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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800 FAX (603) 516-6809

September 13, 2017

REQUEST FOR BID
Dover School District – SAU #11
Cafeteria Tables

You are cordially invited to submit a bid for **cafeteria tables** in accordance with the attached requirements and terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Two (2) Copies of the bid must be submitted in a sealed envelope, plainly marked:

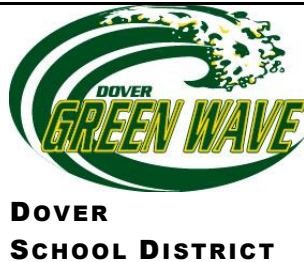
Dover School District – SAU #11
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820
RE: Cafeteria Tables

All bids must be received by **September 28, 2017 at 2:00 p.m. EST**

***IMPORTANT: IF you have not already please click here and sign up on our website in order to be notified of any future bids associated with your service.**

Vendors wishing to respond to a bid request with alternates to specifications must notify the School District no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the School District will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the School District could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type Bid
Title **Cafeteria Tables**
Date September 13, 2017

I. INTRODUCTION

The Dover School District (hereinafter referred to as the “District”) is requesting pricing information and availability on the purchase, delivery and removal of Cafeteria Tables to be used at Dover Middle School. General information and specifications are as follows.

II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Bid (RFB). Responses should reflect detailed consideration of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFB shall be the sole responsibility of the vendor submitting the proposal. The District reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The District reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The District reserves the right to waive defects and informalities of the proposals.

Questions should be directed in writing to Libby Simmons, Business Administrator, at L.simmons@dover.k12.nh.us no later than 7 days prior to bid due date and time on cover page of this document.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and RSA 91-A:5 and shall be available to the public. Proprietary information shall be considered a government record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Contract Coordinator prior to the submission of the response.

The unit price quoted for each table must reflect a **delivered** price to the District. Any related charges associated with delivery to the District **must be factored into the unit price quoted.** Please note if assembly will be required with proposal.

III. INFORMATION AVAILABLE

Dover Middle School, grades 5-8, has a total enrollment of 1,200 students, serving meals to approximately 300 students at any one given time.



**DOVER
SCHOOL DISTRICT**

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IV. PROJECT REQUIREMENTS

Below are considered MINIMUM specifications in which the District feel are acceptable to accomplish this purchase at **Dover Middle School**:

- Oval or rectangular shaped mobile cafeteria tables in bench design
- Bench style with ability to seat 12-16 middle school aged students – tables to be replaced are 30” W x 12’ L
- Ability to easily fold up with casters for ease to wheel out of the way
- Frame material 14-gauge steel
- Standard table height of 29”
- Benches made of high pressure laminate material

Bidders must provide a product cut sheet with available colors to choose from. Bidders are asked to indicate if a certain color can be shipped earlier and if other color options require a longer delivery date.

REFERNCES

Please provide the names and contact information, including a telephone number, for three (3) communities/organizations for which you have provided similar types of cafeteria tables during the past three (3) years.

1. _____
2. _____
3. _____

****PRICING**

Dover Middle School

Quantity: [15 to 30] – Standard 29” High Tables (rectangle or oval) with benches

Pricing With Benches:

Price per Table/Each: _____

Shipping/Handling/Each: _____

Total Price/Each: _____

Warranty: _____

Days of Delivery after Receipt of Order (ARO): _____

Price for Removal/Discard of existing tables off sight, if any: _____

****Please use additional pages if necessary**



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 Date September 13, 2017

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**
Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Business Administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Business Administrator, the person submitting the protest shall submit a written appeal to the Superintendent within three (3) calendar days of a decision by the Business Administrator.
- C. Purchasing procedures shall be stayed pending a decision of the Superintendent unless the Superintendent decides that the award of a contract is necessary to protect substantial interests of the School District.

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Dover School District (DSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the District"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER.** If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for



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bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.

3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Dover School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, the Bidder should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the DSD Business Administrator so that it may be checked into for bids for the coming year. The Bidder will state in the proposal the brand name and any guarantees of the material the Bidder proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Dover School District reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Superintendent's Office the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Superintendent's Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low Bidder and the associated total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to the Dover School District Business Office after a bid opening and asking to look through the file or by sending a written request for the bid analysis along with a self-addressed stamped envelope.