

## The Marie Pinho Conference Room at Bridges To Independence

Submitted by Kopp Michelotti

This project will cost about \$43,000.

NOVA will provide funds to equip a large conference room in the new operations facility of Bridges To Independence (formerly, Arlington-Alexandria Coalition for the Homeless.)

Bridges To Independence (b2i) is a small, local nonprofit agency that has been working with, and for, homeless families since 1985. NOVA was one of the original founders of Bridges To Independence. Several people at NOVA volunteer with Bridges To Independence; over the years, several members of NOVA have served on the board of directors. Bridges To Independence is Northern Virginia's leading provider of services for homeless women and families, offering a continuum of aid and support for all family members, helping them attain stability and rebuild independent lives.

Bridges To Independence operates Sullivan House, a short-term emergency shelter that serves about 140 family members per year. Other b2i programs are rapid rehousing (moving families from emergency shelter to permanent housing), career development, financial literacy, micro business training, and youth development. Bridges To Independence's annual budget is about \$1.7 million. The largest component of b2i's income is federal, state, and local grants and reimbursements. The largest components of b2i's expenses are rental subsidies and staff salaries.

### Background for Bridges' New Facility

For a number of years Bridges To Independence owned a small cinder block building adjacent to Sullivan House. That building was used for offices, a children's room (for tutoring, homework help, recreation), and a classroom/computer training room. Last year, Bridges To Independence sold that property to a developer, allowing the developer to add more space to a mixed use development on 10th Street. As part of the deal, the developer agreed to build office space for Bridges To Independence which Bridges will own in a condominium arrangement. The new office condominium will more than double the space available for b2i programs.

In real estate parlance, the b2i condo will be delivered as a "cold, dark shell." That means Bridges will be responsible for designing and building interior partitions, providing and installing plumbing, lighting, and HVAC equipment, and computer and communications equipment. The staff has designed the new facility with the needs of the clients uppermost in mind. See attachment A. Note that the largest space is devoted to the children's room. Also, the staff decided that most of them would work in an open office area in the middle of the new space thus leaving much of the enclosed space available for training, counseling, and classes.

Bridges To Independence plans to undertake a capital campaign to defray the costs of "buildout" and equipping the new facility. NOVA could provide a significant kick start for the project by underwriting the cost of furnishing and equipping the large conference room.

The costs involved are:

|                           |                                 |                   |
|---------------------------|---------------------------------|-------------------|
| Furniture                 | 16,824 including delivery/setup | See items B, C, D |
| Shades, painting          | 5,000                           |                   |
| Audio/video/communication | 21,000                          | See item E        |
| Total                     | 42,824                          |                   |

#### Timing and Funds Transfer

The project is expected to be completed in the Fall of 2017. Funds transfer could be handled in a variety of ways that are convenient for both Bridges To Independence and NOVA. Some contractors may require advance deposits; when those are due NOVA could send a check to Bridges, with the remainder paid at the time of completion. Or NOVA could donate the entire amount to Bridges whenever the contracts are finalized.

#### Marie's Memory

Bridges To Independence would name the conference room in honor of Marie Pinho. A plaque would be placed prominently in the Bridges facility memorializing her life and recognizing her contribution to improving the lives of families in distress.

#### BRIDGES TO INDEPENDENCE FACTS and FIGURES

Bridges To Independence serves about 120 families each year.

The average stay at Sullivan House is 4 months.

Two-thirds of those served are under the age of 18.

75% arrive at Sullivan House unemployed and exit the program with a full or part time job.

Nearly 40% of the clients are recently arrived immigrants.

80 % of the families served remain in permanent housing for at least one year after exiting.

50% are still in permanent housing, with a lease in their own name, three years after exiting.

Average household income at time of entry is \$12,290; at time of exit, \$19,519.

Bridges To Independence is a committed, efficient, effective force for good in the lives of distressed families. It would be wonderful if NOVA could help Bridges launch the next phase of its work by equipping the Marie Pinho Conference Room.



QUOTATION & CONTRACT



2300 South 9th Street - Suite 505  
Arlington, VA 22204  
PH: (703) 979-7835 - FX: (703) 979-7887

BILL TO: JEANETTE NORTON  
BRIDGES TO INDEPENDENCE  
3103 9TH ROAD N  
ARLINGTON, VA 22201

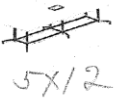
PH: 703.525.7177 x112

SHIP TO: JEANETTE NORTON  
BRIDGES TO INDEPENDENCE  
3103 9TH ROAD N  
ARLINGTON, VA 22201


PH: 703.525.7177 x112


WASHINGTON WORKPLACE IS PLEASED TO QUOTE THE FOLLOWING ITEMS FOR YOUR APPROVAL. THESE ITEMS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE SALE WHICH ARE PART OF THIS AGREEMENT. THE MERCHANDISE WILL BE ORDERED UPON RECEIPT OF THIS SIGNED CONTRACT AND DEPOSIT. THIS OFFER WILL EXPIRE 30 DAYS FROM THE QUOTATION DATE.

| DATE     | PURCHASE ORDER | TERMS        | SALES REPRESENTATIVE | CONTRACT # |
|----------|----------------|--------------|----------------------|------------|
| 08/26/16 |                | 50% / Net 10 | Amy O'Brien          | AO62464A   |

| ITEM # | QTY  | IMAGE   | DESCRIPTION  | UNIT PRICE  | EXTENDED PRICE |
|--------|------|---|--|-------------|----------------|
| 1      | 1.00 |  | 60 x 144 RECTANGULAR GLASS CONFERENCE TABLE TOP<br>BACK PAINTED GLASS WITH KNIFE EDGE<br>METAL SPLIT Y-LEG WITH FOOTER BAR AND LEVELERS & WIRE<br>MGMT HOLES<br>CENTER POWER/DATA CUT-OUT WITH ELLORA DOUBLE SIDED<br>POWER TROUGH<br>TO INCLUDE: 6 POWER, 4 USB, 1 HDMI, 1 VGA, 1 RJ45 CAT 6, 1<br>BLANK DATA<br>FINISH: BACK PAINTED GLASS, DESIGNER WHITE<br>BASE FINISH: SILVER<br>- TAG/LOCATION: LARGE CONFERENCE ROOM | \$ 8,050.00 | \$ 8,050.00    |

(B)

|   |      |   |  |             |             |
|---|------|---|--|-------------|-------------|
| 2 | 2.00 |  | 4x8<br>24 x 96 RECTANGULAR FLIP NESTING TABLES<br>T-LEGS WITH LOCKING CASTERS<br>CENTER POWER/DATA CUT-OUT WITH ALEXANDER POWER<br>TROUGH<br>TO INCLUDE: 3 POWER, 4 BLANK DATA<br>LAMINATE FINISH: TBD<br>BASE FINISH: SILVER<br>- TAG/LOCATION: SMALL CONFERENCE ROOM | \$ 1,925.00 | \$ 3,850.00 |
|---|------|---|--|-------------|-------------|

|   |       |   |   |           |             |
|---|-------|---|---|-----------|-------------|
| 3 | 24.00 |  | WIT HIGH MESH BACK SWIVEL TILT CONFERENCE CHAIR<br>FIXED ARMS<br>BACK SUPPORT AND ARMS: SILVER<br>BASE: BRUSHED ALUMINUM<br>MESH BACK COLOR: TBD<br>SEAT UPHOLSTERY: GR2 TBD<br>- TAG/LOCATION: (14) LG CONF, (6) SM CONF | \$ 304.00 | \$ 7,296.00 |
|---|-------|---|---|-----------|-------------|

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| DATE     | PURCHASE ORDER | TERMS   | SALES REPRESENTATIVE  | CONTRACT #  |                |
|----------|----------------|---|---|-------------|----------------|
| 08/26/16 |                | 50% / Net 10  | Amy O'Brien   | AO62464A    |                |
| ITEM #   | QTY            | IMAGE   | DESCRIPTION   | UNIT PRICE  | EXTENDED PRICE |
| 4        | 3.00           |  | IMPRESSION BUFFET CREENZA<br>24 x 60 x 36H<br>4 DOORS, 4 BOX DRAWERS<br>LAMINATE FINISH: TBD<br>PULL: ALUMINUM<br>- TAG/LOCATION: SMALL CONFERENCE ROOM | \$ 1,455.00 | \$ 4,365.00    |

NOTES: \*LIMITED WARRANTIES:\* Seller shall assign to Customer any manufacturer warranties applicable to the goods. If within 10 days of delivery, Customer gives written notice to Seller describing any damage to the goods caused by improper or negligent delivery or installation, Seller will (at its sole option) repair such damage or replace the damaged goods. EXCEPT ONLY FOR THE FOREGOING, ALL GOODS AND SERVICES ARE SUPPLIED "AS IS" AND "WITH ALL FAULTS," AND SELLER EXCLUDES ALL IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR PARTICULAR PURPOSE.

\*CHARGES AND PAYMENT:\* A non-refundable deposit of 50% of the total cost is due upon signing this Contract. Seller will not order the goods until the deposit has been paid and this Contract is signed. Delay in paying the deposit or signing the Contract may cause a delay in delivery. Unless stated otherwise on the first page, Customer shall pay total balance due (total cost less deposit) on the following terms: net 10 days upon delivery to Customer's destination or "ship to" address. However, notwithstanding anything to the contrary in this Contract, if Customer's failure to comply with this Contract or to satisfy all conditions causes a delay in delivery, Seller may invoice Customer for the balance due on net 10 days upon delivery to Seller's warehouse. Payment of deposit or balance due may be made by credit card, but Customer shall pay a processing fee of 3% of the amount of the payment. All freight and delivery charges are estimates only and may be revised based on unexpected changes, such as an increase in fuel costs. Any fuel surcharges assessed by manufacturers or shippers shall be added to the invoice or billed separately. All past due invoices shall accrue interest at the rate of 18% per year from the dates due until paid in full. Customer shall reimburse Seller for any and all attorney's fees and costs incurred to collect any unpaid invoices or to enforce this Contract, and such fees and costs shall be payable regardless of whether Seller files suit.

\*DELIVERY AND SET-UP:\* Goods may be delivered in a single or multiple lots, and goods will be invoiced as delivered. Delivery and set-up is subject to all of the following conditions, which must be satisfied at Customer's cost: the space for delivery is cleared and all pre-existing furniture has been removed; delivery may be made during normal weekday hours (8:30 am - 5:00 pm); Seller has full access to loading dock, elevators, and electricity; any required power feeds have been hard wired into the building power source by a licensed electrician; and any required telephone, communications, and data cabling has been connected to walls. Any deviation from or failure to satisfy the foregoing conditions may result in an increase in delivery and set-up charges and/or a delay in delivery. Customer will be assessed additional charges for residential deliveries. Seller is not responsible, financially or otherwise, for procuring or applying for any permits that may be required. If Seller is required to procure or obtain any permits, additional charges will be assessed to Customer.

\*STORAGE:\* Without additional charge, Seller will store goods for up to 30 days following receipt of the goods in Seller's warehouse. However, Seller may retroactively assess storage charges for every day that the goods are stored by Seller if Seller is required to store the goods for more than 30 days.

\*TITLE/RISK OF LOSS:\* Title to the goods, and the risk of loss, shall pass to Customer immediately upon delivery at the destination ("ship to") address. Title and risk of loss pass before the goods have been set-up or installed. If Seller assumes an obligation under this Contract to provide set-up or installation services, such obligation shall not delay the time upon which title to the goods and the risk of loss passes to Customer. However, Seller reserves a security interest in all goods delivered until receipt of full payment of all charges and costs. If Customer fails to make full and timely payment, Seller may, at its option, repossess all goods delivered.

\*GENERAL TERMS:\* This Contract is final and may not be cancelled or modified without further written agreement of both parties. This contract contains the full and complete understanding of the agreement of the parties and supersedes and cancels all prior written, oral, express, and implied agreements, understandings, and representations of the parties as to the same subject matter. This signed Contract may be delivered by fax or email; electronic signatures shall have the same force and effect as original signatures.

Budget 12749  
August 22, 2016



BUILDING INFRASTRUCTURE GROUP

14310 Sullyfield Circle, Suite 400, Chantilly, VA 20151 www.bigpp.com

Jeanette Norton  
Director of Development  
Bridges To Independence

Budget 12749: Bridges To Independence AV System Budget

**Room Description**

- Large Conference Room- BIG recommends a large flat panel monitor mounted on the plan west wall. The plan west wall will make a great focal point for the room if the closet doors are moved in the small conference room. A large 80 inch monitor will be the display for the room. The source for the system will include a computer input at the table. BIG recommends installing a wired connection for VGA and HDMI if the new building includes a core drill or trench for the cabling. If the infrastructure doesn't support a wired solution, BIG will include a wireless presentation system for laptops at the table. In addition to the table input, BIG recommends installing a wall plate near the monitor for training videos and motion video presentations. The audio for presentations will be reproduced over an overhead speaker system. There will be a new Polycom star phone for phone conferences. The system will be controlled from a small control panel mounted on the wall. The control panel will be the user interface for the system and will include button control for the system power on and off, volume up/down/mute and the source selection. There will be a small amount of equipment that will need to be housed under a credenza in the room.

Budget for the Large Conference Room \$21,000.00

- Small Conference Room- BIG recommends a 70 inch flat panel monitor mounted on the plan west or plan north wall. The source for the system will include a computer input at the table. BIG recommends installing a wired connection for VGA and HDMI if the new building includes a core drill or trench for the cabling. If the infrastructure doesn't support a wired solution, BIG will include a wireless presentation system for laptops at the table. In addition to the table input, BIG recommends installing a wall plate near the monitor for training videos and motion video presentations. The audio for presentations will be reproduced over the built in monitor speakers. There will be a new Polycom star phone for phone conferences. The system will be control from the manufacturer supplied IR remote control.

Budget for the Small Conference Room \$8,000.00



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