

Bid Package

OFFICE FURNITURE

for

Capital School District

Maintenance Facility



CAPITAL SCHOOL DISTRICT



ARCHITECTURE
ENGINEERING

Becker Morgan Group, Inc. Project Number: 2010053.03

Kent County, Delaware
309 S. Governors Ave
Dover, DE 19904

June 27, 2011

TABLE OF CONTENTS

Invitation to Bid	Page 2 - 3
Special Instruction to Bidders	Page 4 - 6
Supplemental General Conditions	Page 7 - 8
Bid Specifications.....	Page 9 - 16
Bid Sheets.....	Page 17 – 19
Substitution Information Form.....	Page 20
Non- Collusion Statement	Page 21

INVITATION TO BIDDERS

Sealed bids for office furniture for the New Construction of the Capital School District Maintenance Facility will be received by the Capital School District until 3:30 pm local time on Tuesday, July 26, 2011, in the Conference Room at the Capital School District Office, 945 Forest Street, Dover, Delaware 19901, at which time they will be publicly opened. A Delaware Business License is required for both contractors and subcontractors at the time of bid as outlined in Chapter 25, Section 2502(a), Delaware Code. Minority business entrepreneurs are encouraged to respond to this Invitation to Bid.

Contract documents are on file at the offices of Becker Morgan Group Inc, 309 South Governors Avenue, Dover, Delaware 19904, and 312 West Main Street, Suite 300, Salisbury, Maryland 21801; and Capital School District Office, 945 Forest Street, Dover, Delaware 19901. Copies of documents will be available on or after June 24, 2011.

Contract documents are available through the Architect's printer at cost, non-refundable. Purchaser must select sheets. Sets may be obtained through DiCarlo Precision Instruments, 2006 Northwood Drive, Salisbury, Maryland 21801, (410-749-0112 / fax 410-749-9323) or Reprographics Center, Inc. (RCI), 298 Churchmans Road, New Castle, DE 19720, (302-328-5019 / fax 302-328-5067). **ALL BIDDERS MUST NOTIFY THE PRINTER OF THEIR INTEREST IN ORDER TO RECEIVE ANY ADDENDA.** It is recommended that all bidders and subcontractors purchase full sets. Owner and Architect are not responsible for bidders and/or subcontractors not obtaining the information provided through the full set of contract documents.

A mandatory pre-bid meeting for all furniture contractors will be held at 3:30 pm local time on Monday, July 11, 2011 at 3:30 pm local time, in the Conference Room at the Capital School District Office, 945 Forest Street, Dover, Delaware 19901. Any questions regarding the bid package may be discussed at the pre-bid meeting or must be submitted to the architect in writing on company letter head no later than 3:30 pm on Thursday, July 21, 2011. Inquiries delivered via email must be addressed to acamper@beckermorgan.com as a portable document format (PDF) attachment which includes company letterhead.

Each bidder shall deposit with his proposal a Bid Bond in the amount of Ten Percent (10%) of the Base Bid. The form of the Bid Bond shall be AIA Document A-310 Bid Bond - 2010 edition or equivalent. A Performance Bond and Labor and Material Payment Bond in the full amount of the contract award shall be provided by the successful bidder prior to the execution of the contract.

The bid and any other documents required to be submitted with the bid shall be enclosed in a sealed opaque envelope clearly identified with the project name.

No bidder may withdraw their bid within sixty (60) days after the date and time of bid opening. The Capital School District may extend the time and place for the opening of bids by facsimile notification to those general contractor bidders who obtained copies of the plans and specifications.

The Capital School District reserves the right to reject any and all bids and/or waive any informality or irregularities as it may deem best for its interest.

By order of Capital School District, Michael D. Thomas, Superintendent of Schools.

END OF INVITATION TO BIDDERS

DATE DUE: _____

TO ALL BIDDERS:
INVITATION TO BID, GENERAL STIPULATIONS AND INFORMATION FOR BIDDERS

The Board of Education will receive sealed proposals until 3:30 on Tuesday, July 26, 2011 for:

OFFICE FURNITURE
for
CAPITAL SCHOOL DISTRICT MAINTENANCE FACILITY

Bids must be delivered to Capital School District Offices, 945 Forest Street, Dover, Delaware 19901 where they will be opened and publicly read at the above stated time. Bids must be delivered in sealed envelopes and be clearly marked on the outside.

Bids must be mailed by SPECIAL DELIVERY MAIL or delivered by HAND-DELIVERY

SPECIAL INSTRUCTIONS

AGENCY

This bid is to be applicable to the Capital School District.

ALTERNATE BIDS/SUBSTITUTIONS

Bidders wishing to submit substitutions for any item may submit proposed substitutions in writing to the architect up to the bid opening or included with their bid. All proposed substitutions must, at a minimum, include the following for thorough evaluation:

1. Written statement of product specifications including but not limited to:
 - a. Manufacturer
 - b. Model number
 - c. Product cut sheet with graphic representation
 - d. Available colors and/or finishes
 - e. Dimensions
2. Warranty Information

The architect's decision for approval or disapproval of a substitution shall be final. Substitutions submitted with the bid package without prior approval will be considered in the total value of the bid package.

INTERPRETATION OR CLARIFICATION

The bidder shall bring any errors, inconsistencies, or ambiguities discovered within the bid documents or drawings to the attention of the Architect in writing a minimum of three (3) calendar days prior to the bid opening. Any corrections and/or clarifications will be made by addendum.

QUANTITIES

Quantities listed in this proposal are the anticipated needs that have been submitted by the school for this contract. Except where budget constraints would prohibit ordering those quantities, the quantities stated are the minimum amounts. The right to increase quantities is reserved and the contract shall be for the quantities actually ordered during the contract period.

CAUTION

Each item on the bid response form makes reference to the appropriate code number in the specification file. The response form may not follow the specification file in exact sequence thus be extremely careful when completing your bid document.

SUBMISSION OF BIDS

Bidder assumes full responsibility for delivery of sealed bid documents to the District at the proper location prior to the bid opening. Bidders must include the following with their bid responses:

- Completed bid sheets **including** lead times and warranty term

SPECIAL INSTRUCTIONS (CONTINUED)

- Acknowledgement of all issued addenda including addenda approving any proposed substitutions included in bid
- List of any sub-contractors/vendors including installers
- Completed Non-Collusion Statement
- Proof of Liability Insurance
- Bid Bond

BID DEPOSITS

All bids shall be accompanied with a secured bid deposit in the amount of ten percent (10%) of your total bid, if the total bid is \$10,000 or more.

PERFORMANCE BOND

A one hundred percent (100%) performance bond is required for all awards of \$10,000 and over.

FORMAL CONTRACT (GENERAL INSTRUCTIONS TO BIDDERS)

The waiver of a Formal Contract for all purchases of less than \$5,000 is hereby modified; a Formal Contract will not be required for all awards of less than \$10,000.

BID OPENING / TABULATION

Only the names of the bidders will be disclosed at the opening. Bid tabulations will be available after action by the Capital School District Board of Education.

BASIS OF AWARD

The Capital School District reserves the right to split the award of this contract to multiple vendors if it is in the best interest of the District to do so.

NOTE: The following conditions shall factor into the final award.

LEAD TIMES

For each item, bidders must indicate the delivery lead time A.R.O.

MULTIPLE BIDS

Only one bid may be submitted for each item. Bids will be rejected where there are multiple offers.

DETERMINATION OF GRADE OR QUALITY

The District reserves the right to award an item to other than the lowest proposal if, in its judgment, there is sufficient reason to believe that another item is a better grade, quality or

SPECIAL INSTRUCTIONS (CONTINUED)

that it will better serve the interests of the District, whether based on product samples objective test, subjective test, or experience.

DELIVERY

F.O.B. Delivered – Capital School District, Maintenance Facility, 129 Commerce Way, Dover, Delaware 19901

The successful vendor(s) shall coordinate delivery with the Business Manager, Sean Sokolowski, telephone number 302-672-1512. It is intended that all FF&E be delivered between September 12, 2011 and September 15, 2011. The exact window of delivery will be determined by the District. The District will advise the vendor two weeks before the required delivery date. No FF&E will be delivered unless specifically ordered and authorized by the District with this two week prior notice.

INSTALLATION

The successful vendor(s) shall be responsible for complete delivery, disposal of packing materials, assembly and set-up of all items awarded.

CONTRACT PERIOD

Vendors may extend their prices for a longer period by indicating on the bid proposal form. Quantity discount prices and stated unit prices shall be valid until November 2011.

SUPPLEMENTAL GENERAL CONDITIONS

DEFINITIONS:

School district: Capital School District

Facility: Maintenance Facility

Vendor: Shall mean the contracted furniture dealer (and his subcontractors) providing the work required under the Contract.

"Provide": The use of the words "provide" or "provided" in connection with any item specified is intended to mean, unless otherwise noted such items shall be furnished and installed and connected where so required.

"Installed": The use of the term "installed" shall indicate that articles of FF&E are to be placed in fully working and usable order in the exact location as indicated on the coded and approved FURNITURE PLANS. "Installed" also implies that FF&E items will be properly adjusted, leveled, if required, to the particular individual requirements.

School District changes during proposed period prior to awarding of any contract: the School District reserves the right to make changes in the specifications or work to be included by the issuance of an Addendum which shall be included in the work covered by the Bid Package and which will become part of the contract.

Any Addenda issued prior to the opening of proposals for the purpose of changing the intent or the specifications or drawings or to clarify the meaning of the same shall be binding in the same way as if written in the specifications.

Discrepancies: Successful vendor shall notify the School District immediately of any discrepancies between drawings, specification's dimensions, field conditions, and manufacturer's specifications before ordering any items and request clarification.

Electronic

Media: The successful vendor may request electronic drawings from the Architect for execution of the furniture contract under the conditions of the Architect's release of electronic media agreement.

Schedules: At the commencement of this project, the vendor shall provide the owner and Architect with a schedule indicating projected manufacturer ship dates, order acknowledgements and any other documentation indicating shipping dates and schedules. In reasonable time prior to delivery, the vendor and owner shall agree upon a schedule for access to the unloading facilities, elevator, and building for delivery and installation. The vendor shall provide written updates on a monthly basis detailing the status of the delivery and installation schedule. Any delays reported by a manufacturer due to any specified item, C.O.M., etc., which the manufacturer states is out of stock, discontinued or would otherwise affect the initially agreed-upon schedule in any way shall be brought to the attention of the Architect and owner immediately.

Field

Verification: Prior to delivery of furniture, the vendor shall inspect the project premises and verify status of the building and site construction is suitable for delivery and installation. The vendor shall determine and coordinate with the owner best access for delivery trucks, unloading and staging. Any conditions the vendor finds that would impede on the ability of the vendor to perform the work shall be brought to the attention of the owner.

The vendor shall field verify measurements of any locations as noted on the contract drawings.

Superintendent: The vendor shall at all times while performing work on the project premises have a project superintendent on site to represent the vendor and coordinate the work with the owner and Architect as necessary. The superintendent is also responsible for supervision of vendor's employees and other persons contracted to carry out the work. The superintendent shall maintain a safe working environment.

Installation: The successful vendor in entering, passing through, or working in any space of the building in the performance of the work shall at all times furnish and maintain proper protection for the floors, ceilings, walls, fixtures, equipment or any other property of the School District. Vendor will see that all items, whose dimensions may require careful maneuvering through doorways, corridors, etc., will be properly padded in advance to reduce the hazard of marring and scratching either the premises or the items being installed.

Vendors shall provide and install all furniture, furnishings and equipment in accordance with the furniture location plans prepared by the School District and the Architect. The School District will have a representative, and the Architect, to guide and make decisions in the event that questions arise. A pre-installation coordination meeting will take place between the vendor/vendors, Architect and the School District prior to installation dates.

Vendors shall be solely responsible for the removal and proper disposal of all packaging materials from the job site on the same work day of unpacking.

BID SPECIFICATIONS FOR CAPITAL SCHOOL DISTRICT MIANTENANCE FACILITY

1. CH-01-A to be Steelcase Amia or approved equal. Chair base shall be a five-point base with 2½" dual-wheel hard casters for carpeted areas. Chair shall feature multiple ergonomic functions to include: seat height adjustment, seat depth adjustment, flexible seat edge, live lumbar, lumbar height adjustment, back tension, and back lock. Arms shall be black plastic with soft cap and also have ergonomic adjustments to include height, width, depth and pivot adjustments. Chair seat shall have grade 3 or higher upholstery. Chair back shall be mesh-knit fabric. Chair frame shall be black. Overall dimensions are as follows: 21 ¾" to 24 ¾" adjustable depth x 26 5/8" width x 37 ¼" to 42 ½" adjustable height.
2. CH-01-B to be Steelcase Amia or approved equal. Chair base shall be a five-point base with 2½" dual-wheel soft casters for hard surfaces. Chair shall feature multiple ergonomic functions to include: seat height adjustment, seat depth adjustment, flexible seat edge, live lumbar, lumbar height adjustment, back tension, and back lock. Arms shall be black plastic with soft cap and also have ergonomic adjustments to include height, width, depth and pivot adjustments. Chair seat shall have grade 3 or higher upholstery. Chair back shall be mesh-knit fabric. Chair frame shall be black. Overall dimensions are as follows: 21 ¾" to 24 ¾" adjustable depth x 26 5/8" width x 37 ¼" to 42 ½" adjustable height.
3. CH-02 to be Steelcase Reply or approved equal. Chair base shall be a five-point base with 2½" dual-wheel hard casters for carpeted areas. Chair shall feature ergonomic functions to include: 5" pneumatic seat height adjustment, minimum 1 ½" seat depth adjustment, lumbar height adjustment, tilt tension and back lock. Arms shall be black plastic with soft cap with height adjustment only. Chair seat shall have grade 3 or higher upholstery. Chair back shall be mesh-knit fabric. Upholstery patterns and colors to be selected from manufacturer's standard offering. Chair frame shall be black. Overall dimensions are as follows: 24" to 25" adjustable depth x 25 3/4" width x 37 ¾" to 42 ¾" adjustable height.
4. CH-03 to be KI Strive Stacking multi-purpose chair or approved equal. Chair shall have sled base constructed of solid steel rod finished with electrostatically applied epoxy. Shell shall be injection molded polypropylene back and seat constructed as one piece. Back shall be flexible in the lumbar region for comfort. Back shall feature an integral handle for ease of lifting. Color shall be selected from manufacturer's full range. Dimensions are as follows: 19 ½" overall width, 22 ¼" overall depth, 32 ½" overall height with a seat height of 17 ½".
5. CH-04 to be to be Sit-On-It TR2 Executive Basic Task chair (40TE) or approved equal. Chair shall have 5-point polished aluminum base with hooded casters. Features shall include pneumatic lift, tension control, and tilt lock. Arm shall be loop style with soft urethane finish. Chair shell shall be hard plastic with upholstered seat and back. Upholstery fabric shall be 100% polyurethane. Fabric performance shall meet or exceed the following standards: 100,000+ cycles using Martindale method; Class 1 California Technical Bulletin #117 Section E for flammability and NFPA 260. Basis of design fabric Maharam Wafer 465330. Chair shall have a 300 lb. rating. Dimensions are as follows: 26" overall width, 26" overall depth, 36" overall height, 20" seat width, 18" seat depth, 16 ½" – 21" adjustable seat height, 18" back width, 19 ½" back height.
6. CH-05 to be Lyon Work Space Products Stool with Steel Seat (Cat. No. 1900) or approved equal. Stool legs shall be 14-gauge all steel construction welded to seat at 3 points on each leg. A steel foot shall be arc welded at the bottom of each of the 4 legs. Legs shall taper out to ensure against tipping and have pre-punched holes to accept channel leg extensions. Stool

shall feature a channel braced foot rest constructed of 18-gauge steel welded into place. Seat shall be constructed of 18 gauge steel with a perforated seat and rounded edges and corners. Seat shall be 14" x 14" square with corners flanged down not less than 1 ½". Stool shall be rated for 350 pound static load. Color shall be Dove Gray. Seat height shall be 30".

7. CH-06 to be Global Total Office File Buddy 1105 or approved equal. Stool shall feature 5-star black resin base with casters. Seat shall swivel and have pneumatic height adjustment. Seat shall be upholstered in black leatherite. Overall dimensions are as follows: 14" wide, 14" deep, 16 ½" – 21 ½" high.
8. CH-07 to be KI Strive Stacking Multi-purpose chair or approved equal. Chair shall have sled base constructed of solid steel rod finished with electrostatically applied epoxy. Shell shall be injection molded polypropylene back and seat. Back shall be flexible in the lumbar region for comfort. Back shall feature an integral handle for ease of lifting. Seat shall feature upholstered cushion finished with minimum grade 3 fabric. Color shall be selected from manufacturer's full range. Dimensions are as follows: 19 ½" overall width, 22 ¼" overall depth, 32 ½" overall height with a seat height of 17 ½".
9. DK-01 to be configured using KI Workzone Series components or approved equal. Refer to furniture plans for configuration and locations. General configuration includes a desk featuring a curvilinear contour on user side with box/box pedestal, a corner unit worksurface and return with 2-high lateral file. Surface supports/legs shall not interfere with knee space, especially at the corner unit. Layout includes both right and left handed desks, refer to plan for quantity and locations. Frame shall be constructed of heavy-gauge, seam-welded, powder-coat finished tubular steel. Worksurface shall be 1-1/4" thick high pressure laminate top with phenolic backer sheet over a particle board core. Edge treatment shall be vinyl t-mold edge. Worksurface shall have grommets and horizontal wire management troughs. All tops shall be pre-drilled for mounting of end panels, modesty panels, wire management channels and connectors. End panels shall feature full leg end panel to completely enclose the end of the desk. Intermediate supports under the work surface shall allow clearance for knee space, especially at desk corner. Full height modesty panels shall only be provided on exposed faces of desks. Desk components that are placed against a wall as indicated on the furniture plan shall have a beam frame support that does not limit access to electrical and data outlets. Pedestals shall be constructed of steel. Box drawers shall be 6" tall and file drawers shall be 12" tall. Box/Box/File shall be 15" wide. Lateral file shall be 2-drawer high, 30" wide and feature file hanging bars. Drawers shall operate on full extension ball bearing slides. Locks shall be provided and desk components shall be keyed alike. Floor supporting pedestal shall have four glides, adjustable from the outside of the cabinet. Metal, laminate, and vinyl edge to be selected from manufacturer's full range of colors and patterns. Overall dimensions for the desk used as basis of design are as follows: Desk: 24" d x 60" w x 29" h; Corner: 42" w x 36" d x 29" h; Return: 30" d x 48" w x 29" h. Overall footprint: 8'6" x 7'0".
10. DK-02 to be configured using KI Workzone Series components or approved equal. Refer to furniture plans for configuration and locations. General configuration includes a desk with box/box pedestal, a corner unit worksurface, a return with 2-high lateral file and an overhead storage unit mounted to the wall above the return. Surface supports/legs shall not interfere with knee space, especially at the corner unit. Frame shall be constructed of heavy-gauge, seam-welded, powder-coat finished tubular steel. Worksurface shall be 1-1/4" thick high pressure laminate top with phenolic backer sheet over a particle board core. Edge treatment shall be vinyl t-mold edge. All tops shall be pre-drilled for mounting of end panels, modesty panels, wire management channels and connectors. Worksurface shall have grommets and

horizontal wire management troughs. End panels shall feature full leg end panel to completely enclose the end of the desk. Intermediate supports under the work surface shall allow clearance for knee space, especially at desk corner. Modesty panels shall only be provided on exposed faces of desks. Desk components that are placed against a wall as indicated on the furniture plan shall have a beam frame support that does not limit access to electrical and data outlets. Pedestals shall be constructed of steel. Box drawers shall be 6" tall and file drawers shall be 12" tall. Box/Box/File shall be 15" wide. Lateral file shall be 2-drawer high, 30" wide and feature file hanging bars. Drawers shall operate on full extension ball bearing slides. Overhead storage shall be mounted to the wall above the return. Overhead shall feature sliding doors and accommodate standard sized binders when closed. Dimensions of overhead bin shall be 54" W x 14" D x 14 1/2" H. Locks shall be provided for all storage units and shall be keyed alike. Floor supporting pedestal shall have four glides, adjustable from the outside of the cabinet. Metal, laminate, and vinyl edge to be selected from manufacturer's full range of colors and patterns. Overall dimensions for the desk used as basis of design are as follows: Desk: 24" d x 36" w x 29" h; Corner: 42" w x 36" d x 29" h; Return: 30" d x 60" w x 29" h. Overall footprint: 6'6" x 8'0".

11. DK-03 to be configured using KI Workzone Series components or approved equal. Refer to furniture plans for configuration and locations. General configuration includes a desk with box/box pedestal, corner unit worksurface and return with lateral file. Surface supports shall not interfere with knee space, especially at the corner unit. Frame shall be constructed of heavy-gauge, seam-welded, powder-coat finished tubular steel. Worksurface shall be 1-1/4" thick high pressure laminate top with phenolic backer sheet over a particle board core. Edge treatment shall be vinyl t-mold edge. All tops shall be pre-drilled for mounting of end panels, modesty panels, wire management channels and connectors. Worksurface shall have grommets and horizontal wire management troughs. End panels shall feature full leg end panel to completely enclose the end of the desk. Intermediate supports under the work surface shall allow clearance for knee space, especially at desk corner. Modesty panels shall only be provided on exposed faces of desks. Desk components that are placed against a wall as indicated on the furniture plan shall have a beam frame support that does not limit access to electrical and data outlets. Pedestals shall be constructed of steel. Box drawers shall be 6" tall and file drawers shall be 12" tall. Box/Box/File shall be 15" wide. Lateral file shall be 2-drawer high, 30" wide and feature file hanging bars. Drawers shall operate on full extension ball bearing slides. Locks shall be provided and each desk configuration shall be keyed alike. Floor supporting pedestal shall have four glides, adjustable from the outside of the cabinet. Metal, laminate, and vinyl edge to be selected from manufacturer's full range of colors and patterns. Overall dimensions for the desk used as basis of design are as follows: Desk: 24" d x 36" w x 29" h; Corner: 42" w x 36" d x 29" h; Return: 30" d x 60" w x 29" h. Overall footprint: 6'6" x 8'0".
12. DK-04 to be to be Sandusky Lee 600 Series Double Pedestal Steel Desk or approved equal. Legs shall be constructed of 1" square tubular steel legs with leveling glides. Frame shall be heavy-duty steel with powder coated finish in manufacturer's black color. Worksurface shall be 45 lb. particle board surfaced with high-pressure plastic laminate and vinyl edge banding. Edges shall be rounded. Work surface shall be finished with manufacturer's Grey Nebula color. Desk shall feature two (2) box/file pedestals on either side of the desk with a center pencil drawer. File and letter drawer have full extension, ball bearing drawer slides and lock together with a single lock mechanism located on the pedestal frame above the drawers. Dimensions are as follows: 30" D x 60" W x 29" H.
13. TB-01 to be KI Enlite Table or approved equal. Table base shall be welded constructed of 1" diameter 16-gauge steel tubing and 7/16" diameter steel wire with powder coated finish. Base

shall feature durable molded nylon casters appropriate for use on hard surfaces with two locking casters per table. Top shall be constructed with 1 1/8" thick 45# density particle board. The core shall have balanced construction with high pressure laminate top. Table assembly must be able to support up to 200 lbs. Top shall be rectangular 24"x48". Finishes shall be selected from manufacturers full range. Overall dimensions are as follows: 48" W x 24" D x 29" H.

14. TB-02 to be KI Portico fixed leg rectangular table or approved equal. Table base shall feature two (2) fixed "T" style legs constructed of 14-gauge tubular steel. Foot tube shall be constructed of 16-gauge steel with plastic end caps secured via a forced fit and adjustable nylon glides secured to the foot tube with threaded hole. The leg and foot joints shall be silver brazed using a 505 alloy resulting in a strong and smooth finish appearance. Table top shall be constructed of 1 1/8" thick high density particle board with high pressure laminate top and phenolic backing sheet. Top shall be predrilled to accept base. Edge treatment shall be a vinyl bullnose t-mold pressed into particle board edge and spot nailed from underside of table. Table assembly must be able to support up to 300 lbs. Overall dimensions are as follows: 30" D x 72" W x 29" H.
15. TB-03 to be KI Portico fixed leg rectangular table or approved equal. Table base shall feature two (2) fixed "T" style legs constructed of 14-gauge tubular steel. Foot tube shall be constructed of 16-gauge steel with plastic end caps secured via a forced fit and adjustable nylon glides secured to the foot tube with threaded hole. The leg and foot joints shall be silver brazed using a 505 alloy resulting in a strong and smooth finish appearance. Table top shall be constructed of 1 1/8" thick high density particle board with high pressure laminate top and phenolic backing sheet. Top shall be predrilled to accept base. Edge treatment shall be a vinyl bullnose t-mold pressed into particle board edge and spot nailed from underside of table. Table assembly must be able to support up to 250 lbs. Overall dimensions are as follows: 24" D x 60" W x 29" H.
16. TB-04 to be KI Workzone 30x72 Table or approved equal. Table supports shall be streamlined legs constructed of 16-gauge, seam-welded, powder-coat finished tubular steel. Legs shall feature adjustable glides. The legs shall allow clearance for knee space where worksurfaces join especially at corner units. Work surfaces shall be 1 1/4" thick high-density particle board with high pressure laminate finish and phenolic backing to be selected from manufacturer's full range. Edges shall be vinyl t-molding pressed into the particle board edge and spot nailed from underside of worksurface. Work surface shall feature two grommets located remotely along the rear edge of the surface. Wire management troughs shall be located below the worksurface and open to the user side of the table. Modesty panels are not preferred. Some worksurfaces may have to be field cut to coordinate with architectural conditions, Refer to furniture plans for configuration and locations. Overall dimensions are as follows: 30" D x 72" W x 29".
17. TB-05 to be KI Workzone 30x60 Table or approved equal. Table supports shall be streamlined legs constructed of 16-gauge, seam-welded, powder-coat finished tubular steel. Legs shall feature adjustable glides. The legs shall allow clearance for knee space where worksurfaces join. especially at corner units. Work surfaces shall be 1 1/4" thick high-density particle board with high pressure laminate finish and phenolic backing to be selected from manufacturer's full range. Edges shall be vinyl T-mold pressed into the particle board edge and spot nailed from underside of worksurface. Work surface shall feature two grommets located remotely along the rear edge of the surface. Wire management troughs shall be located below the

worksurface and open to the user side of the table. Modesty panels are not preferred. Overall dimensions are as follows: 30" D x 60" W x 29".

18. TB-06 to be KI Workzone Corner Transitional Worksurface or approved equal. Worksurface shall be supported by attaching to fixed, adjacent surfaces. A 7/8" square tubular corner support leg and modesty panels or other structural members shall be provided and attached in the field to coordinate with architectural conditions. Work surfaces shall be 1 1/4" thick high-density particle board with high pressure laminate finish and phenolic backing to be selected from manufacturer's full range. Exposed edges shall be vinyl T-mold pressed into the particle board edge and spot nailed from underside of worksurface. Work surface shall feature two grommets located centered along the rear edge of the surface. Some worksurfaces may have to be field cut to coordinate with architectural conditions, Refer to furniture plans for configuration and locations. Overall dimensions are as follows: 30" D x 48" W x 29".
19. TB-07 to be Global Total Office Laminate Boat Top, Arch Base Conference Table (GCT10WBABN) or approved equal. Table top shall be 1 1/8" thick, 45lb. density particle board covered on both sides with high performance thermally fused laminate. Tops shall be premarked to be attached to bases on site using slot and hook assembly. Edge treatment shall be t-mold edge. Laminate finish shall be selected from manufacturer's full range and t-mold edge shall match laminate selection. Overall dimensions are as follows: 48" W x 120" L x 29" H.
20. TB-08 to be Artco Bell 48" Round Activity table or approved equal. Table legs shall be 1 1/8" 18-gauge continuous seam welded tubing with chrome plated adjustable insert of 18-gauge tubing. The upper portion of the legs shall be permanently welded to a 13-gauge triangular plate 9 1/4" x 7" and further reinforced with a solid #4 wire "v" shaped brace permanently attached to the leg and receiving plate by welding. Factory installed die formed steel quickset receiver plate shall permit the attachment of leg with one screw. Stretcher bar shall be 16-gauge 1" x 1" tube permanently attached to the underside of the top equidistant from the sides and running lengthwise of the tabletop. Metal legs shall be cleaned, phosphate coated then electrostatically sprayed with black powder coated finish. Legs shall have 1" diameter platform style glide. Glide shall be rubber cushioned, self-leveling and fully nickel plated with nylon base. Ferrule or collar glides are unacceptable. Worksurface shall be solid core 1 1/8" 45-lb. particle board finished with high pressure laminate and backer sheet for balanced construction. Laminate shall be manufacturer's Fusion Maple color. Table edge shall be finished with T-mold knife edge black vinyl banding not less than 5/16" thickness, oval design with a smooth surface. Edge banding tongue shall be spot nailed from the bottom. Dimensions are as follows: 48" round, 22"-29" adjustable height.
21. TB-09 shall be Mayline Drawing Table Ranger Steel Four-Post Table Model Number 7736 or approved equal. Drawing board shall have tilt adjustment of 50° from horizontal minimum and feature steel end cleats and a paper apron. Base shall be 4-post configuration constructed of welded steel. Overall dimensions are as follows: 60" W x 37 1/2" D x 37" H (when drawing board is flat).
22. TB-10 to be Tennsco Flare Leg Work Table or approved equal. Base shall be constructed from 13-gauge steel with 14-gauge cross members and feature flared legs for additional stability. Table shall feature storage shelf below work surface. Top shall be laminated solid maple butcher block construction. Surface and edges shall be sanded smooth. Table assembly must be able to support 125 lbs per sq. ft when evenly distributed. Overall dimensions are as follows: 30" D x 72" W x 29" H.

23. TB-11 to be Tennsco Flare Leg Work Table or approved equal. Base shall be constructed from 13-gauge steel with 14-gauge cross members and feature flared legs for additional stability. Table shall feature storage shelf below work surface. Top shall be high pressure laminate with particle board core. Edges shall be self edged. Table assembly must be able to support 125 lbs per sq. ft. when evenly distributed. Overall dimensions are as follows: 30" D x 72" W x 29" H.
24. TB-12 to be Tennsco Adjustable Leg Work Table or approved equal. Base shall be constructed from 13-gauge steel with 14-gauge cross members and feature adjustable legs. Table shall also feature casters for mobility. All four casters shall be locking. Top shall be laminated solid maple butcher block construction. Surface and edges shall be sanded smooth. Table assembly must be able to support 150 lbs per sq. ft. when evenly distributed. Overall dimensions are as follows: 30" D x 72" W x 29" H.
25. FL-01-A to be Sandusky Lee 5-high Flat File or approved equal. File chassis to be constructed out of heavy duty, welded steel. Drawers shall glide easily on ball bearing rollers. Drawers shall feature paper weights at the front and hoods at the back of each drawer to keep drawings from curling. Overall dimensions are as follows: 53 $\frac{3}{4}$ " W x 41 $\frac{5}{16}$ " D x 16 $\frac{1}{8}$ " H.
26. FL-01-B to be Sandusky Lee Closed base for Flat Files or approved equal to coordinate with FL-01-A. Overall dimensions are as follows: 55 $\frac{3}{4}$ " W x 41 $\frac{3}{8}$ " D x 6" H.
27. FL-02 to be KI 700 Series 2-high Lateral File Cabinet or approved equal. File shall be constructed of 18- and 20-gauge steel. Uprights and top and bottom reinforcements shall be welded into a rigid box frame. Back and top shall be seamless with reinforced corners. Drawer fronts and shelf body shall be constructed of 20-gauge steel. Drawer glides shall feature heavy duty three section ball bearing suspensions. Each drawer shall have folder bars. File shall feature adjustable glides. Finish shall be selected from manufacturer's full range. Overall dimensions are as follows: 30" W x 18" D x 27" H.
28. FL-03 to be KI 700 Series 3-high Lateral File Cabinet or approved equal. File shall be constructed of 18- and 20-gauge steel. Uprights and top and bottom reinforcements shall be welded into a rigid box frame. Back and top shall be seamless with reinforced corners. Drawer fronts and shelf body shall be constructed of 20-gauge steel. Drawer glides shall feature heavy duty three section ball bearing suspensions. Each drawer shall have folder bars. File shall feature adjustable glides. Finish shall be selected from manufacturer's full range. Overall dimensions are as follows: 36" W x 18" D x 39 $\frac{1}{4}$ " H.
29. FL-04 to be KI 700 Series 5-high Lateral File Cabinet or approved equal. File shall be constructed of 18- and 20-gauge steel. Uprights and top and bottom reinforcements shall be welded into a rigid box frame. Back and top shall be seamless with reinforced corners. Drawer fronts and shelf body shall be constructed of 20-gauge steel. Drawer glides shall feature heavy duty three section ball bearing suspensions. Top drawer shall have receding door and roll out shelf. Each drawer shall have folder bars. File shall feature adjustable glides. File shall have counterbalance weights for use in free standing units. Finish shall be selected from manufacturer's full range. Overall dimensions are as follows: 36" W x 18" D x 59 $\frac{5}{32}$ " H.
30. FL-05 to be KI File Topper Work Surface or approved equal to coordinate with FL-03. Laminate top shall be allow $\frac{1}{16}$ " overhang on all sides. Refer to furniture plans for configuration and locations. Surface shall be particle board core with high pressure laminate top and self edge to be selected from manufacturer's full range. Overall dimensions are as follows: 108" W x 18" D x 1 $\frac{1}{4}$ " H.

31. FL-06 to be KI 2-high Bookcase or approved equal. Shell shall be constructed from 18-gauge and 20-gauge steel with reinforced corners and seamless back. Shelves shall be constructed of 22-gauge steel formed with 7/8" lip for reinforcement. Bookcases shall have four (4) adjustable glides providing adjustment from the outside of the bookcase. Shelves shall accommodate standard three-ring binders and be adjustable on 1" increments. Finish shall be powder-coated and selected from manufacturer's full range. Overall dimensions are as follows: 36" W x 15" D x 24" H.
32. PD-01 to be Balt Scamp Speaker Stand/Laptop Stand or approved equal. Stand shall consist of a desk top with wrist support, metal base and casters. Desk top shall be adjustable from 30° to -25°. Stand shall be constructed of steel and feature a height adjustment from 27" – 43" tall. Casters shall be 2" diameter hard plastic. Overall dimensions are as follows: 24"W x 20"D x 27" to 43" tall.
33. ST-01 to be Gorilla Rack 5-Shelf Storage Rack or approved equal. Frame shall be constructed of heavy-gauge steel and feature a boltless assembly design. Shelves shall be solid laminated particle board to resist moisture and most common liquids. Weight capacity shall be a minimum of 500lbs per shelf. Frame shall have a corrosion resistant powder coated finish. Overall dimensions are as follows: 45" W x 18" D x 72" H.
34. ST-02 to be Sandusky Lee Paint and Ink Fire Proof Storage Cabinet or approved equal. Cabinet shall be feature 18-gauge double wall welded steel construction with a 1 ½" air space in cavity. Cabinet shall vent using dual 2" capped vents with flash arrestors. Cabinet door shall feature a sill no less than 2" to contain spills. Door shall have locking handle with 3-point latch. Cabinet shall include five (5) adjustable galvanized metal shelves with a capacity of 500 lbs each. Construction shall meet NFPA Code 30 and OSHA Standard 1910.106 for storage of Class I, II, and III liquids. Overall dimensions are as follows: 48" w x 18" D x 65" H.
35. ST-03 to be Penco Rivet Rite Double Rivet Boltless Shelving or approved equal. Frame shall be constructed of heavy-gauge steel and feature a boltless assembly design. Shelves shall be laminated to resist moisture and most common liquids. Weight capacity shall be a minimum of 500lbs per shelf. Frame shall have a corrosion resistant powder coated finish. Overall dimensions are as follows: 60" W x 36" D x 84" H.
36. ST-04 to be Penco Rivet Rite Double Rivet Boltless Shelving or approved equal. Frame shall be constructed of heavy-gauge steel and feature a boltless assembly design. Shelves shall be laminated to resist moisture and most common liquids. Weight capacity shall be a minimum of 500lbs per shelf. Frame shall have a corrosion resistant powder coated finish. Overall dimensions are as follows: 60" W x 24" D x 84" H.
37. MB-01 to be Claridge LCS Deluxe Combo Marker/Tack Board or approved equal. Perimeter trim to be 5/8" aluminum with satin anodize finish. A 1" joint strip shall separate the marker surface from the tack surface. Tack surface shall be a ¼" thick self-healing, burlap backed natural cork laminated to a ¼" hardboard backing. Marker surface shall be low-gloss porcelain enamel steel. Marker tray shall be full length, continuous, hollow, box type aluminum tray with injected molded end closures. Overall dimensions are as follows: 48" H x 96" W x 3" D.
38. MB-02 to be Claridge Marker Board or approved equal. Perimeter trim to be 5/8" aluminum with satin anodize finish. Marker surface shall be low-gloss porcelain enamel steel. Marker tray shall be full length, continuous hollow, box type aluminum tray with injected molded end closures. Overall dimensions are as follows: 48" H x 96" W x 3" D.

shall be full length, continuous hollow, box type aluminum tray with injected molded end closures. Overall dimensions are as follows: 48" H x 96" W x 3" D.

39. MB-03 to be Claridge Marker Board or approved equal. Perimeter trim to be 5/8" aluminum with satin anodize finish. Marker surface shall be low-gloss porcelain enamel steel. Marker tray shall be full length, continuous hollow, box type aluminum tray with injected molded end closures. Overall dimensions are as follows: 48" H x 72" W x 3" D.
40. MB-04 to be Claridge Contemporary Style Lecture Unit or approved equal. Lecture unit shall be constructed of solid wood and feature a 4'x6' marker board enclosed by solid wood doors. The inside faces of the doors shall open 180° with tack surfaces on the inside face of the doors. Markerboard shall be low-gloss porcelain enamel steel. Tack Surfaces shall be fabric covered from manufacturer's full range of finish selections. Wood finish shall be stained cherry. Overall dimensions are as follows: 4' high by 6' wide when closed.

Alternates

Alternate #01

1. Base Bid: CH-02 to be Steelcase Reply or approved equal.
2. Alternate: Provide an additional quantity of three (3) CH-02 in Conference 109.

Alternate #02

1. Base Bid: FL-01-A to be Sandusky Lee 5-high Flat File or approved equal. FL-01-B to be Sandusky Lee Closed base for Flat Files or approved equal to coordinate with FL-01-A.
2. Alternate: Provide an additional quantity of two (2) FL-01-A and an additional quantity of (1) FL-01-B in Maintenance Office 122.

Alternate #03

1. Base Bid: FL-04 to be KI 700 Series 5-high Lateral File Cabinet or approved equal.
2. Alternate: Provide an additional quantity of twelve (12) FL-04 in Maintenance Office 122.

Alternate #04

1. Base Bid: ST-01 to be Gorilla Rack 5-Shelf Storage Rack or approved equal.
2. Alternate: Provide an additional quantity of five (5) in Shipping and Receiving 119 and an additional quantity of three (3) Storage 123.

Alternate #05

1. Base Bid: MB-01 to be Claridge LCS Deluxe Combo Marker/Tack Board or approved equal.
2. Alternate: Provide one (1) MB-04 in lieu of MB-01.

BID SHEETS

The company offers to furnish after receipt by it of any purchase orders issued by the Board of Education of the Milford School District pursuant to the invitation to bid hereto attached and the general conditions and detailed specifications which comprise a part of said invitation to bid the item or items listed below on this sheet(s).

CODE	DESCRIPTION	MANUFACTURER	MODEL NAME / NUMBER	QTY.	SELL PRICE	EXTENDED	WARRANTY TERM (YEARS)	LEAD TIME (WEEKS)
CH-01-A	OFFICE TASK - HARD CASTERS	STEELCASE	AMIA	8				
CH-01-B	OFFICE TASK - SOFT CASTERS	STEELCASE	AMIA	4				
CH-02	CONFERENCE	STEELCASE	REPLY	10				
CH-03	BREAK ROOM	KI	STRIVE MULTI PURPOSE STACK	8				
CH-04	MAINTENANCE TASK	SIT ON IT	TR2 40TE	14				
CH-05	MAINTENANCE STOOLS	LYON WORKSPACE PRODUCTS	1900 STEEL STOOL	6				
CH-06	FILE BUDDY STOOL	GLOBAL TOTAL OFFICE	FILE BUDDY 1105	2				
CH-07	LOBBY AND GUEST CHAIR	KI	STRIVE STACK SLED BASE, CANT, ARMS	6				
DK-01	TYPICAL L SHAPE DESK	KI	WORKZONE SERIES	6				
DK-02	L-SHAPE DATA SPECIALIST OFFICE	KI	WORKZONE SERIES	1				
DK-03	L-SHAPE ADMIN DESK	KI	WORKZONE SERIES	2				
DK-04	METAL DESK	SANDUSKY LEE	600 SERIES - SQ6030BGN	2				
TB-01	COPY ROOM MOBILE TABLE	KI	ENLITE ENRC2448 24"x48"	4				
TB-02	COPY ROOM STATIONARY	KI	PORTICO 30" x 72"	3				
TB-03	IT WORK TABLE	KI	PORTICO 24" x 60"	2				

CODE	DESCRIPTION	MANUFACTURER	MODEL NAME / NUMBER	QTY.	SELL PRICE	EXTENDED	WARRANTY TERM (YEARS)	LEAD TIME (WEEKS)
TB-04	IT WORK BENCH	KI	WORKZONE TABLE 30" x 72"	5				
TB-05	IT WORK BENCH	KI	WORKZONE TABLE 30" x 60"	2				
TB-06	IT WORK BENCH CORNER UNIT	KI	WORKZONE TABLE	3				
TB-07	CONFERENCE	GLOBAL TOTAL OFFICE	BOAT TOP ARCH BASE GCT10W/BABN	1				
TB-08	BREAK ROOM	ARTCO BELL 1280 ROUND	48" ROUND TABLE	2				
TB-09	DRAFTING TABLE	MAYLINE	DRAFTING TABLE #7736	1				
TB-10	MAINT. SHOP WORK BENCH	TENNSCO	FLARE LEGS, HARDWOOD TOP	4				
TB-11	MAINT. OFFICE WORK TABLES	TENNSCO	FLARE LEGS, LAMINATE TOP	3				
TB-12	MAINT. OFFICE MOBILE TABLES	TENNSCO	ADJ. LEGS W/ CASTERS HARDWOOD TOP	2				
FL-01- A	FLAT FILES	SANDUSKY LEE	5-DRAWER FLAT FILE 244882	2				
FL-01- B	FLAT FILE CLOSED BASE	SANDUSKY LEE	CLOSED BASE 244883-LG	1				
FL-02	2-HIGH LATERAL	KI	700 SERIES	1				
FL-03	3-HIGH LATERAL	KI	700 SERIES	3				
FL-04	5-HIGH LATERAL	KI	700 SERIES	1				
FL-05	FILE TOP SURFACE	KI	FILE TOPPER 18X108	1				
FL-06	2-HIGH BOOKCASE	KI	700 SERIES	5				
PD-01	PODIUM STAND	BALT	SCAMP SPEAKER STAND	1				
ST-01	UTILITY SHELVING	GORILLA SHELVING	GRZ6-4818-5DI	12				

CODE	DESCRIPTION	MANUFACTURER	MODEL NAME / NUMBER	QTY.	SELL PRICE	EXTENDED	WARRANTY TERM (YEARS)	LEAD TIME (WEEKS)
ST-02	FIRE PROOF STORAGE	SANDUSKY LEE	PAINT/INK STORAGE PC60	1				
ST-03	UTILITY SHELVING	PENCO	RIVET RITE BOLTLESS SHELVING 60" x 36"	3				
ST-04	UTILITY SHELVING	PENCO	RIVET RITE BOLTLESS SHELVING 60" x 24"	3				
MB-01	MARKER/TACK BOARD	CLARIDGE	MARKER/TACK COMBO BOARD	1				
MB-02	MARKER BOARD	CLARIDGE	8' X 4' MARKER BOARD	2				
MB-03	MARKER BOARD	CLARIDGE	6' X 4' MARKER BOARD	2				
TOTAL BASE BID								
								\$

ALTERNATE #01

CH-02	CONFERENCE	STEELCASE	REPLY	3				
ALTERNATE #02								
FL-01-A	FLAT FILES	SANDUSKY LEE	5-DRAWER FLAT FILE 244882	2				
FL-01-B	FLAT FILE CLOSED BASE	SANDUSKY LEE	CLOSED BASE 244883-LG	1				
ALTERNATE #03								
FL-04	5-HIGH LATERAL	KI	700 SERIES	12				
ALTERNATE #04								
ST-01	UTILITY SHELVING	GORILLA SHELVING	GRZ6-4818-5DI	8				
ALTERNATE #05								
MB-04	CLARIDGE	GORILLA SHELVING	GRZ6-4818-5DI	8				
TOTAL ADD- ALTERNATES								\$

Bidders must fill out this form for each proposed substitution of specified items. This form may be copied as necessary to list each proposed substitution.

[illegible]

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date (*to the Department of Administrative Services, Division of Facilities Management*).

All terms and conditions of (*Project or Contract Number*) have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

Sworn to and Subscribed before me this _____ day of _____ 20____

My Commission expires _____ NOTARY PUBLIC _____

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.