



PURCHASING DEPARTMENT  
REQUEST FOR PROPOSAL  
FOR  
DPS CLASSROOM FURNITURE PROJECT  
2019-2020 DALTON PUBLIC SCHOOLS  
Classroom Furniture Project

BID NUMBER (#0022 DPS Classroom Furniture Project)

ISSUED March 05, 2019

Proposal Opening: April 3, 2019 – 11 a.m.

## Invitation to Bid

To: All Bidders

Dalton Public Schools invites you to bid to provide classrooms furniture for City Park (CP), 405 School St, Dalton Ga 30720, Dalton High School (DHS) 1500 Manley St., Dalton GA, 30720, Dalton Middle School (DMS) 1250 Cross plains Trail Dalton, GA. 30720, MIHS (MIHS), 105 Fort Hill Terrace, Dalton Ga 30721, Park Creek (PC) 1500 Hale Bowen Drive, Dalton Ga 30720, Roan St School (ROAN) 1116 Roan St, Dalton, GA, 30721, Westwood (WW), 708 Trammel St Dalton, Ga 30720. Bid prices quoted shall remain effective until **October 31, 2019**. The prices in this bid supersede any other quote given to Dalton Public Schools to date on the same items.

Responses to this Invitation to Bid shall be submitted in a sealed envelope marked "Bid No. 0022 DPS Classroom Furniture Project." Bids may be mailed or delivered to Dalton Public Schools, Maintenance and Operations Building, 412 S. Hamilton St., P.O. Box 1408, Dalton, Georgia 30722-1408 or hand delivered to the Maintenance & Operations Department before bid opening time.

Bids will be opened at the Maintenance and Operations Building Conference Room located at 412 S. Hamilton St., P.O. Box 1408, Dalton, Georgia 30722-1408 on **April 3, 2019, at 11 a.m.**

Bidders are required to use the enclosed specifications forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their bid.

Dalton Public Schools reserves the right to accept or reject any and all bids, and to waive any irregularity in bids received to award the entire bid to one vendor or to make awards by groups or line items, whichever is in the best interest of the school district.

Any questions concerning this bid may be forwarded to:

[rusty.lount@dalton.k12.ga.us](mailto:rusty.lount@dalton.k12.ga.us)

Your interest and participation are solicited and appreciated.

Sincerely,

*Rusty Lount*

Rusty Lount

Director of Operations  
Dalton Public Schools

## General Terms and Conditions

1. Bids should be mailed in ample time to assure delivery before the bid opening date and time:

Mail To: Dalton Public Schools  
Attn: Rusty Lount  
412 S. Hamilton St  
Dalton Ga 30720

2. Bids may be hand delivered to the Dalton Public Schools' Maintenance Department, 412 S. Hamilton St, Dalton Ga, prior to bid opening time.
3. Bids must be on the specifications forms provided within this Invitation to Bid, sealed within an envelope marked as shown in the cover letter.
4. 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.
5. Bids must be submitted based on the furniture delivered inside the building, any and all assemblies, and placement in the correct classroom of specified location. See attachment for locations.
6. Vendor is responsible for the removal from the location any and all waste materials or other debris from the delivery, assembly, and installation of items received and all cost associated with the disposal of the debris.
7. All Vendors MUST meet trucks to receive shipment. Dalton Public Schools personnel will not meet carrier to receive delivery.
8. Bid submitted must include any and all freight and handling cost. Dalton Public Schools will pay no additional charges.
9. The bidder's and manufacturer's representatives responsibilities to Dalton Public Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
10. When an article of particular make or trade name is specified, 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. Vendor 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. If no substitutions are indicated, it will be assumed the quotations are based on our specifications. DPS 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.
11. Samples may be requested for comparison purposes. Samples, when required, must be

furnished free of expense to Dalton Public Schools, 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 system. If there is a sample of the item within 30 miles that can be viewed please let us know.

12. 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. **Items will not need to be received on site before May 28, 2019. All items must be installed by August 1, 2019.**
13. 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 Dalton Public Schools.
14. The bidder, by submitting a bid, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of any protected class as defined by federal Equal Employment Opportunity regulations.
15. Dalton Public Schools has the right to award the entire bid to one vendor or to separate the bid and order by line item. Dalton Public School reserves the right to order additional quantities or reduce quantity amounts as need to meet the school's needs. Dalton Public Schools reserves the right to reject any or all bids to best meet the interests of the school district.

BIDDER'S DECLARATION

The bidder understands, agrees and warrants:

1. 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.
2. That the installer must have a one million dollar (\$1,000,000) general liability policy, proof of workers' compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property. Proof of all insurances must be included in the bid.
3. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to April 3, 2019, at 9:00 AM, but may not be withdrawn after such date and time.
4. That Dalton Public Schools 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. Dalton Public Schools reserves the right to waive any technicalities and formalities in the bidding.
5. That by submission of this bid the bidder acknowledges that Dalton Public Schools has the right to make any inquiry or investigation 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 this bid.

BIDDER:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

AFFIX CORPORATE SEAL *(If Applicable)*

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidders' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Dalton Public Schools. The bidders may be declared by the school system ineligible for further contracts with Dalton Public Schools until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of Dalton Public Schools, or any of its employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of Dalton Public Schools, or any of its employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1 percent per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
NOTARY PUBLIC



CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed name of Authorized Officer or Agent

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires:

**DALTON PUBLIC SCHOOLS**  
**Operations Department**  
**Classroom Furniture Project**

**Specifications:**

- Color photo and complete description to accompany each item bid other than example.
- URL for manufacturer website for product listed that is different from example.
- Location where sample can be viewed within 30 miles of Dalton, GA, or sample provided to Dalton Public Schools at vendor cost (and returned at vendor cost) if sample is not in use within 30 miles of 412 S. Hamilton St., Dalton, GA.
- Units shipped to be installed at City Park (CP), Dalton Middle School (DMS), Morris Innovative High School (MIHS), Park Creek (PC), Roan (ROAN), and Westwood(WW) based on the address listed with the school/facility listed on the 2019-2020 Furniture Delivery List. Furniture will be accepted no earlier than **May 28, 2019, and must be installed by August 1, 2019.**
- Price to be effective until **October 31, 2019.**
- Price quoted supersedes any other quote given to DPS to date on same items.

**ITEMS NEEDED:**

1. **HORSESHOE ACTIVITY TABLE** ( EX: FLASH FURNITURE model: XU-A6066-HRSE-RED-T-A-CAS-GG mobile Horseshoe table) Mobile 60"W x 66"L Horseshoe Shaped Activity Table **Red** Thermal Fused Laminate Top and Standard Height Adjustable Legs in 1" Increments with lockable casters, Scratch and Stain Resistant Surface, 1.125" Thermal Fused **Red Laminate Top, Black Edge Band**, 16 Gauge Tubular Steel Legs, **Black Powder Coated Upper Legs and Chrome Lower Legs, Adjustable legs, Locking Casters**, 2 Year Limited Warranty
2. **ROUND TABLE** (EX: Virco Round 4000 Series Classroom Activity Table) Activity table - Smooth laminate Banding, Leg Material: Powder-coated upper leg: BLACK, Plated lower leg: CHROME, Table Diameter: 48", Height: 22" – 30" adjustable Table Color : Gray Nebula Top/Char Black Edge minimum 10 year warranty
3. **FOLDING TABLE #1:** (EX: VIRCO 6000 series) folding table, 30" W X 72" L; ¾ particle board, melamine **WALNUT top**, T-mold **BLACK edge** band, folding **CHAR BLACK legs**, minimum 10 year warranty
4. **FOLDING TABLE #2:** (EX: VIRCO 6000 series) folding table, 30" W X 60" L; ¾ particle board, melamine **WALNUT top**, T-mold **BLACK edge** band, folding **CHAR BLACK legs**, minimum 10 year warranty

5. **MUSIC STAND** (EX: Wenger Corporation Flex Conductor's Stand, HPL # 236C011)  
Optional Baskets, Pair # 236C006, 3' TechBridge (0.9 m) # 236A003.101, Laptop mount#  
236B008, Work desk # 236A004, Cupholder # 236A007, Power strip shelf # 236A010,  
Universal tablet mount #236A013
  
6. **STUDENT CHAIR #1:** (EX: ARTCO BELL model: D10X A+ Discover Series)  
Contemporary style student chair, **18"A+ COLOR : NAVY, frame: Chrome**
  
7. **STUDENT CHAIR #2:** (EX: ARTCO BELL model: D10B Discover Series) Contemporary  
style student chair, **16" COLOR : NAVY, frame: Chrome**
  
8. **STUDENT SLED CHAIR #1:** (EX: ARTCO BELL model: D00X - A+ Discover Series)  
Contemporary style student chair, **18"A+ COLOR : NAVY, frame: Chrome**
  
9. **STUDENT SLED CHAIR #2:** (EX: ARTCO BELL model: D00X - A+ Discover Series)  
Contemporary style student chair, **18"A+ COLOR : BLACK, frame: Chrome**
  
10. **CAFÉ CHAIRS** (EX: National Public Seating's 8100 Series Poly Shell Stack Chair) – Stack  
Chairs, 18" Seat, Soft Plastic Shell Color : **BLACK**, Square tubular steel Frame: **CHROME**
  
11. **TEACHER CHAIR:** (EX: ARTCO BELL model: DP9X - A+ Discover Pedestals Swivel  
Chair) Contemporary Pedestal Swivel Chair, 17"-22" adjustable height, **5-star rolling base**,  
swivel casters, **padded seat and padded back**, black base, one piece **NAVY** shell and pads,  
minimum 10 year warranty on entire unit
  
12. **TEACHER DESK** (EX: HON Mentor Steel Double Pedestal Desk, DESK W/CENTER  
DRAWER) steel double pedestal desk with center drawer - 60WX30DX29.5H **CHROME LEG  
AND PULL**, Black steel frame with Grey Top
  
13. **BOOKCASE:** Bookcase, 2 shelves, **12"D X 36"W X 30"H**, adjustable shelves with ½' or 1'  
increments, shipped assembled, **Color: Dark Brown**, material: wood

**PLEASE LIST PRICING ON ATTACHED BID FORM BELOW**

BID FORM

Name of Company Bidding \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Please record you're pricing below:

- |                         |                      |                     |                   |
|-------------------------|----------------------|---------------------|-------------------|
| 1. Horseshoe tables     | Price per unit _____ | Quantity <u>3</u>   | Total Price _____ |
| 2. Round tables         | Price per unit _____ | Quantity <u>3</u>   | Total Price _____ |
| 3. Folding Table # 1    | Price per unit _____ | Quantity <u>10</u>  | Total Price _____ |
| 4. Folding Table # 2    | Price per unit _____ | Quantity <u>5</u>   | Total Price _____ |
| 5. Music Stand          | Price per unit _____ | Quantity <u>1</u>   | Total Price _____ |
| 6. Student Chair #1     | Price per unit _____ | Quantity <u>501</u> | Total Price _____ |
| 7. Student Chair #2     | Price per unit _____ | Quantity <u>20</u>  | Total Price _____ |
| 8. Sled Chair #1        | Price per unit _____ | Quantity <u>60</u>  | Total Price _____ |
| 9. Sled Chair #2        | Price per unit _____ | Quantity <u>32</u>  | Total Price _____ |
| 10. Café' Chair         | Price per unit _____ | Quantity <u>250</u> | Total Price _____ |
| 11. Teacher Chair       | Price per unit _____ | Quantity <u>28</u>  | Total Price _____ |
| <b>12.</b> Teacher Desk | Price per unit _____ | Quantity <u>2</u>   | Total Price _____ |
| 13. Bookcase            | Price per unit _____ | Quantity <u>6</u>   | Total Price _____ |

***NOTE: The quantity is an estimate. There could be more or less of any item listed. Also all items will be ordered by purchase order and each item will be delivered to the same address specified on the purchase order.***