

TAB 1 – VENDOR CONTRACT AND SIGNATURE FORM

VENDOR CONTRACT

Between KAY DAVIS ASSOCIATES LLC and
THE COOPERATIVE PURCHASING NETWORK (TCPN)
For

Furniture, Office and Instructional

The following pages will constitute the contract between the successful vendor(s) and The Cooperative Purchasing Network (hereinafter referred to as "TCPN"), having its principal place of business at 7145 West Tidwell, Houston, TX 77092. Respondent shall include in writing any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TCPN, they will be incorporated into the final contract

This contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

GENERAL TERMS AND CONDITIONS

1. Customer Support

The vendor shall provide timely and accurate technical advice and sales support to TCPN staff and TCPN participants. The vendor shall respond to such requests within one (1) working day after receipt of the request.

2. Assignment of Contract

No assignment of contract may be made without the prior written approval of TCPN. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN.

Awarded vendor is required to notify TCPN when any material change in operations is made that may adversely affect TCPN's members, (i.e. bankruptcy, change of ownership, merger, etc.)

3. Disclosures

Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

4. Renewal of Contract

Unless otherwise stated, all contracts are for a period of one (1) year with an option to renew annually for an additional four (4) years if agreed to by TCPN and the vendor. TCPN shall review the contract prior to the renewal date and notify the current awarded vendor each year of the contract renewal. Awarded vendor shall honor the administrative fee for any sales occurred beyond 30 days on any sales made based on a TCPN contract whether awarded a renewal or not.

5. Funding Out Clause.

Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

6. Ordering Procedures

Purchase orders are issued by participating entities to the awarded vendor stating "*Per TCPN Contract*".

7. Shipments (if applicable)

The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

8. Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "*Per TCPN Contract*". The shipment tracking number or pertinent information for verification shall be made available upon request.

9. Tax Exempt Status

Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

10. Reporting

The awarded vendor shall electronically provide TCPN with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to TCPN offices at reporting@tcpn.org. Reports are due on the **fifteenth (15th)** day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. Contracts are reviewed monthly; failure to report as

stipulated may result in possible suspension of contract. The report shall include at least the following information as listed in the example below:

Vendor Name
TCPN Report
Month or Quarter

Entity Name	Zip Code	State	PO or Job#	Sale Amount

Total _____

11. Payments

The entity using the contract will make payments directly to the awarded vendor.

12. Pricing

The awarded vendor agrees to provide pricing to TCPN and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. The awarded vendor agrees to promptly lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost. Price increases must be approved by TCPN. However, the awarded vendor must honor previous prices for thirty (30) days after approval and written notification from TCPN if requested.

All pricing submitted to TCPN shall include **the two percent (2%) administrative fee** to be remitted to TCPN by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with TCPN. All price changes shall be presented to TCPN for acceptance, using the same format as was accepted in the original contract.

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

13. Warranty conditions

All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.

14. Indemnity

The awarded vendor shall protect, indemnify, and hold harmless TCPN and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract. Any litigation involving TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN's members shall be in the jurisdiction of the participating agency.

15. Franchise Tax

The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

16. Marketing

Awarded vendor agrees to allow TCPN to use their name and logo within website, marketing materials and advertisement. Any use of TCPN name and logo by awarded vendor must be approved.

17. Supplemental Agreements

The entity participating in the TCPN contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TCPN, its agents, members and employees shall not be made party to any claim for breach of such agreement.

18. Certificates of Insurance

Certificates of insurance shall be delivered to the TCPN participant prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

19. Miscellaneous

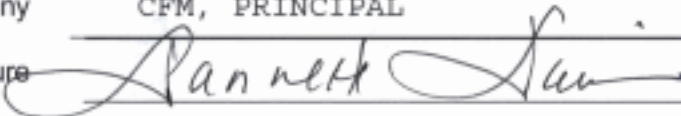
Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

TCPN reserves the right to request additional items not already on contract at any time.

SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below.

Prices are guaranteed: **120 days**

Company name KAY DAVIS ASSOCIATES LLC
Address 2216 WHEELER AVE.
City/State/Zip HOUSTON, TX 77004
Telephone No. 713.541.5468
Fax No. 713.520.1729
Email address KSUPPORT@KAYDAVISASSOC.COM
Printed name DANNETTE DAVIS
Position with company CFM, PRINCIPAL
Authorized signature 

Accepted by The Cooperative Purchasing Network:

Term of contract 4.30.10 to 4.30.11

Unless otherwise stated, all contracts are for a period of one (1) year with an option to renew annually for an additional four (4) years if agreed to by TCPN and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a TCPN contract whether renewed or not.


Director of TCPN

5/3/10
Date

JASON WICKEL
Print Name


Authorized Signature

5/6/10
Date

ROBERT A. PECHACEK
Print Name

TCPN Contract Number B4989

TAB 2 - QUESTIONNAIRE

Please provide responses to the following questions that address your company's operations, organization, structure and processes for providing products and services.

1. States Covered

Bidder must indicate any and all states where products and services can be offered. **Please indicate the price co-efficient for each state if it varies.**

All States (Selecting this box is equal to checking all boxes below)

- | | |
|----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Montana |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Nebraska |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> California | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> New York |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> Florida | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Missouri | <input type="checkbox"/> Wyoming |

2. Minority and Women Business Enterprise (MWBE) and (HUB) Participation

It is the policy of some entities participating in TCPN to involve minority and women business enterprises and historically utilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

a. Minority/Women Business Enterprise

Respondent certifies that this firm is an M/WBE

Yes No

b. Historically Underutilized Businesses

Respondent certifies that this firm is a HUB

Yes No

3. Residency

Responding company's principal place of business is in the city of HOUSTON State of TX.

4. Felony Conviction Notice

Please check applicable box:

- A publicly held corporation; therefore, this reporting requirement is not applicable.
- Is not owned or operated by anyone who has been convicted of a felony.
- Is owned or operated by the following individual(s) who has/have been convicted of a felony.
 - If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

5. Processing Information

Company contact for:

Billing

Contact Person: RACHEL SAMPSON
Title: MARKETING & SALES ASSISTANT
Company: KAY DAVIS ASSOCIATES
Address: 2216 WHEELER AVE
City: HOUSTON State: TX Zip: 77004
Phone: 713.541.5468 Fax: 713.520.1729
Email: KSUPPORT@KAYDAVISASSOC.COM

Purchase Orders

Contact Person: ROSA WIGGINS
Title: MARKETING & SALES ASSISTANT
Company: KAY DAVIS ASSOCIATES
Address: 2216 WHEELER AVE
City: HOUSTON State: TX Zip: 77004
Phone: 713.541.5468 Fax: 713.520.1729
Email: RWIGGINS@KAYDAVISASSOC.COM

TAB 3 – COMPANY PROFILE

Information About Your Company

Please provide the following:

1. Company's official registered name. KAY DAVIS ASSOCIATES LLC
 2. Brief history of your company, including the year it was established.
SEE ATTACHED
 3. Company's Dun & Bradstreet (D&B) number. 021507368
 4. Company's organizational chart of those individuals that would be involved in the contract.
SEE ATTACHMENT A
 5. Corporate office location. 2216 WHEELER AVE, HOUSTON, TX 77004-5232
 - a. List the number of sales and service offices for states being bid in solicitation.
HOUSTON OFFICE
 - b. List the names of key contacts at each with title, address, phone and e-mail address.
SEEC ATTACHMENT B
 6. Define your standard terms of payment. 30 DAYS NET
 7. Who is your competition in the marketplace? CONTRACT FURNITURE DEALERS
 8. What is your market share? LESS THAN 1%. Previously KDA had a regional operation. Welook to move nationally.
 9. Are you gaining market share, losing market share, or maintaining market share?
 10. What is your strategy to increase market share? Marketing to Regional/National as we pursue k-12
 11. What differentiates your company from competitors? KDA provides additional value added services to our customers.
 12. Describe how your company will market this contract if awarded. SEE ATTACHMENT C
 13. Describe how you intend on introducing TCPN to your company. SEE ATTACHMENT D
 14. Describe your firm's capabilities and functionality of your on-line catalog/ordering website. KDA online catalog/ordering web site will be ready on April 30, 2010.
 15. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.) KDA have one (1) location that provides that great customer service between 8am-5pm. Each project will have a Project Manager assigned who will coordinates with sales and installations.
-

Green Initiatives

- We're committed to helping to build a cleaner future!

According to the U.S. Census Bureau, the world population is expanding at a mind-boggling rate. The world reached 1 billion people in 1800; 2 billion by 1922; and over 6 billion by 2000. It is estimated that the population will swell to over 9 billion by 2050. That means that if the world's natural resources were evenly distributed, people in 2050 will only have 25% of the resources per capita that people in 1950 had.

The world has a fixed amount of natural resources - some of which are already depleted. So as population growth greatly strains our finite resources, there are fewer resources available. If we intend to leave our children and grandchildren with the same standard of living we have enjoyed, we must preserve the foundation of that standard of living. We save for college educations, orthodontia, and weddings, but what about saving clean air, water, fuel sources and soil for future generations?

As our business grows, we want to make sure we minimize our impact on the Earth's climate. So we're taking every step we can to implement innovative and responsible environmental practices throughout TCPN to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort, we ask respondents to provide their companies environmental policy and/or green initiative.

Vendor Certifications (if applicable)

- Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to licenses, registrations or certifications. Certifications can include applicable M/WBE, HUB, and manufacturer certifications for sales and service.

SEE ATTACHED



ATTACHMENT A

ORGANIZATION CHART

- Project Executive:** Principal in Charge of Project. Executive Contractually responsible for the Project Performance and Completion. Principal will Assign all Projects, Personnel and is responsible for Management oversight.
- Project Architect/Designer:** Primary responsibilities include Programming, Space Planning And Design for existing and new and used space for FFE, Presentations Meetings, Specifications and Budgets per Phase
- Project Architect/ PM:** Primary responsibilities include Programming, Space Planning and Design, Oversight of Installation to Completion, Logistics Planning/Management, Bid Phase, and Quality Control
- Designer/Specifier:** Primary responsibilities include Space Planning, Inventory for New and Existing FFE, Design, Presentations, Specifications and Oversight
- Project Manager:** Space Planning, Inventory, Budgets, Schedules, Quality Control at each Phase of the Project and Oversight of Installation to Completion, Logistics Planning/Management, Bid Phase
- Project Coordinator:** Inventory, Schedules, Quality Control, Meeting Minutes, Project Coordination, Oversight and Move Management
- Project Assistant/
Administrator** Inventory Preparation, Meeting Minutes, Project Assistance, Budgets, Schedules, Agendas Preparation, Correspondence



ATTACHMENT B COMPANY EMPLOYEES

Dannette Davis, CFM, Principal
2216 Wheeler Ave.
Houston, TX 77004-5232
713.541.5468 ext. 225
dkdavis@kaydavisassoc.com

Rosa Wiggins, Project Manager
2216 Wheeler Ave.
Houston, TX 77004-5232
713.541.5468 ext 222
rwiggins@kaydavisassoc.com

Noa Alverado-Lizama, Designer
2216 Wheeler Ave.
Houston, TX 77004-5232
713.541.5468 ext 223
nlizama@kaydavisassoc.com

Rachel Sampson, Marketing & Sales Assistant
2216 Wheeler Ave.
Houston, TX 77004-5232
713.541.5468 ext 224
rsampson@kaydavisassoc.com

Stacey Wiggins, Architect
2216 Wheeler Ave.
Houston, TX 77004-5232
713.541.5468
swiggins@kaydavisassoc.com

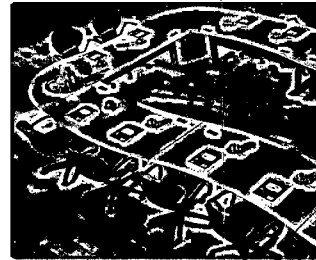
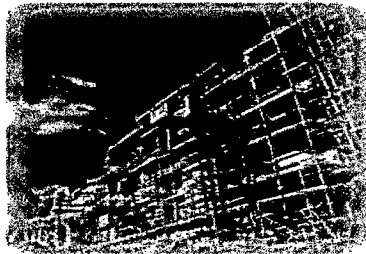
Kay Davis Associates

2216 Wheeler Avenue
Houston, Texas 77004
713-541-5468 ph, 713-520-1729 fax
www.kaydavisassoc.com

Kay Davis Associates LLC, referred to as KDA, was formed in 2000 to provide quality project and move management, while incorporating an interiors sales/services group; which creates a dual thrust in facility planning, management and implementation. With over 30 years combined experience, KDA's staff offers services where the primary thrust includes project programming, development and management. This includes transition management and logistics, if required. For the Owner, we relieve the stress of coordinating every effort from the review of construction plans for furniture, electrical and telephone to the preparation of the RFP and recommendation for movers. We also oversee the purchase/lease of temporary buildings for short term occupation by users. Kay Davis will prepare your move plan and manage your process for you. We offer staff augmentation as necessary.

Our interior services will focus on your wall-to-wall needs. KDA has interior designers/professionals on staff with heavy Auto cad and GIZA experience. We are a general purchaser for FF&E and other interiors as necessary. As an independent contract furniture dealer, KDA offers a variety of product lines for the discriminating client, including State and local buying programs such as TXMAS, BUYBOARD, etc. We also offer space planning, design and the provision of high-end, mid-line and affordable fine furniture. We implement sustainable design concepts.

Kay Davis Associates LLC is a Woman Owned, Small Business Enterprise. We have MWBE certifications with the City of Houston, State of Texas, Metro Small Business, and Minority Business Council. We also hold several trade organization memberships. KDA is an equal opportunity Firm.



Completed and Ongoing Projects

City of Houston Eastwater • Furniture • Metro Kashmere & Rail Facility • Furniture
City of Houston 69th Street Facility • Furniture
City of Houston Fire Stations 27, 33, 83, 86, 8, 105 & 94 Val Janke Fire Training
Bldg • Furniture • University of Houston Recreation Facility • Speciality Tables
U of H Hilton Hotel • Lecture Room • North Forest ISD • Interior Finish Work •
Furniture • Move Management • Harris County Criminal Courts Facility • Move
Management • HISD Bond Projects • Heery • Project Management
TSU Student Recreation Center/Technology Bldg. Computer Lab & Office • Furniture
Prairie View A&M University School of Business/Classroom Facility • Carpet • Classroom
and Lab Furniture • Metropolitan Transit Authority • Move Management (14 floors)
Deerpark ISD • Furniture • Texas Southern University • FFE
HCCS • IDG • Furniture Standards and Management, FFE Specifications, Oversight for
Purchase and Move Management for HCCS Bond Projects (11 Bldgs., \$230 Mil)
University of Houston • Hilton • Science Classroom Furniture Texas A & M • Science
Building @ Galveston • WHC Architects • FFE Consultant • (Specifications /Purchase
oversight/Move Management) HISD • Space Planning for Bond Office

Dannette K. Davis, CFM
Principal, Kay Davis Associates (Ph. 713-541-5468)

Dannette has served as Principal for Kay Davis Associates for ten(10) years where she oversees her company's day to day operations which include the management of her full time staff as well as outsourced construction project management, space planning, move management and Contract FF&E. She has over twenty seven (27) years experience in the construction industry specializing in facility planning, space planning and project management. Currently, Kay Davis, is working on several projects with clients of long standing relationships. Texas A & M San Antonio is the latest project, she will team with as FFE Consultant. With WHR Architects, the firm is the FFE Consultant for the Texas A& M Galveston Science Facility. Another Client for KDA-LLC is HISD where they work as a space planning Consultant planning the merge for several executive offices from multiple sites into a single location. Both projects include FFE space planning, layout, specifications, budgets at each phase, oversight of installation and move management after the project is complete. This project for WHR will complete in Summer 2010. The firm is also currently working as FFE, Move Management and Facilities Inventory Consultants for the new bond projects at HCCS. Partnering with the System Architect, IDG, the responsibilities include the interior space planning and layout design of all furniture as well as selection of all FFE and oversight of installation, Move Management Planning and oversight and well as implementation of the a new inventory system. Eleven (11) Building Sets of Plans are complete and included in the permitted Architectural Sets for HCCS. HCC's New Buildings at Hayes Rd, Northline, West Loop, Missouri City, Stafford, NE Science and Tech, Central and NE Hub Campus are complete with new furniture and have moved into their facilities successfully led by the Kay Davis Team within the last three (3) years. The HCCS Southeast Campus Hub Bldg. is 95% FFE complete while TAMU Galveston has FFE CD plans approved and submitted with the CD set with WHR Architects. This building is well underway. Purchase and Move Management will follow beginning in the Fall of 2009 through Summer 2010. Kay Davis Associates were Sub Consultant Project Managers with Heery Intl., on the HISD Bond projects in the previous Bond Election. This project span over a three (3) year time frame. Dannette led the KDA team for Houston Metropolitan Transit Authority move to the new Administrative Facility. This was a fourteen (14) story facility. She also led the team for Move Management with Gilbane Builders after flood damage of the Harris County Criminal Courts facility. Employed much of her career with Texas Southern University's design and construction department, she steadily advanced from Project Administrator to Project Manager, Assistant Director for Construction Administration and Director for Facilities

Support Services. She managed the in-house construction management group for 4 years. As owner representative, she gained expertise in all phases of planning, design, construction and occupancy, including those aspects unique to owners such as telecommunications, furniture, equipment, and security and specialty systems. Typical responsibilities included budget and scope development, scheduling, programming and design coordination, hiring and oversight of consultants and contractors, construction inspection, and coordination of work with client end-users throughout all phases of projects. Special experience includes developing standard design specifications for the University which included two (2) campus-wide facilities audits, and extensive asbestos and ADA projects. As strategic planner, she developed the five-year capital and deferred maintenance plan for the 1.7 million SF campus, and the annual reports required for funding. She served on the executive committee to develop TSU's Master Plan in 1998, which won several awards. During her stay with TSU, she managed capital projects with nationally known firms such as PGAL, 3-D International, Gerald Hines, and Gilbane Building Company which helped enhance her high standards of excellence. Dannette received a Bachelor degree in Telecommunications from Texas Southern University and has completed Master's work in Construction Management from the University of Houston. She is a certified facility manager and a professional member of the International Facility Management Association. She is presently serving on the Board of Directors for the Houston Citizen Chamber of Commerce where she co-chairs the popular Pinnacle Award. She also serves on the Board for Angelle's Project and is an active member of the Minority Business Council and IFMA. Relevant Project Experience is shown below:

Kay Davis Associates (Overview Resume)

- Texas A & M Galveston(Current)**, New Science Building, FFE/Consultant, Move Management, 90K sq. ft.
- Houston Community College System (Current)**, Bond Program, IDG, FFE /Move Mgmt Consultant, 13 New Bldgs, 150M
- **Houston Independent School District, HISD Bond Projects**, Heery, PM Sub-Consultant, 200M
- **City of Houston, Fire Stations Nos. 33, 86**, Fire Training Academy, Nos. 83, 33, 94, 105, 8 SA Contractors, Frost Constructors, 3DI, R Hassell, various other Generals, Sub-Consultant; FFE Award, 300k
- **City of Houston, Fire Station No. 27**, Trevino Group, Sub Consultant, FFE Award, 37k
- **City of Houston, 69th Street Wastewater Admn. Building**, Construction LTD, Sub, FFE 140k
- **North Forrest Independent School District, Satterfield Pontikes**, Subcontractor, *Principal*; Painting, Floors, Brickwork, (2 Schools), 300k
- **North Forrest ISD**, Provision of FFE as required for Forrest Brook High School, 40k

Kay Davis
Associates

- **City of Houston, Convention Center Hotel**, provided detailed specification for FFE as required for Executive Office and Back of the House
- **Harris County Criminal Justice Building, Move Mgmt, Sub-consultant, *Principal*** to Gilbane Building Co. (15 Floors)
- **Strategic Resource Solutions, Consultant, Performance Contract projects, Houston/Dallas (*misc. projects*)**
- **City of Houston, Convention Bureau, Houston, Tx**
- Design and Installation of Systems furniture and other office furnishings, 1000 SF
- **Mitchell Energy, The Woodlands, TX, Project Manager/ Maddox Group, sub-consultant**
Project Management/Contract Administration to include preparation of RFPs and handling of bids for offices in Bridgeport/Decatur
- **University of Houston, Central Campus**
Budget Planning and Preparation of FFE documents, Center for Disabilities, 100K, 7000 SF,
Recreation Facility 175,000 SF
Provision of FFE for Conference Rooms Facilities Planning, and Hilton Hotels (3) lecture Classroom fixed seating
- **City of Houston, East Water Treatment Plant, Pepper Lawson Construction, Sub contractor, FFE Award of contract 50k**
- **METRO, 300K Move Management Consultant(Lee Brown New Administration Facility); Assisted with Development of Furniture Standards, Awarded Misc. Furniture on Kashmere Facility, Rail Facility Space Planning, Miscellaneous Furnish primary furnishings for rail facility**
- **Specifications, Purchase and Implementation of Archibus Facilities Management System, Project Manager**
- **Campus-wide Facilities Audit and Evaluation, 1.7M SF, 1997, Project Manager**
- **Campus-wide Facilities Audit Including Infrastructure, 2000, 2.1M SF, Project Manager**
- **Campus-wide Energy Audit, 2.1M SF, Project Manager**
- **ESCO Performance Contract, \$13M, Project Team**
- **Performance Contract Audit by Energy Engineers, Project Manager**

Texas Southern University, Houston, TX

- **Bell Building Renovation, Project Manager**
Complete Interior, FF&E, Mechanical Renovation, 60,000 SF
- **Fairchild Building Renovation, Project Manager**
Roof, Asbestos Abatement, MEP, Interiors, FF&E, 42,000 SF
- **Jesse Jones School of Business, Project Manager**
New Construction, 72,000 SF, \$15M
- **Campus-wide Telecommunications/Fiber optics Project, 1.7M SF, Project Manager**
 - **Recreational Center, Project Team**
Programming through Construction Documents, \$12.6M
 - **Martin Luther King Building, Project Manager**
Programming through Construction Documents, \$9M
 - **Gray Hall Wing Addition, Project Manager**
Programming through Construction Documents, 66K SF
 - **Allee Mitchell Renovation, 30,000 SF, Construction Manager**
 - **Bolton Hall Demolition/Asbestos Abatement, 65,000 SF, Project Manager**
 - **Lanier House-Energy Lab, \$200K, Project Manager**
 - **Mickey Leland Conference Center, Gut & Build out, \$675K, Project Manager**
 - **Airway Science II-Aviation Simulation Lab, Gut & Build out, \$700K, Project Manager**
 - **Law School, Project Manager**
Renovation of 2 Buildings & Ground-up Building, \$2.5M

Kay Davis
Associates

RESUME

Rosa Wiggins

Kay Davis Associates, Ph. 713-541-5468

Since 2006 Rosa Wiggins has been busy using her interior design training. She is known for her attention to detail and follow through on projects. Rosa came to Kay Davis Associates over a year ago and has been involved in each project completed to date with miscellaneous additional services and organizing moves and the inventory planning of the project. Rosa oversees the creation of the inventory process, (including oversight for tag placement) merges with the client's data base and creates the O & M pictorial to be left with the client. Kay Davis was responsible for the creation of the formal process for inventory as a centralized system for the FFE HCCS Projects. Rosa is completing that process for the fourteen facilities. She is very skilled in AutoCAD, photo shop, excel and Micro Soft Project, which we use to service our Clients. Prior to coming to KDA, Rosa worked in space planning assisting interior design customers, with selection of tile, paint, and furniture for Model Homes as an independent consultant. She worked for VDesign part time in college and then full time afterwards, keeping the FFE library, handling Rep. meetings writing specification for projects, assisting customers with FFE and accessory selections. She also had to do light sketching and renderings for presentations. While completing school, this work was from 2005 until 2007.

RELATED EXPERIENCE:

- Houston Community College, Southwest Westloop Campus, **PM, Inventory**
- Houston Community College, Central, **Inventory, PM**
- Houston Community College, Northline (Additional Svs.) **PM, Inventory**
- Houston Community College, Southeast Felix and Angela, **PM, Move Mgr.**
- Houston Community College, Southwest Missouri City Campus, **PM, Inventory**
- Houston Community College, Northeast Learning Hub(Additional Svs.), **PM, Inventory**
- Houston Community College, Northeast Science and Technology Building, **PM, Inventory**
- Houston Community College, Southeast Learning Hub, **PM, CA**
- Houston Community College, Southwest Stafford (Additional Svs.) **Lead Designer/PM**
- Houston Independent School District, Space Planning Bond Office, **Designer**
- Texas A & M – Galveston, New Science Center, **Contract Adm./Move Mgmt/Inventory**

RESUME

Noa Lizama

Kay Davis Associates, Ph. 713-541-5468

Noa Lizama, an interior design professional and artist with a flair for subtleties, works with school projects primarily for Kay Davis Associates. Before coming to KDA, she worked with IDG Architects as a designer and space planner for K-12 Schools and public entities for 2 years. She began assisting the Interior Designers/Architects with their work and learned to handle entire projects within her first year. Ms. Lizama worked with backgrounds, finishes and furniture selections along with the Architect assigned. She is a graduate of the Art Institute in Interior Design. Heavily experienced in Auto Cad and Rivet, Noa works daily on the eleven projects under Contract with Houston Community College, where she is on the team for Kay Davis Associates. She is finishing her first Texas A&M project where the project will complete in July. This research facility includes the move of the some existing research equipment and is Ocean front. She came to KDA in 2005 and is now the lead designer on five (7) of the thirteen projects. This work includes visiting with User Groups from the Colleges, Review of Project Program for layout ideas and recommendations, working with FFE standards to specify appropriate furniture and finish for each space and preparation of budget estimates at every project phase for Project Management Team and Owner. Her responsibility also includes preparation of presentations as necessary with Fabric/ Product Boards and InDesign. She also has the charge of working with A/E Professionals assigned to each construction project for a seamless process to the client.

RELEVANT PROJECTS:

- Houston Community College, Southwest Stafford Campus, KDA, **Lead Designer**, 120K sq. ft, new 20M, 1.9M FFE
- Houston Community College Southwest West Loop Campus, KDA, **Team** 1.2 M FFE
- Houston Community College Southwest Missouri City Campus, KDA **Team**, 800K, FFE
- Houston Community College Southwest Hayes Rd (Alief Campus), 900k, **KDA Team**
- Houston Community College Central Campus, KDA **Lead Designer** 20M, 120 sq. ft., 1.8M FFE
- HCCS Northeast Campus, HUB, KDA, **Lead Designer**, 120k sq. ft, 19 M, 1.2 FFE
- HCCS Northeast Science and Tech Bldg, KDA **Team** 600K, FFE
- HCCS Northeast Northline Campus, KDA **Lead Designer**, 120k Sq. ft., 1.8M FFE
- HCCS Southeast Hub Bldg, 1.9M FFE, **KDA Team**
- HCCS Southeast Felix and Angela Morales Renovation, 700K, **KDA Team**
- HCCS Southeast Dreannon New, KDA, 800k, **Lead Designer**
- Texas A&M Galveston Campus, KDA, (WHR), 1.2 M **Lead Designer**
- Texas A & M San Antonio Campus KDA (Kell-Munoz) TBA, **Lead Designer**
- Aldine ISD, WT Hall School, IDG, **Interior Design**, 8M
- Bastian Elementary, Preliminary, Schematic, IDG, **Interior Space Planning**,
- Prairie View A& M Pre Medical Academy, IDG Architects, **Interiors, Space Planning**
- Gethsemane Christian Church, **IDG, Interior, FFE Selections**

RESUME

Rachel D. Sampson

Kay Davis Associates, Ph. 713-541-5468

Rachel Sampson is a consummate professional at her job. She possesses extensive leadership, negotiation, presentation, conflict resolution and communication skills. Her strength in quality control is apparent in her new position at Kay Davis Associates where she is working Quality Control on each of the projects going. She handles schedules, Coordinates FFE vendors, writes meeting minutes and sets all calendars for projects. She has quickly become the heart beat of the Firm and a task master. Her love for interior design and natural ability with understanding budgets and deadlines made her an excellent choice. Rachel has advanced knowledge of Office, Excel, Access, Publisher Power Point and Microsoft Project. Before coming to Kay Davis, Rachel worked as Executive Assistant to the President and Project Coordinator for EPCON International. She planned, organized and executed projects related to the Facility for six (6) years including the purchase of Furniture and the maintenance needs for the organization. She also assists with all Marketing for KDA since her presentation and communications skills prepare her, Rachel has thorough understanding on the purchasing process, maintenance issues, vendor and processes related to selection of vendors through bids and other purchasing processes as well as oversight to completion of related projects made her a perfect fit as a Coordinator for Contract Administration and Moves Management for KDA. Rachel holds a Business Degree from HCC and a Degree in Management from Texas Southern University.

RELEVANT PROJECTS ASSISTING WITH:

- Houston Community College, Southwest Stafford Campus, KDA, new 20M, 1.9M FFE
- Houston Community College Southwest Missouri City Campus, KDA Team, 800K, FFE
- HCCS Northeast Campus, HUB, KDA, **Lead Designer**, 120k sq. ft, 19M, 1.2 FFE
- HCCS Northeast Science and Tech Bldg, KDA Team 600k, FFE
- HCCS Southeast Hub Bldg, 1.9M FFE, **KDA Team**
- HCCS Southeast Felix and Angela Morales Renovation, 700K, **KDA Team**
- HCCS Southeast Drennon New, KDA Team, 800k,
- Texas A&M Galveston Campus, KDA, (WHR), 1.2 M
- Texas A & M San Antonio Campus KDA (Kell-Munoz) TBA ,
- HISD, Space Planning for Bond Office, Team

RESUME

Stacey M. Wiggins
Kay Davis Associates LLC

Stacey Wiggins is an Architectural Design Professional and Educator. She loves attention to detail and has developed a breadth of knowledge for the profession through formal and informal education. She is frequently asked to conduct seminars and lectures on cutting edge technologies and techniques. She prides herself "high design". She worked on projects from residential to commercial with a Masters Graduate in Architecture from Prairie View A&M University and Masters of Education from University of Houston. Stacey is a Lead Consultant on a variety of renovations being a Master of AutoCAD Architecture, 3ds Max Design and experience in Revit Architecture. Stacey designs furniture, which Kay Davis used in the projects for the Houston Community College Projects. The teacher station and reception stations were designed by Stacey and custom built just for the Client. She was Director of Architectural Interiors and Renovations at IDG Architects assigned to the KDA/IDG Team as the HCCS Furniture Consultants. She is also accomplished in Graphic Design and has years of experience which reflects in her exceptional presentation skills.

RELATED EXPERIENCE

- Houston Community College, Southwest Westloop Campus
- Houston Community College, Southwest Hayes Road First Floor Renovation
- Houston Community College, Southwest Missouri City Campus
- Houston Community College, Northeast Science and Technology Building
- Houston Community College, Southeast Learning Hub
- Spring ISD, Child Nutrition Building and Warehouse– Architectural Interiors SD, DD and Construction Documents
- Spring ISD, Wells Middle School Renovation– Architectural Interiors SD, DD and Construction Administration
- Spring ISD, Link Elementary – Architectural Interiors SD, DD and Construction Administration
- Bastian Elementary, Construction Administration
- Andoh Residence, Schematic Design and Design Development
- University of Houston Science Engineering and Technology Classroom
- University of Houston Cullen Closure Project – Schematics
- University of Houston System Master Planning Signage Project
- Residential Architectural Visualizer
- Adjunct Instructor, Art Institute and Westwood College



ATTACHMENT C

Describe how your company will market this contract if awarded.

Kay Davis is excited about the marketing of this Contract. Locally, we expect to market directly to K-12 and Higher Education Institution by making cold calls directly to the end user. We have relationships with many of the existing Colleges and School Districts already.

We plan to attend vendor fairs and work with the Facilities Groups and independent Architects to get our products specified, which is a method we have used successfully in the past. Using our TCPN e-catalog, we can get our information to our clients via the internet and services them via telemarketing. Using our relationship with the National Black Chamber of Commerce, we expect to expand our territory to a national level and go into cities where we had no exposure before. We will actively pursue that and work with local for distribution and installation.



ATTACHMENT D

Describe how you intend on Introducing TCPN to your company.

Most of the Factories we sell are familiar with TCPN because our primary clients are Schools. We are introducing it to factories as an opportunity to be introduced into the education market (K-12 and Higher Education) in with a network of companies approved by a reputable and prominent buying group. Many of the Factories who are not already included in any buying group get benefit of this kind of sale, by participating with Kay Davis in a way that was not available to them before.

Houston Minority Supplier Development Council



THIS CERTIFIES THAT

Kay Davis Associates

Has met the requirements for certification as a bona fide Minority Business Enterprise as defined by the National Minority Supplier Development Council, Inc.® (NMSDC®) and as adopted by the Houston Minority Supplier Development Council

**NAICS Code(s): 442110

**Description of their product/services as defined by the North American Industry Classification System (NAICS)

11/18/2009

HS080264

Issued Date

Certificate Number

06/30/2010

Expiration Date

Richard A. Huebner, President, HMSDC

By using your assigned (through NMSDC only) password, NMSDC Corporate Members may view the original certificate by logging in at: <http://www.nmsdc.org>



NMSDC
An affiliate of the National Minority Supplier Development Council, Inc.® (NMSDC®)

State of Texas

Historically Underutilized Business Certification and Compliance Program



In accordance with the Memorandum of Agreement between the
Houston Minority Supplier Development Council (HMSDC)
and the Texas Comptroller of Public Accounts (CPA),
the CPA hereby certifies that

KAY DAVIS ASSOCIATES

has successfully met the established requirements of the
Statewide Historically Underutilized Business (HUB) Program
to be recognized as a HUB.

This certificate, printed 01-DEC-2009, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the HMSDC's program, you must immediately (within 30 days of such changes) notify the HMSDC's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the HMSDC's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

A handwritten signature in black ink that reads "Paul A. Gibson".

Certificate/VID Number: 1510444446600
File/Vendor Number: 42215
Approval Date: 18-NOV-2009
Expiration Date: 30-JUN-2010

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb1/hubonly.html>) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

TAB 4 - PRODUCT / SERVICES

TCPN has multiple furniture contracts that expire at different times. With this RFP we are attempting to have all of our contracts on the same track. If you hold a current TCPN contract, please resubmit on this RFP

Vendor(s) shall, at the request of any member institution, perform provide these products and/or covered services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs, as stated below.

Pricing:

Vendor shall submit pricing based on a discount from a manufacturer's published price list. Catalog and/or price lists must accompany the proposal.

The following is a list of suggested categories. List all categories along with manufacturer that you are responding with.

- Case goods
- Seating
- Highmark
- Filing Storage
- Lounge/Reception
- Workstation
- Ergonomic Solutions
- Tables/Meeting Conference Room
- Classroom Furniture & Library
- Science Lab
- Lighting
- Healthcare

SEE ATTACHMENT E

List how your company will handle the following items: SEE ATTACHMENT E.1

- Local representation
- Product support
- Delivery and installation
- Warehousing (if necessary)
- Warranty & Claims
- In-stock furniture

Attachment E - Manufacturer List By Category

Lounge Seating		
1. Arcadia	6. EOC	11. Sandler Seating
2. Artopex	7. Harter	12. Trinity Furniture Collection
3. Community Seating	8. Ideon	
4. Dauphin Seating	9. Lowenstein	
5. Davis	10. Martin Bratrud	
Classroom & Library Furniture		
1. Allseating		
2. Royal Seating & Textwood Shelving		
3. Sedia System		
4. Versteel		
Computer Tables, Science Tables & Ergonomic Solutions		
1. Anatome		
2. Design Options		
3. Interior Concepts		
4. Royal Seating		
5. Versteel		
Café & Cafeteria		
1. Davis	4. The Furniture Lab	
2. EOC		
3. Palmer Hamilton		
Storage Files (Metal & Laminate)		
1. Artopex		
2. Design Options		
3. Richards Wilcox		
Dorm Room Furniture		
1. Adden Furniture		
2. Thomasville Furniture		
Healthcare		
1. Carolina		
2. EOC		
3. Eurotech		
4. Weiland		

Attachment E - Manufacturer List By Category

Lounge Seating		
1. Arcadia	6. EOC	11. Sandler Seating
2. Artopex	7. Harter	12. Trinity Furniture Collection
3. Community Seating	8. Ideon	
4. Dauphin Seating	9. Lowenstein	
5. Davis	10. Martin Bratrud	
Classroom & Library Furniture		
1. Allseating		
2. Royal Seating & Textwood Shelving		
3. Sedia System		
4. Versteel		
Computer Tables, Science Tables & Ergonomic Solutions		
1. Anatome		
2. Design Options		
3. Interior Concepts		
4. Royal Seating		
5. Versteel		
Café & Cafeteria		
1. Davis	4. The Furniture Lab	
2. EOC		
3. Palmer Hamilton		
Storage Files (Metal & Laminate)		
1. Artopex		
2. Design Options		
3. Richards Wilcox		
Dorm Room Furniture		
1. Adden Furniture		
2. Thomasville Furniture		
Healthcare		
1. Carolina		
2. EOC		
3. Eurotech		
4. Weiland		



ATTACHMENT F

Local Representation - We have one team. Sales Professionals are an integral part of the team to advise and make sure that all options are known and are available on product from the different factories. Sales professionals will ensure that pricing is extremely competitive and held per each agreement. Factories are held accountable for products' performance and warranty which we enforce. The project will have a Project Manager assigned who coordinates with sales and installation. This is a seamless process to the end user.

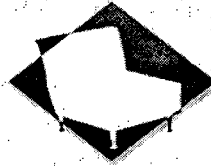
Product Support - Once an order is received, we will be acknowledged with a ship date as soon as possible. When orders are placed, ideally the expected receive date is submitted. Long lead items are identified during the selecting process so that that product can be ordered timely. Product must be delivered on time to meet all schools. We will identify quick ship programs where available and other methods for expedition (i.e. freight accelerations, etc.)

With a schedule for all deliveries, we will make sure that planning for large trucks, use of elevators and proper protection on floors are all handled as necessary. This includes wearing of hard hats and /or goggles, when construction project require such preparation. It is our intent to keep any backorders at a minimum.

Delivery and Installation - We coordinate, schedule and deliver to job site or to owner designated storage. We can receive product at our warehouse when necessary, this can assist with quality control when space is not available. We will create schedule for delivery. We will inventory FFE and color code plans for efficient installation. All trash is removed daily by installers.

The furniture will be delivered directly to the site when the projects are new and /or newly renovated. This is coordinated by the FFE Consultant and a schedule is developed. Furniture will be removed from the trucks and installed into the classrooms and offices and inventoried as necessary. Since we will layout each room, the FFE count and designed room for furniture will be denoted on the plans. We appropriately demark each area to ensure that products arrive to the correct room; We also color code our drawings for fast and efficient distinction of types of furniture and equipment.

K DAVIS
ASSOCIATES



ATTACHMENT F

Warehouse - KDA and installers have one office facility locally and a 60,000 distribution facility for warehousing, if necessary. It is our preference to deliver to job site directly. But we realize that occasionally we need to receive at our warehouse and install from warehouse to site.

Warranty & Claims - KDA will provide Manufacture warranties to the client upon completion of install. The manufacture warranties will have contact information for service.

In Stock Furniture - KDA will "quick ship" in stock furniture directly from the factory to the client.

TAB 5 – REFERENCES

Provide a minimum of ten (10) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

- Entity Name
- Contact Name and Title
- City and State
- Phone Number
- Years Serviced
- Description of Services
- Annual Volume

SEE ATTACHMENTS G.1 - G.5



ATTACHMENT G - REFERNCES

Entity Name: Houston Community College Central Learning Hub
Contact Name: Winston Dashe, Chief Administration Officer
City and State: Houston, TX
Phone Number: 713.718.7564
Years Service: 2005 to Present

Description of Services: Provided FFE Consultant Services for New Central Campus Hub Facility. This is a 120,000 sq. ft. new facility with all new furniture. Kay Davis conducted inventory of existing old San Jacinto School building for Users to move in Phases. The Landmark Renovation of the existing San Jacinto Building was delayed, but demolition of another older building was done and the phased move was accomplished so that the new building could be built. We relocated the FFE to other buildings and disposed of furniture unable to be reused. We wrote specifications and planned new building of FFE. KDA worked with clients and Kirksey Architects assigned to this project.

Annual Volume: 20 M*
FFE Total 2.2M

Entity Name: Texas Southern University
Contact Name: Mark Lambert, Director for Auxiliary Services
City and State: Houston, TX 77004
Phone Number: 713.313.7832
Years Service: 2005 to Present

Description of Services: Texas Southern University is an ongoing client for Kay Davis Associates. We have provided Classroom, Lab, and Office Furniture for them. We recently provided the dormitory furniture for the Dorm renovations. Kay Davis worked with Texas Southern University to develop a scope of services and handled layouts, drawings and move for many of their projects with TSU.

Annual FFE Volume: 120K



Attachment G.1

Entity Name: Houston Community College West Loop Campus
Contact Name: Winston Dahse, Chief Administrative Officer
City and State: Houston, TX
Phone Number: 713.718.7564
Years of Service: 2005 to Present

Description of Service: This project was a renovation project to an existing building. The school is located in a large warehouse like- facility and expanded because of growth to a second 2 story wing. It was a challenge because of the odd entrances. Working with the Architect, Auto Ark and Studio Red, we developed a mix of new and existing FFE. Most FFE was new for this facility. It included many classrooms, computer labs, and faculty offices, a unique eating area upstairs and downstairs.

Annual Volume: 14 M*

FFE Total 1.2

Entity Name: Houston Community College Northline Campus
Contact Name: Winston Dahse, Chief Administrative Officer
City and State: Houston, TX
Phone Number: 713.718.7564
Years of Service: 2005 to Present

Description of Service: The Northline Facility was a fast track project where we conducted a full inventory of the existing furniture because the project had complete old FFE to be warehoused or sold. The existing school was scheduled for demolition because it was in a mall to be remodeled. We literally specified and designed the FFE for the building while the building was being permitted in phases and built. This building included Student Services, Classrooms, cosmetology, multipurpose, computer labs, video conference rooms, President's suite, and Art Studio as well. We delivered on time and the customer moved in on time. HOK was the Architect on this Project.

Annual Volume: 20M

FFE Total 1.8M



Attachment G.2

Entity Name: Houston Community College Hayes Road Campus

Contact Name: Winston Dahse, Chief Administrative Officer

City and State: Houston, TX

Phone Number: 713.718.7564

Years of Service: 2005- Present

Description of Service: The building is a 300 sq. ft. building where floor by floor renovation will occur. This build out is for the first floor only at 80 sq. ft. Renovation of Existing Building Project FFE budget 1.2 M (All new, but included pre-inventory and move) this project was to include a mix of new and existing furniture at the beginning, then changed to all new after our inventory and recommendation was complete. This was a unique project because of the building constraints. It also included and existing auditorium. Coordination was with Harrison Kornberg Architects.

Annual Volume: 12M*

TOTAL FFE 1.2K

Entity Name: Metropolitan Transit Authority

Contact Name: Paul Como, Purchasing Director

City and State: Houston, TX

Phone Number: 713.739.4887

Years of Service: 5 years

Description of Service: Inventoried FFE and created RFP for Movers. Kay Davis planned and managed the move with into a 14 story facility. Estimated move of 800 employees and coordinated inventoried FFE to move with new workstation furniture purchased. This was successfully handled in one month, moving files and library type furniture during the week and occupants on the weekend. We successfully coordinated with the IT Consultants because the occupants had to run concurrent and operate in both facilities until the move was complete. This was a comprehensive move. We also assisted with securing and salvage company and the sale of the unused /unneeded Furniture and Equipment. Kay Davis also provided specifications and FFE provision for their rail facility and the Kashmere facilities alike.

Project Volume: 150M

Project Total: 300K

2216 WHEELER AVE., HOUSTON, TX 77004 PH. 713.541.5468 FAX. 713.520.1729



Attachment G.3

Entity Name: Harris County Criminals Courts/Sheriff & DA Office
Contact Name: Mike Yancey (Harris County) Wendell Holmes (Gilbane Builders)
City and State: Houston, TX 77002
Phone Number:
Years of Service: 3 years

Description of Service: KDA coordinated move back into the Criminal Facilities after major flood here in Houston. KDA was a Sub Consultant to Gilbane Builders- Coordination of Inventory and Move back after the renovation. This move was from several buildings into the new Court Facility. Worked to hire the mover through the RFP process and oversaw the movers and the move process. This was all existing Furniture; much was recently purchased and stored after the flood.
Annual Volume:

Entity Name: University of Houston
Contact Name: Vergel Gaye, Executive Director for Facilities Planning
City and State: Houston, TX
Phone Number: 713 753-1000
Years of Service: Five (5) Ongoing

Description of Service: KDA worked as Sub Consultants to RHJ - JOC Contractors. We wrote Specifications and did space planning for installation working with Smith Company Architects- Designed three (3) lecture facilities and oversaw the Installation with fixed furniture. Worked as sub consultants through Jamail Builders - Coordinated with Bay Architects for classroom facilities in Hilton Hotel on UH Campus Other Projects in include six (6) classrooms Science Facilities at the University of Houston where introduced and created a concept classroom chair for this facility. We also did space planning for UH's Attorney's offices in the Cullen Building.

Annual Volume FFE: 100K



Attachment G.4 REFERENCES

Entity Name: North Forest Independent School District

Contact Name: Patrice Quinney

City and State: Houston, TX

Phone Number: 713.491.1038

Years of Service: 3 years

Description of Service: Kay Davis was responsible for provision of FFE for Forrest Brook High School and Lakewood Elementary School. We provided teacher desk and classroom furniture for both schools.

Annual FFE Volume: 90K

Entity Name: Spring Independent School District

Contact Name: Don Marshall

City and State: Spring, Texas

Phone Number: 281-891-6465

Years of Service: 2 years

Description of Service: Kay Davis sold to spring Nursing Room Furniture and tables for several of their schools.

Annual Volume: 25K

TAB 7 – MISCELLANEOUS

Please include any additional products and/or services not included in the scope of the solicitation you think will enhance and **add value** to this contract for TCPN participating agencies.

Kay Davis Associates has value added services. We are FFE Consultants and we offer space planning as a service, working with the Architect and Owner. We design the FFE layout for the space in conjunction with the Architect working and his AutoCad Drawings. Kay Davis will accurately forecast your Budget at each phase of your project for you and oversee the procurement and installation of the project as well.

We are also Logistic and Move Management Professionals creating the RFP to hire movers. We plan and manage your moves for you. We coordinate the IT and User portions of the moves using trained technicians to move your telephones and computers, etc. See Unit Rates for Added Value. We will quote per project at lump sum rates per projects.