profit

______ Private For-Profit  ______ Other: ______________________

FEDERAL EMPLOYER IDENTIFICATION NUMBER: ______________________

TEXAS STATE COMPTROLLER ID NUMBER: __________________________

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION NUMBER: __________________________
SECTION B: ORGANIZATIONAL CAPACITY & STATEMENT OF WORK
RFP# 22-0301 OFFICE FURNITURE SUPPLY, DELIVERY and INSTALLATION

FIRM BACKGROUND AND STAFF INFORMATION

Year Present Firm Established: ______________________________________________________

Name of Parent Company, if any: ____________________________________________________

Address of Parent Company: _______________________________________________________

Year Parent Company Established: ____________________________________________________

Former Company Name(s) if any, and Year(s) Established: ________________________________

Number of Assigned Employees to Project: _____________________________________________

Number of Employees in Firm Office-El Paso, TX: ______________________________________

Total Employees in Firm (All Office Locations): _________________________________________

- Vendor shall outline a schedule with milestones and key decision points required to meet the required delivery date.

- Vendor profile: Information relating to the business organization of the vendor and any third party or subcontractor that may be partnering with the vendor. Description of the vendor’s organization and brief history to also include names of employees primarily assigned to the project, their respective experience and qualifications, and the role of each employee.

- Vendor experience providing office furniture: to illustrate the vendor has the experience to provide the office furniture, the vendor shall provide a representative list where the vendor provided office furniture similar in size and scope to the office furniture required by the RFP.
Vendor will provide detailed scale drawings depicting their offerings in response to this RFP. Depictions of the floor plan must also be included, as well as a conceptual drawing of all communication, electrical, and IT-based wiring systems.

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REFERENCES Please provide the following information for three (3) current clients who YWCA may contact for a reference. These references will be indicative of your firm’s past performance and therefore full details of your firm services’ success will be used to determine the firm’s ability to provide YWCA with similar requested services described in scope of work. Please provide detail regarding your firm’s most closely related experience during the past three (3) years. YWCA will be contacting these listed references so please ensure that contact information is correct and up-to-date. Inability to receive a rating response from each of your listed references will impact your proposal score.

1) Organization Name

Organization’s Contact Person

Contact Information (Address, Telephone & E-Mail)

Type of Service Description (Include Success Indicators)

Year(s) Service Provided

Project Manager in Charge (Name)

2) Organization Name

Organization’s Contact Person

Contact Information (Address, Telephone & E-Mail)

Type of Service Description (Include Success Indicators)

Year(s) Service Provided

Project Manager in Charge (Name)

3) Organization Name

Organization’s Contact Person

Contact Information (Address, Telephone & E-Mail)

Type of Service Description (Include Success Indicators)

Year(s) Service Provided

Project Manager in Charge (Name)
Pricing – Provide a lump sum price to provide the office furniture described herein, to include installation of all equipment supplied by the vendor. Price shall include delivery, warranties, training, etc. to provide turn-key office furniture. Include additional pricing for any options, upgrades, additional equipment, etc. that may be used in negotiations for the purchase of the office furniture.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item</th>
<th>Model &amp; Model #</th>
<th>Dimension's WxDxH</th>
<th>Item Description</th>
<th>Discount Off List Price</th>
<th>Est. Lead Time</th>
<th>Proposed Unit Sell Price</th>
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Sub-Total: 0

Installation/Delivery: 0

Project Total: 0

**Please Note: YWCA is Tax Exempt**
SECTION F: FRANCHISE TAX ACCOUNT & PROOF OF GENERAL LIABILITY INSURANCE
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Franchise Tax Account Status
All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is: http://www.window.state.tx.us/taxinfo/coasintr.html. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

Proof of General Liability Insurance
All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance.

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SECTION G: ASSURANCES AND CERTIFICATIONS
RFP# 22-0301 OFFICE FURNITURE SUPPLY, DELIVERY and INSTALLATION

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
4. Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

1. Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
2. No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
3. No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder’s organization;
4. No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
5. Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
6. Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,
gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

Respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

________________________________________________________

Signature of Authorized Representative

________________________________________________________

Printed Name of Authorized Representative

________________________________________________________

Title of Authorized Representative

________________________________________________________

Business Name

________________________________________________________

Date
HUB Certificate

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

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