



**Smart Start of Mecklenburg County
Request for Proposal
May 27, 2021**

Smart Start of Mecklenburg County (SSMC) invites you to submit a proposal for procurement of office upgrade furnishings listed on **Attachment I – Scope of Work**. The proposal is for FY20-21; SSMC's fiscal year runs from July 1 to June 30, 2021 – *all funds and materials must be spent and delivered by June 30th*.

SSMC is a nonprofit, state-funded initiative operating in Mecklenburg County, whose mission is to ensure all children enter school healthy and ready to succeed. Our website is www.smartstartofmeck.org.

This request for proposal shall not be construed in any manner to be an obligation by SSMC to enter into an agreement or purchase order with your company. We are only requesting information as a prospect of doing future business with your company.

Your proposal must be received in our office no later than **4:00 p.m. on Thursday, June 3, 2021**.

Please submit your proposal, via electronic PDF to:

Mike Blackwelder
Chief Administrative Officer
Smart Start of Mecklenburg County
mblackwelder@smartstartofmeck.org

Proposals may consist of a quote or invoice with item descriptions and costs, design sketch of furniture items in office layout, and/or item name and catalogue/website reference page. Your proposal should include all cost estimates including delivery associated with the requested scope of work (projected budget is provided in the SOW). You may include additional relevant information regarding your company if you choose. Late and/or incomplete proposals will not be accepted. Proposals will be evaluated based on a combination of information submitted in the proposal.

Thank you for your interest in assisting SSMC with the procurement of office upgrade items so that we may continue to perform the duties of our mission to the children and families of Mecklenburg County.

If you have any questions, please call Mike Blackwelder at 704-943-9492.

Smart Start of Mecklenburg County

601 E. 5th Street, Suite 500, Charlotte, NC 28202 | info@smartstartofmeck.org | (704) 377-6588

[f](https://www.facebook.com/smartstartmeck)@smartstartmeck [t](https://twitter.com/smartstartmeck)@smartstartmeck [i](https://www.instagram.com/smartstartmeck)@smartstartmeck [y](https://www.youtube.com/smartstartmeck)/smartstartmeck [in](https://www.linkedin.com/smartstartmeck)/smartstartmeck



Attachment I – Scope of Work

SSMC is seeking office upgrade items detailed below. Proposals are due by Thursday, June 3rd, with final vendor decision made by project task force no later than June 7th.

Projected budget Range: \$15,000 - \$35,000

Project Timeframe: June 7 – June 30, 2021

Description:

Smart Start of Mecklenburg County is seeing proposals for furniture items to be included in office upgrades for our suite in the Children and Family Services Center located in uptown Charlotte. Office areas receiving upgrades and potential items for each area are included below:

Conference Room

- Training tables on wheels (6-8)
- Task chairs for training tables
- Storage cabinets (3-4)
- Whiteboards (4)

Common Area

- High-top square tables (3-4)
- Chairs for high top tables (6-16)
- Storage cabinet

Reception

- Seating (for 4-8 people)
- Accent and/or working tables

Workstations

- Desks/cubicles with returns, no storage (2 sets of 3)

Project Deliverables:

Final items selected from proposal based on the information above delivered and installed no later than June 30, 2021.

Smart Start of Mecklenburg County

601 E. 5th Street, Suite 500, Charlotte, NC 28202 | info@smartstartofmeck.org | (704) 377-6588

[f](https://www.facebook.com/smartstartmeck)@smartstartmeck [t](https://twitter.com/smartstartmeck)@smartstartmeck [i](https://www.instagram.com/smartstartmeck)@smartstartmeck [y](https://www.youtube.com/smartstartmeck)/smartstartmeck [in](https://www.linkedin.com/smartstartmeck)/smartstartmeck