

REQUEST FOR PROPOSALS (RFP)

CLASSROOM FURNITURE

Maga'lāhen Hurao CHamoru Academy Charter School
196 Bejong St., Barigāda, GU 96913 | P.O. Box 796, Hagåtña, GU 96932

RFP #	RFP-MH-2026-02
Related REQ #	REQ-MH-071326-14
Issue Date	August 24, 2026
Proposals Due	September 8, 2026, 4:00 PM ChST
Contact	Angelana Iriarte, Chief Operations Officer animu@magalahenhurao.org 671-483-9867

1. Introduction & Background

Maga'lāhen Hurao CHamoru Academy Charter School (MHCACS) provides CHamoru Medium Education to students from Pre-K3 through 8th grade. MHCACS seeks a qualified vendor to supply classroom furniture for 14 classrooms across all grade levels, supporting flexible, collaborative, and age-appropriate learning environments.

This procurement is being conducted via Sealed Proposal (RFP) given its estimated value. MHCACS is prioritizing **local sourcing** for this need and encourages proposals from Guam-based vendors; off-island vendors remain eligible to compete under 5 GCA §5008.

2. Scope of Work

This RFP is structured as three separate lots, reflecting the distinct furniture needs of different age groups. Proposers may submit a proposal for one lot, multiple lots, or all three lots. Each lot will be evaluated and awarded independently; MHCACS may award different lots to different vendors if that produces the best overall value.

MHCACS currently operates 13 classrooms and will expand to 14 classrooms next school year with the addition of 8th grade. This RFP procures furniture for all 14 classrooms now, including the 8th grade classroom, in advance of that expansion.

Lot 1 — Pre-K3 & Pre-K4 Furniture (4 classrooms)

Grade Level	Classrooms	Students/Room	Desks + Chairs
Pre-K3	2	18	36 + 36
Pre-K4	2	18	36 + 36
Lot 1 Total	4		72 + 72

Age-appropriate, play-based furniture: low soft seating and floor cushions, low round/kidney tables, rounded-edge chairs sized for early learners, soft rugs/floor elements, low open shelving for books and materials. Durability and safety for ages 3-4 (no small detachable parts, tip-resistant construction) take priority over collaborative/mobile features.

Lot 2 — Kindergarten Furniture (2 classrooms)

Grade Level	Classrooms	Students/Room	Desks + Chairs
Kindergarten	2	20	40 + 40
Lot 2 Total	2		40 + 40

Transitional furniture bridging play-based and standard classroom formats: mix of small-group tables (round or kidney-shaped) with lightweight, stackable chairs; some flexible/mobile elements consistent with Lot 3, but scaled and styled for 5-6 year olds; soft reading corner element included alongside standard desks/tables.

Lot 3 — 1st Through 8th Grade Furniture (8 classrooms)

Grade Level	Classrooms	Students/Room	Desks + Chairs
1st Grade	2	23	46 + 46
2nd Grade	1	23	23 + 23
3rd Grade	1	23	23 + 23
4th Grade	1	23	23 + 23
5th Grade	1	23	23 + 23
6th Grade	1	23	23 + 23
7th Grade	1	23	23 + 23
8th Grade	1	23	23 + 23
Lot 3 Total	8		207 + 207

Standard flexible/collaborative classroom furniture: mobile/nestable or stackable student desks suitable for reconfigurable group and independent work; stackable durable chairs in a range of colors; furniture scaled appropriately across the grade band (smaller/lighter for 1st-2nd, standard sizing for 3rd-8th).

All Lots — Shared Per-Classroom Items (14 classrooms total)

Each of the 14 classrooms, regardless of lot, also requires the following:

- Reading shelf/corner unit
- Enclosed storage cabinet for teacher use
- Teacher desk
- Teacher chair
- Shoe rack
- Age-appropriate cubby/storage unit for student belongings (bags, jackets, etc.), sized to accommodate all students assigned to that classroom

General Design & Functional Requirements (All Lots)

Brand/product line references are illustrative only; MHCACS is not requiring any specific manufacturer. All furniture must be commercial-grade construction suitable for daily school use and compliant with applicable ANSI/BIFMA safety and durability standards for educational furniture, appropriate to the age group served by each lot.

See Exhibit A (attached) for reference images depicting the general style and functionality MHCACS is seeking, by age group and lot.

3. Minimum Qualifications (Pass/Fail)

Proposals failing any requirement below will not be scored.

- Valid Guam business license (or documented authorized reseller/distributor relationship)
- W-9 on file
- Demonstrated experience with comparable Pre-K3-8th grade school furniture supply and delivery
- Ability to deliver and install within the proposed timeline
- No employee or agent assigned to this contract may be listed on the Guam Sex Offender Registry or have a disqualifying conviction under 9 GCA Ch. 25 or Ch. 28, Art. 2 (5 GCA §5253)
- Disclosure of major shareholders/ownership interests of 10%+ (5 GCA §5233)

4. Proposal Submission Requirements

Proposals must clearly state which lot(s) are being proposed (Lot 1, Lot 2, Lot 3, or any combination). Proposals must include, in this order:

1. Cover letter — company name, contact, authorized signatory, and lot(s) proposed
2. Minimum qualifications documentation — licenses, W-9, insurance
3. Technical proposal — product catalog/specifications for each item within the proposed lot(s), material and construction details, color/style options, safety certification documentation, delivery and installation plan and realistic lead time
4. Price proposal — itemized pricing per unit and by category, broken out separately for each lot proposed; delivery/installation cost; any volume pricing
5. References — minimum 3, from comparable Pre-K3-8th grade school furniture projects within the past 5 years, relevant to the lot(s) proposed
6. Required certifications (see below)
7. Ownership disclosure affidavit (5 GCA §5233)

Required Certifications

- Non-collusion — price/offer independently arrived at without collusion (2 GAR Div. 4 §3126(b))
- No gratuities or kickbacks offered to any MHCACS employee or board member (5 GCA §5630)
- Compliance with ethical standards in public contracting (5 GCA Ch. 5, Art. 11)
- No contingent fee arrangements retained to secure this contract (5 GCA §5631)
- No employee or agent assigned to this contract is a convicted sex offender or listed on the Guam Sex Offender Registry (5 GCA §5253)

Submit one physical sealed copy to the Business Manager and one electronic copy (single PDF) to diseha@magalahenhurao.org, subject line "SEALED PROPOSAL — RFP-MH-2026-02 — [Bidder Name]." Physical and electronic proposals will be opened together, privately, by the evaluation committee after the deadline.

5. Evaluation Criteria (100 points per lot)

Each lot is evaluated and scored independently using the criteria below. A proposer bidding multiple lots receives a separate score for each lot proposed.

Category	Points	Key Factors
Product Quality, Durability & Safety	35	Construction quality, safety compliance, warranty terms, age-appropriateness
Price	30	Total cost, value relative to specification, payment terms
Design & Flexibility	20	Collaborative/mobile functionality, color/style options, classroom adaptability
Vendor Experience & Delivery Capability	15	References, realistic delivery/installation timeline, past project experience relevant to the lot(s) proposed
Total	100	

Award will go to the highest-scoring **responsive, responsible** proposer — not automatically the lowest price. MHCACS reserves the right to request a Best and Final Offer (BAFO) if scores are closely clustered.

6. Timeline

Milestone	Date
RFP Issued / Public Notice Posted	August 24, 2026
Vendor Questions Deadline	September 1, 2026, 4:00 PM
Answers Published	September 4, 2026
Proposals Due	September 8, 2026, 4:00 PM
Evaluation Committee Scoring Complete	September 11, 2026
Award Decision	September 14, 2026
Contract Execution	On or after September 18, 2026, subject to internal approval requirements
Delivery & Installation	Per vendor-proposed timeline; target completion by December 31, 2026

Given realistic furniture lead times, proposers should state their delivery timeline explicitly — MHCACS is using temporary furniture in the interim and has flexibility on exact delivery date, but requires a firm, realistic commitment.

7. General Terms

- Contract will incorporate required Guam clauses (non-collusion, audit rights, GRT, termination for convenience/cause) per MHCACS Government Funds Procurement Policy §6.
- MHCACS may cancel this RFP at any time in the best interest of the school.
- MHCACS may cancel any resulting contract for unavailability of funds, with timely notice to the vendor.
- Vendor and all personnel assigned to this contract are prohibited from including any individual convicted of a sex offense under 9 GCA Ch. 25 or listed on the Guam Sex Offender Registry (5 GCA §5253).
- Any actual or prospective proposer may protest to the HOPA (CEO/Principal) in writing within statutory timelines; decisions may be appealed to the Board per Policy §9.
- Proposers may designate specific portions of their proposal containing trade secrets or proprietary data as confidential; pricing, quantities, and delivery terms remain publicly available regardless of designation.

EXHIBIT A

Design & Style Reference Images

The images below illustrate the general style, layout, and functional character MHCACS is seeking for each lot. These are style references only — proposers are not required to match any specific manufacturer or product line, and may propose comparable furniture from any source meeting the functional requirements in Section 2.

Reference 1 — Lot 1 (Pre-K3 / Pre-K4) Style



Play-based layout: low soft seating, floor cushions, low open shelving, rounded-edge furniture sized for early learners.

Reference 2 — Lot 2 (Kindergarten) Style



Transitional layout: small-group tables with stackable chairs, soft reading-corner element.

Reference 3 — Lot 3 (1st–8th Grade) Style, Younger Grade Band



Flexible/collaborative layout with mobile storage, group-work table configurations, and durable stackable seating.

Reference 4 — Lot 3 (1st–8th Grade) Style, Flexible/Varied Seating Option



Example of varied seating options (standard desks alongside alternative/soft seating) supporting diverse learning needs within a standard classroom.

Reference 5 — Lot 1 (Pre-K3 / Pre-K4) Style



Natural wood, low-furniture layout: open shelving with woven baskets for organized material storage, low tables/chairs sized for early learners, soft area rug.

Reference 6 — Lot 1 / Lot 2 Style



Soft, cozy layout: plush low seating, floor cushions/stools, low open shelving — appropriate for a reading corner or transitional Kindergarten space.

Reference 7 — Lot 1 Style



Natural materials with greenery, low open shelving, floor-cushion seating area sized for early learners.

Additional Design Concepts (Described, Not Pictured)

The following functional concepts are also of interest for Lot 2 and Lot 3, based on current classroom furniture design trends. These are described in functional terms rather than pictured, so as not to reference any single manufacturer's specific product:

- Compact desks with an integrated under-seat storage compartment, mounted on sturdy A-frame metal legs.
- Modular curved-segment tables that combine into a ring/circular configuration for small-group seating, with mobile casters.
- Curved (“boomerang-shaped”) desks with built-in corner storage trays/cutouts and mobile casters.
- S-curve/wave-shaped modular desks that connect end-to-end, enabling flexible group or “wave” seating configurations, with mobile casters.

CERTIFICATION & SIGNATURE FORM

Required Certifications for Proposal Submission

RFP #: _____

Proposer / Company Name: _____

Lot(s) Proposed: ☐ Lot 1 (Pre-K3/Pre-K4) ☐ Lot 2 (Kindergarten) ☐ Lot 3 (1st–8th Grade)

Date: _____

By checking each box below and signing this form, the undersigned proposer makes the following certifications to Maga'låhen Hurao CHamoru Academy Charter School (MHCACS) in connection with the proposal identified above:

Required Certifications

- ☐ **1. Non-Collusion.** The price(s) and offer(s) in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other proposer or competitor for the purpose of restricting competition. *(2 GAR Div. 4 §3126(b))*
- ☐ **2. No Gratuities or Kickbacks.** No gratuity, favor, gift, or thing of value has been offered or given, directly or indirectly, to any MHCACS employee or board member in connection with this proposal or any resulting contract. *(5 GCA §5630)*
- ☐ **3. Ethical Standards.** The proposer will comply with all ethical standards in public contracting applicable to this procurement. *(5 GCA Ch. 5, Art. 11)*
- ☐ **4. No Contingent Fees.** No person or agency has been retained or paid a fee contingent upon the award of this contract, other than bona fide employees or established commercial selling agencies maintained by the proposer for the purpose of securing business. *(5 GCA §5631)*
- ☐ **5. Sex Offender Registry Compliance.** No employee or agent assigned to this contract is listed on the Guam Sex Offender Registry or has a disqualifying conviction under 9 GCA Chapter 25 or Chapter 28, Article 2. *(5 GCA §5253)*

Acknowledgment

The undersigned is authorized to bind the proposer to the certifications above and understands that any material misrepresentation on this form may result in disqualification of this proposal or termination of any resulting contract.

Authorization

Authorized Signature: _____

Printed Name / Title: _____

Company Name: _____

Date: _____

OWNERSHIP DISCLOSURE AFFIDAVIT

Maga'låhen Hurao CHamoru Academy Charter School

RFP/RFQ #	_____	Date	_____
Bidder/Vendor Name	_____		

Purpose

Pursuant to 5 GCA §5233, bidders and proposers on Guam government procurements must disclose the identity of any individual or entity holding a significant ownership interest in the bidding company. This affidavit satisfies that requirement and must be submitted with your proposal.

Ownership Disclosure

List below each individual or entity holding an ownership interest of 10% or greater in the bidding company. If none, check the box below instead.

Name of Owner / Shareholder	Ownership %	Title / Position (if applicable)	Country of Citizenship / Incorporation

Attach an additional sheet in the same format if more than 5 owners/shareholders need to be listed.

☐ No individual or entity holds an ownership interest of 10% or greater in the bidding company. (If checked, briefly describe the company's ownership structure below — e.g., publicly traded, employee-owned, other.)

Description of ownership structure (if applicable): _____

Certification

I certify that the information provided above is true, accurate, and complete to the best of my knowledge, and that I am authorized to make this certification on behalf of the bidding company. I understand that any material misrepresentation on this affidavit may result in disqualification of this proposal or termination of any resulting contract.

Authorization

Authorized Signature: _____

Printed Name / Title: _____

Company Name: _____

Date: _____