



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

COLLEEN C. SELBERG
Purchasing Agent

BID #25-19

ELELMENTARY SCHOOL CLASSROOM FURNITURE South Portland School Department

Sealed bids for furnishing **Classroom Furniture** to the City of South Portland, Maine as specified in the bid specification and proposal below, will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine 04106, until **2:00 p.m., Monday, December 17, 2018** at which time, they will be publicly opened and read aloud. Proposals received after that date and time will not be considered.

Bidders should include a printed copy of this bid solicitation and a printed catalog or brochure for the furniture they are submitting. All bid sheets and catalogs/brochures should be enclosed in a sealed envelope, plainly marked "Bid #24-19 Elementary School Classroom Furniture" and shall be addressed to the Purchasing Agent at the above address. Delivery to be made upon receipt of purchase order and shall be F.O.B., South Portland School Department, 130 Wescott Road, South Portland, Maine.

All furniture offered on this bid shall be brand-new and the latest type available. If the furniture offered by a bidder under the attached specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it shall be determined by the City that these minor variations from the specifications do not prevent the furniture being bid from performing as satisfactorily or from being as good as furniture fully meeting these specifications, then these minor variations from the specifications may be waived by the City, if it deems it to be to its advantage and the furniture with the waived variations in specifications will be accepted as fully meeting these specifications.

Since a prompt delivery is required, delivery time as well as price may be a factor in determining the award of this bid.

Price shall include all shipping and/or freight charges.

It is the custom of the City of South Portland to pay its bills within 15 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes and Sales Taxes. The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. The City of South Portland reserves the right to accept a bid that is higher than the lowest cost bid received if it is determined that the accepted bid provides

greater value to the City in terms of the specifications of the furniture bid, warranty offered, additional features or options included, etc. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Questions regarding this bid should be directed to Tony Lombardo, Director of Buildings and Grounds at 207-871-0555 Ext. 3016 or cell #207- 415-3931.

**ELEMENTARY SCHOOL CLASSROOM FURNITURE
 BID SPECIFICATION**

CATEGORY	MINIMUM HEIGHT	MINIMUM DEPTH	MINIMUM WIDTH	WARRANTY	QUANTITY
Cantilever School Chairs (<i>Preschool and Kindegarden</i>)	12"		16 ¾"	10 YEAR	100
Cantilever School Chairs (<i>1st through 3rd Grade</i>)	14"		16 ¾"	10 YEAR	200
Cantilever School Chairs (<i>4th through 5th Grade</i>)	16"		19"	10 YEAR	125
	MINIMUM HEIGHT	MINIMUM LENGTH	MINIMUM WIDHT		
School Classroom Activity Table	19" to 30" Adjustable	48"	30"	10 YEAR	30

Cantilever Chairs

- Frame Material Steel w/Chrome finish
- Seat Material Durable Polypropylene Plastic
- Greenguard Certified
- Standard colors
- Caster/Glides: Nylon swivel glides

School Classroom Activity Table

- Laminate Top with particle board core
- Edge Band: PET Thermoplastic
- Standard colors
- Caster/Glides: Nylon swivel glides
- Greenguard Certified
- Frame Material: 16 gauge steel w/ 14 gauge lower leg
- Adjustable in 1" increments
- Frame Finish: Powder coated black upper legs and chrome inserts

**ELEMENTARY SCHOOL CLASSROOM FURNITURE
BID SPECIFICATION
PROPOSAL SHEET**

(to be submitted to Purchasing Agent)

The UNDERSIGNED hereby proposes to **furnish elementary classroom furniture** to the South Portland School Department, F.O.B., 130 Wescott Road, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

BID NUMBER (e.g., 1, 2, etc.) _____

- Cantilever Classroom Chair (*Pre-School To Kindegarden*) _____
- Cantilever Classroom Chair (*1st Grade to 3rd Grade*) _____
- Cantilever Classroom Chair (*4th Grade to 5th Grade*) _____
- School Classroom Activity Table (*Adjustable Height*) _____

TOTAL BID PRICE _____

Signed: _____ (Corporation, Firm or Company)

By: _____ (Officer, Authorized Individual or Owner)

Title: _____

Mailing Address (including Zip Code):

Date: _____

Telephone: _____

Email: _____