

**DOUGHERTY COUNTY SCHOOL SYSTEM
ALBANY, GEORGIA**

INVITATION FOR BIDS (PRICE QUOTES)

FOR

MUSIC CHAIRS & STANDS

DOUGHERTY COUNTY SCHOOLS

BID NO. PUR-221-1011

Document Date: AUGUST 17, 2010

**Purchasing Department
Dougherty County School System
601 Flint Ave.
Albany, GA 31701**

TABLE OF CONTENTS

CONTRACTUAL INFORMATION

SECTION 1: INVITATION TO BID (PRICE QUOTES)	3
SECTION 2: GENERAL TERMS AND CONDITIONS	4-5
SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS	6-7
SECTION 4: SPECIAL INSTRUCTIONS	8
FORMS:	
ATTACHMENT A – DJEA POLICY & STATEMENT OF ASSURANCE	9-11
ATTACHMENT B – DEBARMENT FORM	12-13
ATTACHMENT C – VENDOR INFORMATION FORM	14
ATTACHMENT D – VENDOR REFERENCE SHEET	15
ATTACHMENT E ACKNOWLEDGEMENT	16
BID QUOTE SHEETS/SPECIFICATIONS	17- 18

DOUGHERTY COUNTY SCHOOL SYSTEM

SUPPLY SERVICES
601 FLINT AVE.
ALBANY, GA 31702/31701

BID ID# PUR-221-1011

PART 1

SECTION 1: INVITATION TO BID (PRICE QUOTES)

Sealed, written bids will be received by the Dougherty County School System at the time and place specified on the invitation at which time they will be publicly opened and read. Neither dating of bid form nor placing in mail by this date will meet requirements. Bid form must be received on or before date and time stated. While it is the intention of the Dougherty County School System to purchase all items listed, the right is reserved to omit any item necessary to bring the total cost within budget provisions. The right is further reserved to increase or decrease the quantities specified at the unit price as conditions may require.

The Dougherty County School System, at its discretion and at no fee to the Dougherty County School System, may invite any vendor to appear for questioning during evaluation of bids for the purpose of clarifying statements in the bid. The Dougherty County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Dougherty County School System.

ITEMS: MUSIC CHAIRS & STANDS
PERIOD: SEPTEMBER 7, 2010 through DECEMBER 31, 2010
OPENING: SEPTEMBER 7, 2010, 2:30 pm

MAIL BIDS TO: Hand deliver all sections to the above address or mail to:

*Mr. Jason Renfro, Assistant Director of Purchasing
Dougherty County School System
601 Flint Ave.
Albany, GA 31702*

**ENVELOPES SHOULD BE PLAINLY MARKED
"INVITATION TO BID" WITH DATE AND TIME OF OPENING**

CONTACTS: If you have any questions concerning this Invitation to Bid, please phone Jason Renfro, (229) 431-1272 or FAX (229) 431-1814.

SECTION 2: GENERAL TERMS AND CONDITIONS

1. **VENDOR'S ACCESS TO BID INFORMATION:** Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation to Bid each time one is issued. Invitations to Bid issued by the DCSS are posted on the DCSS web site at www.docoschools.org . **Vendors are advised to view the DCSS web site on a weekly basis for a listing of Invitations to Bid.**
2. **CORRECTION OF MISTAKES:** All quotations must be ink or typewritten. No erasures permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing bid.
3. **FACSIMILE OR TELEGRAPHIC OFFERS:** An offer shall be submitted on the forms provided. *A facsimile, telegraphic, or mailgram offer shall be rejected.*
4. **SIGNATURE ON BID REQUIRED:** Invitation for Bid must be signed with the firm or corporate name and by a responsible officer.
5. **DELIVERY OF PRICE REQUEST:** Offers received after the time and date stated on the Bid will be returned, unopened to the appropriate bidder. Post marks or dating of documents will be given no consideration in the case of late Bids. If, however, a deliverer (UPS, Federal Express, US Air, etc.) can provide documented proof as evidenced by the signature of a school district employee that substantiates the claim the Bid was delivered to the proper place prior to the time and date set for Bid opening and, through fault of school district personnel, the Bid did not get to the proper authority, the Bid will be considered.
6. **RETURN INSTRUCTIONS:** Vendors must use the bid form without alterations. The vendor is to return the copy and keep a copy for file. For every item bid, the "Unit Price," "How Packed," and "Brand & Code Quoting" lines must be completed. Bids should be sealed in an envelope with the following on the outside: The school system's name and address, the company name, the Bid number, the Bid opening date and time as they appear on the cover sheet. This is to assure that the Bid can be accurately registered upon receipt.
7. **UNIT PRICE PREVAILS:** Unit price will prevail in case of conflict between unit and total price. All prices to be firm for the period specified in the "Invitation," unless covered by an escalation clause.
8. **INVOICES:** All items listed are to be charged to the Dougherty County School System, P. O. Box 1470, Albany, GA 31702. Invoice date to be determined by the date of delivery unless otherwise agreed.
9. **ACCESS TO PRICING INFORMATION:** Price files may be examined by offerers during normal working hours. Non-offerers may have access to the files only after the award has been made *No files will be removed from the school district offices. An offerer who wishes to obtain a copy of the Bid tally sheet, should continue to check the DCSS web site for posting. The web address is <http://www.docoschools.org>.*
10. **CORRECTNESS OF QUOTATIONS:** Quotations shall be verified before submission, as quotations cannot be withdrawn after public opening. No Bid can be corrected after being opened. The Dougherty County School System will not be responsible for errors or omissions on any Bid or to waive any informality in Bids and to accept or reject any items thereon.
11. **DUTY TO EXAMINE:** It is the responsibility of each offerer to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.
12. **ADDENDA:** If clarification of the specifications/instructions is required the request shall be made in writing not later than seven working days prior to the time and date set for the bid opening. The school district will respond to the request in the form of an addendum. All

efforts will be made to provide any required addenda on the DCSS on-line web site located at www.docoschools.org, at least five days prior to bid opening. However, in some rare cases it may be necessary to issue an addendum as late as the bid opening date. It is a vendor's responsibility to monitor the Dougherty County School Purchasing Department web site for addenda to solicitations, to incorporate the necessary actions into their bid, and to acknowledge in their bid submission of the receipt of the addenda. DCSS shall bear neither responsibility nor obligation for bidders failure to take into account a posted addendum. A bid submitted without taking into account addenda that have been issued maybe rejected as non-responsive.

13. **RIGHTS AND REMEDIES:** In lieu of canceling the purchase order, the DCSS may levy a charge for each day beyond the required completion date that the successful vendor fails to complete the services. Such charge is not a penalty, rather it is the agreed upon liquidated damages representing the estimated damages that will be incurred by the DCSS as a result of the vendor's failure to complete the services as required. Partial completion on a purchase order will not exempt a vendor from this charge. DCSS further has the right after assessing such charge, after the continuing failure of the vendor to make complete, to terminate the purchase order.
14. **MATERIAL SAFETY DATA SHEETS AND TECHNICAL DOCUMENTATION:** The successful bidder shall submit copies of MSDS's on all chemicals that may be utilized to perform the work associated with this Bid. The Dougherty County School System must approve the MSDS's for each product, prior to its use within the DCSS.
15. **DELIVERY PREPAID:** It is understood that the bidder agrees to deliver prepaid, to an inside point or points of receipt, all items on which bids are accepted, as indicated on the proposal form. All costs for delivery, drayage or freight are to be borne by the bidder.
16. **AWARDS:** The DCSS reserves the right to award by line item, to more than one vendor, and/or to award by group or any combination thereof, whichever is in the best interest of the DCSS. A condition of the bid award is the vendor's agreement to extend all pricing, terms and conditions quoted to any Dougherty County governmental entity.

TIE BIDS: In case of a tie bid, the award will be made in the order as follows:

- a. The bid will be awarded to the in-county vendor.
- b. The bid will be awarded to the in-state vendor.
- c. The bid will be awarded to the vendor with the lesser total dollar volume.
- d. If these preferences are insufficient for resolution, drawing lots in a public forum will resolve the tie.

17. **LOCAL PREFERENCE:** Definition - *Dougherty County* supplier shall mean a supplier who, at the date of the purchase or bid for supplies acquired under this policy, and for a period of 90 days or more prior thereto, maintains and has maintained an office and place of business physically located within Dougherty County, Georgia, who has at least two full time employees working at or out of said office and business location, and who holds a current City of Albany or Dougherty County business license.

Where purchases are made by obtaining competitive quotations, or by a bidding process, whenever a Dougherty County supplier submits a quotation or a bid that is responsive and is within two percent or \$2,500.00, whichever is less, of the lowest responsive bid or quote, the Dougherty County supplier shall be afforded the opportunity to match the bid or quote. Should the Dougherty County supplier agree to match the lowest responsible bid or quote, then the purchase shall be made from the Dougherty County supplier, provided such supplier is otherwise qualified.

SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS

1. Before any bid can be accepted, a bidder must be deemed qualified in the judgment of Dougherty County School System officials to perform as required herein. A bid may be rejected if a bidder fails to meet any one of the following qualifications:
 - A. **RELIABILITY:** A successful bidder must have a proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the Dougherty County School System.
 - B. **ACCOUNTING PRACTICES:** A successful bidder must clearly demonstrate to Dougherty County School System officials his capability to provide accurate, reliable, and timely reports, in terms of invoices, statements, and credits.
 - C. **DEBARMENT DISCLOSURE:** If an offerer has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, the offerer shall disclose that information in its offer. Failure to do so shall result in rejection of its offer.

2. STANDARD CONTRACT CONDITIONS

- A. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.
- B. Contractors providing services under this Request for Proposal herewith assure the school system that they are conforming to the provisions of the Civil Rights Acts of 1964, as amended.
- C. State Sales and Use Tax Certificate of exemption form will be issued upon request.
- D. Deliveries against this contract must be free of excise or transportation taxes except when such a tax is part of a price and Dougherty County School System is not exempt from such levies. Excise tax exemption registration number may be used when required.
- E. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Dougherty County School System, its authorized agents, and/or State/Federal auditors shall have full access to and the right to examine any of said materials during said period.
- F. By his signature on the face of this document, a bidder certifies that his proposal is made without prior understanding agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign this proposal for the bidder.
- G. Prohibition against conflicts of interest, gratuities, and kickbacks. Any employee or any official of the Dougherty County School System, elective or appointed, who shall take, receive any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation offering, bidding for, or in open market seeking to make sales to the Dougherty County School System shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws.

3. BID LISTING - Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation to Bid each time one is issued. Invitations to Bid issued by the DCSS are advertised in Albany local newspapers and DCSS Internet site: <http://www.docoschools.org>. Vendors are advised to review the local newspaper weekly for a listing of Invitations to Bid.

4. BACKGROUND CHECKS

The Board of Education shall require contractor and/or subcontractor who undertakes construction work or otherwise provides services on any Dougherty County School System campus to conduct a criminal background check on all employees who will be performing work on any Dougherty County School System campus. The background checks shall be reviewed by the Dougherty County Chief of Police, who shall have authority of refusal to allow any employee of any contractor to be on any campus of the Dougherty County School System until such time as the Superintendent or the Board acts.

No employee whose background check reveals conviction or pending charges for any of the following offenses at any time shall be allowed on any campus of the Dougherty County school System for any reason unless a waiver is obtained from the Board of Education Safety and Security Committee who will review such waivers on a case-by-case basis. The waivers must be filed within ten (10) days of any refusal to be allowed on campus.

Murder, Felony Murder, Voluntary or involuntary Manslaughter, Kidnapping, Cruelty to Children in the 1st Degree, Rape, aggravated Sodomy, Child Molestation or Aggravated Sexual Battery, Armed Robbery, Robbery by Force, Theft By Snatching or Theft by Intimidation, Bestiality, Necrophilia, Prostitution, Keeping a Place of Prostitution, Pimping, or Pandering, Statutory Rape, Arson, Aggravated Assault, Aggravated Battery.

In all other cases, the Chief of Police of the Dougherty County School System upon consultation with Superintendent shall have discretionary authority to prohibit an employee from being on any Dougherty County School System campus based on conviction(s) for offenses not listed above. Each matter shall be reviewed on a case-by-case basis.

Should any employee of a contractor or subcontractor who is currently engaged in construction work or providing any other service on a Dougherty County School campus be arrested for any of the above referenced charges he/she shall be suspended from working on any campus of the Dougherty County School System. He or she shall only be permitted to return to work on a Dougherty County School System campus if such charges are dismissed or result in an acquittal.

A copy of this policy should be provided to each contractor and subcontractor upon award of contract. Failure to comply may result in contract termination, ineligibility to bid on future contracts, and any other legal action the Board deems appropriate.

SECTION 4: SPECIAL INSTRUCTIONS

1. **DELIVERY FREQUENCY:** Deliveries shall be made directly to - Supply Services – 601 Flint Avenue – Albany, Ga. 31701, except school holidays and closing days (due to inclement weather). Deliveries shall be made between the hours of 8:00 a.m. and 2:00 p.m.
2. **BID COPIES:** Bidder should supply two copies when submitting.

THE FOLLOWING PAGES OF THIS DOCUMENT MUST BE SIGNED AND RETURNED WITH YOUR BID:

- Page 11 “DJE AND STATEMENT OF ASSURANCE”
- Page 12 “DEBARMENT FORM”
- Page 14 “VENDOR INFORMATION FORM”
- Page 15 “VENDOR REFERENCE SHEET”
- Page 16 “ACKNOWLEDGEMENT”
- Pages 17-18 “QUOTATIONS”

FAILURE TO SUBMIT THESE SIGNED DOCUMENTS MAY RESULT IN DISQUALIFICATION OF YOUR BID.

ATTACHMENT – A

DJEA POLICY AND STATEMENT OF ASSURANCE

**DOUGHERTY COUNTY SCHOOL SYSTEM
PURCHASING DEPARTMENT
601 FLINT AVE.
P. O. BOX 1470
ALBANY, GA 31702-1470**

(229) 431-1272

TO: Bidders

FROM: Jason Renfroe, Purchasing Agent

SUBJECT: Attached “DJEA POLICY” and “STATEMENT OF ASSURANCE”

The Dougherty County Board of Education has adopted a policy of Equal Opportunity for Competitively Bid Purchases, including Construction.

Attached is a copy of this DJEA Policy.

Prior to award of any bid, vendors/contractors MUST provide assurance that their business will be conducted in accordance with this nondiscrimination policy.

Attached is a “Statement of Assurance” form, which MUST be signed and returned with your Bid.

Please note: FAILURE TO RETURN THE COMPLETED “STATEMENT OF ASSURANCE” MAY CONSTITUTE REJECTION OF YOUR BID.

If you have questions regarding this requirement, please contact me at 229-431-1272.

EQUAL OPPORTUNITY FOR COMPETITIVELY BID PURCHASES, INCLUDING CONSTRUCTION

1. It shall be the policy of the Dougherty County Board of Education to promote and insure equal opportunity for all persons, without regard to race, color, religion, sex, handicap, or national origin, employed by or seeking employment with vendors and/or contractors doing business with the Board. As a condition of doing business with the Board, each vendor and/or contractor shall furnish assurance that its business will be operated in accordance with the policy attached hereto and identified as Competitively Bid Contracts, Policy DJEA.
2. The following equal opportunity clause shall be deemed incorporated into every contract and agreement between the Board and any of its vendors and/or contractors:

The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/ contractor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training.

In the event of the vendor/contractors noncompliance with the nondiscrimination policy of the Board, any contract or purchase order may be canceled, terminated, or suspended, in whole or in part, and the vendor/contractor may be declared ineligible to transact further business with the Board.

3. All vendors and persons desiring to transact business with the Board are to provide assurance that their business will be conducted in accordance with this nondiscrimination policy and that such vendors and/or contractors agree to and shall abide by the equal opportunity clause set forth in this policy.
4. It is the further policy of the Board to insure equal opportunity for minority/women owned businesses and minority/women professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

DOUGHERTY COUNTY BOARD OF EDUCATION

DOUGHERTY COUNTY SCHOOL SYSTEM

COMPETITIVELY BID CONTRACTS

POLICY DJEA

STATEMENT OF ASSURANCE

The undersigned Vendor/Contractor provides this Statement of Assurance to the Dougherty County School System wherein the undersigned acknowledges receipt and awareness of the above-captioned policy and agrees to observe and be bound by all applicable provisions contained therein. The undersigned submits this Statement of Assurance understanding that a failure to submit said Statement of Assurance may constitute a basis for rejecting the undersigneds bid.

This ____ day of _____, 201_

VENDOR/CONTRACTOR

(Print Name)

(Signature)

ATTACHMENT B

DEBARMENT FORM

U. S. DEPARTMENT OF AGRICULTURE

Certification regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017-510. Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

(Organization Name)

PR/Award # or Project Name

Name(s) and Title(s) or Authorized Representatives

Signature(s)

Date

Form AD-100-18(1/92)

Return with Proposal

ATTACHMENT B cont'd.

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediately written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Document, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT C

**DOUGHERTY COUNTY SCHOOL SYSTEM
VENDOR INFORMATION FORM**

Mailing Address (Please type or print. Complete all items)

Business Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Remittance Address (if different)

Business Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Other Vendor Information

Federal Business ID: _____ or Social Security # _____

Vendor Indicator (Please check as many as apply)

Dealer	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Factory Rep	<input type="checkbox"/>
Jobber	<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Commodity	<input type="checkbox"/>
Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Incorporated	<input type="checkbox"/>
Small Business	<input type="checkbox"/>				

Certification

Under penalty of perjury, I certify that:

1. The information stated in this application is factual and true, **and**
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
3. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions: You must cross out Item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transactions, Item 3 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement account (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

(Representative's Signature) Date

Please type or print representative's name

Return with Proposal

ATTACHMENT D

**DOUGHERTY COUNTY SCHOOL SYSTEM
REFERENCE SHEET**

(Please list businesses that you provide services.)

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Company: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____ E-Mail _____

Return with Proposal

ATTACHMENT E

ACKNOWLEDGEMENT

I (WE) PROPOSE TO FURNISH AND DELIVER THE ITEMS AS LISTED IN THE PROPOSAL FORM ACCORDING TO YOUR SPECIFICATIONS AND QUANTITIES AT THE INDICATED PRICES.

THIS PROPOSAL FORM CONSISTS OF INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATIONS. WE UNDERSTAND THAT A COMPANY OFFICER'S SIGNATURE IS REQUIRED AND, UNLESS THIS HAS BEEN DONE, OUR "REQUEST FOR PROPOSAL" MAY BE CONSIDERED INCOMPLETE AND REJECTED THEREFORE.

I (WE), THE UNDERSIGNED, DO HEREBY UNDERSTAND AND ACCEPT THE INSTRUCTIONS AND CONDITIONS UNDER WHICH THIS QUOTATION IS BEING SUBMITTED.

NAME OF COMPANY: _____

(COMPANY FEDERAL ID NUMBER) (E-MAIL ADDRESS)

(STREET ADDRESS)

(CITY) (STATE) (ZIP)

PHONE: () _____, FAX: _____

IF YOU ARE A CERTIFIED MINORITY BUSINESS ENTERPRISE, STATE CERTIFYING AGENCY:
_____ (PLEASE ATTACH COPY OF CERTIFICATION)

This acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your Bid and without it your Bid is not complete and will be subject to rejection.

Bidder acknowledges addendum(s): No 1 ____, No 2 ____, No 3 __ (If Applicable) Bid No. _____

IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICBLE BOX BELOW AND RETURN THIS PAGE ONLY: (Please indicate No Bid with Bid Number on outside of envelope.)

VENDORS WHO DO NOT RESPOND IN ANY WAY (BY EITHER SUBMITTING A BID OR BY RETURNING THE FORM BELOW) OVER A PERIOD OF ONE YEAR WILL BE REMOVED FROM THE CURRENT LIST.

- (A) ___ NO BID – Unable to bid at this time. Would like to receive future bids.
- (B) ___ NO BID – Remove from this product/service category.
- (C) ___ NO BID – Remove from Bidder's List.

BY: _____
(Officer's Printed Name) (Title)

(Signature) (Date)

Return with Proposal

Item # 1: MUSIC CHAIR

Model: National Public Seating No. 8210 OR EQUAL

97 Degree seat back, Stackable, Frame -16- gauge steel, 7/8” – Square tubular frame, Polypropylene seat and back, Not upholstered, Heavy duty glides, Legs to include four stack bumpers to help minimize scratches, Frame finish powder coated.

Color: Black

Qty: 130 each PRICE: _____ EXTENDED PRICE _____

Item # 2 – MUSIC CHAIR DOLLY

Model: National Public Seating No. DY82 OR EQUAL

Transports and stores up to 18 music chairs.

QTY: 4 each PRICE: _____ EXTENDED PRICE _____

Item # 3 – MUSIC STAND

Model: National Public Seating No. 82MS OR EQUAL

18-gauge steel tubing, reading surface 20.375”W x 12.5”D, stand adjusts from 24-26”H with a spring-loaded mechanism, reading surface adjust to comfortable angle, tripod base, textured Black finish

QTY: 60 each PRICE: _____ EXTENDED PRICE _____

Item # 4 – MUSIC STAND CART

Model: National Public Seating No. DYMS20 OR EQUAL

Holds up to 20 music stands for easy transport.

QTY: 2 each PRICE: _____ EXTENDED PRICE _____