

Scope of Work:

UC Hastings College of the Law (UCH) is seeking qualified Furniture/Housewares Rental vendors to temporarily furnish forty (40) empty, double-occupancy, studio apartments in a UCH residence hall for visiting students during a 10-week period from late May through early August, 2018. All forty of the apartments will require the furniture and housewares itemized in Attachment 1.

As the visiting students will be arriving in three different groups for three different lengths of time (but all within a 10-week period), the forty apartments will need to be furnished as follows:

- eleven apartments for ten weeks
- twenty apartments for eight weeks
- nine apartments for four weeks.

Furniture and housewares for the 10-week rental period are to be delivered and set up on May 25, while those for the 8-week rental period are to be delivered and set up on June 8 and those for the 4-week rental period are to be delivered and set up on July 6 (as summarized below). All of the furniture and housewares are to be picked up and removed on Saturday, August 4. The residence hall is located at 100 McAllister Street in San Francisco. A freight elevator will be reserved for the deliveries during designated, early morning time windows and for the removal of all items on August 4.

On Saturday, July 9 all of the housewares itemized in Attachment 1 that are in the thirty-one, previously-furnished apartments are to be replaced with fresh housewares for a new group of arriving students.

The vendor must designate a representative to function in the capacity of “project manager” to be on-site during the four specified delivery times to coordinate and insure the accurate delivery and set-up of furniture and housewares in the apartments designated.

Quote to be based on the following:

May 25, 2018:

Delivery and set-up of furnishings and housewares for eleven (11) double-occupancy, studio apartments to remain in place until pick-up on the morning of August 4, 2018 (ie. duration of 10 weeks).

June 8, 2018:

Delivery and set-up of furnishings and housewares for twenty (20) double-occupancy, studio apartments to remain in place until pick-up on the morning of August 4, 2018 (ie. duration of 8 weeks).

July 6, 2018:

Delivery and set-up of furnishings and housewares for nine (9) double-occupancy, studio apartments to remain in place until pick-up on the morning of August 4, 2018 (ie. duration of 4 weeks).

July 7, 2018:

All of the housewares (itemized in Attachment 1) contained in the 31 previously-furnished apartments to be replaced with new items for a fresh group of incoming students (must be completed in one day, ie. Saturday, July 7)

Note 1: In the event that the final number of apartments/furnishings should vary slightly (up or down) from the numbers accounted for in the quote, it is our expectation that any such variation will be factored into the billing on a prorated basis. Final numbers of apartments to be furnished (and refreshed) will be confirmed at least three weeks in advance of each of the deliveries.

Note 2: The rental terms applicable to insect infestations must limit UCH's liability for leased property to a maximum of \$600 per apartment in the event of bed bug infestation.

Attachment 1 — Furnishings and Housewares required for each studio apartment

Furniture:

- 2 single beds (to include frames, box-springs and mattresses)
- 1 dining table
- 2 dining chairs
- 1 chest of 4 drawers

Housewares:

- 4 pillows
- 2 sets of sheets and pillow cases
- 4 sets of towels (to include bath towels, face towels and wash clothes)
- 2 bath mats
- 1 shower curtain
- 2 rolls of toilet paper
- 2 rolls of paper towels
- 2 sponges
- 1 small bottle of dish soap
- 2 hotel-size bars of soap
- 2 hotel-size bottles of shampoo and conditioner
- 1 trash can for kitchenette
- 1 waste basket for bathroom
- 1 microwave oven
- 1 toaster
- 1 electric coffee machine
- 1 each salt & pepper shakers

- 1 sugar bowl
- 1 set of assorted cookware (to include pots, pans, spatula and utensils)
- 2 placemats
- 2 sets of dishware (to include dinner and dessert plates, bowls and cups/mugs)
- 2 sets of glassware
- 2 sets of silverware
- 1 set of kitchen knives