



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 Posey High School Ed. Professions Pathway Furniture Replacement Project**” located at North Posey High 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 Posey High School Furniture Replacement Project for Education Professions Pathway

Request for Bids

Bid Number (#0011 NPHS Ed. Professions Furniture Project)

Issued: November 14, 2023

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

- **Project:** Metropolitan School District of North Posey County – North Posey High School Furniture Replacement Project for Education Professions Pathway
- **Project Location:**
North Posey High School
5900 High School Rd.
Poseyville, IN 47633
- **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 Posey High School Ed. Professions Pathway 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 Posey High School Ed. Professions Pathway Furniture Replacement Project**” located at North Posey High 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 forms provided within this Request to Bid. Please note per unit pricing includes items only. Separate line items for estimated freight and labor are provided on the bid form.

The 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 completed 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.

The company shall not include sales tax in its Proposal. The owner is exempt from sales tax. The owner will provide tax-exempt certificates.

The company shall agree to the Non-Discrimination Clause.

The 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 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 Posey High School. Furniture will be accepted any date prior to installation and must be installed by 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:

Classroom #1

- Student Chair 18" - cantilever
- Rectangle Two-Student Desk - 20" x 54" x 19"-31", similar to Silhouette model 01661
- Rectangle Single-Student Desk - 20" x 27" x 22-30", similar to Silhouette model 01650
- Teacher Desk w/detachable drawer set with pneumatic side pedestal, similar to Silhouette model 26161 with model 01633
- Teacher Task Chair
- Large Bookcase, 72" x 37" x 12"
- Large Tote Unit to hold 30 3" totes with double-sided whiteboard function on casters, similar to Cascade H10030000PP
- Large Cabinet with doors that close on casters, similar to Cascade 921000000P
- Cubby Set on casters, 12 cubbies, similar to Cascade F11000000P
- Marker Board EZ Fit Replacement 46' x 188"

Classroom #2 (Depending on Budget Allowance)

- Rectangle Two-Student Desk - 20" x 54" x 19"-31", similar to Silhouette model 01661
- Student Chair 18" - may provide cantilever or 4-leg options
- Teacher Desk w/detachable drawer set with pneumatic side pedestal, similar to Silhouette model 26161 with model 01633
- Marker Board EZ Fit Replacement 46' x 188"

Alternates

- 4-leg student chair
- Sit-stand option for students
- Nesting two-student desk

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 Posey High School Ed. Professions Furniture Bid Form

Name of Company Bidding: _____

Contact Person: _____

Contact Email: _____ Contact Phone Number: _____

Base Proposal

Product	Manufacturer	Price Per Unit	Quantity	Total Price
Classroom 1				
Student Chair			30	
2-student Desk			4	
Single-student Desk			22	
Teacher Desk w/detachable set			1	
Teacher Task Chair			1	
Bookshelf			1	
Tote Unit w/2-sided whiteboard			1	
Cabinet with doors			1	
Cubby Set			1	
Marker Board EZ Replacement			1	
Classroom 2				
Student Chair			30	
2-student Desk			15	
Teacher Desk w/detachable set			1	
Teacher Task Chair			1	
Marker Board EZ Replacement			1	
Alternates				
Estimated Labor				
Estimated Freight				