

Invitation to Bid
Classroom Furniture
20161129-BOE 1

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for Classroom Furniture until 10:00 a.m. CDT November 29, 2016. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Jaime York at 615-451-6503. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. Local Time November 29, 2016** for **20161129-BOE 1 Classroom Furniture** at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **Classroom Furniture** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: Classroom Furniture
DEADLINE: November 29, 2016 10:00 A.M. DATE
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **Classroom Furniture** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, and Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

Furniture Specifications

The Sumner County Board of Education is soliciting bids for classroom furniture. All bids must abide strictly to the specifications.

Notes

- Bid price must include delivery, installation of the furniture, and off-site disposal of all packaging. (Adjustable height furniture must be placed at the correct height.)
- All delivery/installation locations will be one level.
- All amounts are approximate. More or less of any item may be purchased at the bid price.
- Awards will be made based off the lowest/best price, product, and service for each project.
- Multiple vendors may be awarded.

Please complete the vendor information page and the bid sheets. Staple the bid sheets together with the information page on the front and submit to Sumner County Board of Education.

VENDOR INFORMATION

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

DATE

E-MAIL _____

Project: Jack Anderson Elementary**6 Classroom Addition – Projected completion/installation – January 15, 2017****Specifications**

1. Student Desk – Equal to or better than Scholar Craft Kaleidoscope 4700 Series Triangle, adjustable, hard plastic top. Option: book box.
2. Student Chair – Equal to or better than Scholar Craft 3100 Series Ovation – 14", 16", 18" & 18"XL with 2" swivel casters with rubber wheels, padding.
3. Teacher Desk – Equal to or better than Smith System Cascade Single Bullet Cabinet w/2 box and 1 file drawer, casters.
4. Activity Table - 24"x48" – adjustable legs, chrome adjustable inserts, high pressure laminate top, variety of colors.
5. Activity Table – 48"x72"Kidney – adjustable legs, chrome adjustable inserts, high pressure laminate top, variety of colors.
6. Computer Table – 24"x60", modesty panel, grommets and 1 J-channel for cable management, 1-1/4 in high pressure laminate top with single leg metal base, adjustable height of 24 in -32 in, variety of colors.
7. Teacher Lectern – Scholar Craft Kaleidoscope 4790 Triangle, adjustable 32"-42", hard plastic top. Teacher Stool – Equal to or better than Scholar Craft 3801XL Swivel Stool,
8. File Cabinet – HON 514P, black, locking
9. Bookcase – HON S42ABC, black
10. Easel – Equal to or better than MooreCo Baby Folding Wheasel 784T.

Bid

	Qty.	Price	Total
1. Student Desk	152	_____	_____
2. Student Chair			
a. 14"	76	_____	_____
b. 16"	76	_____	_____
c. 18"	84	_____	_____
d. 18"XL, casters & padding	12	_____	_____
3. Teacher Desk	6	_____	_____
4. Activity Table - 24"x48	12	_____	_____
5. Activity Table – 48"x72" – Kidney	6	_____	_____
6. Computer Table – 24"x60"	12	_____	_____
7. Teacher Lectern	2	_____	_____
8. Teacher Stool	2	_____	_____
9. File Cabinet	12	_____	_____
10. Bookcase	12	_____	_____
11. Easel	4	_____	_____
		Total	_____

Project: Guild Elementary**12 Classroom & Café Addition – Projected completion/installation – March 15, 2017****Specifications**

Student Desk – Equal to or better than Scholar Craft Kaleidoscope 4700 Series Triangle, adjustable, hard plastic top.
Option: book box.

Student Chair – Equal to or better than Scholar Craft 3100 Series Ovation – 16", 18" & 18"XL with 2" swivel casters with rubber wheels, padding.

Teacher Desk – Equal to or better than Smith System Cascade Single Bullet Cabinet w/2 box and 1 file drawer, casters.

Activity Table - 24"x48" – adjustable legs, chrome adjustable inserts, high pressure laminate top, variety of colors.

Activity Table – 48"x72"Kidney – adjustable legs, chrome adjustable inserts, high pressure laminate top, variety of colors.

Table – 30"x60" – Equal to or better than Allied Apron Table, black skirt and edging, non-adjustable legs, variety of colors.

Computer Table – 24"x60", modesty panel, grommets and 1 J-channel for cable management, 1-1/4 in high pressure laminate top with single leg metal base, adjustable height of 24 in -32 in, , variety of colors.

Teacher Lectern – Scholar Craft Kaleidoscope 4790 Triangle, adjustable 32"-42", hard plastic top. Teacher Stool – Equal to or better than Scholar Craft 3801XL Swivel Stool,

File Cabinet – HON 514P, black, locking

Bookcase – HON S42ABC, black

Easel – Equal to or better than MooreCo Baby Folding Wheasel 784T.

Cafeteria Table – AmTab MST1216, dyna-rock edge.

Bid

	Qty.	Price	Total
1. Student Desk	286	_____	_____
2. Student Chair			
3. 16"	332	_____	_____
4. 18"	126	_____	_____
5. 18"XL, casters & padding	25	_____	_____
6. Teacher Desk	13	_____	_____
7. Activity Table - 24"x48	26	_____	_____
8. Activity Table – 48"x72" – Kidney	12	_____	_____
9. Computer Table – 24"x60"	24	_____	_____
10. Teacher Lectern	4	_____	_____
11. Teacher Stool	4	_____	_____
12. File Cabinet	24	_____	_____
13. Bookcase	24	_____	_____
14. Easel	9	_____	_____
15. Cafeteria Tables	22	_____	_____
		Total	_____

Project: Hawkins Middle School

6 Classroom Addition – Projected completion/installation – July 24, 2017

Specifications

Student Desk – Equal to or better than Scholar Craft Kaleidoscope 4700 Series Triangle, adjustable, hard plastic top.
Option: book box.

Student Chair – Equal to or better than Scholar Craft 3100 Series Ovation –18"XL & 18"XL with 2" swivel casters with rubber wheels, padding.

Teacher Desk – Equal to or better than Smith System Cascade Single Bullet Cabinet w/2 box and 1 file drawer, casters.

Table – 30"x60" – Equal to or better than Allied Apron Table, black skirt and edging, non-adjustable legs, variety of colors.

Computer Table – 30"x60", equal or better than Paragon FD60, adjustable height, high pressure laminate top.

Teacher Lectern – Scholar Craft Kaleidoscope 4790 Triangle, adjustable 32"-42", hard plastic top.

Teacher Stool – Equal to or better than Scholar Craft 3801XL Swivel Stool.

Lab Stool - Equal to or better than Scholar Craft Model 300 – Adjustable height, solid plastic seat.

File Cabinet – HON 514P, black, locking

Bookcase – HON S42ABC, black.

Bid

	Qty.	Price	Total
1. Student Desk	90	_____	_____
2. Student Chair			
3. 18"XL	160	_____	_____
4. 18"XL, casters & padding	6	_____	_____
5. Teacher Desk	6	_____	_____
6. Table – 30"x60"	6	_____	_____
7. Computer Table	26	_____	_____
8. Teacher Lectern	4	_____	_____
9. Teacher Stool	6	_____	_____
10. Lab Stool	60	_____	_____
11. File Cabinet	12	_____	_____
12. Bookcase	12	_____	_____
		Total	_____

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY
REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY
REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20161129-BOE 1 Classroom Furniture

DEADLINE November 29, 2016 10:00 AM CDT

BID AMOUNT \$_____ EA

BID TOTAL \$_____

BID GOOD THRU _____

NOTES: _____
