

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3270

Request for Proposal
Classroom Stools and Nesting Chairs
May 13, 2008

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting bids from qualified vendors for Classroom Stools and Nesting Chairs for Bay-Arenac Career Center, located at 4155 Monitor Road, Bay City, MI 48706.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your company must meet the qualifications and satisfy the requirements set forth in this RFP.

David Bourdon
Building Operations Supervisor
Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
989.667.3270

Completed proposals must be received at the address noted above by 1:00 p.m. on Wednesday, May 21, 2008. Proposals must be submitted in an envelope that is clearly marked "Classroom Stools and Nesting Chairs". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the bid for the Classroom Stools and Nesting Chairs on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in equipment with the company determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to David Bourdon at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Bourdon is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about May 13, 2008.
2. Proposals due at 1:00 p.m. on Wednesday, May 21, 2008.
3. Sealed Bids will be opened at 1:15 p.m. on May 21, 2008.
4. Presented to the Board of Education for approval on June 16, 2008.
5. Notification to all companies as soon as possible after June 16, 2008.

REQUIREMENTS:

Bid specifications for all Stools and Chairs must match specifications on the bid sheet or be of equal specifications to be accepted. Please include all cost factors and a specific delivery time frame. Please include color samples of items bid.

METHOD OF EVALUATING PROPOSALS

After the bids have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the Vendor that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

PAYMENT

Final payment to the successful bidder will be paid upon delivery of product.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 686-4410

**Bay-Arenac ISD
4155 Monitor Rd.
Bay City, MI 48706
989.667.3270**

PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your business.

Olson Classroom Stools:

Qty	Description	Each	Total
60	Olson Stool – HON-G41 - Casters for vinyl flooring	\$ _____	\$ _____
220	Versteel Simon with Arms w/ natural flex motion, lower detail, nesting, upholstered seats and carpet casters	\$ _____	\$ _____
5	7800 Series Stool – HON-7805 (4) w/ carpet casters & (1) vinyl casters	\$ _____	\$ _____
6	Universal high-performance mid-back chair HON-7828 – carpet casters	\$ _____	\$ _____

Tax Exempt (Education)

Freight & Delivery : _____ \$ _____
Please include estimated Delivery time. _____

Total Price: _____ \$ _____

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your business.

Name of Company: _____

Address: _____

Telephone: _____

(Please Type or Print) Name

Title

Signature

Date