



Purchasing Department
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Fairfax, VA 22030
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<http://fiscal.gmu.edu/purchasing/>



**REQUEST FOR PROPOSALS
GMU-1793-22**

ISSUE DATE: April 29, 2022

TITLE: Furniture Systems Installations and Reconfigurations

PRIMARY PROCUREMENT OFFICER: Regina Bazile, Senior Buyer, rbazile@gmu.edu
SECONDARY PROCUREMENT OFFICER: Grace Lyman, Assistant Director, glyman@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM Eastern Time (ET) on May 6, 2022. All questions must be submitted in writing. Responses to questions will be posted on the [Mason Purchasing Website](#) by 5:00 PM ET on May 13, 2022. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: June 3, 2022 @ 2:00 PM ET. SEE SECTION XIII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: Ricardo Gonzalez

Date: June 1, 2022

DBA: Vanguard Medical LLC

Address: 8577 Sudley Road, Suite C
Manassas, VA 20110

By: 
Signature

FEI/FIN No. 364733290

Name: Robin Brevard

Fax No. _____

Title: Project Manager

Email: vanguardmedical@ymail.com

Telephone No. 800-723-2202

SWaM Certified: Yes: XXX No: _____ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: 809795

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

ATTACHMENT A
SMALL BUSINESS SUBCONTRACTING PLAN
TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Offeror Name: Vanguard Medical LLC

Preparer Name: Robin Brevard **Date:** June 1, 2022

Who will be doing the work: ☐ I plan to use subcontractors ☒ I plan to complete all work

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: _____ **Certification Date:** _____

Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participations will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement

Subcontract #1

Company Name: _____ **SBSD Cert #:** _____
Contact Name: _____ **SBSD Certification:** _____
Contact Phone: _____ **Contact Email:** _____
Value % or \$ (Initial Term): _____ **Contact Address:** _____
Description of Work: _____

Subcontract #2

Company Name: _____ **SBSD Cert #:** _____
Contact Name: _____ **SBSD Certification:** _____
Contact Phone: _____ **Contact Email:** _____
Value % or \$ (Initial Term): _____ **Contact Address:** _____
Description of Work: _____

ATTACHMENT C
PRICING SCHEDULE
TO BE COMPLETED BY OFFERORS

PART I: Labor Rates for T&M Services

Enter hourly rates for labor services used in performing all work which may be required during the period of the contract. Labor rates shall be paid on the basis of Time on the Job Site. Labor rates shall include all direct and indirect costs such as transportation, G&A, contract supervision, and profit, etc. Overtime rates shall be billed for work done after standard hours, weekends and holidays.

Labor Rates – Regular time – 6:00AM to 5:00PM, Monday through Friday
Overtime – 5:00PM to 6:00AM (Monday through Friday), weekends and holidays

Item	Labor Category	Unit	Regular Time Rate	Overtime Rate
1.	Project Manager	HR	\$ 40.00	\$ N/A
2.	Systems Furniture Installer	HR	\$ 25.00	\$ 35.00
3.	Supervisor	HR	\$ 30.00	\$ 40.00
4.	Electrician	HR	\$ 75.00	\$ 100.00
5.	Helper/Assistant	HR	\$ 25.00	\$ 35.00
6.	Truck (Including Driver)	HR	\$ 35.00	\$ 45.00

Storage Facilities – The contractor may be required to provide temporary storage facilities to store these systems/furniture on behalf of CH2. Please provide your price per square foot for these storage facilities and your price for time period (such as day/month).

Storage Facilities	2.34 non temp controlled \$ 2.75 temp cont Per Square Foot	475 non temp controlled \$ 550 temp cont Per Time Period Month Please indicate what the time period is (day/month/year)
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A Minority Owned Company

Vanguard Medical, LLC
8577 Sudley Road, Suite C
Manassas, Va. 20110
800-723-2202

RFP: GMU-1793-22

Submission Date: 06/01/2022

Prepared for:

**George Mason University
Purchasing Dept
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030**

Attention:

**Regina Bazile, Senior Buyer
Grace Lymas, Assistant Director**

<u>FURNITURE SYSTEMS INSTALLATIONS AND RECONFIGURATIONS</u>
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Vanguard is a minority owned company based out of Manassas, Virginia that has been in business for over 12 years providing solutions to both the medical and private sector. Our team is comprised of talented people in all walks of life. Our employees have completed both background checks as well as routine random drug tests.

Vanguard will provide the necessary personnel detail clean, repair, polished, perform minor repairs as needed, and will provide a report of before and after pictures.

Vanguard's Action Plan

- I. Installation and configuration of furniture systems.
 - Also included in this service:
 - Clean furniture, tables, chairs after installation
 - Reporting of Before and After pictures, equipment that need to be repair or replace.

Cost Estimate

Labor Category	Unit	Regular Time Rate	Overtime Rate
Project Manager	HR	\$40.00	n/a
Systems Furniture Installer	HR	\$25.00	\$35.00
Supervisor	HR	\$30.00	\$40.00
Electrician	HR	\$75.00	\$100.00
Helper/Assistant	HR	\$25.00	\$35.00
Truck w/driver	HR	\$35.00	\$45.00

Vanguard will provide all necessary tools and equipment for the installation of all equipment.

We will provide pictures and a written report of areas that need to be serviced by other vendor repairs and replacements to have a 100 % complete clean appearance.

- Depending on the requirements, the number of team members will be determined and submitted to the Procurement Office prior to the beginning of the project.
- The Schedule will be according by the Hospital and Vanguard Medical.

GMU Responsibilities:

Schedule when we can performance our service

Respectfully submitted,


Robin Brevard
Project Manager