



UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

**REQUEST FOR QUOTATION
#78-0186**

**Tower Apartment Furnishing
at
Hastings Tower – 100 McAllister Street**

Due Date: Wednesday, March 7 2018 COB

Submit responses to: purchasing@uchastings.edu

Scope of Work:

UC Hastings College of the Law (UCH) is seeking qualified Furniture and Houseware Furnishing vendors for three (3) separate delivery and set-up sessions to take place at the Tower between the dates of Friday, May 25 and Friday, July 6 2018, in accordance with the Requirements and Specifications set forth throughout this document and specifically **Attachment 1**. The apartments, once furnished, will be occupied by SFCD students, however, any resulting Agreement will be by and between UCH and Vendor, and invoices must reflect the same. The initial term will be a one (1) year Agreement with two (2) optional renewal terms.

The vendor will be required to do the following:

- All deliveries and set-ups must be scheduled with the approval of UCH and must be done in such a manner as to avoid disruption to the normal operations of the school to the greatest extent possible.
- Protect the existing environment during the deliveries and set-ups.

Attachments:

Attachment 1	Requirements and Specifications
Attachment 2	Sample Agreement
Attachment 3	Drug-Free Workplace Certification
Attachment 4	New Vendor Form

Pricing (quote form):

NOTE: PLEASE PROVIDE **PER UNIT** QUOTE FOR BOTH DOUBLE AND TRIPLE OCCUPANCY APARTMENTS. ACTUAL NUMBERS OF UNITS WON'T BE AVAILABLE UNTIL MAY 4 FOR SESSION 1, MAY 18 FOR SESSION 2, AND JUNE 8 FOR SESSION THREE.

Quote*:

DOUBLE OCCUPANCY **PER UNIT RATE:** \$ _____

TRIPLE OCCUPANCY **PER UNIT RATE:** \$ _____

***Quote is all inclusive (labor, materials, tax, freight)**

UC Hastings terms and conditions:

Terms: Net 30, upon completion and acceptance of work.

Quick pay discount using credit card.

Discount offered for early pay: _____%, Net 15 after completion and acceptance

Other:

Proof of Insurance required of supplier awarded the job, must meet UCH insurance requirements.

Shipping: FOB Destination, Freight Prepaid

Deliver to: 200 McAllister Street, SF CA 94102

X _____

Signature of bidder

UC Hastings Terms and Conditions attached and agreed to by signing

Company Name

RFQ Event Schedule	
Event	Date
RFQ #78-0186 Documents Posted	Wednesday, February 14th, 2018
Questions Due Questions must be in writing and sent to purchasing@uchastings.edu	Thursday, February 22nd, 2018
Answers provided by UC Hastings Answers will be posted on the UCH Bids/RFPs web page:	Tuesday, February 27th, 2018
Response Due Date/Time: Vendor responses due by close of business. Submission by email to purchasing@uchastings.edu is preferred.	Thursday, March 8th, 2018
Notice of Award (target date)	Week of March 12 th , 2018