

**RFI-16038S Cannon Renewal
Modular Furniture Project
Request for Information (RFI)**

This is not a Request for Proposals (RFP). This is a Request for Information (RFI) only and will not result in an award. Information received from vendors as a result of this RFI will be evaluated and incorporated into a subsequent RFP if determined to have merit.

The Chief Administrative Officer (CAO), on behalf of the U.S. House of Representatives (hereinafter "House"), is seeking interested vendors to provide, coordinate and install modular furniture for the Cannon Renewal Project.

The CAO is one of three Officers of the U. S. House of Representatives along with the Clerk and the Sergeant at Arms. The Officers, together with the Architect of the Capitol and other House offices, jointly provide a foundation of services to facilitate the work activities of the House, its Members and supporting staff.

The Request for Information (RFI) can also be found and downloaded from the House website at <http://www.house.gov> – click on "Doing Business with the House" at the top of the page; select the solicitation link which will appear under "Procurement Opportunities." Any amendments, including any changes to due dates, will be posted as amendments to FedBizOpps and the House website.

Interested vendors are requested to submit RFI responses via email to james.tiani@mail.house.gov by 2:00 p.m. Eastern April 12, 2016. Questions will be answered at the discretion of the House.

Responders should not use this RFI as a marketing opportunity. The purpose of this RFI is to ensure that any subsequent RFP issued for this requirement takes into consideration vendor comments and suggestions that collectively can result in the greatest value to the House. Accordingly, RFI responses should:

- Ask questions and request clarifications to the draft solicitation where needed;
- Offer recommended changes to the draft solicitation and provide the rationale for those changes;
- Present ideas and concepts for consideration that may have been overlooked in the draft solicitation;
- Identify changes in requirements that have the potential to lower cost without jeopardizing quality; and
- Offer any other suggestions worthy of consideration. No pricing is to be submitted with your RFI responses.

Thank you for your participation.

SOLICITATION, OFFER AND AWARD				1. Type of Solicitation: Informational (RFI) Request for Quote (RFQ) Negotiated (RFP)		Page 1 of	
2. Solicitation Number			3. Solicitation Title			4. Date Issued	
5a. Issued By			For Information, Contact:				
			5b. Name			5c. Phone	
			5d. Email				
SOLICITATION							
6. Offers must be received ON OR BEFORE the email address in Block 5d the office address in Block 5a with _____ copies						7. Delivery Arrangement FOB Destination FOB Origin	
EASTERN TIME at: _____ another location (see Section L)							
8. Table of Contents							
Sec.	Description	Page(s)	Sec.	Description	Page(s)		
Part I – The Schedule			Part II – Contract Clauses				
A	Solicitation, Offer and Award Form		I	Contract Clauses			
B	Supplies or Services and Prices/Costs		Part III – List of Documents, Exhibits and Other Attachments				
C	Description/Specifications/Work Statement		J	List of Attachments			
D	Packaging and Marking		Part IV – Representations and Instructions (Removed at Award)				
E	Inspection and Acceptance		K	Representations, Certifications, and Other Statements of Offerors			
F	Deliveries and Performance						
G	Contract Administration Data		L	Instructions, Conditions, and Notices to Offerors			
H	Special Contract Requirements		M	Evaluation Factors for Award			
OFFER (<i>must be fully completed by offeror</i>)							
9. The undersigned agrees to perform in compliance with the terms and conditions in the following pages if this offer is accepted within 120 calendar days from the date for receipt of offers specified in Block 6.							
10. Acknowledgement of Amendments <i>(the offeror acknowledges receipt of amendments to the Solicitation for offerors and related documents numbered and dated):</i>		Amendment No.		Date			
		Amendment No.		Date			
		Amendment No.		Date			
		Amendment No.		Date			
		Amendment No.		Date			
11. Prompt Payment Discount <i>(Calendar Days)</i>		12. Authorized Signature				13. Date Signed	
No. of Days	%						
14. Name and Address of Offeror		15. Signer Information (<i>type or print</i>):					
		a. Name			b. Phone		
		c. Title					
		d. Email					
AWARD (<i>to be completed by Government</i>)							
16. Contract No. (<i>Solicitation No. + Suffix if applicable</i>)				17a. Name of Contracting Officer			
The signature of the Contracting Officer in Block 17 constitutes acceptance of the Offeror's proposal dated _____ and consummates the contract, which consists of this Solicitation, Offer and Award Form and the referenced proposal.				17b. U.S. House of Representatives Signature		17c. Date Signed	

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SECTION B – SUPPLIES OR SERVICES AND PRICING

B.1. PRICING SCHEDULE (Attachments referenced are in Section J.1)

a. Attachment **J.1 Pricing Workbook (Excel)** to be completed and inserted in **File 1** of your proposal.

Product Pricing (Excel Worksheet 1)

- Column A: Estimated quantity for Phase 1
- Column B: Offer unit price for furniture piece (should consider Columns D, E, and F for economies of scale)
- Column C: Total unit cost for Phase 1
- Columns D, E, F: estimated quantities for Phases 2-4
- Column G: Total estimated quantities all phases
- Column H: Image of furniture
- Column I: Plan
- Column J: Tag reference code
- Column K: Item Name
- Column L: Item description

Design and Layout Pricing (Excel Worksheet 2)

- Design / Layout: In the Member’s Office, the design layout is to include the reception area, the Chief of Staff Office and Staff workstations.
- Installation cost is to reflect:
 - installation cost for one Member’s Office including the reception area, the Chief of Staff Office, and the Staff workstations.
 - Installation cost per phase:
 - Project Schedule: Time estimate is subject to change:

Phase #	Installation Period	Estimated Number of Workstations
1	9/15/2018 to 10/15/2018	514
2	9/15/2020 to 10/15/ 2020	397
3	9/15/2022 to 10/15/2022	533
4	9/15/ 2024 to 10/15/ 2024	407
	TOTAL	1851

b. Attachment **J.2 Typical Suite Pricing Sheet (Excel Worksheet)** to be completed and inserted in **File 1** of your proposal.

End of Section B

SECTION C – DESCRIPTIONS/SPECIFICATIONS/SCOPE OF SERVICES

C.1 BACKGROUND

The United States House of Representatives (House), Office of the Chief Administrative Officer (CAO), is issuing this solicitation pursuant to the *Guidelines for Procurement of Goods and Services for the U.S. House of Representatives (Procurement Guidelines)*. The *Procurement Guidelines* are available on the House website, www.house.gov, Doing Business with the House, under Additional Resources. Procurements by the House are not governed by the Federal Acquisition Regulation (FAR) or other procurement statutes, regulations and policies applicable to the federal executive branch, except where specifically stated in this solicitation or applicable law. The terms and conditions contained in this solicitation will be incorporated into any contract(s) awarded as a result of this solicitation.

Currently, the House is involved in the efforts to support the renovation of the Cannon House Office Building (CHOB) with the Architect of the Capitol as the lead. **The CHOB is the oldest Congressional office building outside of the Capitol Building and is in need of a complete renewal, a.k.a. “Cannon Renewal Project.”** The building has not received a comprehensive systems upgrade since the 1930s, and many of the building’s systems are original – dating back to 1908 or earlier. The systems are past the end of their useful lives and the increasing risk of their failure jeopardizes the building’s long-term functionality and safety. Other necessary work includes upgrading infrastructure systems and repairing the exterior stone façade. As part of this effort, the CAO will be responsible for those services that fall within its scope of services which encompasses the provision of furniture systems.

C.2 OBJECTIVE

The purpose of this solicitation and any contract resulting therefrom is to enter into a contractual relationship with one contractor to provide, coordinate and install modular furniture for the Cannon Renewal Project.

C.3 DESCRIPTION OF WORK

The scope of this requirement entails the procurement of functional, quality, sustainable furnishings that are the best value to the House. Furniture includes predominantly modular furniture with the option of ancillary furniture such as case goods, chairs, and mats.

There will be 142 total Member Offices in CHOB featuring **up to 10 workstations** per office. In addition, there will be up to 200 workstations for staff in administrative support offices housed in the CHOB.

The total estimated number of system workstations for the Cannon Renewal project is 1,851(see chart below).

Project Schedule: Time estimate is subject to change:

Phase #	Installation Period	Estimated Number of Workstations
1	9/15/2018 to 10/15/2018	514
2	9/15/2020 to 10/15/ 2020	397
3	9/15/2022 to 10/15/2022	533
4	9/15/ 2024 to 10/15/ 2024	407
	TOTAL	1851

C.3.1 SYSTEMS FURNITURE

a. General Information

This section includes procurement, delivery and installation of various types of systems furniture and performance requirements including, but not limited to the following:

- Structural Panels

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- Technology Power, Data & Communications
- Cable Management
- Work Surface
- Standing workstations options
- Workstation Personal Storage
- Accessories
- Keying

b. General Product Description

Systems furniture includes office furniture which can be reconfigured from a kit of parts and generally includes interconnecting structural panels as central integrating elements or may employ rail, beam, frame and structural uprights, core or freestanding based elements. Panels (structural), work surfaces, wardrobes, overhead storage cabinets, file pedestals, lateral filing, task management accessories, electrical components, and cable management accessories are all components of systems furniture.

Additionally:

- Product structural components shall have a painted finish (i.e. baked enamel or powder coat).
- Work surfaces shall have a mid-grade high pressure laminate top with a self-edge. Veneer options are stipulated in the text and called out on the pricing sheets.
- Where fabric is called for, contractor shall utilize the highest grade (but not Customer Own Material (COM or leather) product from the standard line.

C.3.1.1 Specifications

a. Structural Panel

1. The frame must be a minimum of 16-gauge steel including supports, top and bottom rails and must have fully welded junctions free of burrs or irregularities.
2. Panels must be load bearing and capable of being loaded on one side only.
3. The panel system must be capable of continuous dimensional runs as defined in the drawing details. Adequate support must be provided for any given run which may require supplemental support under the work surface. Supplemental supports must not limit knee space for occupants.
4. Overall panel thickness shall be 3" or less.
5. Panels must have off modular capability.
6. Frame width options to include various widths ranging from 18 to 48" wide in 6" increments.
7. Frames and connectors allow for horizontal "lay in" or "fish through" for all wires and cables. Metal wire separation trays must be available.
8. The following accessories must be integrated with the system: tackable panels or tack boards, rail tiles or tool bars, and full range of associated hang on accessories, transaction counters, and magnetic marker boards with attached or magnetic marker board rails.
9. Frames allow for a full range of component mounting heights.
10. Frames to be available in a minimum of three heights, with a stacker frame option.
11. Frames include self-leveling, or single-tool adjustable glides for uneven floors.
12. Frames shall have the ability to be powered and non-powered. Non-powered panels shall have the ability to be field retrofitted with power.
13. Frames must have the ability to accept various tile covers that include:
 - a. Open from the floor to the work surface.
 - b. Open the entire panel frame.
 - c. Stackable.
 - d. Tiled covers to include at least three tiles to cover panels higher than 50".
14. The system must include connectors that provide 2, 3, or 4 way frame connections with full finished end caps.

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15. Panel finish options must include acoustical fabric, tackable fabric, painted metal (metallic, magnetic, textured, or smooth finishes), laminate, veneer surfaces, magnetic marker board, translucent materials, and open frame. Please price tackable fabric panels with tackable tiles.
16. All exposed ends and reveals of frames are covered with hard surface finished trim pieces. All hardware included.

b. Technology Power, Data and Communications

1. Each work station will have a minimum of one (1) isolated circuit designated as such and up to three (3) convenience circuits.
2. Power infeed shall be an 8 wire, 4 circuit systems with 4 hot, 2 neutral and 2 grounds.
3. Outlets shall be numbered (coded) with circuit identification. The isolated circuit designator shall be color coded differently than non-isolated circuit receptacles.
4. Receptacles shall be easily added, removed or relocated. Client to provide designation of core electrical and tele/data closets for consistent labeling.
5. Power infeed whips to be a minimum of 6' and capable of being trimmed in the field. Extra-long lengths shall be available if needed.
6. Panel shall be able to house a minimum of 3 cabling raceways. Lay-in cabling is preferred for the top of panel with "lay-in" or "fish through" capability internal to the panel. One should be at the desk top, and the third should be below the work surface.
7. Provide power and data access at work surface height. Power outlets and data outlets must be connected to integrated raceways. Provide 2 USB re-charging outlets at work surface height.
8. Provide one (1) Data & Duplex outlet drop at the end of the workstation grouping for desktop printing (if required).
9. Each data drop includes four (4) ports to be provided by others. Contractor to coordinate face plate requirements with technology vendor.
10. Data outlet plate shall be provided by the furniture manufacturer.
11. Spine must be able to carry a minimum of eight (8) CAT 6 cables with a bending radius of not less than one inch and a minimum of eight (8) coax cables with desk top termination.
12. All vertical and horizontal raceways must be a minimum of 4 square inches and be isolated from power raceways and other wiring.

c. Cable Management

1. Cables and cords must be managed vertically and horizontally and must be held tight to underside of work surfaces so as not to be visible.
2. Wire management solution must provide easy access to cables and cords without special tools. Baskets are acceptable.
3. The solution must accommodate varying locations of desk top equipment to suit individual user preferences.
4. Provide a scallop, grommet or continuous gap at the back edge of the work surface for wire management.

d. Work Surfaces

1. Work surface depths to be available as standard are 24" and 30".
2. Lengths shall be available from 24" to 66".
3. All work surfaces over 60" in length shall have a reinforced core so as not to impede users.
4. Work surfaces shall be panel mounted or freestanding.
5. Work surfaces shall be non-handed where possible with all edges eased equally.
6. Undersides of work surfaces shall accept panel-hung and freestanding supports as indicated on drawings and be smooth surfaced.
7. Standard work-surface to have fully finished T-Mold edges on all sides and be sealed against moisture.
8. Work surface shall have a mid-grade high pressure laminate surface with the option of a veneer.
9. Provide a sit to stand workstation option.
10. Provide a curved corner unit option.

e. Workstation Personal Storage

1. Storage pedestals and credenzas:
 - a. Mobile, fixed and freestanding storage with box/file, box/box/file or file/file options available.
 - b. Include one pencil tray for each pedestal to be located in the top box drawer.
 - c. Storage pedestals available in depths to match work surface and shall accommodate both letter and legal hanging files.
 - d. Include a file support channel integral to the drawer construction to allow for side to side hanging folders in each file drawer. Minimum 20 gauge steel construction.
 - e. All drawers components include full extension glides
 - f. All storage units are finished on all sides
 - g. All storage shall be locking and keyed alike within an individual station.
 - h. The Offeror will indicate whether storage components have the option of veneer fronts.

2. Overhead Cabinets:
 - a. Storage unit shall be capable of being wall or panel mounted or other support mechanism.
 - b. Cabinets shall have options for swing doors, sliding doors, bookshelf or open configurations.
 - c. Door fronts shall be available as painted, laminate or veneer surfaces.
 - d. Cabinet storage to be finished on all sides and compatible with other surfaces.

3. General:
 - a. All file drawers have full extension.
 - b. All file drawers shall accommodate letter or legal filing capabilities. All necessary hanging rails shall be included.
 - c. Storage units shall have leveling glides.
 - d. All storage units shall be locking and keyed alike per station.
 - e. Shelves must be adjustable on 1” increments.
 - f. All pulls to be American Disabilities Act (ADA) compliant.
 - g. Storage units shall be constructed of a one-piece case for a finished appearance on all sides with no overlapping seams. Construction shall inhibit racking of units when fully loaded.
 - h. Storage units shall be constructed with minimum 20 gauge steel with a baked enamel surface, or powder coat paint finish.
 - i. Veneer option to be available for all component fronts.

f. Accessories:

1. Tackable and/or magnetic covered panels available.
2. Panel-supported transaction counters available, finishes to match work surfaces with eased edge.
3. Accessory boards or rails match panel widths.
4. Paper management devices available with horizontal, vertical, and diagonal options for desktop and panel mounted applications.
5. Paper management includes a slanted file-holder, pencil cup, in/out box, media holder, phone tray, and other items as offered by manufacturer.
6. Coat hooks that attach to the panel available.
7. Workstation signs that attach to the panel available.

g. Keying

1. All locking devices within a given station will be keyed alike.
2. All storage components shall be locking.
3. Identical key numbers shall not be assigned to workstations in close proximity.
4. Provide one key for each lock.
5. See additional key requirements in Furniture Scope of Work.

C.3.2 ANCILLARY FURNITURE

a. General Information

This section deals with the following furniture and accessories:

- Conference Tables
- Chair Mats
- Storage Units
- Casegoods Desks, Credenzas and Storage Hutches
- Bookcases
- Occasional Tables
- Adjustable Height Work Surfaces
- Task Chairs

b. General Product Description

This section identifies the minimum acceptable levels of product performance for any given item. Offerors should carefully review all documents including the floor plans to determine and verify locations, conditions and quantities of products.

Freestanding casegoods shall be provided in distinct styles including the following but not limited to:

- Traditional style with panels, moldings and other details.
- Transitional style using similar finishes but more modern surface edge profiles and hardware details, including options for a mix of metal, stone, glass and solid surface materials.
- All style casegoods shall provide options for cable management and power.

C.3.2.1 Specifications

a. Conference Table

1. The external face of the tables shall be medium grade high pressure laminate with the option of a veneer. Price in both laminate and veneer. Offer to state if the finish is open or closed pore veneer finish.
2. Table tops shall be available in a variety of edge profiles.
3. Veneers will be natural or composite and available in manufacturer's standard species, colors and finishes.
4. Table bases shall be wood or metal pedestal style, painted or anodized metal finish. Dark bronze or black.

b. Chair Mat

1. Rectangular floor mat 36" x 48" suitable for low to medium pile carpet tile.

c. Casegoods Desk and Casegoods Reception Desk

1. Provide a wood veneer finished, double pedestal panel-end desk. Exposed surfaces to be clad in wood veneer with at least four finish options. Offer to state if the finish is open or closed pore veneer finish.
2. Provide one pedestal with file/file configuration and one with box/box/file configuration.
3. All drawers shall have ADA compliant pulls.
4. All desk structural connections to be glued hardwood cores with re-enforced joints at the top and panel leg. Medium Density Fiberboard (MDF) or plywood cores are acceptable for panels. Drawer construction to be glued hardwood drawers and fronts.
5. Drawer glides to be full extension, ball bearing type glides.
6. Provide locks for desk pedestals.
7. Provide leveling guides for the panel ends and pedestals.
8. Provide an internal wire management system within the desk structure to manage cables from the desk top to the floor.
9. Provide a transaction top for the full span of the reception desk with wood veneer and matching plastic laminate wood grain as a finish option.
10. Provide options for alternative finish materials for the transaction top, base, panel insets and reveals including dark bronze metal, glass, stone, and solid surface materials.

d. Bookcases

1. Provide a wood veneer finished enclosed bookcase, 3 and 5 shelf options. Exposed surfaces to be clad in wood veneer it at least four finish options.
2. Shelves to be 1” thick with re-enforced steel support, spanning the length of the shelf to prevent deflection.
3. Shelves shall be fixed.
4. All structural connections to be glued hardwood cores with re-enforced joints for the case. MDF or plywood cores are acceptable for panels.
5. Offer to state if the finish is open or closed pore veneer finish.

e. Occasional Tables – Coffee height and end table height

1. Provide a wood veneer finished, coffee table 42” x 24” x 16-18” high and end table 24” square at 26-28” high. Exposed surfaces to be clad in wood veneer it at least four finish options.
2. Table tops to be a minimum of 1” thick with re-enforced steel support, spanning the length of the top to prevent deflection.
3. Provide a design with panel end and four leg options.
4. All structural connections to be glued hardwood cores with re-enforced joints for the case. MDF or plywood cores are acceptable for panels.
5. Provide transitional and traditional design options.
6. Offer to state if the finish is open or closed pore veneer finish.

f. Task Chairs

1. All Chairs shall be warranted for a minimum of 10 years on all parts including pneumatic cylinders with the exception of seat padding and upholstery which will be warranted for a minimum of 5 years.
2. All products shall be warranted for 24/7 applications. Multi-use applications shall not affect warranty terms and conditions.
3. All products to be tested and warranted for users up to 300 lbs.
4. Foam, glues and adhesives shall be free of Chlorofluorocarbons (CFC’s) and be low Volatile Organic Compounds (VOC’s).

C.4 PERFORMANCE STANDARDS

- a. All testing to be provided by an independent laboratory **or** the manufacturers certified testing facility.
- b. Documented compliance shall be included in the bid proposal.
- c. Product shall meet or exceed all American National Standards Institute (ANSI) and Business Institutional Furniture Manufactures Association (BIFMA) X5.1-2002 American National Standard for Office Furnishings General Purpose Office Chairs for:
 - Dimensions
 - Ergonomic Guidelines
 - Stability
- d. Upholstery and padding materials shall comply with BIFMA furniture Flammability Standard as well as First Generation Voluntary Upholstered F State of California Technical Information Bulletin 117 (California TB117) and all seating to be labeled in compliance with California TB117.
- e. Fabric to meet requirements of no less than 75,000 double rubs by the ASTM D4157 Wyzenbeek Method (2002).

C.4.1 Seat Requirements

1. Chair shall have synchronized tilt control and or tilt-tension adjustment.
2. Chair shall have forward tilt, and tilt-lock.
3. Chair shall have a standard pneumatic seat height adjustment with a 4” range of height.
4. All control devices shall be within easy reach from a seated position in accordance with ADA standards.
5. Chair seat width shall be a minimum of 18”.
6. Chair seat pan design shall distribute forces evenly over the contact area. Adjustability is preferred.

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7. Seat and back upholstery to be fabric or mesh.
8. All chairs shall have user instructions attached.

C.4.2 Backrest Requirements

1. Backrest height to be a minimum of 18” from seat per Human Factors and Ergonomic Society (HFES) requirements.
2. Backrest shall have a minimum width of 18” and should not interfere with the user’s movement.
3. The chair shall include a tilt tension control the force required to recline.
4. The chair shall have an adjustable lumbar support.
5. An upright Back-lock shall be available.

C.4.3 Arm Requirements

1. Armrest height to be adjustable by user.
2. Horizontally adjustable armrests are preferred.

C.4.4 Base and Caster Requirements

1. Chairs shall have a metal 5 star base in polished, brushed, or painted finishes.
2. Chairs to be available with hard or soft wheel.
3. Hard casters shall be double wheeled.

End of Section C

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SECTION D -- PACKAGING AND MARKING

D.1 PAYMENT OF POSTAGE AND FEES APRIL 2013

All postage and fees related to submitting information, including forms, reports, etc., to the House shall be paid by the Contractor.

D.2 PACKAGING AND MARKING DECEMBER 2014

- a. **Packaging.** Preservation, packaging and packing for all items delivered hereunder shall be in accordance with commercial practice, unless otherwise stated in this Contract, to ensure acceptance by common carrier and safe arrival at destination. All boxes must: (i) include packing slips clearly referencing this Contract; (ii) be numbered sequentially; (iii) indicate the total number of boxes in the shipment (*i.e.*, 1 of 6, 2 of 6, etc.); and (iv) include a description of item, part or item number, customer name and customer location.
- b. **Marking.** Contractor packages sent by private shipping companies (*e.g.*, FEDEX, UPS, etc.) must have the following information recorded on or near the shipping label: "U.S. House of Representatives, Purchase Order/Contract Number: (insert number)," along with the recipient's name, office, building, room number and telephone number, if known. For items sent by local shipping companies, all deliveries, unless otherwise stated in this Contract, shall be considered "Inside Deliveries" and the Contractor will ensure that necessary hand-trucks, tools and personnel are available upon delivery to transport goods to the final destination within the building.
- c. **Delivery Schedule and Instructions (see Attachment J.4).** No deliveries will be accepted unless the delivery vehicles have been processed at the U.S. Capitol Police Off-Site Delivery Center. The hours of the U.S. Capitol Police Off-Site Delivery Center are 5:00 a.m. to 7:00 p.m., Mondays through Fridays (Eastern Time), excluding Federal holidays. In order to gain access to the loading docks of the Capitol and the House Office Buildings, the Contractor is required to have a letter on file with the U.S. Capitol Police. The letter must be on company letterhead accompanied by the signature of the company's owner, officer or manager. Delivery trucks servicing the Ford House Office Building must not exceed ten (10) feet in height for inside delivery. Requests for access to the U.S. Capitol Complex, including the House Office Buildings, must be renewed three (3) times per year on April 30, August 31 and December 31, and should contain the following information: (i) name of company; (ii) name of drivers/employees requiring access; (iii) social security number for each driver/employee; (iv) date of birth for each driver/employee; (v) building(s) to be accessed; and (vi) company contact person and phone number. The information must be provided to: U.S. Capitol Police, Off-Site Inspection Center, 4700 Shepherd Parkway S.W., Washington, D.C. 20032; fax: 202-563-5140. Any questions can be directed to the Operations Division of the U.S. Capitol Police, 202-224-0202.

End of Section D

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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE APRIL 2013

Contract period of performance shall extend from approximately January 1, 2018 through December 31, 2025. (7 years)

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT APRIL 2013

a. Extension. The House may extend the term of this Contract as follows:

Option 1: 1 years from January 1, 2026 through December 31, 2026

Option 2: 1 years from January 1, 2027 through December 31, 2027

b. Preliminary written notice to the Contractor of the House's intention to exercise these options will be at least thirty (30) calendar days before the Contract expires. The preliminary notice does not commit the House to an extension.

c. Total Term. The total duration of this Contract, including the exercise of any options under this clause shall be nine years if the options to extend services are exercised, unless clause F.2.1 enacted.

F.2.1 Option to Extend Services Beyond the Option Periods.

The House may require continued performance of services within the limits and the rates specified in the contract. These rates may be adjusted only as a result of contract modifications. This option provision may be exercised more than once. The Contracting Officer may exercise the option by written notice to the Contractor.

F.3 PLACE OF PERFORMANCE APRIL 2013

Capitol Hill House Office Buildings in Washington, D.C. or Washington Metropolitan area.

F.4 NOTICE TO THE HOUSE OF DELAYS DECEMBER 2014

In the event the Contractor encounters difficulty in meeting performance requirements, or when the Contractor anticipates difficulty in complying with this Contract, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, the Contractor shall immediately notify the COR by telephone and follow-up in writing to the COR within two (2) business days after the verbal notice, giving pertinent details. This notification does not relieve the Contractor of its obligations to meet the delivery and/or performance requirements of this Contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this Contract. Failure to meet delivery/completion dates shall relieve the House of any obligation to accept and pay for any such goods, equipment and/or services at the option of the House and without liability.

F.5 SUSPENSION AND DEBARMENT MAY 2001

a. Policy. The House will solicit offers from, award contracts to and consent to subcontracts with responsible contractors only. The prime contractor is responsible for vetting its subcontractors. Although recognized as a serious administrative action, the House may suspend or debar contractors if necessary to protect the U.S. Government's interest.

- b. Causes for Suspension and Debarment. The House may suspend or debar a contractor suspected, upon adequate evidence, of:
- i. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract;
 - ii. violation of Federal or State antitrust statutes relating to the submission of offers;
 - iii. commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws or receiving stolen property;
 - iv. delinquent Federal taxes in an amount that exceeds three thousand dollars (\$3,000);
 - v. knowing failure by a principal, until three (3) years after final payment on any Government contract awarded to the Contractor, to timely disclose to the Contracting Officer, in connection with the award, performance or closeout of the contract or subcontract thereunder, credible evidence of a: (A) violation of Federal criminal law involving fraud, conflict of interest, bribery or gratuity violations found in Title 18 of the United States Code; (B) violation of the civil False Claims Act (31 U.S.C. 3729-3733); or (C) significant overpayment(s) on the Contract; or
 - vi. commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of the Government contractor or subcontractor.

Indictment for any of the causes listed above constitutes adequate evidence for suspension and/or debarment. The House may, upon adequate evidence, also suspend a contractor for any other cause so serious or compelling a nature that it affects the present responsibility of the Government contractor or subcontractor.

- c. Suspension. If suspended, the Contractor is temporarily disqualified from contracting with the House as a prime and/or House-approved subcontractor, in full or in part, pending the completion of an investigation and any ensuing legal proceeding(s).
- i. *Procedures.* The Contracting Officer initiates suspension and debarment proceedings. If the Contractor and any specifically named affiliates are suspended, the Contracting Officer shall advise the individual or company immediately by certified mail, return receipt requested:
 1. that the individual or company has been suspended and that the suspension is based on an indictment or other adequate evidence that the Contractor has committed irregularities: (A) of a serious nature in business dealings with the House; or (B) seriously reflecting on the propriety of further House dealings with the Contractor. Any such irregularities shall be described in terms sufficient to place the Contractor on notice without disclosing the House's evidence;
 2. that the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;
 3. of the cause(s) relied upon for imposing suspension;
 4. of the effect of the suspension; and

5. that, within thirty (30) calendar days after receipt of the notice of suspension, the Contractor or its representative may submit to the Chief Administrative Officer, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.
- d. GSA Notification. The House reserves the right to notify GSA if the Contractor is suspended, debarred or proposed for suspension or debarment by the House.
 - e. GSA Suspension and Debarment. After being listed on the System for Award Management (“SAM”), the House shall not solicit offers from, award contracts to or consent to subcontracts with the listed contractor, unless the House’s Chief Administrative Officer determines that there is a compelling reason for such action. Furthermore, contractors listed on SAM are excluded from conducting business with the House as agents or representatives of other contractors.
 - f. Debarment. If debarred, the Contractor is excluded from contracting with the House as a prime and/or House-approved subcontractor, in full or in part, for a defined period of time, generally not to exceed three (3) years.
 - i. *Procedures*. If the Contractor and any specifically named affiliates are proposed for debarment, the House shall advise the individual or company immediately by certified mail, return receipt requested:
 1. that debarment is being considered;
 2. of the reasons for the proposed debarment in terms sufficient to put the Contractor on notice of the conduct or transaction(s) upon which it is based;
 3. of the cause(s) relied upon for proposing debarment;
 4. that, within thirty (30) calendar days after receipt of the notice, the Contractor or its representative may submit to the Chief Administrative Officer, in writing or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;
 5. of the effect of the issuance of the notice of proposed debarment;
 6. of the potential effect of an actual debarment; and
 7. of the House’s procedures governing debarment decision-making.

The decision of the Chief Administrative Officer on the merits of a debarment shall be final. A decision may be appealed by the Contractor to the Committee on House Administration, in writing, within ten (10) calendar days of receipt of notification of the decision. However, the only basis for appeal is that the Chief Administrative Officer failed to follow the procedures established herein. No other basis for appeal will be considered by the Committee on House Administration.

- ii. *Notice*. In the event that the Chief Administrative Officer makes a determination to impose debarment, the House shall give the Contractor and any subcontractors affiliated with the project prompt notice by certified mail, return receipt requested:
 1. referring to the notice of proposed debarment;
 2. specifying the reasons for debarment; and
 3. stating the period of debarment, including effective dates.

F.6

PAYMENT FOR NON-PERFORMANCE

APRIL 2013

- a. General. If the Contractor fails to comply with this Contract or any extension, the House may terminate this Contract under the termination clause of the Contract. The Contractor shall be liable for fixed, agreed damages as provided for in this clause, accruing until the time the House may reasonably obtain delivery or performance of similar services.

- b. Payment for Non-Performance. In the event that the Contractor fails to perform as stipulated in this Contract, and such failure is not for a reason beyond the control of the Contractor, the House may charge the Contractor twice the daily billed amount to the House for the applicable service(s) provided, or in the case of goods, the value of the goods/equipment, multiplied by the number of calendar days of late delivery. The House may also obtain payment equal to the costs incurred by the House to rectify, mitigate and repair the damages caused by the Contractor's failure to comply and/or perform. The House may obtain performance from another source and charge and collect all administrative costs incurred with entering in to a new contract plus the increase in costs to the House of the new plan, if higher than the billing rate of the non-performing and/or non-compliant Contractor.

End of Section F

SECTION G -- CONTRACT ADMINISTRATION

G.1 AUTHORIZED HOUSE REPRESENTATIVES

APRIL 2013

a. Contracting Officer.

- i. *Authority.* The Contracting Officer is the only person authorized to approve changes under this Contract and, notwithstanding provisions contained elsewhere in the Contract, said authority resides solely with the Contracting Officer.
- ii. *Unauthorized Changes.* Except as specified in paragraph (iv) herein, no order, statement or conduct of personnel of the House who visit the Contractor's facilities, or in any other manner communicate with personnel of the Contractor during the performance of this Contract, shall constitute a change (in scope, terms, conditions, requirements, pricing and/or delivery schedules) under this Contract. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, that change shall be considered to have been made without authority and no adjustment in price shall be made in the Contract to cover any increase in charges incurred as a result thereof.
- iii. *Written Authority.* The Contractor shall not comply with any order, direction or request of personnel of the House which would constitute a change under this Contract, unless issued in writing and signed by the Contracting Officer, or made pursuant to specific authority otherwise included in this Contract.
- iv. *Delegation of Authority.* The Contracting Officer may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative.

- i. *Responsibilities.* The COR, appointed in writing by the Contracting Officer, is designated to assist in the discharge of the Contracting Officer's responsibilities. The responsibilities of the COR include, but are not limited to: (1) determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this Contract; (2) ensuring compliance with the contract requirements insofar as the work is concerned; (3) advising the Contracting Officer and Contracts Specialist of any factors which may cause delays in delivery and/or performance of the work; and (4) conducting or witnessing the conduct of any inspections and/or tests that may be required by the Contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing and/or delivery schedules of the Contract or direct the Contractor to perform services outside of the scope of the Contract.
 - ii. *Additional Responsibilities.* Additional responsibilities of the COR are as follows: (1) monitor and evaluate contract performance, including preparing Vendor Performance Evaluations; (2) review, approve and process contractor invoices; (3) submit periodic report(s) to the Contracts Specialist; and (4) provide the Contracts Specialist with notification of intent to exercise options or renewals ninety (90) calendar days prior to expiration date.
- c. Contracts Specialist. The Contracts Specialist prepares all modifications to this Contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or the Contractor on behalf of the Contracting Officer.

G.2 AUTHORIZED CONTRACTOR REPRESENTATIVE (ACR) APRIL 2013

The ACR serves as the Contractor's liaison between the Contractor and the COR. The ACR shall provide periodic status reports to the COR pursuant to the clause titled, "Reports / Plans / Schedules" of this Contract. All status reports, schedules and invoices must be approved by the COR in accordance with the terms and conditions of the Contract. The Contractor shall provide the name of the ACR to the House upon submission of a proposal and notify the House of any subsequent changes.

G.3 DELEGATION OF AUTHORITY APRIL 2013

The parties to this Contract, in their discretion, may delegate to representatives within their respective organizations any of their administrative functions in connection with this Contract, but may not absolve themselves of accountability for performance of said functions. All delegations of authority by the Contractor to fulfill the obligations of this Contract will be made in writing to the Contracting Officer.

G.4 POST AWARD CONFERENCE APRIL 2013

A post award conference will be held with the Contractor to review contract administration issues; unless the House and the Contractor determine that such a conference is not necessary.

G.5 INVOICES DECEMBER 2014

- a. Invoice Information. A proper invoice shall minimally include:
 - Contractor Name, Address and Phone Number
 - Name of Contractor Point of Contact
 - House Contract Number
 - Work/Delivery Order Number (as appropriate)
 - Invoice Number
 - Invoice Date
 - Invoice Page Number (each page of an invoice shall minimally also contain the Contractor name, invoice number and invoice date)
 - Payment Terms, if appropriate (example: 2% 10 - net 30)
- b. Deliverables. For each deliverable included on the invoice, the invoice shall include, as applicable:
 - Contract Line Item Number
 - Period of Performance
 - Brief Description of Item
 - Quantity Delivered
 - Unit Price
 - Extended Price
 - Total Price of all deliverables contained on Invoice
- c. Submissions. Invoices for goods, equipment and services shall be submitted by e-mail or facsimile to the point of contact specified in the Contract.
- d. Discounts. For services and goods (other than equipment), any cash discount period will be computed from the date the invoice is received. For equipment, any cash discount period will be computed from the date/time stamped on the EIN form.

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- e. Follow-up Invoices. All follow-up invoices shall be marked “Duplicate of Original” on all pages. Any questions from the Contractor regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.
- f. Taxes. The House is exempt from all direct taxes, including any sales and use taxes.
- g. Freight. In general, all freight, shipping and handling charges are the responsibility of the Contractor. Unless expressly included and itemized in the Contract, no charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fee, permits, cost of bonds or for any other purpose will be paid by the House.
- h. Equipment Installation Notice. No payment for equipment (*i.e.*, goods/items with a serial number) will be made unless an EIN form, complete with serial numbers, or other commonly used Product Identification Numbers of delivered equipment, maintenance information and signature of the Member, Chairperson or Officer in the office receiving the equipment, is provided to the CAO Central Receiving. The installation date, warranty period and maintenance start date, if applicable, will commence on the CAO time stamp date which appears on the EIN form, regardless of the actual installation date.

G.6 REMITTANCE ADDRESS APRIL 2013

- a. Electronic Funds Transfer. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by EFT. To enable the House to send payments electronically to the Contractor’s financial institution, the Contractor must first complete an EFT enrollment form to provide a signature and certain information regarding the financial institution. Please visit the House’s website at www.house.gov for appropriate forms or call the EFT Help Line at 202-226-2277.

G.7 REPORTS / PLANS / SCHEDULES APRIL 2013

All reports, plans, schedules and other submittals required to be submitted by the Contractor to the House under this Contract are subject to approval by the Contracting Officer, or, if authorized by the Contracting Officer, the approval of the COR.

- a. Approval. Until the Contractor’s required submissions are approved by the Contracting Officer (or the COR, if authorized), the Contractor’s performance will continue to be governed by the Contractor’s previously approved submissions, or as directed by the Contracting Officer (or the COR, if authorized).
- b. Minimum Information. At a minimum, the performance summary report shall include the following information:
 - i. reporting period;
 - ii. the Contractor’s name and contact information;
 - iii. description of the work accomplished during the reporting period (*i.e.*, new installations, relocations, etc.), including, at a minimum, a list of (1) itemized tasks completed and a description of the support/services utilized; (2) hours/dollars expended by tasks; and (3) task status;
 - iv. a summary of the anticipated activity for the next reporting period; and
 - v. a summary of outstanding issues and the proposed solution for said issues.
- c. Additional Information. The Contractor shall provide the COR performance summary reports acceptable in content and format. The House may request that the Contractor provide additional information in connection with any performance summary report submitted. If additional information is requested, the Contractor shall provide the COR the requested information within ten (10) calendar days of the request or sooner as requested

by the COR. Failure to submit an acceptable performance summary report may subject the Contractor to penalties for non-performance and/or jeopardize renewal of this Contract.

- d. Timeframes. The Contractor's on-time submission of the required deliverables is critical to the overall successful performance of the Contract. The reports shall be submitted as requested by the COR

G.8 CONTRACT STATUS AND REVIEW MEETINGS APRIL 2013

As determined necessary by the COR, contract review/status meeting shall be scheduled. The purpose of the meetings is to review the performance summary reports, performance evaluations, current/outstanding issues and provide the Contractor with any House-related informational materials. The House will use these meetings as a tool to monitor the Contractor's performance and to address and resolve potential problems, which will increase the likelihood of successful Contract performance.

G.9 RESOLVING CONTRACT PERFORMANCE ISSUES APRIL 2013

- a. Notification. The Contractor shall immediately bring all performance issues to the attention of the COR. Likewise, the COR shall immediately bring all real or apparent performance issues to the attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of this Contract.
- b. Resolution. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the Contract, the COR will immediately notify the Contracting Officer. The Contracting Officer, with input from the COR, Contracts Specialist and subject matter experts, if necessary, will attempt to resolve performance issues to the mutual satisfaction of both the House and the Contractor.
- c. Remedies. If performance issues cannot be resolved to the mutual satisfaction of both the House and the Contractor, the Contracting Officer may pursue any of the remedies provided for under this Contract, up to and including termination of all or part of this Contract.

G.10 DISPUTES DECEMBER 2014

The parties shall deal in good faith and attempt to resolve potential disputes informally. If a dispute persists, the parties shall follow the administrative procedures set forth in the "Disputes" section in the *Procurement Instructions for the U.S. House of Representatives*, which shall be provided upon request and are described below:

- a. Submission of Claim. The Contractor may submit a written claim to the Contracting Officer seeking a final decision. The period for submission of written claims expires six (6) months from the date of completion of the Contract. The Contractor shall proceed diligently with the performance of the Contract and in accordance with the Contracting Officer's direction during the entirety of the dispute or appeal process. A claim by the Contractor shall be decided by the Contracting Officer, who shall reduce the decision to writing and mail or otherwise furnish a copy of the final decision to the Contractor. The Contracting Officer's decision on the dispute shall be final unless the Contractor appeals to the Chief Administrative Officer as set forth below.
- b. Appeal to Chief Administrative Officer. Within thirty (30) calendar days from the receipt of a Contracting Officer's final decision, the Contractor may appeal the decision in writing by mail to the Chief Administrative Officer. The Chief Administrative Officer shall review the parties' positions and issue a final decision on the appeal. The Chief Administrative Officer's decision on the appeal shall be final unless the Contractor appeals to the Committee on House Administration as set forth below. In connection with any appeal under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal.

business practices in determining all costs claimed, agreed to or determined under this clause. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

- c. Termination for Default/Cause. The House may, with written notice of default to the Contractor, terminate this Contract in whole or in part for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any Contract term or condition, or fails to provide the House, upon request, with adequate assurances of future performance. In the event of termination for cause, the House shall not be liable to the Contractor for any amount for goods or services not accepted, and the Contractor shall be liable to the House for any and all rights and remedies provided by law. Generally, after the written notice and prior to terminating this Contract for default, the House will provide the Contractor five (5) calendar days to cure the defective performance; however, if the defective performance results in a breach of information security, substantial harm to the House, or a failure to meet the delivery schedule, the House reserves the right to immediately terminate this Contract for default, without providing the Contractor a cure period. The Contractor shall diligently continue to perform the work not terminated. If it is determined that the House improperly terminated this Contract for default/cause, such termination shall be deemed a termination for convenience. All disputes arising under or related to this Contract shall be resolved under the provisions of this Contract and the procedures set forth in the "Disputes" section in the *Procurement Instructions for the U.S. House of Representatives*, which shall be provided upon request.

G.13

RELEASE OF CLAIMS

APRIL 2013

After completion of work, and prior to final payment, the Contractor shall furnish to the Contracting Officer a release of claims against the United States arising out of this Contract, other than claims specifically excepted from the operation of the release.

End of Section G

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 CONTRACT TYPE FEBRUARY 2016

(The contract type(s) applicable for this solicitation is as marked below. The other contract types are not applicable to this solicitation.)

- A. Firm-Fixed-Price (FFP) Contract. *(Not Applicable)*
- B. Time and Materials/Labor Hours Contract *(Not Applicable)*
- a. This is a time and material/labor hours contract for services specified and effect for the period stated.
 - b. Contractor will provide contractor support at specified fixed hourly rates that are fully burdened that include wages, overhead, profit and general and administrative expenses.
- C. Indefinite Delivery / Indefinite Quantity
- a. This is an Indefinite-Delivery/Indefinite-Quantity (“IDIQ”) contract for the supplies or services specified and effective for the period stated. The quantities of supplies and services specified in this Contract are estimates only.
 - i. Orders. Delivery or performance shall be made only as authorized by orders issued in accordance with this Contract. Orders shall be at the fixed prices/rates set forth in this Contract and may be awarded on a Time-and-Material or Firm-Fixed Price basis.
 - ii. Quantity. The Contractor shall furnish to the House, when and if ordered, the supplies or services specified up to and including the quantity designated in the Contract as the “maximum.” There is no limit on the number of orders that may be issued, and the House may issue orders requiring delivery to multiple destinations or performance at multiple locations.
 - b. Ordering. All work performed by the Contractor shall be authorized by individual orders. Issuance of orders is at the sole discretion of the House.
 - c. Discretionary Contract. Use of this Contract to obtain the products and/or services provided herein is at the sole discretion of the House. No legal liability exists on the part of the House to order all products and/or services provided herein exclusively through this contract vehicle.
 - d. Express or Formal Modifications. All other terms and conditions of the initial Contract shall remain unchanged, except where expressly and formally modified by both parties.

H.2 AVAILABILITY OF FUNDS DECEMBER 2014

The House’s obligation under this Contract is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the House may arise until the funds are made available to the designated Contracting Officer through an Appropriations Act for operations of the House. Issuance of a contract to the Contractor bearing the signature of a Contracting Officer shall constitute evidence that such funds are available.

H.3 SYSTEM FOR AWARD MANAGEMENT OCTOBER 2014

The Contractor shall register or be registered in the SAM database (www.sam.gov) within ninety (90) calendar days from the date of award. The Contractor shall ensure that all information contained in its SAM registration is current, complete and accurate throughout the performance period of this Contract and until final payment is made by the House. To successfully register in the SAM database, the Contractor must provide its Dun & Bradstreet Data Universal Numbering System (“DUNS”) number or DUNS+4 number. The Contractor must also provide its Taxpayer Identification Number, as validated by the Internal Revenue Service. Unless the Contractor’s SAM registration is marked “Active,” the registration requirement is not met. The Contracting Officer may waive this requirement in writing only.

H.4 INSURANCE APRIL 2013

The Contractor shall carry and maintain, during the entire period of performance under this Contract, the following levels of insurance coverage as required by law:

- a. Worker’s Compensation. Workers’ compensation and employee’s liability insurance: a minimum of one hundred thousand dollars (\$100,000) per incident;
- b. Comprehensive. Comprehensive general liability: a minimum of one million dollars (\$1,000,000) bodily injury per occurrence;
- c. Automobile. Automobile (vehicle) general liability insurance: a minimum of two hundred thousand dollars (\$200,000) per person; one million dollars (\$1,000,000) per accident; property damage fifty thousand dollars (\$50,000.00); and/or
- d. Other. Other insurance as required and specified in this Contract.

Upon request of the Contracting Officer, the Contractor shall promptly provide proof of insurance coverage.

H.5 FEDERAL TORT CLAIMS ACT APRIL 2013

Consistent with the Federal Tort Claims Act (28 U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the Contractor’s personnel or damage to the Contractor’s property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

H.6

EXCUSABLE DELAYS

DECEMBER 2014

The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without fault or negligence of the Contractor, such as acts of God or the public enemy, acts of the House, in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather and delays of common carriers. The Contractor shall (a) notify the Contracting Officer in writing as soon as it is reasonably possible after the commence of any excusable delay, setting forth the full particulars in connection therewith, (b) remedy the adverse impact of such occurrence with all reasonable dispatch, and (c) promptly give written notice to the Contracting Officer of the cessation of such occurrence.

H.7

WARRANTY

DECEMBER 2014

- a. Term. The term of the warranty shall begin on the date of acceptance. For equipment, the installation date and the warranty period will commence on the time stamp date which appears on the EIN form.
- b. Newly Manufactured Goods and Equipment. Unless this Contract specifies otherwise, the Contractor warrants that all goods and equipment provided are new. Used or reconditioned goods and equipment are prohibited, unless otherwise specified. If the Contractor believes that furnishing other than new material will be in the House's interest, the Contractor shall so notify the House in writing prior to delivery, specify the price reduction proposed and request authority to deliver such material.
- c. Goods, Equipment and Services. The Contractor warrants that the goods, equipment and services will be free from defects in materials and workmanship for a minimum of ninety (90) calendar days, as follows: (i) after completion of performance of services; (ii) after acceptance of goods, unless a longer warranty period is provided by the manufacturer or by law, in which case the longer warranty period will apply; and/or (iii) from the date that the EIN form is date-stamped by CAO Central Receiving for equipment, unless a longer warranty period is provided by the manufacturer or by law, in which case the longer warranty period will apply. Should the Contractor's goods, equipment or services prove to be defective within said applicable warranty period, the Contractor shall promptly replace or repair said goods or equipment or correct such services in accordance with the requirements of this Contract, upon receipt of written notice from the House and without cost to the House. If such goods, equipment or services cannot be brought into compliance with this Contract in a timely manner, as determined by the House, the House may require a refund, in whole or in part, from the Contractor.
- d. Software. For the delivery of commercial software (*i.e.*, software that has been sold, leased or licensed to the general public), the Contractor warrants that such software will perform in accordance with the software license and accompanying documentation (*e.g.*, nonproprietary manuals and other materials). The Contractor further warrants that the commercial or proprietary software delivered under this Contract will be free, at the time of delivery, of harmful code (*i.e.*, computer viruses, worms, trap doors, time bombs, disabling code or any similar malicious mechanism designed to interfere with the intended operation of, or cause damage to, computers, data or software).
- e. Intellectual Property. The Contractor warrants that the goods, equipment and services furnished under this Contract will not infringe or violate any U.S. intellectual property right, including, without limitation, rights in trade secrets, copyrights and U.S. patents.
- f. Excluded / Limited Warranties. If the Contractor wishes to exclude or limit these implied warranties, it shall be the Contractor's responsibility to offer and agree with the House on an express warranty that includes terms (including the length of the warranty) equal to or better than those offered to comparable customers in

customary commercial practice. The express warranty, if any, shall be included as an addendum to the Contract.

H.8 SUBSTITUTIONS DECEMBER 2014

The Contractor shall not tender substituted goods or equipment or use any specification in lieu of those applicable to this Contract without the prior written consent of the Contracting Officer.

H.9 BUY AMERICAN APRIL 2013

Unless otherwise specified in this Contract, goods and equipment acquired hereunder shall be of the growth and manufacture of the United States, provided such goods and equipment, as measured by cost of components, can be procured upon as good terms as to quality and price as are demanded for like items of foreign growth and manufacture.

a. As used in this clause and the clause of this solicitation entitled “Buy American Act Certification,” the following definitions apply:

- i. “Component” means an article, material or supply incorporated directly into an end product.
- ii. “Cost of components” means: (1) for components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or (2) for components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described item a(ii)(1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
- iii. “Domestic end product” means: (1) an unmanufactured end product mined or produced in the United States; or (2) an end product manufactured in the United States, if the cost of its components mined, produced or manufactured in the United States exceeds fifty percent (50%) of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected and prepared for processing in the United States is considered domestic.
- iv. “End product” means those articles, materials and supplies to be acquired under the Contract for House use.
- v. “Foreign end product” means an end product other than a domestic end product.

b. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the solicitation entitled “Buy American Act Certification.”

H.10 MOST FAVORED CUSTOMER PRICING APRIL 2013

During the term of this Contract, prices for the goods, equipment and services required under this Contract must be equal to or lower than those offered the most favorable customer for similar quantities under comparable terms and conditions. When requested by the Contracting Officer, the Contractor must show that the prices offered the House match or are less than those offered to the Contractor’s most favored customers for those quantities under those terms and conditions, and such pricing data must be available for review by the Contracting Officer throughout the

term of the Contract. Any price reductions offered to other customers must be offered to the House if similar item quantities are involved.

H.11 HOUSE RULES AND REGULATIONS DECEMBER 2014

This Contract shall be governed by and shall be interpreted in accordance with all applicable statutes, House Rules (clerk.house.gov/legislative/house-rules.pdf) and House Regulations.

H.12 COMPLIANCE WITH LAWS APRIL 2013

The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this Contract, including laws prohibiting discrimination on the basis of race, religion, color, sex, national origin, age or disability.

H.13 HOUSE INFORMATION OCTOBER 2014

- a. Ownership, Access and Release of House Information. The House and the Contractor agree that all “House Information” shall remain the exclusive property of the House. As used herein, and subject to the specific exclusions below, “House Information” means (i) all information related to this Contract, (ii) all information (including all work papers, products, drawings, products, code, House records, files, forms, data and other information and documents in electronic or hard-copy form) collected, stored, processed, developed or otherwise accessed by the Contractor and subcontractor in performing this Contract, and (iii) all other information that is of such nature that a reasonable person would understand such information to be House Information. House Information shall not include information (A) generally known to the public, (B) already known, through legal means, to the party receiving the information, or (C) required to be disclosed under applicable law, including a Freedom of Information Act request filed with the Contractor, in which case the Contractor shall give prompt notice to the Contracting Officer of such a request. The Contractor shall not provide access to, make unauthorized copies of, and/or release any House Information without prior written approval by the Contracting Officer.
- b. Return of House Information. Upon the request of the applicable House entity or the Contracting Officer, or in any event promptly upon the termination of this Contract, all House Information made available hereunder, including electronic copies and any applicable backup copies thereof, shall be returned or, if directed or permitted by the applicable House entity or the Contracting Officer, destroyed, and the Contractor shall certify that it does not retain such House Information. Similarly, the Contractor shall require its subcontractors to return or destroy House Information upon completion of work under this Contract. The Contractor shall require that its subcontractors certify that such information is not retained. Failure to comply with the provisions of this clause may result in penalties prescribed under House rules at the discretion of the Contracting Officer.

H.14 NON-DISCLOSURE AGREEMENT APRIL 2013

Due to the sensitive and confidential nature of information that the Contractor and subcontractors may come in contact with during the performance of this Contract, the Contractor, subcontractor and all personnel with access to House Information shall sign the House’s “Non-Disclosure Agreement” form, as provided by the Contracting Officer. The Non-Disclosure Agreement forms must be completed prior to commencing work under this Contract. The Non-Disclosure Agreement states in part that the individual signing the form agrees and understands that he or she will not disclose any House Information, including House Sensitive Information, received in the course of service to the House.

H.15

PROTECTION OF CONTRACTOR PROPRIETARY DATA

APRIL 2013

- a. Contractor Proprietary Data. The House agrees that all material appropriately marked or identified in writing as “Contractor Proprietary,” and furnished hereunder by the Contractor to the House, are provided for the House’s use for the purposes of this Contract only. All such proprietary data, including software, shall remain the property of the Contractor, subject to the House’s “Government Purpose Rights” license.
- b. Destruction of Licensed Materials. The House will take reasonable steps to ascertain, prior to disposing of any media containing licensed materials, that such licensed materials contained thereon have been erased or otherwise destroyed.
- c. Compliance. The House agrees that it will take reasonable steps by instruction, agreement or otherwise with its employees or other persons permitted access to licensed software and other proprietary data to satisfy its obligations under this Contract with respect to use, copying, modification, protection and security of proprietary software and other proprietary data.

H.16

EXAMINATION AND AUDIT

DECEMBER 2014

The Contractor agrees that the House, or its designated representative, shall have the right to review and copy any directly pertinent records, including records of a subcontractor, regarding the performance of this Contract. The Contractor agrees to maintain such records for possible examination or audit for three (3) years after final payment, unless a longer period of record retention is stipulated or required by law.

H.17

LIMITATION OF LIABILITY AND INDEMNIFICATION

DECEMBER 2014

- a. Damage or Loss to Property. The Contractor assumes all risk of loss of or damage to any property of the House (except for House Information, which is discussed in paragraph (b) below) entrusted to the Contractor while in the Contractor’s possession or otherwise under the Contractor’s control. In the event of loss or irreparable damage, the Contractor shall promptly reimburse the House for the value of the property. Any other damage shall be promptly repaired by the Contractor at the Contractor’s expense.
- b. Damage to Information. The Contractor shall protect and be responsible for any loss, destruction or damage to House Information, work product or other information needed to perform its obligations under this Contract that results from or is caused by the Contractor’s acts or omissions or from the failure on the part of the Contractor to reasonably maintain and administer such House Information, work product or information. The Contractor shall be liable to the House for any damages resulting from such loss, destruction or damage.
- c. Limitation of Liability. In no event will the House be liable for consequential, special, indirect, incidental, special or punitive damages, or any loss of revenue, profit, business, savings or goodwill, regardless of the form of action or theory of recovery, even if notification has been given as to the possibility of such damages.
- d. Indemnification. To the maximum extent permitted by law and except to the extent caused by negligence of the House, the Contractor shall, at its expense, indemnify, defend with counsel reasonably approved by the House and hold harmless the House, its Members, employees and agents, from and against any losses, liabilities, damages, fines, penalties, costs, obligations, fees, including without limitation reasonable attorneys’ fees and settlements, and expenses from any third party claim, action, suit or judgment to the extent caused by or arising from: (i) the negligent acts or negligent omissions or willful misconduct of the Contractor, its officers, employees, agents or subcontractors for property damage, personal injury or death; (ii) the failure of goods, equipment and/or services delivered/performed under this Contract to meet the requirements of applicable laws or regulations; (iii) the infringement or violation of any U.S. or foreign intellectual property right, including without limitation rights in trade secrets, trademarks, copyrights and patents, by any

good/equipment/service provided hereunder; and (iv) a breach or alleged breach of its obligations to maintain the confidentiality of House Information and information security requirements set forth in this Contract. The House shall promptly give the Contractor notice of such claim and shall cooperate in the defense of such claims at the Contractor's expense. The disclaimers of certain damages and damages limitations in paragraph (c) above shall not apply to damages, expenses, losses, fees, liabilities, costs or other amounts arising from the Contractor's indemnification obligations under this Contract.

H.18 NON-EXCLUSIVITY OF RIGHTS AND REMEDIES APRIL 2013

In all cases, the rights and remedies of the House herein are cumulative and are in addition to any other rights or remedies that the House may have at law or in equity.

H.19 FLOWDOWN AND SUBCONTRACTORS APRIL 2013

The Contractor shall be responsible for flowing down all appropriate terms and conditions of this Contract to its subcontractors and suppliers. The Contractor shall obtain prior written consent from the Contracting Officer prior to subcontracting any part of this Contract. Award of a contract resulting from an Offer proposing a specific subcontractor shall constitute approval for use of that subcontractor, but in all respects, the prime contractor shall remain responsible for performance under the contract.

H.20 E-VERIFY APRIL 2013

a. Definitions. As used in this clause,

“Employee assigned to the contract” means an employee, of the Contractor, who was hired after December 6, 1986, who is directly performing work, in the United States. An employee is not considered to be directly performing work under a contract if the employee: (i) normally performs support work, such as indirect or overhead functions; and (ii) does not perform any substantial duties applicable to the contract.

“Subcontract” means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contractor a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

“Subcontractor” means any party that furnishes supplies or services to or for a prime Contractor or another subcontractor.

“United States,” as defined in 8 U.S.C. 1101(a)(38), means the fifty (50) States, the District of Columbia, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands.

b. Enrollment and Verification Requirements.

- i. If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of the contract award, the Contractor shall: (1) enroll as a Federal Contractor in the E-Verify program within thirty (30) calendar days of contract award; and (2) verify all new employees within sixty (60) calendar days of enrollment in the E-Verify program, and (3) begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the Contract, within three (3) business days after the date of hire.
- ii. If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of all new employees: (1) if the Contractor has been enrolled sixty (60) calendar days or more, the Contractor shall initiate

verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire; or (2) if the Contractor has been enrolled less than sixty (60) calendar days, within sixty (60) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the Contract, within three (3) business days after the date of hire.

- iii. The Contractor shall comply, for the period of performance of this Contract, with the requirements of the E-Verify program as administered by the Department of Homeland Security.
- c. Web Site. Information on registration for and use of the E-Verify program can be obtained via the Department of Homeland Security Web site at www.dhs.gov/e-verify.
- d. Individuals Previously Verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee who is a current employee or: (i) whose employment eligibility was previously verified by the Contractor through the E-Verify program; or (ii) who has been granted and holds an active U.S. Government security clearance for access to confidential, secret or top secret information in accordance with the National Industrial Security Program Operating Manual.
- e. Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that the Contractor enters into for the performance of this Contract.
- f. Report. Within thirty (30) days of the Contract award, the Contractor shall provide the Contracting Officer with written confirmation of (i) when the Department of Homeland Security granted E-Verify access to the Contractor, and (ii) when the Contractor first used the E-Verify verification system.

H.21

BACKGROUND CHECKS

OCTOBER 2014

- a. Employee Eligibility. The Contractor must submit a report prior to the commencement of work to the COR, which lists all Contractor employees and subcontractor employees who will be working on this Contract and states that the U.S. Department of Justice, Immigration and Naturalization Service Employment Eligibility Verification Form I-9 was completed and verified for each person listed. This report must be signed and dated by a Contractor Human Resources Director or Manager. For Contractor employees and subcontractor employees placed on this contract after the initial report submission, the Contractor must complete the CAO Contractor/Contract Employee Registration Form (available on www.house.gov). This form must be signed and dated by a Contractor Human Resources Director/Manager or Executive in the Contractor's corporate office, and presented to the COR prior to the COR initiating the background check.
- b. Background Checks. All Contractor employees and subcontractor employees working on this Contract will go through a background check conducted by the U.S. Capitol Police. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each Contractor employee and subcontractor employee working in any capacity on this Contract. Forms for each Contractor employee and subcontractor employee working on this Contract must be submitted prior to the commencement of work and early enough so adjudication of the results by the CAO can occur prior to the commencement of this Contract. If CAO Human Resources, after having processed the forms, determines at any time that the Contractor employee or subcontractor employee is unsuitable or unfit for assigned duties, CAO Human Resources will notify the COR and the Contracting Officer. The Contractor agrees to immediately remove, at the Contracting Officer's request, any employee or subcontractor employee deemed unsuitable or unfit by the CAO from work under this Contract.

- c. Frequency. All Contractor employees and subcontractor employees working on this Contract are required to go through a background check by the U.S. Capitol Police and be cleared by the CAO every three (3) years. Additional background checks may be conducted on such Contractor and subcontractor employees at any time as warranted.
- d. Security Clearance. Contractor employees and subcontractors must be able to obtain and/or maintain a Federal government security clearance and/or pass additional background checks/investigations if access to “House Sensitive Information” (as described in HISPOL 002.0, which is available upon request) is required under the terms of this Contract. Individual House Offices or CAO Business Units may require an Office of Personnel Management Extended Background Investigation or other security clearance, as deemed necessary, at the cost to the Contractor.

H.22

IDENTIFICATION BADGES

OCTOBER 2014

- a. Access. If unescorted access is required outside of normal public building visitor hours, and access to the House network or House Sensitive Information will occur, or as determined by the COR, all Contractor employees and subcontractor employees requiring access shall obtain a House identification badge issued by the House Sergeant at Arms before the Contractor employee or subcontractor employee begins work under this Contract or subcontract. Although subject to change, public building visitor hours are Monday to Friday 7:00 a.m. to 7:00 p.m., and Saturday 7:00 a.m. to 1:00 p.m., excluding Federal holidays. House identification badges will not be issued to a Contractor employee or subcontractor employee unless the Capitol Police background check (CP-491 or equal) forms are submitted and approved.
- b. Return Policy. The Contractor shall ensure that each Contractor employee and subcontractor employee promptly surrenders his or her House identification/access badge to the COR upon termination of employment or when that employee’s performance is no longer required under this Contract. The Contractor agrees to pay a fee of one hundred dollars (\$100.00) per week per badge for failure of the Contractor, a Contractor employee or subcontractor employee to comply with this obligation.
- c. Final Payment. Final payment will not be made under this Contract until all House identification badges that were issued under this Contract have been returned to the COR, who will give them to CAO Human Resources.

H.23

KEY PERSONNEL

APRIL 2013

- a. General. All Contractor personnel identified as key personnel in the proposal shall be considered “Key Personnel” in this Contract. Any changes to Key Personnel shall be documented in a modification to this Contract.
- b. Substitutions. The Contractor shall make no substitutions of Key Personnel unless the substitution is (i) necessitated by illness, death or termination of employment, (ii) requested by the COR, or (iii) requested by the Contractor and approved by the CO. The House reserves the right to request that a given resource be substituted for any reason. Approvals of Contractor requests to substitute Key Personnel for reasons other than illness, death or termination of employment shall be granted sparingly and in all instances predate the actual substitution by no fewer than fourteen (14) calendar days. In the event of a substitution, the Contractor is solely responsible for ensuring that there is a sufficient knowledge transfer to minimize delays in continuing the work being performed by the resource. Substitutions to Key Personnel shall have qualifications equal to or superior to those of the approved resource.
- c. Training and Orientation. If the House is paying the Contractor on a time-and-materials or labor-hour basis for Key Personnel, the following shall apply: for a period of time determined by the CO, but in no event more than ten (10) business days, the Contractor shall bear the cost of training and orientation of a replacement resource

by the House so that the replacement resource can resume the services performed for the House at the same point and with the same efficiency as the resource being substituted (at which time the Contractor may commence billing the House for the services of the substituted resource).

H.24 AUTHORIZED USE BY OTHER LEGISLATIVE ENTITIES APRIL 2013

Other Legislative Branch Entities can issue orders against this Contract to acquire goods, equipment and services within the scope of the Contract. The House includes Members, Resident Commissioners, Delegates, House Officers, Committees, Leadership Offices, other House Offices and joint entities.

H.25 COVENANT AGAINST GRATUITIES DECEMBER 2014

The Contractor warrants that no gratuities (including entertainment, gifts or otherwise) were offered or given by the Contractor, or any agent or representative of any Contractor, to any Member, Resident Commissioner, Delegate, House Officer or employee of the House with the intent of securing this Contract or securing favorable treatment with respect to any determinations concerning the performance of this Contract. This Contract may be immediately terminated for default if it is determined by the House that a gratuity was offered or given to any Member, Resident Commissioner, Delegate, House Officer or employee of the House with the intention of securing this Contract or securing favorable treatment under this Contract. No Member, Resident Commissioner, Delegate, House Officer or employee of the House shall share any personal benefit of this Contract.

H.26 CONFLICTS OF INTEREST APRIL 2013

- a. Personal Conflicts of Interest. A personal conflict of interest exists when a Contractor employee has a financial interest, personal activity or relationship that could impair the employee’s ability to act fairly and impartially when performing under this Contract. The Contractor shall have procedures in place to screen employees for potential personal conflicts of interest. The Contractor must:
 - i. not assign or allow employees to perform any task under the contract for which the Contractor has identified a personal conflict of interest that cannot be satisfactorily prevented or mitigated in consultation with the Contracting Officer;
 - ii. inform applicable employees of their obligation (1) to disclose and prevent personal conflicts of interest; (2) not to use non-public information accessed through performance of the contract for personal gain; (3) to avoid even the appearance of personal conflicts of interest; and (4) to sign a Non-Disclosure Agreement;
 - iii. establish and maintain effective oversight mechanisms to verify compliance with personal conflict of interest safeguards;
 - iv. take appropriate disciplinary action in the case of employees who fail to comply with the personal conflict of interest policies established pursuant to this clause; and
 - v. report to the Contracting Officer any personal conflict of interest violation as soon as it is identified. This report shall include a description of the violation and the proposed actions to be taken by the Contractor in response to the violation. The Contractor must provide follow-up reports of corrective actions taken, as necessary. Personal conflict of interest violations include: (1) failure by an employee to disclose a personal conflict of interest; (2) use by an employee of non-public information accessed through performance of the contract for personal gain; and (3) failure of an employee to comply with the terms of a non-disclosure agreement.

- b. Organizational Conflicts of Interest. An organizational conflict of interest exists when the Contractor's activities or relationships with other persons, corporations and/or entities render the Contractor unable or potentially unable to provide impartial assistance or advice to the House, or the Contractor's objectivity in performing the contract work is or might be otherwise impaired, or the Contractor has an unfair competitive advantage. The Contractor must avoid strictly any conflict of interest or even the appearance of a conflict of interest in connection with this Contract. The Contractor shall not have organizational conflicts of interest that would diminish its capacity to provide impartial, technically sound, objective assistance, or would result in a biased work product, or might result in an unfair competitive advantage.

H.27 ADVERTISING/PROMOTIONAL MATERIALS OCTOBER 2014

The Contractor agrees to submit any proposed advertising and/or promotional copy connected in any manner with this Contract and/or the House or Capitol to the Contracting Officer for approval. No news releases, press conferences or advertisements to be issued by the Contractor pertaining to this Contract or mention of the House as a customer shall be made by the Contractor without prior written approval of the Contracting Officer. This restriction applies to all media, including corporate and social web sites. The Contractor shall not use the House seal under any circumstances in any of its materials.

H.28 INCIDENTAL SERVICES, TRAVEL AND OTHER APRIL 2013
EXPENSES

Unless separately priced and awarded, the cost of all services, travel and any other expenses incurred incident to performance of work shall be borne by the Contractor. If separately priced and awarded, travel costs shall be reimbursed in accordance with the Joint Federal Travel Regulations, including per diem rate limitations.

H.29 SEVERABILITY APRIL 2013

The Contractor and the House agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract terms and conditions shall remain in full force and effect.

H.30 ASSIGNMENT OCTOBER 2014

This Contract and the rights, interests and obligations of the Contractor hereunder shall not be assigned by the Contractor without the Contracting Officer's prior written consent.

H.31 ORDER OF PRECEDENCE DECEMBER 2014

- a. Contract. In the event of an inconsistency between portions of this Contract, the inconsistency shall be resolved by giving precedence in the following order: (i) statement of work; (ii) other clauses of this Contract, whether incorporated by reference or otherwise; (iii) solicitation provisions; (iv) any clauses associated with purchase orders or task orders issued pursuant to the Contract and (v) the Contractor's proposal.
- b. Other. In the event that the provisions of this Contract conflict with the provisions of other Federal contracts, including orders incorporating terms of U.S. General Services Administration Federal Supply Schedule contracts, the provisions of this Contract shall govern solely to the extent of any such conflict.

H.32 SAFETY AWARENESS DECEMBER 2014

The Contractor agrees to (a) instruct its employees and subcontractors working in House facilities of House grounds in connection with this Contract of their obligations to follow any emergency evacuation plans provided by the House, and (b) comply with all safety requirements of the House.

H.33 WAIVER OF RIGHTS DECEMBER 2014

Waiver by either party of any default by the other hereunder shall not be deemed a waiver by such party of any other default.

H.34 PRIVACY AND CONFIDENTIALITY MARCH 2015

- a. General. During the term of this Contract, the Contractor must not disclose to any other person or entity any "Confidential Information" obtained from the House or in connection with delivery of the services related to this Contract. "Confidential Information" means (i) all information related to this Contract, the House and all information collected, processed or otherwise accessed by the Contractor in performing under this Contract, and any data or information collected in connection with delivery of the services related to this Contract, and (ii) all other information that is identified (orally or in writing) as confidential or of such a nature that a reasonable person would understand such information to be confidential to the House. Confidential Information shall not include information (A) generally known to the public, (B) already known, through legal means, to the party receiving the information, (C) legally obtained from a third party, or (D) required to be disclosed under applicable law, regulation or final order of any governmental or regulatory authority or court having jurisdiction over the Contractor or the House, but only to the extent of such requirement (in which case the Contractor shall (1) give prompt notice to the House, describing in reasonable specificity and detail all Confidential Information to be disclosed and all relevant circumstances with respect to such disclosure, to enable the House to take any appropriate action in order to limit such required disclosure, and (2) provide all reasonable cooperation to the House in connection with any such action).
- b. Non-Use and Non-Disclosure of Confidential Information. The Contractor shall not, except as required by judicial order or governmental laws or regulations, during or subsequent to the term of this Contract (i) use Confidential Information for any purpose whatsoever other than the performance of Contractor in providing the services, or (ii) disclose Confidential Information to any third party. It is understood that Confidential Information shall remain the sole property of the House. The Contractor shall take all reasonable precautions to prevent any unauthorized use or disclosure of Confidential Information. To the extent the Contractor feels it needs to disclose Confidential Information, it may do so only after obtaining written authorization from the Contracting Officer. The Contractor shall notify the COR immediately in the event of any loss of or unauthorized access to Confidential Information, and shall use all efforts to mitigate the effect of such loss and to recover all Confidential Information.
- c. Return of Confidential Information. Upon the request of the House, or in any event promptly upon the termination of this Contract, all Confidential Information made available hereunder, including copies thereof, shall be returned or, if directed or permitted by the House, destroyed, and the Contractor shall certify that it does not retain such Confidential Information.
- d. Failure to Comply. Failure of the Contractor to comply with this confidentiality clause may be grounds for a Termination for Default by the Contracting Officer.

End of Section H

SECTION I – SPECIAL CONTRACT CLAUSES

(note: Clauses I.1 through I.14 are not applicable)

I.15 QUALITY ASSURANCE SURVEILLANCE PLAN APRIL 2013

- a. General. The House will prepare a Quality Assurance Surveillance Plan (“QASP”) for this Contract. The QASP defines the continuing relationship between the Contractor and the House during the life of this Contract, addresses the preparation and submission of reports, and provides that ground rules for meetings between the parties. The QASP also memorializes the framework the House will use to monitor the Contractor’s performance and administering this Contract. The Contractor’s performance will be gauged against effectively meeting the requirements of the Statement of Work, monitoring customer satisfaction (*e.g.*, vendor performance evaluations) and the performance measures contained in the QASP, if applicable.
- b. Responsibilities. It shall be the responsibility of the Contracting Officer’s authorized representative to periodically review this QASP for purposes of updating and/or recommending any necessary revisions. If a change to the QASP is required, the Contracting Officer will execute the appropriate bilateral or unilateral modification.

I.16 VENDOR PERFORMANCE EVALUATION APRIL 2013

On a periodic basis, the Contractor’s performance will be assessed using a Vendor Performance Evaluation (“VPE”). A VPE shall be prepared by the COR on an annual basis, prior to the exercise of any contract option period and upon contract completion. A VPE may be prepared more frequently at the discretion of the House. The Contractor will be provided an opportunity to respond to negative evaluations and provide a corrective action plan.

End of Section I

SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 ATTACHMENTS

Attachment No.	Reference in Solicitation	Title	Pages
J.1	Section B	Pricing Sheets	1 Workbook (2 worksheets)
J.2	Section B	Typical Suite Pricing	1
J.3	Section C.4	Typical Layouts	8
J.4	Section D.2.c	Off Site Delivery Instructions	1
J.5	Section H.15	Non-Disclosure Agreement	1
J.6	Section H.22	Employment Eligibility Verification Form	1
J.7	Section K.13	Bailment Agreement	2
J.8	Additional information only	Enlarged Furniture Images	Workbook
J.9	Additional information only	Modular Pieces by Phase. (Cross reference with Attachment J.1, column titled "Tag.")	1

End of Section J

SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 FINANCIAL INFORMATION APRIL 2013

When requested by the Contracting Officer, the Offeror shall furnish company financial data for the three (3) years preceding the submission of the Offer. To comply with this requirement, the Offeror shall furnish copies of financial statements or annual reports. When so requested by the Contracting Officer, publicly-held companies must also provide copies of filed Securities and Exchange Commission 10-K Reports and Proxy Statements.

K.2 INSURANCE INFORMATION APRIL 2013

The Offeror agrees that upon award of a contract it shall maintain general liability, workers' compensation and any other insurance requirements set for in the clause titled "Insurance," unless otherwise waived in writing by the Contracting Officer.

K.3 COMPANY BACKGROUND AND IDENTIFYING INFORMATION APRIL 2013

The Offeror shall provide or submit the following information with its offer:

- a. legal name of the Offeror: _____;
- b. Tax Identification Number (TIN): _____;
- c. type of organization: Sole proprietorship; Partnership; C Corporation S Corporation Limited Liability Company Not-for-Profit _____ [please insert relevant Section of Internal Revenue Code [e.g., 501(c)(3)]]; Government entity (Federal, state, local); Foreign government; Other (if "other," please provide additional information);
- d. Dun and Bradstreet Data Universal Numbering System (DUNS) Number: _____;
- e. Address. The Contractor shall identify the address to which payments shall be made, if different from that of place of business. Payments are to be mailed to:

K.4 QUALITY ASSURANCE INFORMATION APRIL 2013

The Offeror certifies that, unless the solicitation specifies in-process inspection, upon award of a contract, any product or service tendered for acceptance will be in compliance with the Offeror's existing quality assurance system.

K.5

RESPONSIBILITY CERTIFICATION

APRIL 2013

- a. The Offeror certifies that it is an ongoing business concern regularly engaged in the type of business covered by the specifications set forth in this solicitation. To the best of its knowledge and belief, the Offeror and/or any of its principals certify they:
- i. are, are not presently debarred, suspended, proposed for debarment or suspension, or declared ineligible for the award of a Federal government contract;
 - ii. have, have not, within a three (3) year period preceding this offer, been convicted of or had a civil judgment rendered against them for: (1) the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a Federal, state or local government contract or subcontract; (2) the violation of Federal or state antitrust statutes relating to the submission of offers; or (3) the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws or receiving stolen property;
 - iii. are, are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(ii) of this provision;
 - iv. have, have not, within a three (3) year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds three thousand dollars (\$3,000) for which the liability remains unsatisfied; and
 - v. have , have not , within a three (3) year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- b. For purposes of this certification, the term “principal” means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the applicable business unit(s) (e.g., general manager, plant manager, head of a division or business segment, and similar positions) of the Offeror.
- c. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification under this clause was erroneous when submitted or has become erroneous by reason of changed circumstances.
- d. A certification that any of the items in paragraph (a) of this clause exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide any relevant explanations in additional sheets attached to this Section K, or furnish additional information as requested by the Contracting Officer, may render the Offeror non-responsive.
- e. The certification in paragraph (a) of this clause is a material representation of fact upon which the House placed reliance when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to the House, the Contracting Officer may terminate for default the contract resulting from this solicitation. The Offeror shall, if requested by the Contracting Officer, furnish promptly any information which the Contracting Officer may consider necessary to establish its responsibility.

supply to the House **workstations (with the products that are being proposed)**. House Staff will occupy these workstations during the Pilot Program. Workstations will be available for pick-up after award. Offeror must sign on the line below to acknowledge agreement with the Bailment Agreement and complete Attachment J.7.

Sign here: _____

End of Section K

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 CONTENT OF PROPOSALS

OCTOBER 2001

This will be a two-phase evaluation process. Phase I will consist of an initial evaluation of proposals submitted. The House will choose up to four of the highest rated contractors that are within the competitive range to participate in Phase II: a Member Office Pilot Program. After the term of the pilot program, final evaluations will take place based on the factors utilized during the pilot program. Final proposal revisions may be sought. The ratings of the pilot program will be combined with the Phase I results to identify the proposal that is the most advantageous to the House.

- (a) Offerors shall submit proposals in sufficient detail to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the proposal conforms to the solicitation and is the most advantageous to the House when all relevant factors are considered. Offerors shall submit information in a clear, concise, factual and logical manner. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals and proposals that emphasize marketing information at the expense of substantive responses to House requirements.
- (b) Proposals should not necessarily reiterate the House text but rather respond to the *all the elements identified in Section C. Statement of Work and those additional elements identified below.* Proposals that do not address all of the elements and requirements of the solicitation may be disqualified from further consideration.
- (c) The specific evaluation criteria are found in Section M. Detailed instructions regarding the information the House requires in order to evaluate proposals are included in Section L.
- (d) It is the Offeror's responsibility to carefully read, understand and comply with all solicitation instructions. Failure to comply with solicitation instructions is solely at the Offeror's risk.

L.1.1 PROPOSAL FORMAT – will consist of two electronic files that contain the following but not limited to:

PHASE I

a. File I - Administrative and Price Proposal. The Price Proposal shall be divided into the following distinct and marked parts.

- **Solicitation and Offer Form.** The Offeror shall insert Cover Sheet page 1A, with all required/applicable blocks completed, which are 10, 11, 12, 13, 14,d and 15 a, b, c, d and e.
- **Section B - Price Schedule.**
 - Attachment J.1 Pricing.
 - Attachment J.2 Typical Suite Pricing
- **Section G - Contract Administration -** Acknowledgement of Amendments, if any. The Offeror shall acknowledge receipt of all amendments, as defined in Section L.2.
- **Section K - Representations, Certifications, and Other Statements.** The Offeror shall complete and insert Section K in its entirety. Yellow highlighted areas require your attention.
- **Other Statements to be included in this section:**
 - Attachment J.7 Bailment Agreement
 - Attachment J.5 Non-Disclosure Agreement

- Attachment J.6 CAO Contractor Eligibility Verification Form
- American National Standards Institute (ANSI) certification
- Business Institutional Furniture Manufacturers Associations (BIFMA) certification
- Certificates of Insurance

b. File II – Technical Proposal

Include the following information in the exact order shown. Do not discuss any pricing matters in this section. Do not combine or repeat the data from one section to another, or change the order in which subject items are set forth in these instructions when preparing your proposal.

1. EVALUATION FACTOR #1 - PRODUCT COMPLIANCE & FUNCTIONALITY.

a. The House will consider how the Offeror’s selected products meet the requirements of the solicitation. The contractor shall provide/demonstrate the following:

- (1) Demonstrate that the products and services proposed meet the specification requirements for:
 - a) Commercially available systems and ancillary furniture products (include specification sheets) as outlined in Section C by Subsection title and Attachments 1 & 2. Offerors proposing products that are not on Federal Supply Schedule should provide full specifications for those products and indicate as “open market.”
 - b) Offerors shall provide their own product-specific 8.5” x 11” black and white PDF drawings (plans, elevations, and isometrics) of their solutions to each workstation typical, as well as documentation that the products meet or exceed the specifications. You should provide color catalog cut sheets to illustrate the product line(s) being offered.
 - c) Provide sample finishes (excluding fabrics) to harmonize with the CHOB building finishes (which will be discussed and shown at the site visit).
- (2) Describe the ease and effort of system furniture re-configurability.
- (3) Describe innovations in your product that separates your product from competitors.
- (4) Provide and describe warranty information offered for all products.
- (5) Identify how you will sustain the proposed product(s) for the duration of project.

2. EVALUATION FACTOR #2 CORPORATE CAPABILITIES / MANAGEMENT APPROACH

This factor considers the firm’s capability to meet the project schedule as well as demonstrating the flexibility, sustainment and ability to improve the product quality throughout the life of the project and beyond while at the same time controlling or reducing costs.

a. Corporate Capability

- (1) Please provide a brief narrative of your company’s history, accomplishments, awards as well as your organizational chart. This is to include the chain of command from the Installation crew to the CEO/President of the organization.
- (2) Provide an overview of your organization’s manufacturing operation and distribution channels.
- (3) Describe your company’s quality assurance methodology.
- (4) Describe your company’s customer service vision.
- (5) Provide an overview of your company’s strategic plan.
- (6) Describe the process that your company uses to formulate new designs and products.
 - (a) Are new / future products engineered to be retrofitted with current products?

b. Management Approach

- (1) Provide a milestone schedule with key dates beginning with contract award and proceeding through manufacturing, delivery, and installation. Specifically address your approach in meeting the installation schedule in Section C.3.
- (2) Provide the structure, work method, and credentials of your installation team.
 - a. Include the resumes of your team leads and key personnel.
 - b. Indicate the staffing mix to be utilized. If subcontractors, provide the name, background, and experience of the firm(s).
- (3) Describe the customer service approach that will be utilized for this project.
- (4) Provide your Management Plan in narrative format that identifies the approach that will ensure success of this project.
- (5) Describe your contingency plan that will ensure no disruption of delivery or installation.
- (6) Describe your overall plan in managing and setting up the Pilot Program, as well as your phase out plan.

3. EVALUATION FACTOR #3 EXPERIENCE / PAST PERFORMANCE

a. This factor evaluates the Offeror's relevant experience as well as past performance considering the quality of the Offeror's past performance. The Evaluation Team will consider the Offeror's relevant experience (inclusive of installation and design team), including how recently such experience occurred. Whether a project has "relevant prior experience" is determined by the extent to which prior experience is of similar scope and complexity to the CHOB renewal.

b. Offerors are to identify at a minimum three (3) similar projects preferably with same product as is being proposed or type and of similar size or larger as identified in this solicitation which has been completed in the last five (5) years. It would be preferred if one project was a federal government project completed in Washington, DC.

1. Project data: The offeror shall submit the following data for each project:
 - i. Title
 - ii. Company / Agency
 - iii. Location
 - iv. Contact Person (name, address, phone number, email if available)
 - v. Description of "scope" of work to include the number of workstations and or systems provided, model name if any.
 - vi. Provide the duration and dollar value of the project.

PHASE II

1. PILOT PROGRAM EVALUATION FACTORS

a. The Evaluation Team will select Offerors who meet the Technical requirements, have agreed to the Bailment Agreement and are within a competitive range for use in the Pilot Program. This is the "test drive" phase of the evaluation.

b. The following areas will be evaluated during the Pilot Phase:

- Customer feedback and overall satisfaction
- Ergonomics and comfort of modular furniture
- Product delivered and installed on time

- Ease and time it takes for installation
- Functionality and flexibility of product
- Durability /Quality
- Ease of reconfiguration and re-assembly
- Effectiveness of Offeror to respond to and resolve product problems, adjustments, warranty or any other issues that may have arisen in the Pilot stage

L.1.2 Final Evaluations

After conclusion of the Pilot Program, the House will conduct final proposal evaluations at which time the House may request best and final offers resulting in a single award.

L.2 SUBMISSIONS MARCH 2004

- a. Offerors shall submit their entire proposal, via e-mail to james.tiani@mail.house.gov in Adobe PDF or Microsoft Word/Excel by DATE. The size of the file shall not exceed 20 Megabytes (MB). **Subject line of email should read (Company Name) and OAM16028S.** Offerors are reminded that late submissions will not be accepted unless the cause of the late receipt is due solely to the House. Revisions to the original proposal will be accepted as long as they are received by the aforementioned due date.
- b. A Pre-proposal Conference and Walk-through of House facilities will be held DATE. Companies are asked to limit participation to no more than three individuals. Please provide your company name and individual(s) for the walk-through via email to james.tiani@mail.house.gov no later than 2:00 p.m. local time Date. Meeting location and details will be provided upon registration. **Failure to pre- register will result in non- admittance to the facility.**
- c. Questions concerning this RFP must be submitted in writing. The deadline for receipt of all questions is Date. Questions must be submitted via email to james.tiani@mail.house.gov with a copy to christine.stewart@mail.house.gov. **Subject of Email to read: [your company name] Questions OAM16028S.**
- d. Questions and answers will be published in an amendment to the solicitation.
- e. The House may, at its sole discretion, request oral presentations from offers that are determined to be in the competitive range.

L.3 LATE SUBMISSIONS AND REVISION OF PROPOSALS APRIL 2013

Any late submission or revision to a submission received by the CO after the time for receipt specified may be rejected and may not be considered unless the cause for non-receipt of was due solely to the actions of the House.

The Offeror is solely responsible for the timely delivery of proposals submitted via e-mail. The House is not responsible for misaddressed, misrouted, or rejected e-mail messages.

Submissions may be withdrawn by e-mail or other written notice received at any time before award.

L.4 ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS APRIL 2013

Offerors shall acknowledge receipt of any amendments to this Solicitation requiring bi-lateral signatures:

- a. by signing and returning the amendment;

Draft Solicitation	Document No.: OAM M16038S	Document Title: Cannon Renewal Modular Furniture	Page 48
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- b. by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or
- c. by letter if authorized, the Contracting Officer must receive the acknowledgment by the time specified for receipt of offers.

L.5 INFORMATION DISTRIBUTION AND CONTACTS

FEBRUARY 2016

It is the intention of the House to provide equal treatment of all Offerors involved in the proposal and award process. To achieve this goal the House intends to provide all information relevant to the process to all participating Offerors. Such information will include the distribution of all questions and answers to all participants. All questions from Offerors shall be submitted in writing by the date and time specified for such purposes.

Questions regarding this solicitation must be submitted via e-mail by the following due date and time:

The primary contact for all communications and questions is:

James Tiani

Contracts Specialist

E-mail: James.tiani@mail.house.gov Phone: (202) 225-7158

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

APRIL 2013

Offerors, who include in their proposal data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall: (a) mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed-- in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded as a result of – or in connection with – the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)];” and

(b) mark each sheet of data to be restricted with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

End of Section L

SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 EVALUATION FACTORS FOR AWARD

JULY 2001

a. EVALUATION PROCESS

1. The House will conduct a preliminary evaluation of all proposals submitted on a timely basis to determine compliance with RFP requirements and mandatory document submissions.
2. After the above review, the House reserves the right to ask Offerors for additional information to clarify proposal submissions.
3. Up to four (4) Offerors who are determined to be technically acceptable (C. EVALUATION FACTORS), meet the mandatory requirements of the RFP and are within a competitive range will be considered to participate in the Pilot Program.

b. EVALUATION FACTORS

Phase I. Proposals will be evaluated based on the following evaluation factors:

- Factor 1. Product Compliance and Functionality
- Factor 2. Management Approach and Corporate Capabilities
- Factor 3. Experience and Past Performance
- Factor 4. Price

Phase II.

- Factor 1. Functionality
- Factor 2. Durability
- Factor 3. Quality
- Factor 4. Customer Feedback
- Factor 5. Pilot Phase

Risk Assessment. Price proposals may be evaluated to identify and assess potential risks, which may be inherent in the Offeror's approach. The estimated costs to correct any deficiencies in the Offeror's proposal may also be evaluated.

Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the Offeror's understanding of the requirements. The proposal is presumed to represent the Offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of the work required. It also may reflect on the Offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the Offeror.

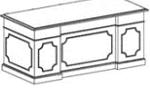
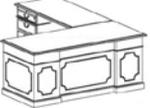
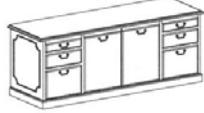
M.2 BASIS FOR AWARD MARCH 2013

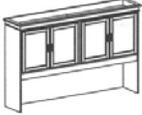
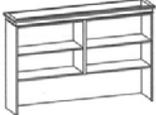
- Best Value. Award is based on the proposal which is determined to be most advantageous to the House. Non-price factors, when combined, may be more important than price.
- Low Price, Technically Acceptable. Award will be made to the lowest priced proposal of those proposals determined to be technically acceptable.

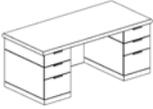
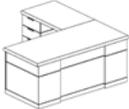
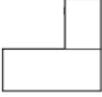
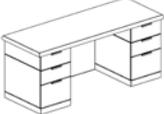
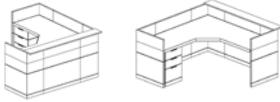
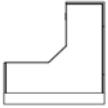
M.3 CONTRACT AWARD MARCH 2013

- a. The House intends to award one contract resulting from this solicitation to the responsible Offeror whose offer conforms to this solicitation, taking into account the factors contained in M.1 “Evaluation Factors for Award.”
- b. The House may:
- i. reject any or all offers, if such action is in its interest;
 - ii. waive informalities and minor irregularities in offers received.
- c. The House intends to evaluate proposals and to award without discussions. Therefore, each initial offer should contain the Offeror’s best terms. However, the Contracting Officer reserves the right to conduct discussions if they are later determined to be necessary.

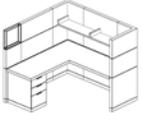
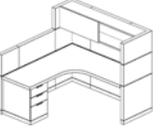
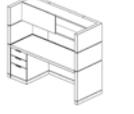
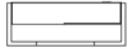
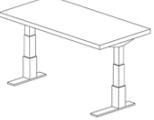
End of Section M

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
31		\$ -	32		\$ -	42		\$ -	37		\$ -		142			PO-1	Double pedestal desk	30" D x 66" W, Traditional style with raised molding details, period style hardware
31		\$ -	32		0	42		\$ -	37		\$ -		142			PO-2	Single pedestal desk w/ return	30" D x 66" W, Return 36" W or 42" W x 24" D. Traditional style with raised molding details, period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -		0			CR-1	Credenza w/ kneespace	24" D x 66" W, Traditional style with raised molding details, period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			CR-2	Credenza w/ storage	24" D x 66" W, Traditional style with raised molding details, period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			RT-1	Return option single pedestal	24" D x 36" W or 42" W, Traditional style with raised molding details, period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			BC-3	3 shelves	30" W x 42" H, Traditional style
31		\$ -	33		0	78		\$ -	37		\$ -	\$ -	179			BC-5	5 shelves	30" W x 71" H, Traditional style

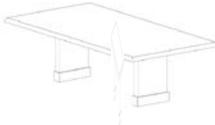
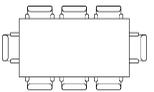
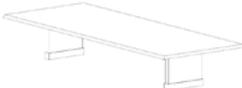
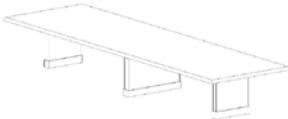
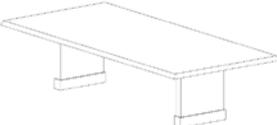
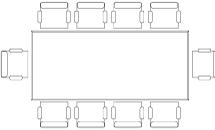
Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
62		\$ -	64		0	84		\$ -	74		\$ -	\$ -	284			HTO	Highback organizer w/ wood doors	53" H 66" W, Traditional style with period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			HTS	Highback organizer bookcase only	53" H 66" W, Traditional style with period style hardware
31		\$ -	47		0	40		\$ -	31		\$ -	\$ -	149			T-1	Conference table	36" D and 42" D
58		\$ -	63		0	81		\$ -	68		\$ -	\$ -	270			RE-1	Reception station w/ transaction counter	60" x 60" nominal dimensions, Traditional style with raised molding details, period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			RE-2	Reception station w/o transaction counter	60" x 60" nominal dimensions, Traditional style with raised molding details, period style hardware
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			RE-3	Reception station w/ low panel access	60" x 60" nominal dimensions, Traditional style with raised molding details, period style hardware
6		\$ -	0		0	3		\$ -	4		\$ -	\$ -	13			RE-4	Reception station double pedestal desk	30" D x 60" W, Traditional style with raised molding details, period style hardware

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
60		\$ -	62		0	84		\$ -	70		\$ -	\$ -	276			T-2	End table	24" x 24"
8		\$ -	1		0	0		\$ -	0		\$ -	\$ -	9			PO-1T	Transitional Double pedestal desk	30" D x 66" W, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
39		\$ -	9		0	13		\$ -	0		\$ -	\$ -	61			PO-2T	Transitional Single pedestal desk w/ return option	30" D x 66" W, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			CR-1T	Credenza w/ kneespace	24" D x 66" W, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			CR-2T	Credenza w/ storage	24" D x 66" W, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
5		\$ -	1		0	2		\$ -	0		\$ -	\$ -	8			RE-1T	Reception w/ transaction counter	60" x 60", Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			RE-2T	Reception w/o transaction counter	60" x 60", Transitional style with raised molding details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			RE-3T	Reception w/ low panel access	60" x 60", Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
252		\$ -	234		0	291		\$ -	222		\$ -	\$ -	999			WS-1	Curved worksurface w/ sliding door storage	60" x 66", tile/segmented panel based solution
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-2	Curved worksurface w/ hinged door storage	60" x 66", tile/segmented panel based solution
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-3	Curved worksurface w/ shelf only storage	60" x 66", tile/segmented panel based solution
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-1S	Straight worksurface w/ sliding door storage	60" x 66", tile/segmented panel based solution
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-2S	Straight worksurface w/ hinged door storage	60" x 66", tile/segmented panel based solution

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-3S	Straight worksurface w/ shelf only storage	60" x 66", tile/segmented panel based solution
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-4	Curved worksurface w/ low panel	60" x 66", tile/segmented panel based solution
71		\$ -	49		0	59		\$ -	39		\$ -	\$ -	218			WS-5	Intern station	66" W x 24" D, tile/segmented panel based solution
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-6	Adjustable Height Worksurface	60" w x 24"d height adjustable freestanding worksurface with electric power assist.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			RT-1T	Return option	36" and 42"W x 18" and 24"D, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
47		\$ -	10		0	13		\$ -	0		\$ -	\$ -	70			HTO-T	Highback organizer w/ doors	53" H 66" W, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			HTS-T	Highback organizer w/ open shelves	53" H 66" W, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			T-2T	End Table	24" x 24" Wood. Transitional style and details, modern style hardware.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			T-3	Coffee Table	42" x 20" Wood. Transitional style and details, modern style hardware.
501		\$ -	421		0	533		\$ -	407		\$ -	\$ -	1862			C-1	Task Chair	Chair seat width shall be a minimum of 18". Backrest shall have a minimum width of 18" and should not interfere with the user's movement. Armrest height to be adjustable by user. Chairs shall have a metal 5 star base.
20		\$ -	17		0	6		\$ -	6		\$ -	\$ -	49			BC-5T	Bookcase	30" W and 5-shelf. Transitional style and details, modern style hardware.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			BC-3T	Bookcase	30" W and 3-shelf. Transitional style and details, modern style hardware.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			WS-7T	Intern station	48" to 66" W x 24" to 30" D, Transitional style and details, modern style hardware. Glass, dark metal, stone alternative materials. Design details to include reveals, base and panel inset options. No systems furniture panels.
0		\$ -	0		0	0		\$ -	0		\$ -	\$ -	0			MP-0	Mobile file box / pedestal	15" W x 24" to 30" D, Transitional style and details, modern style hardware.

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
501		\$ -	421		0	533		\$ -	407		\$ -	\$ -	1862			CM-1	Chair Mat	36" W x 48" chair mat made suitable for low to medium pile carpet.
0			0		0			\$ -	0		\$ -	\$ -	0			CF-1	Conf.Table Seats 8 (chairs shown for reference)	48" x 96" Transitional Style conference table, panel leg with integrated, internal wire management for power and data, include a single table top centered, recessed utility box with a hinged door with 2 power outlets and 2 data outlets within, finished flushed with the top of the table.
2					0			\$ -			\$ -	\$ -	2			CF-2	Conf.Table Seats 14 (chairs shown for reference)	54" x 144" Transitional Style conference table, panel leg with integrated, internal wire management for power and data, include two table top access, recessed utility box with a hinged door with 2 power outlets and 1 data and 1 AV outlets within, finished flushed with the top of the table.. Power and data utility boxes shall be distributed evenly the length of the table and aligned on the table centerline.
5			1		0	4		\$ -			\$ -	\$ -	10			CF-3	Conf.Table Seats 16 (chairs shown for reference)	54" x 192" Transitional Style conference table, panel leg with integrated, internal wire management for power and data, include three table top access, recessed utility box with a hinged door with 2 power outlets and 1 data and 1 AV outlets within, finished flushed with the top of the table.. Power and data utility boxes shall be distributed evenly the length of the table and aligned on the table centerline.
0					1			\$ -	0		\$ -	\$ -	1			CF-4	Conf.Table Seats 10 (chairs shown for reference)	42" x 120" Transitional Style conference table, panel leg with integrated, internal wire management for power and data, include two table top access, recessed utility box with a hinged door with 2 power outlets and 1 data and 1 AV outlets within, finished flushed with the top of the table.. Power and data utility boxes shall be distributed evenly the length of the table and aligned on the table centerline.

Offer Name _____

Attachment J.1 Pricing
RFP OAM16038S

(rev3-14-2016)

GS11P13MKC0022

Qty Phase 1	Unit Price Phase 1	Total Cost Phase 1	Qty Phase 2	Unit Price Phase 2	Total Cost Phase 2	Qty Phase 3	Unit Price Phase 3	Total Cost Phase 3	Qty Phase 4	Unit Price Phase 4	Total Cost Phase 4	Total Cost All Phases	Total Qty. All Phases	Image	Plan	Tag	Item	Description
1761		\$ -	1497		0	1908		\$ -	1439		\$ -	\$ 1	6605					
Note: 1 add reception and 2 additional workstations is LRC private office																		
Traditional casegoods in Member COS and Reception only, plus Library and Sgt at Arms (no straight modular option). All other private offices and receptions get transitional. No overhead storage at reception. No credenzas.																		
All workstations are WS-1, all intern stations are WS-5.																		

Offeror is responsible for confirming counts/quantities of all furniture parts components

Attachment 2 Typical Pricing

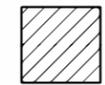
Typical Phase 1	Total Equipment Furniture Cost	Suite Layout Design Cost	Suite Installation Cost
Furniture Plan Suite A			
Furniture Plan Suite B			
Furniture Plan Suite C			
Furniture Plan Suite D			
Furniture Plan Suite E			
NOTE: Utilizing Attachment 1 as a reference, please provide on a separate sheet for each of the above Typical a complete Bill of Materials identifying the furniture system /modular pieces and quantity being provided.			
Typical Phase 2	Total Equipment Furniture Cost	Suite Layout Design Cost	Suite Installation Cost
Furniture Plan Suite A			
Furniture Plan Suite B			
Furniture Plan Suite C			
Furniture Plan Suite D			
Furniture Plan Suite E			

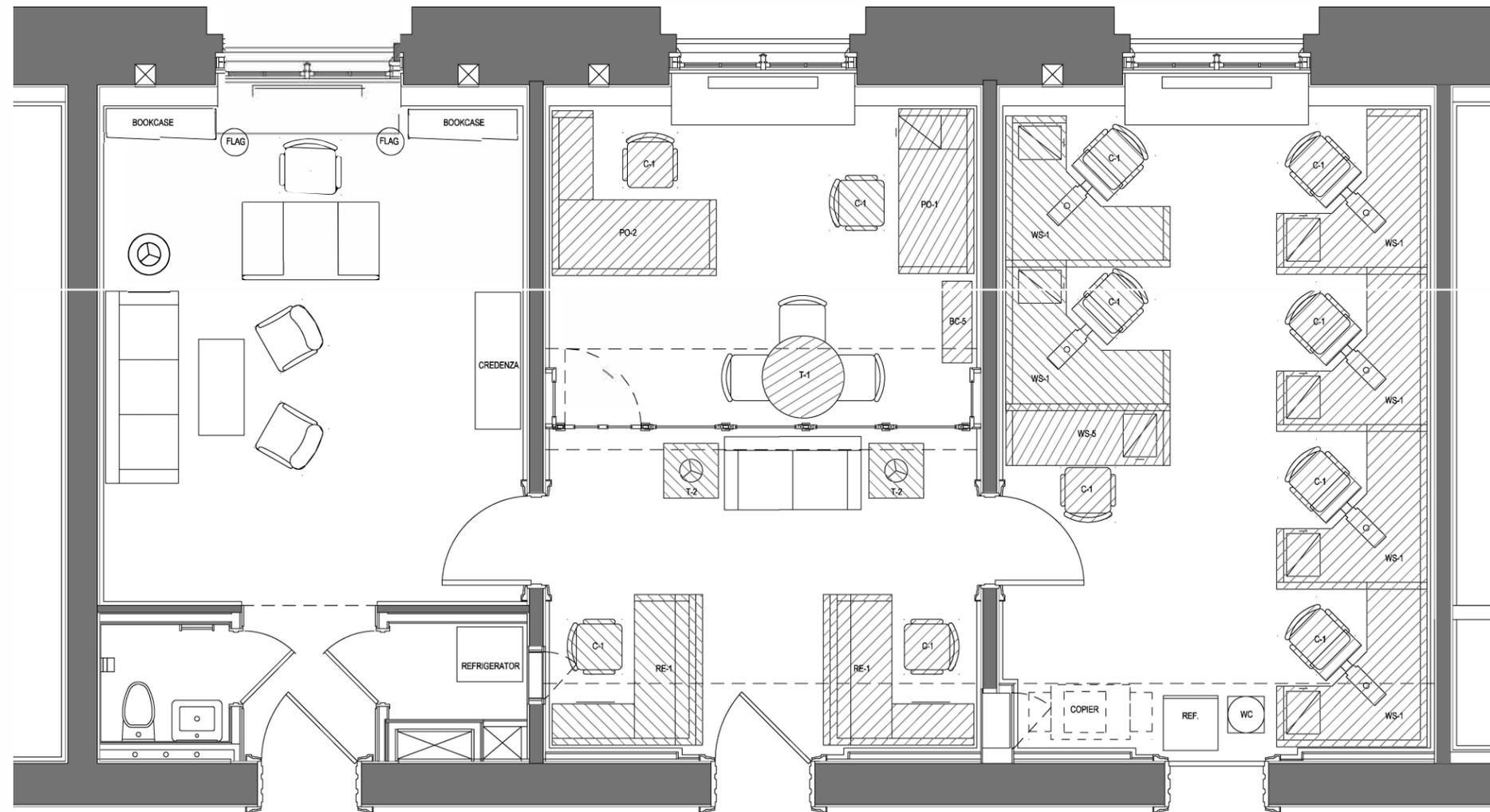
Attachment 2 Typical Pricing

Typical Phase 3	Total Equipment Furniure Cost	Suite Layout Design Cost	Suite Installatiion Cost
Furniture Plan Suite A			
Furniture Plan Suite B			
Furniture Plan Suite C			
Furniture Plan Suite D			
Furniture Plan Suite E			
Typical Phase 4	Total Equipment Furniure Cost	Suite Layout Design Cost	Suite Installatiion Cost
Furniture Plan Suite A			
Furniture Plan Suite B			
Furniture Plan Suite C			
Furniture Plan Suite D			
Furniture Plan Suite E			

Attachment 3 Typical Layouts



 FURNITURE IN PROCUREMENT



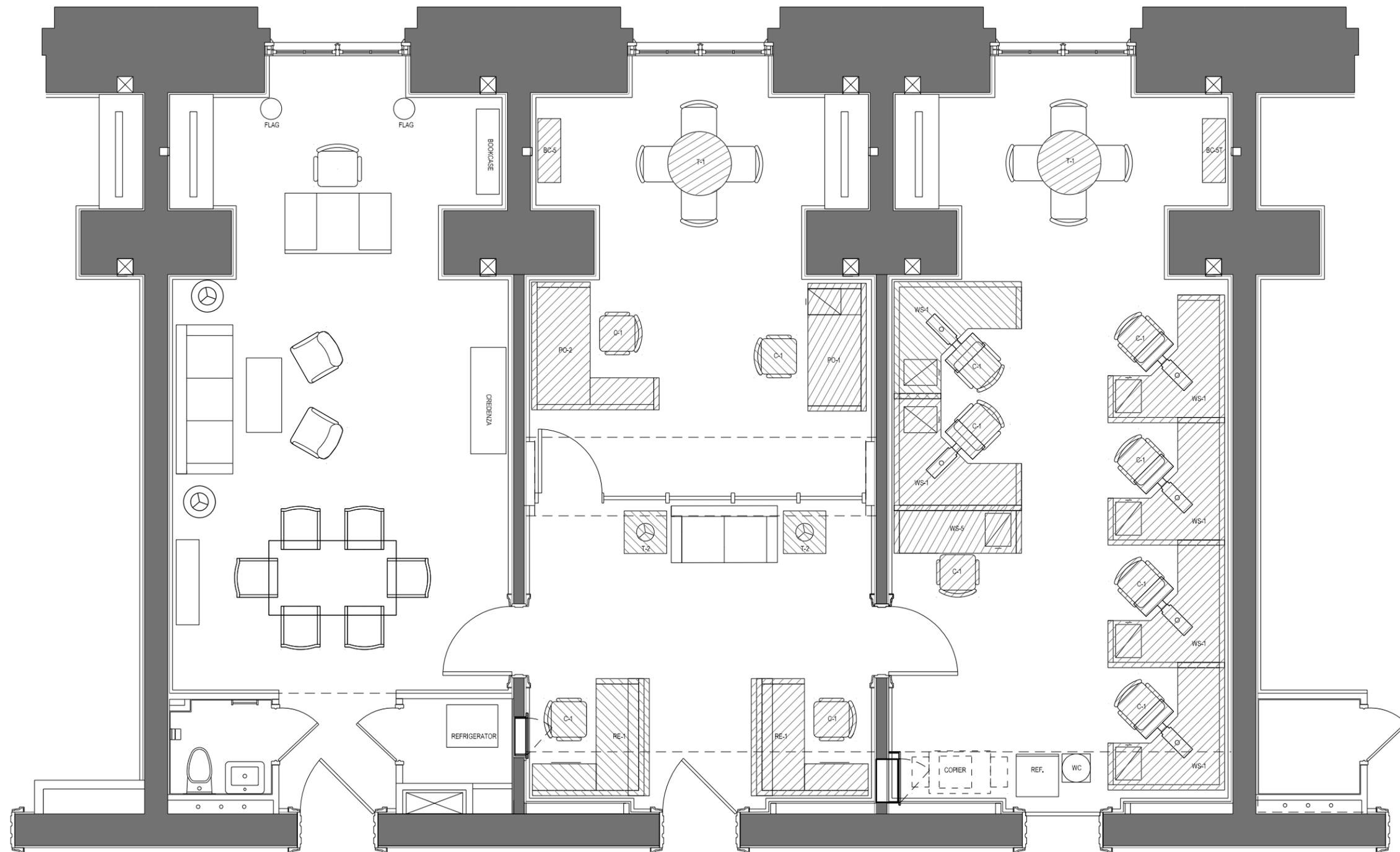
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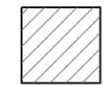
TYPICAL FURNITURE PLAN - SUITE A

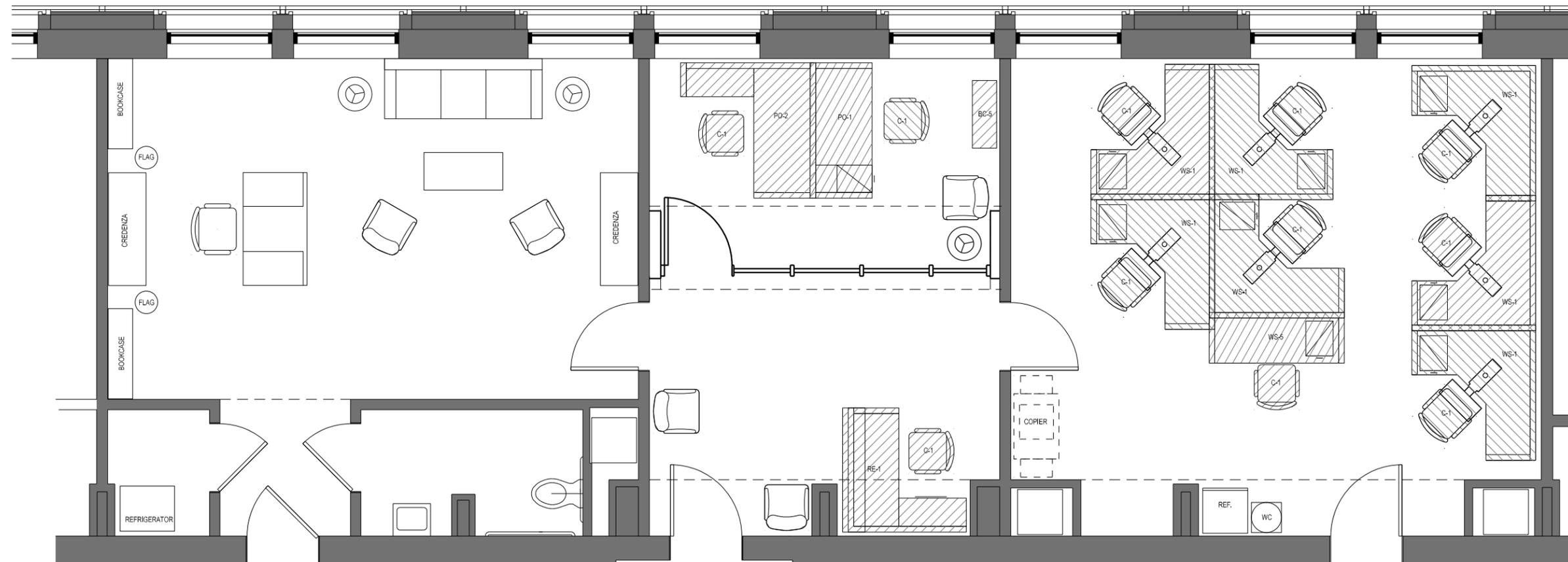
WASHINGTON, DC

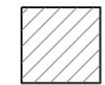
October 27, 2015

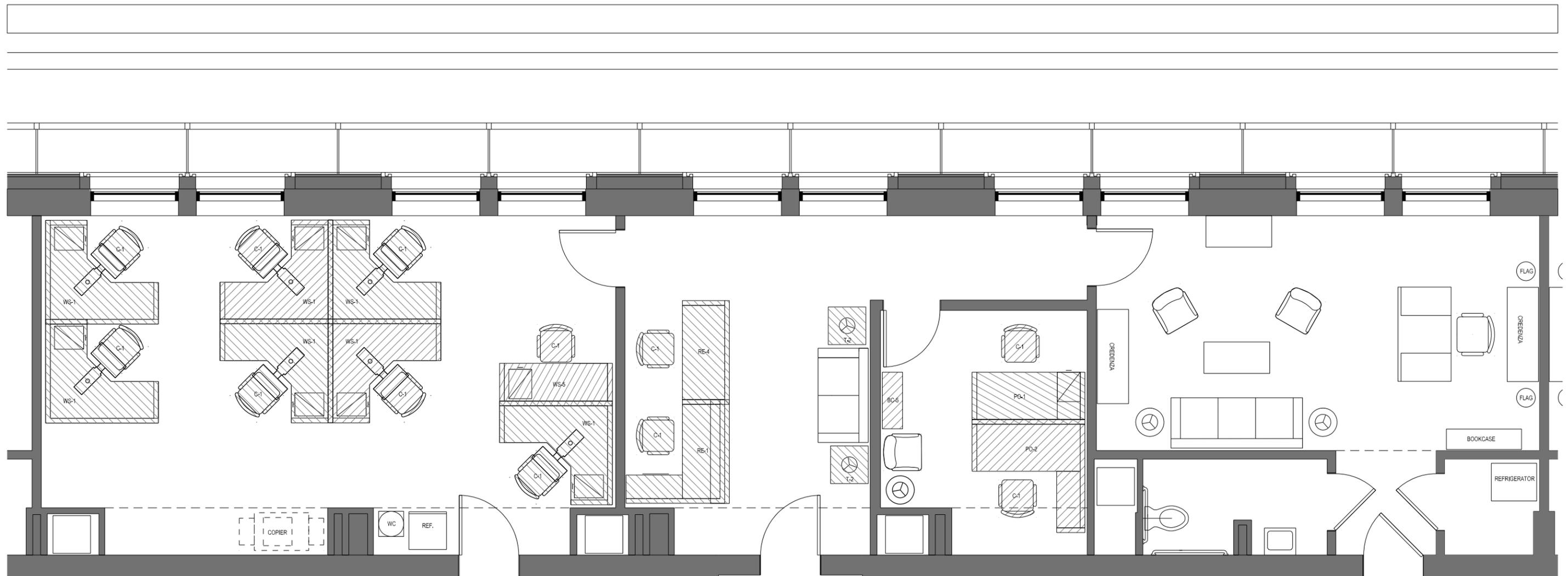
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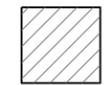


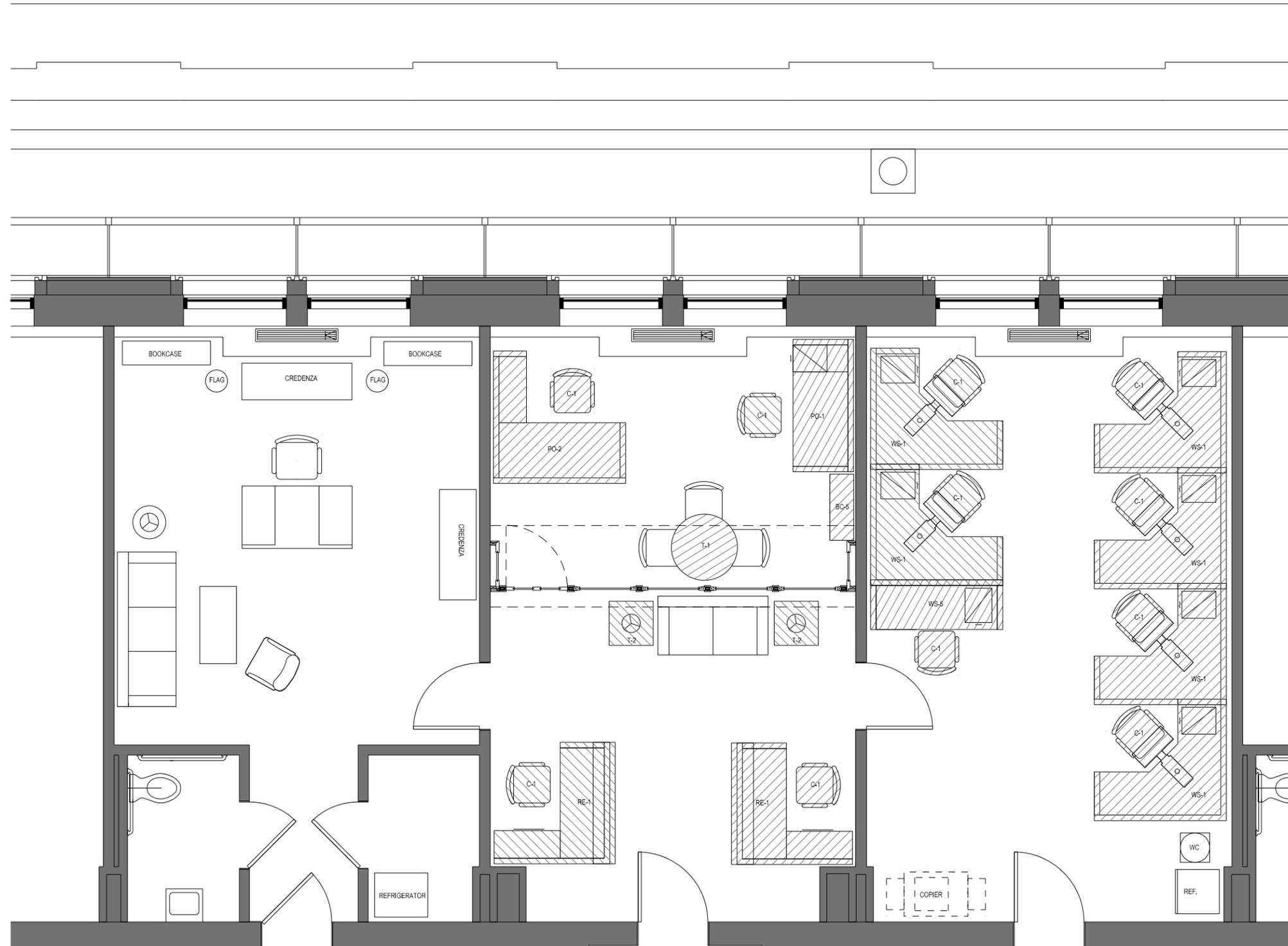
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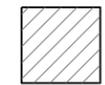


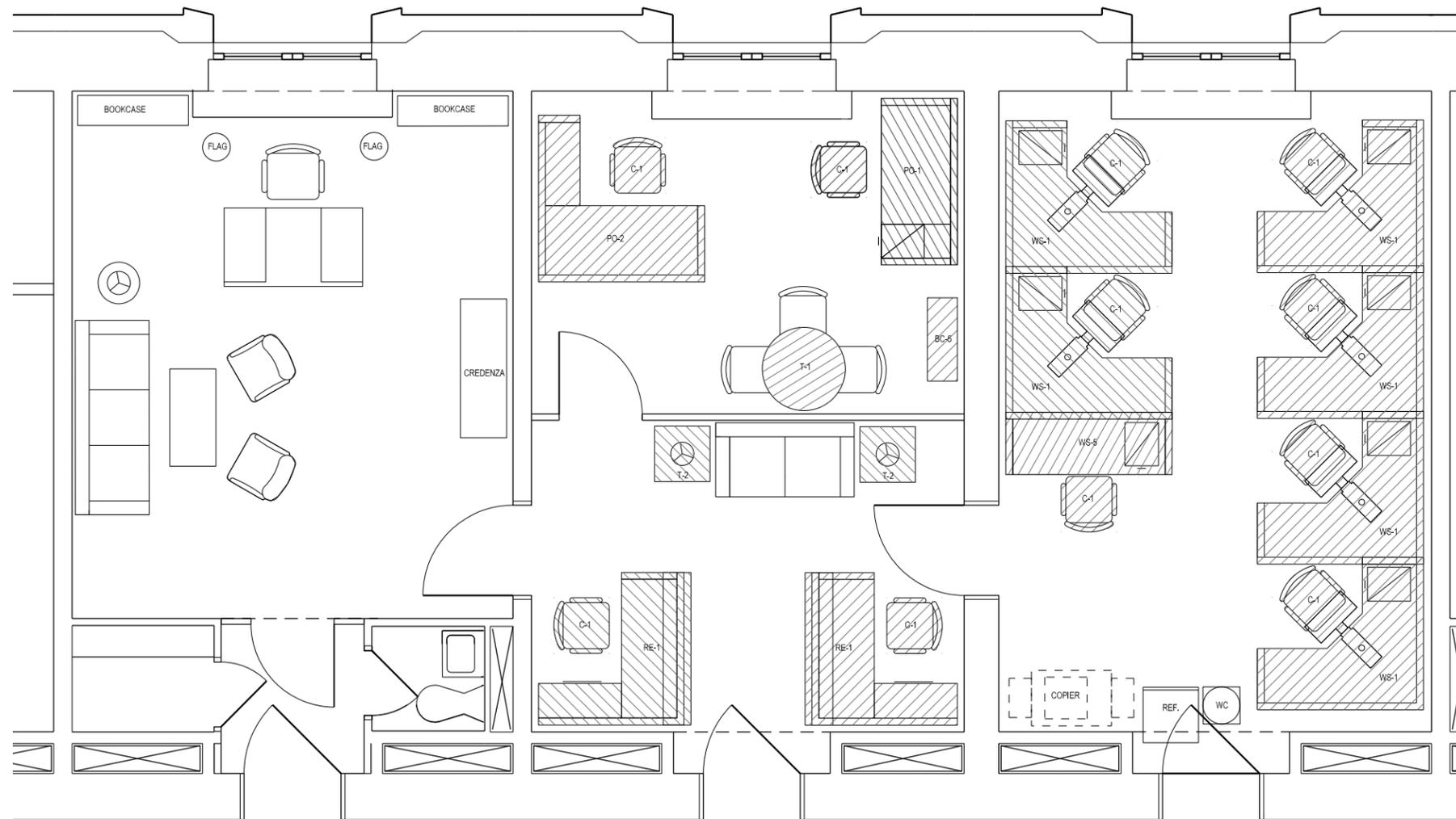
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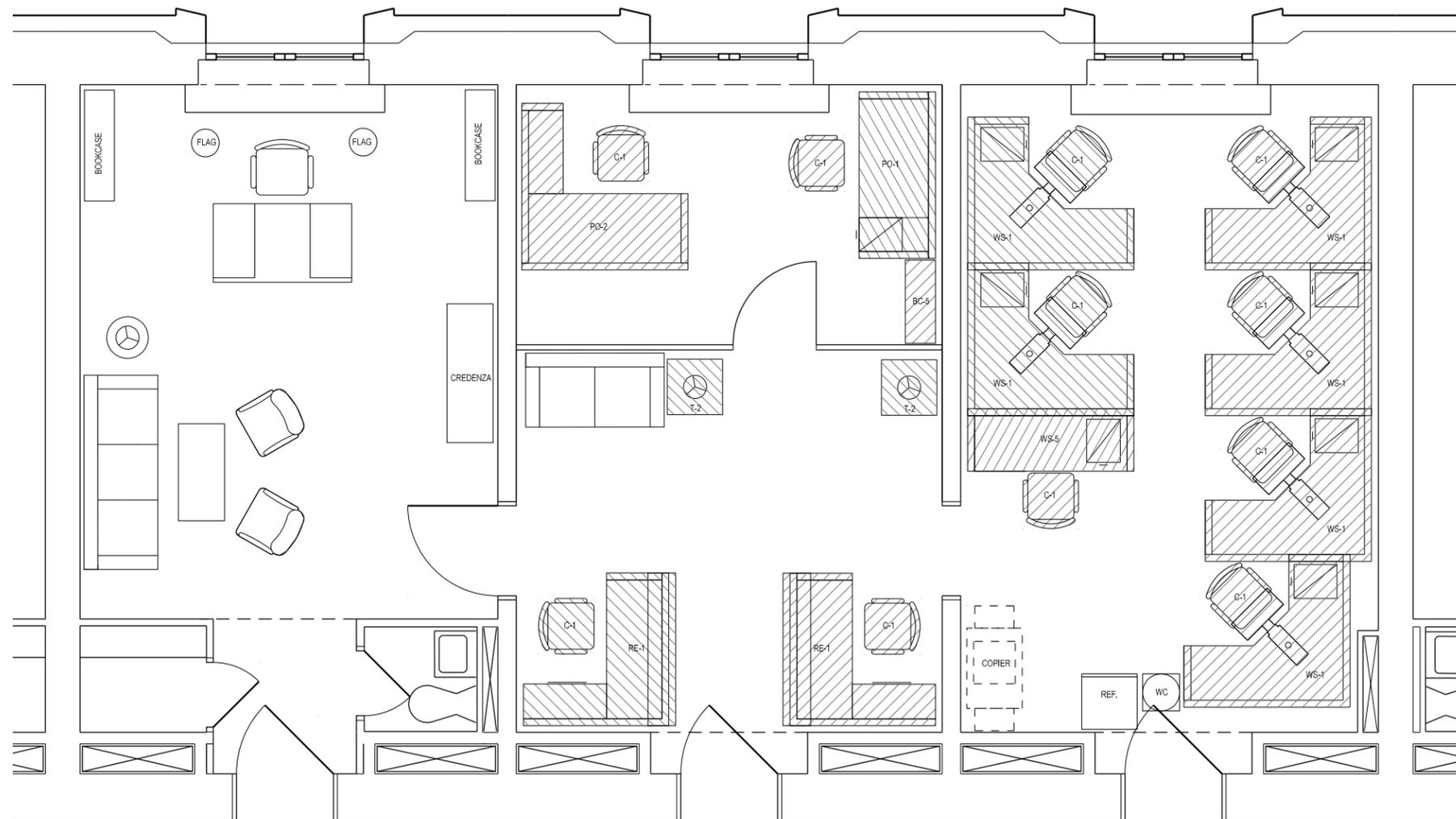
 FURNITURE IN
PROCUREMENT



 FURNITURE IN
PROCUREMENT



 FURNITURE IN
PROCUREMENT



Attachment J. 4

OFF SITE DELIVERY INSTRUCTIONS

All delivery vehicles will be required to report to the Off-Site Center for the U.S. Capitol Police located at 4700 Shepherd Parkway, S.W., for inspections before proceeding to the Capitol Building via the North Barricade on Constitution Avenue, N.E., the loading dock of the Senate Office Buildings located on D Street, N.E., the loading dock for the Ford House Office Building on Virginia Avenue, S.W., or the Delaware Avenue, S.W. access points for the Longworth, Rayburn and Cannon Building loading docks.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Delivery Center. The hours of the Off-Site Delivery Center are 5:00 AM to 7:00 PM, Monday through Friday.

In order to gain access to the loading dock for the Capitol and the House and Senate Office Buildings, you are required to have a letter on file with the U.S. Capitol Police. The letter must be on **company letterhead** accompanied by signature of the owner, president or manager. Please print or type the names in alphabetical order of persons requesting access. Requests for access must be renewed every year and should contain the following information:

- Name of the Company
- Name of the Drivers/Employees Requiring Access
- Social Security Number for each Driver/Employee
- Date of Birth for Each Driver/Employee
- Building(s) to be Accessed
- Company Contact Person and Phone Number

The above information should be provided to:

United States Capitol Police
Off-Site Delivery Center
4700 Shepherd Parkway, S.W.
Washington, DC 20032
Fax: 202-563-5140

Any questions can be directed to Off-Site Delivery Center during business hours at 202-224-0202. For directions click the appropriate link below:

Attachment J. 5 Affirmation of Non-Disclosure Cannon Renewal

This statement should be signed by *employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services*. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such House or contractor employees. *Copies of the executed oath shall be retained by the employing authority as part of the records of the House.*

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

Contractor Personnel Name

Title

Signature

Date

Company Name: _____

Contract Number: _____

Contractor Program Manager: _____

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope: Affirmation of Non-Disclosure Forms and mail to the Contracting Officer's Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and COMPANY POINT OF CONTACT NAME

CAO CONTRACTOR EMPLOYMENT ELIGIBILITY VERIFICATION FORM

The Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a) requires that **employers** verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

The United States Capitol Police (USCP) Form CP-491 (01/14) REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS requires that requesting organizations validate the completion of the Form I-9's and work eligibility for all individuals being submitted for a check of criminal history. The purpose of this form is to verify that the contracting organization (employer) has fulfilled its obligation under the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a), pertaining to the individual who is identified on this form in preparation for completing the United States Capitol Police check of criminal history.

Individual Information		
(This section must be fully completed by a company representative/point of contact.)		
The following information is specific to the individual who is being submitted for a criminal history records by the United States Capitol Police (USCP) on behalf of the Office of the Chief Administrative Officer. Contractors/ Vendors will not be processed for a USCP check of criminal history without this form completed in its entirety (type or print legibly), signed and dated.		
First Name	Middle Name	Last Name
Maiden Name	Social Security Number	Date of Birth

I-9 Completion and Employment Eligibility Verification – Check all Blocks That Apply					
(This section must be fully completed by a company representative/point of contact.)					
<input type="checkbox"/> I verify that documents establishing the individual's identity and Employment Eligibility related to the employee have been provided and recorded on the Form I-9. Please indicate which documents: <table border="1" style="margin-left: 40px; width: 80%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<input type="checkbox"/> I verify that the individual is authorized to legally work within the United States, in accordance with the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).					
Printed Name and Title	Signature	Date			

Employer Information	
(This section must be fully completed by a company representative/point of	
Company Point of Contact	
Company Name	
Address (City, State, Zip Code)	
Phone Number	

CAO Human Resources Verification		
(This section will be completed by a CAO Human Resources representative.)		
Printed Name	Signature	Date

Attachment J.7

BAILMENT AGREEMENT RFP 16038S

This BAILMENT AGREEMENT is entered into by and between, __ (Offeror) _____

with offices located at _____, hereinafter referred to as the "Bailor", and the Chief Administrative Office, U. S. House of Representatives, Acquisitions Management, located at The O'Neill Federal Building Suite 5110, Washington, DC. 20515 hereinafter referred to as the "Bailee". Bailor and Bailee are also referred individually as a "Party" and collectively as the "Parties". The Parties agree as follows:

1. Purpose

- a. The purpose of this agreement is for the Bailor to provide and install up to fifteen (15) workstations comprised of the proposed product as proposed in Bailor's response to RFP OAM16038S. The Bailee will evaluate the proposed product based on, but not limited to, functionality, durability, look and feel, ergonomics, and sustainment, in addition to the Evaluation Factors in Section M of the RFP.
- b. The Parties agree that entering into this Agreement for the stated Purpose is to their mutual benefit, and that such a benefit constitutes full and adequate consideration for entering into this Agreement. By entering into this Agreement, neither party assumes any obligation of any kind to the other party, except as expressly stated herein. This Agreement does not constitute or create a joint venture, partnership, or formal business entity of any kind.

2. Effective Date and Term of the Agreement

This Agreement shall become effective upon the date of Bailee's signature. The Term of the Agreement shall continue from the Effective Date through October 31, 2018.

3. Bailed Property

The Bailor agrees to transfer to Bailee and Bailee agrees to receive from Bailor for the purpose and under the conditions specified in this Agreement the following described Property:

(to be completed by Bailor if and when selected to participate in Pilot)

4. Agreed Value

The agreed value of the Bailed Property at the time of delivery is \$

(to be completed by Bailor if and when selected to participate in Pilot)

5. Condition of Property

The property furnished and installed by the Bailor to the Bailee shall be in good operating condition free from defects.

6. Delivery, Inspection, and Return of the Bailed Property.

Attachment J.7

- a. Bailor shall deliver and install the Bailed Property, to the Bailee at (specific delivery address, on House Campus, will be provided at time this Agreement is signed by Bailee).
- b. Handling, packaging, transportation, and shipping cost for the delivery of Bailed Property to the delivery point shall be the responsibility of Bailor.
- c. The Bailee may retain the Bailed property for the purpose as described in Section 1. a, above.
- d. Handling, packaging, transportation, and shipping cost for the delivery of bailed property to the Return Point shall be the responsibility of Bailor.

7. Cost of Bailment

It is agreed by the Parties that the Bailed Property shall be provided under this Agreement at no cost to the Bailee.

8. Damage to or Loss of Bailed Property

Bailee shall be liable for the loss or damage to the Bailed Property while in the possession of the Bailee solely to the extent provided and in accordance with the Federal Tort Claim Act (FTCA). Bailee shall not be responsible for wear, tear, or defects to the Bailed Property occasioned by normal and ordinary usage. In the event of loss to the Bailed Property, Bailee's maximum liability to Bailor shall not exceed the Agreed Value of the Bailed Property.

9. Governing Law

This Agreement shall be governed by the Federal laws and regulations of the United States of America.

IN Witness Whereof, the authorized representatives of the Bailor and Bailee have hereunto subscribed their names on the date indicated.

The Company

Acquisitions Management

Signature

Signature

Typed Name

Lisa P. Grant
Typed Name

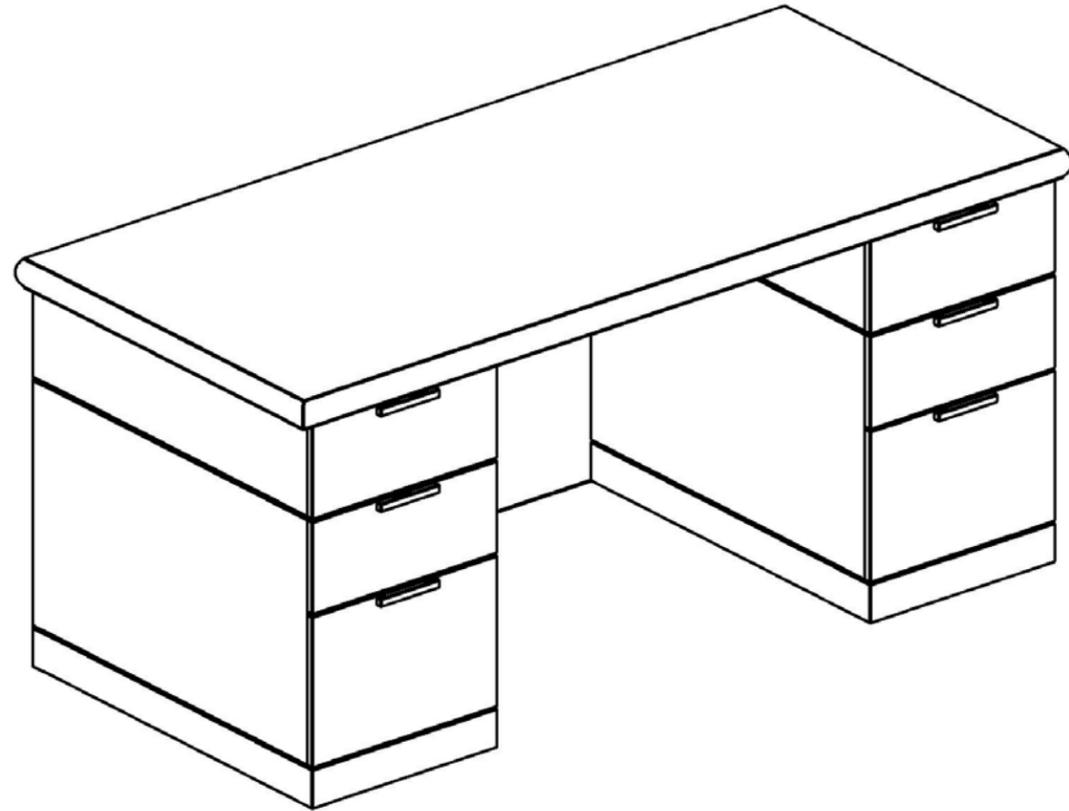
Date_____

Date_____

Attachment J.7

TRANSITIONAL FURNITURE:

Attachment J 8



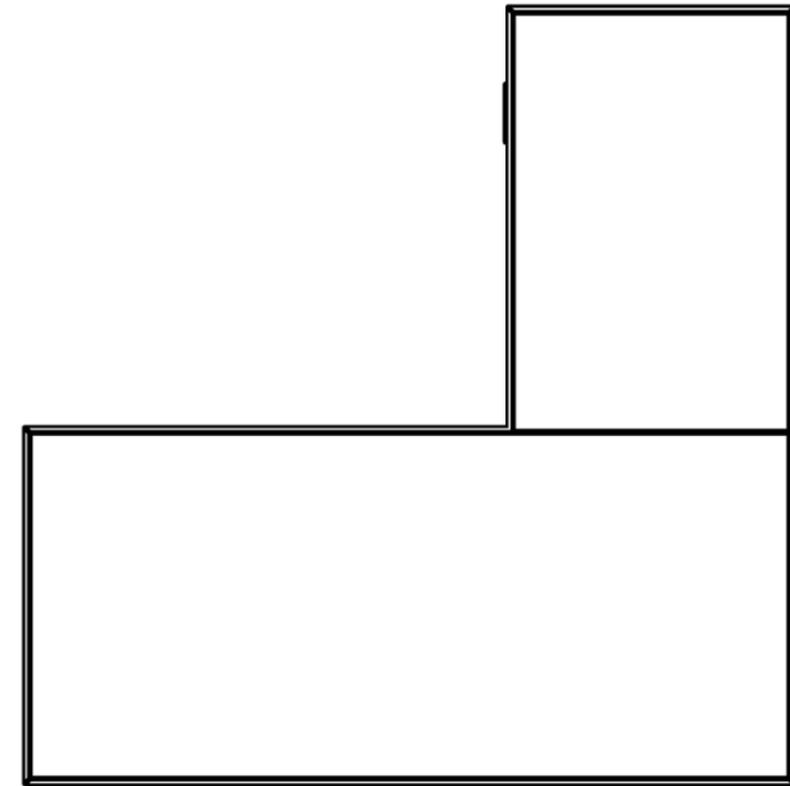
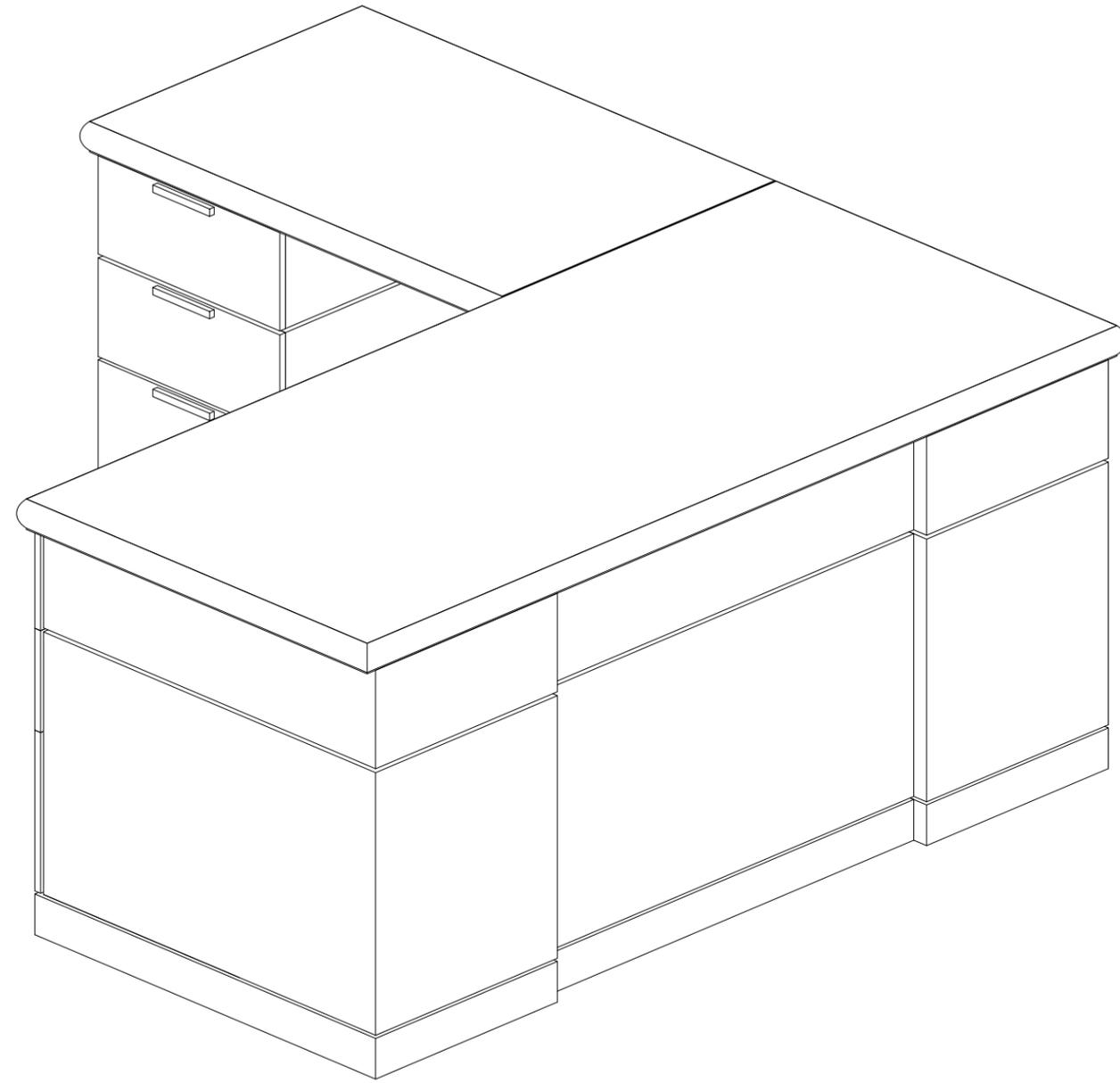
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CANNON HOUSE OFFICE BUILDING :

WASHINGTON, DC

October 28, 2015





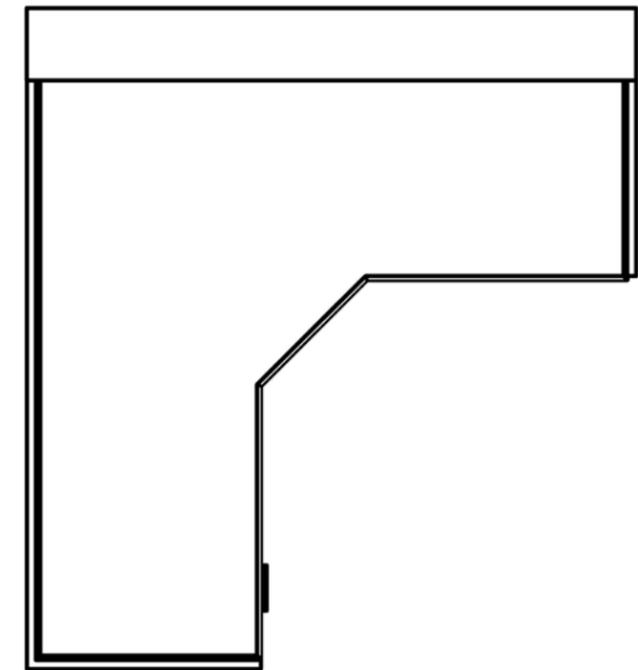
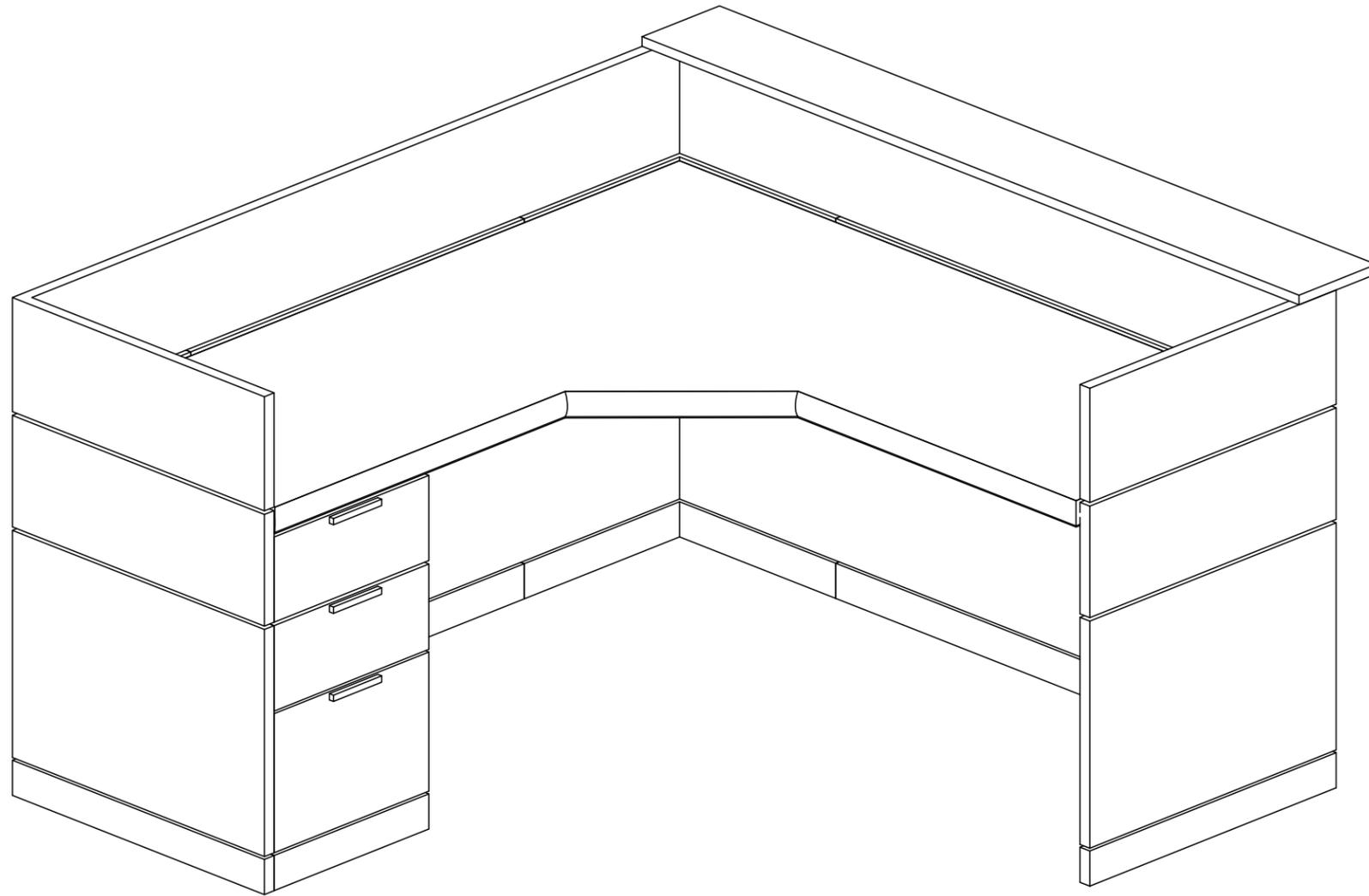
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October 28, 2015



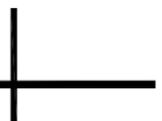


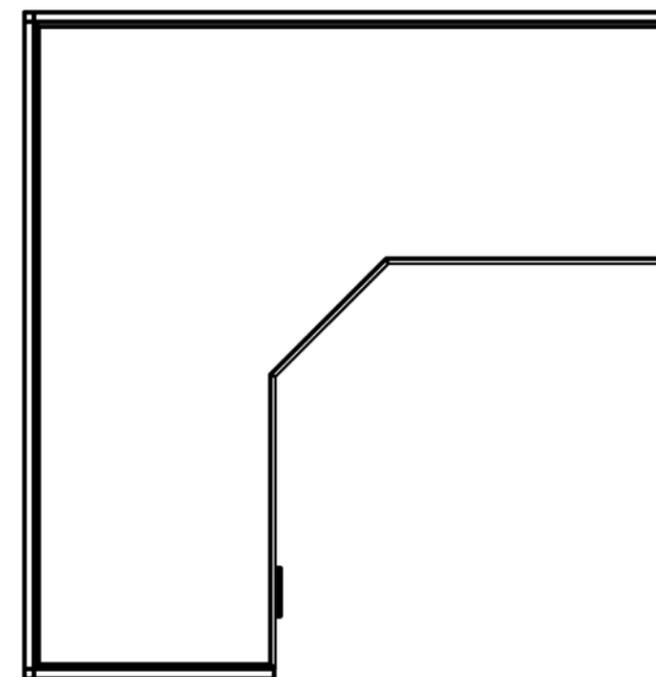
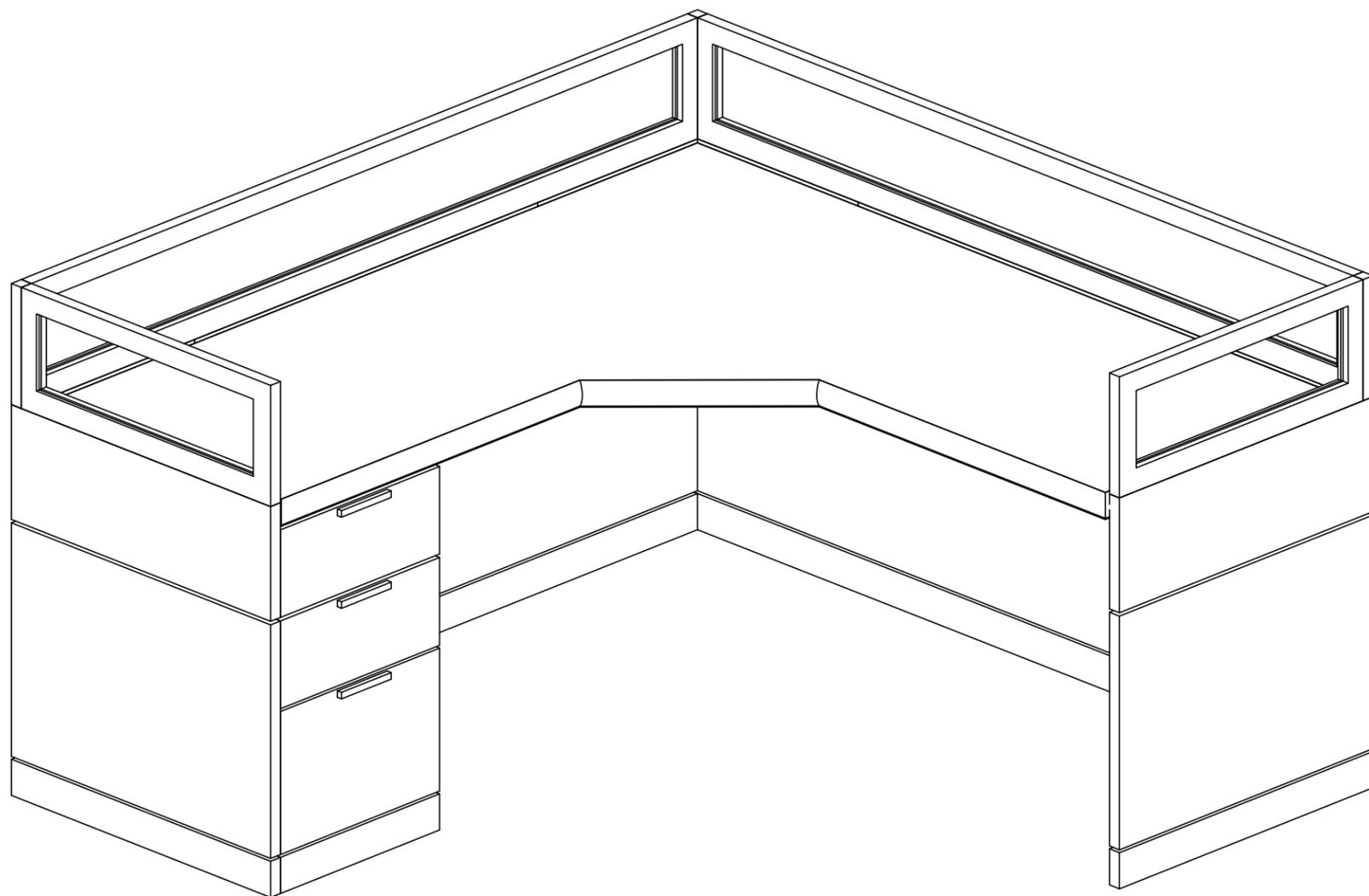
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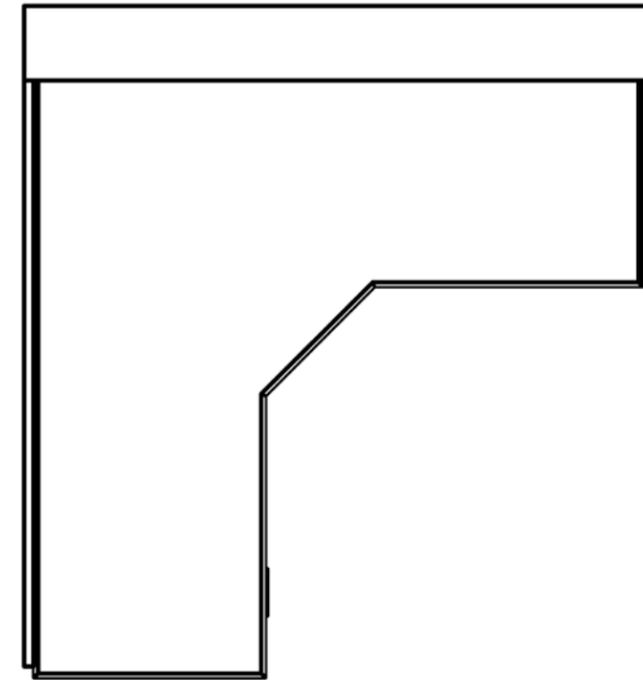
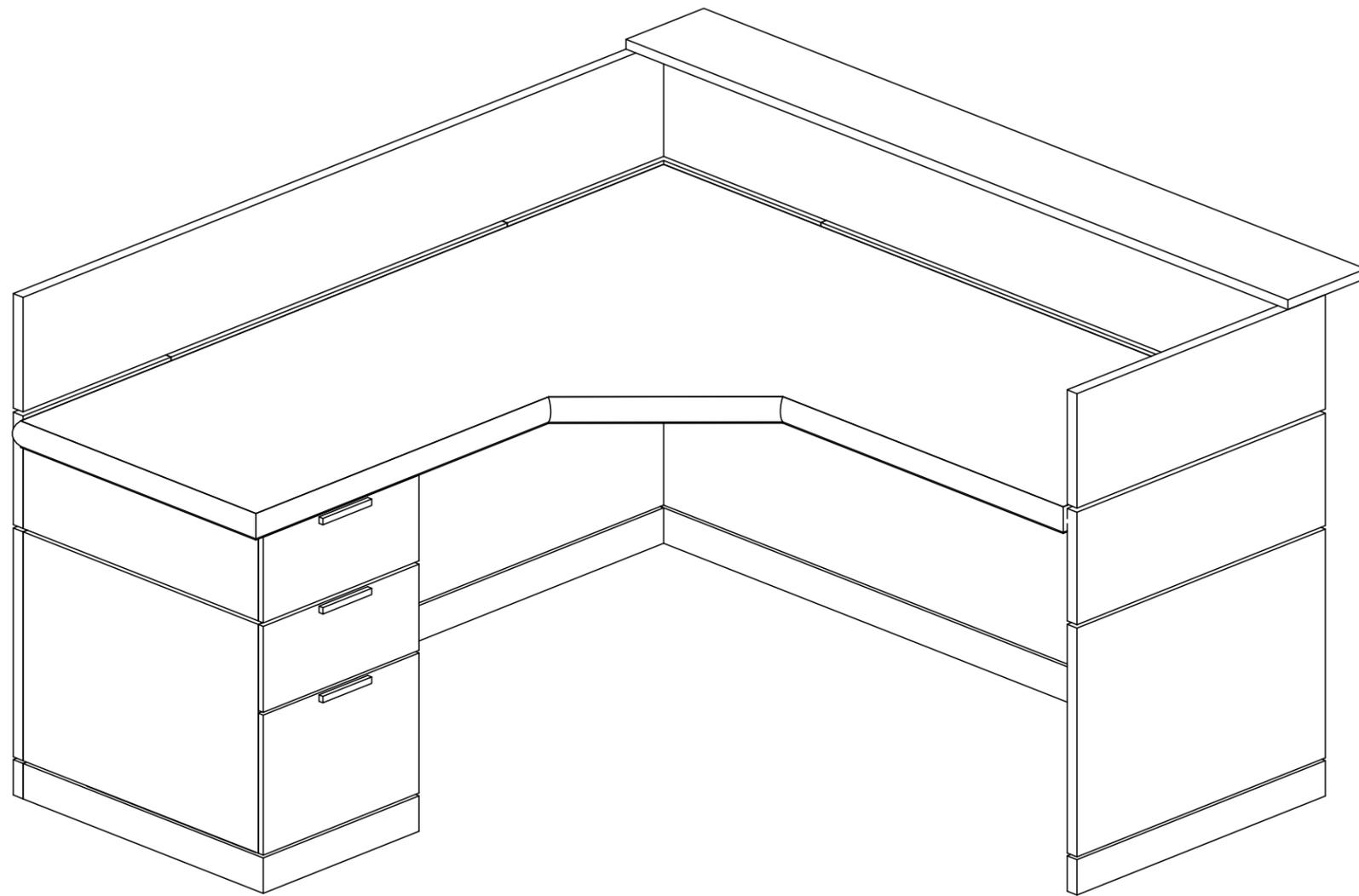
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CANNON HOUSE OFFICE BUILDING :

WASHINGTON, DC

October 28, 2015





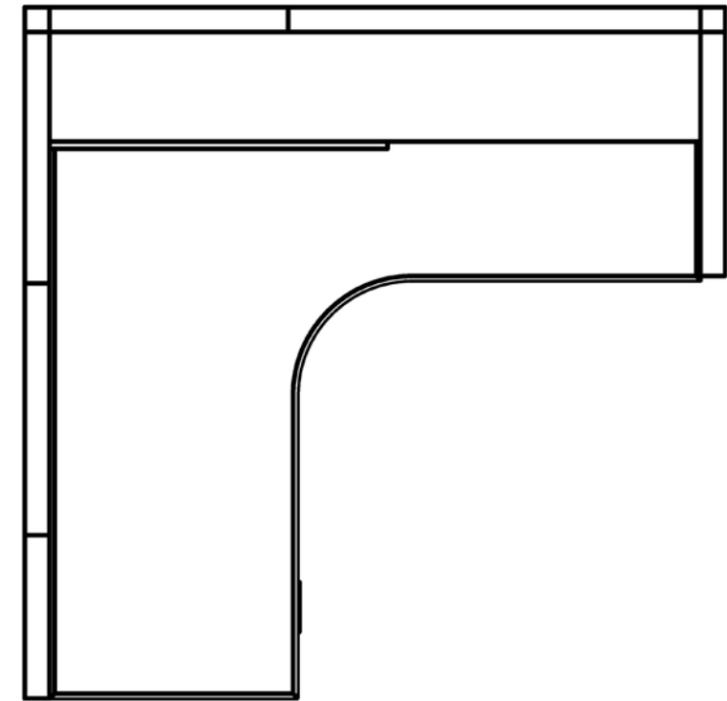
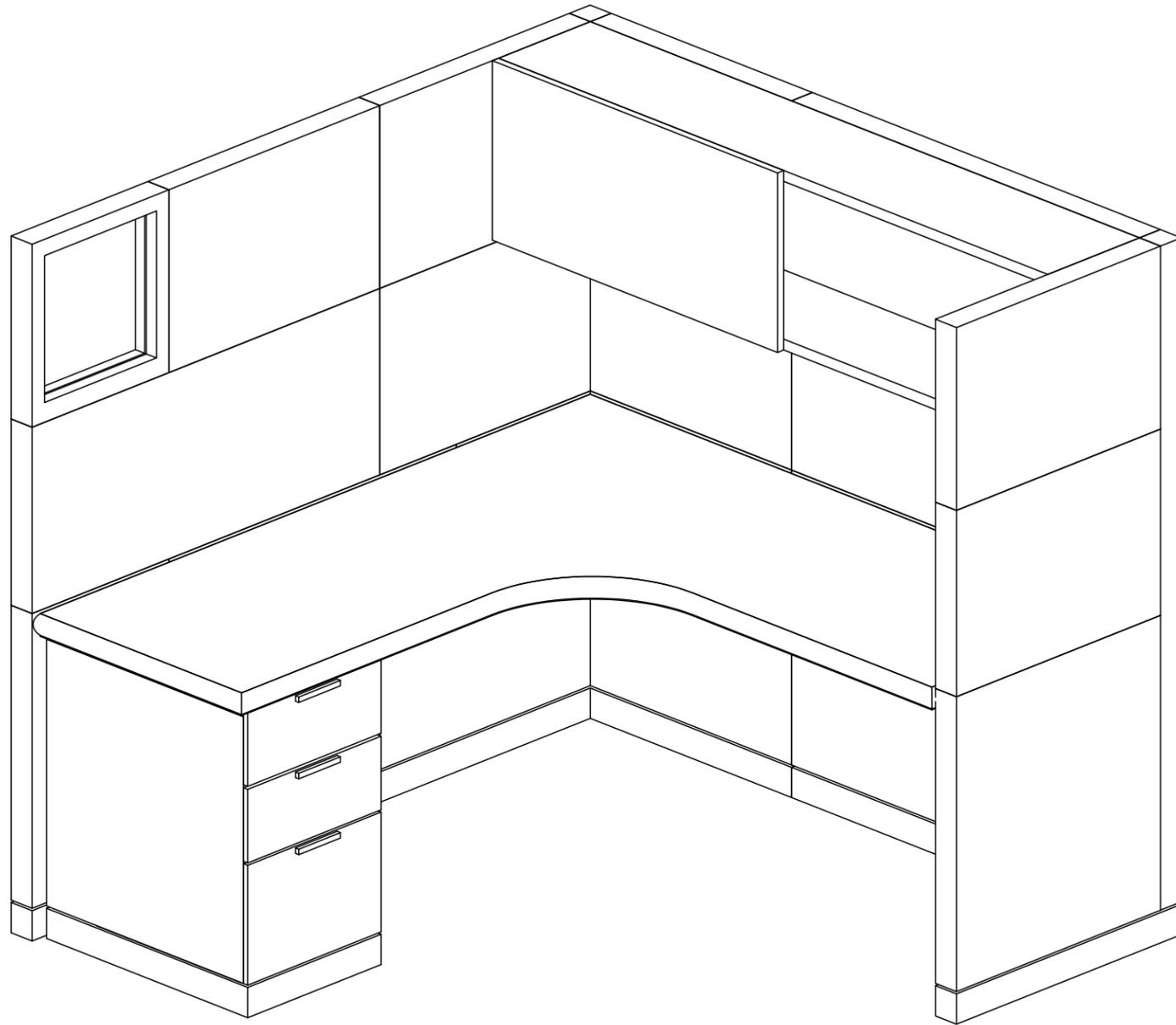
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CANNON HOUSE OFFICE BUILDING :

WASHINGTON, DC

October 28, 2015





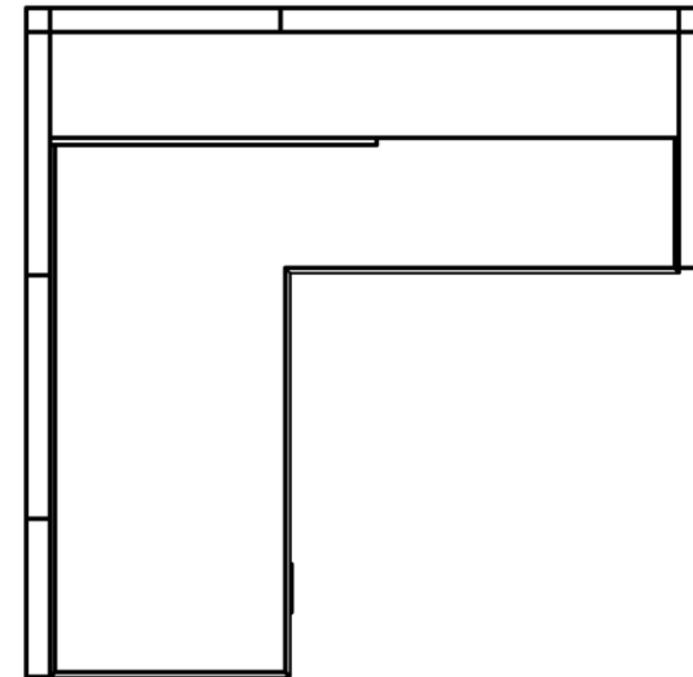
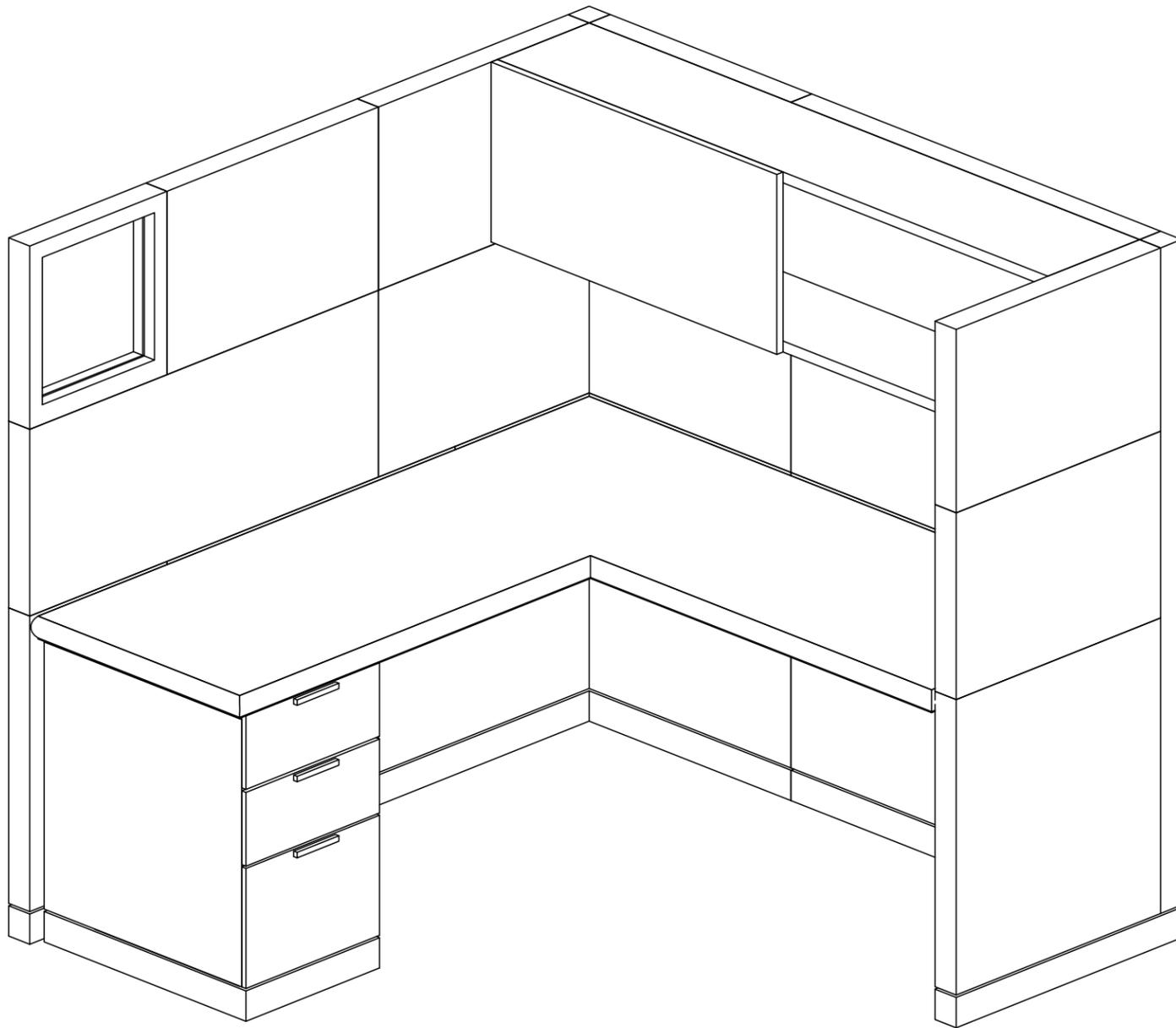
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CANNON HOUSE OFFICE BUILDING :

WASHINGTON, DC

October 28, 2015





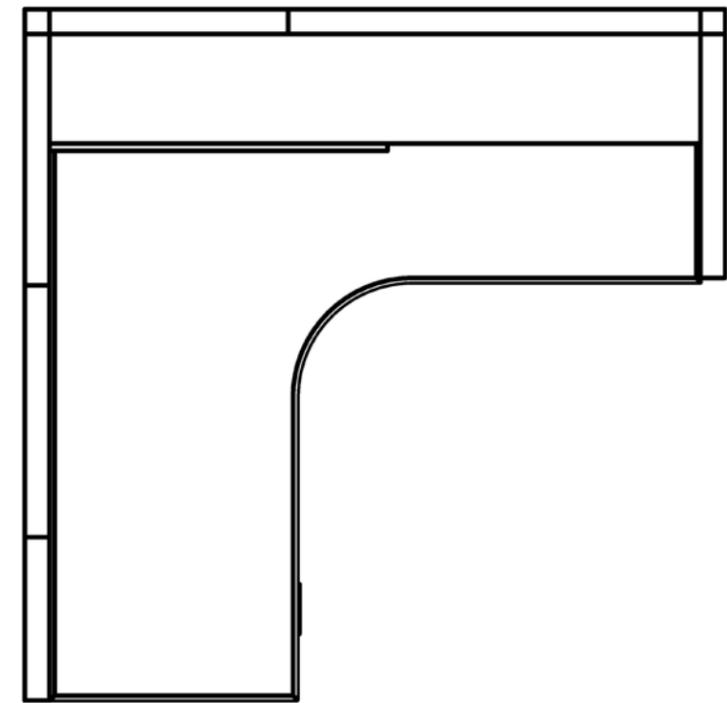
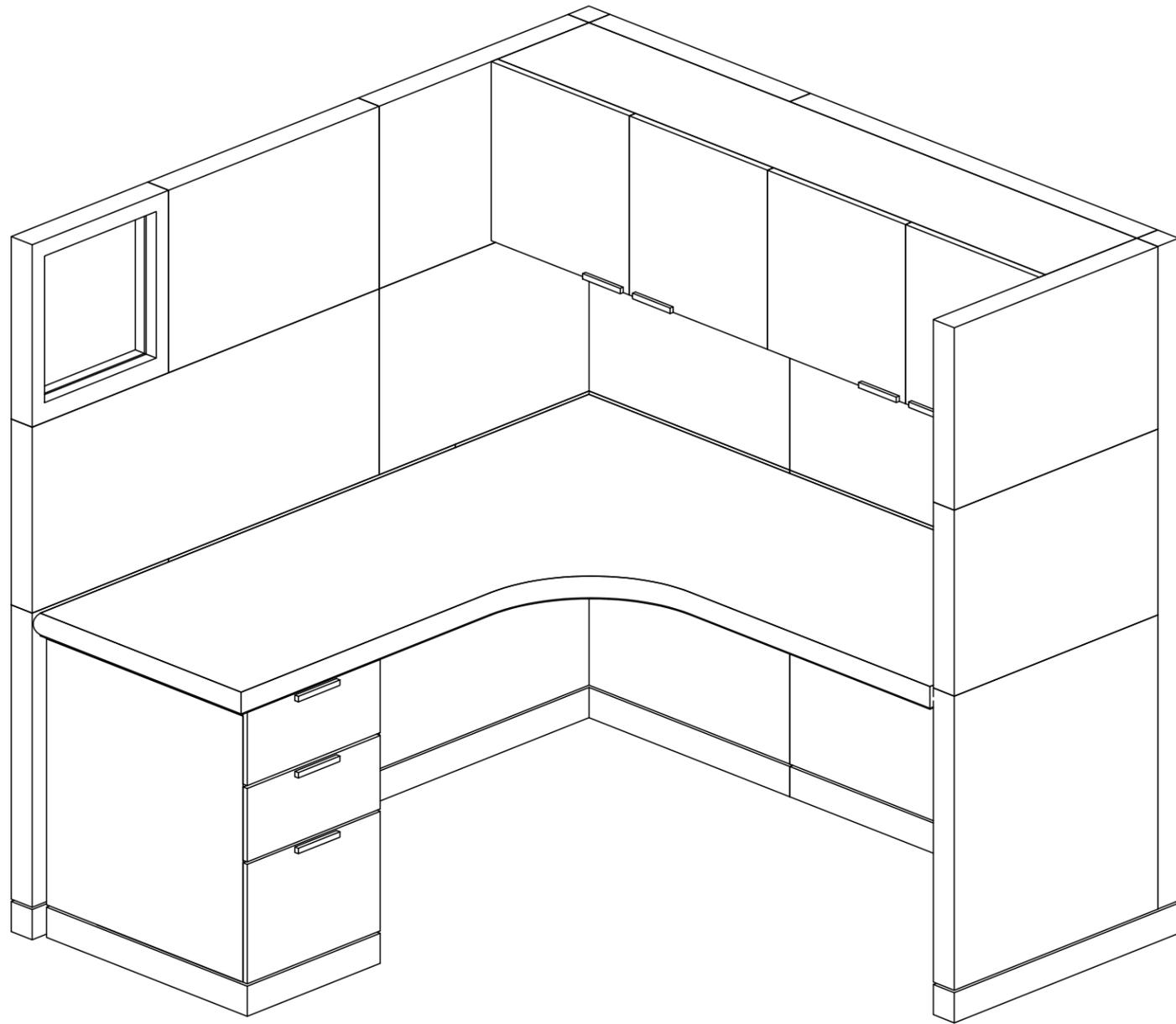
WS-1S

CANNON HOUSE OFFICE BUILDING :

WASHINGTON, DC

October 28, 2015





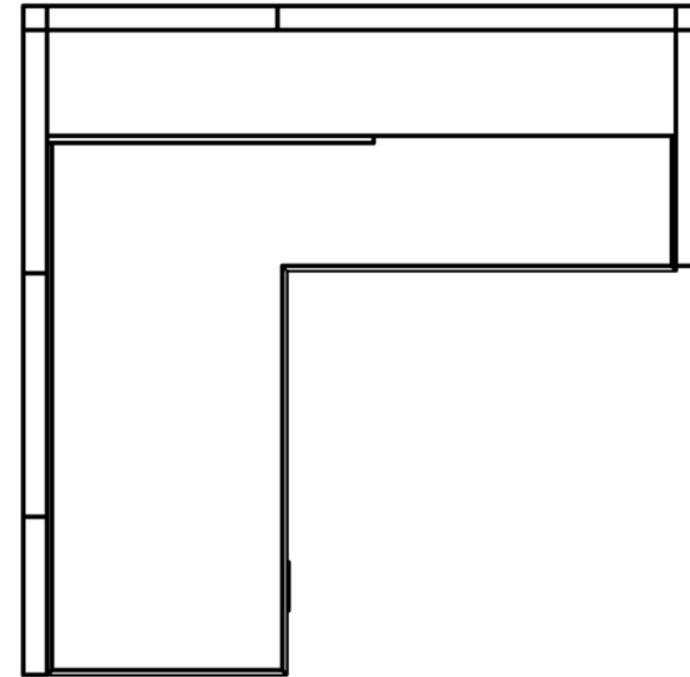
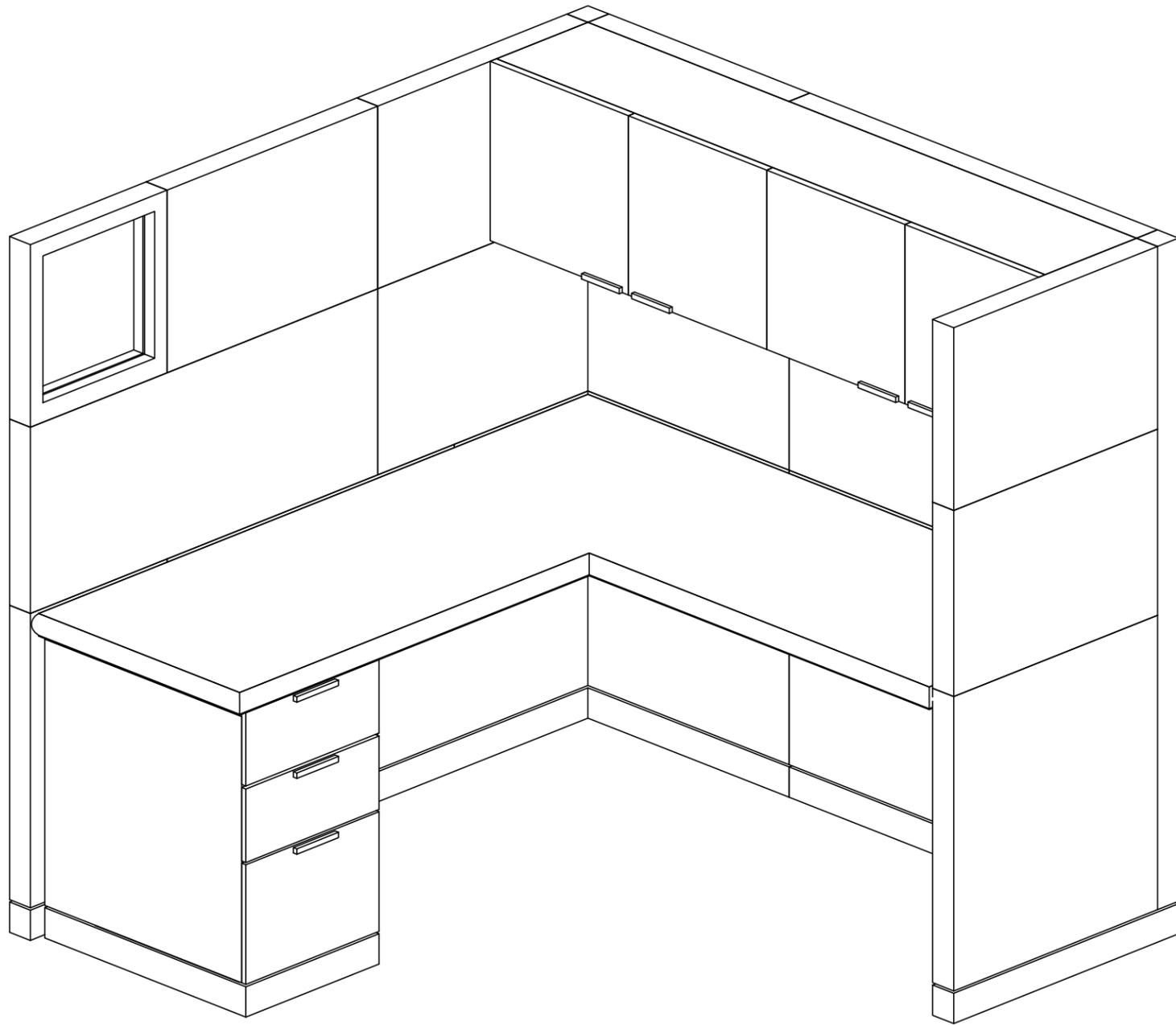
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CANNON HOUSE OFFICE BUILDING :

WASHINGTON, DC

October 28, 2015





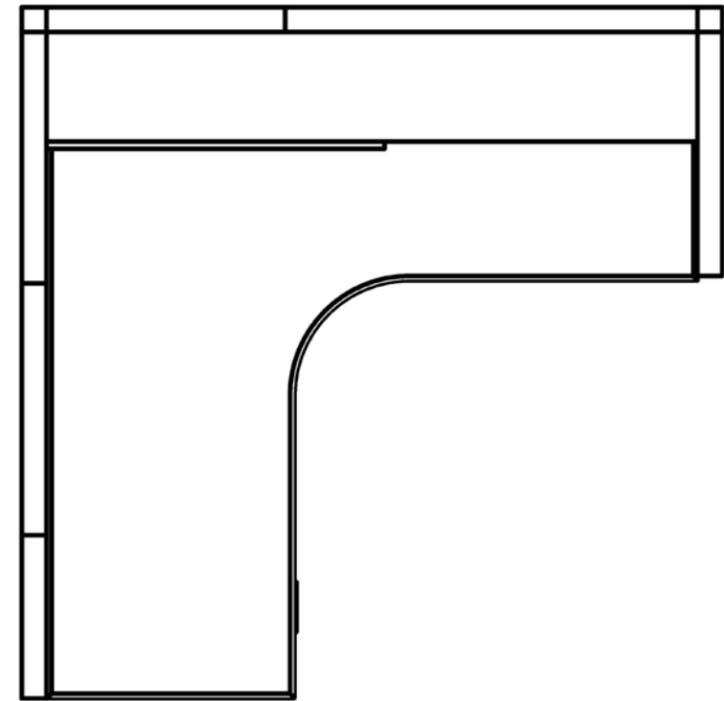
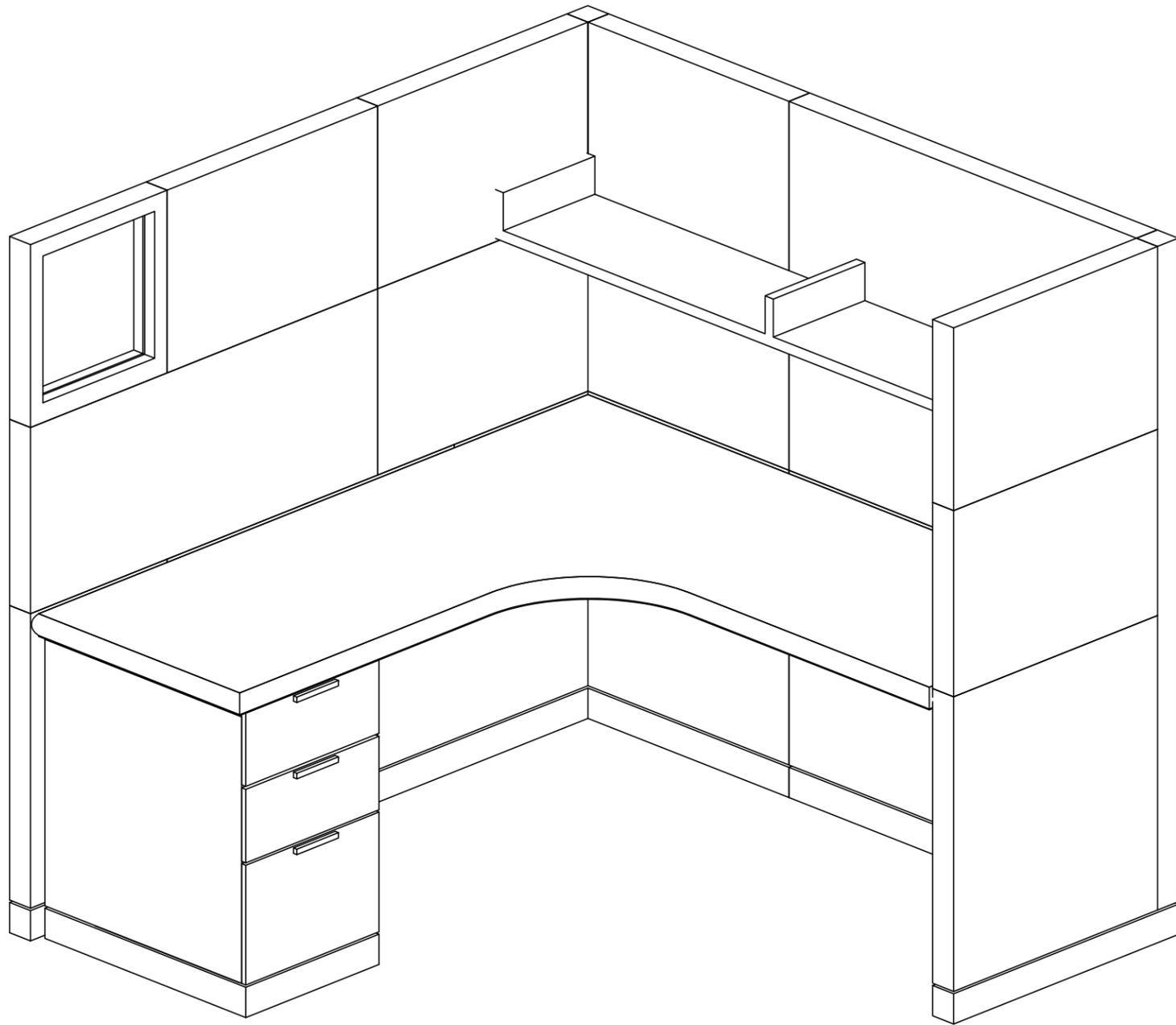
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CANNON HOUSE OFFICE BUILDING :

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October 28, 2015



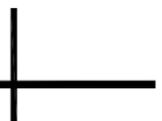


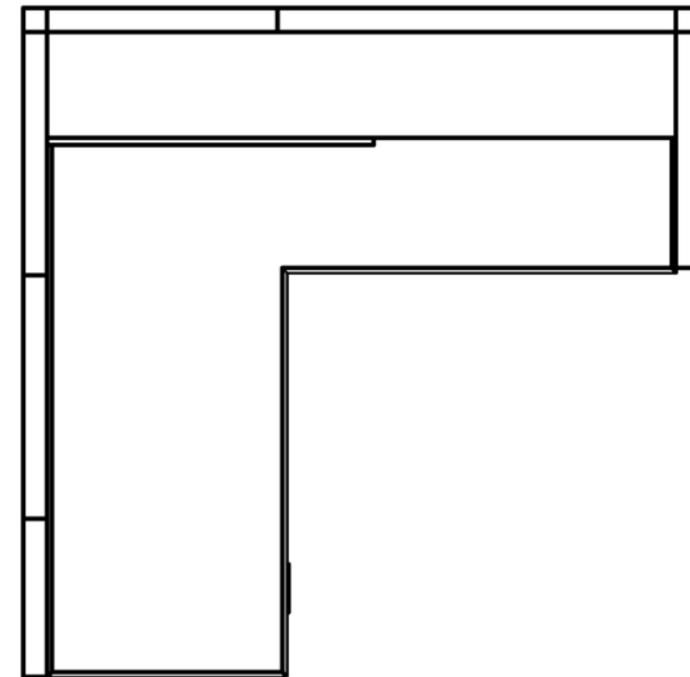
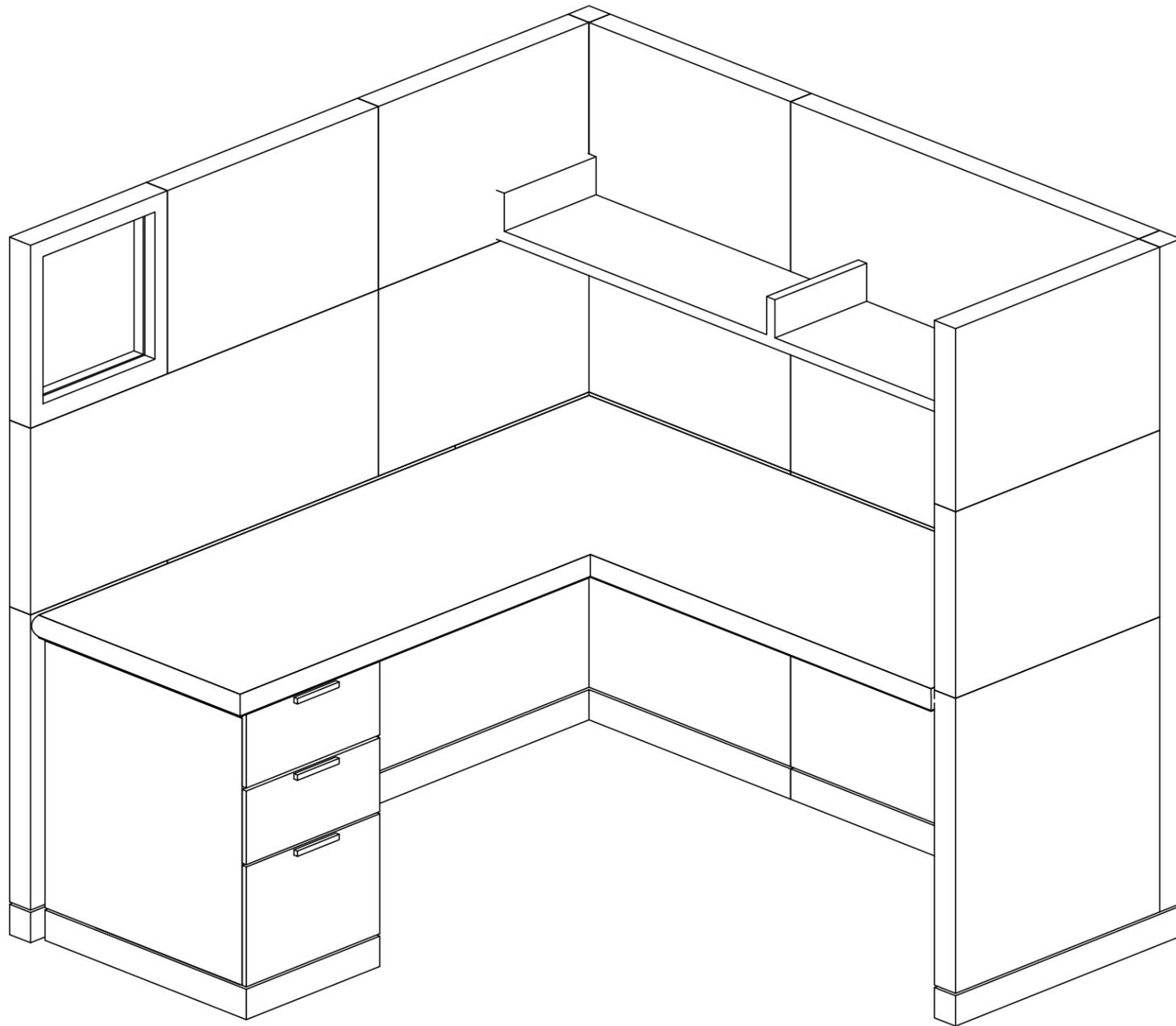
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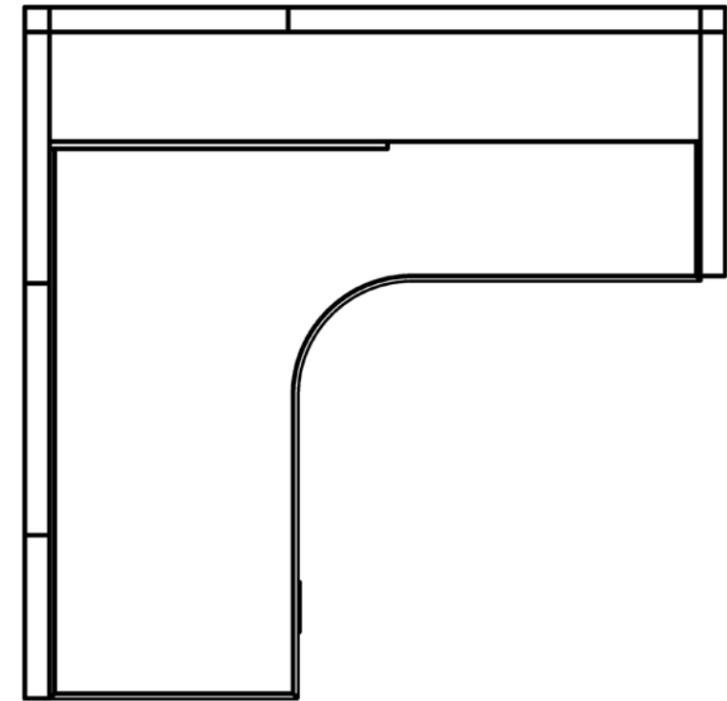
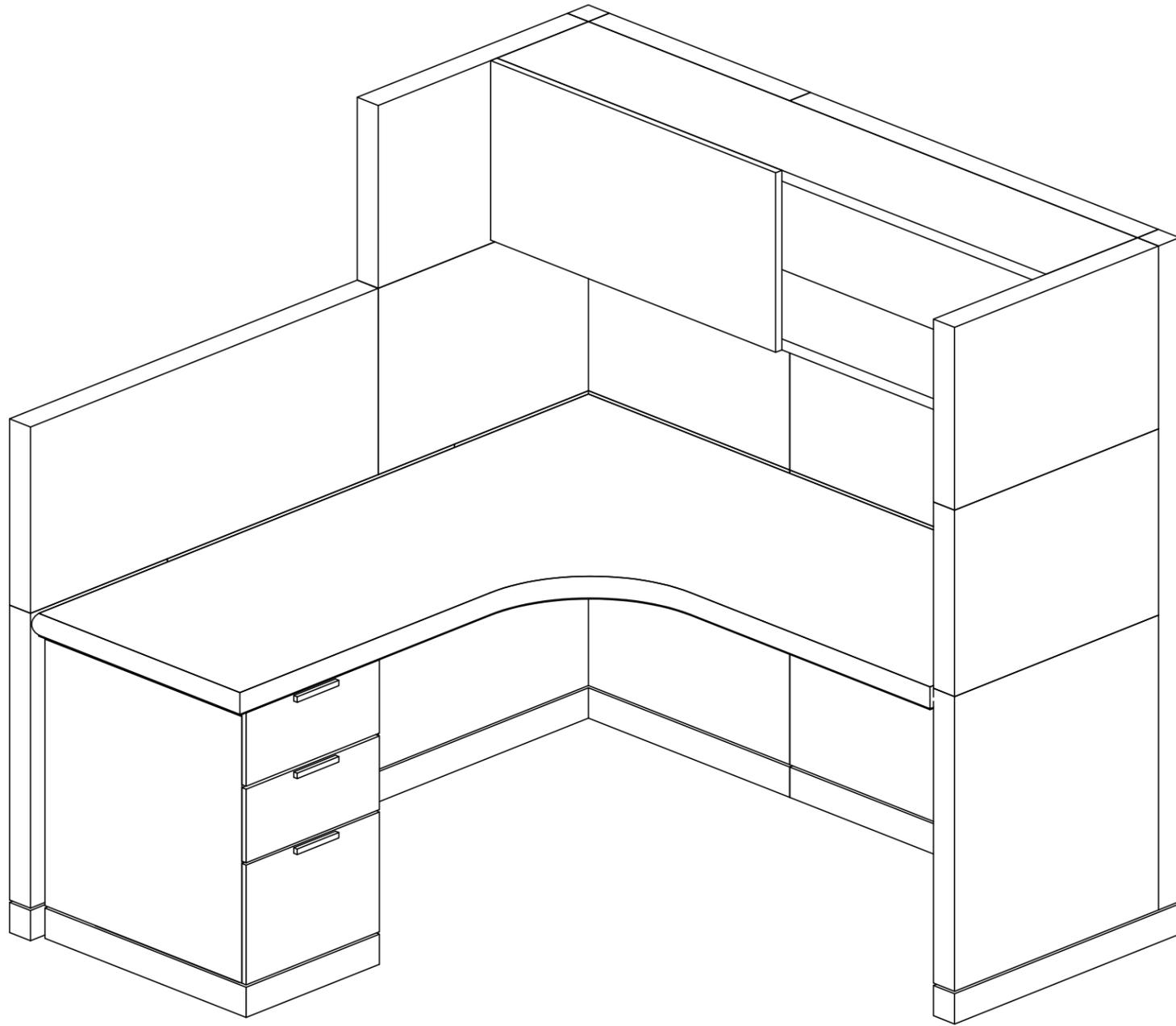
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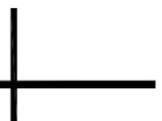


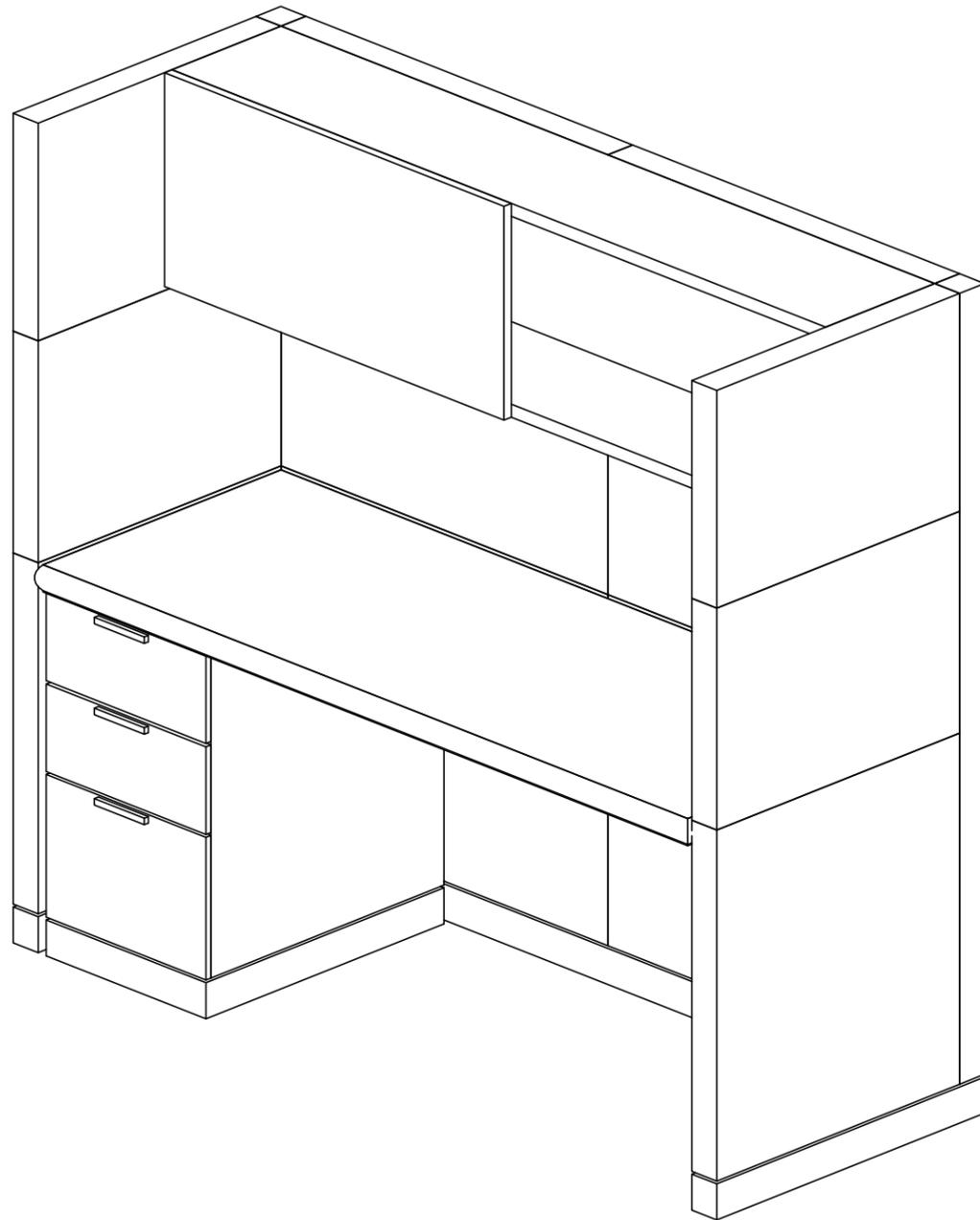
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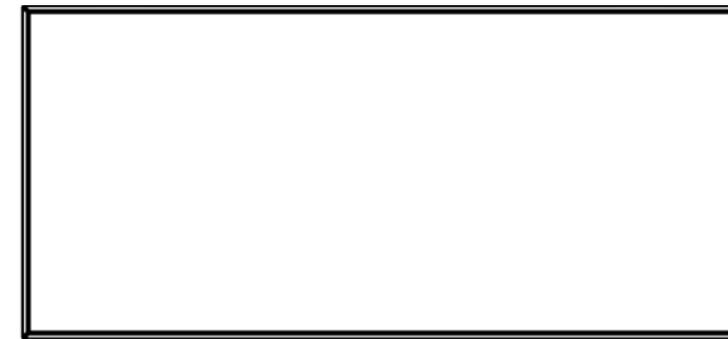
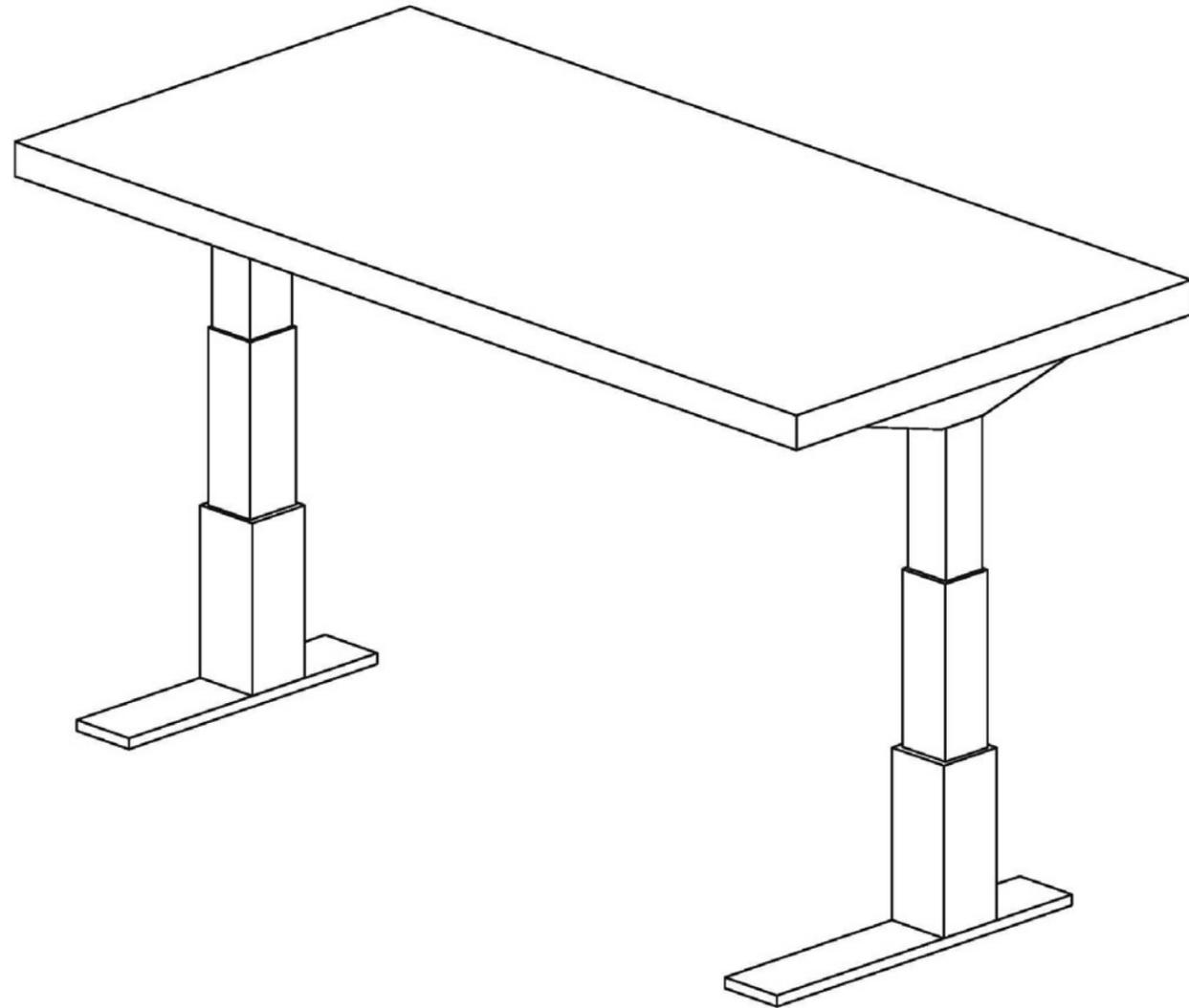
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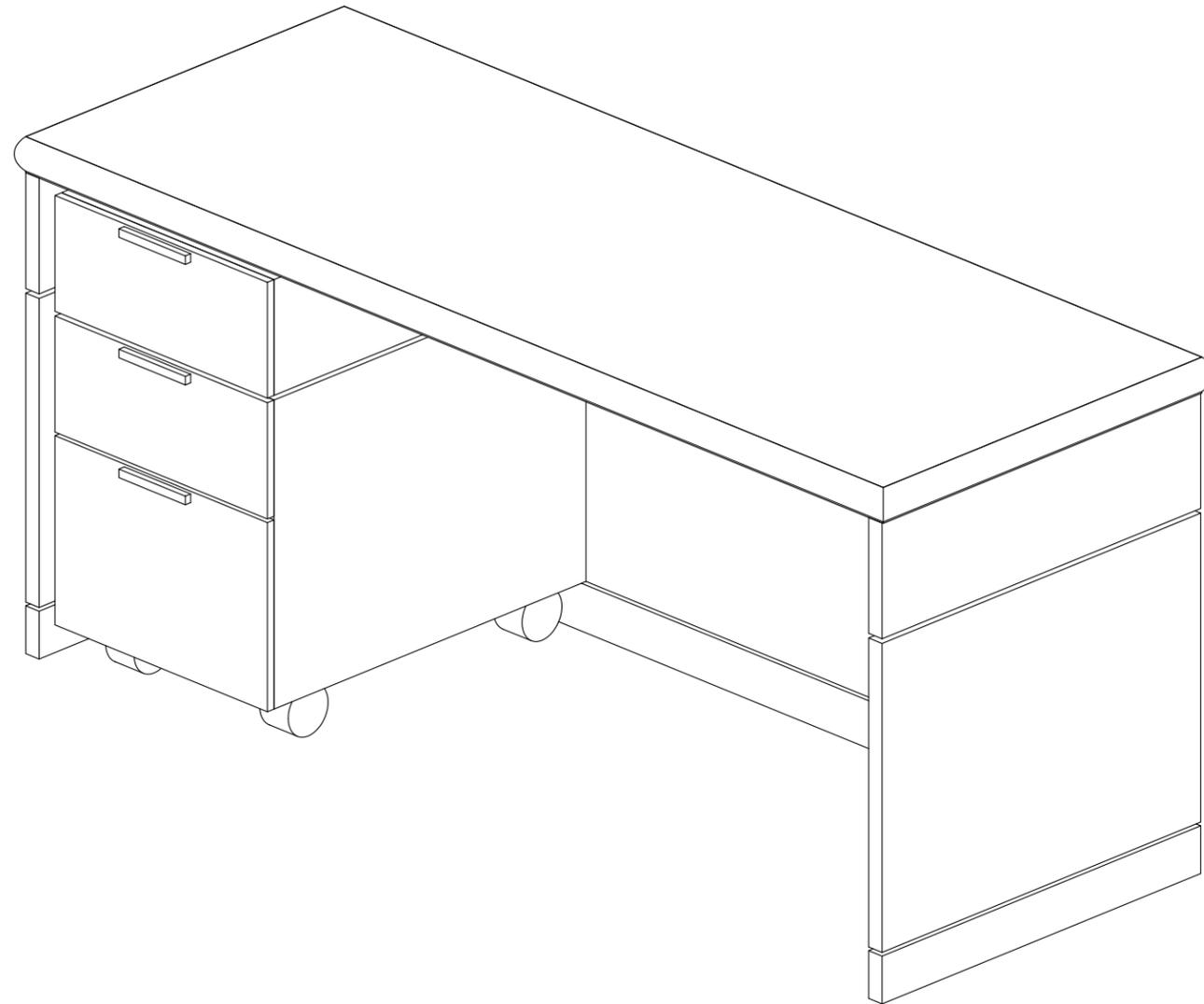
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CANNON HOUSE OFFICE BUILDING :

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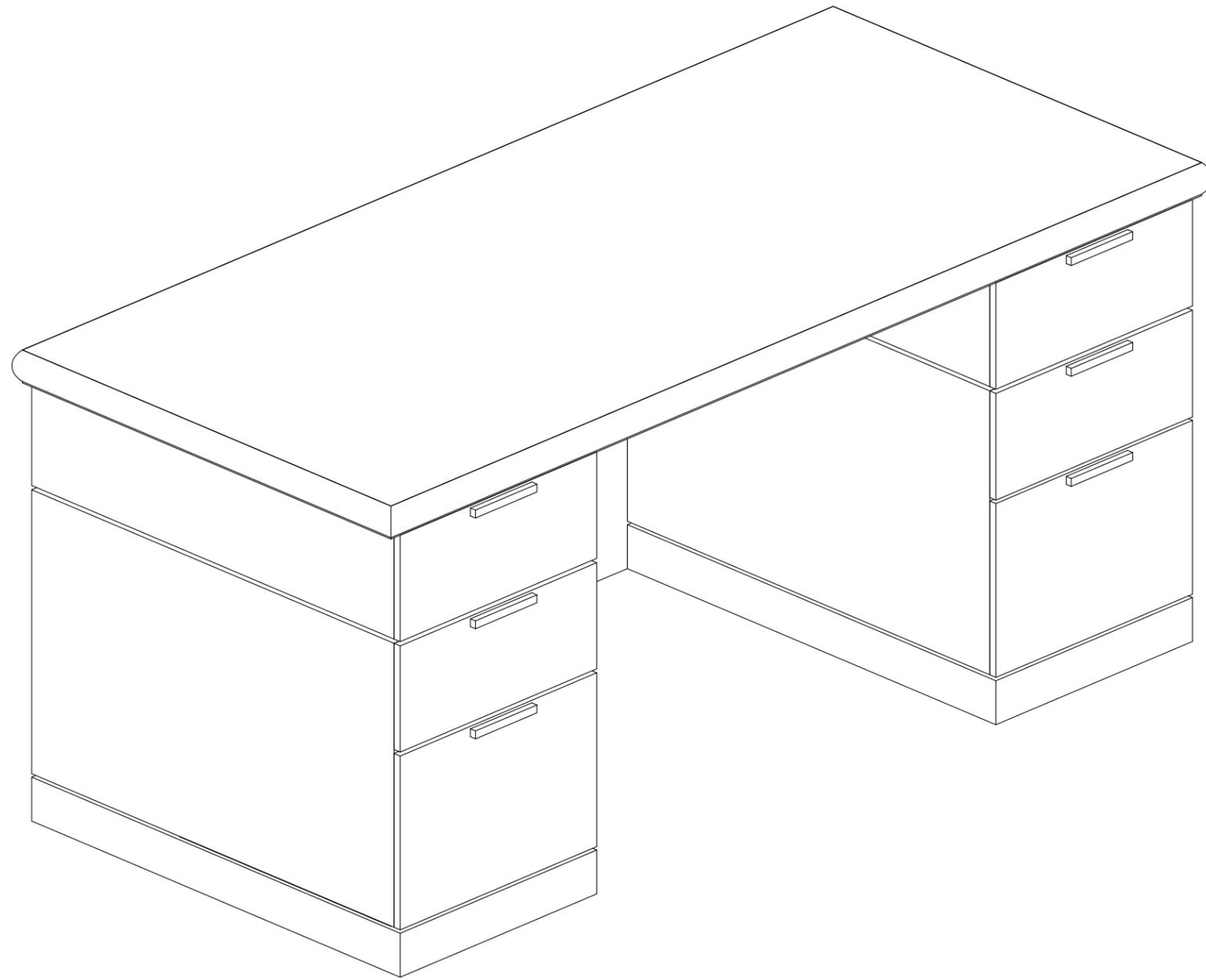
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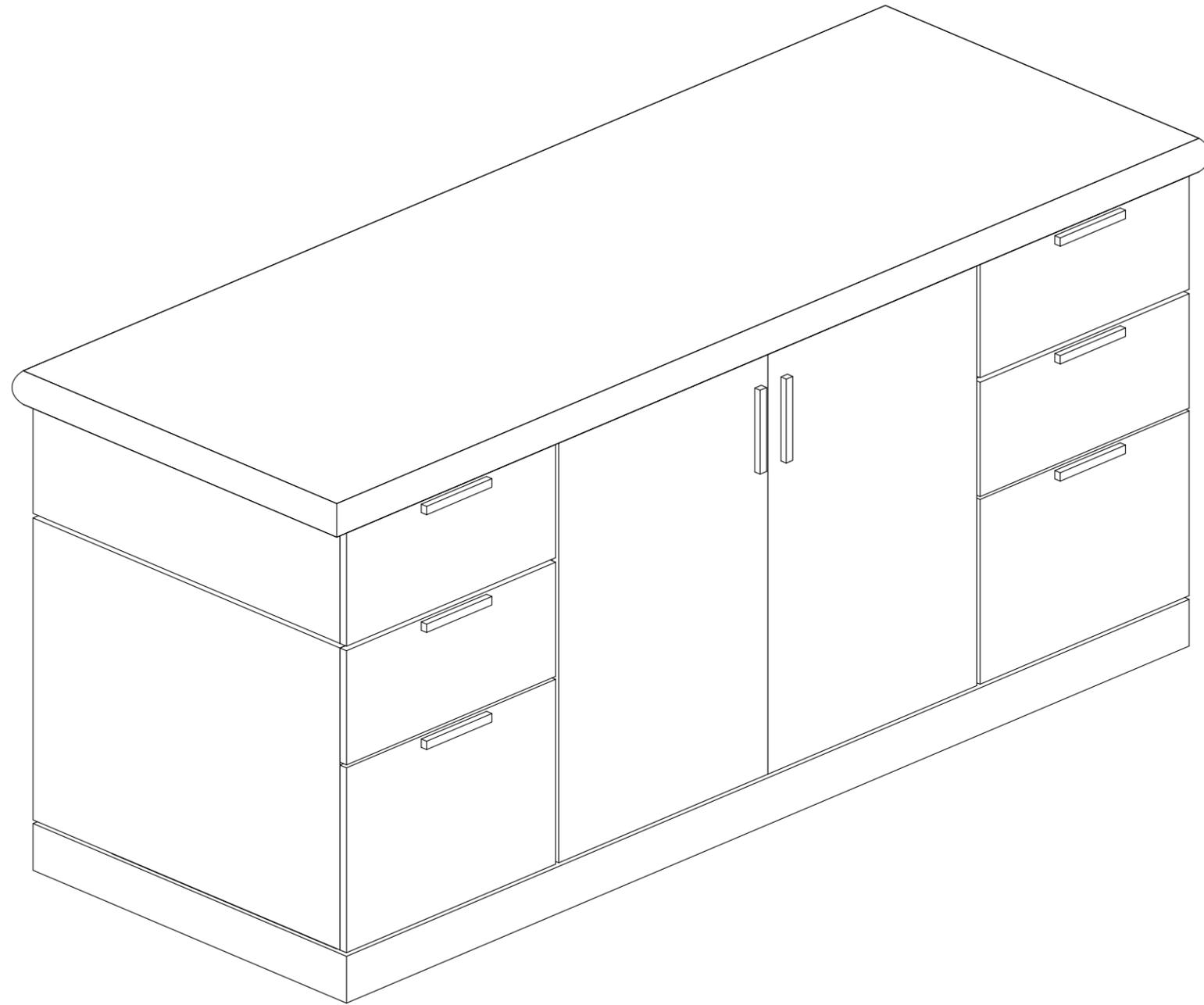
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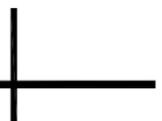


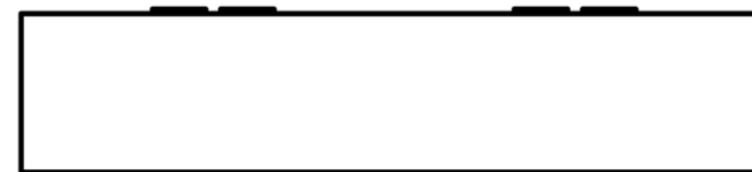
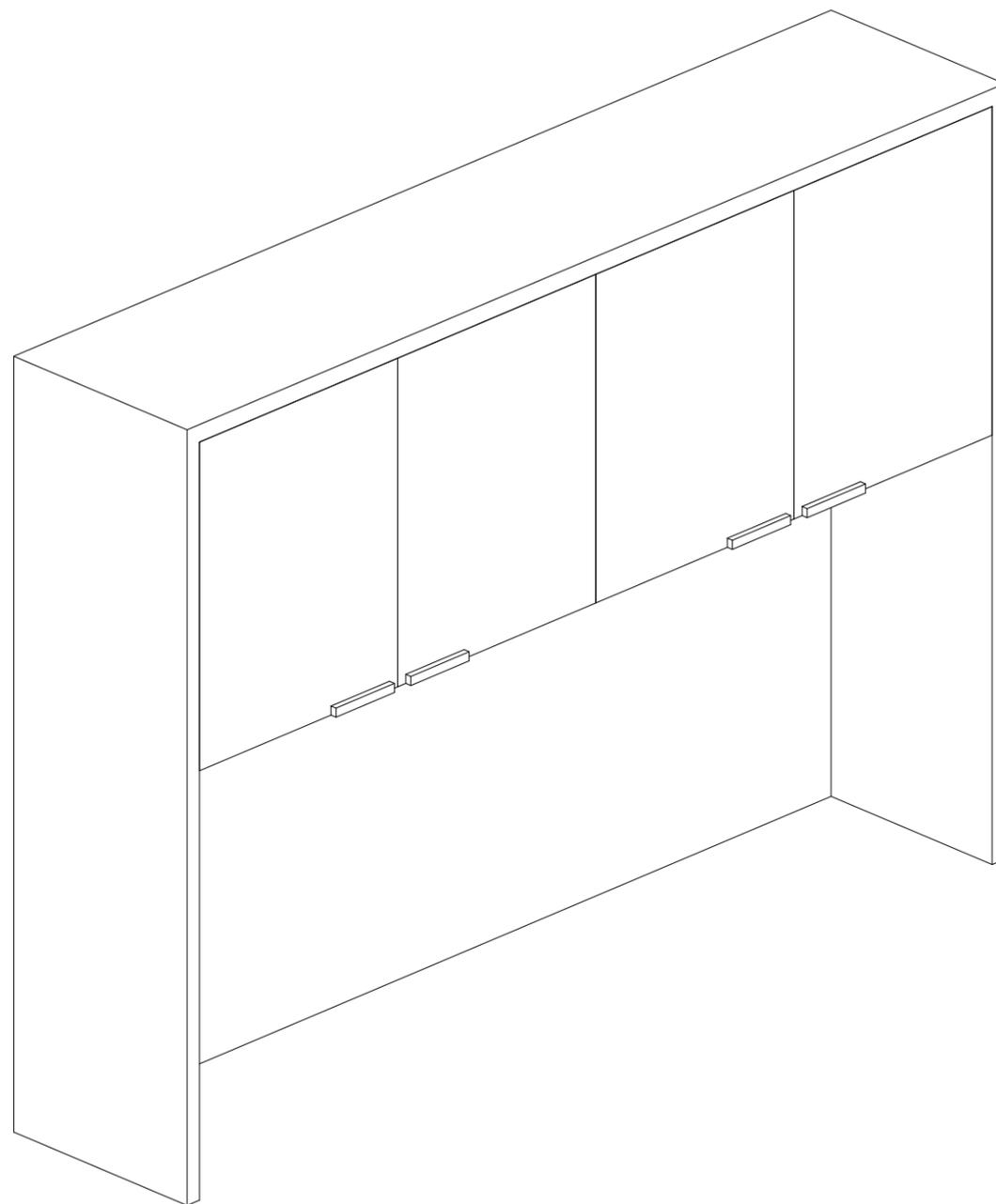
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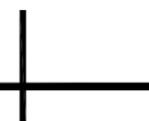


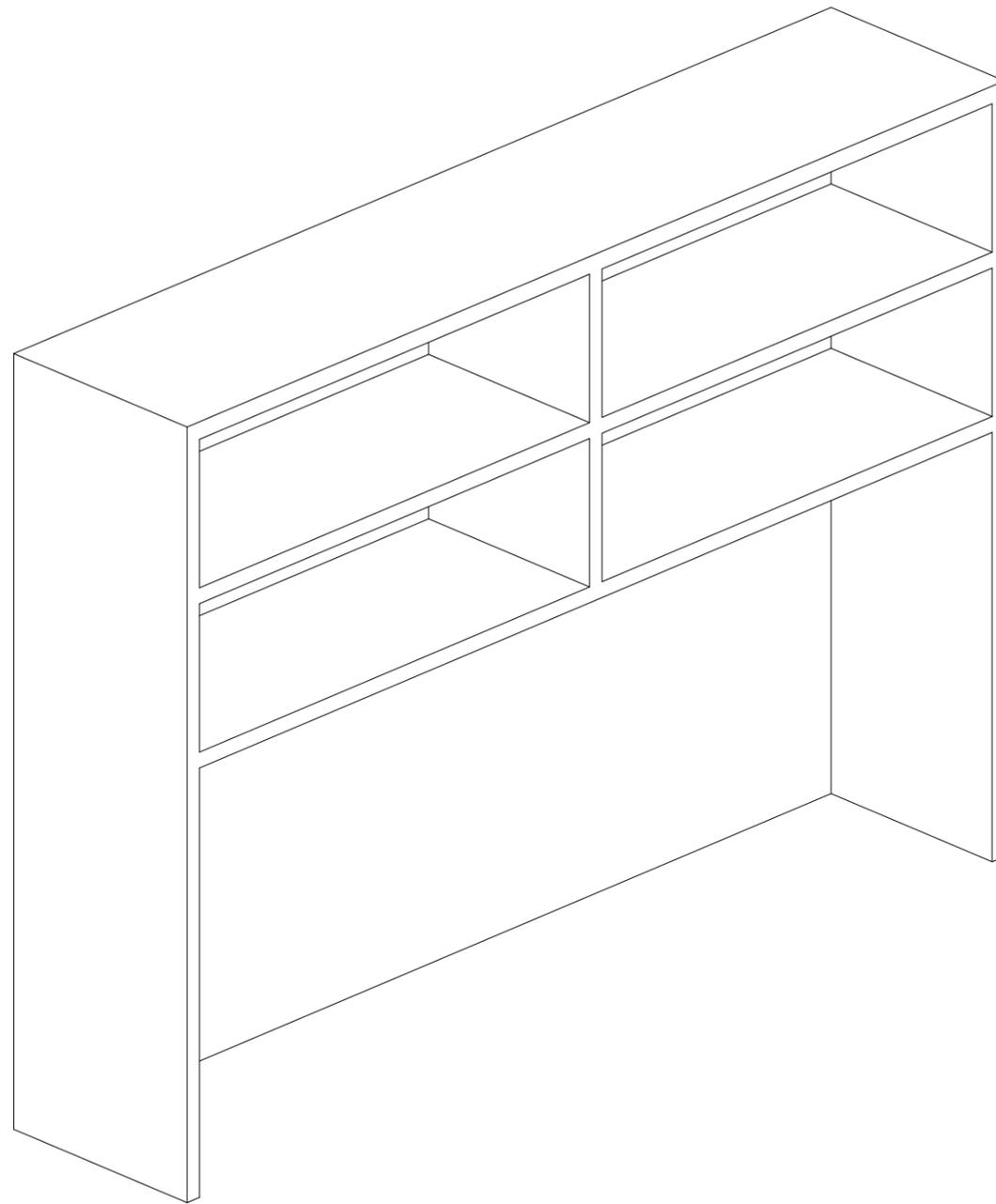
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CANNON HOUSE OFFICE BUILDING :

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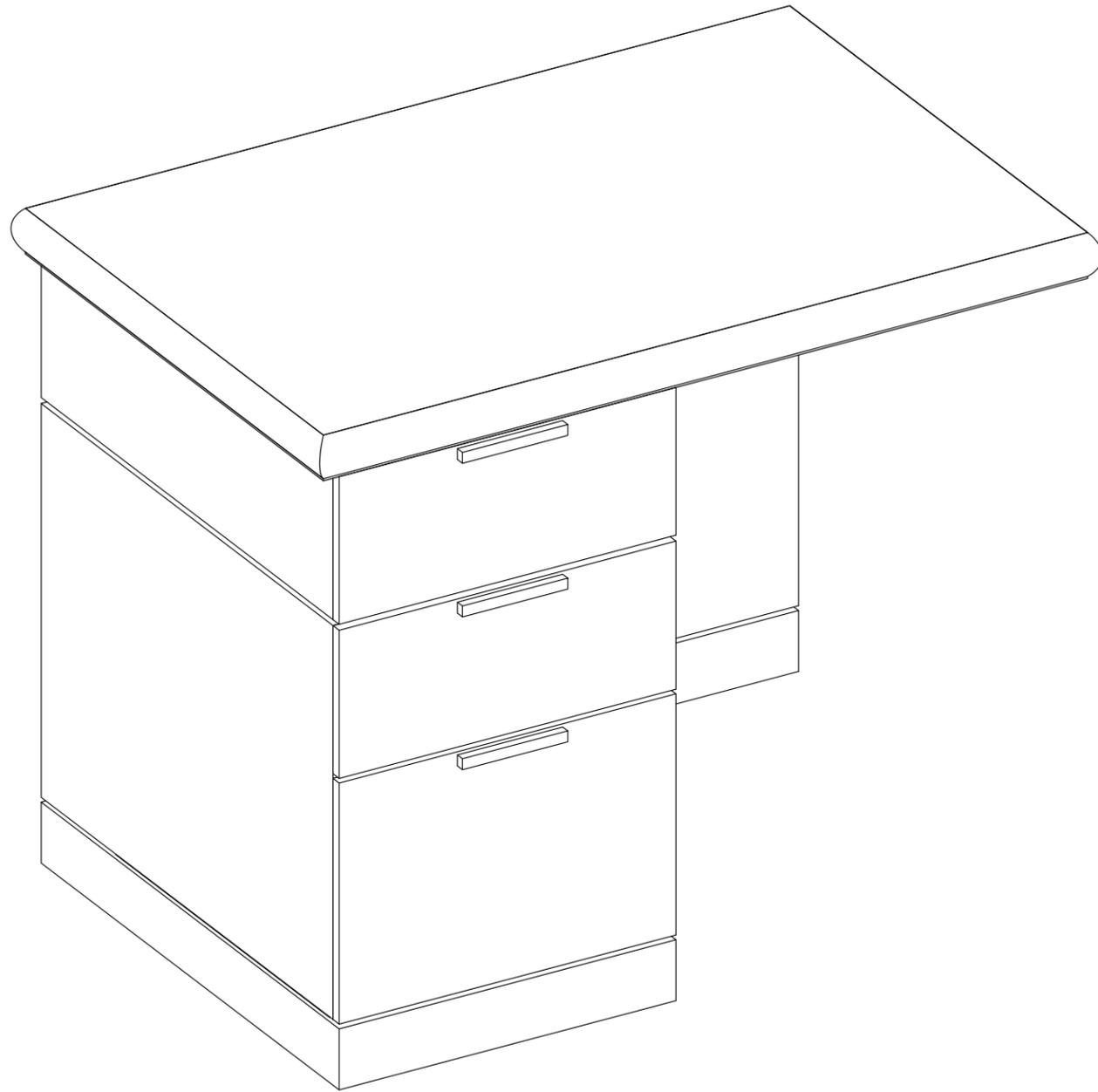
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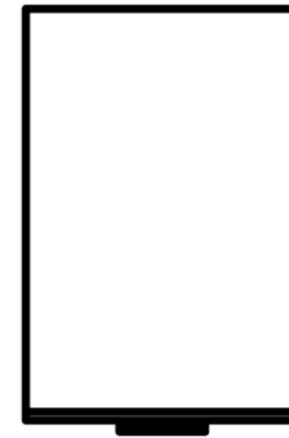
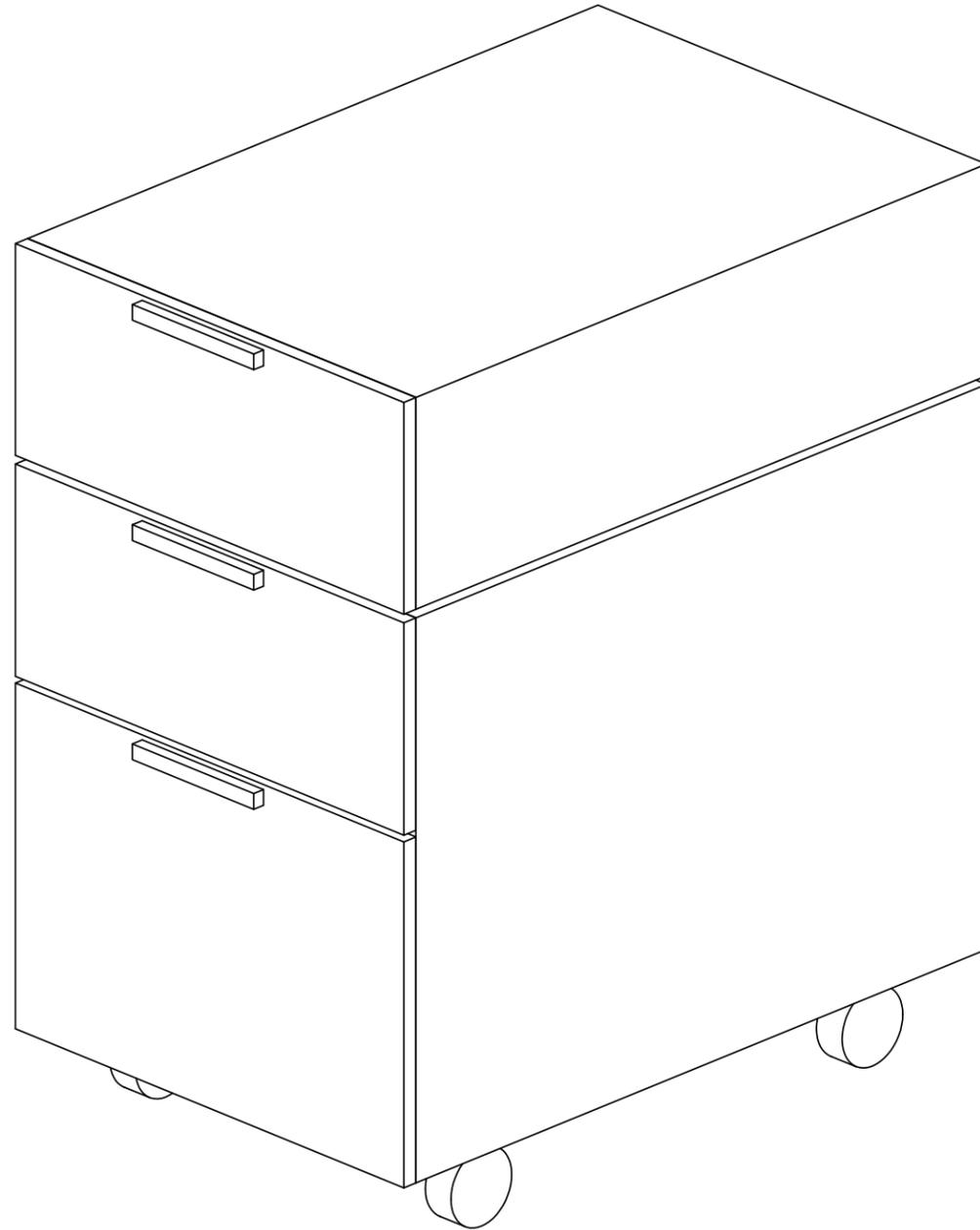
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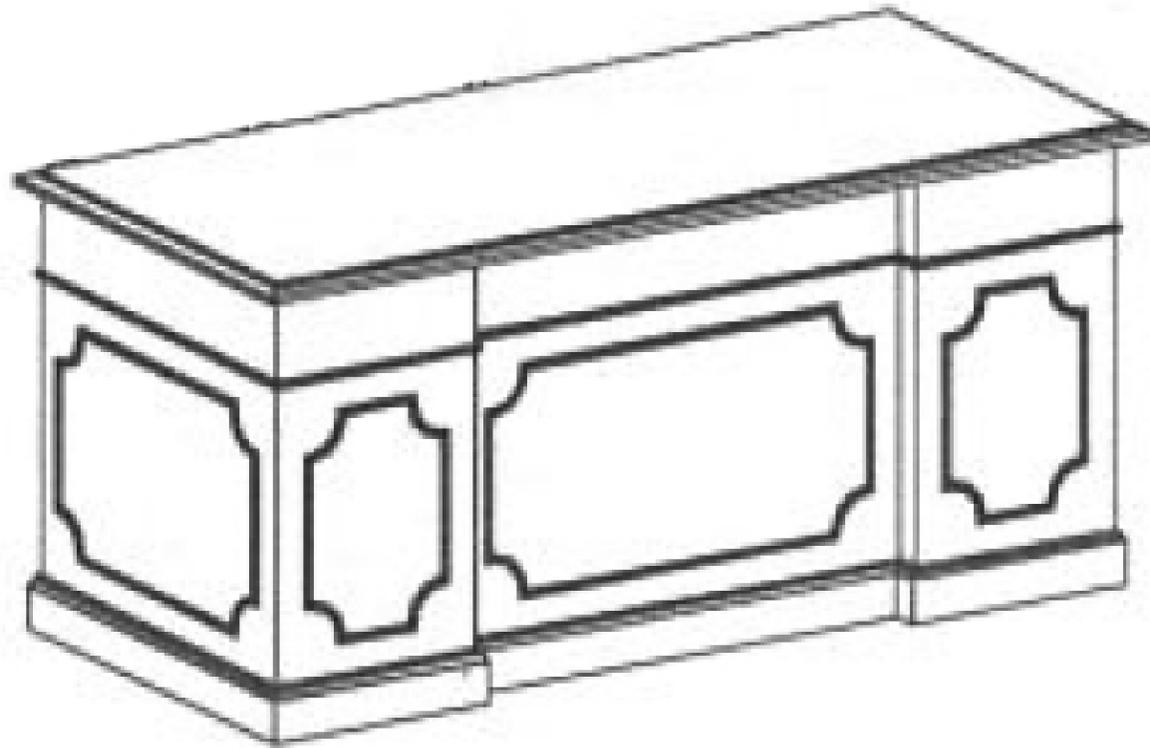
MP-1

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TRADITIONAL FURNITURE:



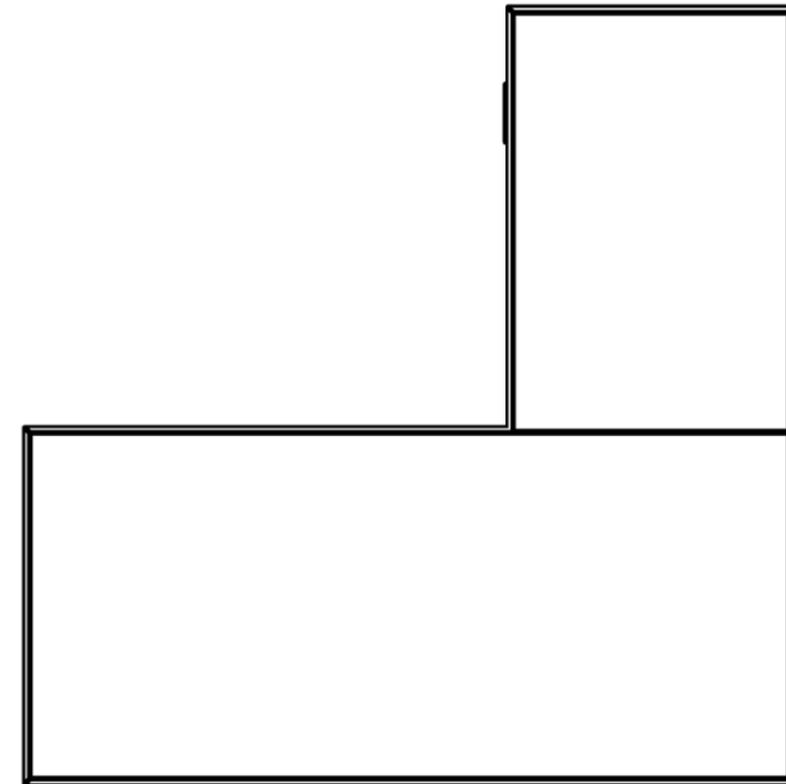
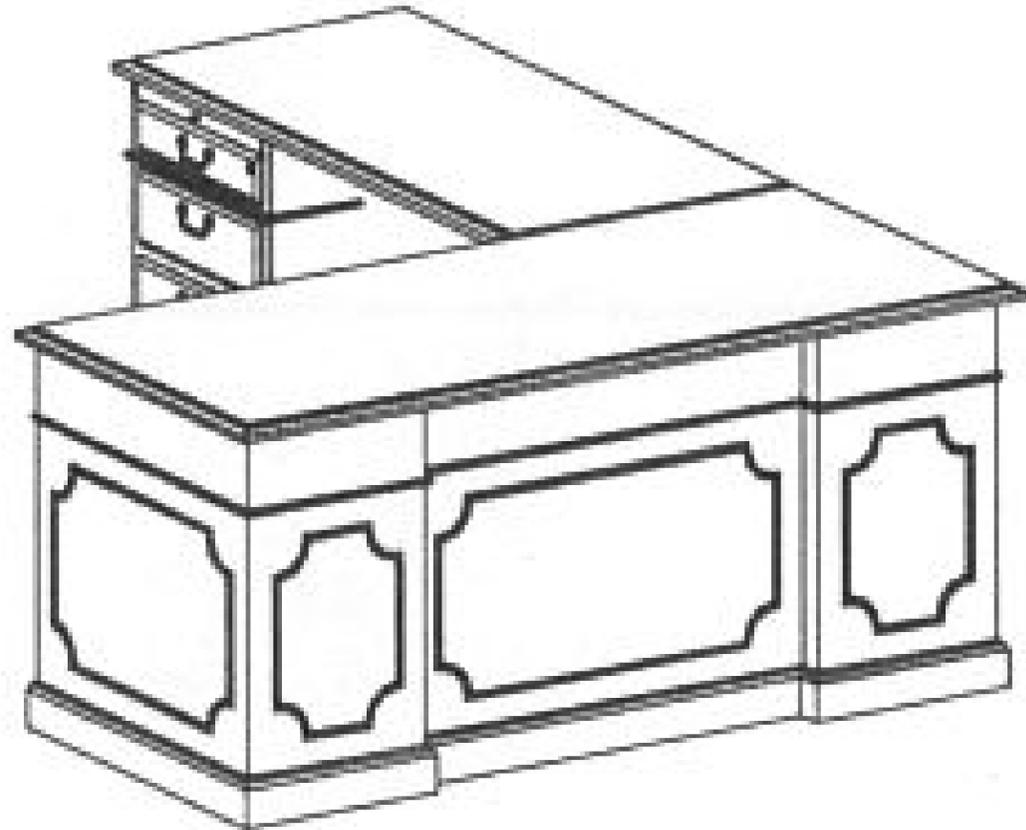
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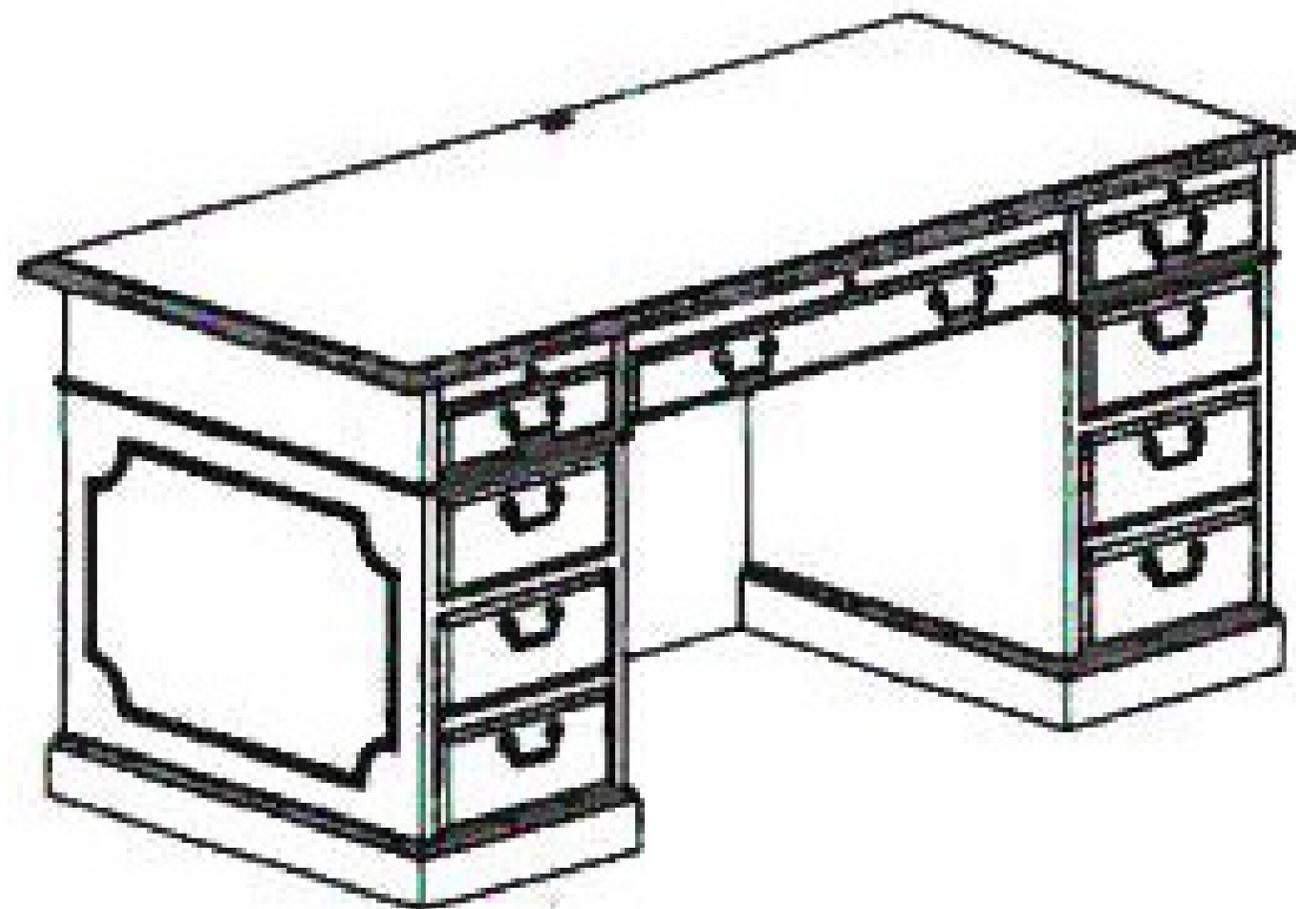
PO-2

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RE-4

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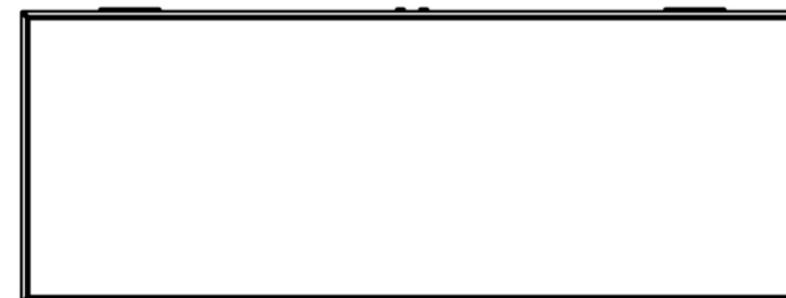
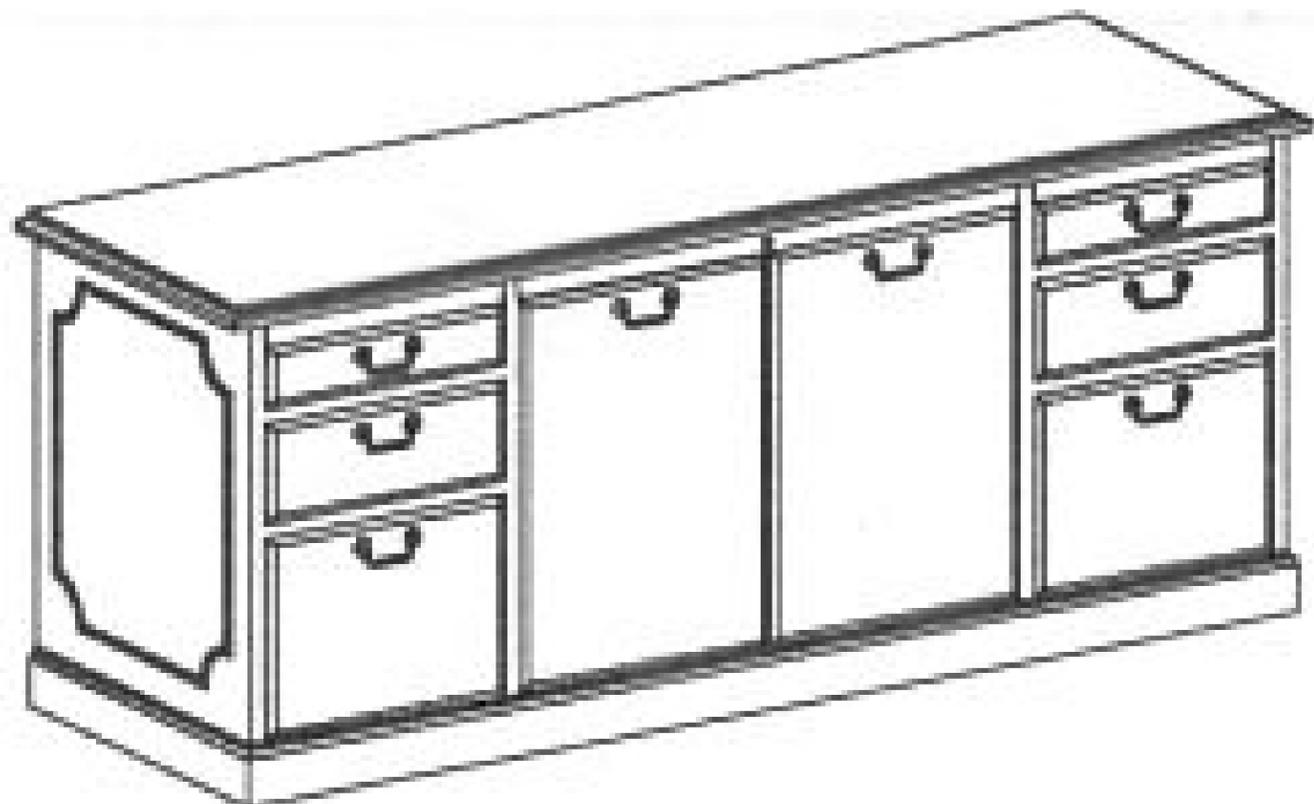
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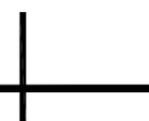


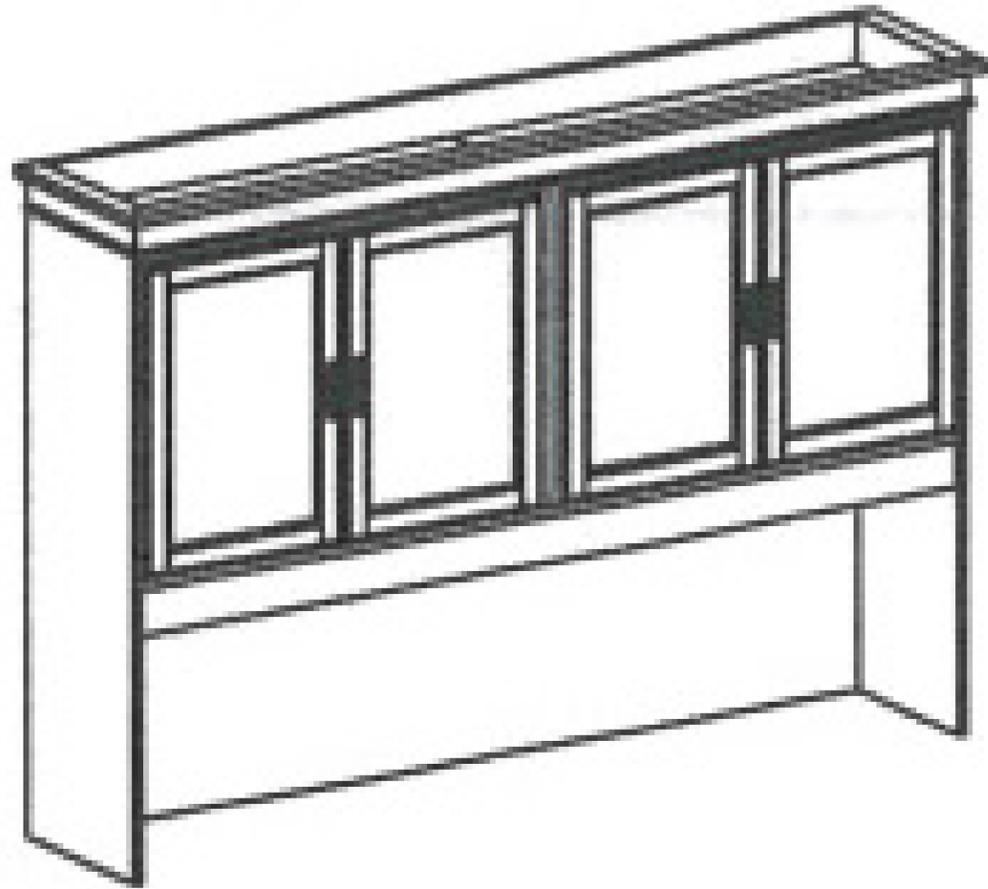
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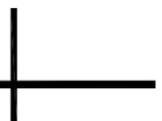


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October 28, 2015



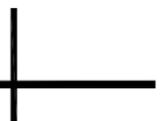


HTS

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Attachment J. 9 CHOB Renewal Phases

PHASE I

Phase Offices	W1-1	W-2	W-3	W-4	RE-1	RE-2	PO-1	PO-2	Totals
Support Office A	12	4							16
Support Office B	3	4		6		1	1		15
Support Office C	6						2		8
Support Office D	10	3	2		1		4		20
Support Office E	3								3
Support Office F	2						1		3
Support Office G	6						1		7
Support Office H							1		1
Support Office I							1		1
Support Office J	14		8		2		27	8	59
Support Office K			3						3
Support Office L	2		1		1	2	1		7
Support Office M		3	5						8
Support Office N			3						3
Support Office O		2							2
Support Office P	12		6						18
Member - Suite A	156	26			52		26	26	286
Member - Suite C	6	1			1		1	1	10
Member - Suite D	18	3			3	3	3	3	33
Member - Suite E	6	1			2		1	1	11
Overall Totals	256	47	28	6	62	6	70	39	514

PHASE II

Phase Offices	W1-1	W-2	W-3	W-4	RE-1	RE-2	PO-1	PO-2	Totals
Support Office A	4		2				2		8
Support Office Q	4						1		5
Support Office R	10		3		1		6	1	21
Support Office P	24		12						36
Member - Suite A	90		15		30		15	15	165
Member - Suite B	60		10		20		10	10	110
Member - Suite C	6		1		1		1	1	10
Member - Suite E	36		6						42
Overall Totals	234	0	49	0	52	0	35	27	397

PHASE III

Phase Offices	W1-1	W-2	W-3	W-4	RE-1	RE-2	PO-1	PO-2	Totals
Support Office S			5						5
Support Office T	8		2		2		12		24
Support Office R	11						1		12
Support Office P	20		10						30
Member - Suite A	234		39		78		39	39	429
Member - Suite D	18		3		3	3	3	3	33
Overall Totals	291	0	59	0	83	3	55	42	533

PHASE IV

Phase Offices	W1-1	W-2	W-3	W-4	RE-1	RE-2	PO-1	PO-2	Totals
Support Office U		2							2
Member Suite B	186	31			62		31	31	341
Member - Suite C	12	2			2		2	2	20
Member - Suite D	24	4			4	4	4	4	44
Overall Totals	222	39	0	0	68	4	37	37	407