

## Invitation to Bid

### 20160301 FURNITURE

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 20160301 FURNITURE until 9:00 a.m. CDT March 1, 2016. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Jaime York at [jaime.york@sumnerschools.org](mailto:jaime.york@sumnerschools.org). 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](http://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 **9:00 A.M. Local Time MARCH 1, 2016** for **20160301 FURNITURE**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://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 **20160301 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: 20160301 FURNITURE**  
**DEADLINE: MARCH 1, 2016 @ 9:00 A.M.**
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 **20160301 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, 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 furniture.

Item will be delivered to:

Sumner County Support Services Facility  
Material Center  
1500 Airport Road  
Gallatin, TN 37066

- Your price is to include delivery
- All amounts are approximate. More or less of any item may be purchased at the bid price.

Attached you will find the following:

- Vendor Information and Signature Form
- Specifications

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

***Vendor Information and Signature of Authorized Representative***

By signing and submitting this bid, you are agreeing to the terms and conditions set forth in this bid package. Tentative delivery on all items will vary.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_  
DATE

## Specifications

1. Student Chair – Equal to or better than Artco-Bell D10 Discover Chair with casters – 18” and 18”A+. Must be available in a large variety of colors.
2. Student Chair (Alt 1) – Equal to/better than Artco-Bell AS4L Alphabet Chair with casters – 18 and 18”A+. Must be available in a large variety of colors.
3. Student Chair – Better than or equal to SCHOLAR CRAFT – 150 Series – 15” and 17” height – 3/8” Melamine Resin solid plastic. Frame to be bright nickel-chromed steel. Seat and back color to be sand.
4. Four Drawer Letter File Cabinets – Bid HON 514P, cabinet must have lock, color to be black.
5. Bookcase – Bid HON S42ABC or Global equivalent, color to be black.
6. Activity Table - 48 x 72 Kidney Shape Table & 30 x 60 Rectangle - Adjustable legs, chrome adjustable inserts high pressure laminate top.
7. Nonadjustable Apron Table - 36 x 72 & 30 x 60 - Nonadjustable – Equal to/better than Allied apron tables, black skirt and edging, and non-adjustable chrome legs. Tables must have metal skirting around edge of table top for extra support.

Item	Quantity	Unit Price	Extended Price
1. Student Chair - 18" w/caster	240	_____	_____
Student Chair – 18+ w/caster	240	_____	_____
2. Student Chair - 18" w/caster Alternate		_____	_____
Student Chair – 18+ w/caster		_____	_____
3. Student Chair – Scholar Craft – 15"	150	_____	_____
Student Chair – Scholar Craft – 17"	150	_____	_____
4. File Cabinet	30	_____	_____
5. Bookcase	30	_____	_____
6. Activity Table			
48 x 72 Kidney	10	_____	_____
30 60 Table	20	_____	_____
7. Nonadjustable Apron Table			
36 x 72 Non Adj. Table	20	_____	_____
30 x 60 Non Adj. Table	20	_____	_____

---

Company Name

---

Date