Castleberry Independent School District
5228 Ohio Garden Road
Fort Worth, TX 76114

RFP #FFE-CHS-03-31-2026 Furniture Package Phase 2
Castleberry High School

OVERVIEW

Castleberry Independent School District (CISD) is accepting sealed proposals for **Furniture Package Phase 2 – Castleberry High School.** This is a proposal to establish a contract, which will allow for the legal acquisition of furniture. This agreement may be awarded to a single vendor based on the best value to the district in its sole discretion.

RFP's must be submitted electronically by **Friday April 17th, 2026, at 2:00 PM. Late submissions will not be accepted.** All bids are to be emailed to **chsrfp@Castleberryisd.net.**

Questions about the project and RFQ shall be directed to:

Monica Castillo, WRA Interior Designer
mcastillo@wraarchitects.com
WRA Architects
6000 Headquarters Drive Suite 600
Plano, TX 75024

SCOPE

This proposal seeks qualified vendors that can meet the supply and material needs of the District for Furniture for **Furniture Package Phase 2 - Castleberry High School.** Substitutions will be considered. Requirements include:

Furniture costs
Delivery costs
Installation costs
Delivery and installation: **November 11th, 2026**
Trash removal and haul off
Provide own machinery for installation

Location:
Castleberry High School
215 Churchill Road
Fort Worth, TX 76114

Castleberry High School is phased construction. Phase 2 will require one delivery and installation schedule. Furniture will need to be priced for one order. Refer to the attached drawings for furniture plans, master list, and room by room lists. Furniture for the new school will have a delivery week of November 11th, 2026. Official final install date to be approved by owner once a vendor is awarded. Furniture will be located on multiple floors. There will be a working elevator. Staging areas will be available. Coordinate with BTC Construction for space and flooring protection. Jobsite work hours will be managed by BTC Construction.

PERIOD OF AGREEMENT

The term of this agreement will be effective beginning May 5th, 2026 after formal approval by the CISD Board of Trustees (meeting scheduled for Monday, May 4th, 2026).

PRICING

Pricing and a detailed list of all items included in the pricing must be provided in addition to the proposal.

Pricing must include:

- Line items of all furniture including quantity, unit cost, total cost
- All listed items must be priced; if you can't provide pricing for item clearly identify that you are not bidding that item; if an alternate is proposed it must be clearly designated (alternates must include description, part number, manufacturer, equal or better finish options)
- Delivery Charges to be a separate line item
- Installation Charges to be a separate line item
- Any associated tariff charges
- Pricing must be submitted in an MS Excel format. Please see attached Excel template for format reference. Dealer/Vendor is expected to use the attached Excel template with the pricing shown.

Bid pricing will be held for 30 days from the board approval, for the district to process the PO.

PROPOSAL

Proposals should be submitted with descriptions of your firm's services.

Note the following items will be reviewed during the evaluation phase:

Evidence of Experience & References with Similar Projects

Vendor experienced in providing services

Familiarity and experience with similar projects

Expertise of Firm Personnel

Consider experience and background of specific personnel that shall be assigned to the District's project

Experience on projects of similar scope and size.

Applicable Resources

Adequacy of proposed team/resources to complete project within time frame agreed upon between CISD and awarded dealer/vendor

Project Approach

Project schedule and approach is reasonable/responsive to District's needs Roles of all involved parties clearly identified

Identify/recognize critical or unique issues specific to the project

Adequacy of proposed communications process

AWARD

CISD may award this contract to a single dealer/vendor, in order to best serve the needs of the District. All dealers/vendors properly responding on time to this proposal will be considered for award. The dealer will be notified of award. The dealer who is awarded this contract will be identified as an "approved vendor" for CISD.

ESTIMATED ANNUAL EXPENDITURE:

Castleberry ISD does not guarantee the volume (quantity or dollar value) to be purchased annually, and purchases may be made from any awarded vendor. The actual dollar amount to be purchased depends on the actual needs of the district, and budgetary constraints.

RESPONSE FIELDS

All required fields must be completed to comply with any approved Purchasing Coop; TIPS, BuyBorad or OMNIA. Proposals must be submitted using the forms mentioned in the format provided and using the specified pricing references.

TIME TABLE

Release RFP	March 31st, 2026
Deadline for Questions	April 9th, 2026 2:00 PM
Deadline for Submittal of Proposal Electronically	April 17th, 2026 2:00 PM
Recommendation to Board	April 27th, 2026
Agreement Start Date	May 5th, 2026

COMMUNICATIONS

All questions received and the corresponding answers will be posted as addendum. **No verbal responses will be provided**. The deadline for questions about this sealed proposal will be 2:00 PM CT, April 9th 2026. The District may not respond to questions that are submitted after this time and date. Although every effort has been made to provide accurate up-to-date information, responders should submit questions electronically to WRA Architects. **THE RESPONDERS WILL BE RESPONSIBLE FOR CHECKING FOR ANY POSTED QUESTIONS AND ANSWERS.**

The contact for this bid/proposal is Monica Castillo, email mcastillo@wraarchitects.com.

SPECIFICATIONS

See attached supporting documents. The specifications that are shown is for basis of design only. CISD is interested in considering manufacturers and brands that are of comparative quality to the basis of design.

If the furniture image does not match the product description, default to product information.

All finish selections shall be of the grade specified in the specs, or an equivalent or superior grade. Any substitutions must be clearly noted.

AWARD AND EVALUATION OF BIDS

This proposal will be awarded in the best interest of the District. Final evaluation of this proposal will be based on the Texas Education Code 44.031(b). The following considerations shall be taken into account to determine the best value for the district.

	Evaluation Criteria
1.	The Purchase Price
2.	Reputation of the vendor and vendor's goods or services – References Provided
3.	Quality of the vendor's goods or services
4.	Extent to which the goods or services meet the district's needs
5.	Vendor's past relationship with the district
6.	Total long-term cost to the district
7.	Other relevant factors specifically listed in this RFP

Considering the above criteria, the District will utilize a weighted scoring process to evaluate each offer and determine the awards. The following percentiles will be applied:

Furniture Cost ---------- 30%
Reputation of the Vendor and/or Prior Experience with the District---------- 25%
Extent to Which the Goods or Services Meet the District's Needs---------- 35%
Completeness of Proposal ----------10%

PURCHASE ORDER

All purchases against this contract will be authorized through the use of a Castleberry ISD purchase order. **Orders must not be fulfilled (shipped and or delivered) without a Castleberry ISD authorized purchase order.**

All invoices and packing slips from successful vendor must include the CISD purchase order number, manufacturer's identification number and discounted price of items and/or services as stated in this agreement.

DEVIATIONS

Any deviation to the Standard Terms and Conditions of this proposal request must be clearly stated in writing in the Deviation Compliance field.

CANCELLATION

CISD reserves the right to cancel this contract should any of the following occur:

- the vendor(s) proceeds in a manner that does not comply with the contract
- should services or quality of the goods become unacceptable as determined solely by CISD
- the vendor(s) does not carry out the provisions of this contract in its true intent and meaning as indicated in the scope of work.

Prior to contract cancellation, the dealer/vendor(s) will be served with written notice to provide satisfactory compliance with the contract without penalty. If the vendor neglects or refuses to follow such notice within thirty (30) days CISD may cancel the contract.

WARRANTY / GUARANTEE

All products purchased under this contract shall be new and free from defects.