

# Boyd ISD Purchasing

## Bid Information

Bid Owner Summer Mathis  
Email  
Phone (972) 968-6336 x  
Fax  
Bid Number 2019-01-001  
Title School Furniture  
Bid Type RFP  
Issue Date 01/14/2019  
Close Date 2/7/2019 03:00:00 PM (CT)

## Contact Information

Address 600 Knox Ave.  
Boyd, TX 76023  
Contact Summer Mathis  
Department Purchasing  
Building Administration  
Floor/Room  
Telephone (940)433-2327  
Fax (940)433-9569  
Email smathi@boydisd.net

## Ship to Information

Address SAME  
Contact  
Department  
Building  
Floor/Room  
Telephone  
Fax  
Email

## Supplier Information

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Supplier Notes

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\_\_\_\_\_  
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By submitting your response, you certify that you are authorized to represent and bind your company.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Bid Notes

The intent of this Proposal Invitation is to establish contracts for the purchase of various types of School, Office, Science, Library and Miscellaneous Furniture. This is a Catalog/Discount RFP. BIRD urges all Vendors to please respond to this bid even if you are a sole source provider of these products. All questions for this RFP are due on or before June 20, 2022 at 3:00pm CT deadline.

## Bid Activities

## Bid Messages

## Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	RFP 2022-06-001 School Furniture - I. Notice to Offerors.pdf	Notice to Offerors
Header	RFP 2022-06-001 School Furniture - II. Instructions to Offerors.pdf	Instructions to Offerors
Header	RFP 2022-06-001 School Furniture - III. General Conditions.pdf	General Conditions

Header RFP 2022-06-001 School Responsibilities of Offerors  
Furniture - IV. Responsibilities of  
Offerors.pdf

Header RFP 2022-06-001 School Specifications  
Furniture - V. Specifications.pdf

Header RFP 2022-06-001 School Line Items  
Furniture - VI. Line Items.pdf

## Bid Attachments Requested

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The following attachments are requested with this opportunity

## Bid Attributes

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Please review the following and respond where necessary

#	Name	Note	Response
1	Notice to Proposers	Proposers are required to read, understand and acknowledge agreement Notice to Proposers included in the 'Attachments' section of this solicitation. Valid Responses: [Please Select], Agree, Disagree	_____(Required)
2	Instruction to Offerors	Proposers are required to read, understand and acknowledge agreement with the Instructions to Offerors included in the 'Attachments' section of this of this solicitation. Valid Responses: [Please Select], Agree, Disagree	_____(Required)
3	General Conditions	Proposers are required to read, understand and acknowledge agreement with the General Conditions included in this 'Attachments' section of this solicitation. Valid Responses: [Please Select], Agree, Disagree	_____(Required)
4	Responsibilities of Offerors	Proposers are required to read, understand and acknowledge agreement with the Responsibilities of Offerors included in the 'Attachments' section of this solicitation. Valid Responses: [Please Select], Agree, Disagree	_____(Required)
5	Specifications/Scope of Services	Proposers are required to read, understand and acknowledge agreement with the Specifications/Scope of Services included in the 'Attachments' section of this solicitation. Valid Responses: [Please Select], Agree, Disagree	_____(Required)
6	Services Offered	Do you provide services? If yes, please attach price list in the Response Attachments tab with an explanation of the services you provide, how you provide them, what makes them unique, and why BISD needs these services from your company. Prices/pricing must be attached for your contract to cover any services. Valid Responses: [Please Select], Yes, No	_____(Optional)
7	Purchase Order/Quote Contact Name	Proposer shall provide the contact name of the individual that is responsible for purchase orders and quotes.	_____(Required)
8	Purchase Order/Quote Phone Number	Proposer shall provide the phone number of the individual that is responsible for purchase orders and quotes.	_____(Required)
9	Purchase Order/Quote Fax Number	Proposer shall provide the fax number of the individual that is responsible for purchase orders and quotes.	_____(Required)

- 10 Purchase Order/Quote Email Address Proposer shall provide the email address of the individual \_\_\_\_\_(Required) that is responsible for the purchase orders and quotes.
- 11 How to Place an Order Please provide brief description of how to place an order \_\_\_\_\_(Required) with your company.
- 12 Company Website Please provide your company's website address. This \_\_\_\_\_(Required) should be a page that describes the products/services matching this solicitation.
- 13 Company Address: Street Please provide your company address, Street including \_\_\_\_\_(Required) suite number.
- 14 Company Address: City Please provide your company address, City. \_\_\_\_\_(Required)
- 15 Company Address: State Please provide your company address, State. \_\_\_\_\_(Required)
- 16 Company Address: Zip Code Please provide your company address, Zip Code. \_\_\_\_\_(Required)
- 17 Freight Charges Please select if you are providing BISD with Free \_\_\_\_\_(Required) Freight on all orders or Pre-Paid and Add (Invoice) Valid Responses: [Please Select], Free Freight (FF), Pre-Pay and Add (Invoice)
- 18 Accept Purchase Orders Does your company accept PO's and take payment on \_\_\_\_\_(Required) NET30 terms to allow BISD to pay with a check after the service or product is delivered? Valid Responses: [Please Select], YES, NO
- 19 Return Policy Please state your return policy on items purchased under \_\_\_\_\_(Required) this solicitation.
- 20 Online Order Link (if applicable) Please provide website address for processing orders \_\_\_\_\_(Optional) online (if applicable).
- 21 Payment/Remittance Contact Name Proposer shall provide the contact name of the individual \_\_\_\_\_(Required) that is responsible for payment remittance.
- 22 Payment/Remittance Phone Number Proposer shall provide the phone number of the individual \_\_\_\_\_(Required) that is responsible for payment remittance.
- 23 Payment/Remittance Fax Number Proposer shall provide the fax number of the individual \_\_\_\_\_(Required) that is responsible for payment remittance.
- 24 Payment/Remittance Email Address Proposer shall provide the email address of the individual \_\_\_\_\_(Required) that is responsible for payment remittance.
- 25 Payment/Remittance Address Proposer shall provide the location including street \_\_\_\_\_(Required) address, city, state, and zip code for checks to be mailed when paying invoices.
- 26 Principal Place of Business State whether the proposer or proposer's ultimate parent \_\_\_\_\_(Required) company or majority owner has its principal place of business in this state (Texas). Valid Responses: [Please Select], Yes, Texas is our principal place of business, No, Texas is not our principal place of business
- 27 Employees in State State whether the proposer or the proposer's ultimate \_\_\_\_\_(Required) parent company or majority owner employs at least 500 persons in this state (Texas). Valid Responses: [Please Select], Yes, our company employs over 500 in Texas, No, our company does not employ over 500 in Texas
- 28 FTEs How many full time staff positions does your company \_\_\_\_\_(Required) employee?

29	Years in Business	How many years has your company been in business? _____	(Required)
30	Diversity Classification	Please indicate if your company is currently a Minority-Owned, Woman Owned, or Historically Underutilized Business. If your company holds none of these, please indicate by selecting NONE. Valid Responses: [Please Select], MBE, WBE, SBE, HUB, NONE	_____ (Required)
31	References	The proposer is to submit three (3) references that have contracted with their company to provide like products and/or services. Include the entity name, phone number, contact person, and email address. It is recommended that the proposer use school districts or other local governmental agencies equal to BISD in size and structure, if possible.	(No Response Required)
32	Reference #1 Entity Name	Include the entity name for Reference #1	_____ (Required)
33	Reference #1 Contact Person	Include the contact person for Reference #1	_____ (Required)
34	Reference #1 Phone Number	Include the phone number for Reference #1	_____ (Required)
35	Reference #1 Email Address	Include the email address for Reference #1	_____ (Required)
36	Reference #2 Entity Name	Include the entity name for Reference #2	_____ (Required)
37	Reference #2 Contact Person	Include the contact person for Reference #2	_____ (Required)
38	Reference #2 Phone Number	Include the phone number for Reference #2	_____ (Required)
39	Reference #2 Email Address	Include the email address for Reference #2	_____ (Required)
40	Reference #3 Entity Name	Include the entity name for Reference #3	_____ (Required)
41	Reference #3 Contact Person	Include the contact person for Reference #3	_____ (Required)
42	Reference #3 Phone Number	Include the phone number for Reference #3	_____ (Required)
43	Reference #3 Email Address	Include the email address for Reference #3	_____ (Required)
44	Credit Card Acceptance or ACH?	Can you take payments via credit card or ACH? Valid Responses: [Please Select], YES, NO	_____ (Required)
45	Credit Card Terms	Do you charge an additional fee for paying by credit card? _____	(Required)
46	Indemnification and Hold Harmless	Except as otherwise expressly provided, Offeror shall defend, indemnify, and hold BISD harmless from and against all claims, liability, loss and expenses, including reasonable costs, collection expenses, and attorneys' fees incurred, which arise by reason of the acts or omissions of Offeror, its agents or employees in the performance of its obligations under this contract. This clause shall survive termination of this contract.	_____ (Required)
47	Resident Bidder	Texas Government Code Chapter 2252.001A (3) and (4) defines "resident" and "nonresident" bidder as follows: Valid Responses: [Please Select], Resident bidder of Texas, Nonresident bidder of Texas	_____ (Required)
48	Contractor Certification	Texas Education Code Chapter 22 requires service contractors to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district. Valid Responses: [Please Select], None of the employees	_____ (Required)

are covered employees, Some or all of the employees are covered, If covered - criminal history obtained? if covered - employee disqualifying conviction?, Upon request, criminal history records available

- 49 Affidavit of Authority and Non-collusion I affirm I am of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the Proposal to submit the attached Proposal. Affiant further states that the proposer has not been a party to any collusion among Proposals/proposers in restraint of freedom of competition by agreement to Proposal at a fixed price or to refrain from proposing; or with any state official, District employee, Board Member, or benefit consultant as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract, or in any discussion or actions between Proposals/proposers and any state official, District employee, Board Member, or benefit consultant concerning exchange of money or other things of value for special consideration in the letting of this contract.  
Valid Responses: [Please Select], I affirm, I do not affirm \_\_\_\_\_(Required)
- 50 Debarment or suspension certification form Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.  
Valid Responses: [Please Select], Certify No Suspension or Debarment, Do not certify \_\_\_\_\_(Required)
- 51 Felony Conviction and Criminal History Notice Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code, Section 44.034. Following is an example of a felony conviction notice:  
Valid Responses: [Please Select], Publicly Held Corporation (Notice Not Required), Firm is NOT owned nor operated by convicted felon, Firm IS owned or operated by convicted felon \_\_\_\_\_(Required)
- 52 Boycott Israel This is a requirement for vendors competing on government contracts to declare that, at the time of they are seeking to contract with a government entity they 1) do not boycott Israel, and 2) they will not boycott Israel during the term of the contract with the government entity. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit. This requirement became effective on September 1, 2017 resulting from the passage of House Bill 89. (pursuant to Texas Government Code §2270 and §808.001). \_\_\_\_\_(Required)
- 53 Statement of Compliance/Deviation Form We hereby acknowledge receipt of the above referenced procurement opportunity, and certify that our Proposal \_\_\_\_\_(Optional)

confirms to the RFP except as detailed here.

- 54 Statement of Compliance/Deviation Form Authorized Official Authorized Company Official's Name \_\_\_\_\_(Optional)
- 55 Statement of Compliance/Deviation Form Authorized Official Email address of Authorized Official \_\_\_\_\_(Optional)
- 56 Company Contact #1 Name \_\_\_\_\_(Required)
- 57 Company Contact #1 Title \_\_\_\_\_(Required)
- 58 Company Contact #1 Phone \_\_\_\_\_(Required)
- 59 Company Contact #1 Email \_\_\_\_\_(Required)
- 60 Company Contact #2 Name \_\_\_\_\_(Required)
- 61 Company Contact #2 Title \_\_\_\_\_(Required)
- 62 Company Contact #2 Phone \_\_\_\_\_(Required)
- 63 Company Contact #2 Email \_\_\_\_\_(Required)
- 64 Annual Sales 2015 \$ \_\_\_\_\_  
(Optional)
- 65 Annual Sales 2016 \$ \_\_\_\_\_  
(Optional)
- 66 Annual Sales 2017 \$ \_\_\_\_\_  
(Optional)
- 67 Year-to-date (YTD) Sales 2018 \$ \_\_\_\_\_  
(Optional)
- 68 Proposal In 100 words or less, describe what makes your firm uniquely qualified to provide the goods and/or services as outlined in the Proposal, including any superior qualities your firm possesses that would benefit the district. \_\_\_\_\_(Required)
- 69 Firm Background and Staff Year present firm established \_\_\_\_\_(Required)
- 70 Firm Background and Staff Name of parent company, if any \_\_\_\_\_(Required)
- 71 Firm Background and Staff Address of parent company \_\_\_\_\_(Required)
- 72 Firm Background and Staff List principals of firm \_\_\_\_\_(Required)
- 73 Firm Background and Staff Former company name(s)and year(s) established \_\_\_\_\_(Required)
- 74 Professional Associations License #s or Professional Association you are a member of that enhances the service expectation to BISD (if any) \_\_\_\_\_(Optional)
- 75 Organization and Staff Experience Offerors must describe their qualifications and experience to perform the work described in this Request for \_\_\_\_\_(Required)
- 76 Personal liability insurance Describe limits per project. \_\_\_\_\_(Required)
- 77 School District Experience Has your company provided services to school districts? If yes, please list three K-12 districts: \_\_\_\_\_(Required)
- 78 Has your firm lost any contracts within the last year due to performance issues? If yes, please explain. \_\_\_\_\_(Required)
- 79 State that you will provide a copy of your company's financial statements for the past two \_\_\_\_\_(Required)

(2) years, if requested by the District.

- 80 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms. \_\_\_\_\_(Required)
- 81 Provide any details of all past or pending litigation or claims filed against your company \_\_\_\_\_(Required)
- 82 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution. If yes, please explain \_\_\_\_\_(Required)
- 83 Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship exists between your company and any of the District's employees? Visit <https://www.ethics.state.tx.us/> to complete the conflict of interest questionnaire Valid Responses: [Please Select], Yes, No \_\_\_\_\_(Required)
- 84 What difficulties do you anticipate in serving the District and how do you plan to manage these and what assistance will you require from the District? \_\_\_\_\_(Required)
- 85 Describe your company's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured. \_\_\_\_\_(Required)
- 86 Describe your company's quality assurance program, what are your company's requirements, and how are they measured? \_\_\_\_\_(Required)
- 87 Provide a list of any services not specified in this RFP that your company will provide to BISD. \_\_\_\_\_(Required)
- 88 Provide details regarding any special services, product characteristics, other benefits or advantages offered to BISD by selecting your company. \_\_\_\_\_(Required)
- 89 COMMITMENT TO PROVIDE INSURANCE If the Bidder shown below is awarded this contract by BISD, the bidder will be able to, within ten (10) days of notification of such award, furnish a valid insurance certificate to the BISD Purchasing Department, meeting all of the insurance requirements in this bid. Can you meet the insurance requirements below? Valid Responses: [Please Select], Yes, No \_\_\_\_\_(Required)
- 90 Educational Purchasing Cooperative of North Texas (EPCNT) Inter-local Agreement Consent Form This contract may be utilized for purchases by other local government entities under an inter-local cooperation agreement, Texas Government Code Chapter 791. Any contract awarded by BISD on behalf of another local government entity shall be contingent upon the issuance of a purchase order or execution of a separate contract by the other local government entity. The contractor must deal directly with the local government entity concerning the placement of orders, issuance of the purchase order, insurance certificates, contractual disputes, invoicing and payment or any other terms and conditions that the local entity may require. The actual utilization of this contract award by the other local government entity is at the sole discretion of that other local government entity. BISD is acting on the behalf of other local government entities for the sole purpose of complying with Texas competitive bidding requirements and shall not be held liable for any costs, damages, etc. incurred by any bidder with regard to \_\_\_\_\_(Required)

any purchase by another local government entity. BISD shall be legally responsible only for payment of goods and services in the quantities detailed in the BISD purchase order or contract. BISD is a member of the Educational Purchasing Cooperative of North Texas (EPCNT) and acceptance would make this award available to the cooperative member districts. Do you agree to participate? Valid Responses: [Please Select], Yes, No

- 91 Federal Contract Provisions and Certifications Required Federal contract provisions of Federal Regulations for Contracts for contracts with Boyd ISD \_\_\_\_\_(Optional)  
Valid Responses: Response Not Needed
- 92 Contracts for more than the simplified acquisition threshold set at \$250,000.00 Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Valid Responses: [Please Select], Agree, Disagree \_\_\_\_\_(Required)
- 93 Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000) Pursuant to Federal Rule (B) above, when federal funds are expended by BISD, BISD reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. BISD reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days' notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for the convenience of the BISD. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District. Valid Responses: [Please Select], Agree, Disagree \_\_\_\_\_(Required)
- 94 Clean Air and Water Act Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Valid Responses: [Please Select], Certify, Do Not Certify \_\_\_\_\_(Required)
- 95 Debarment and Suspension Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Valid Responses: [Please Select], Certify, Do Not Certify \_\_\_\_\_(Required)



96	Byrd Anti-Lobbying Amendment	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. Valid Responses: [Please Select], Certify, Do Not Certify	_____ (Required)
97	Federal Rule Compliance	Federal Rule Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and sub-grants of amounts in excess of \$100,000) Valid Responses: [Please Select], Certify, Do Not Certify	_____ (Required)
98	Energy Policy and Conservation Act	Federal Rule Compliance with Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871). Valid Responses: [Please Select], Certify, Do Not Certify	_____ (Required)
99	Solid Waste Disposal Act	Solid Waste Disposal Act - 2 CFR Ch. II (1–1–15 Edition) § 200.322 Procurement of recovered materials. Valid Responses: [Please Select], Agree, Disagree	_____ (Optional)
100	Discrimination	Discrimination Valid Responses: [Please Select], Agree, Disagree	_____ (Required)
101	Equal Employment Opportunity	Equal Employment Opportunity Valid Responses: [Please Select], Agree, Disagree	_____ (Required)
102	Patent Rights, Copyright, and Rights	Patent Rights, Copyright, and Rights Valid Responses: [Please Select], Agree, Disagree	_____ (Optional)
103	FOR CONSTRUCTION OR PUBLIC WORKS PROJECTS: Copeland Anti-Kickback Act	Copeland Anti-Kickback Act Valid Responses: [Please Select], Agree, Disagree	_____ (Required)
104	FOR CONSTRUCTION OR PUBLIC WORKS PROJECTS -Davis-Bacon Act	Davis-Bacon Act Valid Responses: [Please Select], Agree, Disagree	_____ (Required)
105	FOR CONSTRUCTION OR PUBLIC WORKS PROJECTS - Contract Work Hours and Safety Standards Act	Contract Work Hours and Safety Standards Act Valid Responses: [Please Select], Agree, Disagree	_____ (Required)
106	Health and Safety Certifications, Licensing and Regulations	Pursuant to Federal Rule (J) above,when federal funds are expended by BISD, BISD requires proposer to certify that during the term of an award by the BISD resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to observance of applicable local, state, or federal health and safety certifications, licensing, or regulations. Valid Responses: [Please Select], Certify, Do Not Certify	_____ (Required)

Line Items

#	Qty	UOM	Description	Response
1	1	EA	Discount (%) Off Catalog/Pricelist for All Auditorium Seating Furniture. Please state the discount (%) off catalog/pricelist.	
Manufacturer: _____ Manufacturer #: _____ %				(Optional) % Discount

Item Notes: All Auditorium/Cafeteria Seating

Furniture. Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Auditorium Seating Furniture. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

2	1	EA	Discount (%) Off Catalog/Pricelist for All Library Furniture. Please state the discount (%) off catalog/pricelist.	
Manufacturer: _____ Manufacturer #: _____ %				(Optional) % Discount

Item Notes: All Library Furniture

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Library Furniture. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

3	1	EA	Discount (%) Off Catalog/Pricelist for All Office Furniture. Please state the discount (%) off catalog/pricelist.	
Manufacturer: _____ Manufacturer #: _____ %				(Optional) % Discount

Item Notes: All Office Furniture

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Office Furniture. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

4 1 EA Discount (%) Off Catalog/Pricelist for All School Furniture. Please state the discount (%) off catalog/pricelist.  
 Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
 (Optional)  
 % Discount

Item Notes: All School Furniture

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All School Furniture. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

5 1 EA Discount (%) Off Catalog/Pricelist for All Science Furniture. Please state the discount (%) off catalog/pricelist.  
 Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
 (Optional)  
 % Discount

Item Notes: All Science Furniture

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Science Furniture. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

6 1 EA Discount (%) Off Catalog/Pricelist for All Modular Furniture, New. Please state the discount (%) off catalog/pricelist.  
 Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
 (Optional)  
 % Discount

Item Notes: All Modular Furniture, New

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Modular Furniture, New. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

7 1 EA Discount (%) Off Catalog/Pricelist for All Modular Furniture, Refurbished. Please state the discount (%) off catalog/pricelist.  
 Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
 (Optional)  
 % Discount

Item Notes: All Modular Furniture, Refurbished

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Modular Furniture, Refurbished. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

8 1 EA Discount (%) Off Catalog/Pricelist for All Filing Cabinets. Please state the discount (%) off catalog/pricelist.  
Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
(Optional)  
% Discount

Item Notes: All Filing Cabinets

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Filing Cabinets. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

9 1 EA Discount (%) Off Catalog/Pricelist for All Moveable Walls and Partitions. Please state the discount (%) off catalog/pricelist.  
Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
(Optional)  
% Discount

Item Notes: All Moveable Walls and Partitions

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Moveable Walls and Partitions. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

10 1 EA Discount (%) Off Catalog/Pricelist for All Window Treatments. Please state the discount (%) off catalog/pricelist.  
Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
(Optional)  
% Discount

Item Notes: All Window Treatments

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Window Treatments. Please state the discount (%) off catalog/pricelist.		_____% (Optional)

11 1 EA Discount (%) Off Catalog/Pricelist for All Other Furniture (for example; risers, staging and platforms). Please state the discount (%) off catalog/pricelist.

Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
 (Optional)  
 % Discount

Item Notes: All Other Furniture (for example; risers, staging and platforms)

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Discount (%) Off Catalog/Pricelist for All Other Furniture (for example; risers, staging and platforms). Please state the discount (%) off catalog/pricelist.		_____% (Optional)

12 1 EA Please list any exceptions:

Manufacturer: \_\_\_\_\_ Manufacturer #: \_\_\_\_\_ %  
 (Optional)  
 % Discount

Item Notes: Exceptions

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Exceptions		_____(Optional)