

## BID REQUEST TALLY SHEET

NATURE OF BID: Furniture DATE OF REQUEST: 6-4-2009

METHOD OF BID: \_\_\_\_\_

- BIDS REQUESTED FROM:
1. JC Educational
  2. Howard Happy
  3. VIRCO - NO BID
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_

BIDDERS	DATE BID RECEIVED	HOW BID WAS RECEIVED	TOTAL BID PRICE
1. <u>JC Educational</u>	<u>(see attached)</u>		
2. <u>HOWARD HAPPY</u>	<u>(see attached)</u>		
3.			
4.			
5.			
6.			
7.			
8.			

DATE & TIME OF BID OPENING OR QUOTE CALL: \_\_\_\_\_

SIGNATURES OF PERSONS PRESENT AT OPENING OR CALL: Jocain Pitts

Phil Grehan

Jim Kendall

BIDDER ACCEPTED AND AMOUNT: \_\_\_\_\_

NOTE: IF LOW BIDDER NOT ACCEPTED, STATE REASONS: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
AUTHORIZED SIGNATURE

# YC Educational

6/4/2009

1. 389.00 ea.
2. 110.00 ea.
3. 169.00 ea.
4. 179.00 ea.
5. 15.65 ea.
6. 150.00 ea.
7. 57.00 ea. Alternate - plastic top. \$77.00 ea.
8. 97.00 ea.
9. 44.00 ea.
10. 44.00 ea.

## Howard Happy

1. N/B
2. 152.00 ea.
3. 125.00 ea.
4. 180.00 ea.
5. 9.99 ea.
6. N/B
7. 45.39 ea.
8. 99.89 ea.
9. 50.39 ea.
10. 49.39 ea.

# **OBION COUNTY BOARD of EDUCATION**

## **FURNITURE PACKAGE**

### **HILLCREST ELEMENTARY LAKE ROAD ELEMENTARY**

#### **SPECIFICATION PACKAGE**

The Obion County Board of Education is now accepting bids for classroom furniture needed for the four classroom additions at each school. All bids are to include delivery and set-up. **Bids will be awarded by line item.** Complete specifications are as follows:

**All quantities listed are for budgeting purposes only.  
Actual order quantities may vary.**

## **BIDDER REPRESENTATION**

Each bidder by submitting their bid represents that:

1. They have read and understand the project documents and their bid is based in accordance thereof.
2. A representative of the bidder has visited the site and familiarized themselves with the local conditions under which the work is to be performed.
3. Their bid is based upon the materials, systems and equipment described in the project documents without exception.

## **DEFINITIONS**

1. A bid is a complete and properly signed proposal to do the work or designed portion thereof for the sum stipulated therein supported by data called for by the bidding documents.
2. Base bid is the sum stated in the bid for which the bidder offers to perform the work described as the base, to which work may be added or deducted for the sums stated in the alternate bids.
3. An alternate bid is an amount stated in the bid to be added to or deducted from the amount of the base bid if the corresponding change in project scope, materials, or methods of construction described in the bidding documents is accepted.
4. A price is an amount stated in the bid as a price per unit of measurements for materials or services as described in the contract documents.

## **PROCEEDURES**

1. Bids are to be **submitted in duplicate**
2. Bidder may list any voluntary alternatives on a separate bid form.
3. All copies of the bid shall be enclosed in a sealed envelope. The envelope shall be addressed to the owner, and identified with the words "**BID ENCLOSED, FURNITURE HILLCREST & LAKE ROAD**" plainly written on the face thereof.
4. Bids are to be filled in by typewriter or manually in ink.
5. Bids are to be submitted to:  
OBION COUNTY BOARD of EDUCATION  
316 SOUTH THIRD STREET  
UNION CITY, TENN. 38261
6. Bids are to be received by **JUNE 4, 2009 at 11 am..**
7. Bids will be opened immediately thereafter, at the above location.
8. The owner retains the right to reject any or all bids,
9. It is the intent of the owner to award this project to the lowest reasonable bidder, provided the bid has been submitted in accordance with the requirements of this document, is judged to be reasonable, and does not exceed the funds available for this project.
10. Bids are to be signed by persons legally authorized to bind the bidder to a contract.

## **INSURANCE**

The successful bidder shall purchase and maintain insurance for the protection from claims which may arise out of or the result from the contractors operation as part of this project, whether such operations be by the contractor or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

1. Claims under workers or workmen's compensation, disability benefit or other similar employee benefit act.
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the contractors employees
3. Claims for damages because of bodily injury, sickness or disease or death of any person other than the contractors employees
4. Claims for damages insured by usual personal injury liability coverage which are sustained by any person as a result of a offence directly or indirectly related to the employment of such persons by the contractor or by any other person
5. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.
6. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

The insurance required above shall be written for not less than any limits of liability required by law.

Certificates of insurance shall be submitted to the owner prior to commencement of the work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty days prior written notice has been given to the owner.

## **GENERAL CONDITIONS**

**OWNER:** The owner is the person or entity identified as such in the owner-contractor agreement and is referred to throughout as if singular in number and masculine in gender. The term owner means the owner or his authorized representative.

The owner shall furnish information or services under the owners control with reasonable promptness to avoid delay in the orderly progress of the work.

If the contractor fails to correct defective work or persistently fails to carry out the work in accordance with the contract documents, the owner, by written order signed personally or by an agent of owner, may order the contractor to stop work, or any portion thereof, until cause of such order has been eliminated.

If the contractor defaults, or neglects to carry out the work in accordance with the contract documents and fails within seven days after receipt of written notice from the owner to commence and continue such corrections, the owner may make good such differences. In such case an appropriate change order shall be issued deducting from payments then and thereafter due the contractor the cost of correcting such deficiencies.

The contractor is the person or entity identified as such in the owner-contractor agreement and is referred to throughout the contract documents as if singular in number and masculine in gender. The term contractor means the contractor or his authorized representative.

Unless otherwise provided in the contract documents, the contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of work

The contractor shall at all times enforce strict discipline and good order among his employee's, in particular while children are present.

The contractor warrants to the owner that all materials and equipment furnished under this contract will be new unless otherwise specified, and that all work will be of good quality. The warranty period shall be for one year from the acceptance of the completed work. All extended warranties offered by the manufacturer shall be effective until such limits expressed by the manufacturer have expired.

The contractor shall pay all sales, consumer, use, and other similar taxes for the work or portions thereof.

The contractor, upon being awarded the contract, shall submit for the owners information an estimated progress schedule for the work.

The contractor, upon acceptance of his proposal, will honor this project completion date of \_\_\_-\_\_\_-\_\_\_\_. If the contractor is unable to comply with this completion date, without proper documented justification to the owners satisfaction, he will forfeit payments not to exceed 1% (one percent) of the total proposal per day.

The contractor shall be responsible for all cutting, fitting, or patching that may be required to complete the work or to make its several parts fit together properly.

## **PROTECTION OF PERSONS AND PROPERTY**

The successful contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to:

1. All employee's on the work
2. All the work, all materials, and equipment to be incorporated therein.
3. All other employee's, students, and guest at the job site.
4. Other property at the site or adjacent thereto.

## **QUALITY ASSURANCE**

The contractor shall have the experience of at least three (3) acceptable jobs in the United States within the past five (5) years. This work shall be in locations and conditions similar to those at Obion County Central High School..

The contractor shall employ only qualified and experienced workers skill in the work required for this project.

## **WARRANTY**

The Contractor shall submit its Manufacturer's Warranty which guarantees the use and wear of the furniture for its intended uses for a period of time as specified within, commencing with the date of final acceptance.

The warranty coverage shall not be pro-rated nor limited to the amount of usage. The warranty submitted must have the following characteristics:

1. Must warrant materials and workmanship
2. Must warrant that the materials installed meet or exceed the product specifications
3. Must have provisions to either make a cash refund or repair or replace such portions of the installed equipment materials that are no longer serviceable, to maintain a serviceable structure.
4. Must be a warranty from a single source covering workmanship and all self-manufactured or procured materials.
5. Guarantee the availability of replacement material for the equipment installed for the full warranty period.

## **CLEANUP**

Refuse and debris accumulating from work required as part of this project shall be regularly removed from the job site by the contractor and before final acceptance of this project by the owner.

## **SUBMITTALS**

Submit with bid:

1. Manufacturers data certifying compliance with these specifications
2. Submit to the owner for approval a copy of the quality assurance information as described in the QUALITY ASSURANCE section.
3. Certified list of existing installations, including owner representative and telephone number, attesting the compliance with quality assurance information.

Shop drawings shall be prepared to scale and contain all pertinent information regarding installation. These drawings shall be submitted to the owner for approval prior to the manufacturing and shipment of materials. Include in these drawings details for individual footings and foundations..

## **GENERAL**

The owner shall supply necessary water and electricity for installation. The owner shall permit the use of toilet and wash-up facilities.

## **QUALITY STANDARDS OF INSTALLATION**

Upon completion of project, representatives of the Owner, Contractor, and Manufacturer prior to acceptance by the owner shall inspect the installation

The use of "Brand names, Trademarks, and Professional Services" is to establish a minimum standard of quality.

**PAYMENT OF CONTRACT**

The owner upon final acceptance of the project by the owner will pay a payment of 100% of the contract amount to the contractor

No partial payments for labor or material will be made on this project.

**QUALIFICATIONS:**

**“Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.”**

**SCOPE OF WORK**

Work included in this section shall consist of furnishing all labor, tools, equipment supplies, transportation, sub-contract labor, taxes, equipment, and materials necessary to install in place all furniture as indicated in these specifications.

Location of work  
Hillcrest Elementary School  
605 South Main St.  
Troy, Tennessee

Lake Road Elementary School  
1130 E Highway 22  
Union City, Tennessee

Any questions or clarifications required in regard to this project may be submitted to:

Phil Graham  
Maintenance Dept.  
Obion County Schools  
(731) 536-4226

**BID LIST****Item #1- Teachers Desk**

60X30 double pedestals w/ center drawer. Pedestal drawers include 3 box drawers in left pedestal; 1 box/1file in right pedestal. Soft feel vinyl edge trim in charcoal around desk top: Center drawer is central locking; high sided file drawers w/100% extension and follower block must be standard; chrome finish legs.



**Item 2- Teacher Chair**

Floating contoured back; fully upholstered seat and back; pneumatic height adjustment; tension knob and tilt lock; loop arms factory assembled; *Cava 3475*

**Item 3- Teachers computer station**

Must house tower CPU, printer, and monitor, the workstation features cut-out end panels, Extra-wide, pull-out shelf comfortably accommodates both keyboard and mouse. Pull out printer shelf offers room for paper storage underneath. Caster are required.

**Item 4- Filing Cabinet**

Four drawer letter size filing cabinet; 25" deep; high sidewalls; follower block; cam lock; *HON 514P*

**Item 5- Wastebasket**

gallon capacity; beige; *Rubbermaid 295700BGE*

**Item 6- Student Work Table**

60x30 table; table top must be moisture sealed with Perfect Edging,.04" HPDL laminate and .020" vinyl backer sheet; minimum 1-1/8" top thickness; adjustable on 1" centers T base legs will utilize full 14 gauge steel under support; (2) 3" grommets standard; Poly wire management system spans table width; Color to be chosen from Wilson Art laminates; *Krueger RD3060*

**Item 7- Student Desk**

Top is to be a minimum 19"X26"; Top should be oak finish; frame must be of pedestal design; all legs and supports should be welded and to be a minimum of 14ga. Steel construction; Chrome 14 ga. leg inserts are adjustable; Polyethylene book box is standard. **Polypropylene construction is not acceptable.**

**Item 8- Student Desk ADA**

ADA desk; handicap accessible; Melsur hard plastic top; adjustable 26" to 34" U brace is standard; *ScholarCraft 2100SP*

**Item 9- Student Chair 5<sup>th</sup> Grade**

Chair back and seat will be 5/8" Melsur Hard Plastic. No exposed rivets or hardware. Seat height is 17.5". Legs are constructed of 16 gauge steel. Crossover leg construction provides stack ability and strength. Gooseneck back support is constructed of 14 gauge steel. 10 year warranty on frame; 2 year warranty on all other parts. *Scholar Craft Model# 187*

**Item 10-Student Chair 3<sup>rd</sup> Grade**

Chair back and seat will be Melsur Hard Plastic. No exposed rivets or hardware. Seat height is 15.5". Legs are constructed of 16 gauge steel. Crossover leg construction provides stack ability and strength. Gooseneck back support is constructed of 14 gauge steel. 10 year warranty on frame; 2 year warranty on all other parts. *Scholar Craft Model# 185*

## BID FORM

Date:

To: Obion County Board of Education  
316 South Third Street  
Union City, Tennessee 38261

From: (Name of Bidder)

(Address of Bidder)

(City, State, and Zip code)

For: Furniture  
Hillcrest Elementary  
Lake Road Elementary

The undersigned, as Bidder, hereby declares that the only person, or persons, interested in the Bid as principal or principals, is or are, named herein and that no other person than herein mentioned has any interest in this Bid or in the contract to be entered into; that this Bid is made without connection with any other person, company or parties, making a bid, and it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the places where the work is to be done, that he has examined the drawings and the project manual for the work and the Contract Documents relative to the Work to be performed and that this bid is based upon thereon, without exception.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Owner in the form of contract AIA Document A101, Published by the American Institute of Architects for Contractor and Owner, furnishing thereby all services, labor, and materials to complete the construction of the project in full and complete accordance with the noted, described, and reasonably intended requirements of the Contract Documents.

The Bidder may list voluntary alternates on the second page of this form.

The bids shall be submitted in **duplicate**. All bids shall be enclosed in a sealed envelope. The envelope shall be addressed to the owner, and identified with the words "BID ENCLOSED, FURNITURE BID, Hillcrest & Lake Road" plainly written on the face thereof.

Bids shall be filled in by typewriter or manually in ink.

The bidder, if awarded a contract, and assuming receiving a Notice of Award or a Notice to Proceed within 10 calendar days of the bid date hereby agrees to commence work under this contract on or before the date specified herein and to achieve Substantial Completion of the project on or before \_\_\_\_\_ calendar days..

Bidder further certifies that: (One must be checked)

All specifications are met as prescribed herein.

Alternate items and specs are attached and described as required herein.

The Bidder agrees that his bid may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids.

**BID LIST**

**Note: Quantities listed are for budgeting purposes, ordered quantities may be adjusted to meet the needs of the Board of Education**

Item # (description)	Quantity	Price ea.	Ext.
1 Teachers Desk	8	\$_____.	\$_____.
2 Teachers Chair	8	\$_____.	\$_____.
3 Teachers Computer Station	8	\$_____.	\$_____.
4 Filing Cabinet	8	\$_____.	\$_____.
5 Wastebasket	16	\$_____.	\$_____.
6 Student Work Table	14	\$_____.	\$_____.
7 Student Desk	190	\$_____.	\$_____.
8 Student Desk ADA	8	\$_____.	\$_____.
9 Student Chair 5 <sup>th</sup> Grade	150	\$_____.	\$_____.
10 Student Chair 3 <sup>rd</sup> Grade	70	\$_____.	\$_____.

The Bidder acknowledges by his signature below that the Owner reserves the right to reject any and all bids, to evaluate bids and to accept any bid or bids which, in his opinion, may be in the best interest of the Owner, especially those that appear irregular and/or inconsistent in content

The Undersigned hereby affirms and states that the prices quoted herein constitute the gross total cost for the work involved in the respective items and that this cost also includes taxes, insurance, royalties, transportation charges, use of tools and equipment, superintendents, overhead, profits and other work, services, and conditions necessarily involved in the work done and the materials furnished, in accordance with the requirements of the contract.

Acknowledge receipt of the following Addenda to the Contract Documents

Addendum #1 \_\_\_\_\_ date \_\_\_\_\_

After Notice to Proceed is received, the Bidder will immediately begin and complete our work within the specified contract time.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_ State of Incorporation \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
(P.O. Box and/or street address)  
(City)  
(State)  
(Zip Code)  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_