

Invitation to Bid
Berlin Public Schools (BPS)
Library Furniture
Bid #B2018-02

Sealed bids for furnishing Library Furniture to the BPS shall be submitted to the Director of Business Operations, Berlin Public Schools, 238 Kensington Road, Berlin, CT, 06037, **no later than 2:00 PM (EST) on September 13, 2018.**

General Conditions and Instructions to Vendors

- A. Bids are to be sealed and placed in an envelope marked **Library Furniture, Bid #B2018-02**. The name and address of the vendor should appear on the upper left-hand corner. Any bid not so marked is subject to rejection. The bid specifications for the furniture desired are listed below in Schedule A.
- B. All prices bid shall include the complete cost of the merchandise as well as the delivery to and installation at the Emma Hart Willard School, 1088 Norton Road, Berlin, Connecticut. Please note that all purchases made by BPS are exempt from sales tax.
- C. No amendment to or withdrawals of bids received later than the time and date specified will be considered. Bids received later than the time and date specified will not be considered. All bid prices shall be valid for a minimum period of 30 days after bid date. It is necessary to bid on all items listed to be considered.
- D. The BPS reserves the right to reject any and all bids in part or in whole, and to award the contract other than to the lowest vendor upon a determination by said Committee that such action is in the best interest of the BPS.
- F. This bid is signed by the vendor with full knowledge of the specifications and all itemizations, qualifications, etc., and if accepted will be made a part of a subsequent contract to purchase.
- G. It is understood and agreed that the signing of this bid embraces all of the conditions and requirements of the Invitation to Bid.
- H. The bidder shall include written information regarding the bidder's past experience and qualifications related to its ability and capacity to perform the work required, including information regarding its work with other school districts.

- I Bids will be opened in public and read aloud directly following the submission deadline at the Berlin Public School Offices. Within a reasonable time following the bid opening, the bids will be tabulated and analyzed, and awarded to the lowest responsible qualified bidder, subject to the right of rejection. Following award, all bidders will be notified in writing whether they were selected..

- J. All communications regarding this Invitation to Bid between prospective bidders and the BPS prior to bid submission should be directed only via email to:

Jeffrey P. Cugno
Director of Business Operations
Berlin Public Schools
jcugno@berlinschool.org

Schedule A (revised) 9/5/18

Berlin Public Schools

Library Furniture (Bid #B2018-02)

ITEM	QTY.	BID PRICE
Wood Design Mobile Library & Display Center <ul style="list-style-type: none"> ● 44”H x 24”W x 24”D 	2	\$ _____
Wood Design Mobile Book Browser <ul style="list-style-type: none"> ● 24”W x 48”W x 20”D 	3	\$ _____
Russwood Atlantis Wood Double-Face Mobile Library Shelving, including <ul style="list-style-type: none"> ● 48”H x 24” D Starter ● 48”H x 24” D Adder ● Wood Color/ Light Oak 	8	\$ _____
Russwood Nautilus Circulation Desk, including <ul style="list-style-type: none"> ● Reference Desk w/ Patron Ledge 32”H x 36”W x 30”D Finish: Natural Oak Top Laminate Color: Lapis Blue ● 90 Degree Closed Corner 32”H x 33”W x 33”D Finish: Natural Oak Top Laminate Color: Lapis Blue ● Book Return 32”H x 36”W x 30”D Finish: Natural Oak Top Laminate Color: Lapis Blue ● Depressible Book Truck 22”H x 26”W x 22”D Finish: Natural Oak ● Open Shelve 32”H x 36”W x 30”D Finish: Natural Oak Top Laminate Color: Lapis Blue ● End Panel 32”H x 1”W x 30”D Finish: Natural Oak ● Pencil Drawer 4”H x 20”W x 18”D Finish: Natural Oak 	1	\$ _____
Total		\$ _____

**Berlin Public Schools
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Total Bid Price: \$ _____

Delivery Date: _____

Vendor:

Name

Address

Telephone no.

Fax no.

Email address

Vendor Representative:

Signature: _____
As duly authorized Date

Printed Name: _____

Title: _____

Email address: _____