



**QUOTES REQUEST (QR) FOR FURNISH &
INSTALL TMC OFFICE FURNITRE**

FOR THE

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY

PROJECT NUMBER: O-2625

The Tampa-Hillsborough County Expressway Authority ("THEA") is seeking quotes for the Furnish & Install TMC Office Furniture. Firms ("Vendor" or collectively the "Vendors") that are interested in submitting a quote for these Services should provide written notification, transmitted via e-mail to THEA's Procurement Department at Procurement@tampa-xway.com by **December 4, 2024, by 12:00 pm**.

I. Project Description

The awarded Vendor shall furnish, deliver and install all items of furniture, fixtures and associated furnishings, as described in the list attached. THEA requires all Vendors to perform a mandatory site visit in order for THEA to provide office dimensions. Any Vendor failing to complete the mandatory site visit will be deemed non-responsive and eliminated from further consideration. The mandatory site visit will be in coordination with both the procurement and operations offices as identified in Section IV., Schedule of Events.

Attachments –

- Furniture Descriptions and Quantities
- TMC Building Construction Schedule

II. Scope of Services

Vendor shall send all furniture to Vendors warehouse or storage facility. No shipments shall be made directly to the job site without the THEAs prior approval. The manufacturer is responsible for the product and its condition until Vendor's receipt and acceptance at its warehouse. Upon receipt by the Vendor at its warehouse or storage facility, the Vendor shall review and ensure product quantities and their condition (damage, deterioration, vandalism or theft) and notify THEA of any concerns or issues identified during vendor's review. The Vendor shall assume responsibility until the installation is complete and owner provides final acceptance.

- A. Delivery: Vendor shall comply with manufacturer's written instructions, using means and methods that will prevent damage, deterioration and loss, including theft. Vendor shall:
- Deliver furniture in manufacturer's original sealed packaging with labels, or blanket-wrapped, to provide proper protection, with written instructions for handling, storing, protecting and installing. Blanket wrapping is to be provided for any wood veneer products. Upon receipt at the jobsite, Vendor shall inspect furniture for damage. Vendor shall not install damaged furniture. If furniture is warehoused, visual inspection of the packaging is required prior to redelivery to the jobsite. Damaged furniture should not be redelivered to the jobsite.
 - Inspect products at time of delivery for compliance with the contract documents and to verify that items are undamaged and properly protected.
 - Delivery shall not be made until goods are required and delivery and installation is coordinated with THEA to prevent overcrowding the project site. Any product(s) that arrives at the site without being

scheduled for delivery will be turned away and must be redelivered at the Vendors expense.

iv. Ensure that delivery of the furniture takes place as necessary to meet the approved installation schedule. The project is broken into two phases, phase 1 will require all furniture for the first and second floors and phase 2 will require all furniture for the third floor. Current construction schedule attached.

v. Cover and protect installed goods from damage caused by moisture, heat, staining, dirt, abrasion or other conditions that may adversely affect appearance or use. Vendor shall be responsible for uncovering all covered furniture.

B. Immediately upon delivery to site, Vendor shall inspect shipments to assure compliance with requirements of contract documents and final submittals and to assure that products are properly protected and undamaged.

C. Upon delivery to site, the vendor shall notify THEA of any damage. Damaged items that can be repaired in a manner acceptable to THEA may be installed only after THEA's approval. The Vendor shall replace damaged items where repairs are not acceptable. Notify THEA immediately when replacement will delay installation schedule.

D. Provide equipment and personnel to handle products by methods to prevent soiling or damage, including, but not limited to, products, finishes, packaging and owner property.

E. Furniture will match color and style of existing furniture. Manufacturer: Global Industries, Inc.; Color: Walnut Heights.

F. Specifications/Requirements – The first and second floor is to be completed by 12/5/24. The third floor is to be completed by 2/4/25. Delivery is required in phases per item IV Schedule of Events.

III. QR Submittal Requirements

1. A comprehensive quote proposal must be delivered on or **before the due date of December 4th by 12:00 pm**, in accordance with the specifications set forth in the QR.
2. The quote must be binding for one hundred twenty (120) days after the date of opening.
3. When responding, please include the name and contact information of the individual(s) who will be handling the quote for this QR and identified as the project manager.
4. Include a list of any subcontractors the Vendor intends to use. All proposed subcontractors are subject to the approval of THEA, in its sole and absolute discretion.
5. Resume of Vendor's Project Manager and other key personnel proposed for the services.
6. Quotes are to be accompanied by the following required forms:
 - A. Public Entity Crime Form
 - B. Conflict of Interest Form
 - C. Drug-Free Workplace
 - D. Certification Regarding Scrutinized Companies List
 - E. Insurance Requirements Coverage and Limits
7. One (1) original, combined pdf of the quote package including the required forms above must be emailed to THEA's Procurement Department, clearly labeled, "Quote Package O-2625 Furnish & Install Office Furniture" sent to: Procurement Department; Procurement@tampa-xway.com.

IV. SCHEDULE OF EVENTS

DATE	DESCRIPTION	LOCATION
November 1, 2024, by 5:00 PM	Advertisement Published	THEA Website & Demandstar

November 8, 2024, between 8:30 am – 11 am; 1:00 pm – 2:30 pm or November 13, 2024, between 9:00 am and 4:00 pm	Mandatory Site Visit	THEA Office 1101 E. Twiggs Street, Suite 300 Tampa, FL 33602
November 20, 2024, by 12:00 pm	Deadline for Respondent's submission of questions to THEA	Email to Procurement@tampa-xway.com
November 26, 2024, by 5:00 pm	Deadline for THEA to respond to Respondent's questions	THEA Website & Demandstar
December 4, 2024, by 12:00 pm	Deadline for Submitting Quote Package	Email to Procurement@tampa-xway.com

V. Questions & Answers

THEA will accept questions prior to submitting the quote proposal. All requests for interpretation, clarification, or questions about the procurement process or the services must be in writing and addressed to THEA's Procurement Office at Procurement@tampa-xway.com.

VI. Selection Criteria

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

- Completeness of quote proposal in responding to the information requested and in the format outlined;
- Proposed fees;

VII. Additional Information and Requirements of the QR

1. Quotes must be submitted via email, **by December 4, 2024, by 12:00 pm**. THEA will open all quotes privately. All electronic copies shall be submitted to the Contracts and Procurement Manager at procurement@tampa-xway.com.
2. Questions about this QR for interpretation, clarification or about the project must be in writing addressed to THEA Procurement Department at Procurement@tampa-xway.com **by November 20, 2024, by 12:00 pm**.
3. The Vendor should carefully examine this QR to ensure compliance with the services.
4. Quotes arriving after the due date and time will not be considered. Withdrawals of, or modifications to, proposals are effective only if written notice thereof is received prior to the time quotes are due. A notice of withdrawal or modification to a quote must be signed by an officer with the authority to commit the Vendor. Withdrawal or modifications will not be accepted after the time that quotes are due.
5. For any reason, or no reason, and without consent of or notification to any of the Vendors, THEA reserves the right, in its sole and absolute discretion to: (a) reject any and all quotes in whole or in part; (b) modify the conditions upon which this QR is issued; (c) add or delete firms from the selection process; (d) waive any minor irregularity in a quote; and (e) award the contract, or any portion thereof, to any firm or any combination of firms.
6. THEA is not responsible for any costs incurred by any Vendor in preparing and submitting a quote.

FORM A

PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES

1. This sworn statement is submitted to Tampa-Hillsborough County Expressway Authority
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]
whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in a Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjunction of guilt in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
- i. A predecessor or successor of a person convicted of a public entity crime; or
 - ii. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of

FORM A

goods or services let by a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on the information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate with a check mark which statement applies.]**

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

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Date

State of _____

County of _____

PERSONNALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature in
[Name of individual signing]

the space provided above on this _____ day of _____, 20_____.

Notary Public My commission expires: _____

[Notary Seal]

FORM B

CONFLICT OF INTEREST STATEMENT

Check one of the boxes below:

- To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this solicitation and project.

OR

- The undersigned bidder, by attachment to this form, submits information which **may** be a potential conflict of interest due to other clients, contracts or property interest for this solicitation and project.

BIDDER:

By: _____
Authorized Signature

Printed Name of Signer

Title of Signer

Date Signed

FORM C

DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Status 287.087 hereby certifies that

_____ does:

Name of Business

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

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

Firm's Signature

Date

FORM D
CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

This certification is required pursuant to Florida Statute, Section 287.135.

By executing this form and each and every renewal hereof (if renewal is separately provided for herein), pursuant to section 287.135, Florida Statutes, Consultant certifies, represents, and warrants that: (a) it is not on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel, and that all such certifications were true at the time it submitted its bid or proposal for this Agreement, as of the Effective Date of this Agreement, and as of the effective date of any renewal of this Agreement. Notwithstanding anything contained in this Agreement to the contrary, the Authority may terminate this Agreement immediately for cause if: (1) Consultant is found to have submitted a false certification regarding (a) – (e) above in accordance with section 287.135(5), Florida Statutes, (2) Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is or has been engaged in Business operations in Cuba or Syria or a Boycott of Israel, or (3) Consultant is found to have been placed on a list created pursuant to section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran. Such termination shall be in addition to any and all remedies available to the Authority at law or in equity. The terms “Boycott of Israel” and “Business operations” used in this section are defined as in Section 287.135, Florida Statutes. The Lists referred to in this section are those Lists in and maintained pursuant to section 287.135, Florida Statutes.

Firm: _____

Firm FID or EIN: _____

Address: _____

City: _____ State: _____ Zip: _____

I hereby warrant that I am duly authorized to sign and bind on behalf of the company listed above as the “Firm”.

I hereby certify and affirm that the company listed above as the “Firm” certifies, represents, and warrants that: (a) it is not on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel, and that all such certifications were true at the time it submitted its bid or proposal for this Agreement, as of the Effective Date of this Agreement, and as of the effective date of any renewal of this Agreement. I understand pursuant to Florida Statute, Section 287.135, the submission of a false certification may subject the Respondent/Bidder to civil penalties, attorney’s fees and/or costs.

Firm:

By: _____

(Authorized Signature)

(Printed Name of Signer)

(Title of Signer)

(Date Signed)

FORM E

INSURANCE REQUIREMENTS, COVERAGES and LIMITS for **Tampa-Hillsborough County Expressway Authority**

Consultants, Contractors and Vendors, hereinafter referred to collectively and individually as "Insured" conducting business with the Tampa-Hillsborough County Expressway, "THEA" are required to maintain adequate insurance coverage and provide insurance certification to THEA.

A. INSURANCE REQUIREMENTS:

- 1) All insurance shall be from responsible insurance companies eligible to do business in the State of Florida and having an AM Best rating of A- or better and a financial size category of VII or better. Utilization of non-rated companies or companies with AM Best ratings lower than A- or a financial size category lower than VII may be approved on a case by case basis. If the insurer does not meet these requirements, THEA retains the right to approve or disapprove the use of the insurer.
- 2) INSURED'S liability policies, other than the Workers' Compensation and Professional Liability, shall provide that THEA, its officials, officers and employees are additional named insureds as to the operations of the INSURED under this AGREEMENT.
- 3) INSURED'S liability policies, other than the Workers' Compensation and Professional Liability, shall provide the "Severability of Interest" provision (a/k/a "Separation of Insureds" provision).
- 4) The INSURED'S Certificate of Insurance(s) shall provide THEA as an additional certificate holder for all policies issued.
- 5) The INSURED'S Certificate of Insurance(s) shall state the description of the operations, i.e., "Name of Agreement" between THEA and "Name of Insured" and shall state the Contract Number assigned for the AGREEMENT between THEA and the INSURED.
- 6) The INSURED shall deliver to THEA, within ten (10) days from the receipt of a Notice of Award of this AGREEMENT, properly executed Certificate(s) of Insurance on insurance industry standard certificate of insurance form(s) (example: ACORD form) setting forth the insurance coverages and limits required herein. All of the required insurance coverages shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein.
- 7) Except as otherwise specified in the AGREEMENT, the insurance will commence on or prior to the effective date of the AGREEMENT and will be maintained in force throughout the duration of the AGREEMENT. Three years' completed operations coverage may be required to be maintained on specific commercial general liability policies and/or professional liability policies effective on the date of substantial completion or the termination of the AGREEMENT, whichever is earlier.
- 8) Aggregate Policy Limits on policies required of INSURED shall apply exclusively for this AGREEMENT.
- 9) INSURED authorizes THEA to verify its insurance information with its insurance agents, brokers, surety, and insurance carriers. At THEA'S request, INSURED shall provide copies of the policies at no cost to THEA, subject to redaction by the INSURED of any proprietary information.
- 10) All insurance coverages of the INSURED shall be primary to any insurance or self-insurance programs carried by THEA; and any THEA insurance or coverages shall not be contributory to INSURED'S insurance requirements in this AGREEMENT.

- 11) The insurance coverages and limits required of the INSURED under this AGREEMENT are designed to meet the minimum requirements of THEA. They are not designed as a recommended insurance program for the INSURED. The INSURED alone shall be responsible for the sufficiency of its own insurance program.
- 12) All policies of insurance required herein will be specifically endorsed to require the insurer provide THEA with thirty (30) days notice prior to any cancellation, intent not to renew any policy and/or any change that will reduce the insurance coverages required in this AGREEMENT, except for the application of the Aggregate Limits Provisions.

The endorsement will specify that such notice will be sent to:

Tampa-Hillsborough County Expressway, (THEA)
Contracts & Procurement Manager
1104 East Twiggs St, Suite 300
Tampa, FL 33602

- 13) THEA accepts no responsibility for determining whether the INSURED'S insurance is in full compliance with the insurance required by the AGREEMENT. Neither the approval by THEA nor the failure to disapprove the insurance furnished by the INSURED will relieve the INSURED of their full responsibility to provide the insurance required by this AGREEMENT.
- 14) If the INSURED fails to provide or maintain the insurance coverages required in this AGREEMENT, THEA may terminate or suspend this AGREEMENT, or, at the THEA'S sole discretion, may obtain such coverages and invoice the INSURED and include a 15% administrative cost. If not paid within 45 days, the amount will be deducted from INSURED'S invoice. The decision of THEA to purchase such insurance coverages shall in no way be construed as a waiver of its rights under this AGREEMENT.
- 15) INSURED shall fully comply with the insurance requirements of this AGREEMENT unless excused in writing by THEA. Any deductible applicable to any claim shall be the responsibility of the INSURED.
- 16) Any liability insurance aggregate limits are to be confirmed in writing by the respective insurance company that to their knowledge, as of the date of the AGREEMENT, there are no pending claims or legal actions against the INSURED, which if resolved in favor of the claimant would impair the insurance company's ability to cover the minimum insurance limits stated herein.
- 17) Current Insurance Service Office (ISO) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to THEA without restrictive endorsement.
- 18) The INSURED will not commence work, use or occupy THEA premises in connection with the AGREEMENT until the required insurance is in force, preliminary evidence of insurance acceptable to THEA has been provided to THEA and THEA has granted permission to the INSURED to commence work or use or occupy the premises in connection with the AGREEMENT.
- 19) Upon request, the INSURED shall promptly make available a certified, true and exact copy of the insurance policy and endorsements issued to the policy and any renewal thereof for THEA'S review and inspection. In the event of cancellation or non-renewal of this insurance, the INSURED agrees to purchase the maximum "extended claims reporting period" permitted under the policy within the time allowed, unless replacement coverage is obtained with retroactive coverage applicable as of the date the INSURED services started under this AGREEMENT.
- 20) All insurance minimum coverage limits extend to any subcontractor and the Prime INSURED is responsible for all subcontractors.

B. INSURANCE COVERAGES and LIMITS:

For the term of this AGREEMENT the INSURED shall procure and maintain insurances of the types and limits specified herein.

- 1) **Workers' Compensation and Employers' Liability Insurance** - The minimum limits of Worker's Compensation/Employer's Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) are:

Workers' Compensation	Florida Statutory Requirements
Employers' Liability	
Each Accident	\$500,000
Disease – Policy Limit	\$500,000
Disease - Each Employee	\$500,000

- 2) **Commercial General Liability Insurance** - The minimum limits of Commercial General Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) are:

General Aggregate	\$1,000,000
Per Person	\$1,000,000
Each Occurrence	\$2,000,000
Personal Injury	\$1,000,000
Property Damage	\$1,000,000
Products & Completed Operations	\$1,000,000

The General Aggregate Limit must be specifically applicable to the AGREEMENT between THEA and the INSURED.

The Certificate must reflect whether the policy is "claims made" or "occurrence".

Products & Completed Operations coverage to be maintained for three (3) years after final completion of the work under this AGREEMENT.

- 3) **Business Automobile Liability Insurance** - The minimum limits of Business Automobile Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) covering ownership, maintenance, use, loading and unloading of all its owned, non-owned, leased or hired vehicles are:

Bodily Injury	
Each Person	\$1,000,000
Each Accident	\$1,000,000
Property Damage	\$1,000,000
Bodily Injury & Property Damage Combined	\$1,000,000

- 4) **Umbrella Liability Insurance or Excess Liability Insurance** – Umbrella Liability Insurance or Excess Liability Insurance must provide the same coverages as required for the underlying Commercial General, Business Automobile and Employers' Liability Coverages with no gaps in continuity of coverages or limits.

Bodily Injury & Property Damage Combined	
Each Occurrence	\$2,000,000
Aggregate (specific to this AGREEMENT)	\$2,000,000
Aggregate (not specific to this AGREEMENT)	\$1,000,000

- 5) **Professional Liability Insurance, also known as “Errors and Omissions”**. The minimum limits of Professional Liability Insurance covering all work of the INSURED without any exclusions unless approved in writing by THEA are:

Professional Liability	
Each Claim	\$1,000,000
Aggregate	\$1,000,000

Any deductible applicable to any claim shall be the responsibility of the INSURED and shall not be greater than \$100,000 unless approved by THEA in writing. This coverage shall be maintained by the INSURED for a period of not less than three (3) years from the date the INSURED has completed and THEA has accepted the services under this AGREEMENT.

- 6) **Environmental Impairment (Pollution) Liability, (if required)** – Environmental Impairment (Pollution) Liability insurance is required **only** if specifically stated in the Instructions and Submittal Documents package.

If required, the minimum limits of Environmental Impairment (Pollution) Liability insurance coverage (inclusive of any amount provided by an umbrella or excess policy) for liability resulting from pollution or other environmental impairment in connection with operations performed by or on behalf of INSURED under this AGREEMENT or the use or occupancy of THEA premises by or on behalf of the INSURED are:

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

[END OF INSURANCE REQUIREMENTS, COVERAGES AND LIMITS]

Office 225 (Frederick)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Sm Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
Tall Cabinet	24"d x 24"w x 71.5"h, Personal Towers, Right w/Doors, 2 File	1	\$657.86	\$657.86
Hutch	15"d x 48"w x 41.9"h, Closed Hutches w/Doors and 1 Fixed Shelf	1	\$318.57	\$318.57
	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
				\$2,432.01
Office 224 (Emma)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Bookshelf	12"d x 36"w x 48"h, Bookcase w/2 Adjustable Shelves, ZIRA	1	\$227.18	\$227.18
Sm Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
	19.3"d x 36"w x 28.5"h, Storage Shell w/1 Adjustable Shelf	1	\$230.88	\$230.88
	20"d 72"w x 29.5"h, Storage Shell, Credenza Top and Black F	1	\$200.54	\$200.54
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
				\$1,747.51
Office 218 (Gary)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Sm Cabinet	16"d x 21"w x 29.5"h, Storage Modlues, Right w/ 1 Adjustable	1	\$209.42	\$209.42
Sm Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
				\$1,298.33
Office 219 (Tiana)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Hutch	15"d x 48"w x 41.9"h, Closed Hutches w/Doors and 1 Fixed Shelf	1	\$318.57	\$318.57
3-drawer	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
				\$1,407.48
Office 213 (Director)				
Type	Description	Qty	Price	Total
Round table	48"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$271.33	\$271.33
Chairs	VION, Side Chair, Wall Saver, Mesh Back, Armless, Std 4 Legg	4	\$175.01	\$700.04
Lg Desk	30"d x 72"w x 29.5"h, Freestanding Desk, Laminate End Panels, Full recessed modesty panel	1	\$410.22	\$0.00
Credenza	24"d x 72"w x 29.5", Credenzas, One 2-Drawe Lateral File, One storage cabinet	2	\$752.07	\$1,504.14
Bookcase	12"d x 36"w x 72"h, Bookcase w/2 Adjustable Shelves, ZIRA	1	\$309.69	\$309.69
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
				\$3,365.36
New Office 212 (Next to Director)				
Type	Description	Qty	Price	Total
Round table	48"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$271.33	\$271.33
Chairs	VION, Side Chair, Wall Saver, Mesh Back, Armless, Std 4 Legg	2	\$175.01	\$350.02
Lg Desk	30"d x 72"w x 29.5"h, Freestanding Desk, Laminate End Panels, Full recessed modesty panel	1	\$410.22	\$0.00
Credenza	24"d x 72"w x 29.5", Credenzas, One 2-Drawe Lateral File, One storage cabinet	1	\$752.07	\$752.07
Bookcase	12"d x 36"w x 72"h, Bookcase w/2 Adjustable Shelves, ZIRA	1	\$309.69	\$309.69
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
				\$2,468.25
New Office 3rd Floor 336 (Next to Jeff)				

Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
Tall Cabinet	24"d x 24"w x 71.5"h, Personal Towers, Right w/Doors, 2 File	1	\$657.86	\$657.86
Hutch	15"d x 48"w x 41.9"h, Closed Hutches w/Doors and 1 Fixed Shelf	1	\$318.57	\$318.57
	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
Bookcase	12"d x 36"w x 72"h, Bookcase w/2 Adjustable Shelves, ZIRA	1	\$309.69	\$309.69
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
Whiteboard	Claridge Aluminum Frame Board- Concept markerboard 24"H x 36"W	1	\$86.84	\$86.84
\$2,536.72				
New Office 3rd Floor 337 (Next to Room 336)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
Tall Cabinet	24"d x 24"w x 71.5"h, Personal Towers, Right w/Doors, 2 File	1	\$657.86	\$657.86
Hutch	15"d x 48"w x 41.9"h, Closed Hutches w/Doors and 1 Fixed Shelf	1	\$318.57	\$318.57
	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
Bookcase	12"d x 36"w x 72"h, Bookcase w/2 Adjustable Shelves, ZIRA	1	\$309.69	\$309.69
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
Whiteboard	Claridge Aluminum Frame Board- Concept markerboard 24"H x 36"W	1	\$86.84	\$86.84
\$2,536.72				
Office 327 (Julie)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Hutch	15"d x 48"w x 41.9"h, Closed Hutches w/Doors and 1 Fixed Shelf	1	\$318.57	\$318.57
	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
Lg 2-drawer	24"d x 72"w x 29.5", Credenzas, Two 2-Drawer Lateral File	1	\$702.26	\$702.26
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
\$1,103.71				
Office 329 (Lisa)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
\$741.85				
Office 330 (CFO)				
Type	Description	Qty	Price	Total
Round table	48"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$271.33	\$271.33
Lg Desk	30"d x 72"w x 29.5"h, Freestanding Desk, Laminate End Panels, Full recessed modesty panel	1	\$410.22	\$0.00
Sm Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
Credenza	24"d x 72"w x 29.5", Credenzas, One 2-Drawe Lateral File, One storage cabinet	2	\$752.07	\$1,504.14
Bookcase	12"d x 36"w x 72"h, Bookcase w/2 Adjustable Shelves, ZIRA	1	\$309.69	\$309.69
\$2,290.14				
New Office 1st Floor 134A Next to Director of IT)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
Sm Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
Whiteboard	Claridge Aluminum Frame Board- Concept markerboard 24"H x 36"W	1	\$86.84	\$86.84
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
\$1,337.44				
New Office 1st Floor 134B Next to Boardroom)				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00

Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
Sm Side Desk	24"d x 48"w x 29.5"h, Freestanding Tables w/2 Full End Panel	1	\$204.98	\$204.98
3-drawer	19"d x 16"w x 28.5"h, Pedestals, Mobile w/Box/Box/File Drawer	1	\$303.77	\$303.77
Whiteboard	Claridge Aluminum Frame Board- Concept markerboard 24"H x 36"W	1	\$86.84	\$86.84
				\$1,250.60
Office 115				
Type	Description	Qty	Price	Total
Standup Desk	60"w x 13"h x .687"d, Laminate Desktop Modesty Panel Include	1	\$174.64	\$174.64
	29"d x 64"w x 1"h, Rectangular Top (Height Adjustable Base S)	1	\$146.52	\$146.52
	OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -	1	\$259.00	\$259.00
Small Table	30"w x 29"h, Round Top, 4 Leg Base, Self Edge, BOARDROOM TAB	1	\$161.69	\$161.69
				\$741.85

Total + Contingency **\$32,835.36**

