

**BID SCHEDULE**

**BASIS OF BIDS**

**Item 0001: Base Bid**

a. Item 0001a:

Basis of Bid for Item 0001a shall be the entire work complete in accordance with the Request for Proposal, but excluding work described in other bid items

Item 0001a \$ \_\_\_\_\_

b. Item 0001b:

Design and provide the Final, Best Valued Furniture, Fixtures and Equipment (FF&E) Package and prepare supporting plans and procurement data:

Item 0001b \$ \_\_\_\_\_

**Total Item 0001** \$ \_\_\_\_\_

**Item 0002: Planned Modification – Furniture, Fixtures and Equipment  
(FF&E – Procurement and Installation Option)**

Provision of all work for providing all labor, material, equipment, transportation and supervision required for the Furniture, Fixtures and Equipment (FF&E) specified by the Contract documents.

See Notes below.

Government Estimated Amount for FF&E: \$1,750,000.00

Prime Contractor Proposed FF&E Handling & Administration Rate (HAR): \_\_\_\_\_ % (not to exceed 5%)

(To derive the total proposed amount; multiply the proposed HAR by the Government Estimated Amount for FF&E and enter as Item 0002. The Government will enter this total.)

**Total Item 0002** \$ \_\_\_\_\_

**Bid Summary**

**Item 0001: Base:** .....\$ \_\_\_\_\_

**Item 0002: FF&E HAR:**.....\$ \_\_\_\_\_

**Grand Total:** .....\$ \_\_\_\_\_

## **Bid Notes:**

### **General**

1. The Government reserves the right to award Bid Item 0002 to the Contractor at the bid price within 360 calendar days after contract award. A firm fixed bid price is required for the option. No provision is made for economic price adjustment. If Option is exercised, the contract completion date remains unchanged.
2. If option under Item 0002 is exercised, additional bonding and consent of surety will be required. Consequently, the Performance Bond shall reflect 100 percent of the aggregate amount of all items.
3. In the event there is a difference between a unit price and extended total, the unit price will be held to be the intended bid. If the bidder shows only the total price but fails to enter a unit price, the total divided by the estimated quantity will be held to be the intended unit price.

### **Interior Design Services**

Item No. 0001b – Price includes the following:

1. Price for obtaining the services for an Interior Designer, certified by the National Council for Interior Design Qualification (NCIDQ). Price for Interior Designer tasks shall include but are not limited to: gather the Activity's project FF&E requirements, execution of the FF&E Best Value Determination process, assurance that all necessary coordination of the building systems and as-built conditions are identified and noted on the floor plans and construction drawings, development of Final FF&E Package to include furniture plans, procurement data sheets, cost summary, 8.5"x11" FF&E finish boards and any necessary supplementary documentation, attend meetings as required with the Activity and the Government and perform final FF&E walk-through and punch list(s).

### **FF&E – Procurement and Installation**

Item No. 0002 – Price includes the following:

1. In this solicitation, for FF&E Procurement and Installation option, the contractor will only propose and be evaluated on the HAR rate applied to the Government Estimated amount for FF&E. Upon Government approval of the preliminary design and best value analysis, a Best Value Determination (BVD) will be made and will be the rationale for selecting the FF&E vendor(s) for the project. Accordingly, the price(s) provided by the selected vendor(s), using predominately negotiated price schedules from BPA, GSA or other Federal contracts, will be the basis for the actual cost of the Final FF&E Package. The actual total cost of the awarded planned modification will be the total of the accepted Final FF&E Package and the HAR rate applied to the accepted Final FF&E Package.
2. Government Estimated Amount for Furniture Fixtures and Equipment (FF&E). The Government estimated amount for FF&E, as shown above, includes the FF&E cost, freight and installation charges. The Government estimated amount for FF&E has been identified to provide offerors with the projected magnitude of effort for FF&E.

3. Prime Contractor FF&E Handling and Administration Rate (HAR). Offerors may propose a fee, up to but not to exceed 5%, for the handling and administration of the FF&E. This fee will account for all administrative costs, overhead, bonding fees, administration of subcontractors, profit and any other costs associated with and related to the coordination and processing of the procurement and installation of FF&E. No other charges, expenses, fee, mark-ups, etc., will be authorized. The prime contractor's proposed HAR mark-up shall be applied to the Government estimated amount of FF&E to derive a total proposed price for Item 0002. The total proposed price will be entered by the Government.

4. The prime contractor's FF&E HAR will be incorporated into the contract as proposed and will not be adjusted regardless of fluctuations from the Government budget amount of FF&E. The HAR is a fixed rate. When the final FF&E package is priced, the contractor's HAR, as incorporated into the contract, shall be applied to the FF&E supplier and vendor quotes to derive a total proposed price for final negotiation of the FF&E Option.

5. Price will be evaluated on the total of the Base Bid and all the options. However, for the FF&E Procurement and Installation Option, only the HAR segment of the option line item will be utilized in the evaluation (this is the HAR rate multiplied by the Government Estimated Amount for FF&E).

6. If exercised, this line item will be funded separately after completion of FF&E design review, acceptance of FF&E package, and receipt of appropriate funding. The design for the FF&E itself is performed under the Base Bid Amount.

**Acknowledge Amendments** \_\_\_\_\_ **through/including** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_