

TOWN OF SCITUATE, RHODE ISLAND

INVITATION TO BID

PROJECT: Furniture - Scituate Police Department Construction Project

Sealed bid proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the Town Clerk addressed to:

**Town of Scituate
Bid: Police Station Furniture
195 Danielson Pike
Scituate, RI 02857**

until **Friday, 2/7/20 at 9:00am. (EST)**. The bid proposals will be opened and read aloud at the Bid Opening on 2/7/20 at 9:15am. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at 647-2822, 72 hours in advance of the bid opening.

Any bid proposal received after said date and time, whether hand delivered, submitted via United States Postal Service, or submitted via any other delivery service, shall be declared invalid. All bids must be placed in a sealed envelope that is plainly marked

“BID PROPOSAL FOR: Furniture – Scituate Police Department Construction Project”.

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Town Clerk at 401-647-2822.

The Police Department shall submit a list of bid results and recommend a successful bidder to the Town Council at their meeting on: February 13th, 2020.

THE TOWN OF SCITUATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PARTS THEREOF; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE TOWN AND SCITUATE POLICE DEPARTMENT DEEM TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.

SCOPE OF WORK AND PROJECT SPECIFICATIONS

The Scituate Police Department is requesting bids for the purchase, delivery and installation of new office furniture for its new police station. See attached list of items in **Exhibit A**.

Bids shall include a date of earliest possible delivery/installation. Final date of delivery/installation will be decided by the customer (Scituate PD) based upon project completion.

Current estimated project completion date is March 15, 2020.

TOWN OF SCITUATE, RHODE ISLAND

BID CONDITIONS

1. Bids shall be signed by a duly authorized agent or official of the contractor / vendor who has legal authority to bind the company, and must clearly identify the scope of services and proposed time frame for completion. Incomplete bid forms may be cause for disqualification of the bid.
2. Bids that are renumbered or resequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or re-format the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
3. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time, with the:

- NAME / ADDRESS OF THE BIDDER

**- WORDS "BID DOCUMENTS FOR: "FURNITURE – SCITUATE POLICE STATION PROJECT"
- DATE OF THE BID**

4. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
5. Within a reasonable time after the bid opening, the TOWN OF SCITUATE, RHODE ISLAND, (herein after referred to as the TOWN) shall act on the award of a contract for the project.
6. The TOWN reserves the right to withdraw this request at any time based on available funding.
7. The TOWN shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
8. **THE TOWN RESERVES THE RIGHT TO REJECT ANY, OR PART, OF ALL BID PROPOSALS; WAIVE ANY INFORMALITIES AND TECHNICALITIES; AND TO ACCEPT THAT BID WHICH THE TOWN COUNCIL DEEMS TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.**
9. Proposals submitted in unmarked envelopes, which are opened by the TOWN in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.
10. Bid prices shall not include any sales, excise or other taxes for which the TOWN is not liable. All bidders shall honor their properly submitted bid for a period of ninety (90) days subsequent to date of bid opening, without escalation.
11. Tax Compliance – Successful bidder shall be required to submit a current W-9 form in conformance with the attached sample, affirming current reporting compliance with all relevant jurisdictions.
12. Consideration in the awarding of the CONTRACT will be given to price, date of delivery/installation, experience and competence of the bidder, the nature and size of the bidder’s organization, and quality of similar projects it has performed and completed in the past and a determination by the TOWN that the COMPANY has the ability to complete the work.

13. Insurance – Successful bidder shall be required to provide valid certificate of General Liability, auto, umbrella and (if required) workers compensation insurance in conformance with the attached sample, naming the TOWN OF SCITUATE, RHODE ISLAND as additional insured.
14. Prevailing Wage (if required)- Successful bidder shall be required to furnish completed certificate guaranteeing payment of prevailing wage and indemnifying the Town of Scituate, Rhode Island from any loss whatsoever arising from failure to pay prevailing wage in conformance with the attached sample.
15. The COMPANY must bid the project as outlined in the Project Specifications. If the COMPANY proposes to perform any optional work or to substitute any part of the Project Specifications, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.
16. Each bidder must inform themselves of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.
17. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.
18. The bidder may submit a list of similar projects, if available, which may be used in determining bid winner.

TOWN OF SCITUATE, RHODE ISLAND

BID FORM

Project: Furniture - Scituate Police Department Construction Project

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **BID CONDITIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. That should this bid be accepted in writing by the **TOWN**, said **COMPANY** will furnish the items for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said Project Specifications.
3. That all items, documents, statements and other information as required by the **BID CONDITIONS** and **PROJECT SPECIFICATIONS** have been submitted herein.
5. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **PROJECT SPECIFICATIONS** in the total amount of:

(Total Dollar Amount) _____

(Written Bid) _____

Company

By: Name and Title Signature

Business address

Telephone Number

TOWN OF SCITUATE, RHODE ISLAND

NON-COLLUSIVE BID STATEMENT

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date

EXHIBIT A: ITEM LIST

Quantity	Description	Room #	Unit Price
1	Rectangular Laminate Table 24" x 48" - Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	103	
1	U Shaped Laminate Desk, to include: 30" x 66" Desk with Box,Box,File Pedestal, 24" x 42" Bridge, 24" x 66" Credenza with File,File Pedestal, Hutch 15"d x 36"h x 66"h with Solid Laminate Doors, Tackboard & 48" LED Task Light - All Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	105	
2	36"w x 19 3/4"d x 63 3/4"h Metal Five Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	105	
1	U Shaped Laminate Desk, to include: 30" x 66" Desk with Box,Box,File Pedestal, 24" x 42" Bridge, 24" x 66" Credenza with File,File Pedestal, Hutch 15"d x 36"h x 66"h with Silver Framed Frosted Glass Doors, Tackboard & 48" LED Task Light - All Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	106	
1	36"w x 22"d x 29 1/2"h Laminate Two Drawer Lateral File with 36"w x 14"d x 36"h Open Bookcase Hutch - To Match Desk Style & Finish	106	
1	Laminate L-Desk, to include: 30" x 66 Desk with Box,Box,File Pedestal, 24" x 48" Return with File,File Pedestal - All Top Thickness 1" with 3 mil PVC DuraEdga on all Exposed Edges	107	
1	36"w x 19 3/4"d x 51 5/8"h Metal Four Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	107	
1	32"w x 14"d x 65 1/2"h Laminate Bookcase -Top & Shelf Thickness 3/4" - To Match Desk Style & Finish	107	
1	U Shaped Laminate Desk, to include: 30" x 66" Desk with Box,Box,File Pedestal, 24" x 42" Bridge, 24" x 66" Credenza with File,File Pedestal, Hutch 15"d x 36"h x 66"h with Solid Laminate Doors, Tackboard & 48" LED Task Light - All Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	109	
5	36"w x 19 3/4"d x 63 3/4"h Metal Five Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	109	
1	U Shaped Laminate Desk, to include: 30" x 66" Desk with Box,Box,File Pedestal, 24" x 42" Bridge, 24" x 66" Credenza with File,File Pedestal, Hutch 15"d x 36"h x 66"h with Solid Laminate Doors, Tackboard & 48" LED Task Light - All Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	110	
1	32"w x 14"d x 65 1/2"h Laminate Bookcase -Top & Shelf Thickness 3/4" - To Match Desk Style & Finish	110	
1	36"w x 19 3/4"d x 39 3/8"h Metal Three Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	110	

1	U Shaped Laminate Desk, to include: 30" x 66" Desk with Box,Box,File Pedestal, 24" x 42" Bridge, 24" x 66" Credenza with File,File Pedestal, Hutch 15"d x 36"h x 66"h with Solid Laminate Doors, Tackboard & 48" LED Task Light - All Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	111	
1	32"w x 14"d x 65 1/2"h Laminate Bookcase -Top & Shelf Thickness 3/4" - To Match Desk Style & Finish	111	
1	36"w x 19 3/4"d x 39 3/8"h Metal Three Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	111	
2	30" x 66" Laminate Desk with Box,Box,File Pedestal - Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges	122	
1	36"w x 19 3/4"d x 51 5/8"h Metal Four Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	122	
1	36"w x 19 3/4"d x 39 3/8"h Metal Three Drawer Lateral File - Reinforced Heavy Gauge Welded Steel Construction, Factory Installed Lock and Hanging Bars, Powder Coat Paint	117	
1	36" Round Laminate High Top Table - Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges, 41"h Chrome X Base	120	
3	Armless Polyurethane Stool with Footrest & Chrome Base - 20"w x 23"d x 43 1/4"h - Weight Capacity 250 lbs	120	
8	24" x 60" Laminate Flip Top Training Table with Casters - Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges, Metal Flip Top Base with Built In Modesty Panel, Base Features Response Lever and Locking Casters - NOT Powered	124	
2	36"w x 22"d x 37"h Laminate Buffet Height Storage Cabinet - Includes Two Doors - Top Thickness 1" with 3 mil PVC Dura Edge on all Exposed Edges	124	
1	Multipurpose Mobile Lecturn 28 3/4"w x 22"D x 49 3/4"h - Includes: Fold Down Platform, Large Open Storage Area Underneath Presentation Surface, Interior Shelf with Double Doors. Shelves Adjustable in 1" Increments, Two Swivel Cup Holders, Powder Coated Steel Construction with Durable Laminate Shelves, Mobile on Four Casters - Two Casters Lock	124	
1	24" x 48" Laminate Height Adjustable Table - Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges, Electric Base Includes: Two Motor Two Stage Leg, Standard Remote & Gyro Sensor, Adjustable Height Range 24 1/2" - 50"h, Weight Capacity 220 lbs	128	
1	10' Boat Shaped Laminate Conference Table with Slab Base - 120"w x 32/47 1/4"d x 29 1/2"h - Top Thickness 1 1/2" with 3 mil PVC DuraEdge on all Exposed Edges. Grommet included, Power Module NOT Included	130	
4	30" x 66" Laminate Desk with Box,Box,File Pedestal & Acrylic Privacy Screens - Top Thickness 1" with 3 mil PVC DuraEdge on all Exposed Edges - Includes 54"w x 15"h & 30" x 15"h Acrylic Screens Mounted to Desk Surface with Brackets	130	
3	15 1/2"w x 25"d x 51 1/2"h Metal Four Drawer Vertical File - Durable Welded Steel, Single Lock Secures All Drawers, Powder Coat Finish	130	

1	72 Pocket Literature/Forms Cabinet - Overall Dimensions: 42"w x 16"d x 80"h - Pocket Size: 10 1/8"w x 12 3/4"d x 2 3/4"h - Steel Construction, 50 lb Weight Capacity Per shelf	130	
12	High Back Managers Chair with Mesh Back - Dimensions: 24"w x 22.5"d x 42"h - Features: 250 lb Weight Capacity, Mesh Back with Breathable Air Mesh Fabric Seat, Tension Adjustment, Chair Tilt Lock, Seat Height Adjustment, Arm Height Adjustment, Waterfall Seat Edge, Properly Contoured Cushions, Center Tilt Movement, Scuff Resistant High Rise Molded Base with Twin Wheel Carpet Casters	105, 107, 109, 110, 111, 116, 122, 128, 130	
8	Black Mesh Back Armless Guest Chair - Dimensions: 20.75"w x 22"d x 38"h - Features: 250 lb Weight Capacity, Mesh Back with Breathable Air Mesh Fabric Seat, Powder Coated Cantilever Base, Chair Frame Glides	105, 107, 110, 111	
32	Mesh Back Armless Nesting Chair - Dimensions: 22"w x 22"d x 33"h - Features: 250 lb Weight Capacity, Mesh Back with Breathable Air Mesh Fabric Seat, Flip Seat Design Allows Chair to be Nested Horizontally, Swiveling Carpet Casters, Black Painted Steel Frame	124, 130	
4	Armless Medium Density Stacking Chairs - Dimensions: 18.25"w x 20.5"d x 32"h - Features: Impact Resistant Black Plastic Seat & Back, Chrome Plated Steel Rod Frame, Can be Stacked 8 High on the Floor	103, 133	
1	High Back Heavy Duty Multi Tilter Chair - Dimensions: 26"w x 25"d x 42"h - Features: 350 lb Weight Capacity, Fabric Seat & Back, Tilt Tension, Pneumatic Seat Height, Back Angle, Back/Lumbar Height Adjustment, Forward Tilt Lock, Seat Angle Adjustment, Chair Tilt Lock, Center-Tilt Action, Arm height Adjustment, Arm Width Adjustment, Waterfall Seat Edge, Properly Contoured Cushions, Casters	117	
1	Medium Back Tilter Chair - Dimensions: 24.5"w x 26.5"d x 39.5"h - Features: 300 lb Weight Capacity, Fabric Seat & Back, Tension Adjustment, Chair Tilt Lock, Pnuematic Seat Height, Waterfall Seat Edge, Properly Contoured Cushions, Center-Tile Movement	106	
2	Armless Side Chair - Dimensions: 21"w x 24"d x 33"h - Features: Fabric Seat & Back, Four Legged Base, Waterfall Seat Edge, Properly Contoured Cushions	106	
3	Single Black Vinyl Bench - No Arms or Back - Dimensions: 25"w x 23"d x 17.5"h - Feature: 250 lb Weight Capacity, Connecting Brackets, Chrome Frame	lobby	
6	Cork Bulletin Board with Aluminum Frame - Dimensions: 24" x 36"	misc.	
1	Glass Magnetic Dry Erase Board - Dimensions: 24" x 36" - Frameless, Black Surface	105	
7	Heavy Duty Wire Shelving Unit - Dimensions: 48"w x 21"d x 72"h - Features: 5 Wire Shelves, Shelf Weight Capacity 250 lbs	128	
1	Heavy Duty Wire Shelving Unit - Dimensions: 36"w x 21"d x 72"h - Features: 5 Wire Shelves, Shelf Weight Capacity 300 lbs	128	

Notes

All items should be able to be color coordinated together for a unified look. Blues and light grays are predominant colors in existing carpet and paint choices. Customer will have final say in color/style decisions.

Bids should include any applicable costs for shipping, delivery and installation.