Yerwood Center Furniture and Equipment Solicitation

Boys & Girls Club of Stamford (BGCS) invites proposals to furnish and equip Yerwood Center at 90 Fairfield Avenue, Stamford, Connecticut. We seek thoughtfully designed, durable and accessible spaces for adults and children in kindergarten through third grade, with coordinated furnishings, useful technology, inclusive program equipment and a comfortable learning environment.

All awarded lots require complete white-glove service. Deliver each assigned room fully unpacked, assembled, installed, configured, tested, clean and ready for use. Include every required service in the proposed price.

Vendors may bid on one or more complete lots. BGCS intends fixed price awards by lot using the criteria below. HUD Community Project Funding award B-24-CP-CT-0496 supports this purchase. This solicitation does not authorize orders, deposits or work; BGCS must authorize each purchase and installation in writing.

Solicitation particulars

Field	Details
Solicitation issue date	October 15, 2026
Questions deadline	October 22, 2026
Proposal deadline	October 26, 2026 at 11:59 p.m. Eastern Time
Submission	PDF proposal and editable itemized pricing schedule by email
Procurement contact	Craig Baker, CEO, Boys & Girls Club of Stamford, cbaker@bgcastamford.org
Delivery and installation window	Requested completion by December 31, 2026; identify any item that cannot meet this date
Proposal validity	30 calendar days from the proposal deadline

Lot	Complete scope
A	Educational furniture room planning and furnishings
B	Managed learning technology and integrated gym audiovisual systems
C	Reusable sensory, literacy, maker, and recreation equipment
D	Targeted acoustic treatment

BGCS will provide floor plans and a short room list identifying intended uses, retained furnishings, delivery access and existing power/network information. Use these with the quantities below. Ask about any missing information needed to price the work before the questions deadline; BGCS shares material answers with all bidders by written addendum. Final room layouts, finishes and installation details are approved after award, before ordering or installation.

Mandatory white glove service

The vendor is responsible for the entire service below for its awarded lot, including subcontractors, freight carriers and installers. BGCS staff provide access, coordination and approval; they are not the receiving crew, movers, assemblers, installers or cleanup crew.

Required service	Included vendor responsibility
Plan and coordinate	Field verify access, dimensions and installation conditions; provide room coded schedules, submittals, delivery appointments and one accountable lot manager.
Receive and deliver inside	Receive shipments, inspect freight, unload, carry to both floors and place in the assigned rooms. Include all freight, lifts, stair carry, handling, tools and protection.
Unpack and assemble	Unbox every item, assemble fully, adjust heights and settings, install accessories and label inventory.
Place and install	Position to approved layouts; level, stabilize and anchor as required; install mounts, approved supports, cabling and connections within the issued scope.
Configure and test	Enroll and configure devices, accounts, licenses and systems; commission every supplied function and demonstrate safe operation and applicable accessibility features.
Clean and remove waste	Remove all cartons, pallets, foam, plastic, cable offcuts and other vendor debris from the property; recycle lawfully and clean work areas and supplied items.
Train and hand over	Provide practical orientation, manuals, room inventory, warranties, as built records and secure administrator handover. Resolve shortages, damage and punch list items.
Leave ready for use	Protect the building and retained equipment, repair vendor caused damage, and deliver each room clean, complete, safe and ready for its intended program.

Include all required labor, supervision, freight, inside handling, staging and up to 30 calendar days of secure storage for the agreed delivery sequence, tools, equipment, assembly parts, mounting hardware, installation consumables, travel, disposal, permits assigned to the lot, configuration, testing, orientation and warranty handover. Identify these costs separately for transparency, but include them in the firm base total. BGCS will not pay them again as later “white-glove,” unpacking, stairs, assembly or cleanup surcharges. Additional storage caused by an BGCS delay requires a written change order.

BGCS shares material scope and pricing information with all bidders. Schedule complete room installations with BGCS. Keep temporary staging in an approved secure area; do not leave pallets, boxed products or unfinished assemblies in program rooms.

Lot A includes movement within the facility of up to 20 reusable pieces designated by BGCS. Obtain written permission before removing retained or surplus property from the site. Handle freight damage, shortages, replacements and return shipping at no extra cost to BGCS when arising from vendor supplied goods or services.

List every proposed deviation explicitly in the exceptions schedule. A general exclusion such as “installation by others,” “curbside delivery only” or “owner to assemble” does not satisfy the base scope. The quoted lot must include complete performance; any material exception may make the proposal nonresponsive.

Design brief and quality standards

Create welcoming rooms that support reading, play, creative projects, small group work, recreation and staff guided technology. Use coordinated warm finishes and restrained accent colors. Provide clear supervision, useful storage and space for children to move and participate. A high furniture count does not justify crowding, inaccessible work positions or blocked exits.

Room planning and approval

- Use the BGCS floor plans and room list, confirm dimensions and check the fit of proposed products. After award, Lot A provides dimensioned layouts, a room-by-room furniture list and finish samples. Lot B provides system diagrams and installation details. Lot D provides panel locations and mounting details. BGCS approves these before orders or installation.
- Coordinate accessible routes, integrated work positions, companion seating where applicable, door swings, storage reach and teacher/student display sightlines. Check all combined and divided room configurations and movable partitions. The BGCS designated reviewer approves access and building interfaces.
- Provide a sample typical K–1 and grades 2–3 setting using actual product dimensions and finishes before the bulk furniture order. BGCS and program staff assess chair fit, table use, cleaning, movement, storage, sightlines and accessibility. Include this review in the lot price; no bulk release occurs until written approval.
- Coordinate with BGCS, its designated reviewer and the other lot vendors. Resolve conflicts early so displays, cabinets and acoustic panels fit together and leave safe access. Use the same room names and inventory labels across all lots.

Furniture and program product standards

Supply new products appropriate for frequent educational or commercial use, unless the issued inventory expressly identifies retained items. Provide manufacturer, model, dimensions, age/size suitability, cleaning instructions, warranty and relevant safety or structural testing. Furnishings must have stable bases, rounded edges, durable wipeable surfaces, replaceable wear parts and floor safe glides; movable items use safe locking casters. Provide anchoring where required by the manufacturer, BGCS reviewer or applicable code.

For applicable furnishings, provide GREENGUARD Gold low emission certification or a documented equivalent; explain equivalence and products covered. Upholstery, rugs and acoustic materials require the fire and smoke documentation appropriate to their location and use. Avoid exposed cords, unstable tiered seating, inaccessible adult height workstations and products that obstruct supervision. Equivalent products meeting the stated requirements are welcome.

Warranties and support

Minimum warranties: furniture structure five years; electronic hardware two years; all vendor installation workmanship one year. State any product specific exclusion before award. The lot vendor coordinates warranty claims and replacement logistics and names a service contact. Provide parts availability and support life. Price optional accidental damage cover and extended service separately.

Proposals should show a clear design approach and relevant examples, with one illustrative classroom layout or system sketch for the lot offered. Full final design documents are post-award deliverables; do not submit unverified layouts as approved construction or accessibility drawings.

Lot A base furniture schedule

ID	Base pricing item	Quantity	Unit
A01	Student chairs in verified child sizes	350	each
A02	Adjustable individual student desks	80	each
A03	Adjustable group and activity tables	71	each
A04a	Personal storage banks with 12 usable positions	30	each
A04b	Low open book and materials shelving	8	each
A04c	Lockable staff and equipment cabinets	6	each
A05	Compact teaching workstations with lockable storage	16	each
A06	Teaching whiteboards with safe mounting or bases	16	each
A07	Coordinated reading and calm seating ensembles	6	set
A08	Essential reception family and staff furnishings	1	lot

Item requirements

A01: Mix child sized chairs to fit verified K–1 and grades 2–3 users; identify proposed seat heights and quantities. Demonstrate feet support and comfortable work height at the sample review. Provide integrated accessible participation rather than a separate “special” seating area. Final mix follows the room schedule without changing the published total unless amended.

A02 and A03: Adjustable desks and tables with stable frames and cleanable durable surfaces. Ordinary group tables seat at least four children comfortably; identify exceptions and each table’s usable capacity. Provide flexible collaboration and independent work layouts. Art tables must allow seated accessible use, cleaning and materials management. Specify dimensions and adjustment ranges for every proposed model.

A04a: Thirty storage banks, each providing 12 usable positions for children’s belongings; propose compartment/hook dimensions and reach. A04b: Eight low open book/material units. A04c: Six lockable staff/equipment cabinets. Show the room storage plan, including storage in A05 and A07. Flag any mismatch with the BGCS room list before the questions deadline.

A05: Sixteen compact teaching workstations with secure storage. A06: Sixteen teaching boards with safe mounting or stable bases; coordinate placement with screens. A07: Six coordinated ensembles, each including child sized reading/calm seating, a cleanable rug or equivalent surface, low book storage and a visual timer. Itemize the contents and clear floor area of each set. Maintain staff supervision.

A08 contents: one accessible reception desk/workstation, one staff task chair, four family waiting chairs, one four-person meeting table with four chairs, and one staff break table with four chairs. Itemize the set and coordinate accessible reception use with BGCS. Price these quantities; BGCS publishes any retained-item credits or quantity changes to all bidders before proposals are due. Price additional adult furnishings separately.

Included services

Include the mandatory white-glove scope, layouts and finish coordination, sample setting review, assembly and required anchors, room placement, up to 20 designated reusable furniture relocations, inventory labels, cleanup, a minimum two hour care/reconfiguration orientation and correction of incomplete or defective work. Provide unit prices for additions and credits for deletions. Follow approved attachment details where required.

Lot B base technology schedule

ID	Base pricing item	Quantity	Unit
B01	75 inch class interactive displays and mounts	8	each
B02	65 to 75 inch commercial displays and mounts	8	each
B03	Managed tablets with rugged cases and warranties	48	each
B04	Lockable 24 device charging and storage carts	2	each
B05	Durable adjustable child headphones	48	each
B06	Gym laser projector and motorized retractable stage screen	1	system
B07	Gym audio microphones and assistive listening	1	system
B08	Document cameras	8	each
B09	Network electronics for confirmed infrastructure gaps	1	lot
B10	First year management licenses and connection accessories	1	lot

Displays and learning devices

B01: Eight nominal 75 inch 4K interactive education displays on one supported platform, with annotation, standard wired inputs, controlled wireless sharing, accessible controls and mounting kits. B02: Eight commercial grade 65 to 75 inch 4K displays with secure mounts and teacher controlled inputs. Identify brightness, audio, connections, warranty and software support. Use the BGCS room list to propose locations and confirm appropriate screen sizes; final locations require BGCS approval.

B03: Forty-eight managed tablets with displays at least 10 inches, at least 128 GB storage, Wi-Fi, rugged protective cases, chargers and two year hardware warranty. Propose one consistent platform with compatible device management and disclose any existing BGCS licenses or systems it depends on. BGCS reviews compatibility before award. State processor/model, operating system, accessibility features, included apps and confirmed versus estimated security update life; propose at least five years of supported use after acceptance. Price any laptop/Chromebook alternative separately at the same quantity.

B04: Two lockable carts for at least 24 selected devices each, with safe electrical load management, ventilation, cable organization and floor safe locking casters. B05: Forty-eight adjustable child headphones compatible with the supplied devices, cleanable and durable, with age appropriate safe volume settings. B08: Eight document cameras compatible with the selected teaching displays and devices.

Infrastructure licenses and configuration

B09: Check the existing network information supplied by BGCS and itemize any additional network electronics needed to support the 48 devices in the designated teaching areas. Identify locations, quantities, models and required licenses. Use retained/supplied systems where suitable and avoid duplicate purchases. Resolve missing site information through questions and common addenda before bids are due. B10: Include first year device management and required connection accessories. Separate optional curriculum subscriptions from licenses essential for the quoted equipment to work.

Include enrollment, configuration, security and age appropriate filtering under BGCS policies. Transfer administrator rights and configuration records securely. BGCS must own its accounts and have usable export/backup records. Vendor accounts use temporary least privilege access and are removed at handover. No child data collection or external sharing is permitted without BGCS approval and the required legal arrangements.

Lot B gym integration and commissioning

Projection and sound

B06: Include one complete commercial laser projector AND one installed motorized retractable stage screen in the base price. Use a nominal 180 inch diagonal, 16:9 screen as the common pricing size: approximately 13 feet wide by 7.4 feet high of usable image area. Include the screen housing, motor, wall/ceiling mounting, approved supports, projector/lens, required power and signal connections, controls and complete installation. The screen must lower for use and roll fully into its protective housing for storage, leaving the stage clear. A permanently installed surface-mounted housing is acceptable; price recessed housing or a larger screen separately.

Check the stage, ceiling height, seating distance, lighting, safe attachment points and access. State the exact image width/height and the selected projector brightness and lens. If the common screen size cannot fit safely, raise that issue before the questions deadline so BGCS can issue one revised requirement to all bidders. Demonstrate readable images from the designated seating positions under normal program lighting. Include simple labeled staff controls and protection against gym activity. The base uses front projection; provide a separate net price for a compatible rear projection arrangement, including the screen, lens and safe rear space. BGCS prefers rear projection where feasible.

B07: Supply distributed audio for intelligible speech and program sound, two wireless microphones, simple staff controls and assistive listening suitable for the gym's approved capacity. Include the required receivers, accessories and signage; state the quantities and accessibility features. Protect equipment against gym activity and ball impact while maintaining cooling and service access.

Complete installation boundaries

Use the BGCS site information to identify the power, data and cable routes needed for the proposed system. Include all required cables, mounts, approved supports, connections, minor power/data work, installation supplies, configuration, permits and testing in the base price. Use licensed trades where required. Identify any major structural alteration or new building electrical system needed for the proposed equipment before the questions deadline, with a separate price. BGCS resolves these issues for all bidders by addendum before proposals are due; do not leave essential installation work as an unexplained exclusion.

Report hidden conditions before disturbing work. Obtain written change authorization before added work or substitutions. Prevent damage to finished rooms and new gym flooring. Keep installation areas isolated from children; control dust, tools, loose cords and temporary hazards. Potential hazardous materials are handled through BGCS authorized qualified contractors, with no unauthorized disturbance.

Functional results and staff readiness

- Test every display, input, annotation function, document camera, device, headphone, charging position and control. Record tests by room and asset. Verify safe mounts and accessible controls with the BGCS reviewer.
- Demonstrate enrolled devices, approved filtering, updates, security settings, account ownership, recovery procedures and simultaneous use of all 48 devices across the designated teaching areas. Record network coverage and any unresolved infrastructure dependence.
- Demonstrate gym image readability at designated positions and program light levels, speech intelligibility, microphone reliability, feedback control, assistive listening and safe operation. Resolve failures before acceptance.
- Include at least two hours of hands on staff orientation, a quick start guide, administrator training and one follow up session within 60 days. Separate advanced curriculum/program coaching from this included orientation.

Lots C and D base equipment schedules

Lot C inclusive program equipment

ID	Base pricing item	Quantity	Unit
C01	Supervised calming and sensory equipment kits	2	set
C02	Elementary gym equipment and secure rolling storage	1	lot
C03	Reusable art and maker equipment with project storage	2	set
C04	Reusable literacy and music exploration equipment	1	lot
C05	Adaptive recreation and participation equipment	1	lot

C01: Each of two kits includes stable calming seating, wipeable floor mats, visual timer, elementary tactile tools and secure storage. Use supervised, age appropriate equipment; specialized therapeutic or weighted products require separate BGCS approval. Provide age, load, use and cleaning instructions without unsupported therapeutic claims.

C02: Itemize durable mats, movement and multi-sport equipment, a variety of elementary balls and accessible activities, with secure rolling storage. C03: Each of two kits includes durable elementary art/maker tools, reusable building or simple coding resources, a cart and drying/project storage. No fixed playground or major shop equipment in the base.

C04: Supply listening accessories compatible with Lot B without duplicating tablet purchases. C05: Supply adaptive movement, sensory and communication tools enabling participation with peers. Price the common kit contents on the next page and itemize every component. Raise questions about suitability before proposals are due. Price improved alternatives separately.

Include all receiving, assembly, setup, approved room placement, labeling, packaging removal, cleanup, a minimum two hour safety/use/storage orientation and warranty handover. State safety test documentation appropriate to the product. Ongoing consumables and subscription content are priced separately, not hidden in reusable equipment.

Lot D acoustic treatment

ID	Base pricing item	Quantity	Unit
D01	Acoustic wall panels with mounting materials	400	sq ft

Supply 400 square feet of durable wall treatment in the designated rooms. Provide NRC 0.80 or better with laboratory report, applicable fire/smoke classification, low emission evidence and cleanable impact resistant faces appropriate to young children. Submit dimensions, finish samples, coverage and approved attachment details. Installed panels must be secure, with protected edges and no exposed sharp hardware.

Use the BGCS room list to propose locations for the 400 square feet of panels, prioritizing learning rooms where excessive noise interferes with use. BGCS approves locations, finishes and attachment methods before installation. Keep doors, equipment, alarms, sprinklers and supervision clear. Include inside delivery, mounting, finishing, waste removal, cleanup, verification of installed coverage and secure attachment, and a minimum one hour maintenance orientation. State the basis for any claimed acoustic improvement and price added/deleted area at stated unit rates.

Common program kit contents

Price the same quantities within each offered set. Equivalent safe age appropriate products are permitted; identify manufacturer/model and applicable age/use documentation. No component may be silently omitted. Storage included here must not duplicate a separately billed Lot A item.

Item	Contents per priced set or lot
C01 each of two sets	1 stable child sized calming chair or equivalent seat; 1 wipeable floor mat; 1 visual timer; 8 reusable tactile tools; 1 set of reusable visual self regulation cues; 1 secure storage unit.
C02 one lot	6 folding gym mats approximately 4 by 6 feet; 24 age appropriate balls comprising 8 playground, 8 soft foam and 8 youth basketballs; 12 hoops; 24 beanbags; 24 low cones; 12 nonslip floor markers; 6 low stable balance/stepping pads; 1 lockable rolling equipment cart.
C03 each of two sets	1 lockable rolling art/maker cart; 1 project drying rack; 1 reusable safe art tool set for 12 participants; 1 reusable construction/manipulative set for 12 participants; 4 elementary programmable robots with required chargers/accessories and no unavoidable undisclosed subscription.
C04 one lot	1 listening hub compatible with a supplied Lot B tablet; 8 durable child headphones; required connection accessories; 1 protective storage/carry case; 2 tabletop book stands; 12 elementary percussion instruments comprising 4 hand drums, 4 shakers and 4 rhythm/tapping instruments. No additional tablet is included in this lot.
C05 one lot	1 accessible ball delivery ramp; 6 oversized lightweight foam balls; 6 tactile/high contrast balls; 2 accessible tabletop recreation sets; 1 reusable visual communication set; 1 secure storage/carry unit.

Age safety and inclusive use

All equipment is for supervised kindergarten through third grade use. Provide the manufacturer’s recommended ages, load limits, stability and care instructions. Select safe elementary tools; staff only cutting or other hazardous equipment is excluded from the base. Items with small parts require age appropriate labeling and supervision instructions. Specify cleanable materials and safe storage for every kit.

The BGCS program review confirms that these contents match participant needs and available space. Adaptations are for participation and supervised program use; this RFP does not prescribe clinical treatment. Propose substitutions that improve usefulness, cleaning, durability or accessibility as a transparent alternate with any price change.

Delivery and acceptance

Deliver kits to their approved rooms, unpack and assemble carts and storage, label contents, complete any required setup, demonstrate operation and leave the equipment organized and ready for staff use. Provide one inventory per set with replacement part information. BGCS checks quantities and functional use against this common schedule at acceptance.

Alternates and common pricing instructions

Price the following only as separate alternates. BGCS will select any alternates for award comparison by written addendum before proposals are due. Otherwise they are excluded from the base evaluation. Identify the incremental increase or credit from the base and all effects on schedule, installation and operating cost.

ID	Alternate	Required pricing basis
ALT01	Gym rear projection	Net change to B06 with lens screen location supports and feasibility
ALT02	24 additional managed tablets	Same B03 platform with cases licenses headphones and charging/storage
ALT03	Eight additional interactive displays	Replace all eight B02 screens; show full credit and incremental price
ALT04	Cafeteria and nutrition FF&E	Proposed itemized equipment quantities and full installed price
ALT05	Outdoor learning FF&E	Proposed itemized furniture quantities storage and full installed price
ALT06	Additional acoustic coverage	Installed price per sq ft by proposed panel type and location
ALT07	Basic stage lighting	Proposed performance equipment electrical needs and full installed price

Price the same complete base

- Give one editable row for each base item ID: quantity, unit, manufacturer/model, product unit price, extended product price, delivery, assembly/installation, commissioning/orientation, other unavoidable charges and total. A service may be a separate identified row but must appear once in the lot total.
- Show discounts, taxes and exemption assumptions separately. BGCS provides tax exemption documentation. Include all unavoidable charges and required warranty costs. Do not assume the owner will supply labor, freight handling, packaging removal or system setup.
- Show product and service subtotals and one complete installed base total per lot. State lead times, installation duration, payment milestones, proposed deposits, deviations and unit prices for additions/deletions. This RFP authorizes no deposit.
- Provide years one through five of all mandatory software, license and support charges needed to retain stated functionality. First year required licenses belong in the installed base. Years two through five are separately disclosed future operating costs and included in evaluated ownership cost, without a promise of CPF payment.
- Optional extended warranties, accidental damage cover, curriculum content, enhanced support and alternates must be separately priced. Identify data portability, cancellation terms and the function lost if a subscription is discontinued.

Price each offered lot on a standalone basis. Score and select lots independently using those prices, including unconditional discounts. Disclose conditional multi-lot discounts separately; they are excluded from scored comparison and may be accepted only if the vendor is independently selected for the stated combination. State the fixed dollar credit and allocation among contracts. Bidding multiple lots receives no additional points.

Submit an exceptions schedule even if the entry is “none.” Resolve known scope questions through the common question/addendum process before the deadline. Material quantity or requirement changes are issued to all bidders with an appropriate response period.

Submission requirements and evaluation

Proposal contents

- Signed proposal with legal company name, address, contact, lots offered, lead contractor and installer/subcontractor roles. Include relevant licenses and insurance evidence and three comparable youth, education or community projects with references.
- Itemized base pricing and five year required cost schedule; manufacturer/model, dimensions, technical data, warranty, safety/testing evidence, lead times and exceptions. Explain product equivalence clearly.
- A concise planning and installation approach, illustrative layout/system sketch, site assumptions, phased schedule, white-glove staffing and service plan. Include a plan to meet required access, safety, training and commissioning outcomes.
- Acknowledge the BGCS floor plans, room/site information and all addenda. Include conflict/prior drafting disclosure, exclusions/debarment certification and required federal certifications. Disclose related ownership or relationships with BGCS staff, officers, advisers or board members.

Scoring by lot

Criterion	Points	What evaluators assess
Evaluated price and ownership cost	35	Complete installed base plus all mandatory year two through five charges for the same requirements
Quality durability and support	25	Documented product quality testing cleanability repairability warranty and supported life
Design age fit access and integration	25	Fit to the room/program brief inclusive use storage supervision and system coordination
Experience and delivery plan	15	Comparable results staffing schedule complete installation training and service responsibility
Total	100	

BGCS first determines responsiveness to mandatory requirements and responsibility, including eligibility, capability and schedule. For responsive offers, price points equal 35 × the lowest evaluated price for that lot ÷ the proposer's evaluated price. Evaluated price is the installed base, any alternates designated for comparison before the deadline, and mandatory year two through five operating charges. Optional services are excluded.

Nonprice criteria use a common 0–5 rubric: 0 missing or unacceptable; 1 major weaknesses; 2 partly meets with material gaps; 3 meets requirements with adequate evidence; 4 exceeds with useful documented benefits; 5 exceptional relevant benefits with strong evidence. Convert each rating to its weighted points. Retain evaluator disclosures, individual scores, discussion and selection rationale. Award may go to the responsible responsive proposal with the best published score, subject to price reasonableness and available funding.

Questions clarifications and competition

Use only the procurement contact for questions. Material answers are written addenda available to all bidders; oral comments do not change the RFP. BGCS may request consistent clarifications, seek revised offers through a common process, reject proposals or cancel. Contractors that developed/drafted the affected specifications, requirements or statement of work may not compete for that procurement under 2 CFR 200.319. Disclose any prior role; BGCS determines eligibility before award.

Commercial contract terms

These terms and the applicable federal provisions below form part of each awarded lot contract. The executed contract identifies the vendor, lot, fixed price, delivery/install schedule and approved products. No order or work begins until BGCS gives written authorization after required grant approvals and environmental clearance.

Price scope and changes

Use fixed prices with itemized quantities and service scope. No cost plus percentage of cost or percentage of construction cost pricing. BGCS approves substitutions and changes in writing before purchase or performance. A substitution must document equal or better performance, compatibility, warranty, price and any funding implications. The vendor bears the cost of correcting its own errors, freight damage, shortages and nonconforming work.

Payment and acceptance

Invoice only authorized contract milestones, identifying lot/item, delivered quantities, products, delivery, labor and any approved changes. Payment is due within 30 days of a correct approved invoice and completion of its milestone, subject to applicable law. BGCS may withhold the reasonable amount attributable to disputed or incomplete work and pays undisputed accepted amounts. Final payment requires written lot acceptance, completed training and the records specified in this RFP. Delivery receipts and use of a room do not alone waive defects.

Breach remedies and termination

For breach, BGCS may require correction, reject nonconforming goods, withhold amounts reasonably associated with deficiencies, recover damages permitted by law or terminate. Except for urgent safety, fraud or other circumstances requiring immediate action, BGCS gives written notice describing the breach and ten calendar days to cure or submit an accepted corrective plan. Remedies are cumulative to the extent permitted by law; no arbitrary penalty is imposed.

BGCS may terminate for cause by written notice specifying the grounds and effective date after the applicable cure process. BGCS may terminate for convenience on ten calendar days written notice. The vendor must stop affected work, protect completed work, mitigate costs and submit a documented settlement within 30 days. For convenience, BGCS pays accepted conforming work and reasonable documented unavoidable commitments previously authorized under the contract, less credits, returns and prior payments. No payment is owed for lost profits on unperformed work; total settlement cannot exceed the unpaid contract balance. Cause settlement is subject to BGCS lawful offsets and recovery rights.

Insurance site conduct and subcontractors

Before work, provide commercial general liability $1 million per occurrence/$2 million aggregate, automobile liability $1 million for vehicles used, Connecticut statutory workers compensation and employers liability $500,000, or BGCS approved equivalents. Include BGCS and the facility owner as additional insureds on general liability for vendor operations as appropriate. Maintain transit/installation protection for vendor goods until acceptance. Professional design liability of $1 million applies where the vendor provides licensed design services.

Follow the issued occupied-site and safeguarding rules: check in, identify personnel, supervise subcontractors, isolate work zones, control dust/tools/cords and prevent unsupervised interaction with children. Use licensed trades and required permits. The prime remains responsible for all subcontractor performance, applicable compliance and safe work. Report incidents, hidden hazards and vendor caused damage promptly and correct vendor damage at its expense.

Federal contract provisions

The following federal requirements apply as stated to awarded contracts and to subcontractors where required. HUD is not a party to, or financially responsible for, the vendor contract. BGCS publishes any additional requirements affecting price or scope before proposals are due.

Eligibility conflicts and prohibited equipment

The contractor certifies it and its covered principals are not debarred, suspended or otherwise excluded from the covered transaction under 2 CFR Parts 180 and 2424. It must verify covered lower tier eligibility, make required disclosures and notify BGCS promptly of a status change. BGCS verifies SAM exclusions before award. The contractor must disclose actual or apparent conflicts and prior specification drafting roles; no gratuity or improper inducement may influence this procurement.

The contractor shall not supply, procure or use federally prohibited covered telecommunications or surveillance equipment/services in performance of this contract under 2 CFR 200.216. This includes applicable Huawei, ZTE, Hytera, Hikvision, Dahua and covered subsidiary/affiliate products as defined by law, not a blanket prohibition on all foreign electronics. Identify network/surveillance components and provide compliance evidence before purchase; flow down the restriction as applicable.

Lobbying for contracts exceeding 100,000 dollars

Do not use federal funds to lobby federal officials or Congress in connection with this award or contract. For a contract exceeding $100,000, submit the required certification under 31 USC 1352 and 24 CFR Part 87 using the official HUD form linked below. Submit Standard Form LLL if relevant lobbying was paid with nonfederal funds. Obtain covered subcontractor certifications and pass required disclosures to BGCS. The signed proposal declaration does not replace the HUD certification form.

HUD lobbying certification form: https://www.hud.gov/sites/dfiles/CPD/documents/GG_LobbyingForm-V1.1.pdf

Clean air and water for contracts exceeding 150,000 dollars

For contracts exceeding $150,000, the contractor shall comply with applicable standards, orders and regulations under the Clean Air Act and Federal Water Pollution Control Act, as amended. Report violations to BGCS promptly for reporting to HUD and the appropriate EPA Regional Office, and include the applicable obligation in covered subcontracts.

Domestic purchasing preferences and recovered materials

To the greatest extent practicable and consistent with law, provide the domestic purchasing preference under 2 CFR 200.322 and include it in applicable subcontracts and purchase orders. This general preference is separate from mandatory BABA requirements below. Where 2 CFR 200.323 and 40 CFR Part 247 apply, meet the recovered materials procurement requirements; identify designated products and provide recovered content documentation and any justified exception. Otherwise document available recycled content as a requested product quality attribute.

Records access and employee protections

Keep accurate contract, invoice, material, labor and compliance records. Provide BGCS, HUD, the Comptroller General and their authorized representatives access to relevant records and project work as required. Retain records for at least three years after BGCS submits its final expenditure report for this award, and longer where required for equipment, unresolved audits, claims, litigation or other award requirements. BGCS notifies the contractor of the final report date. Include applicable access and retention terms at lower tiers and protect personal data when providing records.

Comply with applicable federal and state nondiscrimination and accessibility law, award civil rights requirements, and 41 USC 4712 whistleblower protections. Inform covered employees of their rights and remedies as required, and do not retaliate for protected disclosures. Prohibit trafficking in persons and forced labor in performance of the contract and comply with applicable award reporting and prevention requirements.

Requirements for installed equipment

Domestic iron and steel

Build America, Buy America (BABA) for this FY24 CPF award covers applicable iron and steel permanently installed in the facility. Ordinary movable furnishings are generally outside this requirement. Identify and classify permanent mounts, supports, anchors and similar materials under HUD CPD Notice 25-01; a manufactured product is not automatically an iron/steel article simply because it contains metal. Price compliant covered materials in the base bid.

For covered iron/steel products, required manufacturing from initial melting through coating must occur in the United States unless a valid HUD waiver applies. Submit the material list, classifications, manufacturer/origin evidence and any waiver before ordering. Keep supplier and invoice records. BGCS must approve substitutions in writing; do not install noncompliant covered material while waiting for a waiver.

Worker opportunities and hours

For installation work covered by HUD Section 3, comply with 24 CFR Part 75, including 75.19 and 75.27, and include the requirements in covered subcontracts. To the greatest extent feasible, direct new training, hiring and contracting opportunities to eligible low-income people and businesses using the required priorities. Material-supply-only contracts are exempt; installation work must be considered separately.

For covered work, provide monthly and final total labor hours, Section 3 worker hours and targeted Section 3 worker hours, including subcontractor work. Identify excluded professional services separately. Support the project benchmarks of 25% Section 3 hours and 5% targeted hours; the 5% is included within the 25%. Keep eligibility records and document efforts if benchmarks are not met. These are reporting and opportunity requirements, not a hiring quota. BGCS supplies the reporting format before work starts.

Labor and building work

CPF funding alone does not require Davis-Bacon prevailing wages. Follow applicable labor and safety laws. Where the Contract Work Hours and Safety Standards Act applies to a contract exceeding $100,000 involving laborers or mechanics, comply with 40 USC 3702–3704 and 29 CFR Part 5, including time-and-a-half basic pay after 40 hours and required safe working conditions. BGCS provides any additional legally required labor or procurement terms to all bidders before proposals are due. Roof replacement, gym flooring and other major building renovations are outside this equipment purchase.

Acceptance training and final handover

BGCS inspects receiving, installation and final readiness by room and lot. The vendor requests acceptance only after white-glove work, testing, training and records are complete. Document defects and correction dates. Correct ordinary punch list items within ten business days; replacement lead times require an BGCS approved written plan. Safety defects require immediate isolation and correction before use.

Lot	Required acceptance evidence
All lots	Quantities match; correct rooms and models; undamaged assembled products; safe placement; required records/certifications; no packaging or vendor debris; vendor damage repaired; complete orientation and punch list.
A	Approved layouts and finishes; sample review approval; child fit and usable storage; clear routes and partitions; safe adjustments/anchors/casters; care and room reconfiguration demonstration.
B	Room and system tests; all devices enrolled and charging; administrator control; working filtering/security; agreed network load; usable displays and inputs; readable gym image and intelligible sound; functioning assistive listening.
C	Owner approved complete kit contents; age/safety documentation; stable setup; accessible participation; labeled secure storage; practical use and cleaning demonstration.
D	Approved coverage and secure mounting; documented acoustic/fire/finish properties; no building conflicts; verified quantity and attachment; maintenance instructions.

Closeout documents

- Room coded inventory with manufacturer/model, quantities, serial or asset numbers where applicable, purchase value and warranty contacts; editable source file plus PDF.
- Approved product and finish schedules, final layouts, as built installation/cable/panel diagrams, permits/inspection records and structural attachment documentation where applicable.
- Operating and maintenance manuals, cleaning instructions, spare keys and included parts, staff quick start guides, training materials and attendance/completion record.
- Secure administrator and license handover, configuration/backup records and recovery procedures, with no credentials placed in ordinary email or public documents.
- Final test results, material origin/waiver evidence, required labor/Section 3 records, completed punch list and written warranty/service procedure.

BGCS gives written final acceptance after corrections and required handover. Warranty periods begin at accepted completion of the relevant installed lot except where a disclosed manufacturer term requires a different date. Shipment timing must not consume the promised usable coverage without an BGCS approved remedy. Keep a service contact available after acceptance and complete the included follow up training.

Future operating costs

The contractor identifies all subscriptions, renewals, maintenance and replacement needs for five years. BGCS controls renewal decisions. No automatic charge, renewal, long term support contract or use of project contingency is authorized by submitting this proposal. Disclose any future cost or access restriction that affects the promised functions before award.

Vendor pricing and declarations

Legal company name _____ Lots offered _____

Authorized contact _____ Email _____

Attach the editable line item and five year cost schedules required above. Products and mandatory services must be identifiable without duplicate charges. Use the issued base item IDs and quantities; attach a separate exceptions and alternate schedule.

Lot	Products and licenses	Delivery	Labor and other	Installed base total
A				
B				
C				
D				

Required cost entry	Amount or explanation
Mandatory year two charges	
Mandatory year three charges	
Mandatory year four charges	
Mandatory year five charges	
Five year evaluated total by offered lot	
Multi-lot discount and exact eligible combination	
Taxes and exemption assumptions	
Deposit request and payment milestone proposal	
Delivery date installation duration and work hours	
Exceptions optional support and alternates attached	

Vendor acknowledgment

The undersigned is authorized to submit this proposal and confirms that: the installed base includes all required white-glove services; the proposal prices the issued common scope; all deviations and unavoidable future charges are disclosed; all addenda and BGCS room/site information are acknowledged; actual/apparent conflicts and prior drafting roles are disclosed; and the company is not suspended, debarred or otherwise excluded from the applicable covered transaction. BGCS independently verifies eligibility before award.

White-glove services included in base price Yes ____ Exceptions attached ____

Addenda acknowledged _____

Prior specification role or conflict disclosure None ____ Attached ____

Required lobbying certification and SF LLL if applicable Attached ____ N/A ____

Authorized name and title _____

Signature _____ Date _____