

PURCHASING DEPARTMENT

**UNIFIED SCHOOL DISTRICT 500
2010 N. 59th Street, Room 370
Kansas City, Kansas 66104
(913) 551-3200**

The Board of Education, Unified School District No. 500, Kansas City, Kansas, will receive sealed bids on CAFETERIA FURNITURE for various buildings in the District no later than August 2, 2011 at 2:00 p.m. in the Purchasing Department Office, 2010 N. 59th Street, Room 370, Kansas City, Kansas, 66104

Bids should be marked on the outside of the envelope "BID NO. 11-005 – CAFETERIA FURNITURE."

Mandatory specifications are enclosed. Please return quotations on the enclosed forms and in the attached envelope. Complete all information requested on these forms. It is imperative that the additional documentation requested in this bid solicitation is included so that your bid may be equitably evaluated.

All quotes offered on this bid solicitation should include delivery charges and be quoted F.O.B. delivered to the USD 500 Storeroom, 2116 N. 18th Street, Kansas City, Kansas. Please respond according to the quantities requested.

Please be sure to indicate any items that do not meet the written specifications and attach literature and specification sheets for the furniture that your firm is offering. Please be advised that demonstrations may be required prior to the awarding of the bid. Please quote all options called for in this bid quote as minimum requirements.

If there are any questions concerning the specifications on this bid, please contact Robert Young, 2010 N. 59th Street, Kansas City, Kansas, telephone (913) 551-3200.

Unified School District No. 500 reserves the right to reject any and all bids without recourse from the vendor.

If you cannot or chose not to quote on this bid and wish to remain on the bid list for this type of product please indicate "No Bid" on the enclosed quotation form along with your firm's name and return it to the above address.

Please note that the items on the first part of the bid may be ordered independently of the items on part two of this bid document. As such, bid each section independently. Also, the District will look to this bid a source for pricing for additional purchases as may be required over the next ninety (90) days.

Robert Young, CPPO
Director of Purchasing
Unified School District 500

**STANDARD TERMS & CONDITIONS
UNIFIED SCHOOL DISTRICT NO. 500**

1. **SCOPE:** The following terms and conditions shall prevail unless otherwise modified by U.S.D. 500 within this bid document. U.S.D. 500 reserves the right to reject any bid which takes exception to these terms and conditions.
2. **DEFINITIONS AS USED HEREIN:**
 - a. The term “bid request” means a solicitation of a formal sealed bid.
 - b. The term “bid” means the price offered by the bidder.
 - c. The term “bidder” means the offerer or vendor.
 - d. The term “U.S.D. 500” means Unified School District No. 500.
 - e. The term “Board of Education” or “BOE” means the governing body of Unified School District No.500
3. **COMPLETING BID:** Bids must be submitted **ONLY** on the form provided in this bid document. All information must be legible. Any and all corrections and /or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.
4. **CONFIDENTIALITY OF BID INFORMATION:** Each bid must be sealed and submitted in or under cover of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid or in a separate envelope marked “Literature for Bid (Number).” Do **NOT** indicate bid prices on literature.

All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.
5. **ACCURACY FO BID:** Each bid is publicly opened and is made part of the public record of U.S.D. 500. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.
6. **SUBMISSION OF BID:** Bids are to be sealed and submitted to the Purchasing Office, 2010 N. 59th Street, Room 370, Kansas City, Kansas 66104, prior to the date and time indicated on the cover sheet.
7. **ADDENDA:** All changes in connection with this bid will be issued by the Purchasing Office in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the bid.
8. **LATE BIDS AND MODIFICATION OR WITHDRAWALS:** Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.
9. **BIDS BINDING:** All bids submitted shall be binding upon the bidder if accepted by U.S.D. 500 within sixty (60) calendar days after the bid opening.
10. **EQUIVALENT BIDS:** When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked “No Substitute.” Equivalent bids must be accompanied by descriptive literature and/ or samples may be required and shall be supplied at no charge to the school district.

11. **NEW MATERIALS, SUPPLIES AR EQUIPMENT:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.
12. **WARRANTY:** Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to U.S.D. 500 by any other clause of this bid reserves the right to request from bidders a separate manufacturer certification of all statements made in the proposal.
13. **METHOD OF AWARD AND NOTIFICATION:** Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of U.S.D. 500.
14. U.S.D. 500 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing "basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 500.
15. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. 500 of a Purchase Order or other contractual document.
16. **DELIVERY TERMS:** All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.
17. **DAMAGED AND/OR LATE SHIPMENTS:** U.S.D 500 has no obligation to accept damaged shipments and reserves the right to return at the vendor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Vendor is responsible to notify U.S.D. 500 Purchasing office of any late or delayed shipments. U.S.D. 500 reserves the right to cancel all or any part of an order if the shipment is not made as promised.
18. **CREDIT TERMS:** Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.
19. **SELLER'S INVOICE:** Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
20. **TAX EXEMPT:** U.S.D. 500 is exempt from Federal, State and local taxes by #KSF2LEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas.
21. **SAFETY:** All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
22. **DISCLAIMER OR LIABILITY:** U.S.D. 500 will not hold harmless or indemnify any bidder for any liability whatsoever.
23. **HOLD HARMLESS:** The contractor agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents fee and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities or every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising

23. (cont.) directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
24. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
25. ANTI-DISCRIMINATION Clause: No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color handicap, sex, national origin, or religious creed.

BID SPECIFICATIONS

ITEM : Mobile Folding Cafeteria Tables – Rectangular Sixteen (16) Stool

QUANTITY: Twelve (12) Approximately

When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and/or specifications to receive consideration.

All of the following specifications are **minimum specifications** (the equipment bid must meet or exceed the following). Be sure to indicate below with a check or mark yes or no beside each item to determine compliance with the written specifications.

Item	Yes	No	*
------	-----	----	---

Mobile Folding Tables (Rectangular)

Table height should be 27 inches	_____	_____	
----------------------------------	-------	-------	--

Overall width of table should be minimum of 29 1/2 "	_____	_____	
--	-------	-------	--

Overall length of table should be minimum of 139"	_____	_____	
---	-------	-------	--

Table must be able to be folded and opened with single fluid motion, such closing and opening of the table should be assisted by pneumatic cylinders or torsional energy storage systems or a combination of both	_____	_____	
---	-------	-------	--

Describe in detail the type of lifting system that your table utilizes.

Tabletop shall be of a solid single-piece core nominal 3/4" thick warp-resistant construction with the center core material to be a resinwood (density of minimum 45 lbs.)	_____	_____	
--	-------	-------	--

or solid 7-ply plywood.	_____	_____	
-------------------------	-------	-------	--

Item	Yes	No	*
Tabletop should be constructed with high-pressure laminate face with a high pressure laminate or vinyl backer for the underneath surface of comparable thickness	_____	_____	
Tabletop surface should be scratch resistant	_____	_____	
Tabletops should be supported by cross supports	_____	_____	
All surface edges must be protected by a rounded, sealed polyurethane coating, either mechanically or chemically bonded to the table core and bonded to laminated surface edges, to provide a permanently sealed barrier to moisture, dirt, food particles and bacteria (t-molding or bullnose edges will not be considered acceptable)	_____	_____	
Tabletops should be designed to provide 1” minimum clearance between the top sections when open to provide protection to hands and fingers	_____	_____	
Stool height should be 17” (+/- 1”)	_____	_____	
Table frames should be constructed using welded unitized constructions, integrating all structural steel members into a self-supporting unit.	_____	_____	
Frame finish should be a nickel chrome finish , impervious to staining, scuffing, scratching and corrosion	_____	_____	
Tables are to be equipped with 4” heavy duty (hard rubber), oilless, ball-bearing, self-lubricating swivel type casters that are a minimum of 1 ¼” wide.	_____	_____	
Table to have sixteen (16) individual seats, minimum of 13” diameter round stool seat	_____	_____	
Stool seat to be made of corex, melsure, thermoset “hard” plastic, or cone shaped, heavily ribbed ABS plastic, single piece construction or a softer plastic (whichever is less expensive)	_____	_____	

Item	Yes	No	*
Stool color to be navy (dark) blue (stool color sampler to be submitted with bid)	_____	_____	
Stool support floor glides should be securely attached and on the floor at all times the table is open and in use – glides should aide in preventing any movement of the table during use and glides must be non-marring	_____	_____	
Tabletop laminate finish to be grey silica finish or comparable (laminate finish sampler to be submitted with bid)	_____	_____	
All casters should lift off the floor while the table is in use to prevent movement of the table	_____	_____	
Table unit should have an anti-tip device when folded, or other effective option to prevent tipping	_____	_____	
Table must be manufactured to published Underwriters Laboratories Standards having been safety tested and listed by Underwriters Laboratories (testing to include tip-over tests)	_____	_____	
Table should bear some legible marking indicating manufacture date or lot built number for determining warranty liability	_____	_____	
Table must carry a ten (10) year warranty on frames, tabletops and table edge	_____	_____	

BID REQUEST: Mobile Folding Cafeteria Tables – Rectangular Sixteen (16) Stool

All bids must be accompanied by descriptive literature and/or specification sheets to receive consideration. Demonstrations and/or samples may be required and shall be supplied at no charge to the school district.

Indicate unit price and indicate extension on the attached page. If a substitution or exception is being made for any requirements called for on the bid specification sheet, indicate, in detail, the nature of the exception on the furniture specifications that your firm is bidding on the same line item.

Table Cost – Unit Price: _____ each

Table Cost – Total Extended/Delivered: _____ total
(fifteen total tables)

Indicate the manufacturer and model number of the equipment that your firm is offering:

Indicate the length of the warranty period and type of warranty if other than required by the bid document:

Indicate when delivery of furniture can be completed after receipt of order:

Is all required documentation attached (Yes/No)? _____

This quote is valid for what period of time? _____

Describe the lock mechanism:

Describe stabilization and weight distribution approach:

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: _____ DATE: _____

TITLE: _____ FIRM: _____

PHONE: _____

BID SPECIFICATIONS

ITEM : Mobile Folding Cafeteria Tables – Rectangular Twelve (12) Stool

QUANTITY: Twenty-four (24)

When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked “No Substitute.” Equivalent bids must be accompanied by descriptive literature and/or specifications to receive consideration.

All of the following specifications are **minimum specifications** (the equipment bid must meet or exceed the following). Be sure to indicate below with a check or mark yes or no beside each item to determine compliance with the written specifications.

<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>*</u>
-------------	------------	-----------	----------

Mobile Folding Tables (Rectangular)

Table height should be 29 inches	_____	_____	
----------------------------------	-------	-------	--

Overall width of table should be minimum of 29 ½ “	_____	_____	
--	-------	-------	--

Overall length of table should be minimum of 139”	_____	_____	
---	-------	-------	--

Table must be able to be folded and opened with single fluid motion, such closing and opening of the table should be assisted by pneumatic cylinders or torsional energy storage systems or a combination of both	_____	_____	
---	-------	-------	--

Describe in detail the type of lifting system that your table utilizes.

Tabletop shall be of a solid single-piece core nominal ¾” thick warp-resistant construction with the center core material to be a resinwood (density of minimum 45 lbs.)	_____	_____	
--	-------	-------	--

or solid 7-ply plywood.	_____	_____	
-------------------------	-------	-------	--

Item	Yes	No	*
Tabletop should be constructed with high-pressure laminate face with a high pressure laminate or vinyl backer for the underneath surface of comparable thickness	_____	_____	
Tabletop surface should be scratch resistant	_____	_____	
Tabletops should be supported by cross supports	_____	_____	
All surface edges must be protected by a rounded, sealed polyurethane coating, either mechanically or chemically bonded to the table core and bonded to laminated surface edges, to provide a permanently sealed barrier to moisture, dirt, food particles and bacteria (t-molding or bullnose edges will not be considered acceptable)	_____	_____	
Tabletops should be designed to provide 1” minimum clearance between the top sections when open to provide protection to hands and fingers	_____	_____	
Stool height should be 17” (+/- 1”)	_____	_____	
Table frames should be constructed using welded unitized constructions, integrating all structural steel members into a self-supporting unit.	_____	_____	
Frame finish should be a nickel chrome finish , impervious to staining, scuffing, scratching and corrosion	_____	_____	
Tables are to be equipped with 4” heavy duty (hard rubber), oilless, ball-bearing, self-lubricating swivel type casters that are a minimum of 1 ¼” wide.	_____	_____	
Table to have twelve (12) individual seats, minimum of 13” diameter round stool seat	_____	_____	
Stool seat to be made of corex, melsur or thermoset “hard” plastic, single piece construction or polystyrene or other “soft” plastic (whichever is less expensive)	_____	_____	

Item	Yes	No	*
Stool color to be navy (dark) blue (stool color sampler to be submitted with bid)	_____	_____	
Stool support floor glides should be securely attached and on the floor at all times the table is open and in use – glides should aide in preventing any movement of the table during use and glides must be non-marring	_____	_____	
Tabletop laminate finish to be grey silica finish or comparable (laminate finish sampler to be submitted with bid)	_____	_____	
All casters should lift off the floor while the table is in use to prevent movement of the table	_____	_____	
Table unit should have an anti-tip device when folded	_____	_____	
Table must be manufactured to published Underwriters Laboratories Standards having been safety tested and listed by Underwriters Laboratories (testing to include tip-over tests)	_____	_____	
Table should bear some legible marking indicating manufacture date or lot built number for determining warranty liability	_____	_____	
Table must carry a ten (10) year warranty on frames, tabletops and table edge	_____	_____	

BID REQUEST: Mobile Folding Cafeteria Tables – Rectangular Twelve (12) Stool

All bids must be accompanied by descriptive literature and/or specification sheets to receive consideration. Demonstrations and/or samples may be required and shall be supplied at no charge to the school district.

Indicate unit price and indicate extension on the attached page. If a substitution or exception is being made for any requirements called for on the bid specification sheet, indicate, in detail, the nature of the exception on the furniture specifications which your firm is bidding on the same line item.

Table Cost – Unit Price: _____ each

Table Cost – Total Extended/Delivered: _____ total

Indicate the manufacturer and model number of the equipment that your firm is offering:

Indicate the length of the warranty period and type of warranty if other than required by the bid document:

Indicate when delivery of furniture can be completed after receipt of order: :

Is all required documentation attached (Yes/No)? _____

This quote is valid for what period of time? _____

Describe the lock mechanism:

Describe stabilization and weight distribution approach:

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: _____ DATE: _____

TITLE: _____ FIRM: _____

PHONE: _____