



**School Administrative Unit #31
Newmarket School District**
186A Main Street, Newmarket, NH 03857
(603) 659-5020 Fax (603) 659-5022
www.newmarket.k12.nh.us



Susan K. Givens, Ed.D.
Superintendent of Schools

Erica C. MacNeil, M.Ed.
Director of Student Services

May 5, 2020

Request for Proposals
for
“JR/SR Main Office Reception Desk”
Schools of Newmarket

Contact: *Dave Jack*
Interim Business Administrator
SAU #31 Newmarket School District
186 Main Street
Newmarket, NH 03857
jackd@newmarket.k12.nh.us
(603) 292-7984

Introduction

The Newmarket School District (hereinafter referred to as SAU #31) seeks proposals from interested contractors for the construction of a main office reception desk.

It is the intent of SAU #31 to use this RFP as a competitive means to enter into a contract or multiple contracts with the selected Contractor for “JR/SR High Reception Desk”

Proposal shall include all labor rates and mark-up of materials as requested on the attached proposal sheet included.

Contractor Response

General Information

For further information, please contact:

David Jack
Interim Business Administrator
SAU #31 Newmarket School District
186A Main Street
Newmarket, NH 03857
Phone: 1-603-292-7984

Due Date:

Proposals must be ***received*** at the below address on or before June 3rd at 10:00am at which time the submission will be publicly opened and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within seven (7) days after the submission opening date.

Submission delivered/provided after the due date and time will not be considered.

Submit Proposal

Quantity: one (1) on supplied form in a sealed envelope clearly marked “JR/SR High Reception Desk”

Delivery of submission:

Mailing Address:

SAU #31 Newmarket School District
Attention: Michelle Martinson
Newmarket Town Hall
186 Main Street
3rd floor Business Office
Newmarket, NH 03857

SAU #31 Newmarket School District reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded. Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the School may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; selected for award based on the proposals, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the SAU #31 Newmarket School District.

All submission respondents shall supply proof of insurance with the SAU #31 Newmarket School District being named as an additional insured based on the limits required for all vendors/contractors working within the Newmarket School District. Vendors/contractors shall supply the SAU#31 Newmarket School District with the properly filled out submission of IRS form W-9 upon award. Failure to supply required submissions shall constitute submission award withdrawal and award to the next qualified submission.

Scope:

SAU #31 is seeking qualified contractors to construct a main reception desk at the JR/SR High School for the upcoming school year. An information drawing with dimensions of the desk area has been included within the scope of this project. The general construction is based on maple wood surfaces with laminated type surfaces with the laminate color to be determined. The contractor shall supply SAU #31 with laminate color tiles for selection based on the proposal costing. The filing cabinets and drawer assembly shall be supplied by the contractor based on filing type cabinets in "putty" with drawer locks. The unit shall be self-supporting and placed in the existing JR/SR High School Main office with the final location to be determined by SAU #31. The proposal shall include all labor, materials, and finishes for a complete assembly delivered and set-up at the JR/SR High School.

**Proposal for
JR/SR High School Reception Desk
Newmarket School District**

Total Cost: _____

Submission: _____ (Corporation, Firm, Individual or Company)

By: _____ (Officer, authorize Individual or Owner)

Name: _____

Mailing Address: _____

Zip Code: _____

DATE: _____

Telephone: _____ Fax: _____

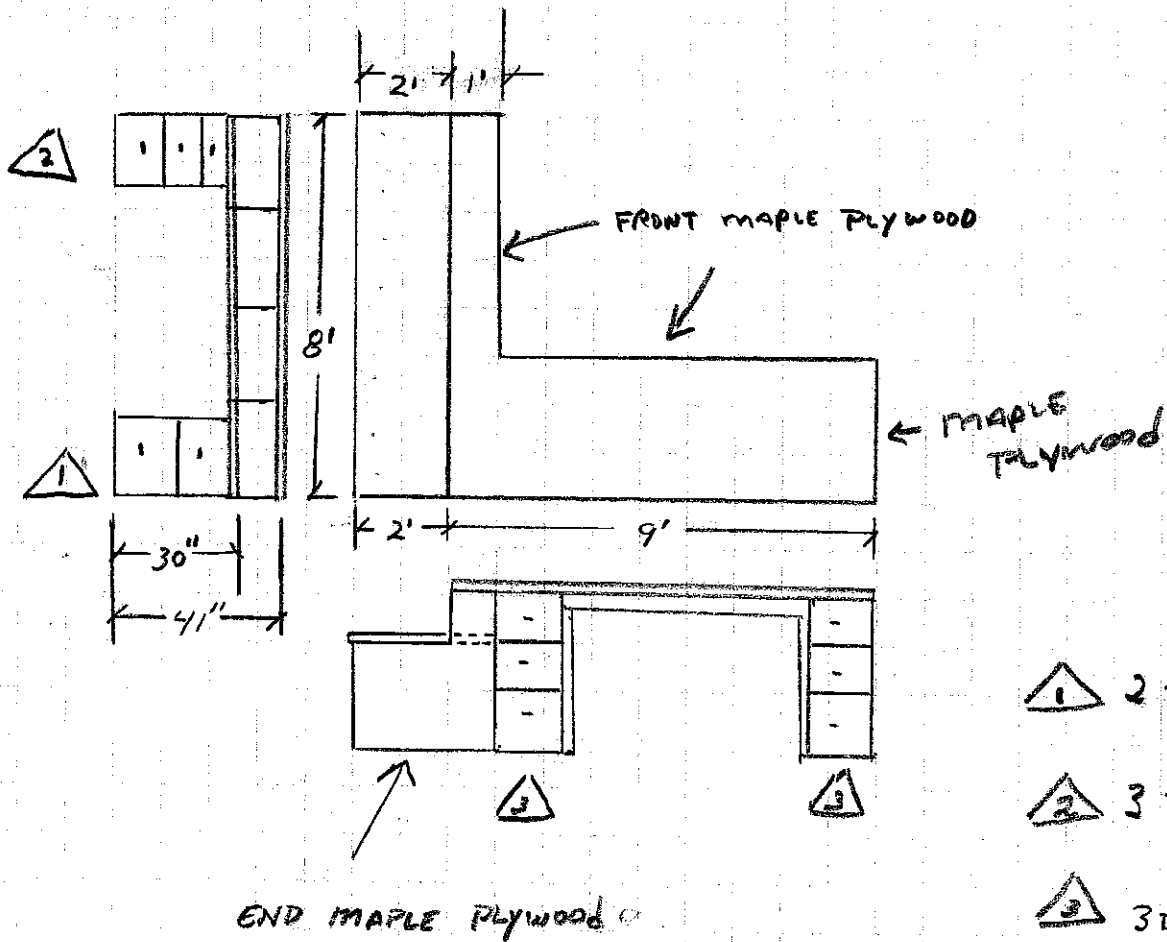
E-Mail: _____

Does the ownership or stock holders have relatives currently employed by the Town of Newmarket or the Newmarket School District?

Yes _____ No _____ If yes: Relationship: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. By signing this submission, you agree to all terms and conditions as detailed in the bid specifications. SAU #31 reserves the right to accept or reject any submissions.

MAIN Reception Desk



SCALE: 1/4" = 1'

- ① 2 DRAWER 29" HEIGHT
- ② 3 DRAWER 29" HEIGHT
- ③ 3 DRAWER 40" HEIGHT

- Ⓐ UPPER + LOWER DESK AREAS:
FORMICA TYPE SURFACE <COLOR TBD>
- Ⓑ DESK DIVIDER 3/4 MAPLE
- Ⓒ DESK SUPPORT + COUNTER SUPPORTS
SHALL BE 3/4 BANDING PLYWOOD