



## Lowndes County Schools – Finance Department

### REQUEST FOR SEALED PROPOSALS FOR STUDENT FURNITURE LOWNDES COUNTY SCHOOLS

The Lowndes County School System is soliciting proposals for student furniture. Proposals must include all costs, including delivery and assembly.

The enclosed response sheet must be used and fully completed.

These proposals will be evaluated by the Finance Department of the Lowndes County Schools. The department will make a recommendation to the superintendent as to which proposal best meets the needs of our schools and which best satisfies the requirements detailed in this packet. While price is an important consideration, it will not be the sole determining factor in the selection of a solution. An established history in the education market, past satisfactory experience in the Lowndes County Schools System, positive evaluations by schools submitted as references, and comparison of the vendor's service descriptions will contribute to the selection of the solution.

Sealed, written proposals will be received by the school system at the time and place specified. Neither dating of the proposal nor placing in mail by this date will meet requirements. Proposals must be received on or before the date and time stated. We will not accept proposals via fax or email.

The school system reserves the right to reject any and all proposals, to waive any and all formalities, and to select the proposal that the Lowndes County Schools determines to be the best for the system.

**Sealed proposals must be received by 2:00 pm Thursday, April 27, 2017.**

**Product would be ordered with an FY2018 purchase order, to be delivered to the stated locations between July 10-July 21, 2017, with invoicing after July 1, 2017.**

#### **Support**

With your proposal, **you must include** a statement of warranty on the product and how problems will be reported and resolved.

#### **References**

We are looking for furniture that has been used successfully in other school systems. Please include business references from at least three school systems that have used the model tables as you have proposed.

#### **PROPOSAL REQUIREMENTS -**

As required by Board policy, all proposals must be submitted as sealed proposals. Proposal envelopes must be sealed and reach our office by 2:00 pm Thursday, April 27, 2017. Proposals will be opened in the Board of Education building on Norman Drive.



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Envelopes should be returned to the attention of Terri Welden and marked “April Student Furniture RFP.” Proposals may be delivered to 1592 Norman Drive, Valdosta, GA 31601 or mailed to the same address. The system will not be responsible for the premature opening of envelopes not properly addressed and/or marked. We recommend that you not use United States Postal Service if there is any concern about a proposal not being received prior to the deadline.

Unsealed proposals will be deemed unresponsive and rejected.

All proposals must be in ink or typewritten. No pencil or erasures (including ink erasures) shall be permitted. Mistakes may be crossed out and correction inserted adjacent. Person signing the proposal form must initial corrections in ink.

The enclosed proposal response sheet must be used and fully completed.

An officer of the company must sign the proposal response form and list the official firm or corporate name.

After the public opening of the proposals the system may require up to thirty (30) working days for review before presenting a recommendation to the superintendent. Our expectation is to have final approval of the award and completed purchase order by May 11, 2017.

The vendor must provide three references with contact information from current school system accounts.

Any questions should be directed to:

Lee Goodman  
Lowndes County Schools  
1592 Norman Drive  
Valdosta, GA 31601  
229-316-1870  
[leegoodman@lowndes.k12.ga.us](mailto:leegoodman@lowndes.k12.ga.us)

Respectfully,

Ken Overman  
Asst. Superintendent  
Lowndes County Schools  
1592 Norman Drive  
Valdosta, GA 31601  
229-316-1818  
[kenoverman@lowndes.k12.ga.us](mailto:kenoverman@lowndes.k12.ga.us)



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### Requirements

The system is requesting proposals for furniture with requested item numbers of past suppliers, substitutions can be made for comparable furniture. Our expectations are listed on the Responses Spreadsheet; this form should be completed with all relevant fields. The furniture is to be delivered to Lowndes High School, 1606 Norman Drive, Valdosta GA 31601.

Substitutions on the referenced student furniture of similar qualifications will be considered, as long as three references are included, substituted manufacturer name, and substituted model numbers are listed.

Include in your proposal assembly and installation (if proposed), delivery, unboxing, assembly and secure adjustment of all desks, with removal of all packing materials and refuse from the assembly of the products. There is a location on the Responses Spreadsheet to include these costs.

### Delivery

**The order of furniture will be shipped to Lowndes High School, 1606 Norman Drive, Valdosta GA 31601. A loading dock is available if needed.**

Please include specification sheets for furniture proposed.

You may submit an alternate proposal for furniture.

DID YOU INCLUDE YOUR THREE REFERENCES, IF APPLICABLE?

DID YOU INCLUDE YOUR STATEMENT FOR WARRANTY AND SUPPORT?

DID YOU DOUBLE-CHECK YOUR CALCULATIONS?

Please complete and sign the submission information page following this page and return with your sealed proposal.



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Submitted by

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Company Name

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Contact Name

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Signature

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Date