



REQUEST FOR PROPOSAL (RFP)

Workstations

December 22, 2025

1034 NE 8th Street ▪ Suite 203 ▪ Homestead, Florida 33030 ▪ 305-245-7299

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1. SUMMARY AND BACKGROUND

Le Jardin Community Center is currently accepting proposals to install 11 workstations, including desks with partitions. The goal is to help employees stay organized, comfortable, focused, and protected from distractions.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors, conduct a fair and extensive evaluation based on the criteria listed herein, and select the candidate who best aligns with Le Jardin's objectives.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5:00 PM EST on **January 16, 2026**. Any proposals received after this date and time may not be considered. Please send proposals to Mark Hadley at mhadley@lejardincinc.org.

If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, all costs in proposals must be all-inclusive, including any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include the name and description of the contracted organizations.

All costs must be itemized, including an explanation of each fee and expense.

Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Le Jardin's senior staff and will include the scope, budget, schedule, and other necessary project details.

3. DESCRIPTION

Le Jardin Community Center invites qualified vendors to submit proposals to install 11 workstations, including desks with partitions.

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Background and Objective

The organization requires 11 workstations, including desks with partitions. Objectives include:

- Partitions help block noise and visual interruptions
- An appropriately sized desk and ergonomic layout.
- Enhance Privacy and Confidentiality
- Defined workspace

4. SCOPE OF WORK

The vendor's proposal must clearly address the following components. Vendors may propose solutions.

The vendor's proposal must clearly address the following components. The vendor shall provide all labor, materials, tools, and equipment necessary to deliver and install 11 complete workstations, including desks and partition panels. Work shall include unloading, assembling, positioning, and securing workstation components according to the approved layout. The contractor will ensure all partitions are properly aligned, all desks are level and stable, and all hardware is installed correctly.

The scope also includes removal and disposal of all packaging materials and a final walkthrough to confirm proper installation and functionality of each workstation.

5. DELIVERABLES

- Installation of 11 Complete Workstations
 - Fully assembled desks with corresponding partition panels installed according to the approved floor plan.
- Proper Alignment and Leveling
 - All desks and partitions set, leveled, and secured for stability and functionality.
- Hardware and Accessories
 - All required hardware, connectors, brackets, and support components installed and verified.
- Cable Management Setup
 - Basic cable routing organized through built-in channels or grommets (if included with furniture).
- Site Cleanup

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- Removal and proper disposal of all packaging, debris, and installation waste.
- Final Inspection
 - Walkthrough with project lead to confirm correct placement, install quality, and functionality of all workstations.
- Completion Report
 - Summary of work performed, any deviations, and confirmation that all deliverables were met.

6. PROPOSAL REQUIREMENTS

- Company profile and relevant experience (references encouraged).
- Workstation specifications
- Timeline for completion
- Project Approach
- Cost Proposal breakdown
- Insurance and Licensing Proof of general liability insurance and workers' compensation
- Terms and Conditions
 - Payment terms
 - Warranty terms
 - Any exclusions or assumptions

7. EVALUATION CRITERIA

- Compliance with requirements
- Cost competitiveness.
- Adequacy of the Proposed methodology
- Vendor experience and quality of support
- Compliant with due date
- Compliant with format
- Compliant with Davis Bacon

8. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

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Request for Proposal Timeline:

All proposals in response to this RFP are due by **5:00 PM EST on January 16, 2026.**

Evaluation of proposals will be conducted from January 19, 2026, until January 21, 2026. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The decision for the winning bidder will be made no later than January 22, 2026.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Notifications to bidders who were not selected will be completed by January 22, 2026.

Project Timeline:

Project initiation will begin immediately after the final contract is signed.

9. Budget

All proposals must include proposed costs to complete the tasks described in the project scope. To complete the RFP submission, please include the following. Le Jardin is a 501 (c) (3), therefore it does not pay tax, and the certificate will be provided upon request. Please do not include sales tax in your proposal.

10. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- a. Testimonials from past clients
- b. Anticipated resources you will assign to this project (total number, role, title, experience)
- c. The frame for completion of the project
- d. Project management methodology

11. PROPOSAL EVALUATION CRITERIA

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Le Jardin will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include but not limited to all of the following criteria:

- a. Bidders must certify in writing that they have not been suspended or debarred from doing business with any federal agency
- b. Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- c. Organizational Experience
- d. A brief description of the history of the bidder's organization and product lines
- e. A description of at least three (3) similar sales of similar size and variety, completed by the bidder within the past three (3) years. Include personal references with contact information for each.
- f. Equipment Warranty Statements for the specific equipment proposed.

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