



**Computer and Office Equipment for 92Y Tribeca
Request for Proposal
March 6, 2008**

History and Mission

Founded in 1874, the 92nd Street Y's mission is to promote individual and family development. As a community and cultural center, the Y seeks to create, provide, and disseminate programs of distinction that foster the physical and mental health of human beings throughout their lives, their educational and personal growth. The Y reaches people of diverse, racial, religious, ethnic, and economic backgrounds, meeting the needs of more than 300,000 people annually. Through the Y's eight program centers, adults and children engage in programs of art, music, dance, and writing; expand their minds through lectures, concerts, readings and classes in science, languages, and the humanities; hone their athletic skills through sports and aquatic activities; and stay healthy through fitness and wellness programs.

THE 92ND STREET Y IN TRIBECA

The 92nd Street Y, the world-renowned Jewish cultural, educational and community center, is moving its acclaimed Makor® and Daytime@™ programs to Tribeca. The new address, at 200 Hudson Street, is in the heart of the burgeoning neighborhood, at the intersection of Canal and Hudson Streets. The new space is 15,500 square feet with 15-foot-high ceilings in a ground floor location with store-front windows facing Hudson Street.

To accommodate the music, film, theater, talk and other programs for which Makor is well known, the facility will consist of several distinct areas. These can be used individually or combined to create larger spaces. There will be an interior music performance space, a separate café fronting Hudson Street; a screening room with a large up-front area perfect for readings and other spoken word programs; an expandable lecture room; and several classrooms, one of which will do double duty as an art gallery (there will also be gallery space throughout the facility).

THE PROGRAMS: AN OVERVIEW OF MAKOR + DAYTIME@

Launched in 1999, Makor creates opportunities for New Yorkers in their 20s and 30s to come together in an environment committed to cultural innovation, intellectual excellence and Jewish exploration. Programs range from classes of all kinds to cutting-edge music performances; contemporary art and photography exhibits; literary, theater and other spoken-word events; and screenings of independent and foreign films.

Among the authors, filmmakers and entertainers who have appeared at Makor are Sidney Pollack, the late Robert Altman, Philip Seymour Hoffman, Tony Kushner, Steve Buscemi, Andrea Martin, Chico Hamilton, Nellie McKay, Matisyahu, and Norah Jones, who got her start at Makor.

The 92nd Street Y launched the ground-breaking Daytime@™ program in 2002 for the growing number of baby-boomers beginning to move out of the full-time work force. At 78 million, these men and women represent one-third of the US population. With its mix of talks, classes, workshops, and leisure activities, Daytime@ offers these youthful, independent adults a place to map out the next phase of their lives, to pursue new activities and long-held interests, and to meet others at the same stage of life.

Project

This competitive bid is for computer and office equipment for 92Y Tribeca as listed in the attached equipment list. (Attachment A)

(Please note that this RFP is for the purchase of hardware and software, and not for implementation)

Instructions

- Please review the requirements and schedule noted in this ICB and the attached BID FORM
- Please e-mail any questions to Connie Cadigan, Director of Information Technology at ccadigan@92y.org. (Subject line: LMDC Bid Question)
- Please submit required pricing information via mail in a sealed envelope by the due date
- In the event a model and/or make of an item is discontinued or unavailable, or there is a change in part number, please inform Connie Cadigan prior to submitting a bid. Equipment must be identical in all submissions
- All participating vendors must honor all submitted pricing for thirty (30) days from the date of receipt by the Y

Tax Exemption

The 92nd Street Y is a Non Profit 501 (c) (3) organization. Our tax exemption status must be reflected in the pricing.

Financing

The 92nd Street Y requires a maximum credit line of 50,000 for this purchase.

Quality and Service Requirements

- No substitutions of any of the items are to be made.
- All hardware and software must arrive without defect.
- Any shipping damage must be rectified within 24 hours.
- All materials must be shipped in boxes that are to be clearly marked 92Y Tribeca, 200 Hudson Street, New York, NY 10013.
- A packing slip must also be included which will include :
 - Line item description
 - Quantity ordered
 - Quantity included in shipment
 - Unit Price

Selection Criteria

For the bid selection process each category will be evaluated separately for completeness. Evaluation is based on pricing for the category including shipping costs to 200 Hudson Street, NY, NY. Familiarity with HUD/CDBG grants preferred.

Reasons for bid disqualification: Not properly following instructions or being able to meet the Quality and Service Requirements.

(Please note that the 92nd Street Y reserves the right to accept no bids or to accept a bid that does not propose the lowest cost, if the submission is deemed irresponsible.)

All proposals must be submitted to:

92nd Street Y

Attn: Connie Cadigan, Director, IT

1395 Lexington Avenue

New York, NY 10128

Proposals must be received by April 4, 2008