

ORIGINAL



# City of Grand Prairie Betty Warmack Library

Betty Warmack Library Expansion Furniture RFB

RFB #18114

RFB Response: GL Seaman & Company  
Francie Wintermute, Senior Associate  
[fwintermute@glsc.com](mailto:fwintermute@glsc.com)  
(d) 817.204.0664  
(c) 817.301.5791



GL Seaman  
& Company

Extraordinary at work.



GL Seaman  
& Company

July 12, 2018

Ms. Kimberley Montoya Ruiz  
Senior Buyer, Purchasing Division  
3264 West Main Street  
Grand Prairie, TX 75050

RE: RFB # 18114 – Betty Warmack Library Expansion Furniture

Dear Ms. Ruiz,

Please find enclosed the GL Seaman & Company response to the above referenced request for bid. We have read the package and are prepared to comply fully with all requirements contained therein. We have worked closely with all of the requested and recommended furniture manufacturers to secure the best possible pricing for this facility for the terms as outlined in the request. Knoll is committed to providing a mockup of the proposed typicals delivered and installed within three to four weeks from notification to proceed.

There are two major points that we want to emphasize as you review our qualifications:

- Experience: We have completed numerous projects of this scope and complexity as referenced in our project profile. We understand that you are looking for a partner with the experience necessary to ensure your project success regardless of location or time frame. Our team has that experience and is eager to apply it to ensure that this project is successfully completed to your satisfaction.
- Team Capabilities: A project of this scope – from start and implementation to on-going service – requires proven, experienced professionals working in a team environment. Not only is it important that the dealership have experience in major projects, it is vital to the success of any project that the day-to-day personnel have the experience necessary to handle anything that arises. We have the personnel, in-house, to devote to every phase of your project to make a substantial contribution to their success.

GL Seaman & Company is a woman owned, small business. We are currently HUB certified number 1263880125300 and WBENC certified number 2005126852 (certificates are included in our submission).

We are confident we have the experience and resources required to make the significant creative and functional contribution that you are seeking from your contract furniture team member.

Sincerely,

Mary Edwards  
President – Fort Worth  
GL Seaman & Company

Francie Wintermute  
Senior Associate  
GL Seaman & Company

# Bid Submittal Check List

Tab 1



# Bid Submittal Check List

Project Number 2016.151

SUBMITTAL CHECK LIST – Company Name GL Seaman & Company

Interested parties MUST submit one (1) Flash Drive/DVD marked as original with all signatures included and one (1) hard copy that includes all of the following items listed below for consideration. The submission should be in the order stated below.

Item		Check List
1	Proposal Submittal Check List	✓
2	Bid Pricing	✓
3	Questionnaire and References	✓
4	Submittal Affirmation Form	✓
5	Conflict of Interest Questionnaire	✓
6	Historically Underutilized Business Questionnaire	✓
7	House Bill 89 Verification Form	✓

By my signature I affirm all items as listed above have been completed and submitted as part of my firm's proposal.



Authorized Signature

Francie Wintermute

Print/Type Name

Senior Associate

Title

July 12, 2018

Date



# Bid Itemized Pricing Form and Certificate of Insurance

Tab 2



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# Bid Itemized Pricing Form

Project Number 2016.151

## SAMPLE - BID SCHEDULE

### Betty Warmack Library Expansion

#### GENERAL FURNISHINGS

NO	KEY	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1.	AC.01	Accessory	1	\$ 45.45	\$ 45.45
2.	AC.03	Accessory	8	\$ 70.45	\$ 563.60
3.	AC.07	Accessory	10	\$ 39.25	\$ 392.50
4.	AC.08	Accessory	6	\$ 431.51	\$ 2,589.06
5.	BC.02	Wood Bookcase	1	\$ 1,347.99	\$ 1,347.99
6.	CH.04	Stack Chair	60	\$ 198.41	\$ 11,904.60
7.	CH.10	Side Chair	2	\$ 461.76	\$ 923.52
8.	DE.01	Desk	1	\$ 7,437.22	\$ 7,437.22
9.	DO.01	Dolly for Chairs	3	\$ 357.44	\$ 1,072.32
10.	DO.02	Dolly for Tables	3	\$ 955.68	\$ 2,867.04
11.	FT.01	Folding Table	16	\$ 477.27	\$ 7,636.32
12.	LC.02	Lounge Chair	4	\$ 1,190.63	\$ 4,762.52
13.	LC.04	Lounge Chair	2	\$ 1,197.00	\$ 2,394.00
14.	OM.01	Ottoman	2	\$ 667.62	\$ 1,335.24
15.	OT.01	Occasional Table	6	\$ 447.95	\$ 2,687.70
16.	OT.02	Occasional Table	1	\$ 1,122.44	\$ 1,122.44
17.	OT.03	Occasional Table	1	\$ 1,559.66	\$ 1,559.66
18.	SI.01	Signage	40	\$ 149.62	\$ 5,984.80
19.	TB.05	Computer Table	5	\$ 2,277.60	\$ 11,388.00
20.	TB.06	Computer Table	1	\$ 4,027.81	\$ 4,027.81
21.	US.01	Utility Shelf	12	\$ 278.80	\$ 3,345.60
22.	US.02	Utility Shelf	5	\$ 237.52	\$ 1,187.60
23.					
24.					
25.					

\* See Section 12600 for product dimensions and details

00300-1

City of Grand Prairie  
760 Bardin Road, Grand Prairie TX 75052  
June 14, 2018

Betty Warmack Library Expansion Furniture  
Komatsu Architecture

# Bid Itemized Pricing Form

Project Number 2016.151

All dates are from District NTP

CALENDAR DAYS FOR DELIVERY

8 - 10 weeks

CALENDAR DAYS FOR INSTALLATION

1 day

TOTAL EXTENDED PRICE GENERAL FURNISHINGS

\$ 76,574.99

INSTALLATION – GROUP 1

\$ 5,994.67

FREIGHT – GROUP 1

\$ 2,679.25

**TOTAL BID**

**\$ 85,248.91**

Written Amount Eighty-Five thousand, two-hundred and forty-eight dollars and ninety-one cents

INSURANCE

on following page

PERFORMANCE BOND

n/a

00300-2

City of Grand Prairie  
760 Bardin Road, Grand Prairie TX 75052  
June 14, 2018

Betty Warmack Library Expansion Furniture  
Komatsu Architecture



# Certificate of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ragland, Strother, Lafitte 3838 Oak Lawn Ave. Ste. 500  Dallas TX 75219-4506		<b>CONTACT NAME:</b> Debra Allen, CISR <b>PHONE (A/C, No, Ext):</b> (214) 522-4880 <b>FAX (A/C, No):</b> (214) 520-3856 <b>E-MAIL ADDRESS:</b> dallen@rsllins.com	
<b>INSURED</b> GL Seaman & Company 4201 International Parkway  Carrollton TX 75007		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Phoenix Insurance Company <b>INSURER B:</b> Travelers Property Casualty Company of America <b>INSURER C:</b> Travelers Indemnity Company of Connecticut <b>INSURER D:</b> Travelers Casualty and Surety Company <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 25623 25674 25682 19038	

### COVERAGES

CERTIFICATE NUMBER: 18/19 Liab

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> no deductible applies  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6304F134678	01/05/2018	01/05/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA4F123479	01/05/2018	01/05/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Car Comp/Coll \$ 1,000 deduct. EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP9J439530	01/05/2018	01/05/2019	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB3K953330	01/05/2018	01/05/2019	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability and Auto Liability policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability, Auto Liability, and WC policies include a blanket waiver of subrogation and 30 day notice of cancellation endorsement that provides waiver and 30 day notice of cancellation status to the entities referenced above only when there is a written contract between the named insured and the certificate holder that requires such status. General Liability and Auto Liability are on a Primary & Non Contributory basis to the Additional Insureds where required by contract.

### CERTIFICATE HOLDER

City of Grand Prairie 317 College Street  Grand Prairie TX 75050
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### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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# Questionnaire and References

Tab 3



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# Questionnaire and References

Project Number 2016.151

## QUESTIONNAIRE

All questions should be answered clearly and completely. Marketing materials WILL NOT be accepted in lieu of this questionnaire. This questionnaire will assist the City in understanding your submittal and will be used in the evaluation process and therefore it is critical that the questionnaire be completed and submitted with your submittal.

General Contact Information				
Respondent Name: Francie Wintermute	Title: Senior Associate			
Company Name: GL Seaman & Company				
Company Address: 100 North Forest Park Blvd, Suite 100				
City: Fort Worth	State: TX	ZIP Code: 76102		
Telephone Number: 817.204.0664	Fax Number: 817.852.6665			
Email Address: fwintermute@glsc.com	Federal Tax ID: 26-388-0125			

Provide at Least 3 References, including contact name, agency name, title, phone number and/or email of those you have provided similar services in the past three years. This information will be used in the evaluation of your submittal.

Project Reference #1	
Reference Name: George Blais	Title: Director of Facilities
Reference Organization: Allied Electronics	
Project Title: ongoing client, multiple installations	
Email Address: george.blais@alliedelec.com	Telephone Number: 817.595.6482
Project Reference #2	
Reference Name: Suzanne LeBeau	Title: Project Manager
Reference Organization: Jacobs Engineering	
Project Title: ongoing client, multiple installations	
Email Address: suzanne.lebeau@jacobs.com	Telephone Number: 314.335.5105

Project Reference #3	
Reference Name: Tracy Malone	Title: Office Manager
Reference Organization: TPG Capital	
Project Title: ongoing client, multiple installations	
Email Address: tmalone@tpg.com	Telephone Number: 817.871.4871

# Questionnaire and References

Project Number 2016.151

**Experience:**

1. How many years has your firm been involved in providing these services?  
29 \_\_\_\_\_ Years 6 \_\_\_\_\_ Months
2. Please list all government entities your firm has worked with in the past 3 years?
- |  |                                    |
|--|------------------------------------|
| 1.) City of Grand Prairie Memorial Library | 6.) GSA Public Building Services   |
| 2.) IRS                                    | 7.) US District Court              |
| 3.) VA Medical Center                      | 8.) City of Mansfield              |
| 4.) City of Hurst                          | 9.) City of Farmers Branch         |
| 5.) City of Burleson                       | 10.) Dallas County District Courts |

**Reputation:**

3. Has your firm failed to complete a ☐ YES ☒ NO  
If so, please identify the project and  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you have any litigation issues ☐ YES ☒ NO  
pending in the last three years?  
If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Are there any judgments, claims, ☐ YES ☒ NO  
arbitration proceedings, or suits  
pending or outstanding against your  
If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Submittal Affirmation Form

Tab 4

# Submittal Affirmation Form

Project Number 2016.151

## SUBMITTAL AFFIRMATION FORM

### FORM AND ADDENDA ACKNOWLEDGEMENT

This will acknowledge your submittal contains all items and receipt of the following addenda which are part of the Solicitation Documents:

Fiw All items identified in Submittal Checklist have been  
n/a Addendum No. \_\_, \_\_, \_\_, \_\_, \_\_

### INTERLOCAL PURCHASING

Should other Government Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply

Yes ☒ No ☐

### OTHER CONDITIONS

The undersigned agrees to the following:

- A. Agrees that the submittal is complete and all required information/forms were submitted.
- B. Agrees that the bid package was fully reviewed and fully understands the requirements.
- C. Agrees to the Terms & Conditions as included in this bid packet and have noted any exceptions.
- D. Agrees that their submittal shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time.
- E. Will supply all required insurance, and execute contract within the time stated on the notice of award.
- F. Affirms that the submittal was not prepared in collusion with any other firm and the contents of this submittal have not been communicated by the undersigned or any agent with any other person engaged in this type of business.

### SUBMITTAL CERTIFICATION

By my signature I affirm that I am duly authorized to execute this proposal as an offer to contract and in compliance with this solicitation, the undersigned firm having examined the specifications, and being familiar with the conditions to be met, hereby submits a proposal for consideration of being selected as the City's provider for said services; and agrees to enter into negotiations if selected as a finalist for said services.

  
Authorized Signature

Francie Wintermute  
Print/Type Name

Senior Associate  
Title

July 12, 2018  
Date





# Conflict of Interest Questionnaire

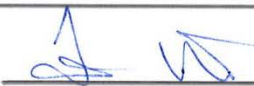
Tab 5



# Conflict of Interest Questionnaire

Project Number 2016.151

## CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		OFFICE USE ONLY Date Received
1 Name of vendor who has a business relationship with local governmental entity. <b>GL Seaman &amp; Company</b>		
2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information in this section is being disclosed. <b>Kimberley Montoya Ruiz, Sr. Buyer</b> Name of Officer		
<p>This section (item 3 including subparts A, B, C, &amp; D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1 a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D. Describe each employment or business and family relationship with the local government officer named in this section.</p>		
Signature of vendor doing business with the governmental entity 		July 12, 2018 Date

Adopted 8/7/2015

# HUB Questionnaire

Tab 6



# Historically Underutilized Business Questionnaire

## HISTORICALLY UNDERUTILIZED BUSINESS (HUB) QUESTIONNAIRE

A Historically Underutilized Business (HUB) is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.

1. Is your business a certified historically underutilized business (HUB) or Disadvantaged Business Enterprise (DBE)?



Yes



No

2. Please provide the certifying agency name:

Certifying Agency: HUB and WBENC

3. I have included a copy of my certification as an attachment to my proposal:



Yes



No

By my signature I affirm the information provided on this form is accurate to the best of my knowledge.

  
Authorized Signature

Mary Edwards

Print/Type Name

President - Fort Worth

Title

July 12, 2018

Date



# GL Seaman & Company Certifications

**WBENC**  
WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL  
JOIN FORCES. SUCCEED TOGETHER.

hereby grants

## National Women's Business Enterprise Certification

to

**G.L. Seaman & Company**

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.


Certification Granted: May 28, 2015  
Expiration Date: May 28, 2019  
WBENC National Certification Number: 2005126852

WBENC National WBE Certification was processed and validated by  
Women's Business Council - Southwest, a WBENC Regional Partner Organization.


*Debbie Hurst*  
Authorized by Debbie Hurst, President  
Women's Business Council - Southwest

**WOMEN'S  
BUSINESS  
COUNCIL**  
SOUTHWEST

NAICS: 423210, 442110  
UNSPSC: 56110000, 56111500, 56111501, 56111502, 56111503, 56111504, 56111505, 56111506, 56111507, 56111508, 56111511, 56111512, 56111513, 56111514, 56112002, 56112100, 56112101, 56112102, 56112103, 56112104, 56112105, 56112106, 56112107, 56112108, 56112109, 56112200, 56112201, 56112202, 56112203, 56112204, 56112205, 56112206



### Texas Historically Underutilized Business (HUB) Certificate

  
Statewide Historically Underutilized Business Program

Certificate/VID Number: 1263880125300  
File/Vendor Number: 061076  
Approval Date: 08-JAN-2018  
Scheduled Expiration Date: 08-JAN-2022

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

## G.L. SEAMAN & COMPANY

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 12-JAN-2018, 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, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB 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.

*Laura Cagle-Hinojosa*

Laura Cagle-Hinojosa, Statewide HUB Program Manager  
Statewide 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, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/16



# House Bill 89 Verification Form

Tab 7

# House Bill 89 Verification Form

Project Number 2016.151

## HOUSE BILL 89 VERIFICATION

I, Mary Edwards, the undersigned representative of  
(Individual's Name)

GL Seaman & Company

(Business or Company)

Hereinafter referred to as "Company", do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.01, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israel-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

By my signature I affirm the information provided on this form is accurate to the best of my knowledge.



Authorized Signature

Mary Edwards

Print/Type Name

President - Fort Worth

Title

July 12, 2018

Date



# About Us

Tab 8



# Extraordinary at Work

A premier dealer for Knoll and DIRT T and one of the largest full-service contract furniture dealers in the Southwest, GL Seaman & Company has been recognized for excellence in all phases of our operation. Our professionals have managed projects as small as a single chair, up to regional, national and global projects for some of the nation's best know companies.

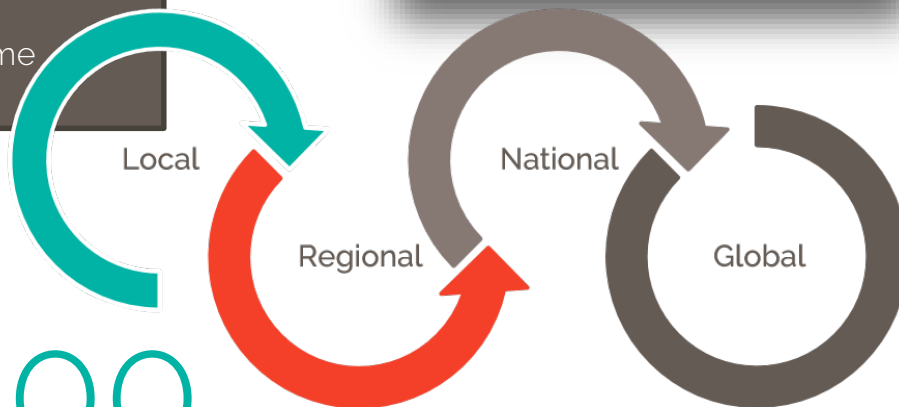
GL Seaman & Company will not delegate the planning or execution of your project to a third party. We still insist on utilizing in-house GL Seaman & Company employees for all furniture-related services including specifications, space planning, order management, project management, installation and maintenance. This uncommon commitment enables us to deliver the extraordinary service and consistency that our customers have come to rely on.

## GL Seaman & Company Headquarters

4201 International Parkway  
Carrollton, TX 75007  
214.764.6400

## GL Seaman & Company Fort Worth

100 N. Forest Park Blvd., Ste. 100  
Fort Worth, TX 76102  
817.336.5400



75,000 square foot

headquarters with on-site warehouse.

ESTABLISHED  
1984



# Available Services

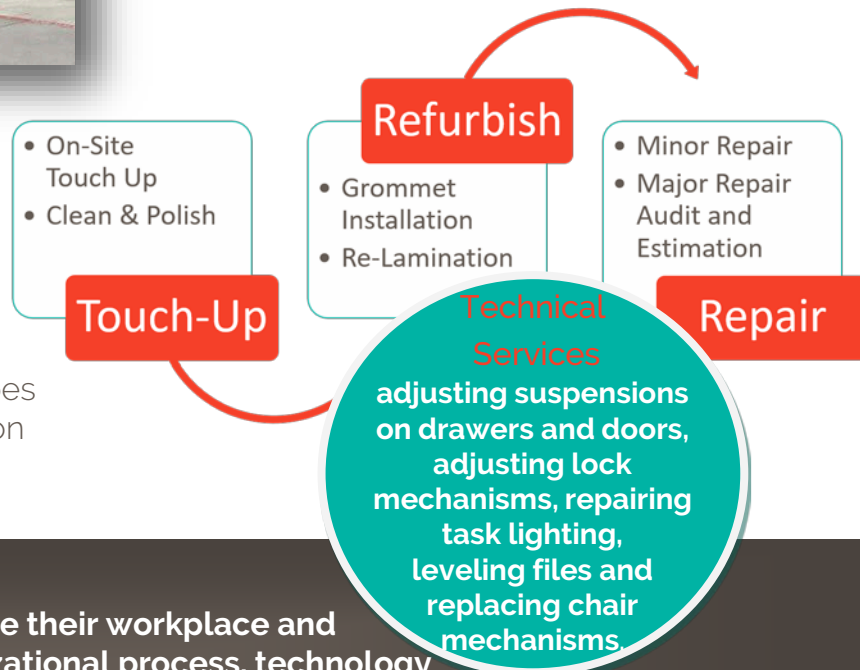


## Asset Management Services

GL Seaman & Company offers comprehensive and complete asset management services supported by specialized software that integrates bar code technology, color digital imagery and inventory reporting. Having a current inventory of assets and their condition will prevent unnecessary purchases, maximize usage and help in planning for new furniture purchases. Additionally, our management system can assist in providing data for depreciation schedules, insurance valuation and cost center allocation.

## Furniture Storage

When Short-term storage is the need, GL Seaman & Company provides well priced, easy-access storage service. Unlike asset management, storage service does not include monthly reports, product condition information or real-time item accounting.



## Reconfiguration Services

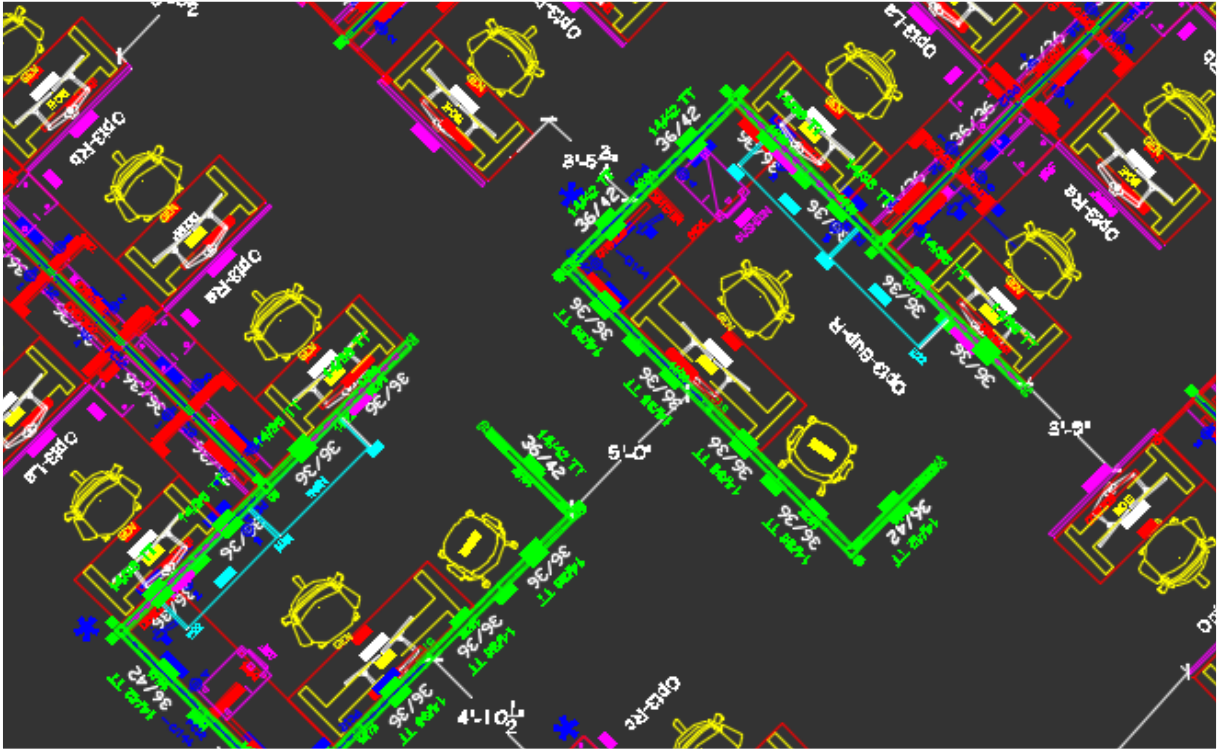
Reconfigurations allows our clients to enhance their workplace and make accommodations for changes in organizational process, technology and personnel. GL Seaman & Company has the capability to evaluate your current site, available inventory, technology requirements and personnel needs to provide a fresh new environment for your employees.

## Move / Relocation Services

Our corporate relocation professionals take on the logistical planning and move management functions, allowing you to focus on your core business priorities. Corporate relocation is a profoundly important undertaking that affects every area of a corporate relocation and is vastly important as it affects every area of a company's operations. We will carefully and precisely orchestrate the vast number of elements and processes, bringing them together in a smooth, well-managed process with minimal disruption to your business.



# Furniture Planning Services & Design



GL Seaman & Company Design Team works closely with your architecture & design firm, providing support for furniture planning and specification. GL Seaman & Company is committed to providing its design staff with the best tools in the industry. The team works in the most current version of AutoCAD, as well as CAP Studio.

# Project Management & Installation Services

GL Seaman & Company's in-house project managers are eager to become an active part of your team project. They will attend project meetings and coordinate our activities with your project schedule. We are committed to using GL Seaman & Company employees on all furniture projects and will never delegate the management or supervision of your project to a third-party sub-contractor.

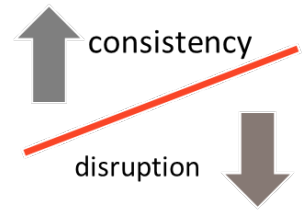
## Pre-Order Services

- Develop project budget
- Assist with development of typicals
- Evaluate and select products
- Assist with selection of finishes
- Generate furniture plans
- Generate wall elevations
- Generate complete bills of materials for order
- Review specifications for accuracy
- Create project schedule and benchmark dates

# GL Seaman & Company Difference

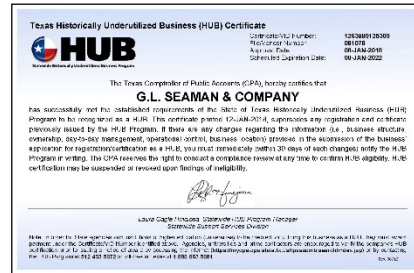
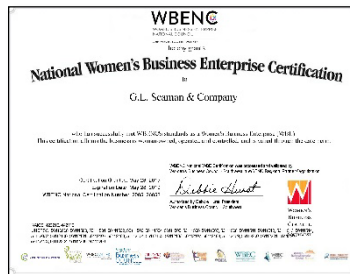
## The GL Seaman Difference

For 32 years GL Seaman has been committed to providing extraordinary customer experiences. A premier dealer for Knoll, DIRT and OFS Brands, one of the largest full-service contract office furniture dealers in North America, GL Seaman has been recognized for excellence in all phases of our operations. Our team manages numerous global, national and regional projects for some of the nation's most prestigious companies. Serving the Dallas and Fort Worth business community from its 75,000 square foot location in Carrollton, Texas, which includes a 60,000 square foot warehouse and operations center,



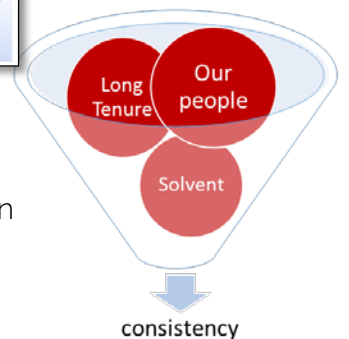
## Woman-Owned Business

GL Seaman & Company is a recognized Woman-Owned Business. Rebecca Lutz serves as President and CEO. GL Seaman & Company received certification from the following: **WBENC** (National Women's Business Enterprise Certificate), and **HUB** (Historically Underutilized Business). Presidents, Ashley Lowrance and Mary Edwards, lead GL Seaman in the Dallas market and Fort Worth market, respectively. Amy Phipps serves as Design Manager of Fort Worth and Todd Schlaegel serves as Vice President of Operations.



## Financially Independent

GL Seaman & Company is a privately-held Texas corporation which is financially independent and solvent. This independence gives us the unprecedented autonomy in the contract furniture industry, allowing us to be extremely agile and customer-driven regardless of economic conditions.



## Unusual Commitment

GL Seaman & Company is the only contract furniture dealership in the DFW area that utilizes in-house, fully-trained employees for all interiors services. GLS standard services include product recommendations and specifications, space planning, drawings and floor plans, order management, project management, installation, maintenance and asset management warehouse. This unusual commitment enables us to deliver extraordinary and consistent service that our customers have come to rely on.

On average, our Sales Consultants, NCIDQ Certified Design Team, Customer Service Coordinators, Project Managers, Installation Supervisors, Installers and Technicians have over 20 years experience in our industry and more than 15 years experience serving GL Seaman & Company's customers. At every level our cohesive team is able to draw from decades of experience as we guide our customers through complex furniture and facility projects.



# GL Seaman & Company Certifications

**WBENC**  
WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL  
JOIN FORCES. SUCCEED TOGETHER.

hereby grants

## National Women's Business Enterprise Certification

to

**G.L. Seaman & Company**

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.


Certification Granted: May 28, 2015  
Expiration Date: May 28, 2019  
WBENC National Certification Number: 2005126852

WBENC National WBE Certification was processed and validated by  
Women's Business Council - Southwest, a WBENC Regional Partner Organization.

*Debbie Hurst*  
Authorized by Debbie Hurst, President  
Women's Business Council - Southwest

**WOMEN'S  
BUSINESS  
COUNCIL**  
SOUTHWEST

NAICS: 423210, 442110  
UNSPSC: 56110000, 56111500, 56111501, 56111502, 56111503, 56111504, 56111505, 56111506, 56111507, 56111508, 56111511, 56111512, 56111513, 56111514, 56112002, 56112100, 56112101, 56112102, 56112103, 56112104, 56112105, 56112106, 56112107, 56112108, 56112109, 56112200, 56112201, 56112202, 56112203, 56112204, 56112205, 56112206



### Texas Historically Underutilized Business (HUB) Certificate

  
Statewide Historically Underutilized Business Program

Certificate/VID Number: 1263880125300  
File/Vendor Number: 061076  
Approval Date: 08-JAN-2018  
Scheduled Expiration Date: 08-JAN-2022

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

## G.L. SEAMAN & COMPANY

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 12-JAN-2018, 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, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB 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.

*Laura Cagle-Hinojosa*

Laura Cagle-Hinojosa, Statewide HUB Program Manager  
Statewide 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, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/16

# GL Seaman & Company Line Card

GL Seaman is proud to be a premier **Knoll** dealer, distribution partner for **DIRTT** Environmental Solutions and **OFS** Brands

## SEATING & LOUNGE

Allermuir  
Allseating  
Andreu World America  
Arcadia  
Arconas  
Bernhardt  
Bright  
Borgo  
Buzz Seating  
Campbell Contract  
Cape

## Carolina

Cabot Wrenn  
Cartwright  
Charles Alan  
Coalesse  
Cramer  
Cumberland  
Dauphin  
Davis  
David Edward  
Encore  
ERG

## HBF

Highmark ICF  
Izzy  
JSI/Community  
Keilhauer  
Kisabeth  
**Knoll**  
Krug  
Leland  
**Loewenstein**  
Martin Bratrud  
Nienkamper

## OFS

One Furniture  
Sandler Seating  
Segis  
SitOnIt  
Source Seating  
Sterling Tree Studio  
Stylex  
VIA  
West Coast Industries

## CASEGOODS

Bernhardt  
CCN International  
Darran  
Davis  
Decca Contract  
DeskMakers  
**DIRTT**  
Enwork  
**First Office**

## Global

HBF  
Halcon  
Indiana  
Inwood  
Jofco  
JSI/Community  
**Knoll**  
Krug  
Lacasse

## Mayline

Nevins  
Nevers  
Nienkamper  
Novikoff  
Nucraft  
**OFS**  
Thos.Moser Contract  
Watson

## CONFERENCE & TRAINING

Arcadia  
Bernhardt  
Coalesse  
Darran  
Davis  
Decca Contract  
DeskMakers  
ERG

## First Office

Fulbright  
Geiger  
Global  
HBF  
Halcon  
Hi5  
Izzy  
**Knoll**  
KI

## Krug

Mayline  
Nevers  
Nevins  
Nienkamper  
Nucraft  
**OFS**  
Prismatique  
Versteel  
Virco

## HEALTHCARE

All Seating  
Arcadia  
Cabot Wrenn  
Carolina  
Charles Allen  
Coalesse  
DIRTT  
DorVal  
GlobalCare

## IOA

Integra  
Intensa  
KI  
**Knoll**  
Krug  
La Z Boy  
Peter Pepper  
Spec  
Stance

## Studio Q

## SYSTEMS

AIS  
AMQ  
Clear Design  
Global  
**Knoll**  
Swiftspace

## FILES/STORAGE

Aurora  
Datum  
ELFA  
Fire King  
Global  
Great Openings  
**Knoll**  
Kwik File  
Tennsco  
Times-2

## COMPUTER SUPPORT

ESI  
Ergonomic Concepts  
ISE  
**Knoll Extra**  
Mayline  
SpaceCo  
Symmetry  
WorkRite

## LIGHTING

Artemide  
Boyd  
Lighting  
Light Corp  
Luxo

## OUTDOOR

Brown Jordan  
Janus et Cie  
**Knoll**  
Landscape  
Forms

## ACCESSORIES

ASI Sign  
Systems  
Alle'  
Appenx Signs  
Claridge  
Clarus  
Glassboards  
**Knoll Extra**  
Egan Visual  
Lassiter  
Signage

## Magnuson

Group  
Peter Pepper  
Products  
Safco  
Smith  
McDonald  
System 2/90  
Signs  
Takeform  
Signage

## ARCHITECTURAL PRODUCTS

Connectrac  
**DIRTT**  
Lencore Sound Systems





# GL Seaman & Company Corporate Responsibility Report

## GL Seaman Enrichment Experience

A needs based scholarship & mentorship program focused on underprivileged and socially at risk young men and women. Eight students are selected each year for a 2 year program. A holistic approach provides for students needs including access to:

- Education—tuition and transportation
- Health & Welfare
- Professional development

## Furniture 4 Kids

GL Seaman co-created a fundraising event designed to underwrite Vogel Alcove, a Dallas preschool serving homeless children ages 6 months to 5 years.

- Other contributions to local charities \$85,000

## Recycling & Waste Reduction

- All shipping pallets are repurposed. They are donated to the Carrollton Fire Department for use in emergency simulation and training.
- All shipping carton are recycled. ZERO landfill; This GL Seaman sponsored event is a collection of sample materials from local A&D libraries designed to divert items from landfill.

## Sustainable Manufacturing & Products

GL Seaman ensures at least 70% of all products sold meet the ANSI BIFMA e3 Furniture Sustainability Standard. Products are measured for eligibility in each of these following categories.: Climate neutrality, Recycled content, Biodegradability, Efficiency of Material Use, Greenhouse gases, Hazardous waste air emissions



Direct Donations  
\$100,000

In-Kind Donations  
\$500,000

Enrichment Programs  
\$150,000

Total Contributions  
2016  
\$800,000

Resources Allocated  
15% of Annual  
Revenue

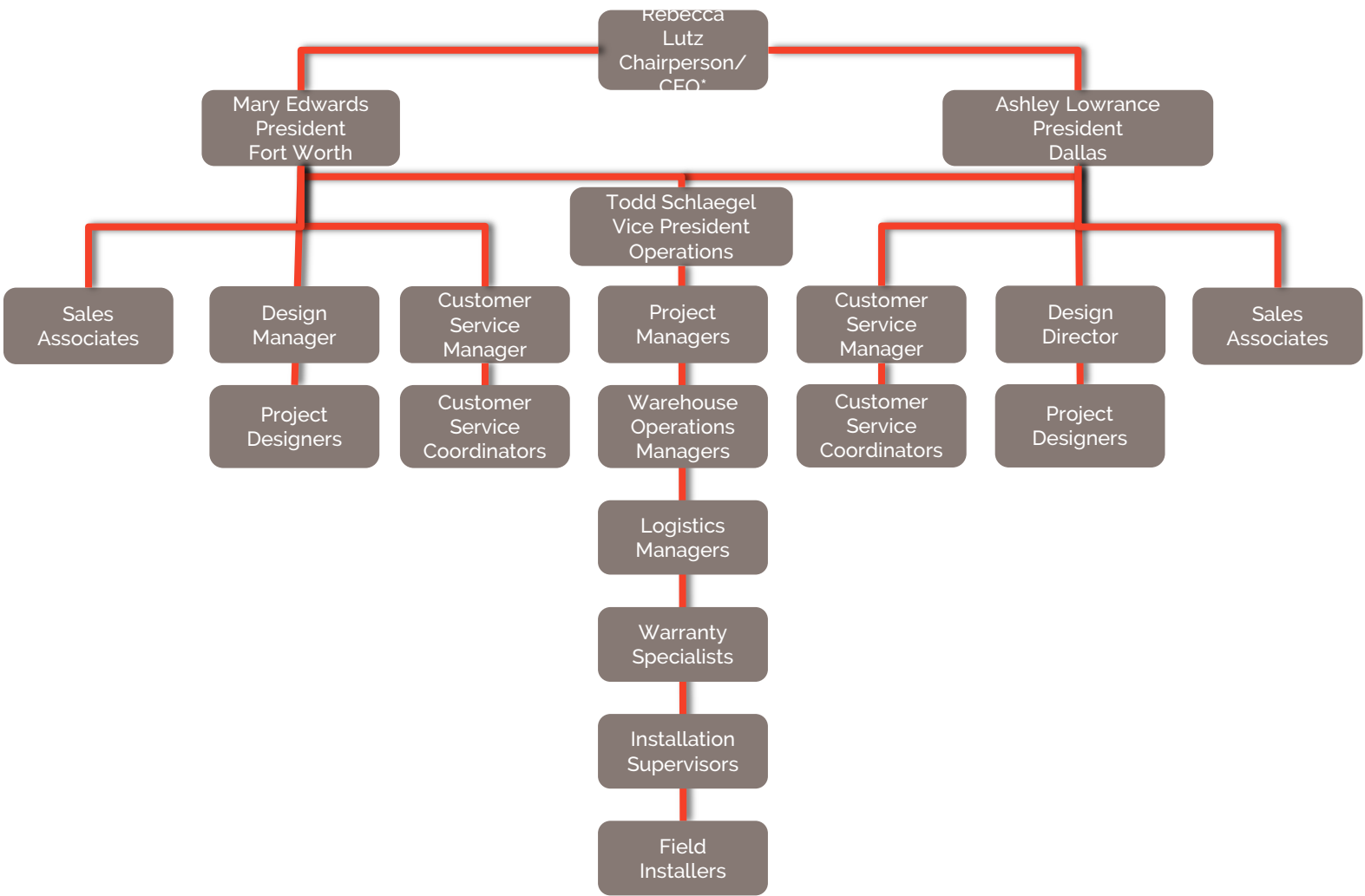
## Employee & Family Education

A merit based program which funds continuing education programs for GL Seaman employees and their family members.



# GL Seaman & Company

## Leadership & Team Structure



\*104 employees as of 1/3/2017

# GL Seaman & Company

## Process Overview

### DISCOVERY & PLANNING

Discover customer's workplace strategy, including design intent, business drivers, target occupancy dates & budget  
 Introduce Knoll Workplace Research to inspire discussions  
 Tailor product solutions to support customer's workplace strategy  
 Gather customer feedback to ensure accuracy  
 Prepare specifications for review and order  
 Create furniture drawings to coordinate with electrical and architectural plans  
 Consult with A&D and GC regarding core locations and furniture/electrical coordination  
 Assess project schedule, setting clear action plan and identifying key milestones  
 Thorough understanding of project objectives, product availability and close coordination with other trades  
 Identify critical path for just-in-time manufacturing  
 Create phase installation plan to ensure the most efficient schedule

*Workplace Research Data  
 AutoCAD, ICE  
 Color Renderings  
 MS Project  
 Quality Assurance Audit  
 Critical Path Planning*

### OUR TOOLS

*Workplace Research Team—Knoll  
 Project Designer  
 TR Media Team—Knoll  
 Quality Assurance Specialist  
 Project Manager  
 Customer Service Coordinator  
 Sales Associate*

### OUR PEOPLE

### EXCELLENCE DELIVERED

Attend regularly scheduled meetings to coordinate with other trades  
 Monitor construction schedule  
 Provide status report with ship dates and project schedule  
 Schedule delivery and installation, coordinating building access and providing insurance verification  
 Receive and inspect shipments, noting freight damage or shortages immediately  
 Deliver and install furniture, taking care to protect customer's facility  
 Recycle cartons  
 Identify and resolve deficiencies before punch inspection  
 Perform punch inspection with customer  
 Document any remaining deficiencies and track the resolution status of each.

*Construction Meetings  
 Status Report  
 Knoll Dealer EDI  
 Smart Phone Technology  
 Receiving Checklist  
 PrePunch Worksheet  
 Punch Inspection Worksheet*

### OUR TOOLS

*Project Manager  
 Customer Service Coordinator  
 Customer Service Associate—Knoll  
 Installation Supervisor  
 Installation Professionals  
 Warranty Specialist  
 Warehouse Manager*

### OUR PEOPLE

### DAY 2 SUPPORT

Develop and implement day-2 service program  
 Provide planning and reconfiguration services as needed to support customer's facility needs, utilizing consistent and dedicated team of in-house service professionals  
 Maintain current record of as-built drawings and accepted product standards.

*SnapTracker  
 AutoInfo.Knoll.com  
 CAD*

### OUR TOOLS

*Asset Management Team  
 Technicians  
 Project Designer  
 Project Manager  
 Installation Supervisor  
 Sales Associate*

### OUR PEOPLE

# GL Seaman & Company

## Process Map

### SALES & SUPPORT

- Single Point of Contact (SPOC)
- Coordinates relationships w/customer & professional advisors
- Assess customer needs, opportunities & input
- Provides guidance to customer, architectural and design firms
- Coordinates design build
- Prepares pricing & proposals
- Coordinates ordering through manufacturer
- Advises & updates customer on all milestones and decisions

### OPERATIONS

- Receives manufacturer's product for storage and/or transport to customer site
- Inspection & accounting of shipped product
- Verify shipped vs ordered line items
- Executes product delivery & on-site product assembly
- On-site pre-punch list repairs & modifications
- On-going warranty issues

### DESIGN

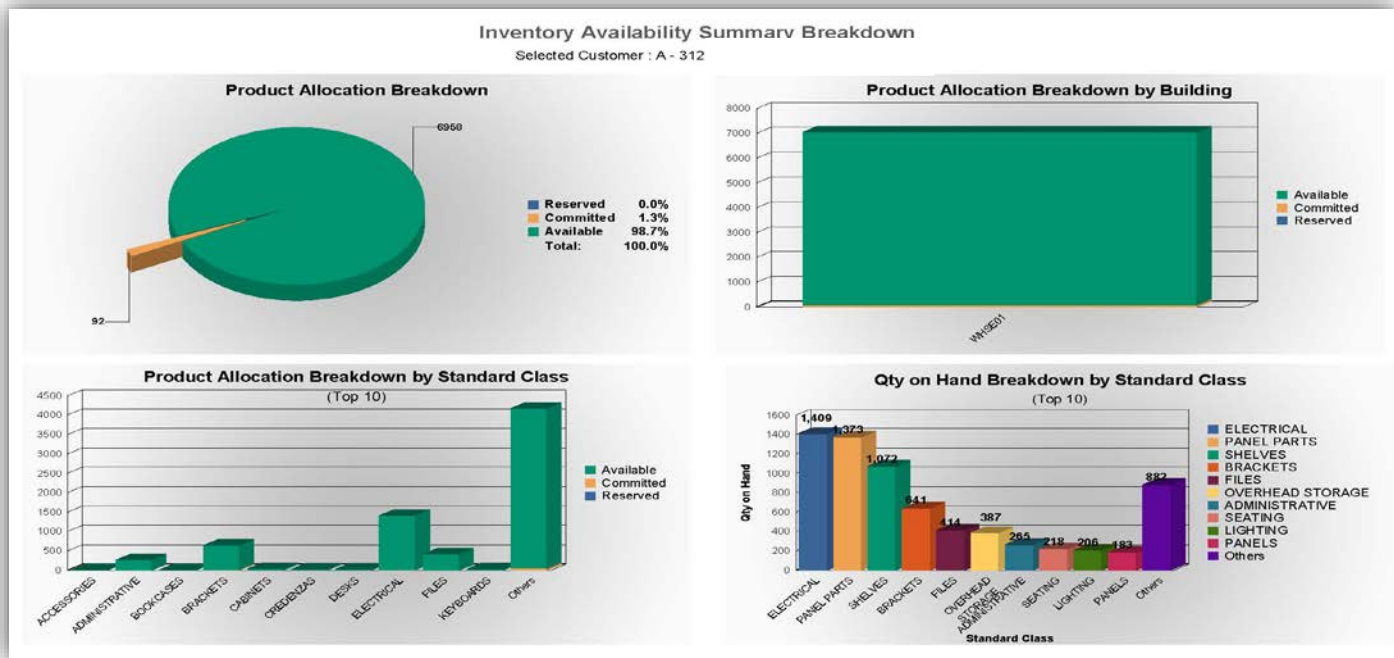
- Coordinates with architectural & design firms
- Recommends solutions for products, systems, finishes & fabrics
- Creates floor plans & drawings
- Develop specification documents
- Double check system – pre order entry
- Develop electrical/data coordination documents
- Prepares installation detail for building contractors & installation crews

### PROJECT MANAGEMENT

- Coordinates all phase Pre/Post order entry
- Installation preparation & execution
- Project milestones
- Jeopardy resolution
- General contractor execution
- Installation punch list & resolution
- Develop overall plan for manpower allocation & manufacturer shipping

# GL Seaman & Company

## Warehousing Capabilities & Asset Management



- » A web-based interface enables real time visibility to your assets
- » Bar-coding and reporting will identify which assets are available for redeployment
- » Integration with furniture specification software assures existing product is deployed before new product is ordered
- » Criteria and standards are tailored to support customers' objectives and workplace standards
- » Warehouse is secured and monitored for fire and smoke
- » Multiple site inventory tracking can be supported

### Inventory Availability With Images Report

02/26/2016

Customer : 312 - TEXAS CAPITAL BANK

Building Id: WH SE01

Product Description : Desk, for "L" Unit LH Ped 72"Wx36"Dx41"H (Mahogany)

Options & Finishes :

Standard : DS K004

Catalog No. : TAY

On Hand	Reserved	Committed	Available
1	0	0	1

Product Description : Desk, Sgl. LH Ped 48"Wx24"Dx29"H (Mahogany)

Options & Finishes :

Standard : DS K005

Catalog No. : TAY

On Hand	Reserved	Committed	Available
1	0	0	1

A thorough asset management program ensures responsible deployment of inventory assets and a lower cost of long-term

ownership. Our 75,000 square-foot warehouse in Carrollton, Texas is staffed and managed by our own long-tenured and highly trained team. Utilizing Snap Tracker software — the industry leader in efficient asset management technology. We maintain the client information to drive smart decisions about your inventory.

# GL Seaman & Company Project Team



## **Mary Edwards, President – Fort Worth**

Mary oversees personnel and manages performance levels to ensure client expectations of quality are achieved. Mary joined GL Seaman & Company 15 years ago and has over 30 years experience in the contract furniture industry.



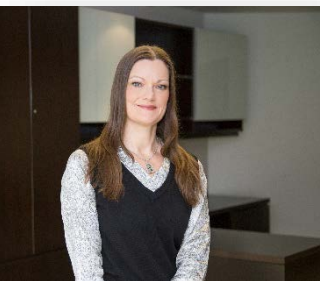
## **Francie Wintermute, Senior Associate**

Francie has more than 22 years of experience in commercial interiors, design, office planning furniture sales and customer service. She oversees the GL Seaman & Company team through all phases of the project from product selection to final installation. Francie has a Bachelor of Fine Arts - Interior Design from the University of North Texas.



## **Amy Phipps, Design Manager**

Amy is responsible for interpreting data from the sales team for the development of design concepts and layouts appropriate to specific areas, activities, organizational levels and budget considerations. Amy joined GL Seaman & Company in 2011 and has over 8 years experience in commercial interior design.



## **Kim Bader, Customer Service Coordinator**

Kim joined GL Seaman & Company in 2017. She brings an extraordinary attention to detail and outstanding customer service. She is the in-house contact for immediate concerns and updates.



## **Tom Moore, Project Manager**

Tom has over 22 years of experience in commercial interiors, office planning, office furniture specification, installation, operations and customer service.. Tom has been at GL Seaman & Company since 2011. He enjoys building lasting relationships with clients and ensuring the provision of extraordinary customer service.



# GL Seaman & Company

## Government References

### City of Burleson

Multiple Facilities  
Workstations and Private Offices

### City of Dallas

Multiple Facilities  
Workstations, Private Offices and Public Spaces

### City of Denton Public Library

Multiple Facilities  
Workstations and Private Offices  
Public Area Spaces

### City of Frisco

Multiple Facilities  
Fire Dept, Police Dept, City Hall and Library,  
Workstations, Private Offices and Public Spaces

### GSA/FEMA

Multiple Offices  
Workstations and Private Offices

### GSA/FSS

Multiple Offices  
Workstations, Private Offices and Public Spaces

### GSA / Public Building Services

Public Area Furniture

### Guinn Justice Center

Multiple Offices & Courthouse  
Workstations and Private Offices

### City of Hurst

Multiple Offices  
Workstations, Private Offices and Public Spaces

### City of Mansfield

Multiple Facilities & Courthouse  
Workstations, Private Offices and Public Spaces

### OSHA

Multiple Offices  
Workstations and Private Offices

### Texas Dept. of Transportation

Workstations and Private Offices

### Town of Highland Park

Dept. of Public Safety  
Workstations and Private Offices

### U.S. Army Corps. Of Engineers

Multiple Offices  
Workstations and Private Offices

### U.S. Department of Home Land Security

Multiple Offices  
Workstations, Private Offices and Public Spaces

### Veterans Administration Hospital

Multiple Offices  
Workstations, Private Offices, Moveable Walls, and Public Spaces

### Veterans Administration Regional Office

Workstations, Private Offices, Storage Systems and Public Spaces



City of Frisco