



INVITATION TO BID

BID # 21/22-12
Date: May 20, 2022

Bibb County Schools will receive sealed bids for **furniture for Bibb County High School Multi-Purpose Facility, see specifications below.**

All proposals must be in sealed envelopes and shall be delivered to the Bibb County Board of Education no later than **10:30 am on June 6, 2022**. The bid opening will be held at **10:30 am on June 6, 2022**, in the Bibb County Board room, 721 Walnut Street, Centreville, Alabama 35042.

Sealed bids may be mailed or delivered to Bibb County Board of Education, Attn: Jaime Hudson, 721 Walnut Street, Centreville, Alabama, 35042.

No oral, fax, email or telephone proposals or modifications will be accepted. The bidder, before submitting a proposal, shall carefully examine the specifications to fully inform himself as to all conditions and limitations.

All items delivered shall be free from defects in materials and workmanship. Any and all items found to be defective or failing to meet specifications shall be deemed unacceptable, removed from the premises and replaced by the equipment manufacturer at no cost to the owner.

If applicable, all bids shall remain in force for a period of **ONE YEAR with option to renew up to four additional years, upon mutual agreement** and may be accepted or rejected by the owner at any time prior to the expiration of this period.

Bibb County Schools reserves the right to reject any/or all bids as may be deemed best for their interest and reserves the right to award the contract or contracts to other than the low bidder if in the interest of ultimate economy and standardization to do so.

All bids received shall guarantee items bid to meet or exceed specifications listed. If quoting other than specified, pictures, description and specifications shall accompany all bids. Bidder shall specify make and model quoted.

Items furnished, as a result of this bid **Shall be delivered process** to purchaser and must meet or exceed the specifications indicated on the quotation sheet. Items not conforming to specifications may be rejected and returned at the vendor's expense.



Items not delivered in accordance with the specifications general and/or special conditions of this bid concerning quantity and quality, etc., may be purchased on the open market and any increase of cost over the bid price shall be charged to the vendor.

All materials, equipment, etc., shall be new and of kind specified, and shall be in undamaged condition when turned over to the owner. Vendor shall be responsible for making any claims for items received damaged in shipment.

All prices submitted on this proposal are to be delivered prices and shall not include any state or local taxes.

Reference to brand name, manufacturer's suppliers, catalog numbers, etc., is intended to set quality standards and does not exclude bids from others as long as quality standards are met. It is the owner's intent not to accept a lesser quality than is set forth in these specifications. Manufacturer's specifications shall prevail as if written in full detail.

All bidders are to submit bids on proposal forms furnished by the Bibb County Schools, which are enclosed. All items must have a unit price and extended price. In case of discrepancies, the unit price shall govern.

Quantities given herein are believed to be correct, but the right to alter or vary these quantities or the right to purchase additional materials above the stated herein at the bid price is reserved.

Questions concerning this bid should be directed to:

Oscar Mims, Maintenance Director
Bibb County Schools
205-926-9881 ext. 6056
[Email mimso@bibbed.org](mailto:mimso@bibbed.org)



Duane McGee
SUPERINTENDENT

BIDDERS ARE REQUESTED TO RETAIN THESE SPECIFICATIONS, CONDITIONS AND INSTRUCTIONS FOR FUTURE REFERENCE.

I. GENERAL INFORMATION

- A. These instructions, conditions, and specifications are in addition to and are part of the instructions and conditions that appear on the printed Bibb County Schools' "BID SHEET" form and shall govern the selections of the items listed.
- B. All bid forms shall be signed and dated by the vendor. If not signed and dated, it will be considered as non-responsive to the bid request.
- C. The Bibb County Schools may not award on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, terms of payment, transportation, dates of delivery, past service, and experience are among the factors that may be considered in determining the responsive/responsible bidder.
- D. In the event the low bidder(s) refuses to accept the entire requirements without deviation, their bid will then be considered non-responsive. After refusal by the first bidder, the bid may be awarded to the next lowest bidder.
- E. Specifications are written as if in full detail. Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size, and quality of materials, products, service or equipment consideration best adapted to the Board's intended use.
- F. Vendors shall bid on all items within the specified group/category. It is the intent of the Bibb County Schools to award the bid by groupings/categories or as a total package bid award, however, the Board reserves the right to award the bid in any manner, which will best serve the interest of the Bibb County Schools.
- G. The successful bidder shall guarantee all material and labor for a period of not less than one (1) year against defects of material or workmanship. The guarantee shall be dated from the time of acceptance. The successful bidder shall replace any material proved to be defective (except when it is clearly shown that the defects are caused by misuse and not by the manufacturer) immediately upon notification. Additional warranty considerations may be a factor in the bid award.



- H. The Bibb County Schools is tax exempt from all tax (Tax I.D. 63-6000764). This statement in no way is to be construed as relieving the seller or contractor from their tax obligation.
- I. Bids delivered in Federal Express, UPS, or any other such deliverer's envelope shall be sealed in a separate envelope inside the deliverer's packaging. The bid name, number and bid opening date shall be written on the outside of deliverer's envelope. Failure to do this may cause the bid to be inadvertently opened and thus rejected.
- J. Discrimination on the basis of sex, race, age, religious belief, disability, national origin, or ethnic group is prohibited in all procurement activities of the Bibb County Schools.
- K. Bibb County Schools encourages contractors and suppliers to utilize minority business enterprises when providing goods and/or services. Minority business enterprises are those businesses controlled by individuals who are members of a minority group and include African Americans, Hispanic Americans, Native Americans and Asian Pacific Americans.

II. METHOD OF AWARD

- A. The Bibb County Schools reserves the right to accept the lowest bid on all items combined from one bidder or any feasible combination of bids by items from different companies that result in the low bid.
- B. The award will be made to the lowest responsive and responsible bidder or bidders meeting requirements and specifications. Bidders will be responsible for furnishing all product requirements, requested on the bid, to the individual schools and other various locations within Bibb County.
- C. In the event the low bidder refuses to accept the entire requirements in a category without deviation, his bid may then be considered non-responsive.
- D. A refusal by the first low bidder may result in the bids being awarded to the next low bidder meeting requirements and specifications.
- E. The Bibb County Schools reserves the right to accept or reject any or all bids.
- F. The award will be made in accordance with Code of Alabama 1975 Section 16-13 B-1- B-11.
- G. The decision of the Bibb County Schools will be final.



H. Award will be made on unit price basis, extended price basis, or for other reasons mentioned in I. General Information, Paragraph C., that will best serve the interest of the Bibb County Schools.

III. CONTRACT PERIOD

A. The contract period shall be _____.

B. The purpose of this is to establish a 12-month contract with an option to issue four additional 12-month contracts under the same pricing, terms and conditions. The four additional 12-month contracts, if requested by the School Board and agreed upon by the vendor, would begin the day after the previous 12-month contract expires. Any successive contract must have the written approval of both the School Board and the vendor no later than 30 days prior to the expiration of the previous contract.

IV. PRICING

A. Prices are not to exceed two (2) decimal places.

B. The bidder offers and agrees to furnish all items upon which prices are quoted, at the price set for each item, in the quantity as stated on the bid; delivered to the various locations, in amounts ordered.

C. Prices are to include delivery FOB-Destination, Bibb County School's location(s) as listed on the Purchase Order. Each carton or package for each purchase order to have the following information: Name of School, Care of Bibb County Schools, Individual's name on order, Purchase Order Number, Serial Number (if applicable).

D. Bibb County Schools reserves the privilege to rebid or re-negotiate any item(s) if price(s) are beyond amount anticipated or negotiations are unsatisfactory.

V. QUANTITIES

A. The quantities of items specified herein are based upon estimated use. Because quantities listed are estimated, they may be increased or decreased according to needs of various locations.

B. Bidders are cautioned that to incur financial obligations by purchasing materials not normally stocked for this bid will not be reason for reimbursement of costs incurred.



VI. METHODS OF PURCHASING

Once the bid is board approved, a letter will be issued to the awarded vendor(s). This letter does not authorize purchases of material or equipment. Purchase orders will be issued as authorization for all purchases. If the supplier fails to deliver items within the time specified, Bibb County Schools reserves the right to award the bid to the next lowest responsible bidder.

VII. BACK ORDERS

- A. Items temporarily out of stock shall be a minimum. When this occurs, the CSFO or designated representative may determine the method used to obtain such items. Alternative procurement methods will only be utilized for temporary shortages.
- B. If items are out of stock, the CSFO will be notified, as early as possible, in writing. Excessive backorders will be grounds for contract cancellation.

VIII. CANCELLATION

Bibb County Schools reserves the right to cancel this contract upon seven (7) days written notice.

IX. DEFAULT

- A. If at any time the vendor makes a delivery that is not in accordance with the instructions, conditions, and specifications set forth by the Bibb County Schools, without the consent of said Bibb County Schools, such delivery shall constitute grounds for the cancellation of the contract and/or removal of this vendor from the Bibb County Schools' mailing list, for not less than one (1) year.
- B. Any vendor issuing any type of gift, stamps, premiums, or other type of favor to any employee of the Bibb County Schools shall constitute grounds for the cancellation of the contract and shall be excluded from the mailing list of all purchases of the Bibb County Schools.



X. INDEMNITY

The responsible bidder shall indemnify and hold harmless the Bibb County Schools, its officers and employees from all loss, claims, suits or actions of every kind and character made upon or brought against the Bibb County Board of Education, its officers and employees for or sustained by any party or parties as a result of any act, error omission or negligence of said responsible bidder or its servants, agents and subcontractors; and also from all claims of damage in fulfilling this contract.

XI. SPECIAL REQUIREMENTS

- A. Bibb County Schools reserves the right to purchase any items inadvertently omitted, from the vendor who is awarded a particular category.
- B. Bibb County Schools reserves the right to cancel the contract or any category at any time without penalty if service, quality, or delivery is not satisfactory if continuation of the contract or category is determined to be inconsistent with the best interests of Bibb County Schools.
- C. All bidders submitting proposals that have already acquired the necessary business licenses shall provide a copy of these licenses at bid opening. A bidder that has not acquired these licenses and may be awarded the bid, will be notified by the CSFO and will have 24 hours before the Board Meeting date to provide copies.
- D. A "General Contractor" is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama.
- E. Bidders may be disqualified, and rejection of proposals may be recommended for any of (but not limited to) the following reasons:
 - a. Failure to use the bid forms furnished by the Bibb County Schools.
 - b. Lack of signature by an authorized representative on the bid form.
 - c. Failure to properly complete the bid form.
 - d. Lack of vendor compliance.
 - e. Evidence of collusion among bidders
 - f. Unauthorized alteration of the bid form.
- F. The Bibb County Schools assumes no legal liability to purchase items or services under any contract until funds are appropriated for that particular fiscal year.



- G. Where both Instructions To Bidders (ITB) and Special Conditions relate to the same thing, the Special Conditions will prevail; that is, the specific language will take precedence over the more general wording, however, where both the ITB and Special Conditions may be given reasonable effect, both are to be retained.
- H. **The Bibb County Schools has the option in place to make payments via Purchasing Card instead of a check for purchases from this solicitation. This form of payment significantly reduces payment time to three to five days once services are rendered and the invoice is submitted. Unless exception is noted in the bid response, the bidder, by submitting a bid agrees to accept the Purchasing Card as an acceptable form of payment and may not add additional services fees/handling charges to purchases made with the Purchasing Card.**

XII. MANUFACTURER'S NAME AND SUBSTITUTIONS

- A. Any bidder wishing to supply alternate equipment other than that specified shall submit a request for substitution to the Bibb County Schools at the Pre-Bid Conference **or at least two (2) days prior to the BID OPENING DATE if a Pre-Bid Conference is not scheduled.**
- B. If APPLICABLE - Bidders requesting such substitutions are cautioned to examine mechanical and electrical plans and building conditions to determine if such substitution will require changes in mechanical or electrical or require rearrangement. If any of the above changes would be involved, a layout of such changes and any additional cost (itemized) must be submitted with the request for substitution. If proposed substitutions entail additional cost which was not submitted with the request for substitution and approval is granted, bidders shall be responsible for such costs.
- C. **In addition, a request for substitution must be accompanied by the manufacturer's specifications and a "Substitution Request Form" which provides the Bibb County Schools with a detailed description of the manner in which proposed substitution conforms and/or varies from the item specified. No request for substitution will be considered without an accompanying "Substitution Request Form".**



- D. It is understood by the Bibb County Schools that no agent, dealer, broker or agency may bind a manufacturer beyond the manufacturer's own printed literature. Therefore, any party submitting a Substitution Request Form stating compliance with a feature specified for the prime specified item or as an option for that item in the manufacturer's literature, may be accompanied by a letter on the Manufacturer's own letterhead stating that the manufacturer shall comply with the specified feature and such compliance shall not adversely affect the manufacturer's product performance, reliability, durability, appearance or affect the warranty.
- E. If the substituted item is approved and subsequently installed and upon final inspection found to deviate from the specifications in a manner not detailed in the "Substitution Request Form", the Contractor shall, at the discretion of the School Board, bring the equipment into compliance with the specifications at his own cost. In consideration of the job stage at the time of final inspection, the Contractor shall take no more than 5 working days to make this replacement. Bidders are encouraged to review the replacement. Bidders are encouraged to review the "Substitution Request Form" prior to using such items in their bid. Awarded Contractor shall be responsible for deviations not detailed in the "Substitution Request Form" submitted FROM ANY SOURCE. Approval of submittals by the Bibb County Schools does not relieve the Contractor of this condition. The "Substitution Request Form" can be found at the end of this document.
- F. **No request for substitution will be considered after the Pre-Bid Conference or after 2 days prior to the BID OPENING DATE if a Pre-Bid Conference is not scheduled, except in instances where the item is no longer available. The Bibb County Schools CSFO or designated representative will approve exceptions when availability of product is in question.**



BIBB COUNTY SCHOOLS SUBSTITUTION REQUEST FORM

Please make copies and fill out this sheet for each item you will be substituting.

VENDOR NAME: _____ BID # 21/22-12

BID NAME: _____

ITEM # (on bid pricing sheet), (example 3.2) _____

ITEM DESCRIPTION _____

REQUESTED SUBSTITUTE _____

HOW IS SUBSTITUTE SIMILAR* _____

HOW IS SUBSTITUTE DIFFERENT* _____

MANUFACTURERS SPECS MUST BE INCLUDED.

APPROVAL DATE

APPROVED BY



Proposal Check List

The following is a checklist of requirements developed by the Bibb County Schools CSFO that may assist in the preparation of your proposal. This list is not all-inclusive and is made available for your convenience. The Instructions To Bidders and Addenda (if issued) specify all proposal requirements and should be read thoroughly to ensure that all bid requirements are met. The following list identifies some common reasons why bids are rejected and considered non-responsive:

- Bid opening date and time (late submission)
- Original signatures and date on proposal required (copies submitted)
- Proposal should be without interlineations, alteration or erasure (do not use white out, do not line through and initial, do not change figures on pricing sheet, etc. Pricing sheet should be without corrections.) ***
- Product specifications do not meet requirements
- Incomplete bids ***
- Bids not identified on UPS, Federal Express, etc. packages, thus inadvertently opened ***
- Copies of licenses not submitted when required along with license number written on bid sheet ***
- Failure to use bid forms supplied with bid packet
- Failure to fill out bid form correctly
- **Late** substitution requests (see XII. Manufacturer's Name and Substitutions)***
- Copy of E-Verify MOU must be included in bid submission. (*This is an Alabama State Law.*) ***

Note: *** - Most common reasons why bids are rejected.

Please read the Instructions To Bidders for specific requirements as they can change from bid to bid. The goal of Bibb County Schools is to provide for fair and open competition. Following the Instructions To Bidders will ensure that all proposals are considered.

Thank you.



Notice of Alabama Immigration Law Compliance Requirements to all Contractors of LOCAL BOARD OF EDUCATION

As a Contractor, as defined in the Act, to the LOCAL BOARD OF EDUCATION (“Board”), it is critical to your relationship (future or continuing) with the Board that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly, please provide your Affidavit of Immigration Compliance with attached E-Verify Memorandum of Understanding, as requested in the attached memorandum. If you do not believe these obligations apply to you, please notify the Board immediately.

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. **The contractor’s E-Verify Memorandum of Understanding must be included with the bid.** If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. **If your company is not an Alabama based company or does not have employees that work in the State of Alabama, you must include in your bid package submittal, a memo on company letterhead stating this fact.** An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

“By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

The amended law also changed the definition of SUBCONTRACTOR to “A person, business entity, or employer who is awarded a portion of an existing contract by a contractor, regardless of its tier.” Another provision states, “Furthermore, during the performance of the contract, the subcontractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. This subsection shall only apply to subcontractors performing work on a project subject to the provisions of this section and not to collateral persons or business entities hired by the subcontractor.”



Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 125-49, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name Bid Number of Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

Return this form with bid submittal.



Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participant in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, the bidder certifies that:

1. This bid has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid has not knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids to any other bidder, competitor or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership, company or corporation to submit or not to submit a bid.
4. The person signing this bid certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as the person signing in its behalf.

COMPANY: _____

PRINT NAME
OF AUTHORIZED PERSON: _____

TITLE: _____

SIGNATURE: _____
(Officer of the Company)

Return this form with bid submittal.



OWNER DISCLOSURE CERTIFICATE

Company Name: _____ Date: _____

Address: _____

City/State/ZipCode: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

The company bidding is: *(please check all that apply)*

Manufacturer: _____ Dealer: _____ Representative: _____ Corporation: _____

Partnership: _____ Sole Owner: _____ Minority-Race: _____ Woman Owned: _____

I certify that the above information is true and correct:

Authorized signature: _____

Print name of authorized person: _____

Title: _____

Return this form with bid submittal.



BID SHEET - BID # 21/22-12

List what the bid is for furniture for Bibb County High School Multi-Purpose Facility.

We hereby submit our bid meeting all specifications asked for, to Bibb County Schools,
721 Walnut Street, Centreville, AL 35042.

Invitation to bid:

Products installed by vendor

- **20 Student Tables/PD Tables (24"x72" flip top nesting tables-mahogany top)**
 - Furniture by NDI Performance Series or equivalent
 - #PLT2472 Top with #ODF72BLK base and #PTLFMOD60 Modesty panel black.
 - PLTGC and PLTTS for ganging tables
- **70 Student Chairs/PD Chairs**
 - NDI Performance Series or equivalent
 - Black chairs #3080
- **2 Teacher Desks**
 - 30"x60" desk, center drawer, 2 Pedestal
 - Furniture by NDI Performance Series or equivalent
 - Pedestals to be 1 - 2 Drawer File and 1 – 2 Box Drawers and 1 File Drawer
 - High Pressure Laminate Furniture
- **3 Marker Boards for Offices (72"x72") or equivalent**
 - Aluminum Frame-Magnetic Porcelain with Tray
 - Ghent Company
- **2 Marker Boards for Classrooms (Standard Classroom Size) or equivalent**
 - 4'x8' White Marker Board
 - LLR #00503
- **1 Office Desk for main office or equivalent**
 - 36"x72" Desk with 48" Bridge
 - 24"x72" Credenza
 - Center Drawer 72" Hutch
 - Light kit for hutch
 - 3 Drawer Pedestal
 - 2 Drawer Pedestal
 - Mahogany Finish – High Pressure Laminate
 - Furniture by NDI Performance Series
- **1 Office Chair for Main Office**
 - #LLR46697 Black Executive Chair by Lorell Co or equivalent



- **10 side chairs for visitors**
 - #LLR6012 Black chairs by Lorell Co. or equivalent
- **10 desks for office spaces (includes desk for softball facility, athletic trainer's room, and assistant coaches' offices) or equivalent**
 - 30"x60" desk with center drawer, 2 pedestals, and hutch
 - Mahogany Finish – High Pressure Laminate
- **10 Office Chairs (includes desk for softball facility, athletic trainer's room, and assistant coaches' offices) or equivalent**
 - Furniture by NDI Performance Series #7754 Black Multi-Function
- **8 divider panels for offices or equivalent**
 - 30"x 60" divider panels by Lorell Co.
 - #LLR90258 Gray
 - 4 Sets of Wall Brackets: #LLR 90262
 - 2 Sets of Panel Feet #LLR90261

Bid form must be filled out where called for in the blank spaces on proposal forms. The **original signature** shall be in longhand and shall be the legal name of the bidder, or the authorized to sign. The completed form should be without interlineation, alteration or erasure. The original proposal must be submitted in ink. Any additional copy requirements will be identified in the specifications. It will be the bidders responsibility to set up a time with the **Principal of Bibb County High School** visit the work site to properly evaluate the project area prior to placing a bid. All work, including parking and delivery of materials must be scheduled with the Principal during the entire scope of this project. This will be necessary to not interfere with school activities. All workers on site must adhere to the current policies in place for the Bibb County Board of Education.

TOTAL EXTENDED BID PRICE \$ _____

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____



CELL # _____

EMAIL ADDRESS _____

BUSINESS LICENSE # _____

BID BOND NOT REQUIRED FOR THIS BID

SIGNATURE

PRINTED NAME

TITLE

DATE

Bidder agrees to accept payment by purchasing card. * See Page 7 under Special Requirements paragraph H.

YES _____ NO _____