



Urban League of
Broward County

REQUEST FOR PROPOSAL

Urban League of Broward County

RFP# 08012025-2

SERVICES FOR

Cubicle Workstations Installation & Reconfiguration

Issue Date: August 1st, 2025

Due Date: October 1st, 2025

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INTRODUCTION

The Urban League of Broward County founded in 1975 as an affiliate of the National Urban League, is a 501(c)(3) tax-exempt, nonprofit organization authorized in the State of Florida. The Urban League of Broward County is a community-based organization dedicated to empowering communities and changing lives in the areas of education, entrepreneurship, jobs, justice, housing, and health. For more information about the Urban League of Broward County, please refer to www.ulbroward.org.

1. PURPOSE OF RFP

1.1. STATEMENT OF PURPOSE

The purpose of this Request for Proposal (RFP) is to contract with one (1) **Cubicle Work Stations Reconfiguration** (Contractor) to provide services outlined herein for the Urban League of Broward County (ULBC). For consideration, proposals for this project must contain evidence of the Proposer's experience and capabilities in the specified area and other disciplines directly related to the proposed service.

1.2 CONTRACTING RESULTING FROM RFP

This Request for Proposal (Solicitation Number: **08012025-2**), hereinafter referred to as the "RFP" is issued to secure a contract with a qualified company to provide the services described herein.

The Urban League of Broward County intends to enter into a contract with one selected Contractor for an initial term of **one (1) year**. The project itself is anticipated to be completed within **thirty (30) days** from the date of contract execution. The one-year contract term also provides for warranty coverage and any necessary follow-up services.

1.3 PERIOD OF PERFORMANCE

The contract term or period of performance shall be determined based on the timeline agreed upon by ULBC and the Contractor. Terms may be exercised by ULBC, at its sole discretion, with prior written notice to the Contractor.

ULBC reserves the right to make any and all determinations exclusively that it deems necessary to protect the best interests of its organization, programs, and the communities it serves directly. All proposers must be willing to negotiate a contract based on these terms, as applicable. Additional contractor terms and conditions will be incorporated into the final contract based on ULBC legal counsel review.

1.4 CONFLICT OF INTEREST

ULBC and its employees, representatives, or agents are bound by federal, and state regulations, and/ or the ULBC Conflict of Interest policy. All proposers must disclose in their Conflict-of-Interest Disclosure the name of any officer, director, or agent who is affiliated with ULBC as an employee, board member, provider, or other stakeholder. All proposers must also disclose the name of any stakeholder who owns, directly or indirectly, any interest in the proposer's business or any of its branches. Additionally, all proposers must disclose any business relationships or family ties with any officer, director, subcontractor, contracted provider, or employee of ULBC. See Attachment #1

2. RFP PROCESS & INFORMATION

2.1 CALENDAR OF EVENTS

Listed below is the calendar of important actions, including dates and times by which these actions must be taken or completed. If ULBC finds it necessary to change any of these dates or times, it will do so by addendum. Any addendums will be posted on the dedicated procurement site.

Proposals/bids will be received until [10/1/25], by 4:00 PM EST for furnishing the services described herein.

	Estimated Calendar of Events	Date
1	RFP Issue Date	8/1/25
2	Letter of Intent to Submit - Attachment 6 -Email LOI to: procurement@ulbcfl.org LOI is required to receive access to the dedicated procurement site, which contains communications and project documents.	9/25/25
3	Walk-Thru / Site Visit (optional) 10:00 am-11:30 pm	9/25/25
4	Technical Questions Deadline-Email Questions Only to: procurement@ulbcfl.org <i>Per Section 2.2 (Cone of Silence/Prohibited Communications), contact with any other staff is prohibited and may result in disqualification.</i>	9/25/25
5	Response to Technical Questions	9/26/25
6	Proposal Submission Due Date	10/1/25
7	Evaluation of Proposal	Internal
8	In Person Interviews for selected respondents	N/A
9	Notifications and Final Selection	10/10/25
10	Contract Negotiations	10/13/25

2.2 CONE OF SILENCE/ PROHIBITED COMMUNICATIONS

Effective as of the issuance of this RFP and continuing through the 24-hour period following ULBC's award to a proposer, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any ULBC official, Board member, employee, or anyone other than the agency contact named in this RFP. Additionally, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any proposer engaged by ULBC to assist in preparing the RFP documents or any cost estimate related to this procurement. Violation of this prohibition may result in disqualification of the proposer, even if the contract has already been awarded.

2.3 QUESTIONS

Any questions from Proposers regarding this RFP shall be submitted via email, identifying the submitter, to procurement@ulbcfl.org by the specified date in the Calendar of Events. All questions and/or changes to the RFP will be posted on the dedicated webpage/procurement platform. It is the Proposer's responsibility to check the website for updates.

2.4 ADDENDA

The Urban League of Broward County (ULBC) has the absolute right to cancel, amend, modify, supplement, or clarify this RFP at any time in its sole discretion. If any revisions become necessary or appropriate, as determined in the sole discretion of the ULBC, an addendum issued by the ULBC will be posted. Failure to follow the RFP guidelines could result in a determination that the proposal is non-responsive.

3. SCOPE OF WORK

3.1. GENERAL STATEMENT

The Urban League of Broward County (ULBC) is soliciting proposals from qualified firms for the Reconfiguration of Cubicle Workstations. This includes all related activities, services, and any additional allocations necessary to support the successful completion of the project at ULBC's facility.

3.2. STATEMENT OF WORK

Work Summary: The complete scope of services is detailed in the attached Statement of Work (see Exhibit A). In summary, ULBC requires the services of one firm to provide **Cubicle Work Stations Reconfiguration to 560 NW 27 Avenue, Ft. Lauderdale, FL 33311.**

Exhibit A outlines the services being requested (Statement of Work)/ outline of equipment specifications or equivalent.

Exhibit B is a detailed description of ULBC building & Floor Plan, (if deemed necessary)

Exhibit C is a list of insurance and workers compensation requirements

Introduction

- This **Scope** of Work (SOW) document defines the requirements for the installation of cubicle (workstations) at the Urban League of Broward County CEC Building, located at 560 NW 27 Avenue, Ft. Lauderdale. The purpose of this project is to furnish and equip the office space with functional and efficient workstations to accommodate additional employees.
- **Objectives**
 - To install cubicles/workstations in designated areas within the facility.
 - To ensure that all cubicles are installed according to the provided specifications and layout.
 - To complete the installation within the agreed timeline and budget.
- **Scope of Work**
- **Pre-Installation**
 - Site Survey: Conduct a detailed site survey to confirm dimensions, access points, and utility locations. Identify any potential obstacles or issues that might affect installation.
 - Design Review: Review cubicle design and layout with the client. Confirm final workstation layout, including the number of workstations, configuration, and any special requirements.
 - Material Inspection: Inspect all materials and components prior to installation to ensure they meet the specifications and quality standards.
- **Installation Preparation**
 - Site Preparation: Prepare the installation site by clearing the area of any obstructions. Ensure that the workspace is clean and ready for installation.
 - Delivery Coordination: Coordinate the delivery of cubicle components and materials to the installation site. Verify that all items are received and are in good condition.

- **Cubicle Installation**
 - Assembly: Assemble cubicle components according to manufacturer specifications and the approved layout plan. This includes panel assembly, attachment of work surfaces, installation of storage units, and mounting of accessories.
 - Placement: Position and align the cubicles as per the approved layout. Ensure that each workstation is correctly placed and secured.
 - Electrical and Data Connections: Install and connect any electrical outlets, data ports, and cable management systems as required. Ensure all connections are properly tested and functioning.
 - Safety Checks: Perform safety checks to ensure that all components are securely installed and
- meet safety standards. Address any potential hazards or issues.
 - **Post-Installation**
 - Final Inspection: Conduct a final inspection to verify that all cubicles are installed correctly and meet the design specifications. Make any necessary adjustments or corrections.
 - Client Walkthrough: Schedule and conduct a walkthrough with the client to review the completed installation and address any concerns or issues.
 - Clean-Up: Remove all installation debris and clean the installation area. Ensure that the workspace is left in a tidy and professional condition.
- **Deliverables**
 - Completed Installation: Fully assembled and operational cubicles/workstations.
 - Documentation: Provide installation manuals, warranty information, and maintenance guidelines.
 - Inspection Report: A final inspection report documenting the completion and quality of the installation.
 - Client Sign-Off: Obtain client sign-off confirming the satisfactory completion of the project.
- **Timeline**
 - Project Start Date: ASAP
 - Estimated Completion Date: 180 days from contract date
 - Milestones: Outline key milestones, such as site survey completion, delivery of materials, assembly start, and final inspection.
- **Responsibilities**
 - Client Responsibilities: Provide access to the site, approve design/layout, and ensure timely payment as per the contract.
 - Contractor Responsibilities: Perform installation as per the SOW, maintain safety standards, and address any issues promptly.
- **Assumptions**
 - All site conditions are as described in the initial survey.
 - Necessary permits and approvals are obtained prior to the start of installation.
 - The client will provide timely access to the installation site.
- **Exclusions**
 - Any work not specifically mentioned in this SOW, such as structural modifications or extensive electrical work beyond basic connections, is excluded from this **scope**.

3.3. **APPENDICES**

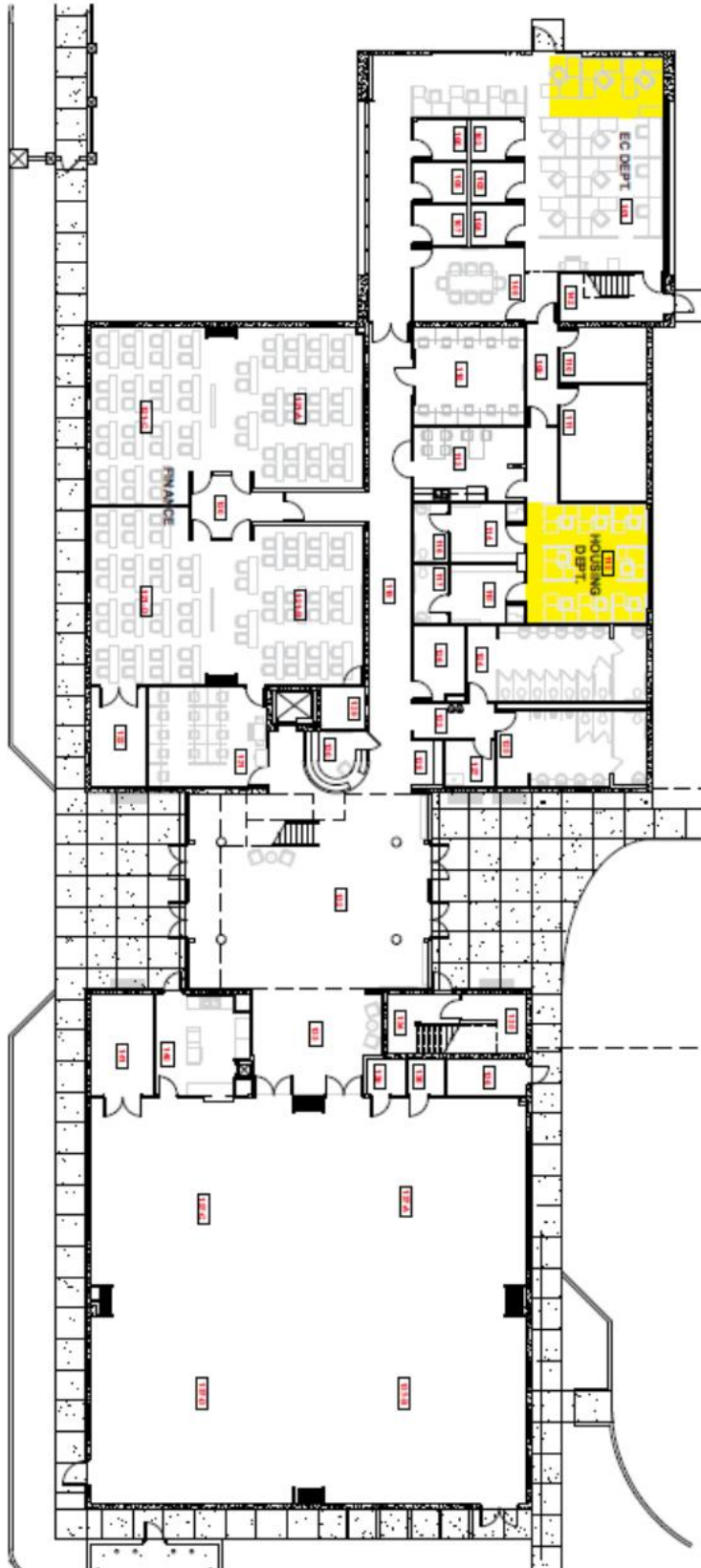
ULBC may provide supporting documents relevant to the project scope, site, or background context. If specified in Section 4.4 Submission Format or 4.5 Proposal Submission, Proposers may be granted access to these materials via a dedicated website following submission of a required Letter of Intent (LOI), stated in the Calendar of Events.

EXHIBIT B PROPERTY DESCRIPTION & DRAWING



**Urban League of
Broward County**

CEC BUILDING / FIRST FLOOR



ROOM LEGEND

ROOM #	NAME	SQ. FT.
101	EC Department	2
112	Housing Dept.	8

EXHIBIT B PROPERTY DESCRIPTION & DRAWING



**Urban League of
Broward County**

CEC BUILDING / SECOND FLOOR



ROOM LEGEND

ROOM #	NAME	Total
201	Staff Area	2
207	Finance Area	2

EXHIBIT B PROPERTY DESCRIPTION & DRAWING



**Urban League of
Broward County**

CEC BUILDING / SECOND FLOOR



ROOM LEGEND

ROOM #	NAME	Total
201	Staff Area	2
207	Finance Area	2

EXHIBIT B PROPERTY DESCRIPTION & DRAWING



**Urban League of
Broward County**

CEC BUILDING / SECOND FLOOR



ROOM LEGEND

ROOM #	NAME	Total
201	Staff Area	2
207	Finance Area	2

PROPERTY DESCRIPTION & DRAWING

Community Empowerment Center (CEC)

560 NW 27 Avenue

Ft. Lauderdale, FL 33311

Two-story building

Approximately 28,000 square feet

Property located on 2.5 acres of land



EXHIBIT C
INSURANCE REQUIREMENTS

Requirements

Proposer is to submit proof of insurance. ULBC's insurance agent will review coverage for all proposers and advise if coverage or limits need to be amended by selected vendor. Selected proposer agrees to modify coverage as outlined by ULBC insurance agent.

1. General Liability Insurance:
 - Minimum Coverage: The proposer must carry commercial general liability (CGL) insurance with a minimum limit of \$1 million per occurrence and \$2 million aggregate.
 - Additional Insured: The organization should be named as an additional insured on the policy.
2. Professional Liability (Errors & Omissions) Insurance:
 - Minimum Coverage: The proposer must maintain professional liability insurance (commonly known as Errors & Omissions or E&O insurance) with a minimum limit of \$1 million per claim.
 - Coverage Scope: This insurance protects against claims arising from professional services, advice, or errors made during the engagement.
3. Automobile Liability Insurance:
 - Minimum Coverage: If the proposer uses vehicles for business purposes, they should carry auto liability insurance with a minimum limit of \$1 million per accident.
4. Workers' Compensation Insurance:
 - Requirement: The proposer must comply with all applicable workers' compensation laws.
 - Coverage: Workers' compensation provides benefits to employees in case of work-related injuries or illnesses.
5. Umbrella or Excess Liability Insurance:
 - Acceptable: Umbrella or excess liability policies are acceptable if they follow form over the underlying insurance requirements.
 - Minimum Limits: The umbrella/excess policy should provide coverage above the primary liability policies (CGL, auto, etc.) and meet the same minimum limits.
6. Insurance Carrier Requirements:
 - Licensing: The insurance carriers providing the required coverages must be licensed in the state where the proposer is headquartered.
 - Financial Strength: Carriers must be rated no lower than "A-" by the most recent Best's Key Rating Guide.
 - Financial Size Category: The carriers' Best's Financial Size Category should be VIII or higher, unless otherwise agreed upon.
7. Proof of Insurance:
 - The proposer must provide proof of insurance before commencing work.
 - The organization reserves the right to verify insurance coverage during the contract term.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)
01/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. 1201 W Cypress Creek Rd Suite 130 Fort Lauderdale FL 33309		CONTACT NAME: ***** PHONE (A/C, No, Ext): (954) ***** E-MAIL ADDRESS: Amanda.Genneken@bbrown.com		FAX (A/C, No): (954) *****	
INSURED Prospect Bidder ABC NW I-95 Highway Fort Lauderdale FL 33311		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: B Insurance Company			18058
		INSURER B: A Insurance Company			15954
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES CERTIFICATE NUMBER: 23-24 Master REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADUL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liability \$1,000,000 <input checked="" type="checkbox"/> Abuse/Molestation \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2568132	06/30/2023	06/30/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2568132	06/30/2023	06/30/2024	\$ \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB868917	06/30/2023	06/30/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC4212562	01/23/2023	01/23/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Directors & Officers, Employment Practices, Fiduciary			PHSD1796331	06/30/2023	06/30/2024	Directors & Officers 1,000,000 Employment Practices 2,000,000 Fiduciary Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Carrier A: Sexual or physical abuse or molestation vicarious liability Limit each occurrence \$1,000,000/aggregate \$1,000,000

CERTIFICATE HOLDER Urban League of Broward County 560 NW 27th Avenue Fort Lauderdale FL 33311	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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YOUR RIGHTS UNDER THE BROWARD COUNTY LIVING WAGE ORDINANCE LIVING WAGES for 2024

In accordance with the Living Wage Ordinance, Section 26.102, Broward County Code of Ordinances, Broward County service contractors' employees and subcontractors performing covered services pursuant to applicable County contracts must be paid at least the following living wage hourly rates and health benefit amount indexed in accordance with Section 26.102(f) of the Living Wage Ordinance:

Security Services Officers	All Other Covered Employees (Not Security Services Officers)
<p>\$17.69 per hour with qualifying health benefits* (for employer that offers healthcare benefits) amounting to at least \$3.76 per hour, or</p> <p>\$21.45 per hour without health benefits (for employer that does not offer healthcare benefits)</p>	<p>\$15.45 per hour with qualifying health benefits* (for employer that offers healthcare benefits) amounting to at least \$3.76 per hour, or</p> <p>\$19.21 per hour without health benefits (for employer that does not offer healthcare benefits)</p>

All covered employees will receive 40 hours of paid time off on an annual basis.

***Note – If a covered employee declines health care benefits, the covered employer may pay to the employee the living wage rate with health care benefits listed above provided the covered employer provides to the County written proof of the covered employee's declination.**

Applicable covered services provided pursuant to a County service contract (exceeding \$100,000/year) include:

- Food preparation and/or distribution
- Security services
- Routine maintenance services: janitorial, cleaning, refuse removal, and recycling collections, or similar services
- Repair and/or refinishing services: for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance and replacement of parts
- Clerical or other non-supervisory office work (temporary or permanent personnel): secretarial, typing, data entry, filing, transcription, specialized billing, sorting/completion of forms, and word, data and informational processing
- Passenger transportation and automobile parking services
- Printing and reproduction services
- Landscaping, lawn, and/or agricultural services

Applicable covered airport services pursuant to a County service contract (any contract value) include:

- Food and beverage concessionaire services and certain retail concessionaire services at Airport Terminals Complex and the Car Rental Center.
- Airline service providers for air carriers: ground handling or ramp services; ground equipment provisioning and maintenance; maintenance; in-to-plane fuel service; passenger service; porter service (including skycaps and employees performing curbside check-in); janitorial service; security service; baggage delivery service; aircraft cleaning; or operation of a private club.

ENFORCEMENT

If a service contractor is not complying with the living wage requirements, a covered employee or subcontractor of a service contractor may seek to recover back wages against the responsible service contractor by filing a written complaint with the County or filing suit against the covered employer.

A covered employee or subcontractor may file written complaints of underpayment or retaliation/discrimination (in connection with the filing of living wage complaint), with the Broward County Professional Standards/Human Rights Section, 115 S. Andrews Avenue, Room 427, Fort Lauderdale, FL 33301, or call (954) 357-6500.

SANCTIONS

Damages payable to Broward County in the sum of up to \$500 per day, but not to exceed \$1,000 per week for each covered employee, may be assessed against the service contractor for failure to pay the required wage rates above in addition to payment of the underpaid wages to the employee.

For other information, contact the applicable Contract Administrator or the Broward County Purchasing Division, 115 S. Andrews Ave., Room 212, Fort Lauderdale, Florida 33301, (954) 357-6066.

The Living Wage Ordinance requires service contractors awarded living wage contracts to display this poster at the job site in a prominent location where it can easily be seen by employees.

Effective January 1, 2024

Broward County Living Wage Ordinance, Sec. 26-102(f)

4. RFP SUBMISSION PROCESS & INSTRUCTIONS

4.1. PROPOSAL CONTENT

The Proposal Narrative must demonstrate the proposer's capability to perform services in accordance with the requirements outlined in this solicitation. The narrative should provide a clear and comprehensive description of the proposer's qualifications, relevant experience, approach to project management, and ability to complete the project within the specified period of performance. Proposals must be succinct, self-explanatory, and well-organized to allow reviewers to accurately assess the proposer's capacity to deliver the project in compliance with the approved plans, specifications, and applicable standards. Proposals must not exceed 10 pages in length, excluding required attachments. Proposals exceeding this page limit may not be reviewed in their entirety.

4.2. PROPOSAL SPECIFIC REQUIREMENTS

Each proposal must include the following sections:

1. **Table of Contents** – With section headings and page numbers.
2. **Organization Profile & Qualifications** – Include company name, address, contact details, primary contact person, certifications, and key personnel.
3. **Overview of Relevant Experience**
4. **Project Approach** – Description of how the proposer will meet each component of the Scope of Work, including ability to meet time constraints.
5. **Financial Stability & Insurance/Bonding** – Proposers must submit acceptable evidence of financial stability, such as audited financial statements, recent tax returns, or a letter from a certified public accountant. Proof of insurance and bonding capacity must also be provided.
6. **Cost** – Submit a detailed, line-item cost proposal organized by phase, including total project cost, assumptions, exclusions, contingencies, and whether pricing is fixed or adjustable. The cost proposal must be submitted as a separate attachment labeled "Cost Proposal – [Proposer Name]."
7. **References** – Provide three (3) client references from the past five (5) years using the provided Reference Form (Attachment 3). Each reference must include contact name, title, phone number, and email address.

4.3. PROPOSAL FORMAT

1. Proposals must be submitted in PDF format.
2. Proposals will be uploaded to a dedicated website via a link provided at the time of LOI submission.
3. Proposers should ensure that all documents, including attachments, exhibits, and supporting materials, are submitted in PDF format.

4.4. PROPOSAL SUBMISSION

1. **Letter of Intent to Submit**

Proposers are required to submit a Letter of Intent (LOI) - Attachment 6 - indicating their intent to respond to this RFP. The LOI must be submitted via email as outlined in the Calendar of Events, and it is required to access the project document and materials.

2. **Proposal Submission Due Date** Complete proposals must be submitted in PDF format via the link provided no later than the date stated on the LOI. Proposals received after the deadline may not be considered. It is the sole responsibility of the respondent to ensure their proposal is received on or before the deadline in the required format stated herein.

3. **Submission of Signed Disclosures (Attachments 1-6)**

Proposers must sign and submit all required disclosure forms, including:

Attachment - 1: Vendor Conflict of Interest Disclosure Form

Attachment - 2: Non-Collusive Affidavit

Attachment - 3: E-Verification Certification

Attachment - 4: Non-Discrimination, Equal Opportunity Assurances, Certifications, Other Provisions

Attachment - 5: Certification of Debarment, Suspension, and Other Responsibility Matters

Attachment - 6: Proposer's Letter of Intent (LOI)

The signed disclosures must be included in the submission along with the full proposal. Failure to sign and submit all required attachments may result in disqualification

5. EVALUATION CRITERIA

5.1. EVALUATION CRITERIA

Proposals will be reviewed for responsiveness and adherence to the proposal deadline. Any proposal that is incomplete may be considered non-responsive. Evaluations will be based on the following criteria, including but not limited to:

Proposal Evaluation Criteria	Maximum Points
Profile and Summary of Qualifications (ability, capacity, staffing, skill, financial and other necessary resources to perform the work)	20
Relevant Experience Demonstrated experience on similar projects past performance.	20
Technical Approach & Project Management Quality of project approach, methodology, timeline, ability to meet project requirements and performance period.	25
Cost Proposal: Reasonableness, clarity, and competitiveness of cost proposal.	25
Minority/Women/Veteran/Disadvantaged Business Status	10
Total	100

Proposals received after the deadline will not be opened or considered. Incomplete or non-responsive proposals may be disqualified at ULBC's discretion. All proposals and supporting documentation shall remain the property of ULBC and will be maintained according to ULBC's record retention policy. Proposal contents shall be kept confidential to the extent permitted by applicable laws and procurement policies.

ULBC reserves the right to shortlist proposers based on initial evaluations prior to final selection, in alignment with ULBC Procurement Policies.

Proposals will be evaluated based on written submissions. At the discretion of the evaluation committee, follow-up questions or requests for clarification may be issued. Formal interviews or presentations will not be conducted for this solicitation unless explicitly stated in the RFP.

5.2. PROPOSER TECHNICAL QUALIFICATIONS

The proposer must demonstrate to the satisfaction of ULBC that it possesses the facilities, capacity, expertise, and financial stability necessary to perform the requested services effectively and reliably.

ULBC reserves the right to reject any proposal if, in its sole judgment, the proposer does not meet the required qualifications or if an investigation reveals concerns regarding the proposer's ability to fulfill the terms of the contract.

6. NOTICE TO PROPOSERS

6.1. COMPLIANCE WITH LAWS/RULES/REGULATIONS

The Successful Proposer shall for itself, and it shall cause each of its employees, agents, representatives, contractors, and subcontractors to continuously comply with any and all federal, state, and local laws, rules, regulations, codes, ordinances, statutes, and orders of any public authority bearing on the performance of the awarded Contract by Proposer. The Successful Proposer shall ensure throughout the duration of the Contract that it, and all of its contractors and subcontractors of any tier, shall be properly licensed and certified, as applicable, continuously throughout the duration of all work performed and services provided in accordance with the resulting Contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, the Proposer shall furnish to the ULBC copies of any licenses, permits or certifications required to comply with any law, rule, regulation, code, ordinance, statute, and order referenced herein.

6.2. ACCEPTANCE/REJECTION OF PROPOSALS AND WAIVER OF IRREGULARITIES

The ULBC reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any defects, irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming or non-responsive parts of a Proposal, or to accept any Proposal which, in the ULBC's sole judgment will best serve its interests. The ULBC may supplement, amend, modify and/or expand the solicitation requirements, accept Proposals from one or more Proposers, in whole or in part, and award only a portion of this solicitation. The ULBC reserves the right to cancel this RFP solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the ULBC. In consideration of the ULBC's evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim for damages, of any kind whatsoever, in the event the ULBC exercises its rights.

6.3. DISQUALIFICATION

The Proposal and the Proposer shall be disqualified if:

1. The Proposer or affiliate has been placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes.
2. The Proposer or affiliate has been placed on the federal suspension and debarment list.
3. The Proposer or affiliate has not complied with an official order of any agency of the State of Florida or the United States to repay disallowed costs incurred during its conduct or projects or services.
4. The Proposer or affiliate has failed to perform any contractual obligation with the ULBC in a manner satisfactory to the ULBC; or has failed to correct unsatisfactory performance to the satisfaction of the ULBC.
5. The Proposer or affiliate had a contract terminated by the ULBC, by any other ULBC, State agency or Federal agency.
6. The Proposer or affiliate or any of its staff make contact in violation of the provisions of the Cone of Silence as set forth in Section 2.2 above.
7. The Proposer or affiliate or any of its staff have participated in the development of the RFP documents for this Solicitation.

6.4. NO DISCRIMINATION

The ULBC will adhere to Title VII of the Civil Rights Act of 1964.

6.5. NOTICE OF CONTRACT AWARD

ULBC anticipates awarding a contract(s) to the responsible and responsive proposer(s) whose proposal is determined, in writing, to be the most advantageous to the organization, taking into account price and all evaluation criteria specified in the RFP.

The selected proposer will be notified via email. If the notice of award is delayed, ULBC will issue written notice of the delay and include a revised date for the anticipated award announcement. This notification may be communicated by email or posted to the designated platform, as appropriate.

ULBC is not obligated to disclose proposer scores, rankings, or deliberations unless explicitly stated in the RFP. All proposal documents and evaluation materials will be retained in accordance with ULBC's file retention policy and may be subject to federal or state audit.

6.6. GRIEVANCE AND DISPUTES

The protest procedures set forth in Chapter 120, Florida Statutes, do NOT apply to the ULBC or to this RFP. By submitting a Proposal herein, the Proposer shall comply with the ULBC Grievance Policy and Procedures, which can be requested via email at procurement@ulbcfl.org.

6.7. WITHDRAWAL OF PROPOSAL

The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to procurement@ulbcfl.org.

6.8. PRE-CONTRACTUAL EXPENSES & COST OF PREPARATION

ULBC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFP, negotiating with the ULBC any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

6.9. SALES TAX

ULBC is tax-exempt and shall provide a certificate of tax-exempt status upon written request by the Contractor after contract award.

6.10. INSURANCE REQUIREMENTS

ULBC requires Contractors to obtain appropriate insurance coverage within the prescribed minimum limits set forth for the proposed goods and/or services. The required proof of insurance must comply with all federal, state, and local requirements as required for executing the proposed goods and/or services. The Urban League of Broward County reserves the right to review and procure risk insurance instead of the insurance selected by the Contractor or in addition to insurance proposed by the Contractor, at ULBC's discretion.

6.11. BONDING REQUIREMENTS

Performance Bond: 100% of the contract price to guarantee that the contractor completes the project per the contract.

Payment Bond: 100% of the contract price to ensure subcontractors, laborers, and material suppliers are paid. Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

6.12. FEDERAL & STATE PROCUREMENT COMPLIANCE

As applicable, proposers must adhere to federal and Florida state laws and regulations, including but not limited to:

Labor & Wage Standards

Davis-Bacon Act (40 U.S.C. 3141-3148) and Florida's "Little Davis-Bacon Act" (F.S. § 218.735) require the payment of prevailing wages on federally and state-funded construction projects.

Contract Work Hours and Safety Standards Act (CWHSSA) (40 U.S.C. 3701-3708) mandates overtime pay for laborers working over 40 hours per week.

Copeland "Anti-Kickback" Act (40 U.S.C. 3145) prohibits contractors from forcing employees to return any portion of their wages.

Equal Employment & Non-Discrimination

Equal Employment Opportunity (Executive Order 11246) prohibits discrimination in hiring and requires affirmative action plans.

Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) ensures accessibility compliance in construction projects.

Minority/Women-Owned Business Enterprise (MWBE) & Section 3 Compliance (HUD Section 3 Program, F.S. § 287.09451) promotes the inclusion of disadvantaged businesses and local hiring efforts.

Federal and State Contracting & Procurement Standards

2 CFR 200.318-327 (Uniform Guidance) establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts.

Florida Preference Law (F.S. § 287.084) grants preference to Florida-based businesses when competing against out-of-state firms.

Buy America Act (41 U.S.C. 8301-8305) and Build America, Buy America Act (BABA) (Public Law 117-58) require federally funded infrastructure projects to use domestically manufactured iron, steel, construction materials, and other U.S.-made products unless a waiver is granted.

Environmental & Safety Compliance

National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et seq.) requires environmental impact assessments for federal projects.

Clean Air Act (42 U.S.C. 7401 et seq.) & Clean Water Act (33 U.S.C. 1251 et seq.) mandate pollution control measures in construction.

Occupational Safety and Health Act (OSHA) (29 U.S.C. 651 et seq.) establishes safety requirements for construction sites.

Florida's Environmental Protection Act (F.S. § 403) regulates air and water quality compliance for state-funded projects.

Debarment & Transparency Requirements

Debarment and Suspension (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Florida Debarment Law (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Employment & Foreign Contract Restrictions

Employment Eligibility Verification (E-Verify) (F.S. § 448.095) requires employers to verify the legal status of all new employees.

Scrutinized Companies List (F.S. § 287.135) prohibits contracts with companies engaged in business operations with Sudan, Iran, or those boycotting Israel, aligning state investments with U.S. foreign policy.

ATTACHMENT - 1
VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

To ensure compliance with 2 CFR 200.318 and the Urban League of Broward County (ULBC) Conflict of Interest Policy, all bidders must complete this form to disclose any actual, potential, or perceived conflicts of interest before participating in the procurement process. A conflict of interest arises when an individual or entity involved in the procurement process has another interest that could materially interfere with their duty to act impartially. This includes ownership, personal, financial, or professional relationships that could create undue influence over the selection process. Failure to disclose a conflict of interest may result in disqualification from this procurement, contract termination, or other actions as permitted by law and ULBC policy.

Please check the appropriate box:

No Conflict of Interest – I certify that no owner, officer, director, or employee of my company has a financial or personal interest in the procurement process or any relationship with ULBC staff, board members, or procurement officials that would create a conflict of interest as defined under 2 CFR 200.318.

Potential Conflict of Interest – I disclose the following relationships that may be considered a conflict (attach additional pages if necessary):

Name of Individual: _____

Nature of Interest (Direct/Indirect***):** _____

Relationship to ULBC or Procurement Process: _____

* Immediate Family/Relative includes spouse/partner, children, parents, siblings, and in-laws Section 112.3143, F.S.

** Direct ownership means an individual owns any amount of a company or has decision-making control over procurement-related matters. Individuals with direct ownership must recuse themselves from procurement decisions in compliance with 2 CFR 200.318(c)(1).

*** Indirect ownership includes shares held through immediate family/relatives*, trusts, business partnerships, or any entity in which the individual has an interest but no controlling power. Even without control, individuals with an indirect interest must disclose the relationship to ensure transparency.

By signing below, I certify that:

1. I have reviewed my affiliations and financial interests, and to the best of my knowledge, I have disclosed all actual, potential, or perceived conflicts of interest.
2. I understand that I am required to update this disclosure annually and immediately report any new conflicts that arise.
3. I acknowledge that failure to disclose a conflict of interest may result in contract termination, disqualification from this procurement, and other legal consequences as permitted under 2 CFR 200.318.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 2
NON-COLLUSIVE AFFIDAVIT

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Proposer), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other proposers, or with any official of the Urban League of Broward County, or any employee thereof, or any person, business or corporation under contract with Urban League of Broward County whereby the proposer, in order to induce the acceptance of the foregoing RFP by the Urban League of Broward County, has paid, or is to pay to any other proposer, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other proposer/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP.

1. This is to certify that the proposer, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the proposer, nor any officer, director, partner, member or associate of the proposer, nor any of its employees directly involved in obtaining contracts with Urban League of Broward County, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the proposer, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the proposer will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the proposer is authorized by the manufacturer(s) to sell all proposed products.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

ATTACHMENT – 3

E VERIFICATION CERTIFICATION

NAME OF VENDOR/CONTRACTOR: _____ (referred to herein as "Contractor")

The undersigned does hereby certify that the above named contractor:

Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Urban League of Broward County; or

2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but does not have any employees and does not intend to hire any new employees during the period that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

Pursuant to Section 448.095 F.S., if Proposer is selected to enter into a contract with the Urban League of Broward County (ULBC), Proposer and any subcontractors used to carry out the duties and responsibilities outlined in a contract between ULBC and Proposer will register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees. If applicable, selected Proposer(s) must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 4

NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

The prospective Vendor certifies that it and its principals (subcontractors and suppliers):

As a condition of funding from Urban League of Broward County under Title II, Proposer assures that it will comply fully with the following:

1. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
2. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq., which prohibits discrimination based on sex in educational programs.
4. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination based on age.
5. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation, or beliefs.
6. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
7. Equal Employment Opportunity (EEO): The Proposer agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Proposer and its subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
8. Proposer also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. Proposer understands that the United States has the right to seek judicial enforcement of this assurance.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT - 5
CERTIFICATION OF DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

TO BE COMPLETED BY PROSPECTIVE VENDOR

A. The prospective Vendor certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency.
2. Have not within a three (3) year period preceding this bid proposal been convicted of or had a civil judgment entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, City or Town or other local agency) transaction or contract; 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 government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
4. Have not within a three (3) year period preceding this bid proposal had one or more public contracts (Federal, State, City or Town or other agency) terminated for cause or default.

B. Where the prospective Vendor is unable to certify any of the statements in this certification, an authorized signatory to this proposal shall complete, sign, and attach a detailed explanation.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 6

LETTER OF INTENT

SECTION 1: RESPONDENT INFORMATION

Organization Name:	Address:
City, State, Zip Code:	Point of Contact Name:
Title:	Phone Number:
Email Address:	EIN:

SECTION 2: LETTER OF INTENT

On behalf of _____ [Organization Name], we hereby submit this Letter of Intent (LOI) to notify the Urban League of Broward County of our intent to respond to **RFP #08012025-2 for the Cubicle Reconfiguration**. We acknowledge our understanding of the scope of work outlined in the RFP and our commitment to adhering to all applicable federal, state, and local regulations. By signing below, we confirm our intent to submit a proposal and agree to comply with the terms and conditions outlined in the RFP.

SECTION 3: SUBMISSION REQUIREMENTS

- **Deadline:** All completed LOI must be submitted via email to Procurement@ulbcfl.org no later than September 25th, 2025, by 4:00 PM EST. Late submissions may not be considered.
- **Confirmation:** Respondents must request a receipt to confirm their LOI was received.

SECTION 4: ACCESS TO SECURED PROCUREMENT PLATFORM

Access to the SharePoint procurement platform, which hosts all solicitation materials and serves as the required site for uploading proposals, will be granted only to respondents who submit a completed Letter of Intent (LOI). Once the LOI is confirmed, eligible respondents will receive a secure SharePoint invitation.

Important:

- **Multi-Factor Authentication (MFA)** is required and time-sensitive. Respondents must check their email and complete setup promptly to avoid access delays. Late LOI submissions may result in disqualification.

Access Request:

Please complete the contact information below for the authorized guest requiring SharePoint access. This individual must be authorized to upload the proposal on behalf of your organization.

Authorized Guest Name:	Title:
Email Address:	Phone Number:

SECTION 5: CERTIFICATION & AUTHORIZED SIGNATURE

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that _____ [Organization Name] intends to submit a proposal in response to **RFP #08012025-2** – ULBC by the terms and conditions outlined in the RFP.

Authorized Representative Name: _____ Title: _____
Signature: _____ Date: _____

