

**Corinth School District
1204 North Harper Road
Corinth, MS 38834
(662) 287-2425**

**BID SPECIFICATIONS
Student Desks and Chairs**

Reverse Auction
Wednesday, November 3, 2021
2:00 p.m. CST

For information please contact the Corinth School District at 662-287-2425. Information can also be obtained by contacting the following:

John Barnett
jbarnett@corinth.k12.ms.us

Nathan Hall
nhall@corinth.k12.ms.us

Lee Childress
lchildress@corinth.k12.ms.us

BID SPECIFICATIONS
Student Desks and Chairs

Subject

Request for proposals for student desks and chairs for Corinth School District classrooms.

Purpose

Corinth School District is seeking written proposals to meet the specifications outlined in this document for student desks and chairs for classrooms.

Proposals

All proposals should include new (non-refurbished) equipment that meet the enclosed specifications.

This bid may be submitted as a sealed bid, electronic bid, or reverse auction bid.

Bid proposals will be accepted until 2:00 p.m. (CST) on Friday, October 29, 2021, in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

Please place on the outside of all sealed bids the following language:

Student Desks and Chairs

All electronic bids should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

The District will notify those vendors selected to participate in the reverse auction.

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

Schedule of Events

Event	Date
Bid Specification Release	October 12, 2021
Newspaper Advertisement	October 12, 2021
	October 19, 2021
Deadline for Proposal Submission	October 29, 2021
Notification of Selected Vendors to Participate in Reverse Auction	November 1, 2021
Reverse Auction Date	November 3, 2021

Inquiries

For information, please contact the Corinth School District at 662-287-2425. Information can also be obtained by contacting the following:

John Barnett

jbarnett@corinth.k12.ms.us

Nathan Hall

nhall@corinth.k12.ms.us

Lee Childress

lchildress@corinth.k12.ms.us

Basis of Award

The Corinth School District Board of Trustees will award the bid that is lowest and best to the District. **Corinth School District reserves the right to reject any or all proposals, and the right to award by line item.**

This Bid Specifications package consists of the following sections:

- I. General Conditions**
- II. Specifications**
- III. Proposal Forms**

I. General Conditions

The following are General Conditions for the equipment to be purchased as outlined in the Specifications.

Scope of Work

1. Proposal for student desks and chairs to meet the defined specifications.
2. Delivery of student desks and chairs to the Corinth School District at specified locations outlined by the District upon award of the bid.

Terms

Vendor is to calculate the total cost for the District to purchase the student desks and chairs as outlined in the bid specifications.

Reliability/Performance Guarantee

The vendor will provide warranty of all items purchased to ensure they are in new condition with no defects upon delivery to the Corinth School District. Any defects upon delivery will be the responsibility of the vendor to replace with new, non-defective items that meet the expectations of the District.

Withdrawal of Proposal

Requests to withdraw a proposal after it has been submitted must be made in writing and received by CSD prior to the scheduled proposal opening time. No proposal may be withdrawn after the scheduled opening time.

Alterations to RFP Specifications and Requirements

No changes or alterations of any kind to the bid specifications are permitted without prior written approval from the Corinth School District.

Bid Terms

The Corinth School District Board of Trustees will award the bid that is lowest and best to the District. **Corinth School District reserves the right to reject any or all proposals, and the right to award by line item.**

Submission Information

This bid may be submitted as a sealed bid, electronic bid, or reverse auction bid. Bid proposals will be accepted until 2:00 p.m. (CST) on Friday, October 29, 2021, in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

Please place on the outside of all sealed bids the following language:
Student Desks and Chairs

All electronic bids should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

Pre-qualification Requirements for Bidders

Applicant Information

Company Information

Name	
Address	
Address	
City	
State	
Zip	
Telephone	
Fax	
Email	

Principal Bid Contact

Name	
Title	
Telephone	
Fax	
Email	

References

The vendor shall provide at least three (3) educational/professional references from clients within the past three (3) years where the vendor supplied desks and chairs in a quantity and description comparable to these bid specifications. Vendor will be required to include these with the bid specification response. This information should include the name of the organization, length of relationship, contact name and telephone number.

School District Reference 1

School District

Address

Contact

Phone

Email

School District Reference 2

School District

Address

Contact

Phone

Email

School District Reference 3

School District

Address

Contact

Phone

Email

Key Employees

List the school experience and present commitments of the key individuals of your organization working in/assigned to Mississippi.

Key Employee 1

Name	
Title	
Experience	
Commitments	

Key Employee 2

Name	
Title	
Experience	
Commitments	

Key Employee 3

Name	
Title	
Experience	
Commitments	

Key Employee 4

Name	
Title	
Experience	
Commitments	

Signature

We hereby acknowledge and accept the Pre-Qualification Requirements and attest the information provided herein is truthful and accurate by executing this document.

If we meet the pre-qualification requirements, we will submit a bid to the Corinth School District for Student Desks and Chairs.

Signature _____ Date _____

Pre-qualification Submission Information

The pre-qualification proposal may be submitted either in-person, by sealed bid, or electronically.

Deadline for submission:

Bid proposals will be accepted until 2:00 p.m. (CST) on Friday, October 29, 2021, in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed pre-qualification proposals should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

All electronic pre-qualification proposals should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

Please place on the outside of all pre-qualification proposals the following language:

Student Desks and Chairs

II. Specifications

Student Desks

Please bid on the following options.

ITEM 1

QTY	1150
Description	Student classroom desks
Surface Size	28" x 28" x 36" or larger
Surface Design	Boomerang
Surface Feature	Markerboard top
Surface Color	Maple
Height Adjustment	Height adjustment capability to include a range of 24" to at least 30"

- Or -

ALTERNATE 1

QTY	1150
Description	Student classroom desks
Surface Size	28" x 28" x 36" or larger
Surface Design	Boomerang
Surface Feature	Markerboard top
Surface Color	Maple
Height Adjustment	Height adjustment capability to include a range of 24" to at least 30"
Additional Feature	Backpack Hook

Student Classroom Chairs

Please bid on the following options.

ITEM 2

QTY	1100
Description	Student classroom chairs
Leg Height Dimension	18"
Chair Feature	One-piece construction
Chair Color	Navy
Frame Design	Sled-based design
Additional Features	Stackable

- Or -

ITEM 3

QTY	1100
Description	Student classroom chairs
Leg Height Dimension	18"
Chair Feature	One-piece construction
Chair Color	Navy
Frame Design	Cantilever design
Additional Features	Stackable

III. Proposal Forms

Bid Proposal

Item	Category	Description	Unit Price	Total Price
1	Student Desk	Boomerang Desk with Surface Dimensions of 28" x 28" x 36" or Larger, Maple Colored Markerboard Top, and Height Adjustment To At Least 30"		
Alternate 1	Student Desk	Boomerang Desk with Surface Dimensions of 28" x 28" x 36" or Larger, Maple Colored Markerboard Top, Height Adjustment To At Least 30", and a Backpack Hook		
2	Student Classroom Chairs	Student Classroom Chairs with a One-Piece Construction, Leg Height of 18", Navy Color, Sled Base Design, and Stackable		
3	Student Classroom Chairs	Student Classroom Chairs with a One-Piece Construction, Leg Height of 18", Navy Color, Cantilever Base Design, and Stackable		

Proposal Checklist

	Y	N
1. Equipment is new equipment (not refurbished)	___	___
2. Included bid proposal completed	___	___
3. Pre-qualification, reference, and key personnel documents completed	___	___
4. General conditions and terms have been read, understood, and items can be delivered as soon as possible upon award of the bid.	___	___

Name (Printed): _____

Date: _____

Signature: _____