

CONVERSE COUNTY SCHOOL DISTRICT #1

Request for Bids
Furniture, Fixtures and Equipment
At
Douglas Middle School

Bids Due: May 19, 2026
Not later than 11:00 AM (Mountain)

Douglas Middle School Furniture, Fixture & Equipment Bids

Closing Date and Time: Tuesday May 19, 2023 at 11:00 AM

Converse County School District #1 (the “District”) invites you to submit a bid for the Furniture, Fixture & Equipment (FF&E), delivery, and installation at Douglas Middle School.

Requests for information must be directed to Kirk Schmidt at kschmidt@ccsd1.org. Emailed inquiries must be received no later than 5:00pm, May 15, 2026. Verbal answers are not binding on any party.

Send Electronic Bids to businessoffice@ccsd1.org . Include “FFE Bid for Douglas Middle School – Bidder Name”. If files are too large, .zip files will be accepted.

Owner reserves the right to award a contract to the bidder(s) deemed most advantageous to the District and not necessarily based on price alone.

Kirk Schmidt
307.358.2942

1.0 INSTRUCTIONS TO OFFERORS

1.1 Project Description

This furniture will replace the existing furniture at Douglas Middle School.

1.2 General Conditions and Bid Requirements

Bids are to be submitted using the attached excel bid package documents. Changes to these forms are NOT permitted. Fill in all form fields, even if not providing a bid for that item. Enter "N/A" or similar next to items for which the bidder is not including in their bid.

The District reserves the right to waive irregularities, reject any or all bids, require new bids, reject any bids which do not furnish the quality, or offer the availability of materials, equipment, or services as required by the specifications, description, or scope of services. The District also reserves the right to award bid(s) to the most responsive and responsible bidder(s), reject any bids for alternate products, and/or reject any bids from bidders that cannot provide proof of future capability to serve the District related to future orders and maintenance.

Furniture floor plans will be proved upon awarding of the bids.

In case of discrepancy between unit price and extended price, the unit price shall govern.

Any fabrics in classrooms and student spaces shall be vinyl or crypton that is cleanable with a 10% bleach solution. All fabrics in the administration area shall also be cleanable with a 10% bleach solution, but do not have to be vinyl. They may be a contract grade woven fabric.

Contact Interior Kirk Schmidt immediately upon finding discrepancies or omissions in the Bidding Documents.

It is the sole responsibility of the Bidder to see that its bid is submitted by the date stated in the Cover Letter. Any bid received after the stated due date will be rejected.

Each bid shall show the full legal name and business address of the Offeror, including its street address if it differs from its mailing address, and shall be signed with the usual signature of the person or persons authorized to bind the Offeror and shall be dated. Bids by a partnership or joint venture shall be signed by an authorized representative of each joint venture partner and list the full names and addresses of all partners or joint ventures. The place of incorporation shall be stated in the bid to which a corporation is a party as an Offeror. The name of each signatory shall be typed or otherwise clearly imprinted below each signature. When requested, satisfactory evidence of the authority of any signature on behalf of the Offeror shall be furnished.

Each item must include installed cost. Include a unit cost and the total cost of each item. Incomplete sections are subject to rejection. Bids shall remain open to acceptance and shall be irrevocable for a period of 30 days after bid closing date.

The preparation of a bid shall be by and at the expense of the Offeror.

Check list of required documents from all offerors:

1. One (1) Electronic version (Microsoft Excel format) of Pricing Sheets
2. Client References
3. Signed Bid Form

Check list of required documents from Successful Offeror:

1. All of the above documents in addition to:
2. Insurance Certificates
3. Signed Agreements

1.3 SCOPE OF WORK

A. Provide the necessary and required services of furnishing all labor, material, equipment and accessories and performing all operations required to purchase, deliver, receive, inventory, stage, assemble, install, and remove debris from site.

B. Contractor shall submit a preliminary Milestone Schedule at time of bid, which shall include the following:

Delivery coordination and staging of material and/or product.

Inventory of material and/or product

Installation of material and/or product

Debris removal.

Acceptance inspection.

Application for payment and contract close-out.

Preliminary Milestone Schedule submitted with the bid shall be used in conjunction with Base Bid price to determine the successful bidder(s). The Milestone Schedule shall be expanded in detail and approved by the District prior to commencement of work by the Contractor.

C. Water, power, lighting and temporary facilities required to complete the work shall be provided by the District. Areas within the facility for staging will be determined prior to the installation of any furniture.

D. At the time of installation, the District and the contractor will walk through the building and determine the appropriate safeguards needed to protect the walls, floors, floorcoverings, and any other portions of the building. The Contractor shall coordinate and cooperate with any other contractors working in the building at the time of installation. The Owner and Contractor will agree to the working times of the Contractor. If both parties agree that the Contractor will have access to the building before or after regular working hours of the district employees, the Contractor will be responsible for the security of the building.

- E. In the event furniture items are delayed, for whatever reason, it is not the fault of the Owner. The Owner will, in writing, either provide acceptance of a late installation OR the Owner will require the furniture Vendor(s) to provide temporary furniture of like type at no additional cost to the Owner until complete and final replacement can be provided. Bidder must guarantee shipment of a replacement of all failed equipment/products within fourteen (14) days after notification. Temporary equipment/products must meet satisfaction of Converse County School District #1. The District will promptly relinquish, at Bidder's cost, all failed equipment/products.
- F. Furniture will be installed according to dates agreed upon between the Contractor and the District.
- G. The successful bidder(s) shall conduct training sessions at times and location mutually agreed to by bidder(s) and the District. The training and instruction for District employees shall include:
 - a. Proper procedures for furniture changes, additions, and deletions.
 - b. Care and Maintenance of furniture.
 - c. Use and operation of furniture.
- H. The successful bidder(s) shall obtain and pay for all necessary permits and licenses required and necessary for the performance of the work.
- I. The successful bidder(s) shall bear all risk of loss or damage to equipment/products while the equipment/products are in transit to Douglas Middle School and until the installation is completed.
- J. Unless otherwise stipulated, the successful bidder(s) shall provide and pay for all materials, labor, tools, equipment, transportation and other facilities necessary for the performance and completion of the work. The successful bidder(s) shall verify conditions at the project sites, particularly door openings and passages, to avoid building any items too large for openings. Any pieces too bulky for existing facilities shall be otherwise handled with apparatus as required. All special handling equipment charges shall be paid by the successful bidder(s).

Converse County School District #1 shall furnish and provide the following:

1. Reasonable space to permit scheduled delivery of equipment.
2. Electrical outlets, heating/air conditioning, and other environmental requirements after agreement as to the requirements with the successful bidder(s).

Protection from damage of building:

1. Installer will provide protection for all door frames in areas to receive new furniture.
2. Installer will provide floor protection to all areas of the building to receive new furniture.

K. Access and Authority:

1. The work shall be available for inspection at any time by the district. All materials and work not in conformity with the specifications shall be subject to rejection. All rejected work or materials shall be immediately replaced with those called for in the specifications. All replacement costs will be the responsibility of the Vendor(s).
2. The successful Vendor(s) shall submit periodic status reports to the designated district

employee including any critical milestones, written reports, photographs, interviews, etc. These reports will include quality/acceptance issues as appropriate. Any and all job change orders are subject to approval of Converse County School District #1.

3. The District shall have the right to order the work of the Vendor(s) or any subcontractor wholly or partially stopped if, in their judgment, the materials furnished to the work being done is not in strict accordance with the provisions and specifications, or until any objectionable person or material is removed from the premises, and shall have the right to declare the contract forfeited for nonperformance when not being executed according to the intent and meaning of the contract, drawings, and specifications.
 4. Such stoppage or suspension shall not in any way invalidate any terms of the contract, and no extra charge will be allowed the Vendor(s) by reason of such stoppage or suspension.
 5. Converse County School District #1 shall notify Vendor(s) in writing of any deviations in the performance of Vendor's obligations herein, and Vendor(s) shall be given a 5-day period to cure such deviations to the satisfaction of the District before executing Converse County School District #1 rights there under.
- L. A representative of the Vendor(s) may be required to attend weekly project meetings.
 - M. Furniture Vendor(s) will prepare a concise, well documented pre-punch list of deficiencies and present the list to the district . A walk-thru with the district personnel will be scheduled shortly thereafter. Deficiencies must be addressed immediately. Furniture Vendor(s) will provide a list of reparations along with delivery dates to the district within five (5) days of walk-thru.
 - N. No cutting, notching, drilling, or altering of any kind shall be done to the building by any Vendor(s) without first obtaining permission from the District.
 - O. The Vendor(s) shall be liable and responsible for any building repairs required by reason of their work and/or caused by negligence of their employees. Repairs of any kind required will be made and charge to the Vendor(s). Vendor(s) shall take the necessary precautions to protect the building areas adjacent to their work.
 - P. Throughout the progress of the work, the Vendor(s) shall keep the work area free from debris of all types and shall remove from the premises all rubbish resulting from any work done by them. At the completion of their work, the Vendor shall leave the premises in a clean and finished condition.
 - Q. Any temporary on-site dumpsters required by the Vendor(s) shall be pre-approved by the District.

- R. All decisions by Converse County School District #1 are final and may not be appealed. Converse County School District #1 plans to award a contract, or contracts, to the most responsive and responsible bidder(s).

1.4 PURCHASE ORDERS

Purchase orders will be issued to each of the successful bidders. By accepting the purchase order, the bidders agrees to the terms set forth in the Bid Instructions.

1.5 BID EVALUATION

Bid evaluation will be conducted by the District personnel Award will be based on the following criteria:

1. Price of items
2. Acceptance of bid substitutes
3. Delivery time after receipt of purchase order
4. Quality and performance of equipment and services offered.
5. Future availability of products
6. Warranties
7. Ability to execute the conditions outline in the bid instructions with the District
8. Bidders ability to retain total bid price for 30 days from date of bid submission.

1.6 WARRANTY

All equipment/products and their installation or placement must be fully warranted. The warranty for equipment/products should include both parts and service. If extended warranties are available, the bidder(s) shall provide details with the bid.

1.7 INSURANCE REQUIRMENTS

During the term of the Contract, Contractor shall, at his own expense, purchase and maintain the following insurance in comprehensive general liability form in a company or companies properly licensed to do business in the State of Wyoming, and satisfactory to the District. Certificates of Insurance acceptable to the Owner shall be filed with the owner prior to commencement of the work.

Workman's Compensation including Occupational Disease and Employer's Liability Insurance:

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Statutory: Amounts and coverage as required by Workman's Compensation laws for the State of Wyoming.

Employer's Liability: At least \$1,000,000 each accident.

Comprehensive General Liability (include all major divisions of coverage for the following on a comprehensive basis):

Premises and Operation

Owner's and Contractor's Protection

Independent Contractors

Products and Completed Operations

Contractual – Including specified provisions for contractor's obligations

Limits shall be not less than those stated below:

Bodily Injury Liability – including personal injuries: \$1,000,000 each occurrence

Property Damage Liability - \$1,000,000 each occurrence

Comprehensive Automobile Liability – include coverage for the following;

Owned vehicles and vehicles under long term lease hired automobiles

Employer's non-ownership liability

Limits shall be not less than those stated below:

Bodily Injury Liability - \$1,000,000 each occurrence

Property Damage Liability - \$1,000,000 each occurrence

No insurance shall be canceled or otherwise voided during the Contract period, without at least 30 days prior written notice to the Owner, nor shall any insurance be invalidated should the insured waive any or all right of recovery against any party.