



Oregon State University

REQUEST FOR PROPOSAL (“RFP”) #2026-020401

OSU Furniture and Office Equipment - Supply, Deliver and Install: Campus Wide

ISSUE DATE: December 19, 2025

NON-MANDATORY PRE-PROPOSAL CONFERENCE:
January 07, 2026 at 10:00 AM Pacific Time (PT) via
Zoom

RFP DUE DATE/TIME:
February 09, 2026 at 10:00 AM Pacific Time (PT) via
electronic submission to bids@oregonstate.edu

QUESTION DEADLINE: January 14, 2026 at 10:00 AM Pacific Time (PT)

CONTRACT ADMINISTRATOR:

Ben Baggett, Contract Officer
Construction Contracts Administration
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644 SW 13th Street
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APPEALS:

Hanna Emerson, Chief Procurement Officer
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Oregon State University
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It is the Offeror’s responsibility to continue to monitor the [OSU Business and Bid Opportunities](#) website for Addenda. Failure to acknowledge any Addenda in the Transmittal Letter may cause your Proposal to be considered non-responsive.

OSU standards and policies govern this solicitation ([Procurement Thresholds and Methods](#), [Procurement Solicitations and Contracts](#)) unless otherwise referenced or stated.

1.0 INTRODUCTION

1.1 Oregon State University (“OSU” and/or “Owner”) is conducting a competitive **ONE OR TWO-STEP** Request for Proposal (RFP) process to retain multiple firms as contracted suppliers to provide OSU with furniture and office equipment supply, delivery, and installation (the “Project”).

Proposers responding to this RFP must be authorized dealers of the listed manufacture(s) to provide and install the classroom, residential, and educational furniture, office equipment and related products from the manufacturers identified in Exhibit 2. Proposers may submit Proposals for a single manufacturer or multiple manufacturers.

OSU WILL ONLY BE ACCEPTING SEALED RESPONSES ELECTRONICALLY - Responses are to be submitted to bids@oregonstate.edu by the Due Date/Time.

VIRTUAL NON-MANDATORY PRE-PROPOSAL CONFERENCE- A virtual Non-Mandatory Pre-Proposal Conference will be held on 10:00 AM PT on January 07, 2026, via Zoom. Firms wishing to attend shall e-mail constructioncontracts@oregonstate.edu no later than 30 minutes in advance to receive the Zoom link. The email subject line should contain the Solicitation Number/Name and Firm Name.

All questions shall be submitted via e-mail to constructioncontracts@oregonstate.edu by the Question Deadline in order to be addressed. The email subject line should contain the Solicitation Number/Name and Firm Name.

1.2 Background.

The current contracts for office furniture and office equipment are due to expire December 31, 2025. Any contract(s) resulting from this RFP are expected to replace the expiring contract(s).

The Contract(s) are non-mandated use by OSU staff; however, they receive high use due to the aggressive price discount structure and volume purchasing they bring to OSU. Since 2020, the total amount of furniture purchased in OSU’s electronic procurement system was \$10,142,859.75 with a \$23,424.62 average per transaction.

1.3 Oregon State University. Oregon State University in Corvallis, Oregon is located within the traditional homelands of the Mary’s River or Ampinefu Band of Kalapuya. Following the Willamette Valley Treaty of 1855 (Kalapuya etc. Treaty), Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon (<https://www.grandronde.org>) and the Confederated Tribes of the Siletz Indians (<https://ctsi.nsn.us>).

Founded in 1868 as Oregon’s land grant institution, OSU serves the state, the nation and the world as a premier 21st-century research university. OSU is committed to exceptional research, discovery, innovation and engagement — and to integrating its research and engagement mission with the delivery of a high-quality, globally relevant and affordable education for the people of Oregon and beyond. OSU is one of only two land, sea, space and sun grant universities in the U.S. and is the only university in Oregon to have earned both Carnegie Classifications for Very High Research Activity and Community Engagement.

The university's 570-acre main campus is located in the city of Corvallis, a vibrant college town of nearly 58,000 in the heart of Western Oregon's Willamette Valley. Corvallis consistently ranks among the safest, most highly educated and greenest small cities in the nation.

1.3 Location. Furniture and office equipment orders are primarily for OSU Corvallis Campus in Corvallis, OR and to a lesser extent as applicable, additional OSU campus locations in Bend, Newport, or Portland, with possible orders delivered to statewide OSU locations (i.e. OSU Extension and Agricultural Services).

1.4 Summary of Work. OSU seeks contracted suppliers to supply, deliver, and install furniture and office equipment.

It is the intent of OSU that any resultant contracts awarded under this solicitation be utilized as the primary contracts for OSU furniture purchases of \$25,000 or above. Purchases are processed through OSU electronic procurement system (currently "BennyBuy") by individual departments

1.5 Scope of Services.

1.5.1 Supply:

Contracted suppliers are to be authorized dealers of any manufacturers included in the proposal submitted in response to this solicitation. Suppliers shall be capable of accepting orders electronically utilizing OSU's electronic procurement system ("BennyBuy").

OSU recognizes warranties may vary by manufacturer. Manufacturers' warranties are expected to pass-through to OSU as the original owner of the furniture. Any delivery and installation is to be carried out by the supplier in a manner to maintain any warranty available to OSU as the purchaser. Proposer is to identify if processing of warranty claims will be conducted by the contracted supplier or OSU.

Any restocking fees shall not exceed 10% of the original purchase price of the restocked item(s).

1.5.2 Delivery:

Delivery is required to be FOB destination, prepaid and allowed, to the delivery location identified on the Purchase Order.

1.5.3 Installation: Contracted suppliers providing installation of furniture will also be responsible for unpacking, moving, and any setup efforts. Proposers are to include installation rates for orders where prevailing wage rates do not apply.

Contracted supplier shall provide recommendations to OSU for proper fit with area schematics as applicable, and endeavor to work with OSU and its representatives if OSU provided designs are available and presented to contracted supplier. Proposer must include rates for design services.

Note: The Bureau of Labor and Industries prevailing wage rates will apply for installation and assembly of furniture.

1.6 Budget. Reserved

2.0 SCHEDULE

Issue Date	December, 19 2025
Non-Mandatory Pre-Proposal Conference	January, 07 2026 10AM via Zoom
Question Deadline	January, 14 2026 10AM
Final Addendum Issuance (if necessary)	By February, 04 2026
Proposal Due Date/Time	February, 09 2026 10AM

The following dates are tentative and subject to change without notice:

Estimated notification of finalists (If Applicable)	February, 18 2026
Presentations/Interviews (If applicable)	Week of February, 23 2026
Notice of Intent to Award	By February, 26 2026
Estimated Contract execution	By March, 19 2026

OSU will make every effort to adhere to the above schedule. It is however, subject to change.

3.0 QUESTIONS, SOLICITATION REVISION REQUESTS, CHANGE OR MODIFICATION, APPEALS**3.1 Questions.**

3.1.1 All questions and contacts with OSU regarding any information in this RFP must be addressed in writing via email to constructioncontracts@oregonstate.edu no later than the **Question Deadline** as stated in Section 2.0. If an offeror is unclear about *any* information contained in this document or its exhibits, they are urged to submit those questions for formal clarification.

3.2 Solicitation Process Revision Requests.

3.2.1 Offerors may submit a written request for change of particular solicitation process provisions to the **Chief Procurement Officer** at the address or email listed in this document. Such requests for change shall be received no later than the **Question Deadline** listed above.

3.2.2 Such requests for change shall include the reasons for the request and any proposed changes to the solicitation process provisions.

3.3 Change or Modification.

3.3.1 Any change or modification provided by the Owner for this RFP or the documents included as exhibits to this RFP shall be made by a duly issued Addendum made available to all firms on the [OSU Business and Bid Opportunities](#) website. It is the responsibility of each Offeror to visit the website and download any addenda. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information.

3.3.2 OSU will not be responsible for any other explanation or interpretation of this RFP or the documents included as exhibits to this RFP.

3.4. Appeals.

3.4.1 Appeals related to the OSU solicitation process and award decisions and actions shall be pursuant to OSU Standards ([Procurement Thresholds and Methods, Procurement Solicitations and Contracts](#)). All written appeals must be delivered to the **Chief Procurement Officer**, at the address given in this RFP.

4.0 PUBLIC RECORD

4.1 OSU will retain an electronic copy of this RFP and one electronic copy of each response received, together with electronic copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which shall be open to public inspection after OSU has announced its intent to award a contract. If a response contains any information that is considered a trade secret under ORS 192.345(2), you must mark each trade secret with the following legend: **“This data constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

4.2 The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.”

4.2.1 Therefore, non-disclosure of documents or any portion of a document submitted as part of a Proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

4.3 In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any Proposal marked as a trade secret in its entirety may be considered non-responsive and be rejected.

5.0 FORM OF AGREEMENT

A Sample Contract is included as an exhibit and contains contract terms and conditions applicable to the work. The sample contract may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU.

6.0 BUREAU OF LABOR AND INDUSTRIES (BOLI) PREVAILING WAGES

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFP:

The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates (PWR) as outlined in Sections C.1 and C.2 of the General Conditions. The resulting Supplement is subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- 6.1** October 5, 2025 Prevailing Wage Rate Amendments
- 6.2** October 5, 2025 PWR Apprenticeship Rates

- 6.3 July 5, 2025 Prevailing Wage Rates Book for Public Works Contracts in Oregon
- 6.4 October 5, 2024 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available here:

https://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx.

7.0 INSTRUCTIONS TO OFFERORS

7.1 Summary of Work. The Work contemplated in this document shall be for OSU in connection with the Project described in Section 1.0 of this document.

7.2 Pre-Proposal Conference and Site Visit.

7.2.1 The Pre-Submittal Conference will be administered virtually via Zoom. Offerors ***must*** contact the **Contract Administrator** to request virtual Conference access. This request must occur no later than thirty (30) minutes prior to the meeting time, as stated in this RFP.

Attendance will be documented by OSU.

7.2.2 No statement made by any officer, agent, or employee of OSU in relation to the physical conditions pertaining to the Work site will be binding on OSU, unless included in writing in the documents included as exhibits to this RFP or an Addendum.

7.2.3 Date and Time of a Pre-Submittal Conference is located on the cover sheet of this RFP.

7.3 Response Submission.

7.3.1 Submit **one (1) electronic version via email** to be received by the Due Date/Time listed in this document to bids@oregonstate.edu as stated in this RFP. **Electronic versions must be sized appropriately for transfer (under 10 mb).**

7.3.2 All responses must be received by OSU before the Due Date/Time. OSU's official clock shall prevail in any time conflict. Any response received after the Due Date/Time will be rejected and will be retained and made part of OSU's archive records in accordance with OSU Standards.

7.3.3 Furniture and office equipment installation contractors or subcontractors included in any Proposals, submitted in response to this RFP, must be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to submitting Proposals. Failure to be licensed and have the bond in place will be sufficient cause to reject Proposals as non-responsive.

7.4 Response Submission Requirements.

7.4.1 Your response must be contained in a document not to exceed Twenty (20) single sided pages including pictures, charts, graphs, tables and text you deem appropriate to be part

of OSU's review of your Proposal. Resumes of key individuals proposed to be involved in this Project are exempted from the page limit and must be appended to the end of your response. No supplemental information to the page limit will be allowed. Appended resumes of the proposed key individuals, along with a Transmittal letter, table of contents, front and back covers, references, exceptions and blank section dividers will not be counted in the page limit.

7.4.2 Your response must follow the format outlined below and include a Transmittal/Cover Letter signed by an officer of your firm(s) with the authority to commit the firm(s) and must also acknowledge receipt of all addenda. Include an email address for communication purposes.

7.4.3 Any/all exceptions to the Terms and Conditions included in the Sample Contract shall be clearly identified and appended to the Proposal in order to be considered by OSU during the negotiation period.

7.4.4 The electronic response should be **should be sized appropriately for transfer (under 10 MB)** and formatted with page size of **8 ½ x 11 inches** with no fold-outs (except for any large format documents required by evaluation criteria). The basic text information of the response should be presented in standard business font size, and reasonable margins.

7.4.5 OSU may reject any response not in compliance with all applicable OSU solicitation procedures and requirements, and may cancel this solicitation or reject for good cause, all Proposals upon a finding by OSU that it is in the public interest to do so.

7.4.6 Note that throughout this procurement process, OSU will not accept responses that require OSU to pay the cost of production or delivery.

7.4.7 Telephone and facsimile transmitted **responses will not be accepted**. Proposals received *after* the Due Date/Time **will not be considered**.

7.4.8 Each response shall be emailed to bids@oregonstate.edu. Responses must be received by the date/time and in the format specified herein. The email line should contain the Solicitation Number/Name and Firm Name. Only those responses received at this email address by the Due Date/Time shall be considered responsive. Responses submitted directly to the **Contract Administrator** will NOT be considered responsive. It is highly recommended that the offeror confirms receipt of the email with the **Contract Administrator**. **The Contract Administrator** or designee may open the email to confirm receipt but will NOT verify the integrity of the attachment(s), answer questions related to the content of the response, or address the overall responsiveness.

7.5 Acceptance or Rejection of Solicitation Responses by OSU.

7.5.1 The procedures for Contract awards shall be in compliance with the provisions of OSU standards and policies adopted by OSU.

7.5.2 OSU reserves the right to reject any or all responses and to waive minor informalities in compliance with the provisions of OSU standards and policies adopted by OSU.

7.5.3 OSU reserves the right, in its sole discretion, to reject any Proposal determined to be mathematically or materially unbalanced (or both).

7.5.3.1 *Mathematically Unbalanced:* A Proposal may be considered mathematically unbalanced if pricing for any portion of the work is not fair or reasonable. Costs should reflect a fair, proportionate, and reasonable allocation of anticipated profit, overhead, an allowance for contingencies as necessary, and other indirect costs. Considering the complexity of the transaction, OSU may use a variety of factors and analytical tools to assess if a Proposal is unbalanced. For example, a Proposal that is mathematically unbalanced may significantly overstate or understate costs relative to the Proposer's reasonable and supportable actual costs; may not reflect published or market pricing data; may not fully respond to the specifications; may stage work in a manner that does not reflect the amount of work completed; may include work that could result in quality shortfalls; may not allow for availability of supplies and materials; or other similar factors. Cost framework and breakdown, including discounts, price model and funding source, may also be relevant in assessing if a Proposal is mathematically unbalanced.

7.5.3.2 *Materially Unbalanced:* A materially unbalanced Proposal refers to pricing that may appear favorable in part but could result in higher overall costs or risks to the Owner. This includes Proposals that raise concerns about whether they will ultimately result in the lowest cost or best value.

7.5.3.3 It is the Proposer's responsibility to provide accurate and supportable cost and pricing estimates for each deliverable portion of work. Should a Proposer misrepresent or falsify Proposal estimates—whether to influence scoring or for any other purpose, the Proposal may be rejected as non-responsible. In addition, the Proposer may also be subject to other consequences in accordance with applicable University ethics and procurement standards, including but not limited to a finding that the Proposer does not demonstrate a satisfactory record of integrity which would be considered in future solicitations or termination of current Owner contracts.

7.5.3.4 The Owner's determination of whether a Proposal is unbalanced shall be conclusive for purposes of the procurement evaluation and shall be applied in accordance with University standards, policies, and applicable law.

7.6 **Withdrawal of Solicitation Response.**

7.6.1 At any time prior to the Due Date/Time, an Offeror may withdraw its response in accordance with OSU Standards. This will not preclude the submission of another response by such Offeror prior to the Due Date/Time.

7.6.2 After the Due Date/Time, Offerors are prohibited from withdrawing their response,

except as provided by OSU Standards.

7.7 Proposer Qualifications.

7.7.1 Minimum Qualifications

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below. After verification that the minimum qualifications have been met, OSU will award points based on the level of the Proposer's qualifications.

- a. A minimum of (3) years' commercial/residential experience with the related activities surrounding the selling and installation of office, residential and educational furniture, equipment – supply, delivery and installation.
- b. Installation Contractors must, at a minimum, have a current State of Oregon Construction Contractors Board (CCB) ID Number.
- c. Per ORS 279C.836 Proposer must have a \$30K Public Works Bond on file prior to executing a Contract with Oregon State University.
- d. Be an authorized dealer and installer of the manufacturer(s) full product line that the Proposer selected in Exhibit 2. Provide written proof.
- e. Have company policies supporting project management, order processing, customer support, warranty claims, and product returns. Provide written proof.
- f. Written confirmation of ability to provide a minimum of 1 year warranty on installation work.

7.7.2 Preferred Qualifications

OSU will award up to twenty (20) additional points for Proposers able to demonstrate with detailed examples how the Proposer meets the preferred qualifications below.

- a. Ability to provide Green or Recycle products and support OSU's sustainability goals.
- b. Availability of product lines that meet ADA requirements.
- c. Furniture recovery or buyback program to assist with the disposal process of used furniture at OSU Facilities.
- d. Showroom within a reasonable driving distance from OSU, in which, OSU personnel would have the ability to view furniture prior to issuance of a Purchase Order.

7.8 Evaluation Process.

The written response to this RFP is the first in a **potential** two-step process in the selection of a firm for this Project. The responses to this RFP will be evaluated by a selection committee with the top scoring firms being invited to advance to further evaluation steps including virtual Proprietary Discussions and Presentations/Interviews should the committee determine they are necessary.

Presentations/Interviews will include a **Twenty (20) minute** presentation period, immediately followed by a separate **Thirty (25) minute** Q&A session.

After all of the Presentations/Interviews are completed, the members of the selection committee will discuss the strengths and weaknesses of the finalists. The members of the selection committee will then score the finalists based on all information received, presented and heard during the Presentations/Interviews. Optional Reference Checks may also be undertaken to aid in final scoring. Upon completion of final scoring, negotiations may commence with all Offerors submitting

responsive proposals or all Offerors in the competitive threshold.

Final scoring of the Presentations/Interviews and Reference Checks (if applicable) will be **separate and not cumulative** from the short-listing.

7.9 Evaluation Criteria. The following items constitute the evaluation criteria for the selection committee to score responses. For ease in reviewing, provide tabs keyed to each of the following criteria:

7.9.1 Experience on Similar Furniture and Office Equipment Purchases (30 points)

Describe your firm's experience with similar or comparable furniture and office equipment orders during the past five years. Describe the function(s) i.e. supply (including inventory arrangements), delivery times, design, installation, or other services performed by your firm. Include references for customers requesting similar orders as those described in this solicitation. Specifically include experience working with higher education institutions.

7.9.2 Preferred Qualifications (20 points)

Preferred Qualifications

OSU will award additional points for Proposers able to meet the preferred qualifications above in Section 7.7.2.

7.9.3 Firm Background and Description (15 Points)

Provide a brief description of your firm. Include an organizational chart. Discuss any similar projects or orders your firm is currently contracted for. Confirm the ongoing availability of team members to work on OSU orders, include information on how your firm is able to meet OSU furniture and office equipment needs in a timely and cost effective manner.

7.9.5 Workforce Diversity Plan (20 Points)

(a) Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Emerging Small Business (ESB), or Disabled Service Veterans (DSV) certifications for your team and a description of your nondiscrimination practices. Provide historical information on MBE, WBE, ESB, or DSV Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm within the past three (3) years.

(b) Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this Project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors/subconsultants needing or requesting such services.

The Offeror must perform the Work according to the means and methods described in the workforce plan described in its response, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards.

7.9.6 Product Discounts (Exhibit 2) (20 points)**7.9.7 BOLI Installation and Design Services Rates (Exhibit 3) (20 points)****7.10 Point Summary Table.**

Criteria	Point Value
Experience on Similar Furniture and Office Equipment Purchases	30 Points
Preferred Qualifications	20 Points
Firm Background and Description	15 Points
Workforce Diversity Plan	20 Points
Product Discounts (Ex. 2)	20 Points
BOLI Installation and Design Services Rates (Ex. 3)	20 Points

7.11 (Optional) Presentations/Interview/OTHER OPTIONAL EVALUATION PROCESSES and Reference Checks (60 Points).**Presentations/Interviews/Other Optional Evaluation Processes (50 Points)**

Presentations/Interviews/Other Optional Evaluation Processes *may/will* be conducted to aid in determining the Apparent Successful Offeror. Proprietary Discussions may also be conducted with all finalists prior to Presentations/Interviews. Information regarding the Proprietary Discussions and Presentations/Interviews will be provided to the short-listed firms following the initial review and scoring. Final scoring of the Presentations/Interviews will be **separate and not cumulative** from the short-listing.

7.11.2 Reference Checks (10 Points).

In addition to responding to the evaluation criteria above, *all Offerors (not just finalists)* **must** provide the names, addresses, phone numbers and e-mail addresses of four (4) references. See Exhibit 4 'References' for completable form. Do not include references from any firms or individuals included in your consulting team for this Proposal or any OSU personnel. OSU may check with these references and with other references associated with past work of your firm.

OSU *may* check with these references or other references associated with past work of your firm.

7.12 Equity Contracting. OSU will require the successful Offeror to comply with OSU Standards, policies, rules and procedures requiring good faith efforts in subcontracting with minority, women, emerging small business or service-disabled veteran owned business enterprises.

7.13 Negotiations.

7.12.1 Any/all exceptions to the Term and Conditions included in the Sample Contract/Agreement shall be clearly identified and appended to the Proposal in order to be considered by OSU during the negotiation period.

7.12.2 OSU reserves the right to deny contract term negotiations with the Apparent Successful Offeror if such contract terms were not received by OSU in the Solicitation response pursuant to Section **7.12.2** above.

7.12.3 OSU reserves the right to defer decision(s) on requests for contract terms and conditions revisions until after a notice of intent to award is published.

7.12.4 If OSU and the Apparent Successful Offeror are unable to reach agreement on contract terms and conditions, OSU may cease negotiations with the Apparent Successful Offeror and enter negotiations with the next highest scoring Offeror, etc.

8.0 MISCELLANEOUS

8.1 Financial Responsibility.

8.1.1 OSU reserves the right to investigate, at any time prior to execution of the contract, the Offerors financial responsibility to perform the anticipated services. Submission of a response will constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU will notify Offerors, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information. Failure to promptly provide this information may result in rejection of the response.

8.1.2 OSU may postpone the selection of finalists or execution of a contract in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility may render it non-responsible and constitute grounds for rejection.

8.2 Project Termination.

8.2.1 OSU reserves the right to terminate the Project or contract during any phase in the Project.

8.3 Insurance Provisions. During the term of the resulting contract, the awardee will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the contract.

8.4 Nondiscrimination. By submission of a response, the Offeror certifies under penalty of perjury that the Offeror will not discriminate against minority, women, emerging small business or service-disabled veteran owned business enterprises in obtaining any required subcontracts.

8.5 AA/EEO Employer. OSU is an AA/EEO employer.

8.6 Compliance with Applicable Law. Offeror agrees to comply with all federal, state, county, and local laws, ordinances, and regulations as well as all applicable OSU Standards and Policies while

on campus.

8.6.1 Smoke and Tobacco Free Campus. Owner's grounds and premises are smoke and tobacco free. Contractor and Contractor's employees, agents, Subcontractors, if any, agree not to smoke or use tobacco products while on Owner property.

8.6.2 Sexual Misconduct Policy. OSU has policies that prohibit sexual misconduct against members of the university community and in keeping with those policies Contractor and Contractor's employees, agents, and Subcontractors are prohibited from engaging in sexual misconduct against members of the university community.

8.6.3 Firearms Policy. The Owner has adopted a policy that prohibits Contractor and Contractor's employees, agents and Subcontractors from possessing firearms on Owner's property.

8.7 Background Checks. OSU maintains facilities that are designated as critical, occupied or security-sensitive facilities. Thus, the selected Contractor shall conduct criminal background checks, including sex offender registration checks, (for both: Oregon at a minimum, and national for Contractor employees that formerly lived outside of the state of Oregon) on each Contractor employee and agent with satisfactory results before referral or placement at any Owner work location. Contractor must perform the criminal background checks within the twelve (12) months immediately preceding referral or placement at any Owner work location.

Disqualifying crimes include 1) felony convictions of any kind within the last eight (8) years, 2) all crimes involving weapons of any kind ever committed, 3) all person to person crimes involving physical injury to another person ever committed, 4) sexual offenses of any kind ever committed, including stalking, and 5) child abuse, molestation, child pornography or other crimes involving child endangerment, including neglect and abandonment of any kind ever committed.

Contractor shall require Contractor's employees and agents to self-disclose to Contractor any new convictions that occur within three business days of the conviction. Contractor shall reassess the individual's assignment under the Contract.

The Owner, at its discretion, may require Contractor to reassign a Contractor employee or agent to no longer perform work under the Contract or for the Owner if, at any time, Owner believes that the Contractor employee or agent may create a danger to health or safety of the university community.

Contractor is solely responsible for complying with all applicable federal, state or local laws, rule and regulations, including but not limited to the Fair Credit Reporting Act and equal opportunity laws and regulations, when conducting background checks. The costs and Fair Credit Reporting Act obligations for criminal background checks are the responsibility of Contractor.

Contractor shall maintain a security log including a list of Contractor employees working in, accessing, or who will enter Owner critical, occupied or security-sensitive facilities; verification of each Contractor employee's satisfactory and unsatisfactory results of criminal background checks; each Contractor employee's site assignment; and each revocation of a Contractor employee's site assignment. Contractor shall update and maintain the security log during the duration of the contract and twenty-four (24) months after. Contractor shall provide Owner with access to the

security log for audit and copying purposes within twenty-four (24) hours of Owner's request.

Contractor shall require Contractor's subcontractors and agents providing services under the Contract to comply with this provision. The Owner may audit Contractor's background check processes at any time to ensure compliance with this section. Failure of Contractor to comply with this section is a material breach of the resulting Contract and may result in the Owner seeking monetary damages or pursue other remedies, Contractor termination by the Owner without further liability or obligation, or both. Contractor shall indemnify, defend and hold harmless the Owner and its directors, agents, trustees and employees from all claims, suits, and actions arising out of or related to any and all claims relating to the conducting of such checks and any adverse action that may be taken as a result of such checks.

8.8 Communication Blackout.

Notwithstanding the Pre-Proposal Conference, Presentation/Interview and Proprietary Meeting (as applicable), all communication, whether written or verbal, regarding any aspect of this RFP shall be directed at the Contract Administrator, the Chief Procurement Officer or designated member of Procurement, Contracts, and Materials Management (PCMM). Proposers are strictly prohibited from communicating with any other OSU employee, agent, or representative concerning the content, evaluation, or process of this RFP at any time during the solicitation process. Any such unauthorized communication may result in rejection of the Proposal as non-responsive.

8.9 Execution of Agreement.

8.9.1 The Offeror shall be required to execute the Contract as provided, within any time period provided in an award notification. The Contract Documents shall be delivered to OSU in the manner stated in an award notification.

8.9.2 Work Commencement. Work shall commence upon execution of a Contract with the selected Offeror unless otherwise stated in the award notification or Contract.

9.0 EXHIBITS

Exhibit 1 – Sample Contract

Exhibit 2 – Product Category Discounts

Exhibit 3 – BOLI Installation Rates

Exhibit 4 – References

END OF RFP

Exhibit 1 – Sample Contract

(Sample contract is appended to this RFP as a separate PDF attachment)

Exhibit 2 – Product Category Discounts

1. Category Definitions:
 - a. Systems Furniture/Modular Furniture; includes, but is not limited to, office furniture, typically cubicles or workstations that are flexible as far as installing, making changes, moving, rearranging, etc.
 - b. Seating includes, but is not limited to, office furniture such as chairs, lounges, couches, benches, theatre seating, etc.
 - c. Case goods includes, but is not limited to, office furniture that is usually free standing, pre-assembled, generally not modular, and includes such types of desks, credenzas, file cabinets, etc.
 - d. Tables includes, but are not limited to, office tables, conference tables, executive tables, coffee tables, collaboration tables, folding tables, etc.
 - e. Technology Furniture Products includes, but is not limited to, Smart boards, sound panels, electronic white boards, etc.
 - f. Lounge Furniture includes, but is not limited to, single seat lounge chairs (i.e. Box Armchairs, Armless lounge chair, Curved back or barrel lounge chairs, modern wingbacks), , loveseats – two seat, sofa – three seats, ottomans and soft seating.
2. Proposer shall list below the Proposer’s percentage discount offered as a discount form the manufacturer’s list price for each category that the Proposer wants to be considered for contract award.

Use as many tables and sheets as necessary to represent all manufacturers and categories proposed.

Proposer Company Name: _____

Manufacturer Name	Category	Manufacturer List Price	Proposer % Discount
[Enter Manufacturer Name Here]	Systems Furniture/Modular Furniture		
	Seating		
	Case goods		
	Tables		
	Technology Furniture Products		
	Lounge Furniture		

Manufacturer Name	Category	Manufacturer List Price	Proposer % Discount
[Enter Manufacturer Name Here]	Systems Furniture/Modular Furniture		
	Seating		
	Case goods		
	Tables		
	Technology Furniture Products		
	Lounge Furniture		

Manufacturer Name	Category	Manufacturer List Price	Proposer % Discount
[Enter Manufacturer Name Here]	Systems Furniture/Modular Furniture		
	Seating		
	Case goods		
	Tables		
	Technology Furniture Products		
	Lounge Furniture		

Manufacturer Name	Category	Manufacturer List Price	Proposer % Discount
[Enter Manufacturer Name Here]	Systems Furniture/Modular Furniture		
	Seating		
	Case goods		
	Tables		
	Technology Furniture Products		
	Lounge Furniture		

Exhibit 3 – BOLI Installation and Design Services Rates

BOLI INSTALLATION AND DESIGN SERVICES RATES

Proposers to provide the following cost profiles for installation and services:

1. Installation Rate inclusive of Bureau of Labor and Industries (BOLI), Prevailing Wage Rate (PWR) (PWR = Base Rate + Fringe Rate) preparation/installation Sto \$ _____ / Per Hour

2. Design Services Rates \$ _____ / Per Hour

Exhibit 4 – References

Reference 1

Company Name: _____

Contact Name/Title: _____

Phone Number: _____

Email: _____

Goods/Services Provided: _____

Reference 2

Company Name: _____

Contact Name/Title: _____

Phone Number: _____

Email: _____

Goods/Services Provided: _____

Reference 3

Company Name: _____

Contact Name/Title: _____

Phone Number: _____

Email: _____

Goods/Services Provided: _____

Reference 4

Company Name: _____

Contact Name/Title: _____

Phone Number: _____

Email: _____

Goods/Services Provided: _____