



Metropolitan School District of North Posey County

101 N. Church Street
Poseyville, IN 47633
Phone 812-874-2243 FAX 812-874-8806
www.northposey.k12.in.us

Steven Kavanaugh, Superintendent

Notice is hereby given by the Metropolitan School District to North Posey County located at 101 North Church Street, Poseyville, Indiana 47633 that bids for the “**North Elementary and South Terrace Elementary Schools’ Classroom Furniture Replacement Project**” located at North Elementary School and South Terrace Elementary School will be received until 2:30 P.M. CDT (local time) on Tuesday, November 28, 2023.

Bids shall be delivered in a sealed envelope addressed to the Metropolitan School District of North Posey County, Superintendent’s Office, 101 North Church Street, Poseyville, Indiana 47633, Attention: Steven Kavanaugh or may be emailed to skavanaugh@northposey.k12.in.us by 2:30 P.M. CDT. Any proposals received later than the above time will be returned unopened.

Complete and detailed specifications for this work, including but not limited to the instructions for bidders, general conditions, and general requirements are on file and may be examined at the following places including copies of bidding documents.

Metropolitan School District of North Posey County
101 North Church Street
Poseyville IN 47633
amotz@northposey.k12.in.us

In lieu of a pre-proposal meeting, contact Steve Kavanaugh at skavanaugh@northposey.k12.in.us or for any questions you may have.

All questions relating to the plans, products, and specification shall be received no later than end of the day Friday, November 24, 2023 and be sent via email to Steve Kavanaugh, Superintendent, Phone: 812-874-2243 – Email: skavanaugh@northposey.k12.in.us.

Metropolitan School District of North Posey County



North Elementary and South Terrace Elementary Schools Classroom Furniture Replacement Project

Request for Bids

Bid Number (#0010 NP Classroom Furniture Replace Project)

Issued: November 14, 2023

Bids Opening: Tuesday, November 28, 2023 – 2:30 P.M.

- **Project:** Metropolitan School District of North Posey County – North Elementary and South Terrace Elementary Schools Furniture Replacement Project

- **Project Location:**

North Elementary School
63 West Fletchall Avenue
Poseyville, IN 47633

South Terrace Elementary School
8427 Haines Road
Wadesville, IN 47638

- **Owner:**

Metropolitan School District of North Posey County
101 North Church Street
Poseyville, IN 47633

Request for Bids

Metropolitan School District of North Posey County

North Elementary and South Terrace Elementary Schools' Furniture Replacement Project

Notice is hereby given by the Metropolitan School District to North Posey County located at 101 North Church Street, Poseyville, Indiana 47633 that bids for the “**North Elementary and South Terrace Elementary Schools' Classroom Furniture Replacement Project**” located at North Elementary School and South Terrace Elementary School will be received until 2:30 P.M. CDT (local time) on Tuesday, November 28, 2023. Bids shall be delivered in a sealed envelope addressed to the Metropolitan School District of North Posey County, Superintendent's Office, 101 North Church Street, Poseyville, Indiana 47633, Attention: Steven Kavanaugh or may be emailed to skavanaugh@northposey.k12.in.us by 2:30 P.M. CDT. Any proposals received later than the above time will be returned unopened.

The work consists of the following general description:

Furnish all insurance, materials, freight, equipment, manpower, installation, daily cleaning, safety protection/requirements, warranties, training, trash removal, and supervision for the following (general description) but not limited to provide, assemble, and install new classroom furniture as indicated in all attached request for bids documents.

Anticipated approval is expected on December 11, 2023, with Notice to Proceed issued on December 12, 2023. Work on-site will need to be scheduled around school activities.

Bids must be on the specification's forms provided within this Request to Bid. Please note per unit pricing includes item only. Separate line items for estimated freight and labor are provided on the bid form.

Award will be made to the low, responsive, responsible company based on the total of the bid amount. No awards of any kind are made at the time of the bid opening. A copy of the bid tabulations and/or the awards will be available upon request after the bid has been awarded.

All Vendors MUST meet trucks to receive shipment. The Metropolitan School District of North Posey County personnel will not meet the carrier to receive delivery.

The bidder's and manufacturer's representatives' responsibilities to Metropolitan School District of North Posey County include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.

When an article of particular make or trade name is specific, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Bidders are at liberty to quote on substitutions provided complete specifications are included with the bid. Vender is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. Bidders can submit alternates for approval to skavanaugh@northposey.k12.in.us on or before Thursday, November 28, 2023. Alternate products will not be considered after this date. If no specifications are indicated, it will be assumed the quotations are based on our specifications. The Metropolitan School District of North Posey County reserves the right to accept a higher bid on items where the need to “match existing items previously purchased” exists and the lower bidder does not meet bid specifications.

Samples may be requested for comparison purposes. Samples, when required, must be furnished free of expense to the Metropolitan School District of North Posey County, and must be tagged with the bidder's name and bid item number. If samples are not used or destroyed in testing, the bidder must claim them within thirty (30) days from date of bid or they will become the property of the school district.

Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely. Delivery must be complete on or before the specified date. All items must be installed by March 22, 2024.

No partial payment will be made. The total amount of each purchase order will be paid only after the complete order has been received in good condition. The final inspection and approval must be made by an authorized representative of the Metropolitan School District of North Posey County.

The company to whom the work is awarded will be required to furnish, before commencing work, certificates of insurance, W9, Employee Background Check documentation, and an E-Verify Affidavit.

Company shall not include sales tax in his Proposal. Owner is exempt from sales tax. Owner will provide tax-exempt certificates.

Company shall agree to the Non-Discrimination Clause.

Company shall maintain a drug-free and tobacco-free workplace.

Smoking or use of tobacco products in buildings or on school property is prohibited.

All employees that will be on-site shall have background checks. After awarding of the bids, the employer shall provide background checks through Safe Hire and pay for all associated costs for background checks.

Consideration of Bids: The Owner reserves the right to award the bid in his best interest, to reject any or all bids, to waive any informalities in the bids when such waiver is in the best interest of the Owner, and the bids shall remain in effect for a period of thirty (30) days following the date set for the receiving of bids. The Owner has the right to award the entire bid to one vendor or to separate the bid and order by line item. The Owner reserves the right to order additional quantities or reduce quantity amounts as needed to meet the district's needs.

The following shall be submitted with the bids:

- a. List of sub-contractors that the company proposes to use on this project.
- b. Schedule indicating anticipated arrival date, installation date, and completion date.

In lieu of a pre-proposal meeting, contact Steve Kavanaugh at skavanaugh@northposey.k12.in.us or for any questions you may have.

All questions relating to the plans, products, and specification shall be received no later than end of the day Friday, November 24, 2023 and be sent via email to Steve Kavanaugh, Superintendent, Phone: 812-874-2243 – Email: skavanaugh@northposey.k12.in.us.

METROPOLITAN SCHOOL DISTRICT OF NORTH POSEY COUNTY

Operations Department

Classroom Furniture Project

Specifications:

- For approved alternates only, color photo and complete description to accompany accepted alternate as well as a URL for manufacturer's website.
- Units shipped to be installed at North Elementary School and South Terrace Elementary School based on the address listed with the project location. Furniture will be accepted no earlier than February 21, 2024, and must be installed by March March 22, 2024.
- Price to be effective until March 22, 2024.
- Price quoted supersedes any other quote given to the Metropolitan School District of North Posey County to date on the same items.

Base Proposal:

- **Kindergarten Classrooms – 3: South Terrace Elementary School**
 - Wisconsin Bench ELO XL Tide Table with Adjustable Round Legs, HPL Top, and Locking Casters; Top Dimensions: 35"x54"; Adjustable Leg Height 23" – 36" Edge: Arm Edge Slate Grey, S05; Frame: Silver; Locking Casters; 4 Backpack Hooks Unassembled; Book Box: 18.31"x20"x4.44"
 - Smith System Numbers Cantilever Chair Size 3 – 14"; Shell Color: Black Grey; Frame Color: Platinum
 - Wisconsin Bench Kidney 36x72m1.25 ELO Table; Straight Round Choice of Smooth Silver or Textured Black Frame Legs; Adjustable Legs to Overall Product Height of 21.25' – 34.25"; HPL Top; Choice of Armor Edge; No backpack hook; No Storage Accessory
 - Wisconsin Bench Universal Appleton Teacher's Desk; TD6374-95ELS-AC; Shaped Top with Casters, 2 Drawers, 1 File Cabinet, Gang Lock, 2" Straight Round ELS Legs, and Modesty Panel 60"x24"; Choice of WB Stock HPL Top and TFL Casebody/Pedestal with Choice of WB Stock Edge Banding
 - Wisconsin Bench Lectern FRN (PNX6833-ADJ) 30" Crescent Top Elevate Teacher's Lectern, Foot Pedestal Adjustable Pneumatic X-Base; 27"-42" Overall Adjustable Height; Choice of WB HPL Top with Choice of WB Stock 3 mm Edge Banding; Black or Silver X-Base, Casters and Grand Hank Gliders
 - Sit-on-It Wit Highback Task Chair with Adjustable Lumbar, Standard Synchro Mechanism, Multi-Surface Casters, and Height Adjustable Arms; Back Style: Black Mesh; Frame Color: Black; Support Color: Black; Textile: Grade 2; Arm Style: Height Adjustable
 - Wisconsin Bench Storage Carts CRT6-1/C; (5) 3" Tote Trays on Right and 1 Adjustable Shelf on Left; Bar Handle and Casters; 24"Wx28.5Hx22D; Choice of WB Stock HPL Top and TFL; Casebody with Choice of WB Stock Edge Banding
- **First Grade Classrooms – 3: North Elementary School and 3: South Terrace Elementary School**
 - Wisconsin Bench ELO Loyal XL Desk with Lotz Armor Edge; Adjustable Round Legs with Multi Surface Glides with Two Locking Casters; HPL Top; Top Dimensions: 23"x31"; Adjustable Leg Height 20" – 30"; 1 Backpack Hook; Metal Book Box: 18.31"x20"x4.44"
 - Smith System Numbers Cantilever Chair Size 4 – 15"; Shell Color: Black Grey; Frame Color: Platinum
 - Wisconsin Bench Kidney 36x72m1.25 ELO Table; Straight Round Choice of Frame Legs; Standard Finishes to be Determined; Adjustable Legs to Overall Product Height of 21.25" – 34.25"; HPL Top; Choice of Armor Edge; No backpack hook; No Storage Accessory

- o Wisconsin Bench Universal Appleton Teacher's Desk; TD6374-95ELS-AC; Shaped Top with Casters, 2 Drawers, 1 File Cabinet, Gang Lock, 2" Straight Round ELS Legs, and Modesty Panel 60"x24"; Choice of WB Stock HPL Top and TFL Casebody/Pedestal with Choice of WB Stock Edge Banding.
- o Wisconsin Bench Lectern FRN (PNX6833-ADJ) 30" Crescent Top Elevate Teacher's Lectern, Foot Pedestal Adjustable Pneumatic X-Base; 27"-42" Overall Adjustable Height; Choice of WB HPL Top with Choice of WB Stock 3 mm Edge Banding; Black or Silver X-Base, Casters and Grand Hank Gliders
- o Sit-on-It Wit Highback Task Chair with Adjustable Lumbar, Standard Synchro Mechanism, Multi-Surface Casters, and Height Adjustable Arms; Back Style: Black Mesh; Frame Color: Black; Support Color: Black; Textile: Grade 2; Arm Style: Height Adjustable
- o Wisconsin Bench Replay Tote Cabinet SSG0330-0AC; Replay 15 Tote Cabinet with Casters, 41.625"W x 22"Dx30"H, Finished Both Ends; Choice of WB Stock TFL with Choice of WB Stock Edge Banding
- **Second Grade: 3: North Elementary School and 3: South Terrace Elementary School**
 - o Wisconsin Bench ELO Loyal XL Desk with Lotz Armor Edge; Adjustable Round Legs with Multi Surface Glides with Two Locking Casters; HPL Top; Top Dimensions: 23"x31"; Adjustable Leg Height 20" – 30"; 1 Backpack Hook; Metal Book Box: 18.31"x20"x4.44"
 - o Smith System Numbers Cantilever Chair Size 4 – 15"; Shell Color: Black Grey; Frame Color: Platinum
 - o Wisconsin Bench Kidney 36x72m1.25 ELO Table; Straight Round Choice of Frame Legs; Standard Finishes to be Determined; Adjustable Legs to Overall Product Height of 21.25" – 34.25"; HPL Top; Choice of Armor Edge; No backpack hook; No Storage Accessory
 - o Wisconsin Bench Universal Appleton Teacher's Desk; TD6374-95ELS-AC; Shaped Top with Casters, 2 Drawers, 1 File Cabinet, Gang Lock, 2" Straight Round ELS Legs, and Modesty Panel 60"x24"; Choice of WB Stock HPL Top and TFL Casebody/Pedestal with Choice of WB Stock Edge Banding.
 - o Wisconsin Bench Lectern FRN (PNX6833-ADJ) 30" Crescent Top Elevate Teacher's Lectern, Foot Pedestal Adjustable Pneumatic X-Base; 27"-42" Overall Adjustable Height; Choice of WB HPL Top with Choice of WB Stock 3 mm Edge Banding; Black or Silver X-Base, Casters and Grand Hank Gliders
 - o Sit-on-It Wit Highback Task Chair with Adjustable Lumbar, Standard Synchro Mechanism, Multi-Surface Casters, and Height Adjustable Arms; Back Style: Black Mesh; Frame Color: Black; Support Color: Black; Textile: Grade 2; Arm Style: Height Adjustable
 - o Wisconsin Bench Storage Carts CRT6-1/C; (5) 3" Tote Trays on Right and 1 Adjustable Shelf on Left; Bar Handle and Casters; 24"W x 28.5Hx22D; Choice of WB Stock HPL Top and TFL; Casebody with Choice of WB Stock Edge Banding
- **Third Grade: 3: North Elementary School and 3: South Terrace Elementary School**
 - o Wisconsin Bench ELO Loyal XL Desk with Lotz Armor Edge; Adjustable Round Legs with Multi Surface Glides with Two Locking Casters; HPL Top; Top Dimensions: 23"x31"; Adjustable Leg Height 20" – 30"; 1 Backpack Hook; Metal Book Box: 18.31"x20"x4.44"
 - o Smith System Numbers Cantilever Chair Size 5 – 16"; Shell Color: Black Grey; Frame Color: Platinum
 - o Wisconsin Bench Kidney 36x72m1.25 ELO Table; Straight Round Choice of Frame Legs; Standard Finishes to be Determined; Adjustable Legs to Overall Product Height of 21.25" – 34.25"; HPL Top; Choice of Armor Edge; No backpack hook; No Storage Accessory
 - o Wisconsin Bench Universal Appleton Teacher's Desk; TD6374-95ELS-AC; Shaped Top with Casters, 2 Drawers, 1 File Cabinet, Gang Lock, 2" Straight Round ELS Legs, and Modesty Panel 60"x24"; Choice of WB Stock HPL Top and TFL Casebody/Pedestal with Choice of WB Stock Edge Banding.

- o Wisconsin Bench Lectern FRN (PNX6833-ADJ) 30" Crescent Top Elevate Teacher's Lectern, Foot Pedestal Adjustable Pneumatic X-Base; 27"-42" Overall Adjustable Height; Choice of WB HPL Top with Choice of WB Stock 3 mm Edge Banding; Black or Silver X-Base, Casters and Grand Hank Gliders
- o Sit-on-It Wit Highback Task Chair with Adjustable Lumbar, Standard Synchro Mechanism, Multi-Surface Casters, and Height Adjustable Arms; Back Style: Black Mesh; Frame Color: Black; Support Color: Black; Textile: Grade 2; Arm Style: Height Adjustable
- o Synergy Collection Dual Ended Tote Storage: ASSC0948-0AX-SB-PB; 21.5"x 48"x 43.2"; Open, 3" Casters; 20 Totes, 10 Totes per Side, Porcelain on Steel Magnetic Markerboard on one side; Perforated Metal Peg Board on one Side.

Bidder's Declaration

The bidder understands, agrees, and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications. That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the bidder has general liability insurance and proof of workers' compensation on all workers.
- That the bidder provides a Non-Discrimination Clause, employee background checks for employees that will be on-site provided through Safe Hire and maintain a drug-free and tobacco-free workplace.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to Tuesday, November 21, 2023, at 2:30 P.M., but may not be withdrawn after such date and time.
- That the Metropolitan School District of North Posey County reserves the right to reject any or all bids and to accept that bid or portions of the bid which will, in its opinion, best serve the public interest. The Metropolitan School District of North Posey County reserves the right to waive any technicalities and formalities in the bidding.
- That be submission of this bid, the bidder acknowledges that the Metropolitan School District of North Posey County has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to the bid.

Bidder:

Name: _____

Title: _____

Signature: _____

Date: _____

North Elementary Bid Form

Name of Company Bidding: _____

Contact Person: _____

Contact Email: _____

Contact Phone Number: _____

Base Proposal				
Product	Manufacturer	Price Per Unit	Quantity	Total Price
Student Desk			141	
First and Second Grade Student Chair (Size 4 – 15”)			92	
Third Grade Student Chair (Size 5 – 16”)			49	
Kidney Table			12	
Teacher Desk			12	
Lectern			12	
Teacher Chair			12	
Tote Cabinet: Kindergarten and Second Grade: Wisconsin Bench Storage Carts CRT6-1/C; (5) 3” Tote Trays on Right and 1 Adjustable Shelf on Left; Bar Handle and Casters			15	
Tote Cabinet: First Grade - Wisconsin Bench Replay Tote Cabinet SSG0330-0AC; Replay 15 Tote Cabinet with Casters, 41.625”Wx22”Dx30”H, Finished Both Ends; Choice of WB Stock TFL with Choice of WB Stock Edge Banding			8	
Tote Cabinet: Third Grade - Synergy Collection Dual Ended Tote Storage			6	
Estimated Labor				
Estimated Freight				

South Terrace Elementary Bid Form

Name of Company Bidding: _____

Contact Person: _____

Contact Email: _____

Contact Phone Number: _____

Base Proposal

Product	Manufacturer	Price Per Unit	Quantity	Total Price
Student Desk			150	
Kindergarten Tide XL- Table			15	
Kindergarten Student Chair (Size 3 – 14”)			60	
First and Second Student Chair (Size 4 – 15”)			81	
Third Grade Student Chair (Size 5 – 16”)			60	
Kidney Table			12	
Teacher Desk			12	
Lectern			12	
Teacher Chair			12	
Tote Cabinet: Kindergarten and Second Grade - Wisconsin Bench Storage Carts CRT6-1/C; (5) 3” Tote Trays on Right and 1 Adjustable Shelf on Left; Bar Handle and Casters			30	
Tote Cabinet: First Grade - Wisconsin Bench Replay Tote Cabinet SSG0330-0AC; Replay 15 Tote Cabinet with Casters, 41.625”Wx22”Dx30”H, Finished Both Ends; Choice of WB Stock TFL with Choice of WB Stock Edge Banding			6	
Tote Cabinet: Third Grade - Synergy Collection Dual Ended Tote Storage			6	
Estimated Labor				
Estimated Freight				

