

## Newmarket School District Classroom Furniture, 2022

# *NEWMARKET SCHOOL DISTRICT REQUEST FOR PROPOSAL*

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## Newmarket School District Classroom Furniture, 2022

**DEADLINE FOR RECEIPT OF PROPOSALS:** **March 9, 2022 3:00 PM**

**PROPOSAL SUBMITTAL ADDRESS:** **Newmarket School District  
School Administrative Unit 31  
Attn: Janna Mellon, Business Administrator  
186A Main Street  
Newmarket, NH 03857  
Email: [mellonj@newmarket.k12.nh.us](mailto:mellonj@newmarket.k12.nh.us)**

School Administrative Unit #31- Newmarket School District ("District") is issuing this request for proposals ("RFP"), for the purpose of obtaining Proposals from qualified Vendors ("Vendors") for the purchase and delivery of various furniture items to our Junior-Senior High School at 213 South Main Street, Newmarket, NH 03857. The specifications of the necessary furniture are described in the additional notes included in this RFP (Attachment A). Sample images will be provided with this RFP.

### TERMS AND CONDITIONS:

1. **BID ACCEPTANCE:** The Newmarket School District reserves the right to accept or reject any and all bids or proposals received or any parts thereof for any reason whatsoever, to waive any informalities in any bid or proposal or in any provision in the request for bids or proposals, to negotiate with any or all proposers, to require a modification of the RFP at any time, and to select the proposer whom, the District, in its sole discretion determines is in the best interests of the District even though the proposer may not submit the lowest bid or proposal. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.
2. **FINAL BID PRICE:** If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item or service for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the bidder will be solely responsible for any increased prices due to any circumstances.
3. **NON-TRANSFERRING OF AWARD:** No bidder will be allowed to assign the contract.
4. **REQUIRED COMPLETION DATE:** All items must be delivered prior to **July 31, 2022**, unless an extension is agreed upon and pre-authorized in writing by the District. Delivery dates to be planned and scheduled in advance to minimize disruption to staff working in the building.
5. **LATE PROPOSAL/BIDS:** Sealed paper bids or email bids will be accepted. **No late bids will be accepted after 3:00 PM on March 9, 2022.** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
6. **PAYMENT TERMS:** SAU 31 - Newmarket School District will pay the selected Contractor within thirty (30) days following receipt of invoices.

## Newmarket School District Classroom Furniture, 2022

7. WITHDRAWAL OF BIDS/PROPOSALS: Proposals may be withdrawn prior to the opening date and time upon written request of the Bidder. Negligence on the part of the Bidder in preparing his/her proposal shall not constitute a right to withdraw a bid subsequent to the bid opening.
8. PRICING: Unless otherwise specified, all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.
9. BID RESULTS: The SAU Business Office will not respond to phone inquiries for bid results. Individuals or company representatives may attend a bid opening which is open to all interested parties or by email request for a summary of the bids. Bid award results will only be released to parties via email once the Newmarket School Board has been notified and awarded the bid. The bids and proposals are governmental records and shall be available to the public under the Right-to-Know Law. The District will not accept bids or proposals marked confidential in whole or in part. All concepts, information, and cost savings alternatives presented by the Bidder during the bid selection process shall become the property of the District and shall thereafter be used at the District's sole discretion. The District shall own all instruments of service.
10. NON-APPROPRIATION CLAUSE: Multi-year contracts entered as a result of this RFP require a non-appropriation clause.
11. All quotations must be signed by an authorized representative of the Vendor.
12. Should a Vendor find discrepancies in or omissions from the specifications or should he/she be in doubt as to their meaning, the Vendor shall at once notify the District, who will send written clarifications to all Bidders. The District will not be responsible for any oral instructions or addendums.
13. Proposals should be prepared simply and economically providing a straightforward, concise description of the Vendor's ability to meet the requirements of the RFP.
14. All questions during the bidding period should be directed to Janna Mellon, Business Administrator. Questions should be submitted by email and will be shared with all potential bidders. Email address [mellonj@newmarket.k12.nh.us](mailto:mellonj@newmarket.k12.nh.us). The last opportunity to submit questions shall be Friday, March 4, 2022 by 3:00 PM.
15. Proposal due date is **Wednesday, March 9, 2022 by 3:00 PM**. Sealed proposals should be submitted to Janna Mellon, Business Administrator at 186A South Main Street, Newmarket, NH, or proposals may be submitted via email to [mellonj@newmarket.k12.nh.us](mailto:mellonj@newmarket.k12.nh.us). Please reference **Classroom Furniture, 2022** in your submittal.
16. The District's decision with regard to the selection of the Vendor shall be considered final.
17. The District reserves the right to investigate the financial responsibility of any and all submitters to determine the ability of the firm and/or individual to assure services throughout the term of the project and to provide insurance that will be required by the District.
18. PAYMENT AND PERFORMANCE BONDS: The Newmarket School District requires Payment and Performance Bonds for projects that are over \$125,000.00. These bonds are to be supplied to the SAU Business Office prior to commencing work.
19. GUARANTEES AND WARRANTY: All parts and furniture must include a warranty of at least one year after the final delivery and with an additional one year warranty commencing on the date that any defective or nonconforming part was corrected

## Newmarket School District Classroom Furniture, 2022 Attachment A

### Additional Information (see also attached conceptual images):

General:

- a. Furniture shall be shipped to a single address in the sizes and quantities as shown in the table below.
- b. Delivery charges shall be listed separately from furniture pricing.
- c. Delivery address:  
**Newmarket Junior-Senior High School**  
**213 South Main Street**  
**Newmarket, NH 03857**
- d. Newmarket Junior-Senior High School does have a delivery dock. Delivery charges shall be inclusive of all equipment charges (i.e. liftgate) as required to deliver desks at the school.
- e. Deliveries must arrive between 8:00 AM and 2:30 PM, M-F. The District shall be notified in advance of delivery dates/times. Deliveries shall be scheduled with David Reilly, Facilities Director at [reillyd@newmarket.k12.nh.us](mailto:reillyd@newmarket.k12.nh.us)
- f. All quotes shall include product dimensions including height (ranges), seat/surface dimensions, depth, weight, etc.
- g. Quotes shall include a list and image showing all available sample colors, finishes, and other options.
- h. The table below lists the requested furniture items. Conceptual images and additional details for each item can be found on subsequent pages.

Item	Description	Dimensions	Quantity Needed
A	Café Stools	30" seat height specified to be used with 42" H table	6
B	Café Tables	36" L x 36" W x 42" H (adjustable)	3
C	Modular Lounge Seating – Chairs with Arms	34-1/2" H x 32" W x 29-1/2" D with a 18-1/2" seat height	2
D	Modular Lounge Seating – Armless Chairs	34-1/2" H x 24" W x 29-1/2" D with a 18-1/2" seat height	2
E	Sofa	Width between 64"-72"	1
F	End Tables	24" H x 18" W x 22" D	4
G	Accent Table	17-3/4" H x 42-1/2" W x 21-1/2" D	1
H	Mobile Wire Shelving – Five (5) Tier with Casters	14" D x 30" W x 60" H	2
I	Charging Tower	See details below	1
J	Mobile Grid Feature Display	62" H x 39" W x 24" D	1
K	Medusa Floor Lamp	72"H x 10-1/2"Dia.	1
L	Convertible Bench Table Units	8' L	41
M	Mobile Wire Shelving – Six (6) Tier with Casters	48" W x 72" H x 18" D	6
N	Adjustable Height Rectangular Table	30" W x 72" L (adjustable)	3
O	Laminate Top Classroom Desk (trapezoid)	33" L x 14" W x 21" D (adjustable)	32
P	Classroom Chairs	18" seat height	32
Q	Plastic Folding Tables	30" D x 72" W x 29" H	20

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item A: Café Stools – 30” Seat Height**

**QUANTITY NEEDED:** Six (6) stools



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- 30” seat height specified to be used with 42” H table
- Stacking
- 350 lb. weight rating
- Non-skid glides for use on carpet

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item B: Café Tables – 36" L x 36" W x 42" H**

**QUANTITY NEEDED:** Three (3) tables



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- 36" L x 36" W x 42" H – adjustable height
- Tabletop thickness: 1.375"
- Preferably a model that folds down into the vertical position, allowing tables to nest for space-saving storage
- Powder-coated, 16-gauge steel
- 700 lb. weight capacity
- Plastic leveling glides

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item C: Modular Lounge Seating – Chairs with Arms**

**QUANTITY NEEDED:** Two (2) chairs



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- Chair with two (2) arms
- 34-1/2" H x 32" W x 29-1/2" D
  - 18-1/2" seat height
- Thick cushions upholstered with solid-color, recycled polyester fabric or patterned, PVC-free polyurethane fabric
- 400 lb. weight capacity
- 2" dia. brushed aluminum legs with vinyl leveling glides

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item D: Modular Lounge Seating – Armless Chairs**

**QUANTITY NEEDED:** Two (2) chairs



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- Armless Chair
- Back 34-1/2" H x 24" W x 29-1/2" D
  - 18-1/2" seat height
- Thick cushions upholstered with solid-color, recycled polyester fabric or patterned, PVC-free polyurethane fabric
- 400 lb. weight capacity
- 2" dia. brushed aluminum legs with vinyl leveling glides



**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item E: Sofa**

**QUANTITY NEEDED:** One (1) sofa



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- Width between 64"-72"
- Thick cushions upholstered with solid-color, recycled polyester fabric or patterned, PVC-free polyurethane fabric
- 400 lb. weight capacity
- 2" dia. brushed aluminum legs with vinyl leveling glides



**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item F: End Tables**

**QUANTITY NEEDED:** Four (4) end tables



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- Desired dimensions: approximately 24" H x 18" W x 22" D
- Surface material: Laminate
- Aluminum or steel legs with glides

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item G: Accent Table**

**QUANTITY NEEDED:** One (1) table



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- Commercial-grade, engineered hardwood frames reinforced with glue and steel fasteners
- 100% polyester fabric upholstery
- 1" thick particleboard tabletops with thermally-fused laminate surfaces and 3mm PVC edges
- Contemporary 2" dia. anodized aluminum legs with chrome leg levelers
- Measures 17-3/4" H x 42-1/2" W x 21-1/2" D

**Newmarket School District Classroom Furniture, 2022**  
**Attachment A**

**Item H: Mobile Wire Shelving** – Five (5) Tier with Casters

14" D x 30" W x 60" H

**QUANTITY NEEDED:** Two (2) shelving units



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- 14" D x 30" W x 60" H
- Five (5) adjustable tiers
- Four (4) nylon casters
- Chrome finish

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item I: Charging Tower**

**QUANTITY NEEDED:** One (1)



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- 9 tamper-resistant receptacles and 6 USB charging ports
- Durable metal construction
- 15-amp capacity supported by single 3-prong plug power source
- Circuit breaker provides overload protection
- Easily mobile at just 25 lbs., with slots in base for tethering to the floor
- Recesses in base allow tower to be placed closely to floor boxes when plugged in
- Magnetic catch secures 9'L power cord when not in use
- No-slip rubber feet provide 3/4" floor clearance

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item J: Mobile Grid Feature Display**

**QUANTITY NEEDED:** One (1) display



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- 62" H x 39" W x 24" D
- Cubed, geometric design provides a focal point in any room.
- Sturdy 1-1/2" thick plywood display features handsome wood veneers and smooth, radius edges.
- 12 individual openings to highlight materials from all 4 sides.
- Shelves offer spacious 12"H clearance, and the top 3 shelves are recessed in from the base for safety.
- Locking 5" dia. casters provide smooth mobility.

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item K: Medusa Floor Lamp**

**QUANTITY NEEDED:** One (1) lamp



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- Brushed-aluminum base
- Colorful glass sconces
- Fully articulating 24" gooseneck arms
- Uses 25 watt candelabra bulbs (not included)
- Must be labeled UL (Underwriters Laboratories) certified for fire and electrical safety.
- Measures 72"H x 10-1/2"Dia.

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item L: Convertible Bench Table Units with Powder Coated Steel Frame – 8' L**

QUANTITY NEEDED: 41 full tables



*(Conceptual Images)*

***Colors and finishes to be determined based on samples provided and/or availability***

Desired Specifications:

- 8' L
- Convertible: can be used as a comfortable bench with a back or a table with a bench
- Material: Plywood
- Heavy-duty tubular steel frame
- High-pressure laminate top
- 4 Casters, 2 locking
- Pinch-proof folding
- Non-marring glides



**Newmarket School District Classroom Furniture, 2022**  
**Attachment A**

- Built-in ganging device (for combining 2 units for table seating)

**Item M: Mobile Wire Shelving** – Six (6) Tier with Casters

48" W x 72" H x 18" D

**QUANTITY NEEDED:** Six (6) shelving units



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

Desired Specifications:

- 48" W x 72" H x 18" D
- Six (6) adjustable tiers
- Four (4) nylon casters
- Chrome finish

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item N: Adjustable Height Rectangular Table – 30" W x 72" L**

**QUANTITY NEEDED:** Three (3) tables



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

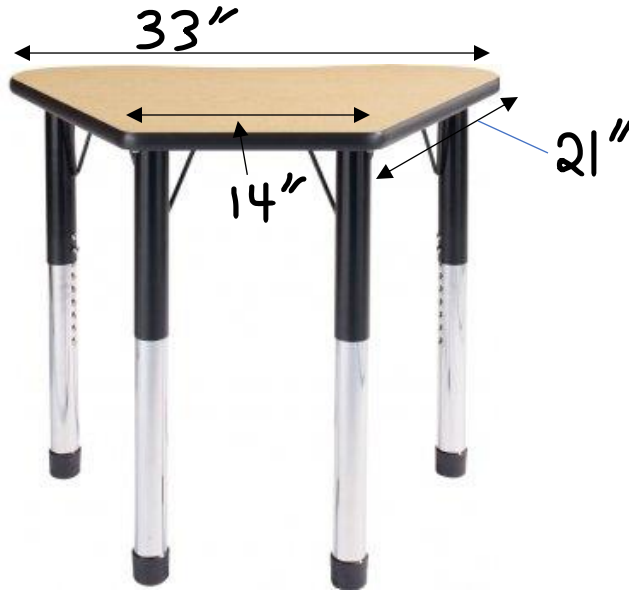
**Desired Specifications:**

- 30" W x 72" L
- Adjustable height increments: 1"
- External cap glides
- 4 straight legs
- Seating capacity: 8
- 400 lb. wight capacity
- Minimum 16-gauge steel
- Tabletop core material: Fiberboard
- Tabletop edge: Vinyl t-mold
- Tabletop surface material: High-pressure laminate
- Tabletop thickness: 1.125"

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item O: Laminate Top Classroom Desk – Adjustable Height**

**QUANTITY NEEDED:** 32 desks



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

Desired Specifications:

- Trapezoid Desktop Surface: 33" L x 14" W x 21" D (see diagram above)
- Adjustable height increments: 1"
- Frame material: 18-gauge powder-coated steel
- Desktop edge type: T-mold edge banding
- Desktop finish: High-pressure laminate
- Tabletop thickness: 1.125"

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item P: Classroom Chairs – 18" Seat Height**

**QUANTITY NEEDED:** 32 chairs



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

Desired Specifications:

- 18" seat height
- Frame material: 16-gauge steel
- 250 lb. weight capacity
- Stackable
- Self-leveling glides with nylon inserts
- Chrome frame finish

**Newmarket School District Classroom Furniture, 2022  
Attachment A**

**Item Q: Plastic Folding Tables – 30" D x 72" W x 29" H**

**QUANTITY NEEDED:** 20 tables



*(Conceptual Image)*

***Colors and finishes to be determined based on samples provided and/or availability***

**Desired Specifications:**

- 30" D x 72" W x 29" H
- Standard style (non bi-fold)
- Seating capacity: 8
- Legs fold underneath the top for flat storage
- 1.75" thick
- Waterproof, impact, and stain-resistant tabletop
- Gray powder coated locking legs with protective floor caps

## Newmarket School District Classroom Furniture, 2022 Bid Form

Proposals must be received by Wednesday, March 9, 2022 by 3:00 PM. No late bids shall be accepted. Sealed proposals should be submitted to Janna Mellon, Business Administrator at 186A South Main Street, Newmarket, NH. Email proposals shall be emailed to Janna Mellon at [mellonj@newmarket.k12.nh.us](mailto:mellonj@newmarket.k12.nh.us). Please reference **Classroom Furniture, 2022** in your submittal.

- I accept that delivery is expected by **July 31, 2022**, unless an extension is agreed upon and pre-authorized in writing by the District.
- I acknowledge that this RFP must be returned in its entirety, including the Bid Form and all attachments. **Each page of the RFP must be initialed by the bidder, where indicated.**
- I have read and reviewed Attachment A (additional information) and reviewed all conceptual drawings which accompany this RFP.
- I propose to deliver items substantially similar to the attached conceptual drawings and in accordance with the information in Attachment A, for a guaranteed maximum price as shown below.
  - Any additional costs or fees shall not be charged without a properly authorized change order.
  - All Bids must contain item numbers, item specifications and pictures of each item.
  - Color/finish/material choices should be provided for each item.
  - Final price shall be agreed upon by the execution of a signed sales order
  - I understand that the District reserves the right for final approval of each item. In the event that the District determines that any furniture item bid is not acceptable for its intended purpose, and should an acceptable alternative not be available upon request, the District reserves the right to split the bid between one or more vendors.

## Newmarket School District Classroom Furniture, 2022

### Bid Form

Bid Proposals shall remain valid for thirty (30) days. The District reserves the right to split the bid award between vendors in the event that the selected bidder is not able to provide all items requested, or if the items bid are unacceptable to the District. The District reserves the right to reject or request an alternative item for any item that is not acceptable to the District. **If more than one model/type of furniture are bid, please attach a detailed bid sheet that includes the following information for each product, as well as the specifications of each product:**

Item	Dimensions	Quantity Needed	Manufacturer	Unit Price	Extended Price
Café Stools	30" seat height specified to be used with 42" H table	6			
Café Tables	36" L x 36" W x 42" H (adjustable)	3			
Modular Lounge Seating – Chairs with Arms	34-1/2" H x 32" W x 29-1/2" D with a 18-1/2" seat height	2			
Modular Lounge Seating – Armless Chairs	34-1/2" H x 24" W x 29-1/2" D with a 18-1/2" seat height	2			
Sofa	Width between 64"-72"	1			
End Tables	24" H x 18" W x 22" D	4			
Accent Table	17-3/4" H x 42-1/2" W x 21-1/2" D	1			
Mobile Wire Shelving – Five (5) Tier with Casters	14" D x 30" W x 60" H	2			
Charging Tower		1			
Mobile Grid Feature Display	62" H x 39" W x 24" D	1			
Medusa Floor Lamp	72"H x 10-1/2"Dia.	1			
Convertible Bench Table Units	8' L	41			
Mobile Wire Shelving – Six (6) Tier with Casters	48" W x 72" H x 18" D	6			
Adjustable Height Rectangular Table	30" W x 72" L (adjustable)	3			
Laminate Top Classroom Desk	33" L x 14" W x 21" D (adjustable)	32			
Classroom Chairs	18" seat height	32			
Plastic Folding Tables	30" D x 72" W x 29" H	20			
Delivery and Handling Fees:					
<b>Total Bid Amount:</b>					

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



**Newmarket School District Classroom Furniture, 2022  
Bid Form**

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Any exclusions, qualifications, or comments:

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Have you, or any of the principals of your company been involved in any litigation, arbitrations, mediations, or administrative proceedings in the past 10 years?

Yes.  No

If yes, please note the details of the claims, attorneys, and resolution below.

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**Vendor Qualifications**

**The proposal shall include all of the following information. Failure to include all the required information may result in the disqualification of a bidder.**

1. List of three (3) references including names, addresses, phone numbers, and contact persons, of clients for whom you have performed similar services in this proposal.

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2. State how long you have been operating under your present company name.

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3. Vendor's qualifications, years in business, experience in providing the level and type of product specified in the proposal.

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**Newmarket School District Classroom Furniture, 2022  
Bid Form**

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4. List and/or samples of colors and finishes are attached to this bid form  Yes  No

Authorized Representative Name and Title: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_