



UNITED TOWNSHIP
HIGH SCHOOL DISTRICT 30

SLA Furniture Rebid

Bid Specifications
April 9th, 2019

PROJECT MANUAL
TOC – Table of Contents

United Township High School Dist. 30
1275 Avenue of the Cities
East Moline, IL 61244
309-752-1620

SLA Furniture Rebid
United Township High School Dist. 30
1275 Avenue of the Cities
East Moline, IL 61244

Date: April 9th, 2019

<u>SECTION</u>	<u>TITLE</u>	<u>PAGES</u>
	<u>BIDDING & CONTRACT REQUIREMENTS</u>	
	Invitation to Bid	2
1	Project Information	4
2	Instructions to Bidders	5
3	General Conditions	8
4	Supplemental Conditions	17
5	Proposal for Furniture Package (Bid Form)	18
6	Upholstery Special Instruction	22
7	Product Substitution Request	23
	<u>SEATING</u>	
8	Seating Specifications	24
END SECTION		

Invitation to Bid

You are invited to submit a sealed Bid for the following project:

PROJECT TITLE AND LOCATION: SLA Furniture Rebid
United Township High School District No. 30
1275 Avenue of the Cities
East Moline, IL 61244

OWNER: United Township High School District No. 30
1275 Avenue of the Cities
East Moline, IL 61244

PROJECT DESCRIPTION: Rebid of seating for Student Life Addition.

BID DATE AND LOCATION: SEALED BIDS WILL BE RECEIVED AT:
Administration Center Conference Room
United Township High School
1275 Avenue of the Cities
East Moline, IL 61244
On Tuesday, April 23rd, 2019 at 2:00 PM Local Time

Bids should be marked with the following information:

SLA Furniture Rebid
United Township High School
"BID – DO NOT OPEN"

The Sealed Bids will be publicly opened and read aloud immediately after the specified closing time.

CONSIDERATION OF BIDS: The Owner reserves the right to reject any or all bids, to waive any irregularities in the bids received and to accept the bid which, in the Owner's judgment, is in the Owner's best interests.

SUBSTITUTION REQUESTS AND QUESTIONS No requests for substitution or clarification questions will be answered after Thursday, April 19th, 2019 at 4:00 PM Local Time.

All requests for substitution or questions shall be directed to Mr. Pratt via e-mail at cpratt@uths.net.

Bidding documents are available on the district website - <http://uths.net/administration/business-office/>

UNITED TOWNSHIP HIGH SCHOOL DISTRICT #30
SLA FURNITURE REBID
APRIL 9th, 2018

Questions should be directed to Mr. Pratt at the contact information listed below.

Curt Pratt, Director of Facilities
United Township High School
E-mail: cpratt@uths.net
Phone: (309) 752-1620
Phone: (309) 781-3306

BOARD OF EDUCATION
UNITED TOWNSHIP HIGH SCHOOL DISTRICT
#30

LARRY MORGENSEN, BOARD PRESIDENT

Section 1 – Project Information

Project: United Township High School District 30
Student Life Addition/Renovation
Furniture Package Rebid

Architect: OPN Architects, Inc.
200 5th Avenue SE, Suite 201
Cedar Rapids, Iowa 52401

Contact: Lisa Lindley
Phone: 319.363.6018

E-mail: llindley@opnarchitects.com

User/Owner/Purchasing Agent:

Owners Representative: Curt Pratt, AIA NCARB
Director of Facilities
United Township High School Dist. 30
1275 Avenue of the Cities
East Moline, IL 61244

Phone: 309-752-1620
E-mail: cpratt@uths.net

End of Project Information Section

Section 2 – Instructions to Bidders

- A. Bids shall be provided on the Proposal form(s) attached, shall be signed by a principal of vendor, and shall be sealed in an envelope and marked:

SLA Furniture Rebid
United Township High School District 30

Bids must be submitted with the title identified on outside of envelope by **2:00 PM on Tuesday, April 23rd, 2019.**

Copy of the bid to be delivered to (e-mail submission is not allowed or accepted):

Administrative Office
United Township High School District 30
1275 Avenue of the Cities
East Moline, IL 61244-4100
(309) 752-1627

Copy of bid to be e-mailed to:

OPN Architects
Lisa Lindley
200 5th Avenue SE, Suite 201
Cedar Rapids, IA 52401
lindley@opnarchitects.com

- B. Bidders shall carefully read the General Conditions and Supplemental Conditions. In submitting bids, bidders agree to the General Conditions and Supplemental Conditions without exception and agree that these Conditions form a part thereof.
- C. Questions submitted prior to bid must be submitted by email to UTHS at the following email: cpratt@uths.net
- D. Questions submitted by any other means will not be addressed. Responses will be sent to all potential bidders via email. All questions and alternate forms submitted will be due by Thursday, April 19th by 4:00 pm. Formal responses will be answered by addendum by Friday, April 20th, 2019.
- E. The United Township High School will make awards on the basis of low and/or qualified bid for each item. Bidders should complete the item on which they are bidding in its entirety, including total price, freight, delivery and installation. United Township High School will make the award deemed to be in its best interest. All items, within each furniture item, must be bid in order for the bid to be considered.
- F. Bidders shall submit bids on items specified or submit a proposed equal using the Bid Alternate Form included. Comparable products considered are to follow the instructions on the Bid Alternate Form and are subject to compliance with all items indicated following the specifications (i.e. general requirements, implied performance by products specified, quality, etc). No substitutions will be considered after the bid. Whenever a

material, article, or piece of equipment is identified in the Specification Documents by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard. Any material, article, or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the design intent will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the Designer/Specifier, of equal substance and function. However, such substitution material, article, or equipment shall not be purchased or installed by the Vendor without the Designer/Owners Representative written approval through completion of the Product Evaluation Criteria Form.

- G. All substitution requests must be submitted in conjunction with a product sample. No product substitutions will be approved without accompanying sample.
- H. The award of the contract may be made by United Township High School to any responsible bidder or bidders offering suitable supplies at the lowest price taking into consideration the quality of materials or service in the best interest of the Owner. The right is reserved to reject any and all bids or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of United Township High School.
- I. Final Bids shall be reviewed by the United Township High School and publicly read on April 23rd, 2019 at the United Township Administrative Office Board Room. Bid documents, final bids and Vendor selections will be posted at <http://uths.net/administration/business-office/>.
- J. Lump sum totals for each item of the bid shall be indicated in accordance with the Proposal for Furniture letter format included in Section 5. Bidders must also include an itemized price list showing each product with unit prices, and extensions as indicated on the Furniture Bid Tabulation Form. All bids must comply with the requirements of the standard Request for Proposal form included in this package. All prices must be Freight on Board (F.O.B.) to the identified job delivery site to the identified job delivery site.
- K. The vendor will be responsible for providing comparable temporary furniture for installation during delay period at no additional cost to owner if specified products are not installed by final installation date. Coordinate with owner to schedule replacement of temporary furniture with specified furniture at date and/or time approved by owner.
- L. The Owner reserves the right to accept or reject any or all quotes, to waive irregularities or technicalities in any quote, and to accept any quote which the Owner deems to be in its best interest.
- M. Upon award of the contract, the selected Vendor shall provide insurance certificate to the Owner of complete and current liability insurance to cover all materials and equipment, Vendor's employees while on the job site, and damages to Owner's properties during delivery, installation and clean-up. The Insurance coverage shall be subject to approval of the Owner, as to adequacy of protection. In the event that the Owner requires additional coverage, the Vendor shall be reimbursed, by owner, for the cost of additional coverage required for this package. The insurance certificate shall be in substantially similar form as follows and shall contain the following two items in lieu of standard items otherwise preprinted on said forms:

“United Township High School and its employees acting within the scope of their duties are additional insureds to the above coverage.”

“No cancellation of the policy referenced herein shall be effective unless United Township High School has received at least ten days advance written notice of such cancellation.”

- N. The Owner reserves the right to order additional specified items for this project at the originally quoted prices for a period of (120) days after the final furniture installation date.

Section 3 – General Conditions

3.01 Scope of Work – Furniture Package:

- A. This general description for the proposed project shall provide an overview of the project scope. The work includes provision of new furniture in accordance with the Furniture Contract Documents.
- B. The work of the selected furniture Vendor shall include that which is indicated in the Furniture Contract Documents consisting of Furniture Specifications.

Installation: Furniture installation shall be as follows:

Offices: June 15, 2019 - June 30, 2019

Media Center: July 1, 2019 – July 15, 2019

Commons/Café: July 15, 2019 - July 29, 2019

Updated scheduling will be provided to awarded vendor at order entry.

If construction is delayed in areas of install, the vendor shall work with owner's rep for special arrangements. This may require Vendors to be able to temporarily store products for a time period at no additional cost to owner.

3.02 General Description:

- A. The project consists of providing Furniture for the United Township High School. The project Delivery Address will be furnished to the selected Vendor(s).

The term "Bidder" shall apply to bidding furniture vendor(s) prior to award of bid.

The term "Vendor" shall apply to the selected furniture Bidder(s) after the award of bid.

- B. The bidder is responsible for pricing the entire scope of furniture / furnishings for the scope of work for their furniture product indicated in the Furniture Specification.
- C. The RFP & Furniture Bid Forms are provided for the bidder to complete. The Furniture Bid Form shall be executed by an officer of the company authorized to execute contracts and the bidder's legal name must be fully typed and written.
- D. The Bidder, in accordance with the Furniture Contract Documents, including the Drawings and Specifications, shall be responsible for the furnishing of all materials, labor, supplies, tools, transportation, temporary storage supervision, insurance and other facilities necessary for the full performance and completion of the requirements of said documents.

The parties hereto are independent contractors. Nothing in this agreement shall be construed to create a partnership or joint venture between the parties, and neither party shall be considered the agent or employee of the other for any purpose.

UNITED TOWNSHIP HIGH SCHOOL DISTRICT #30
SLA FURNITURE REBID
APRIL 9th, 2018

- E. The pricing for all specified and approved alternative items shall include the costs of compliance with the national and local codes as applicable to this project.

3.03 Bid Submittal Criteria:

- A. The Bidder's written proposal; shall include the following Cost and Supplemental information:
 - 1. The Bidder shall include the following information per specified item on The Furniture Bid Tabulation Form: Quantity, Unit List Cost, Unit Net Cost, percent discount, extended cost, Total cost and Delivery / Installation Cost.
 - 2. Bidders shall submit Lead Time for all product required, and identification of products that have lead-time issues or that do not comply with the delivery schedule requirements in the project.
 - 3. Bidders shall submit bids on items exactly as specified. Acceptable Alternates may be considered – refer to individual product specifications for additional instructions. United Township High School reserves solely the right to determine the acceptability of any acceptable alternate being offered for consideration by the Bidder.
 - 4. Bidders shall be prepared to, upon request of the Owner, submit copies of Manufacturer's Product Literature.
 - 5. Bidders shall be prepared to, upon request of the Owner, submit copies of Manufacturer's Product Warranty.
 - 6. Bidders shall be prepared to, upon request of the owner, submit copies of the manufactures acceptance of COM's as specified in addition to proof of testing of COM's as specified.
- B. All submitted pricing should include and list separately packing, freight, delivery, installation costs and all fees. The Bidder shall list all services included in the final cost.
- C. The Bidder may only price an item in one of the categories indicated on the bid form; specified. If the Bidder cannot provide the specified item, the Bidder shall write in (No Bid).
- D. The selected Vendor's pricing shall be valid without commitment by Owner for one hundred twenty (120) days from the bid date.
- E. The Bidder shall furnish a percentage discount structure per manufacturer to be applicable for all additional furniture ordered within one year from the date of final installation.
- F. Delivery and installation shall be during normal working hours of 7:00 am to 4:00 pm, Monday through Friday. In the event that delivery and installation needs to be

performed during evenings or Saturdays, it is understood that this work shall be performed at no additional cost to the Owner. All work shall be performed in accordance with the requirements of local labor agreements.

3.04 Bidder Responsibilities:

- A. Each Bidder shall carefully study the Furniture Contract Documents before submitting its bid. The Bidder shall be responsible for all quantities. Any discrepancies between plans and specification must be brought to the attention of UTHS.
- B. By submitting a bid, the Bidder represents that it has satisfied itself as to the conditions under which it will be obliged to operate, including any obstructions or restrictions. The selected Bidder shall schedule site visits, as required, to field verify all site conditions and dimensions before ordering the product. The selected Bidder shall be responsible for verification, and coordination, of all field dimensions to ensure fit for all products as specified; and shall report any discrepancies to the Architect / Owner prior to proceeding with product order and installation.
- C. By submitting a bid, the Bidder represents that all work covered by the specifications and drawings, including installation, shall, until completion, be under direct supervision of a project coordinator regularly employed by the Bidder and who shall have adequate experience in all phases of the work covered by these specifications and drawings.
- D. By submitting a bid, the Bidder warrants to the Owner that all materials and furniture supplied under this contract will be new, free from faults and defects, and in conformance with the specifications. All items shall be inspected for damage by the Bidder prior to installation.
- E. The Bidder shall guarantee in writing to the Owner the furniture supplied for a minimum of one (1) year after completion of delivery, installation and acceptance by the Owner. The guarantee shall cover both product (manufacturer's warranty) and installation (Installer/Dealer warranty). If longer guarantees are available, this shall be stated in the Bidder's proposal.

3.05 Selected Vendor's Responsibilities:

- A. The Selected Vendor (Bidder awarded with the project) shall be responsible for final quantities, dimensions, adequate connections and details of all specified items for satisfactory completion of the job. Any discrepancies between plans and specification must be brought to the attention of the Owner.
- B. The Selected Vendor shall be prepared to, upon request by the Owner, provide actual samples of the furniture items, representing finishes and materials selections, at the Selected Vendor's expense, including shipping, of all items quoted in the specifications. Upon Owner approval of any sample, it shall be used as a quality control standard for the job and may be incorporated as part of the work. This provision shall also apply to all acceptable alternates.

Within five (5) working days after awarding of Bid, the successful Vendor shall submit to the Owner's Representative 2 sets each of all materials (wood, fabric and/or metal

finishes) of all furnishings specified herein. All samples shall be signed and approved by the Owner's Representative before Vendor may proceed with placement order.

- C. The Selected Vendor shall submit shop drawings of those items shown (as required) in the specification and drawings, in the form of design sketches, within one (1) working week after award of the contract from the Owner. These drawings shall be issued to the Architect in triplicate for approval prior to production.

Shop Drawings shall include the following:

1. Cut sheets of all furniture
2. Color fabric swatches of fabric specified for each seating option
3. Field Verification of offices and workstations for sizes and power/data locations.

- D. The Selected Vendor shall submit fabric order summaries of those items shown (as required) in the specification and drawings, stating dates of arrival at furniture manufacturing facility and approval of COM from furniture manufacturing facility, within one (1) working week after award of the contract from the Owner. This summary shall be issued to the Architect in triplicate for approval prior to production.
- E. The Designer's approval stamp on the shop drawings (where required) shall be considered as an approval of the general design appearance only. The approval shall not relieve the Selected Vendor of the responsibility for errors and omissions.

The Selected Vendor shall be responsible for the design and execution of necessary connections and details and for all dimensions on the shop drawings.

The Selected Vendor shall be responsible to correct all details on the drawings and complete work as may hereafter be found to be deficient in strength or faulty workmanship without any claim for extra payment from the Owner.

- F. Each and every individual carton or package delivered to the site shall have a packing list stating quantities and items being delivered for review and signature by the Selected Vendors' on-site project coordinator. A copy shall be furnished to the Owner for invoice verification purposes.
- G. The Selected Vendor shall be responsible for properly tagging all packing slips with the correct room number and furniture code (i.e. LS10) as indicated on the Furniture Contract Documents and Furniture Specifications prior to delivery and installation.

The Vendor shall be responsible for tagging in a visible place, all specified furniture with their Code Number and Room Number, as listed in the Specifications to insure proper installation and placement. The Owner may refuse unmarked items at the site. The Selected Vendor is responsible for locating and installing all specified furniture according to the Furniture Contract Documents.

Upon delivery and installation in place of all furniture items, the Vendor shall furnish to the Owner's Representative, verification of exact quantities shipped and received.

- H. The Selected Vendor shall provide suitable off-site space for storage of material and all such materials shall be properly protected from weather and theft.
- I. The Selected Vendor shall provide appropriate protection for all doorjambs and protection for the flooring (i.e. carpeting) and other finishes and furnishings during installation. The Selected Vendor shall consult with, and be responsible to the Owner, for all aspects of the furniture delivery and installation. The Selected Vendor shall coordinate his/her work with all other trades.

The Vendor shall be held responsible for any damages, dents and marks to the product and the Owner's building, no matter how minor, caused by the movement of his materials labor or installation.

The Vendor shall be responsible for preparation and protection of room surfaces and furnishings from damage, dust, dirt and other deleterious materials during all operations of the work. The Vendor shall provide complete cleaning of the installation for owner acceptance prior to move in.

- J. The Selected Vendor shall ensure that all materials delivered to the site will be delivered on schedule, and with the Owner's prior approval. All materials on site shall be arranged and maintained in a safe and orderly manner. The use of walks, drives, roads, and entrances shall be coordinated and scheduled in accordance with the Owner's approved requirements.
- K. Materials delivered to the site shall not at any time be stacked or stored in a manner causing concentrated loads in the building.
- L. All unused material, rubbish, and equipment accumulated or required for completion of work shall be removed from the premises at the Vendor's expense on a daily basis. **This includes all packaging materials.**
- M. The Vendor shall assign to the Owner a Project Coordinator responsible for expediting, coordinating, and installation of all items. This individual shall be a full time employee of the Vendor, dedicated to the project through completion, and responsible for the following:
1. Replace without additional cost to the Owner the defective unit with a satisfactory product, or
 2. Refund the Owner the sum of money paid for the unit found unsatisfactory and to make such disposition of the defective materials without additional cost to the Owner, or
 3. Reposition or reinstall any furniture which was not installed in accordance with the plans.
- N. The selected Vendor shall provide for and coordinate all low voltage and electrical requirements with the General Contractor and the Construction Schedule.

3.06 Owner Responsibilities:

- A. Owner shall inform the Vendor at least five (5) working days prior to scheduled installation of any changes in the installation schedule.
- B. The Owner will establish the dates of substantial completion and final acceptance, and will review written guarantees and related documents required by the contract and Vendor.
- C. Except as otherwise stated, any direction, or approval required by the Furniture Contract Documents, as related to the intent of the specified furniture product, shall be given by the Architect.

3.07 Designer/Specifier Responsibilities:

- A. The Specifier does not guarantee or assume responsibility for the performance of the contract, work, or products of any Vendor or Sub-contractor retained by the Owner.
- B. Nothing in the Furniture Contract Documents shall be construed as giving the Architect the authority to determine, direct, or supervise construction and/or installation methods, procedures or safety measures for the furniture installation; or responsibility for the Vendor's failure to carry out the work in accordance with the Furniture Contract Documents.
- C. The Architect shall not be responsible for the acts or omissions of the Vendor, their agents, or any other person performing any of the work. In reviewing or approving the quality and progress of the work and submittals received from the Vendor, the Architect is acting solely for the convenience of the Owner and is not acting in capacity of inspector. The Architect has no responsibility to assist the Vendor in the supervision or performance of the work.

3.08 Miscellaneous Provisions:

- A. The Owner is exempt from all local and state sales taxes. Prices quoted by the Vendor shall not include taxes.
- B. The Vendor shall be responsible for providing a complete furniture punch list, indicating any defects, deficiencies, or damages to the installed product, for review with the Owner's Representative and the Architect prior to acceptance of the work. Final payment (in the form of a (20) twenty percent retainer) shall be paid to the Vendor subject to completion of all remedial punch list work.
- C. Claims, disputes, or other matters in question between the Vendor and the Owner relating to the interpretation of the Furniture Contract Documents, or the breach thereof, shall be submitted in writing to the other party. All such claims unable to be resolved to the mutual agreement of both parties shall be decided by litigation, in accordance with applicable law.

3.09 Owners General Requirements

- A. Qualified craftsmen to be used in each trade. Workmanship shall be of the best standard practice and shall be subject to inspection by the Owner's Representative.
- B. The Vendor shall inspect the job site when available and note access, elevators, doorways and openings necessary for complete installation of his part of the work. Site visits shall be scheduled with Owner's Representative. If any conditions are present that would be detrimental to the proper installation of the specified furnishings, the Vendor must notify the Owner's Representative in writing.
- C. Any material not conforming to the specifications and approved samples shall be removed from the site of the work and replaced with approved materials at no cost to the Owner.
- D. The Vendor shall notify the Owner's Representative, and the General Contractor at least (10) ten working days in advance of starting any installation work in order to provide for inspection.
- E. Neither the completion of furniture installation, nor payment shall relieve the Vendor of responsibility for faulty materials or workmanship. Unless otherwise specified, the Vendor shall remedy any defects, which appear within a period of one year from the date of written acceptance.

Furniture damaged during normal course of use shall not be the Vendor's responsibility, providing the product was obtained and installed according to the specifications.

- F. The Vendor shall verify all quantities quoted on the plans. The Vendor shall verify all critical dimensions of furniture on the job.

In the event that the Vendor shall discover discrepancies in quantities or dimensions, notification must be given immediately to the Owner's Representative and the total contract cost will be adjusted accordingly by mutual agreement.

- G. Items not coded on plans or listed herein are not part of this Contract.
- H. The Vendor shall be responsible for any damages incurred in shipment from manufacturer to Vendor's warehousing facility, storage facility, or to the project site location
- I. The Vendor will place in position, each item according to location as provided in the specifications. Each item shall be aligned and leveled to the satisfaction of the Owner's Representative.
- J. Upon completion of furniture installation, all rooms must be cleared of packing materials and other debris resulting from the installation. All items must be cleaned and ready for use by Owner.

- K. The Vendor shall not assign the whole or any part of this agreement, or any monies due or to become due hereunder, without written consent of the Owner, and all sureties executing any bonds on behalf of the Vendor in connection with said agreement.

Any assignment made without such consent shall be null and void, and the assignee shall acquire no rights thereby.

3.10 Vendor's Liability Insurance:

- A. The Selected Vendor shall purchase and maintain such insurance as will protect it from the claims set forth below which may arise out of or result from the Vendor's operations under this Contract, including all employees, and Subcontractors to the Vendor. The Vendor shall name the Owner and its employees acting within the scope of their duties as an additional insured in any such insurance policy.

This insurance shall be purchased from an insurance carrier approved by the Owner; Certificate of insurance with the language required in Section 2 I above and as set forth therein shall be submitted to the Owner upon award of the Contract.

- B. The Selected Vendor shall provide **said insurance certificate** to the Owner of complete and current liability insurance to cover all materials and equipment, Vendor's employees while on the job site, and damages to Owner's properties during delivery, installation and clean-up. The Insurance coverage shall be subject to approval of the Owner, as to adequacy of protection.
- C. The Vendor's Commercial General Liability Insurance shall be on an occurrence form and shall include completed operations, products, and blanket contractual liability on all contracts, and property damage coverage. Completed operations coverage shall remain in effect for a period of at least two (2) years after the Date of Final Installation of the Project.

3.11 Payments and Completion:

- A. If a discrepancy occurs between the unit price and extended price of a furnishings item quoted, the Vendor shall be bound by the lower amount of the two.
- B. The Vendor agrees that the unit price listed on the bid proposal will apply in the event that changes, plus or minus 20% of the total quantities of specified items, are authorized by written change order from the Owner to the Vendor.
- C. Unit List prices are based on providing all furniture products, in accordance with all applicable requirements of the Furniture Contract Documents. Unit Net prices shall indicate Bidders discounts as applicable to the project. Delivery and installation cost shall be separated out from the unit net prices. Bidders shall submit a pricing summary including all information as indicated on the Furniture Bid Form document, included herewith.
- D. If the Vendor is delayed at any time in the progress of the work by any act of neglect of the Owner, by labor disputes, fire, unavoidable casualties, or any cause beyond the Vendor's control, or by delay authorized by the Owner, then the substantial completion

time shall be extended by written change order for such time as is mutually agreed upon by the Owner and the Vendor.

- E. All claims for extension of time for delays not caused by the Owner or any of the above mentioned causes shall be made in writing to the Owner no more than three (3) working days after the occurrence of the delay.
- F. The Vendor warrants and guarantees that title to all work and materials covered by final payment will pass to the Owner upon receipt of such payment by the Vendor.
- G. Application for payment shall be made based on delivery and installation.
- H. Application for final payment shall be made at final acceptance of the work.
 - a. No payments made to the Vendor shall be construed as an acceptance of any work or material not in accordance with the Furniture Contract Documents.
- I. Final acceptance and payment will be made after final review of the project by the Owner and Architect, provided that all requirements of the Furniture Contract Documents have been completed.

End General Conditions Section

Section 4 – Supplementary Conditions

Construction Facilities and Temporary Controls:

- A. Temporary Electricity: Connect to existing power service. Power consumption shall not disrupt Owner's need for continuous service. Owner will pay cost of energy used.
- B. Temporary Ventilation: Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- C. Temporary Lighting: Permanent building lighting may be utilized during construction.
- D. Temporary Water Service: Owner will pay cost of water used. Exercise measures to conserve water.
- E. Temporary Sanitary Facilities: Existing designated facilities may be used during construction operations. Maintain daily in clean and sanitary condition. Coordinate with Owner's Representative.
- F. Parking:

On-site Parking shall be on the property. Vendor vehicles are restricted from parking on grass areas. Contact Owner's rep and/or contractor for special arrangements to be made. Further direction will be given at pre-installation meeting one month prior to first phase installation.

Parking: To be coordinated with general contractor.

- G. Building will be completing construction on all levels of this phase prior to install period of furniture specified in this package. Installation of other items not included in this package will occur during the same period. Arrangements of delivery will be required with limited access into certain parts of the building. No access into this space will be allowed. Further direction will be given at pre-installation meeting.
- H. Progress Cleaning: Maintain areas free of waste materials, debris and rubbish. Maintain site in a clean and orderly fashion.
- F. Final Cleaning: The Vendor shall provide complete cleaning of the installation for Owner approval prior to final acceptance and move in.

End of Supplementary Conditions Section

to be performed under the Contract, are authorized by written order from the Owner to the Undersigned.

The Undersigned further agrees to support the Unit Net Costs listed herein and modifications thereto for the duration of the project phasing to provide a complete and finished product.

The Unit Net Costs are based on providing all work complete in place and in accordance with all applicable requirements of the Furniture Contract Documents and include all of the Undersigned's Costs.

4. Acceptance of Bids

The Undersigned agrees that the Owner may hold this bid for a period not exceeding (60) sixty days from the date of receipt. All prices must be quoted delivered FOB Forty-eight (48) hour notice prior to any delivery of merchandise is required. Notice shall be given to the Owners Representative.

It is understood and agreed that Owner reserves the right to award the contract according to his/her best interest, to reject any or all bids, and to waive any formalities in bidding. The Owner may accept or reject any or all of the unit Net prices prior to the execution of the contract.

5. Time for Completion of Work

The Undersigned agrees, if awarded this contract, to commence and complete the work in accordance with the dates established in the Installation Schedule, and in accordance with the move schedule to be agreed upon with the Owner upon award of the bid.

6. Coordination of Work

The Undersigned agrees to cooperate with the Construction Manager of the building to anticipate when specific areas of concern under this Contract will become available in the schedule of completion with all other contractors and utility companies to assure proper coordination of the work.

7. Bid Submission

The Undersigned shall submit the bid, including the itemized breakdown and unit prices on the Furniture Bid Tabulation Forms as supplied with the specifications, and in the spaces provided on this Bid Request Form.

The Undersigned acknowledges all Bids must be signed and submitted by the indicated due date and time to United Township High School. Please use an envelope addressed as follows:

UNITED TOWNSHIP HIGH SCHOOL DISTRICT #30
SLA FURNITURE REBID
APRIL 9th, 2018

SLA Furniture Rebid
Administrative Office
United Township High School
District 30
1275 Avenue of the Cities
East Moline, Illinois 61244-4100
(309) 752-1627

SIGN HERE:

Signature of Bidder

Date

Title

By

UNITED TOWNSHIP HIGH SCHOOL DISTRICT #30
SLA FURNITURE REBID
APRIL 9th, 2018

Item Code	Collection	Quantity	Unit Net Price (After Discounts)	Extended Cost	Delivery / Installation / Freight	Total	Warranty	Lead Time
CH-3B		16						
CH-5		381						
AC-3		30						
S-2		4						
S-3		8						
S-4		120						

End of Proposal for Furniture Section

Section 6 – Upholstery Special Instruction (Typical on all Seating)

1. All specified upholsteries are to be from the same dye lot.
2. Submit cuttings for approval by Architect from proposed dye lots prior to production.
3. The Vendor(s) are to coordinate the reservations of all upholstery fabrics within same dye lots to meet furniture fabrication lead times for the entire project.
4. Upholstery manufacturers to provide Owner with written cleaning and maintenance instructions at time of installation.
5. All upholstery has been graded-in and/or is in the process of being reviewed for approval for products in this project.

End of Upholstery Instructions Section

Product Substitution Request

We hereby submit for your consideration the following product in lieu of the specified item for the above project:

Section #: _____

Specified Product: _____

Proposed Equivalent: _____

Submit, with request, **ALL NECESSARY SAMPLES** and substantiating data to prove equal quality and performance to that which is specified.

Clearly mark manufacturer's literature to indicate equivalent performance.

	Yes	No	N/A
Does the proposed product meet dimensions shown on specifications?			
Does the proposed product's warranty meet or exceed the product specified?			
If COM applies, is the COM approved on the proposed product?			
Does the proposed product achieve the same aesthetic as specified product?			
Does the product meet performance specifications? i.e.: technology and materials			

***Note: All applicable categories must be met in order to be approved as an alternate.**

If you answered No to any of the above questions, please explain below:

The undersigned states that the function, appearance, and quality are equivalent or superior to the specified item.

Submitted by: _____

Signature: _____ Title: _____

Firm: _____ Date: _____

Signature shall be by person having authority to legally bind his/her firm. Failure to provide legally binding signature will result in retraction of approval.

For Use by Owner's Representative or Owner:

Accepted Accepted as Noted Not Accepted Received Too Late Rejected

By: _____

Date: _____



Client: **United Township High School District 30**
 Project: **Student Life Addition/Renovation**
 Location: **East Moline, IL 61244**
 Issue Date: **April 9th, 2019**

Manufacturer:	Allsteel	Phone #:	(888) 255-7833
Address:	2210 Second Ave Muscatine, IA 52761		
Manufacturer's Rep:	Janice Konchar	Phone #:	(319) 560-5648
Rep E-mail:	koncharj@allsteeloffice.com		

BASIS OF DESIGN

Item: Inspire Four Leg Stack Chair

Model Number: INST-UCO-NO-3-F-CBK-BLK

Description: Arm Chair with Four Legs and Casters
 Poly Frame with Upholstered Back and Seat Pads
 Stacks 4 High on Floor

Size: 24-1/4" OW x 22-3/4" OD x 34" OH
 Seat Height: 18-3/8"; Arm Height: 26-3/4"

Glides/Casters: Multi-Surface Casters

Arm Cap: Flexible

Frame Finish: Charblack

Poly Shell Color: Black

Upholstery:
 Grade: 2 - Approved for Use
 Manufacturer: Allsteel
 Pattern Seed
 Color: Cardinal
 Content: 100% Polyester

ITEM CODE:
CH-3B



Image for Reference Only



Frame Finish



Upholstery

Location	Room Number	Quantity
Athletic Director	104S.A	3
Principal	104S.K	4
Assistant Principal	104S.L	2
Director of Curriculum	104S.M	4
Director of Special Services	108S.A	3
Total Quantity:		16



Client: **United Township High School District 30**
 Project: **Student Life Addition/Renovation**
 Location: **East Moline, IL 61244**
 Issue Date: **April 9th, 2019**

Manufacturer:	KI		
Address:	1330 Bellevue Street Green Bay, WI 54302	Phone #:	(800) 424-2432
Manufacturer's Rep:	Duet Resource Group - Mandi Wiltz		
Rep E-mail:	mandi.wiltz@duetresourcegroup.com	Phone #:	(515) 557-0433

BASIS OF DESIGN

Item: Grazie Stack Chair Poly 4-Leg

Model Number: GLNAP-CH-PBL-F-NFR

Description: Armless Chair with Four Legs & Glides
Poly Back and Seat
Stacks up to 5 High on Floor /12 Chairs on Dolly

Size: 22-3/16"W x 21-5/16"D x 32-5/8"H
Seat Height: 17-3/4"

Glides/Casters: Felt Glides

Frame Finish: Chrome

Poly Shell Color: Black

ITEM CODE:
CH-5



Image for Reference Only

Location	Room Number	Quantity
Student Life	114S	29
Cafeteria	116S	352
Total Quantity:		381



Client: **United Township High School District 30**
 Project: **Student Life Addition/Renovation**
 Location: **East Moline, IL 61244**
 Issue Date: **April 9th, 2019**

Manufacturer: KI
Address: 1330 Bellevue Street
 Green Bay, WI 54302 **Phone #:** (800) 424-2432
Manufacturer's Rep: Duet Resource Grouo - Mandi Wiltz
Rep E-mail: mandi.wiltz@duetresourcegroup.com **Phone #:** (515) 557-0433

BASIS OF DESIGN
 Item: Grazie Transport Dolly
 Model Number: GCD.BL
 Description: Storage and Transport Cart - Holds up to 12 Chairs
 Size: 25" W x 29" D x 15-3/4" H

ITEM CODE:
AC-3

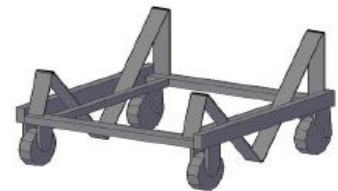


Image for Reference Only

Location	Room Number	Quantity
Student Life	114S	3
Cafeteria	116S	30
Total Quantity:		33



Client: **United Township High School District 30**
 Project: **Student Life Addition/Renovation**
 Location: **East Moline, IL 61244**
 Issue Date: **April 9th, 2019**

Manufacturer: HON
Address: 200 Oak Street
 Muscatine, IA 52761-4313
Phone #: 563-272-4100

BASIS OF DESIGN
Item: HON Motivate Counter Height Stool - 24" Height
Model Number: HMG3-N-E-ON-BLCK
Description: Armless Stool with Four Legs and Glides
 Poly Back and Seat
 Non-Stacking
Size: 21" W x 23" D x 40-1/2" H
 Seat Height: 24-1/2"
Glides/Casters: Plastic-Neutral Color
Frame Finish: Black
Poly Shell Color: Flannel

ITEM CODE:
S-2



Image for Reference Only

Location	Room Number	Quantity
Work Area	140S.E	4
Total Quantity:		4



Client: **United Township High School District 30**
 Project: **Student Life Addition/Renovation**
 Location: **East Moline, IL 61244**
 Issue Date: **April 9th, 2019**

Manufacturer: HON
Address: 200 Oak Street
 Muscatine, IA 52761-4313
Phone #: 563-272-4100

BASIS OF DESIGN

Item: HON Motivate Task Stool

Model Number: HMT5-N-H-PSON-WP40-SB-T

Description: Armless Stool with Swivel Base and Casters
 Poly Back and Upholstered Seat
 Non-Stacking

Size: 28-1/4" W x 28-1/4" D x 50-1/2" H
 Seat Height: 22-7/8" - 32-5/8"

Glides/Casters: Carpet Casters (Hard)

Frame Finish: Black

Poly Shell Color: Flannel

Seat Upholstery: Contourett Graphite UR19
 Samples to be submitted with Bid

ITEM CODE:
S-3



Image for Reference Only

Finish samples to be submitted with Bid.

Location	Room Number	Quantity
Media Collections	110S	7
Staff Work Area	110S.C	1
Total Quantity:		8



Client: **United Township High School District 30**
 Project: **Student Life Addition/Renovation**
 Location: **East Moline, IL 61244**
 Issue Date: **April 9th, 2019**

Manufacturer: KI
Address: 1330 Bellevue Street
 Green Bay, WI 54302 **Phone #:** (800) 424-2432
Manufacturer's Rep: Duet Resource Group - Mandi Wiltz
Rep E-mail: mandi.wiltz@duetresourcegroup.com **Phone #:** (515) 557-0433

BASIS OF DESIGN
 Item: Grazie Café Stool
 Model Number: GLSNAP-30-CH-PBL-F-NFR
 Description: Four Leg Armless Stool
 Poly Back and Seat
 Stacks 4 Chairs High on the Floor
 Size: 22-3/16" W x 21-5/16" D x 44-5/8" H
 Seat Height: 29-3/4"
 Glides/Casters: Felt Glides
 Frame Finish: Chrome
 Poly Shell Color: Black

ITEM CODE:
S-4



Image for Reference Only

Location	Room Number	Quantity
Student Life	114AS	90
Cafeteria	116S	30
Total Quantity:		120