

WAVERLY CUSD 6  
REQUEST FOR PROPOSAL – Furniture PROJECT

Furniture Project

Issued Date: May 24, 2023

DUE: June 9, 2023, 11:00 AM

Invitation to Bid To: All Bidders

Waverly CUSD 6 invites you to bid to provide cafeteria tables Bid prices quoted shall remain effective until July 1, 2023. The prices in this bid supersede any other quote given to Waverly CUSD 6 to date on the same items. Responses to this Invitation to Bid shall be submitted in a sealed envelope marked "Furniture PROJECT."

Bids may be mailed or delivered to:

Dr. Andrea Guerrero, Superintendent  
Waverly CUSD 6 Administrative Office  
201 N Miller Street  
Waverly, IL 62692  
Phone: 217-435-2211  
Fax: 217-435- 2321

All proposals must be received at the above address no later than Friday, June 9, 2023, 9:00 am and will be opened immediately thereafter. A committee recommendation will be made to the Board of Education at the monthly meeting on Wednesday, June 14, 2023. In reviewing the proposals and making the recommendation to the Board of Education, the administrative committee will consider the following: Price, Quality of Product, Scope of Services, Warranty, Qualifications, References, and Experience in Public Education.

Bidders are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their bid. Waverly CUSD 6 reserves the right to accept or reject any and all bids, and to waive any irregularity in bids received to award the entire bid to one vendor or to make awards by groups or line items, whichever is in the best interest of the school district.

Any questions concerning this bid may be forwarded to: [aguerrero@waverlyscotties.com](mailto:aguerrero@waverlyscotties.com)

Your interest and participation are solicited and appreciated.

Sincerely,

Dr. Andrea Guerrero, Superintendent

#### General Terms and Conditions

1. Bids should be mailed in ample time to assure delivery before the bid opening date and time. 2. Bids must be provided within this Invitation to Bid, sealed within an envelope marked as shown in the cover letter.
2. No awards of any kind are made at the time of the bid opening. A copy of the bid tabulations and/or the awards will be available upon request after the bid has been awarded.
3. Bids must be submitted based on the furniture delivered inside the building, any and all assemblies, and placement in the correct specified location.
4. Vendor is responsible for the removal from the location any and all waste materials or other debris from the delivery, assembly, and installation of items received and all cost associated with the disposal of the debris.
5. All Vendors MUST meet trucks or bring in the materials to receive shipment, Waverly CUSD 6 District personnel will not meet carrier to receive delivery.
6. Bid submitted must include any and all freight and handling costs. Waverly CUSD 6 will pay no additional charges.
7. The bidder's and manufacturer's representatives' responsibilities to Waverly CUSD 6 include but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
8. When an article of a particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Bidders are at liberty to quote on substitutions provided complete specifications are included with the bid. The vendor is also required to describe all exceptions to our specifications and includes a color photo.
9. We need the URL for the manufacturer's website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications.
10. Waverly CUSD 6 reserves the right to accept a higher bid on items where the need to "match existing items previously purchased" exists and the lower bidder does not meet bid specifications.
11. Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely. Delivery must be completed on or before the specified date.
12. Items will need to be received on-site and to be installed by the preferred date of August 16, 2023.
13. No partial payment will be made. The total amount of each purchase order will be paid only after the complete order has been received in good condition. The final inspection and approval must be made by an authorized representative of Waverly CUSD 6.
14. The bidder, by submitting a bid, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of any protected class as defined by federal Equal Employment Opportunity regulations.
15. Waverly CUSD 6 has the right to award the entire bid to one vendor or to separate the bid and order by line item. Waverly CUSD 6 has the right to order additional quantities or reduce quantity amounts as needed to meet the school's needs. Waverly CUSD reserves the right to reject any or all bids to best meet the interests of the school district.

## BIDDER'S DECLARATION

The bidder understands, agrees and warrants:

1. That the bidder has carefully read and fully understands the full scope of the specifications. That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
2. That the installer must have a one million dollar (\$1,000,000) general liability policy, proof of workers' compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property. Proof of all insurances must be included in the bid.
3. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to June 14, 2023, at 11:00 AM, but may not be withdrawn after such date and time.
4. That Waverly CUSD 6 reserves the right to reject any or all bids and to accept that bid or portions of the bid which will, in its opinion, best serve the public interest. Waverly CUSD 6 reserves the right to waive any technicalities and formalities in the bidding.
5. That by submission of this bid the bidder acknowledges that Waverly CUSD 6 has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

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Name

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Title

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Signature Date

# STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years. 5. Bidder is not a subsidiary of a company that has been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years.

By: \_\_\_\_\_  
Authorized Agent

SUBSCRIBED and SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC This page must be returned signed and notarized for the bid to be considered.

Assurances and Certifications

PART 2

SUPPLIER'S/CONTRACTOR'S CERTIFICATION

As part of its bid, the supplier/contractor does hereby certify that said supplier/contractor is not barred from bidding on the contract as a result of violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: \_\_\_\_\_ Authorized Agent

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT ( Suppliers/Contractors with 25 or More Employees)

As part of its bid, the supplier/contractor does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (Ill.Rev.Stat. ch 127. para. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance or work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

By: \_\_\_\_\_ Authorized Agent

Does Not Apply (Less than 25 Employees)

By: \_\_\_\_\_ Authorized Agent

SUBSCRIBED and SWORN TO before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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Assurances and Certifications

PART 3

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

Sexual Harassment Policies

As part of its bid, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-105 that [he, she, it] has written sexual harassment policies that include at least the minimum information as required by law; that a copy of the policies shall be provided to the Department of Human Rights upon request; and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Human Rights Act.

By: \_\_\_\_\_ Authorized Agent

Equal Employment Opportunity

As part of its bid, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-104 that [he, she, it] complies with the procedures and requirement of the Illinois Department of Human Rights regulations concerning equal employment opportunities and affirmative action, shall provide such information with respect to its employees and applicants for employment and assistance as the Department may reasonably request, and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Human Rights Act.

By: \_\_\_\_\_ Authorized Agent

SUBSCRIBED and SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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## Waverly Community School District

### Specifications/Items Needed:

#### Cafeteria

1. Preferred model/product AmTab for cafeteria.
2. 2 Mobile Stool Table - Round 60"Diameter, with 8 Stools, Table/Bench Height: 29/17  
Frame Color: Black; Leg Color: Black; ADA Compliant with at least 2 removable seats. Prefer Top Edge: Dyna Rock, Black Stool; Black/ Grey laminate.
3. 10 Mobile Bench Table - Rectangle 30"W x 12'1"L, 4 benches with Table/Bench Height: 29/17  
Frame Color: Black; Leg Color Black; Top Edge: Dyna Rock, Black Bench; Edge: Dyna Rock, Black, and Grey Laminate

#### Classrooms

4. KI for classroom desks
5. 100 Intellect Wave Tripod Desk, Adjustable height, laminate linear top black edge nylon glides book basket, silver metallic; laminate sterling As. Top size 27-2/5"x27-2/5" X 36-5/8" height Range 22-34"
6. 50 Ruckus style, four-leg chair w/glides, poly, armless, 19" height, No bookrack with felt glides.
7. 50 Ruckus, four-legged chair with glides, no bookrack 19" height.
8. 90 Intellect wave trapezoid desks, adjustable height laminate top, book basket Starlite silver with felt glides. Top laminate. Color variety to include edge equal color variety of lime, blue, red, yellow, and orange. Top size 20-1/2"x32" and height range 22-34"
9. 90 Intellect wave 4 leg chair, felt glides, lime, blue, red, yellow, and orange to fit trapezoid desks top size 20-1/2"x32" and height range 22-34" approximately at 15" seat height.
10. 10 Intellect wave 4 leg chair, felt glides, lime, blue, red, yellow, and orange to fit trapezoid desks top size 20-1/2"x32" and height range 22-34" approximately at 18" seat height.