

Canon-McMillan School District

Solicitation of Bids

For

Classroom and Office Furniture
CANON MCMILLAN HIGH SCHOOL

Proposals must be received no later than 10:00 a.m.
Friday, May 4th 2018

Canon-McMillan School District
Support Facility
186 Boone Avenue
Strabane, Pennsylvania 15363
(724) 745-1502

Canon-McMillan School District
Classroom and Office Furniture - Solicitation of Bids
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Canon-McMillan School District
Classroom and Office Furniture - Solicitation of Bids
Instructions to Bidders / Bid Specifications

1.0 INTRODUCTION

Through this Solicitation of Bids, Canon-McMillan is soliciting bids from vendors who are interested in providing classroom and office furniture for the New Muse Elementary School.

The successful vendor shall be relied upon to supply and install all furniture and equipment detailed in the Attachment D for the New Muse Elementary School located in Cecil Township, Pennsylvania.

Proposals in response to this bid must be received by Canon-McMillan School District no later than 10:00 a.m. on Friday, May 4th 2018 at the Support Facility located at 186 Boone Avenue, Strabane, Pa 15363. Proposals received after this time will not be considered.

Canon-McMillan School District is committed to equal opportunity in its procurement and contracting process.

2.0 GENERAL REQUIREMENTS

The following is an outline of the requirements the successful vendor must possess to meet the needs of Canon-McMillan School District.

2.1 Furniture and Equipment

All furniture and equipment must meet the minimum requirements outlined in the attached equipment worksheet (Attachment D.)

2.2 Service

The successful vendor must be equipped with the necessary staff, tools, equipment and facilities to accomplish the successful delivery and installation of all furniture and equipment outlined in this bid document.

2.3 Installation

All furniture and equipment is to be installed and configured by the awarded vendor. All furniture installation can start on August 13th 2018, and furniture must be installed and configured by start of business on August 20th 2018.

3.0 Bid SCHEDULE AND PROPOSAL SUBMITTAL

3.1 Timeline

The key events and deadlines for this process are as follows, some of which are set forth in more detail in the sections that follow:

| | |
|--|---|
| April 9 th 2018 | Issuance of RFP |
| April 20 th 2018 | Request for Proposal Acknowledgement |
| April 23 rd 2018 | Submission of Written Questions |
| April 27 th 2018 | Responses to Written Questions |
| May 4 th 2018 | Proposal Submittal / Bid Opening |
| May 4 th -10 th 2018 | Review of Proposals/Possible Interviews |
| May 2018 | Projected Vendor Selection |
| May 2018 | Contract Award |
| August 13 th -17 th 2018 | Installation and Setup of Furniture and Equipment |

3.2 Proposal Acknowledgement

All vendors intending to respond to this RFP are asked to provide an acknowledgement via email to haler@cmsd.k12.pa.us by April 20th 2018 by 4:00 pm. Although this acknowledgement is not mandatory, receipt of this form will ensure that the vendor is provided answers to all question submittals is updated on progress or any changes to this bid process. The proposal acknowledgement form is included in this bid as Attachment A.

3.3 Written Questions

Bidders may submit questions in writing to haler@cmsd.k12.pa.us by Monday, April 23rd 2018 at 5pm. Answers to questions will be provided by 5pm on Friday April 27th 2018 via email to all vendors from whom a proposal acknowledgement has been received.

Vendors are warned that no other individuals are to be contacted in this regard. No other source of responses will be considered valid.

3.4 Proposal Submittal

For consideration, vendors must submit a comprehensive response to the Solicitation for Bids that meets the minimum requirements included in this Solicitation for Bids and the corresponding attachments. All vendors are required to respond to this Solicitation for Bids as outlined in Section 4.0, in order to evaluate all bids on an equal and timely basis. Any supporting information shall be clearly identified and

included in a section titled, "Documentation." The following chart provides critical submission guidelines

| | |
|--------------|---|
| Bid Deadline | Friday, May 4 th 2018 at 10:00 a.m. |
| Submission | 1 signed original and 2 copies must be mailed or hand delivered to: Reggie Hale, PRSBS Canon-McMillan School District 186 Boone Avenue Strabane, Pennsylvania 15363 |
| Contact | Reggie Hale, PRSBS (724) 745-1941 Ext. 9008 haler@cmsd.k12.pa.us |
| | |

**No proposals received after 10:00 a.m. on Friday, May 4th 2018 will be accepted.
All responses received after the deadline will be returned unopened.**

3.5 Right to Modify or Cancel

Canon-McMillan School District reserves the right to cancel this procurement or reject any and all proposals. Canon-McMillan School District also reserves the right to modify the proposal process and timelines as it deems necessary.

3.6 Vendor Responsibility for Bid Costs

The vendor shall be fully responsible for all bid development and submission costs. Canon-McMillan School District assumes no contractual or financial obligation as a result of the issuance of this bid solicitation, the preparation and submission of a bid by a vendor, the evaluation of any accepted bid or the selection of finalists.

3.7 Bid Acceptance and Rejection

Canon-McMillan School District reserves the right to reject any or all bids, to reject or accept any or all the items in a bid, and to award the contract in whole or in part as deemed to be in the best interest of the school district. Canon-McMillan School District reserves the right to negotiate with any vendor if such action is deemed to be in the best interest of the school district.

3.8 Contract Award

Final selection of the successful vendor is targeted for May 2018, with negotiation to commence immediately thereafter for the development of a contract. This target date is subject to revision.

3.9 Pricing

All pricing submitted must remain valid for a period of not less than sixty (60) days after the date of bid opening.

4.0 PROPOSAL FORMAT

4.1 Vendor Required Information

- **Sealed Bid** - Bids shall be submitted in a sealed envelope. The exterior of the envelope shall be clearly labeled with the submitting vendor's name and "Canon McMillan High School Furniture Bid."
- **Bid Bond** - A bid bond in the amount of ten (10) percent of the total bid price shall be secured and included in the sealed bid packet. The bid bond must be placed on the top of the submitted bid packet.
- **Bid Form** – The attached bid form (Attachment C) must be completely filled out, and placed immediately after the bid bond in the submitted bid packet. All pricing is to include setup and installation of all furniture and equipment.
- **Cover Letter** – The proposal must include an introductory letter attesting to the accuracy of the proposal, signed by an individual authorized to execute binding legal documents on behalf of the vendor. The letter should present the vendor's understanding of the equipment and services requested in the bid documents, a summary of the approach to be taken in performing the services, highlights of the vendor's expertise and history.
- **Contact Person** – Provide a contact person for the RFP process, including name, title, mailing address, telephone number, fax number and e-mail address.
- **Company Description**, including the following:
 - Brief Company History
 - List the address and telephone number of every office that will be serving this account.
 - List the name and address of any subcontractors that will be utilized on this account, state which services they will provide and whether they are certified as a MBE or WBE.
- **References** – The proposal must include a minimum of three accounts that are of a similar size and scope to Canon-McMillan School District. All contact information are to be provided on the form in Attachment F.

- **Subcontractors** – If subcontractors will be used identify the name and address of the subcontractor, as well as the services they will provide.
- **Non-Collusion Affidavit** - The form in Attachment E must be signed, notarized and included in the sealed bid packet.

4.2 Furniture and Equipment

Each proposal must include complete description, specifications, color options and pricing for each line item requested in Attachment D. **Include any applicable freight charges based on quantities specified as a separate line item.** If an alternative or substitute item or manufacture is being proposed in your bid a list of exceptions that cause it to differ from the specified item or manufacture must be detailed and provided in your bid.

4.3 Warranty

The awarded vendor must provide a one (1) year warranty on all parts and labor in writing, signed by an authorized individual in the company and included in the bid packet. Any additional manufacturer warranty included must be listed in the sealed bid packet.

4.4 Additional Recommendations (Optional)

Provide alternate or additional recommendations for any of the product categories outlined in this bid specification. Recommendations will be assessed based on cost savings, quality improvements and transaction simplicity.

5.0 Installation

- A complete and full setup and installation of all equipment and furniture is to be completed by the awarded vendor.
- Installation is to commence on August 13th 2018 and shall be completed by start of business on August 20th 2018.
- The address of installation is 314 Elm Street Ext. Canonsburg, PA 15317.
- All installation, with associated products and services, is considered inclusive in this bid specification. Identify any supplies or services not included and the associated pricing.

- No furniture or equipment will be stored or shipped to the installation site, or any other Canon-McMillan School District property until August 13th 2018.
- In the event of a failure to complete the installation on time, liquidated damages in the amount of \$300 per day will be enacted by Canon-McMillan School District for every calendar day past the August 20th 2018 completion date.

5.1 Clearances

All onsite workers performing any duties such as setup and installation must possess the following clearances that are no older than one (1) year.

- Federal Criminal History Report (FBI fingerprinting)
- Child Abuse Certification
- State Criminal History Report

Copies of clearances are to be provided to Reggie Hale, Facilities Coordinator.

5.2 Insurance

The Contractor shall carry liability insurance covering the operation of trucks and automobiles and shall take out and maintain public liability and property damage liability insurance in not less than the following amounts:

BODILY INSURANCE

| | |
|-------------|-----------------|
| Each Person | Each Occurrence |
| \$1,000,000 | \$1,000,000 |

PROPERTY DAMAGE

| | |
|---------------|-----------------|
| Each Accident | Each Occurrence |
| \$1,000,000 | \$1,000,000 |

Evidence of the above insurance in the form of certificates shall be issued to the Owner prior to starting work. Certificates of insurance shall state that the Owner will be notified, in writing, ten (10) days prior to cancellation of any insurance coverage. Certificates shall be filed with the Owner and shall name Canon-McMillan School District as an additional insured.

6.0 Proposal Qualifications and Evaluation Criteria

6.1 Qualification Requirements

Any qualified company, firm or corporation that can provide services in accordance with the specifications of the Bid is qualified to submit a proposal.

6.2 Proposal Evaluation Criteria

Canon-McMillan School District will initially review all proposals for completeness and compliance with the terms and conditions of the Bid Specification. Proposals inconsistent with the Bid Specification requirements will be eliminated from further consideration. Proposals that are complete and compliant will be evaluated on the following considerations:

| | |
|---|-----|
| Competitive Pricing and Product Quality | 48% |
| Vendor Qualifications and References | 26% |
| Customer Service and Availability | 26% |

6.3 Selection

A successful vendor will be the one best able to meet the needs of Canon-McMillan School District, based on the evaluation criteria. The determination of the successful vendor will be based on the information supplied by the vendor in response to the Bid Specification.

ATTACHMENT A: Bid Specification Acknowledgement Form

This form is to acknowledge that the vendor hereby identified plans to submit a bid in response to Canon-McMillan School District's Solicitation of Bids for procurement of Furniture and Equipment for New Muse Elementary School. Although not mandatory, receipt of this form will ensure that the vendor is provided answers to submitted questions by all vendors and is updated on the progress of this RFP process. This acknowledgement must be received by April 20th 2018 at 5pm. This form can be submitted by mail, email or hand delivered to the following:

Reggie Hale, PRSBS
Canon-McMillan School District
186 Boone Avenue
Strabane, Pennsylvania 15363
haler@cmsd.k12.pa.us

Authorized Signature: _____

Contact Name : _____

Title: _____

Phone: _____ Email: _____

Company Name: _____

Company Address: _____

ATTACHMENT B: Additional Provisions

ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, sublet, contracted, or transferred by the Contractor without the express written consent of Canon-McMillan School District. The granting or withholding of such consent shall be at the District's sole discretion.

CANCELLATION

Canon-McMillan School District reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Canon-McMillan School District's best interest. In no event shall Canon-McMillan School District have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

CLARIFICATION OF RESPONSES

Canon-McMillan School District reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary for properly evaluating a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

COLLUSION

A respondent submitting a Proposal hereby certifies that no officer, agent, or employee of Canon-McMillan School District has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

COST OF PREPARATION OF RESPONSE

Costs incurred by any respondent in the preparation of their response to this Request for Proposal is the responsibility of the respondent and will not be reimbursed by the District.

DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the Bid Specification, the decision of Canon-McMillan School District shall be final and binding upon all parties.

LOBBYING

Commencing with the issuance of this Bid Specification, Contractors or others acting on their behalf are cautioned not to undertake any activities or actions to promote their proposals. Respondent or others acting on their behalf shall not make direct or indirect (through others) contact with members of the Canon-McMillan School District Board of Education, District staff, or others to promote their proposals. Violation of this requirement may, in the District's discretion, be grounds for disqualifying the respondent from further consideration.

NON-APPROPRIATION

Notwithstanding any provision of this Bid Specification or resultant contract to the District: In the event insufficient funds are appropriated for the project or the District has no other lawfully available funds, then the District may terminate any resultant agreements and contracts. The District shall deliver written notice to the contractor of such termination no later than thirty (30) days from the determination by the District of the event of non-appropriation.

PROPOSAL NOT A CONTRACT

Neither this Bid Specification nor responses to it constitute a contract between the District and the respondent. Canon-McMillan School District reserves the right to negotiate specific contract terms with the selected contractor, however should such negotiation fail to arrive at a mutually agreeable contract, the selected contractor shall abide by the terms and conditions generally specified in this Bid Specification.

REJECTION OF PROPOSALS

Canon-McMillan School District reserves the right to reject any or all responses to this Bid Specification. No proposals will be considered that fail to contain the required information. There will be no changes to the content of this Bid Specification except by written notification to the bidders who respond in accordance with the criteria herein.

ATTACHMENT C: Bid Form - Page 1

BIDDER

Bidder's Firm Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

Contact Name: _____

Email: _____

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|-----------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Sled Base Desks | 230 | Columbia Mfg. | 528 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|------------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Mobile Cafeteria Table | 10 | Palmer Hamilton | 19F06293012 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 2

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Conference Table | 1 | Hon | HTLA3672G | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|-------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Panel Base | 1 | Hon | HTLP72 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Conference Chair | 6 | Hon | HVL103 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Student Tables, MDF Core, Hurculean edge 30"x60". | 27 | Scholar Craft | MDF949RE3060-8600 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 3

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Student Tables, MDF Core, Hurculean edge. 30"x60" | 10 | Scholar Craft | MDF949RE3060-8670 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Ovation Stack Chair, chrome frame, nylon glides | 182 | Scholar Craft | SC3118 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Ovation Stack Chair, chrome frame, nylon glides | 13 | Scholar Craft | SC3114 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| 18" high stool, chrome frame, nylon glide | 176 | CDF | CD7018 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 4

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| 24" high stool, chrome frame, nylon glides | 52 | CDF | CD7024 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| 30" high stool, chrome frame, nylon glides | 32 | CDF | CD7030 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Student Music Chair | 58 | NPS | 8210 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Music Stands | 75 | NPS | 82MS | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 5

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---------------------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Teacher Desk, 30"x66", left ped | 17 | Hon | H38292L | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---------------------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Desk Return, 24"x48", right ped | 17 | Hon | H38215R | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|-----------------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Metal locking center drawer | 17 | Hon | HD2 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|------------------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Removable locking core | 51 | Hon | HF23C | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 6

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Teacher chair | 24 | Hon | H5701-5795 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| File Cabinet | 17 | Hon | H314 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Speaker Podium , TFL w/casters & shelf | 1 | NPS/Oklahoma Sound | 222 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---------------|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Folding Table | 10 | NPS | BT60R | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 7

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|-------------|----------------|--------------------------|-------------|----------------|-------------|
| Chair Dolly | 2 | KI | IWD.BL | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|-------------|----------------|--------------------------|-------------|----------------|-------------|
| Table Dolly | 1 | NPS | DY60R | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--|----------------|--------------------------|-------------|----------------|-------------|
| Stack Chair 18",chrome frame, nylon glides | 60 | KI | IW418/C | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--|----------------|--------------------------|-------------|----------------|-------------|
| Plain Apron Table, red oak, epoxy resin top, 30"x60" | 14 | Hann | STPO-3060T | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

ATTACHMENT C: Bid Form - Page 8

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|--|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Kidney Activity Table, MDF core w/Herculean edge | 1 | Scholar Craft | MDF949KD4872-8650 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| Description | Total Quantity | Manufacturer | Part Number | Price Per Unit | Total Price |
|---|----------------|---------------------------------|--------------------|-----------------------|--------------------|
| Rectangle Activity Table, MDF core w/Herculean edge | 2 | Scholar Craft | MDF949RE3060-8650 | | |
| | | Substitution / Alternate | Part Number | Price Per Unit | Total Price |
| | | | | | |

| | | MANUFACTURER | | COST | |
|-------------------------------|--|--------------|--|------|--|
| <u>ANY APPLICABLE</u> | | | | | |
| <u>FREIGHT CHARGES</u> | | | | | |
| | | | | | |
| | | | | | |

| | | MANUFACTURER | | COST | |
|-------------------------------|--|--------------|--|------|--|
| <u>ANY APPLICABLE</u> | | | | | |
| <u>FREIGHT CHARGES</u> | | | | | |
| | | | | | |
| | | | | | |

ATTACHMENT D: Furniture List

| Mfg | Model # | Description | QUANTITY |
|---------------|-------------------|--|-----------------|
| Columbia Mfg. | 528 | Dual Entry Combo, bookbasket, back-pack hook | 230 |
| PH | 19F06293012 | Mobile cafeteria table | 10 |
| Hon | HTLA3672G | Conference Table 36"x72" G edge | 1 |
| Hon | HTLP72 | Panel base | 1 |
| Hon | HVL103 | Conference Chair | 6 |
| Scholar Craft | MDF949RE3060-8600 | Student tables (seated height) MDF core with Hurculean edge. 30"x60". Height 25"-34" | 27 |
| Scholar Craft | MDF949RE3060-8670 | Student tables (seated height) MDF core with Hurculean edge. 30"x60". Height 33"-42" | 10 |
| Scholar Craft | SC3118 | Ovation Stack Chair, 18", Chrome Frame, Nylon Glides | 182 |
| Scholar Craft | SC3114 | Ovation Stack Chair, 14", Chrome Frame, Nylon Glides | 13 |
| CDF | CD7018 | 18" high stool, chrome frame, solid plastic seat, nylon glide | 176 |
| CDF | CD7024 | 24" high stool, chrome frame, solid plastic seat, nylon glide | 52 |
| CDF | CD7030 | 30" high stool, chrome frame, solid plastic seat, nylon glide | 32 |
| NPS | 8210 | Student music chair | 58 |
| NPS | 82MS | Music Stand | 75 |
| Hon | H38292L | Teacher desk, 30"x66", Left Ped | 17 |
| Hon | H38215R | Desk return, 24"x48", Right Ped | 17 |
| Hon | HD2 | Metal locking center drawer, 19" wide | 17 |
| Hon | HF23C | Removable lock core kit | 51 |
| Hon | H5701-5795 | Teacher chair, adjustable T-arm, grade-1 fabric | 24 |
| Hon | H314 | File Cabinet (4-drawer vertical) letter size, w/lock | 17 |
| NPS | 222 | Speaker Podium, TFL w/casters & shelf | 1 |
| NPS | BT60R | Light Weight Folding Table, 60" diameter | 10 |
| KI | IWD.BL | Chair Dolly | 2 |
| NPS | DY60R | Table Dolly | 1 |
| KI | IW418/C | Stack Chair, 18", Chrome Frame, Nylon Glides | 60 |
| Hann | STPO-3060T | Plain apron table, red-oak, epoxy resin top. 30" x 60" x 30" high. | 14 |
| Scholar Craft | MDF949KD4872-8650 | Kidney activity table, MDF core with Hurculean Edge 48"x72" Height 19"-28" | 1 |
| Scholar Craft | MDF949RE3060-8650 | Rectangle activity table, MDF core with Hurculean Edge 30"x60" Height 19"-28" | 2 |
| TOTALS | | | 1129 |

ATTACHMENT E: Non-Collusion Affidavit

State of _____

County of _____

I state that I am _____ of _____
(TITLE) (NAME OF FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) its affiliates, subsidiaries,
(Name of my firm)

officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I state that _____ understands and acknowledges
(Name of my firm)

that the above representations are material and important, and will be relied on

By _____ in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from of the true facts relating to the submission. (Name of public entity)

bids for this contract.

(Name and Company _____ Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20

Notary Public

My Commission Expires

ATTACHMENT F: Reference List

1. Company: _____
Contact Person: _____
Address: _____

Phone (contact person): _____

2. Company: _____
Contact Person: _____
Address: _____

Phone (contact person): _____

3. Company: _____
Contact Person: _____
Address: _____

Phone (contact person): _____