



**New York City Housing Development Corporation
Request for Proposal (“RFP”) for
Furniture services
June 12, 2025**

Overview

The New York City Housing Development Corporation (“HDC” or the “Corporation”), with offices located at 120 Broadway in downtown Manhattan, is seeking proposals from furniture dealers to provide furniture service related to design, furnishing and installation of (15) MillerKnoll workstations, (3) Geiger offices and additional ancillary furniture. The scope of the project will require furniture design and installation services.

HDC, established in 1971 under the laws of the State of New York, is a corporate governmental agency constituting a public benefit corporation. The Corporation is also a tax-exempt organization. The Corporation was created for the purpose of financing affordable multi-family housing in the City of New York. The Corporation finances significant amounts of its activities through the issuance of bonds, notes and debt obligations.

I. PROJECT DESCRIPTION

You are invited to bid your best price for design, furnishing and installation of (15) MillerKnoll Canvas workstations, (3) Geiger offices and additional ancillary furniture as specified in the attached document, Exhibit A.

The selected furniture vendor shall purchase all new products from the NY State contract. The submitted proposal should reflect NY State contract pricing. HDC’s Office of General Services Customer (OSC) Identification Number is #7192.

Please note that HDC is exempt from all taxes, including sales tax on all its purchases of supplies and services.

A Tax-Exempt Certificate will be provided to the selected contractor.

II. SUBMISSION REQUIREMENTS

All proposals must be received no later than 3 PM on Thursday, July 10, 2025. Proposals received after the inquiry closing date will be deemed late and will not be considered. Participating vendors will be required to submit one electronic copy of their proposal, along with Appendix and a Doing Business Data Form, by email to HDCOSBIDS@nychdc.com. Other submission formats will not be accepted.

Please note that if awarded the contract, the Corporation will require the following:

- Written contract agreement. All bidders must submit their form of contract to be reviewed by HDC together with their RFP submission.
- Certificate of Insurance indemnifying the Building Owner and HDC. The insurance requirements for 120 Broadway are attached.

III. REQUESTS FOR INFORMATION

Any inquiries regarding this RFP must be submitted via email to HDCOSBIDS@nychdc.com. Inquiries and questions will be accepted through **3 PM on Friday, June 27, 2025**.

HDC will issue responses to all questions, inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda to all bidders by **Wednesday, July 2, 2025**.

Schedule:

RFP:

- RFP date: **June 12, 2025**
- Proposals Due: **July 10, 2025, by 3:00 PM**
- Contractor Selection and Notification: **July 17, 2025**
- Commencement of Services: **Immediate upon award**

IV. PROJECT REQUIREMENTS

It is expected that the selected Contractor will provide complete, comprehensive, and coordinated services for this project. The contractors must have the necessary expertise for the optimal design and construction administration for the successful execution of HDC's project. The Services shall be completed in accordance with the design criteria outlined herein, abide by all applicable design industry standards. The requested Services, and the Project Scope, provided herein, are general only and should not be considered as all inclusive of required work. It is expected that the Vendor will provide coordination services with HDC's Project Team.

V. RFP RESPONSE REQUIREMENTS

To provide uniformity and to facilitate comparison of Proposals, all information submitted must be noted in the same sequence as it appears in this RFP. If you intend to use subcontractors to perform any portion of the work described in this RFP, your proposal must clearly state such and indicate which portion(s) of the work will be subcontracted out. All information pertaining to the subcontractor(s) must be submitted in a similar and consistent format to the overall proposal.

Design and Construction Schedule

Confirm that you can commence services immediately upon award and provide Project Schedule.

VI. PROJECT SERVICES COMPENSATION

All columns are required to be completed.

Description	TOTAL
Furniture for (15) workstations	
Furniture for (3) offices	
Ancillary furniture	
Freight	
Delivery straight time	
Installation straight time rate	
Installation overtime time rate	
Total fees with installation on straight time	
Total fees with installation on overtime	

NON-BINDING RFP

The issuance of this Request for Proposal ("RFP"), and the submission of a proposal by the company or the acceptance of such proposal by HDC, does not obligate HDC, and/or any other party identified or implied in any manner whatsoever. Legal obligations will only arise upon the execution of formal agreements by HDC and the company selected to render services described herein.

HDC reserves the right to amend, modify, postpone or withdraw this RFP; to waive any requirement of this RFP; to require supplemental statements and information from proposing entities, to accept or reject any or all proposals received as a result of this RFP; to extend the deadline for submission of proposals; to negotiate with any proposing entity which responds to this RFP; to hold discussions with any proposing entity; and to correct deficient proposals which do not completely conform to the instructions given in this RFP. HDC may exercise such rights at any time without notice and without liability to any proposing entity or other parties for their expenses incurred in preparation of the proposal. In its review, HDC may accept a proposal but require modification or negotiation of scope. Although discussions may be conducted with proposing entities submitting acceptable proposals, awards may be made without discussion.

The scope of services described in this RFP provide the most current and accurate descriptions of services sought by HDC. However, at the time contracts are executed, programmatic changes may result in changes to the scope of services. All documents presented in response to this RFP will become the property of HDC. The Corporation is subject to the New York State Freedom of Information Laws ("FOIL") and as such HDC shall release all records subject to FOIL without notice or consent of responder.

The proposal must disclose any other employment or situation which may create a conflict of interest if your company were to be selected, including any relationship that the firm or any of its employees may have with HDC. Please describe any such relationship in your proposal or affirmatively state that no such relationship exists.

Note: Please also see the below **Appendix** for additional requirements to be included in an Appendix to the proposal.

Appendix:

1. Equal Employment

If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as Attachment to the Proposal. Please state how many women and minorities work in your firm.

2. Minority and Women Owned Business Enterprise (MWBE)

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services ("SBS") as women or minority owned. This can take any form a Respondent considers appropriate including, but not limited to, proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, proposals from minority and women-owned respondents are encouraged.

3. New York City Location

a) State whether the firm maintains its headquarters, or other offices, in New York City, and the number of the firm's employees who are employed in New York City. Describe the firm's commitment to its location in New York City. Since January 1, 2017, has the firm relocated any employees from offices in New York City to locations outside New York City? Does the firm have any plans to relocate any employees or offices outside of New York City in the next two years?

b) Describe the firm's corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regards to the use of women-owned, minority-owned and small business enterprises.

4. Local Law 34 Compliance:

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFP is required to include a completed Doing Business Data Form (the "Data Form"), which is attached hereto. The Data Form should be included with your submission. The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.

GENERAL BUILDING RULES AT 120 BROADWAY

1. All work shall be under the complete supervision of the tenant or the tenant's General Contractor who will keep on the job a competent foreman to supervise all trades. This work will be performed in conformity with the plans approved by the building in strict accordance with the terms and conditions of the lease and all applicable local laws and codes.
2. Your employees and the employees of the General Contractor must work in harmony, and not interfere with any labor employed by Landlord, Landlord's mechanics or contractors or by any other tenant or its contractors. If, in Landlord's judgment, such interference occurs, Tenant will cause such labor to be removed from the building.
3. All Work shall be performed in compliance with the rules of the building as to hours of availability of building elevators and the manner of handling materials, equipment and debris to avoid conflict and interference with the operation of the building.
4. Suitable protection shall be furnished by way of fire extinguisher and protective steps to prevent any fires during the performance of the Work.
5. Demolition must be performed after 6:00 PM or on Saturdays, Sundays or approved holidays. Delivery of materials and equipment and removal of debris must be arranged to avoid any inconvenience and/or annoyance to other tenants. Cleaning must be controlled to prevent dirt and dust from infiltrating into adjacent tenant, common or mechanical areas.
6. All deliveries of construction materials are to be made before 8:00 AM or after 5:00 PM on business days or on Saturdays, Sundays or approved holidays and are scheduled with the building manager. Tenant or tenant's authorized representative will request after hour use of freight elevator in writing to the building office. An elevator service charge may apply **per hour per elevator at the current rate.** **Maximum weight on 64 & 65 cars are 3,500lbs. Point load of 1,000 lbs. requires a safe lift, supervised by Otis elevator. Maximum weight on outside freight 4,000lbs.**
7. When construction materials, debris or equipment is delivered to or removed from the job site, all building corridors, elevators and lobbies shall be cleaned after work is completed or deliveries made.
8. All construction debris must be kept inside Tenant's area until removed from the job site. Stock piling of debris, which constitutes a fire hazard, will not be permitted.
9. No accumulation of water will be allowed on any floors.
10. All diffusers return grilles and perimeter induction units will be sealed before construction and demolition is started.

ELECTRICAL SPECIFICATIONS

1. All cables and wiring shall be copper.
2. Install all wiring (minimum size #12) in electrical metallic tubing (3/4" minimum size). Greenfield is permitted in existing walls and also for light fixtures and motor connections. B.X. may be used if concealed or in hung ceilings. Wire mold electrical conduit is not to be used.
3. Conduit exposed in open space subject to damage shall be rigid, aluminum or EMT.
4. Install home runs in EMT conduit in electrical closets.

5. Tag all branch circuit and feeder wiring at each box or panel. Tags shall indicate circuit numbers. A typed, complete panel directory shall be listed in each panel.
6. Clean electric closets of all debris and excess material. Reinstall panel covers and trim. Seal holes in slabs and walls with approved fire rated materials.
7. Remove all abandoned wiring, including telephone wiring back to source. Vacuum and cap open floor outlets.
8. Minimum Interrupting Capacity of circuit breakers shall not be less than 10,000 amps or the available short current at the circuit breaker, whichever is higher.
9. In the event that the tenant space is to be sub-metered, the service is to be sub metered at panel in respective electric closets or at a location designated by the landlord.
10. Load allowance: Subject to landlord's approval.
11. When removing wall mounted receptacles with conduit in walls, all conduit is to be removed and the wire is to be pulled back to the (trench header and duct and capped). If separate circuit, wire is to be pulled back to panel box and removed from breaker.
12. All fluorescent ballasts, LED drivers and electric motors are to be of highest energy efficiency available.
13. All lighting fixtures shall be building standard.
14. Tenant is responsible to provide emergency lighting in compliance with Local Law 16, fed from self-powered units located within tenant's space.
15. No Electric panels are to be installed on wet columns. No electric data or outlets to be installed on piping side of wet columns.
16. All work in electric closets shall remain clear of vertical shafts. Any installation using vertical shaft should be configured to maximize future use and be approved by the landlord.
17. All additional step down transformers shall be installed in the location and method subject to landlord's reasonable approval.
18. Any additional electrical requirements by the tenant above building standard shall be subject to a tapping fee charge of \$125.00/amp/phase.
19. Upon request, you shall furnish a letter from a licensed engineer or architect, certifying that the electrical loads required as a result of the work will not be in excess of the present electrical capacity of your premises and will not adversely affect the building's electrical services.
20. All new cables and conduits shall be installed neatly away from all plumbing lines.
21. Seal holes in slabs and walls with approved fire rated materials.