



Oxford Preparatory School – Innovation Hall FFE Services

Furniture, Fixtures, & Equipment Bid

October 19, 2026

To Whom It May Concern:

We are requesting a pricing proposal from your firm to provide furniture for Oxford Preparatory School Innovation Hall; LaBella Associates project number 2261844.

The Project's projected completion date is the mid-July 2027 and FF&E should be fully installed to resume student activities by August 2nd, 2027. Scope for this project includes furniture, fixtures, and equipment for Student Learning Environments, Staff Work Rooms, Administrative Offices, a Library, and Music and Fitness Spaces.

Project location is as follows:

**Oxford Preparatory School
6041 Landis Road
Oxford, NC 27565**

The installation breakdown is as follows:

- Tentative Installation Dates: July 26, 2027 – July 30, 2027
- Punchlist Walkthroughs to be completed with Owner: August 2, 2027 – August 4, 2027
- All furniture installation and adjustments noted as “Day One” items **must** be completed prior to the first day of school, August 2nd, 2027.
- Installation and adjustments for remaining work will be coordinated with owner in tandem with school schedule and is subject to change.

We will include furniture plan drawings in PDF format for your use. Drawings in CAD and/or REVIT format are available if requested after the bid. LaBella requires the sign and return of a formal CAD release document to LaBella Associates prior to release of any and all CAD/REVIT documents.

The quantities listed within this BID are based on the preliminary design and are provided as a courtesy to aid in assessing the project scope of work. Final order quantities will be the responsibility of the awarded dealer. Dealers shall utilize the RFI cover sheet to notify LaBella of any quantity discrepancies.

Please notify LaBella Associates, via email, to Danielle Lewis – dlewis@labellapc.com, and copy Sarah Leicht – sleicht@labellapc.com and Kelly Sweet – ksweet@labellapc.com within 3

business days of receipt of Request-For-Pricing whether your company will or will not be providing a pricing proposal.

All Requests for Information (RFIs) shall be directed to Danielle Lewis – dlewis@labellapc.com, copy Sarah Leicht – sleicht@labellapc.com and Kelly Sweet – ksweet@labellapc.com. All RFIs are due by 4:00pm on October 30th, 2026, so that RFI responses can be copied to all bidders in an addendum to be issued by 4:00pm November 6th, 2026. Use the attached “LaBella RFI Cover Sheet” for all RFIs.

Please provide your pricing proposal by 12:00pm on **Friday, November 20th, 2026**. Pricing proposals shall be directed to to Danielle Lewis – dlewis@labellapc.com, copy Sarah Leicht – sleicht@labellapc.com and Kelly Sweet – ksweet@labellapc.com.

Please note that any email communications related to this bid should have ‘Oxford Preparatory School Innovation Hall FF&E Bid’ at the start of the subject line.

Proposal Requirements:

Proposals are to be provided via email in PDF and EXCEL document formats.

Please provide the following information in your proposal:

Price all the requested items on the form provided. Use the provided BID Tab Form and return a “live” Excel document. **The Basis-of-Design bid must be priced first (if BOD is closed line you may list alternate without BOD price) and as received for submissions to be considered. Alternates may be submitted on the provided “ALTERNATES” tab. A total cost for Alternate bids should be provided for comparative accuracy where applicable. Proposals that do not include pricing for all basis-of-design items will not be considered. Post-bid price changes due to dealer error/omission will not be accepted. Price changes exceeding the submitted bid projections are the responsibility of the awarded Dealer.**

Dealers(s) are being asked to submit:

1. Unit, Extended and Totaled cost for each item per location as broken down in provided bid documents in the form of a live excel spreadsheet
2. Detailed Specifications & Costs associated with proposed alternates: Vendors shall flag any and all items that do not meet the required specifications and provide supporting documentation validating that items proposed in your offer meet or exceed all requirements for the requested items in this BID. Include manufacturer’s cut sheets and specifications/pricing pages with specified features highlighted for each item submitted. Finish samples are not required at this time but will be requested upon contract award.
3. Include separate line items detailing the following:
 - a. Costs associated with freight
 - b. Costs associated with delivery
 - c. Costs associated with installation
 - d. Costs associated with tax

- e. Costs associated with offsite storage and staged, on-call delivery
- 4. Manufacturer's warranty periods and estimated lead times are to be provided on the "Furniture by Product" tab form.
 - a. Designate long lead time items with an "X" in the corresponding column of the bid tab form in addition to the written lead time length.
- 5. Information pertaining to electrical, data, or IT connections that would be required for the furniture specification and installation.
- 6. Additional information that would be pertinent to overall project process & schedule.

Dealer(s) are required to accept all deliveries to their warehouse; direct shipments will not be accepted. Final purchase orders and installation dates should be coordinated with the schedule listed at the beginning of this letter. All schedule dates are subject to change, depending on the construction schedule.

Prior to Purchase Order, awarded dealer(s) are required to field verify each location. The supplier shall notify LaBella Associates if there are any conditions that will adversely affect the installation of furniture as indicated on the Furniture Plans.

Please title the PDFs with your Company Name, the Project Name, and Date. Solicitation or inquiries to end users or base personnel regarding this project and Request for Pricing are not permitted. Direct any inquiries regarding this project to LaBella Associates, DPC. Proposals not adhering to the above requirements will not be considered.

SCHEDULE:

Bid Schedule:

- Monday, October 19th, 2026 - Bid Solicitation
- Friday, October 30th, 2026 - Requests for Information from bidders to be submitted by 4:00 PM
- Friday, November 6th, 2026 – Furniture Bid Addendum to be issued to all bidders by 4:00 PM
- **Friday, November 20th, 2026 - Bid Responses to be submitted to LaBella Associates by 12:00 PM**

Project Schedule:

- Wednesday, December 9th, 2026 - Bid Award to be communicated by COB.
- Monday, January 22nd, 2027 - Installation Quotes to be completed by awarded vendor (to LaBella) for final review.
 - Purchase Orders to be made out with Oxford Preparatory School listed as the client, to the attention of Accounts Payable: 6041 Landis Road, Oxford, NC 27565
 - LaBella will forward the PO to the Client after final review, copying the furniture dealer.
- Friday, February 12th, 2027 - Client to return signed purchase order back to LaBella and furniture dealer.

- Week of February 15th, 2027 – furniture dealer to place furniture order
- Week of June 28th – Preliminary scheduling and pre-installation meeting - *date for this meeting will be scheduled with the awarded dealer*
- Please note, **spaces highlighted in blue in the bid tab form are considered “DAY ONE” items that are required for the start of school on August 2nd, 2027.** These items may require separate installation from the remainder of the scope and **should be priced accordingly.**
- *All other meetings will be coordinated post BID award.*

OWNER'S RIGHTS

Oxford Preparatory School and/or their representatives reserve the right to revise the project scope or schedule throughout the project process.

INSTALLATION:

1. Offsite storage and staged, on-call delivery to be included in Contractor's schedule and pricing.
2. Install furniture in a manner indicated to comply with manufacturer's instructions. Position units to stand level, plumb, secure, at proper height and location relative to adjoining units and other related work. Securely anchor units with proper clips, brackets, and anchorages, suited to the type of mounting indicated.
3. Protect installed units to ensure they are in perfect operating condition, without damage, blemishes, or indication of use at completion of project. Repair or replace damaged units as directed by Owner.
4. All items with power and/or data to be hooked up to electrical devices and tested upon installation completion.
5. Upon the completion of the installation, the Furniture Contractor shall leave the completed project ready for use and occupancy without the need for further cleaning of any kind and with all items in perfect condition and working order. They will be responsible for any damage to the building finishes caused by their workers or equipment.
6. Included in this contract is the provision that the Furniture Contractor shall make any repairs if required, after the original installation is completed. Repairs and replacements must be made within (6) months of installation date. The exact time for this work shall be left to the discretion of the Owner.

REQUIREMENTS:

1. Keep existing driveways, sidewalks, building entrances clear and available to the owner, owner's employees, and emergency vehicles at all times. Do not use these areas for storage of materials.
2. Dumpster staging is to be reviewed with the Oxford Preparatory School and contractor for approval prior to placement.
3. Oxford Preparatory School shall be notified a minimum of 72 hours in advance prior to:

- a. Start of work.
 - a. Shut down of any utility.
 - b. When access outside of contractors' work areas will be necessary.
 - c. When work will be necessary inside secure areas.
 - d. Security systems are interrupted.
4. Contractors have limited use of the Site and Existing Buildings. Each Contractors use of the premises is limited to the work areas shown on the drawings and must be supervised/escorted. Contractors are to utilize just in time delivery for work of this contract. Storage of materials will be limited to work that can be installed in a 24-hour period or in approved staged storage locations.
 5. Parking: On-site parking will be permitted. Coordinate a designated location with the Oxford Preparatory School and general contractor.
 6. All contractors will coordinate schedules and working hours with the Owners representative and other contractors.

INSURANCE AND BONDS:

The Contractor shall provide current Certificates of Insurance and accompanying documents as described herein for the OWNER'S approval prior to OWNER'S signing of contract(s).

1. "Certificate Holder" shall be:
 - Oxford Preparatory School, 6041 Landis Road, Oxford, NC 27565
2. Coverage must comply with all specifications of the contract.
3. All insurance documents must be executed with *authorized* signatures.
4. The Certificate must indicate that prior to non-renewal or cancellation of these policies, at least thirty (30) days advance written notice will be given to the Certificate Holder, and the Contractor's liability policies referenced here must be so endorsed. **A copy of such endorsement(s) must be furnished to the Certificate Holder.**
5. Failure of the Owner to object to the Contractor's failure to furnish a certificate or other evidence of the required insurance coverages or object to any defect in such certificate or other evidence shall not be deemed a waiver of Contractor's obligation to furnish the insurance coverages described herein.
6. The Contractor's liability and indemnification of the Owner and Owner's Landlord shall not be relieved nor diminished by the Contractor securing insurance coverage in accordance with the Owner's policies. Any approval by the Owner of such insurance coverage shall not be construed as accepting in any way the deficiencies in the Contractor's insurance.

THE CONTRACTOR AGREES:

To secure and maintain, at CONTRACTOR'S own expense, all insurance coverage required herein from one or more insurance companies which are licensed to write such insurance in the state of Virginia or are eligible non-admitted insurers. Insurers must carry an A.M. Best "Secure" rating of A XI or better. The CONTRACTOR'S insurance shall include the following, and shall be written with limits no less than hereinafter specified:

COMMERCIAL GENERAL LIABILITY:

Commercial General Liability (CGL) coverage with limits of Insurance of not less than \$1,000,000 for each occurrence and \$2,000,000 Annual Aggregate.

- a) If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
- b) CGL coverage shall be written on ISO Occurrence form CG 00 01 10/01, or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, residential projects (if applicable) and personal and advertising injury.
- c) Owner and Owner's Landlord shall be included as insureds on the CGL, using ISO Additional Insured Endorsement CG 20 10 (11 85) or a combination of CG 20 10 (10 01) & CG 20 37 (10 01), or an endorsement providing equivalent or broader coverage to the additional insureds. The coverage provided to the additional insureds under the policy issued to the Contractor/Vendor shall be at least as broad as the coverage provided to the Contractor/Vendor under the policy. Coverage for the additional insureds shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional Insureds.
- d) Contractor/Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least 3 years after completion of the Work.
- e) CGL coverage shall not have exclusions for residential projects, territorial limitations, bodily injury to employees, work at heights or any other exclusion deemed unacceptable to the Owner.

AUTOMOBILE LIABILITY INSURANCE:

- a.) Commercial Auto Liability with limits of at least \$1,000,000 for each accident.
- b) Commercial Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
- c) Owner and Owner's Landlord shall be included as insureds on the auto policy.

COMMERCIAL UMBRELLA:

- a) Umbrella limits must be at least \$5,000,000
- b) Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.
- c) Umbrella coverage for such additional insureds shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Auto Liability and Employers Liability coverages maintained by the Contractor/Vendor.

WORKERS' COMPENSATION AND EMPLOYER LIABILITY:

- a.) Employers Liability Insurance limits of at least \$1,000,000 each accident for bodily injury by accident and \$1,000,000 for each employee for injury by disease.

- b) Where applicable, U.S. Longshore and Harborworkers Compensation Act Endorsement shall be attached to the policy.
- c) Where applicable, the Maritime Coverage Endorsement shall be attached to the policy.

WAIVER OF SUBROGATION:

Contractor/Vendor waives all rights against Owner, Owner's Landlord and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability or workers compensation and employers' liability insurance maintained per requirements stated above.

NOTICE OF CANCELLATION:

The required insurance policies shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to Owner.

The Contractor/Vendor shall not sublet any part of its work without written approval from the Owner. The Contractor/Vendor shall not sublet any part of its work without assuming full responsibility for requiring similar insurance from its subcontractors and shall submit satisfactory evidence to that effect to the Owner. Each such insurance policy of the subcontractor, except the Workers Compensation Policy, shall include the entities identified in Section F of the Special Conditions above as additional insureds, and all other parties who Contractor/Vendor is required to name as additional insureds by any contract as an additional insured.

Prior to commencing the work, the Contractor/Vendor shall submit to Owner, a certificate of insurance, a copy of the Additional Insured Endorsement and a copy of the applicable Other Insurance clause that is part of the Contractor/Vendor's Commercial General Liability Policy. A copy of the entire Commercial General Liability policy with all endorsements shall be submitted to the Owner when requested.

INDEMNIFICATION:

To the fullest extent permitted by law, the Contractor/Vendor agrees to indemnify, defend and hold harmless the Owner and Owner's Landlord, as well as the additional insured entities identified in Section F of the Special Conditions above, as well as their officers, directors, agents, employees and partners (hereafter collectively "Indemnitees") from any and all claims, suits, damages, liabilities, professional fees, including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) brought against any of the Indemnitees by any person or entity, arising out of or in connection with or as a result or consequence of the performance of the Work of the Contractor/Vendor, as well as any additional work, extra work or add-on work, whether or not caused in whole or in part by the Contractor/Vendor or any person or entity employed, either directly or indirectly by the Contractor/Vendor including any subcontractors thereof and their employees. The parties expressly agree that this

indemnification agreement contemplates 1) full indemnity in the event of liability imposed against the Indemnitees without negligence; and 2) partial indemnity in the event of any actual negligence on the part of the Indemnitees either causing or contributing to the underlying claim which negligence is expressly excepted from the Contractor/Vendor's obligation to indemnify. Attorneys' fees, court costs, expenses and disbursements shall be defined without limit to include those fees, costs, etc. incurred in defending the underlying claim, and those fees, costs, etc. incurred in connection with the enforcement of this Agreement. Indemnification under this Agreement shall operate whether or not Contractor/Vendor has placed and maintained the insurance required under this agreement. The Contractor/Vendor shall cause all subcontract agreements it enters to include this indemnification clause so as to ensure that Owner and all Indemnitees hereunder shall have the same protection from subcontractors as is afforded by the Contractor/Vendor.

Again, thank you for your consideration to participate. Please notify LaBella Associates, via the email provided above, within 3 business days of receipt of Request for Pricing whether your company will or will not be providing a pricing proposal.

Sincerely,

The Interior Design Group at LaBella Associates

LaBella Associates, DPC
101 N. Tryon Street, Suite 200
Charlotte, NC 28202