

**SEAFORD HIGH SCHOOL
FURNITURE AND EQUIPMENT BID
BID NUMBER SHS-F-01**

INSTRUCTIONS TO BIDDERS

BID AD:

The Seaford School District will receive sealed priced proposals for the above referenced bid until 2:00 p.m. local time on Thursday, March 28, 2013 at the Seaford School District Administrative Offices, 390 North Market Street Extended, Seaford, DE 19973 at which time they will be publicly opened and read. Any proposals received after that date and time will be returned unopened.

All bids shall be clearly marked “**SEAFORD HS FURNITURE AND EQUIPMENT BID #SHS-F-01**” on the outside of the proposal.

Time and place for opening of bids may be extended from that described above on not less than two calendar days notice by certified delivery, facsimile machine, or other verifiable electronic means to those bidders who obtained copies of the specifications.

Proposals may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receipt of bids.

The Seaford School District reserves the right to waive irregularities and to reject any and all bids.

SCOPE OF WORK:

To furnish, unload, assemble, set in place, and/or install the furniture and equipment described herein at Seaford High School, 399 North Market Street, Seaford, DE 19973.

CONTROLLING LEGISLATION:

29 Delaware Code, Chapter 69

ITEMS TO BE BID:

Some items have been “bundled,” meaning that a total price is to be provided and the award will be based on that total price (even though unit prices are also being requested for individual items in the “bundle”). Other items may be bid on a line-item-by-line-item basis. It is not necessary to bid every item. **However, it is necessary to bid all items in**

the “bundled” list of items if you are bidding the “bundle”. Any items bid individually in the bundle without bidding the entire bundle will not be considered. Please note that there are some items in the bid documents that are to be delivered in August 2013 and other items that are to be delivered in June 2014. The bid prices that you indicate on the bid forms shall take into account the delivery date windows. Please see schedule below. **No early deliveries will be permitted.**

BID DEPOSIT:

The requirement of a 10% bid bond/deposit is hereby waived for this project.

PERFORMANCE BOND:

A 100% performance bond is required from any successful bidder(s) whose total bid award equals \$100,000 or more.

FORMAL CONTRACT:

The execution of a formal contract will be required of all successful bidders.

AWARD OF CONTRACT:

The District shall award this contract by line item where noted and by “bundle” where identified to the lowest qualified bidder for each item or “bundle.” Although items and quantities specified are expected to be ordered, the District reserves the right to change quantities, either upward or downward (including to zero), after bid opening and adjust the final price based upon the unit prices given. All bid prices shall be good through and including October 31, 2013. The District may continue to order through that date via this bid for delivery through June, 2014.

DELIVERY/INSTALLATION:

All items shall be delivered FOB jobsite to the Seaford High School and “set in place,” and/or assembled and/or installed in individual rooms/areas/places upon delivery. Individual room locations by bid item are included in the bid package. In addition, floor plans are also included. District trash facilities and dumpsters shall not be used, therefore all packing materials, etc. shall be removed by the deliverer/installer upon leaving the site. Should a vendor fail to “set in place,” assemble, and/or install delivered furniture and/or equipment in individual rooms/areas/places as designated, the Seaford School District reserves the right to utilize their personnel and/or outside contractors for installation with back-charges made to the vendor for such work.

For deliveries noted on the bid form for delivery in 2013, deliveries and installation will begin no earlier than August 5, 2013 and must be completed no later than August 9, 2013. Delivery times shall be between 7:30 a.m. and 3:30 p.m. weekdays. **No early shipments or deliveries will be permitted.**

For deliveries noted on the bid form for delivery in 2014, deliveries and installation will begin no earlier than June 16, 2014 and must be completed no later than June 20, 2014. Delivery times shall be between 7:30 a.m. and 3:30 p.m. weekdays. **No early shipments or deliveries will be permitted.**

Although not anticipated, the District reserves the right to make changes and adjustments to the delivery windows and times as deemed in the District's best interest. Should such notification be required, the District will make every effort to provide a minimum of 4-weeks notice.

Since other deliveries are being made within the same delivery window, vendors are expected to cooperate and extend courtesies to other vendors as necessary in order to expedite installation for all involved. Any problems should be referred to Seaford School District personnel for resolution.

LIQUIDATED DAMAGES: Certain pieces of the Furniture and Equipment bid package are critical to the start-up of school. Failure to have these items delivered and in place at the times required will cause damage to the District. These items are those furniture and equipment items identified/designated by totals in the "ITEM NO." column of the "FF&E BID MATRIX" as follows:

**TOTAL A; TOTAL B; TOTAL C; TOTAL I; TOTAL J; TOTAL K; TOTAL L;
TOTAL S; TOTAL X; TOTAL AA; TOTAL AB; TOTAL AC; TOTAL AD;
TOTAL AK; TOTAL AL; TOTAL AM; TOTAL AN; TOTAL AR; TOTAL AS;
TOTAL AT; TOTAL AV; TOTAL AZ; TOTAL BA; TOTAL BB.**

Failure to deliver and "set in place" these items in the spaces designated and in the delivery window requested will result in liquidated damages being assessed that will be calculated based upon the actual cost for Seaford School District personnel to provide temporary furniture and/or equipment plus the actual cost for Seaford School District personnel to remove temporary furniture and/or equipment once the bid items are delivered and set in place. If partial delivery and setting in place has occurred, liquidated damages will only be assessed on those spaces where furniture and equipment have not been delivered and set in place.

DUE DILIGENCE:

It is expected that each vendor will exercise due diligence in making sure that all items are delivered in pristine condition, and that care is taken in unpacking, placing, and installing all items. It is also expected that vendor will make sure that existing building finishes, elevator interior, floor surfaces, wall corners, drywall, doors, windows, storefronts, etc. are protected against scratches, dents, or any other damage. Installers shall make sure that any dust, debris, marks, etc., occurring as a result of installation shall be cleaned prior to departing the site on a daily basis, leaving the site in the same condition that it was found. Vendor will be held financially responsible for any damages

caused by them during delivery, placing, installation, and clean-up. Vendors failing to clean-up their areas and properly dispose of trash will be held financially responsible for clean-up by Seaford School District personnel.

BIDDER REPRESENTATION:

Bidder is to provide the name, address, telephone number, and email address of the representative (single point of contact) who will be responsible for handling this project on their behalf.

EQUAL OPPORTUNITY:

In setting forth these specifications, it is the intent of the Seaford School District to offer equal opportunity to all bidders. Styles, brand names, manufacturers, models, model numbers, etc. referred to are for descriptive and quality purposes only and are not restrictive. However, fabric selections and color selections are restrictive. Equal substitutions meeting specifications and all other technical requirements will be considered. **Requests must be approved by the District prior to award.** Forward all requests as outlined below. In order to facilitate District review, vendors wishing substitutions must provide a side-by-side matrix listing of the substitute product and the District specified product showing equal (or better) features as outlined in the specifications and technical specifications. Please also include photographs and/or diagrams of the requested substitution. Failure to provide a **detailed and complete** side-by-side listing will result in the substitution being rejected. **The District reserves the right to require a sample of any substitution in order to properly evaluate the request for substitution.** In any case, all substitution requests must be made in accordance with the schedule below. Requests after that time will not be considered. All approved substitute products will be communicated by Addendum to all vendors requesting specifications.

SAMPLES:

If samples are requested in order for the District to properly make an evaluation of any substitute product, they shall be delivered within 5 days of such request to the offices of StudioJAED, 2500 Wrangle Hill Road, Suite 110, Bear, DE 19701. Failure to supply the sample in a timely manner shall be cause for the rejection of the item as a substitute.

BID FORM:

If bidding a “bundled” set of items, be sure to include unit prices in the space provided on the bid form. The final “bundled” bid number is expected to be equal to the sum of the individual items in the “bundle” times the quantity of each.

Please also acknowledge receipt of addenda, by addendum number, in the space provided on the bid form.

QUESTIONS AND REQUESTS FOR SUBSTITUTIONS:

Questions and requests for substitutions will be received only during the time period outlined in the schedule below. Questions regarding this bid and requests for substitution of “or equal” products, with documentation as outlined above, must be made in writing or electronically by email and be addressed to:

Richard D. Moretti, Ed.D., REFP, LEED™AP
StudioJAED Architects, Engineers, Facilities Solutions
2500 Wrangle Hill Road, Suite 110
Bear, DE 19701
Telephone: (302) 832-1652
Facsimile: (302) 832-1423
Email: morettir@studiojaed.com

Answers to all questions received and approved requests for substitutions will be transmitted to all vendors who have requested specifications.

SCHEDULE:

Questions and Requests for Substitutions	Until March 7, 2013 @ 4:00 PM
Final Addendum Issued	March 14, 2013
Bids Due	March 28, 2013 @ 2:00 PM
Award Date (Tentative)	No Later than April 8, 2013
2013 FF&E Delivery Window	Week of August 5, 2013
2014 FF&E Delivery Window	Week of June 16, 2014