



PURCHASING DEPARTMENT

135 Van Ness Avenue, Room 123
San Francisco, Ca. 94102

T 415.241.6468
F 415.241.6487

WWW.SFUSD.EDU

INVITATION FOR BID (IFB)

IFB NO.: 024-12571-016F

Description: Buyer is accepting bids for James Lick Middle School for Classroom Furniture.

Bid Due Date/Time: Prior to 2:00 P.M., TUESDAY, January 19, 2016, at which time said bid would be opened at the below address.

Forms Available at: San Francisco Unified School District
Purchasing Department
135 Van Ness Avenue, Room 123
San Francisco, CA. 94102

Download and Viewing: Navigation: (Scroll through listings)
www.SFUSD.edu > Partnering with SFUSD > Current Invitations for Bid > James Lick Middle School Classroom Furniture.

- **Bids transmitted by facsimile, email or other electronic communication will not be considered. Bids must be hand delivered or via common carrier.**
- The Bidder will be required to provide a completed W-9 form with their Bid submission.
 - The Bidders may want to bookmark the above link; related correspondence may be posted at this location in the future.
 - Bidders are responsible to ascertain all correspondence regarding this solicitation prior to submitting a bid.
 - Competitive bids for the specified material and/or service must be received by the San Francisco Unified School District, Purchasing Department, on or before the due date and time specified herein.
 - As a requirement of this solicitation, bidders are required to respond according to the instructions contained in the IFB.
 - Bidders will respond utilizing the format, forms and other criteria indicated in the IFB.
 - Bids received after the due date and time will be rejected.
 - To preserve the integrity of this IFB, bidders are requested not to contact any individual, within the District, other than the purchaser of this solicitation indicated herein this document.
 - Quotations submitted must be valid for 45 days from the bid due date 01/19/2015

Purchasing Department
San Francisco Unified School District



BID FORM

* THIS IS NOT AN ORDER *

SUPPLIER: _____
 ADDRESS: _____
 CITY,ST: _____
 CONTACT: _____
 PHONE: _____
 FAX: _____

ISSUE DATE: December 16, 2015
 IFB NO.: 024-12571-016F
 DUE DATE: January 19, 2015 2:00 P.M.
 PURCHASER: Richard Nepling
 PHONE: (415) 241-6468
 FAX: (415) 241-6487

QUOTATIONS ARE INVITED BY THE BUYER TO BE RECEIVED NOT LATER THAN 2:00 PM ON THE SPECIFIED DUE DATE, COVERING THE ARTICLES OR SERVICES UNDER CONDITIONS STATED. THIS QUOTATION WILL BE USED FOR A SCHOOL PURCHASE ORDER FOR THOSE ITEMS ON WHICH YOUR FIRM IS THE SUCCESSFUL BIDDER. THE IFB NUMBER IS TO APPEAR ON ALL CORRESPONDENCE RELATED TO THIS SOLICITATION.

LINE	QUANTITY	U/M	DESCRIPTION	MFGR.	UNIT PRICE	EXTENDED PRICE
1	748.00	EA	CLASSROOM SELECT CHAIR - FOUR LEG - SOFT PLASTIC SHELL 18 - CHROME FRAME - SHELL COLOR TBA/PO - ITEM #1357323 (SEE MINIMUM SPECIFICATIONS)	CLASSROOM SELECT OR EQUAL	\$	\$
2	402.00	EA	CLASSROOM SELECT DESK - TRIANGLE, ADJUSTABLE HEIGHT, 28 X 28 X 36 IN PLASTIC TOP COLOR TBA/PO - ITEM #1425930 (SEE MINIMUM SPECIFICATIONS)	CLASSROOM SELECT OR EQUAL	\$	\$
3	16.00	EA	DIVERSIFIED WOOD TABLE - SCIENCE/LAB SPECIAL SIZE 30X54 W/1-1/8' THICK PARTICLEBOARD, BLACK CHEMSURFACE HPL SOLID HARDWOOD FRAME AND LEGS WITH BLACK VINYL BOOTS AND ADJUSTABLE GLIDES. ITEM #BS3054BA	DIVERSIFIED WOOD OR EQUAL	\$	\$
4	24.00	EA	DIVERSIFIED WOOD TABLE SCIENCE/LAB SPECIAL SIZE 30X54 W/1-1/8' THICK PARTICLEBOARD, BLACK HPL SOLID HARDWOOD FRAME AND LEGS WITH BLACK VINYL BOOTS AND ADJUSTABLE GLIDES. ITEM #BS3054BK	DIVERSIFIED WOOD OR EQUAL	\$	\$
5					\$	\$
6	1.00	LOT	DELIVERY CHARGES	FREIGHT	\$	\$
7	1.00	LOT	INSTALLATION CHARGES	INSTALL	\$	\$
8					\$	\$
9					\$	\$

By signing, I attest that I am an authorized representative/agent authorized by my signature to bind the organization to the terms and conditions of the solicitation.

NAME: _____
 TITLE: _____
 SIGN: _____ DATE: _____

SUB-TOTAL	\$
SALES TAX (8.75%)	\$
SHIPPING & HANDLING	\$
Other	\$
TERMS	
BID TOTAL	\$

SPECIFICATIONS

LINE ITEM #1

DESCRIPTION:
CLASSROOM SELECT CHAIR CONTEMPORARY FOUR LEG - SOFT PLASTIC SHELL 18 -
CHROME FRAME - ITEM #1357323

MINIMUM SPECIFICATIONS:
BRAND: CLASSROOM SELECT
GRADE LEVEL: NOT SPECIFIED
SELLING UOM:EACH
SHIP METHOD:FREIGHT
ENVIRONMENTALLY FRIENDLY:YES
SAFETY:NO CHOKE HAZARD
ALLERGENS:CONTAINS NO ALLERGENS
FRAME COLOR:CHROME
FRAME MATERIAL:STEEL
GLIDE/CASTER TYPE:PLASTIC
PRODUCT DIMENSIONS:15IN W X 16IN D X 31 1/4IN H
SEAT HEIGHT:18 IN
SEAT MATERIAL:PLASTIC
SEAT AND BACK COLOR:SECIFY
SHIP WEIGHT:9 LBS.

LINE ITEM #2

DESCRIPTION:
CLASSROOM SELECT DESK, TRIANGLE, ADJUSTABLE HEIGHT, 28 X 28 X 36 IN PLASTIC TOP
– ITEM #1425930

MINIMUM SPECIFICATIONS:
BRAND: CLASSROOM SELECT
GRADE LEVEL:NOT SPECIFIED
SELLING UOM:EACH
SHIP METHOD:FREIGHT
ENVIRONMENTALLY FRIENDLY:YES
SAFETY:NO CHOKE HAZARD
ALLERGENS:CONTAINS NO ALLERGENS
FRAME COLOR:CHROME - TBA/PO
FRAME MATERIAL:STEEL
PRODUCT DIMENSIONS:28 IN X 28 IN X 36 IN
SHIP WEIGHT:26 LBS.
TOP COLOR: SPECIFY - TBA/PO
TOP TYPE:TRIANGLE HARD PLASTIC

LINE ITEM #3 LAB / SCIENCE TABLE

DESCRIPTION:

DIVERSIFIED WOODCRAFTS SCIENCE TABLE SPECIAL SIZE 30X54 W/1-1/8' THICK PARTICLEBOARD, BLACK CHEMSURFACE HPL SOLID HARDWOOD FRAME AND LEGS WITH BLACK VINYL BOOTS AND ADJUSTABLE GLIDES. ITEM #BS3054BA

MINIMUM SPECIFICATIONS:

BRAND:DIVERSIFIED WOODCRAFTS

SELLING UOM:EACH

SHIP METHOD:FREIGHT

MATERIAL:CHEMGUARD TOP

SIZE:30 IN W X 54 IN D X 1-1/8 IN

LINE ITEM #4 – LAB / SCIENCE TABLE

DESCRIPTION:

DIVERSIFIED WOODCRAFTS TABLE SCIENCE SPECIAL SIZE 30X54 W/1-1/8' THICK PARTICLEBOARD, BLACK HPL SOLID HARDWOOD FRAME AND LEGS WITH BLACK VINYL BOOTS AND ADJUSTABLE GLIDES. ITEM #BS3054BK

MINIMUM SPECIFICATIONS:

BRAND:DIVERSIFIED WOODCRAFTS

SELLING UOM:EACH

SHIP METHOD:FREIGHT

MATERIAL: THICK PARTICLEBOARD

SIZE:30 IN W X 54 IN D X 1-1/8 IN



SFUSD SAN FRANCISCO PUBLIC SCHOOLS

School / Admin Site: James Lick Middle School
 Street Address: 1220 Noe Street
 Room/Department: _____ Zip: 94114
 Contact Person: Hoang Ho
 Phone Number: 415/695-5675
 Email Address: hoh@sfusd.edu
 Requisition No.: 12571 PO No.: _____

Please complete the appropriate Section(s) for the items you are ordering.

General Delivery & Installation Questions

1. Customer Receives Installer Receives & Delivers
2. Circle the delivery site. School Office _____ Other: _____
3. What are the hours the installers can be on site? 8am - 5:00pm
4. Street offload Dedicated parking area
5. Will lift gate service be required? Yes No
6. Loading Dock? Yes No
 - If no, what is the distance from truck parking to the building? 30 ft
7. Distance inside the building that items will need to be moved? 200 ft
8. Will the item(s) need to be carried up or down stairs? Yes No
 - If yes, how many steps _____ How many floors _____
9. What is the size of the smallest doorway that item will need to be moved through? 36"
 Note - if double doorways have a fixed center post, then provide measurement of one side.
10. Is there an elevator available? Passenger Freight Both None
11. Is the delivery/installation area clear and ready for the installers to begin? Yes No
 - This means furniture is out of the way, old boards or lockers be removed ahead of time.
 - If not, what needs to be removed? _____
 - Will old equipment need to be removed by installers? Yes No
12. Does this delivery require unpacking/unboxing? Yes No
 - If yes, does the debris need to be removed from the site? Yes No
 - If yes, is there an onsite dumpster available to use? Yes No
13. Will the installers need to work around any other contractors? Yes No

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS**DEFINITIONS**

Purchaser means Supervisor of Purchasing, San Francisco Unified School District; "District" means San Francisco Unified School District; "Contractor" means bidder to whom award is made.

CONTRACT INTERPRETATION

Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements.

A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party.

Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Purchaser, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

NONDISCRIMINATORY EMPLOYMENT PRACTICES

Provisions of Chap. 12B of the San Francisco Administrative Code, as amended, are incorporated herein and by reference made a part of this contract as though fully set forth (See Addendum attached hereto for nondiscrimination provision.)

ALTERNATES

When the name of a manufacturer, brand or make, with or without model number is used in describing any item, bids for equal articles will be considered unless otherwise stated, but the Purchaser shall be the sole judge as to whether such alternate articles are acceptable. Unless the bidder states to the contrary, articles offered will be assumed to be the specific articles named. If not offering the specific article named, bidder should enclose with bid full information, specifications and descriptive data on items offered.

The Purchaser reserves the right to permit deviations from the specifications if an article offered is substantially in accord with the specifications and is deemed by the Purchaser to be as good quality and as fully satisfactory for its intended use as an article fully meeting specifications. Unless exceptions are noted by bidder, the article offered will be assumed to be in accord with specifications.

SAMPLES

Articles offered as equal to "District sample" must fully conform thereto; said "District samples" may be inspected at the place designated by the Purchaser. Samples must be furnished as required. Those submitted by successful bidders may be retained for testing or checking against deliveries, in which case allowance will be made to the contractor.

Each sample shall be plainly marked in a durable manner with the name of the bidder, the quotation number, and the item number.

Submitted sample will be assumed to be exactly what bidder proposes to furnish unless otherwise clearly indicated by the bidder. Sufficiency of sample will be determined by the Purchaser.

Sample shall not be enclosed with quotation, and quotation shall not be wrapped in package with sample.

INFRINGEMENTS – INDEMNIFICATION

The Contractor shall assume the defense of all claims and suits against the District, its officers and agents, for infringement of the patents, copyrights, or trademarks of any person arising out of the use by the District, its officers or agents, or any article supplied under this quotation, and the Contractor shall indemnify and hold harmless the District, its officers and agents, from any and all liability loss, or damage arising from such claims or suits.

The Contractor agrees to hold the City and County of San Francisco and/or the San Francisco Unified School District harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

CONDITION OF ARTICLES

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

INSPECTION

All articles supplied shall be subject to inspection and rejection by the Purchaser.

AWARD

Purchaser may make awards on separate items or in any aggregate and bidder may offer for award in aggregate of several or all items. The Purchaser reserves the right to reject any and all bids, to waive any irregularities or informalities in any bid or in the bidding.

FAILURE TO DELIVER

When Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the Purchaser and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to and collected from the contractor or sureties on his bond if bond has been required.

FIRM PRICE

Prices/quotations must be firm and shall be in effect for a period of not less than 45 days.

BID OPENING

Bids will be opened publicly at the time stated on this bid and be available for inspection after award is made.

Bids will be considered offering discounts from a price list other than specified provided the alternate price list can be readily compared on an over-all basis with specified price list.

CASH DISCOUNTS

- a. Cash discounts will be taken into consideration in determining the low bids.
- b. Discounts if offered, must be for at least a 30-day period from receipt of materials or services in order to be considered in awarding bids. This does not preclude suppliers from offering discounts for lesser periods to expedite payments.
- c. The discount period will start upon date of completion of delivery of all items on any order or other authorization certified by the Purchaser, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later.
- d. Payment is deemed to be made, for the purpose of earning the discount on the date of mailing the District warrant or check.
- e. Whether or not the discount is taken into consideration in determining the low bid, it will be deducted from the payment in accordance with the provisions of "c" and "d" above, unless otherwise provided by bidder.
- f. It is understood and agreed that no additional charge shall accrue against District in the event that District does not make payment within any time specified by bidder.

TAXES

District is exempt from Federal Excise taxes except on articles for resale. Do not include sales or excise taxes in bid prices.

UL and CAL-OSHA

UL and CAL-OSHA required if applicable.

DELIVERIES

F.O.B. destination in San Francisco unless otherwise specified.

Please review all bid documents carefully; the District will not be responsible for any error or omission on the part of the Bidder in submitting a Proposal.

The undersigned hereby proposes and agrees to furnish and deliver the goods and/or services as quoted in the accordance with the terms, conditions and prices herein quoted. The invoice payment is subject to a cash discount of _____ % and ___30___ days. Prompt payment discount for payments made within thirty (30) days after receipt of invoice may be considered in the award.

By signing below, I attest that I am an authorized representative/agent and that I am authorized by my signature to bind the organization to the terms and conditions herein. By signing, the Bidder represents that all of its statements, certifications, current cost or pricing data, representations, and other information supplied herein are true and correct as of the date of submittal of this bid/offer. Obligations assumed by such signature must be fulfilled.

Company: _____

Address: _____

City, State, Zip Code _____

Telephone Number: (_____) _____

Fax Number: (_____) _____

Email Address: _____
(Punctuate Accordingly if Case Sensitive)

Name: _____
(Please Print)

Title: _____

Name: _____
(Printed Name)

Name: _____
(Written Signature)

Date: _____

The Acknowledgement Statement must be completed and submitted with the Bidder's Proposal otherwise Bidder's submission will be considered non-compliant.