

PROJECT LOCATION

**Community College of Vermont  
St. Albans, VT 05478**

**RFP TITLE:  
CCV St. Albans Facility furniture**

1.0 GENERAL INFORMATION:

- 1.1 **Purpose:** Community College of Vermont (CCV) is seeking proposals for the provision of classroom, office, and general use furniture. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the College intends to govern the relationship between it and a selected vendor.
- 1.2 **Definition of Parties:** Community College of Vermont will hereinafter be referred to collectively as the "College." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."
- 1.3 **Scope:** The College is soliciting proposals for furniture items as outlined in section 4. Substantial completion of the construction of this project is planned for September 2020. Delivery of items under this proposal is expected **between August 3 – August 21, 2020**. Items cannot be delivered before August 1, 2020 unless specific arrangements are made and approved with the college's representative (section 1.7 below). If bidder is unable to meet the preferred delivery date(s) then the bidder should state the estimated lead time and delivery schedule if awarded the contract.
- 1.4 **Awarding of Contract:** Although the College would like to award this contract in its entirety to one bidder, it realizes that it may not be in the College's best interest to do so. Bidders shall highlight any cost or operational advantages of awarding all schedules to one vendor. The College will evaluate proposals based on its requirements and the evaluation criteria. The College reserves the right to award this proposal on an item by item basis or all to one bidder, whichever is in the College's best interest.
- 1.5 **Proposal:** The Bidders may submit only one proposal, and may elect to bid on all items described in section 4 or on selected items. This proposal must follow format outlined herein and comply with all instructions.
- 1.6 **Evaluation Criteria:** Proposals will be evaluated on many criteria deemed to be in the College's best interests, including, but not limited to: cost, delivery, warranty, style/design, ability to meet specifications, compatibility with the College's

sustainability goals, responsiveness to terms and conditions, and references from institutions using the same products.

- 1.7 **Communication with the College:** It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The College will not be bound by oral responses to inquiries or written responses other than addenda

Inquiries must be made to:

Linda Lawrence  
Assistant Director of Operations  
Community College of Vermont  
1 Abenaki Way  
Winooski, VT 05404  
[lla03100@ccv.edu](mailto:lla03100@ccv.edu)  
802.654.0650

- 1.8 **Selection Process:** Presentations may be requested of one or more bidders deemed by the College to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted the College may select the bidder which, in its sole opinion, has made the proposal that is the most responsive and most responsible and may award the contract to that bidder. The College reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the College, will not be considered in the evaluation of proposals. The College may cancel this RFP or reject any or all proposals in whole or in part. Should the College determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.
- 1.9 **Confidentiality:** The information contained in proposals submitted for the College's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made and will be shared at the request of individual bidders.
- 1.10 **Costs of Preparation:** Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.11 **Debarment:** Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the College will be notified of any change in this status.

- 1.12 **Proposal Understanding:** By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- 1.13 **Proposal Validity:** Unless specified otherwise, all proposals shall be valid for 60 days from the due date of the proposal.
- 1.14 **Proposal Submission:** A **SIGNED** original of the proposal must be submitted to:

**Linda Lawrence  
Assistant Director of  
Operations  
Community College of  
Vermont  
1 Abenaki Way  
Winooski, VT 05404**

in a sealed envelope or electronically by 2:00 PM, **February 3, 2020** to be date stamped in order to be considered. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The College assumes no responsibility for delays caused by any package or mail delivery service. In the event that the College is closed due to inclement weather on the day that a proposal is due, proposals will be accepted on the next day that the College is open.

Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the College determines that circumstances require it. The envelope must be **clearly** identified on the outside as follows:

Name of Bidder:

Address of Bidder:

Due Date: February 3, 2020

**RFP: CCV St. Albans Facility furniture**

**In addition to the SIGNED original proposal**, an electronic copy of the proposal submission and all accompanying correspondence, including cut sheets, must be e-mailed in PDF format to [lla03100@ccv.edu](mailto:lla03100@ccv.edu) by the proposal due date.

- 1.15 **Pre-Proposal Conference:** A conference will be held on **Wednesday January 13 2019 at 9:30 AM** through a Zoom meeting. The purpose of this conference is to answer questions and provide further clarification as may be required. Please hold all questions until this meeting. Attendance by all prospective bidders is **optional**. Firms planning to attend this pre-proposal conference should contact **Linda Lawrence at 654-0650** no later than 3:30 p.m. local time on **January 6** with the names and titles of the individuals who will attend.
- 1.16 **Samples:** Bids for products other than those specified may require a sample. Samples shall be exact and true representatives of the material and color offered. Samples shall be provided at no cost to the College and remain the property of the Bidder. If a sample is provided to the College, the College will assume no responsibility or liability for the sample while in our custody. Alternatively, at the discretion of the College, the bidder may make a sample available for inspection at the bidder's showroom or place of business. In the event the delivered product fails to conform to the sample provided, the Contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional cost to the College.

**If required**, bid samples shall be submitted to:

Linda Lawrence  
Assistant Director of Operations  
Community College of Vermont  
1 Abenaki Way  
Winooski, VT 05404  
[lla03100@ccv.edu](mailto:lla03100@ccv.edu)  
802.654.0650

- 1.17 **Alternates:** Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quality of the article desired. Any article, which the College, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. It is the bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the College to determine if the product offered meets the requirements of the solicitation. **NOTE: Detailed material & construction specifications must be included with your proposal. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive.**

## 2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** If a separate contract is not written, the contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the College and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.2 **Contract Modification and Amendment:** The parties may adjust the specific terms of this contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Community College of Vermont Dean of Administration's Office. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.3 **Contract Validity:** In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.
- 2.4 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel or equipment to the College's satisfaction, or in any other way fails to provide service in accordance with the contract terms, the College shall promptly notify the Contractor of such default and if adequate correction is not made within 30 days, the College may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the contract during the notification period.
- 2.5 **Clarification of Responsibilities:** If the Contractor needs clarification of, or deviation from the terms of the contract, it is the Contractor's responsibility to obtain written clarification or approval from Andy Pallito, Dean of Administration.
- 2.6 **Litigation:** This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of

Vermont. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Vermont.

- 2.7 **Assignment:** Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the College.
- 2.8 **Availability of Funds:** It is understood and agreed between the parties herein that the College shall be bound only to the extent of the funds available or which may become available for the purpose of this agreement.
- 2.9 **Equal Opportunity:** In the execution of the contract, the Contractor and all subcontractors agree, consistent with Community College of Vermont and/or Vermont State Colleges policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability or veterans status and to provide reasonable accommodations to qualified individuals with disabilities upon request.
- 2.10 **Independent Contractor:** Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the College. The Contractor is not to be deemed an employee or agent of the College and has no authority to make any binding commitments or obligations on behalf of the College except as expressly provided herein. Community College of Vermont has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the System.
- 2.11 **Sexual Harassment:** Community College of Vermont is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The College thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as College policy by the Vermont State Colleges Board of Trustees. Failure to comply with this policy could result in termination of this contract without advanced notice. Further information regarding this policy is available from Andy Pallito, Dean of Administration.
- 2.12 **Indemnification:** The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the College and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the College or for which the College may be held or become liable by reason of injury

(including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

2.13 **Contractor's Liability Insurance:** During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Automobile Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation (In Compliance with Applicable State Law)	Required for all personnel

Community College of Vermont shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

Andy Pallito, Dean of Administration  
Community College of Vermont  
660 Elm Street  
Montpelier, VT 05602

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard Acord statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

### 3.0 PERFORMANCE TERMS AND CONDITIONS:

- 3.1 **Contract Administration:** The College's authorized representatives in all matters pertaining to the administration of this contract shall be as follows:

Linda Lawrence, Assistant Director of Operations  
Andy Pallito, Dean of Administration

- 3.2 **Payments:** Payment will be upon final acceptance and submittal of an invoice to Community College of Vermont, by the Contractor on a net 30 basis unless discount terms are offered. **All payments will be authorized upon completion of delivery, set up, and final approval of the Assistant Director of Operations issuing this RFP, and the College's Dean of Administration.**
- 3.3 **Transportation Charges:** Quotations must be F.O.B. Destination. Delivery shall be tailgate of the truck to the installation location at Community College of Vermont, St. Albans, VT 05478. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete delivery.
- 3.4 **Delivery Notification:** The College shall be notified at least 72 hours prior to delivery so that personnel may be available to accept delivery and verify items received. Email notification shall be made to Linda Lawrence, [lla03100@ccv.edu](mailto:lla03100@ccv.edu)
- 3.5 **Waste reduction provisions:** Reduce packaging and minimize waste by unpacking items before delivery, or coordinate removal of all packaging materials from the delivery site at the time of delivery.
- 3.6 **Warranty:** All materials and equipment shall be fully guaranteed against defects for a minimum period of five (5) years following date of delivery or acceptance. **A detailed copy of the manufacturer's warranty must be provided with your proposal.**
- 3.7 **Customer Service:** The College requires that the contractor provide the following services as part of the agreement:
1. Delivery of all ordered items to rooms specified by the owner. There is no freight elevator or lift gate/dock.
  2. Installation and assembly of all systems or furniture as needed to provide fully functional equipment or furniture as specified by the manufacturer and/or the contractor.
  3. Removal of all packaging materials from CCV premises.

### 4.0 SPECIFICATIONS: [See Appendix A](#)

**5.0 PROPOSAL CONTENT:** Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the College. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. **Responses to each requirement should be in order and clearly marked with the item number to which they respond.**

**5.1 Business Profile:** At this time, we are not requesting that bidders provide the information listed in 5.1.1 and 5.1.2, however, the College reserves the right to require responses to 5.1.1 and 5.1.2 prior to award.

**5.1.1 Financial** – Bidders need only supply one copy of the following with their proposals.

Public Companies

- annual reports for the last three years
- history and description of the company
- recent reports from securities analysts
- published reports about the company

Private Companies

- financial statements or tax forms from three years
- history and description of the company
- published reports about the company, if any

**5.1.2 Credit rating/report, letter from bank, suppliers.**

**5.2 References:** A list of three references is required to be submitted with your quotation. These references should be agencies your firm has done business within the past two years **on projects with a similar scope to this one.**

**5.3 BID SUBMITTAL:** [See Appendix A](#)

5.4 **SIGNATURE:** It is understood that the complete bid submittal includes all pages of Appendix A (Specifications and Bid Submittal) and this signature page. It is understood and agreed that if written notice of acceptance of this bid, in whole or in part, is mailed, e-mailed, faxed, or delivered to the undersigned within sixty (60) days of the bid submission due date, that performance of the work shall commence at the terms stated in the undersigned's bid submittal, and shall be completed according to the terms in section 1.3 Scope.

COMPANY NAME \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item # 001	Description: <b>Benches for entrance lobby</b>	
<b>4.0 College's Specification</b>	<b>5.3 Bidder's Proposal and Bid Submittal</b>	
<p>This description is intended to provide bidders with information to formulate responsible proposals.</p>	<p>When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.</p>	
<p>Seating for our lobby is intended as short intervals for students or others awaiting appointments, rides, or the bus. We are looking for something that can be easily wiped clean so would like to avoid fabric seats.</p>	<p>If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.</p>	
		

<b>Item # 002</b>		<b>Description: Soft seating for Community Room and Quiet Study room</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
<p>This description is intended to provide bidders with information to formulate responsible proposals.</p>		<p>When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.</p>			
<p>The student lounge is a space (219 SF) where students will study, eat and relax between classes. Again, we don't want to have seating that will stain, but we do want it to be comfortable. We have some seating that is a faux black leather sectional couch. We will want other furniture that will complement our existing furniture pictured below.</p>		<p>If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.</p>			
					
					
KFI BR2100		Celestial Bistro			
<b>Item #002</b>	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
	Chairs with tablet arm and casters (no fabric)	2			
	Round pedestal stool height café tables	4			

Stools for café tables	8			
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<b>Item # 003</b>		<b>Description: Ottoman and side tables for Community Room and Quiet Study room</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
This description is intended to provide bidders with information to formulate responsible proposals.		When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.			
<p>The faculty lounge is a space (140 SF) where faculty will grade homework and relax before and after class. We will need two computers stations and a round table and chairs to sit at. The computer tables should be similar to the picture below but two separate tables, one for each computer. The chairs should match the chair pictured below.</p> 		If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.			
<b>Item #003</b>	<b>College's suggested example(s)</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
	Computer tables	2			
	Computer chairs, casters, no fabric	2			

Round pedestal table	2			
Sled Chairs, no arms, no fabric	4			
Faculty mailboxes	40 slots			

<b>Item # 004</b>		<b>Description: Common area tables and seating</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
This description is intended to provide bidders with information to formulate responsible proposals.		When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.			
Offices will need to be furnished with rising desks, guest chairs (3) and a task chair. There are 9 offices, 2 are 81 SF, 3 are 84 SF, 2 are 82 SF, and 2 are 83 SF. Desks should have a 2 drawer cabinet with a smaller drawer at the top for pens/pencils etc.		If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.			
<b>Item #004</b>	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
	Rising desks	9			
	Guest Chairs	18			
	Task Chairs	9			

<b>Item # 005</b>		<b>Description: Classroom 108 general purpose and classroom chairs</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
<p>This description is intended to provide bidders with information to formulate responsible proposals.</p>		<p>When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.</p>			
<p>Classrooms 4 and 5 will be used for a variety of class meetings and large events (combined SQ 763). These may include traditional general classes requiring student seating and folding tables.</p> <p>These classrooms will utilize a folding wall to create two distinct classrooms operating side by side as well as hosting our orientations and faculty events. We would like these tables to closely match our existing tables pictured below.</p> <p>Seating for these rooms should also closely match existing seating pictured below. We would need a chair cart to store chairs when not in use.</p>		<p>If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.</p>			
					
<b>Item #005</b>	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
Tables		10			

Chairs	60			

<b>Item # 006</b>		<b>Description: Classroom folding tables</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
<p>This description is intended to provide bidders with information to formulate responsible proposals.</p>		<p>When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.</p>			
<p>We are looking for tables on casters for our classrooms. Our goal is to accommodate 18 students in classrooms. The tables requested in this section are expected to remain in a U share format for most classes. Our preference is light weight tables or tables on wheels to easily move when needed. The laminate table tops must be completely smooth surface, no ridges. Edges should be designed to resist peeling and cracking. An example of the kind of table we are looking for is pictured below. Because the dimensions in the rooms vary, we are looking for 5'x12" tables. The chairs should closely match the picture below.</p>		<p>If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.</p>			
					
<b>Item #006</b>	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
Folding tables or tables on wheels for general classrooms (12inx60in)		40			

Item # 008		Description: <b>Instructor classroom seating</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
This description is intended to provide bidders with information to formulate responsible proposals.		When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.			
Instructor classroom seating needs to be flexible and height adjustable. Instructors will work from a standing desk as well as a table. Something like the below without the upholstery to avoid staining. <div style="text-align: center;">  <p>KI Strive task stools</p> </div>		If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.			
<b>Item #008</b>	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
Task stools with no fabric or just a fabric back		9			

<b>Item # 009</b>		<b>Description: Instructor classroom tables</b>			
<b>4.0 College's Specification</b>		<b>5.3 Bidder's Proposal and Bid Submittal</b>			
<p>This description is intended to provide bidders with information to formulate responsible proposals.</p>		<p>When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.</p>			
<p>Instructor's general classroom table will be 24x60. We are planning an adjustable height table to enable the instructor to provide a wheelchair user (student or instructor) with higher work surface when necessary. The table may be equipped with locking casters or, providing the table is light weight enough, glides that will work well on a carpeted surface.</p>		<p>If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.</p>			
<b>Item #009</b>	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
	Adjustable height 24x 60 table with casters or glides Smooth laminate surface	9			

Item # 018	Description: <b>Outdoor furniture</b>				
<b>4.0 College's Specification</b>			<b>5.3 Bidder's Proposal and Bid Submittal</b>		
<p>This description is intended to provide bidders with information to formulate responsible proposals.</p>			<p>When proposing an alternate brand, please include cut sheets or links to vendor websites to provide specific information about color and fabric options, warranty, or environmental considerations. See RFP Section 1.17 for more information. Please note RFP Section 1.16 <u>Samples</u> which may apply.</p> <p>If Bidder declines to submit a proposal for a specific item, please write <b>NO BID</b> in the Bidder's proposed Brand, Make section below.</p>		
<p>Outdoor tables with attached seating. Round or square table tops, approximately 48 inches square or diameter, with open or grid pattern to prevent water/snow accumulation.</p> <p>Heavy wall tubing construction with coating to protect against weather damage.</p> <p>Bench with straight back; heavy wall tubing construction.</p> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;">   </div>					
Item #018	<b>College's suggested example</b>	<b>Quantity</b>	<b>Bidder's proposed Brand, Make, Mfg part#</b>	<b>Unit price</b>	<b>Extended</b>
Table as described above with round or square top		4			
Benches as described above		2			

