

DATE: March 28, 2023

STATE OF ALABAMA
Washington County

TO: Whom it May Concern

INVITATION TO BID

SEALED BIDS WILL BE RECEIVED UNTIL 2:00 PM ON THE 18TH DAY OF APRIL 2023 AT THE OFFICE OF THE WASHINGTON COUNTY BOARD OF EDUCATION IN CHATOM, ALABAMA and OPENED IN PUBLIC FOR STUDENT DESKS.

GENERAL CONSIDERATIONS

- 1) Bids must be submitted in a sealed envelope designated **"Student Desks."**
- 2) Contract period for student desks will be upon bid acceptance until September 30, 2023.
- 3) All bids must follow laws and requirements for the state of Alabama.
- 4) All desks must be delivered to the school location and invoiced to the District office by successful bidder no later than September 10, 2023.
- 5) All bids must include manufacturer's freight and installation costs.
- 6) All bids must include complete assembly of all desks.
- 7) All bids must include a color photo and a complete description of each item.
- 8) Bidder must furnish individual bid options for the following student desks options:
 - 1) Styles
 - a) Student planner desk & chair (two pieces)
 - b) Student unit desk (one piece)
 - c) Student planner desk & chair (two pieces) with wire basket
 - d) Student unit desk (one piece) with wire basket

- e) Student planner desk & chair (two pieces) with steel basket
- f) Student unit desk (one piece) with steel basket

2) Surface Options

- 1. At least five colors must be bid for surface options to include, but not limited to gray & brown

3) Frame Color

- 1. At least two frame color options must be bid to include but not limited to gray & black

4) Sizes

- 1. Desks height options for sizes 12", 14", 16" & 18" inches must be included in the bid. Other sizes may be included as an option.
- 2. Desks surface options should include standard surface area.

Purchasing Information

The Washington County Board of Education seeks this bid for purchasing student desks for all schools in the District. The exact numbers of desks purchased will depend upon the bid proposal prices, but it is expected the District will purchase approximately 2000 student desks of various sizes for elementary, middle, and high school students. Each vendor is expected to quote the most advantageous prices with the best options to fit all schools in the district.

Bidder's Declaration

The bidder understands, agrees and warrants:

1. That the bidder has carefully read and fully understands the full scope of the specifications. That the bidder has the capability to successfully undertake and complete the responsibilities and obligations of said specifications.

2. That the Alabama Bid Law (Section 41-16-50) requires all bidders to furnish a bid bond on any contract exceeding \$10,000.00. Therefore, a bid bond for \$500.00 or acceptable substitute must accompany the bid.

3. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to opening.

4. That Washington County Board of Education (WCBE) reserves the right to reject any or all bids and to accept that bid or portions of the bid which will, in its opinion, best serve the public interest. WCBE reserves the right to waive any technicalities and formalities in the bidding.

5. That by submission of this bid the bidder acknowledges that WCBE has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

6. That the bid presented must be signed and dated by the company official that gives the right to submit the bid.

All sealed bids must be sent to:

**Washington County Board of Education
C/O Betty Brackin/Student Desks Bid
PO Box 1359
229 Granade Ave
Chatom, Alabama 36518**

Bids will not be accepted after 2:00 PM, April 18, 2023.

BID Proposal SHEET

STUDENT DESKS

Bid Period – March 28, 2023 – April 18, 2023

Bidder: _____

Address: _____

By: _____

Date: _____

Student Desks:

Student planner desk & chair (two pieces):

12" _____

14" _____

16" _____

18" _____

Student unit desk (one piece):

12" _____

14" _____

16" _____

18" _____

Student planner desk & chair (two pieces) with wire basket:

12" _____

14" _____

16" _____

18" _____

Student unit desk (once piece) with wire basket:

12" _____

14" _____

16" _____

18" _____

Student planner desk & chair (two pieces) with steel basket:

12" _____

14" _____

16" _____

18" _____

Student unit desk (once piece) with steel basket:

12" _____

14" _____

16" _____

18" _____

Authorized Signature

Date