

V. SPECIFICATIONS

RFP 2022-06-001 - SCHOOL FURNITURE

1.0 Specifications/Scope of Work: The Boyd Independent School District is soliciting proposals that will meet the need described in this section.

1.1 Proposals will be accepted for School, Office, Library, Science, Auditorium Seating, Moveable Walls, Window Treatments and Miscellaneous Furniture. BISD has standardized its furniture purchases for administrative offices. Proposals shall be a percent (%) discount from vendors' current catalog prices and shipping shall be FOB destination. The furniture order may require field measurements at needed locations and/or a schematic of the area to be furnished showing detailed furniture placement for BISD approval.

1.2 Full Service Delivery shall be defined as follows: furniture will be delivered, off-loaded, moved inside, assembled, set up in location as specified and packing materials and debris removed (use of C-FB trash bins not permitted). BISD will not provide personnel to assist with this process. Inside Delivery shall be defined as follows: furniture will be delivered, off-loaded, and moved inside the facility to a designated holding area. BISD will not provide personnel to assist with this process. In all cases, ramps, pallet jacks, etc. as needed at each particular delivery site are the responsibility of the vendor. BISD requirements regarding these two types of delivery are as follows:

1.3 Full Service Delivery shall be included for all administrative furniture orders.

1.4 Common carrier deliveries shall be accepted only with prior approval from BISD. In the instance of a common carrier delivery, it is the vendor's responsibility to either contract with the common carrier to provide Inside Delivery or ensure that the vendor's representative is on site at time of delivery to provide this service. BISD will not provide personnel to assist with this process.

1.5 The following paperwork shall be provided to the contact specified on the face of the Purchase Order:

Shipping documents indicating number of cartons delivered.

List of actual item quantities installed as specified on paperwork provided by BISD:

BISD shall provide room-by-room listings of furniture to be installed for large orders.

BISD's printed purchase order shall serve as an itemized listing for smaller orders.

1.6 Itemized list of damaged and/or backordered items.

1.7 A walk-through shall be scheduled with the installer, BISD contact, and vendor sales representative before job installation shall be declared complete.

1.8 Vendor shall call the contact noted in the Vendor Information section of the Purchase Order at least 72 hours prior to delivery to confirm delivery and ensure BISD personnel are present to receive the items.

2.0 District Information: The Boyd ISD is located primarily in Wise County, Texas. It is 30 miles northwest of the Dallas-Fort Worth metroplex. There are 1238 total students in one (1) high school, one (1) middle schools One (1) intermediate and one (1) elementary school. The Administrative offices are located at 600 Knox Ave. Boyd, Texas 76023.

2.1 The District employs approximately **184** full-time equivalent staff annually. The General Fund operating budget for the 2021-2022 school year is approximately **\$13,534.034**

3.0 Projected Dates of Award and Implementation:

3.1 The deadline for sending questions related to this RFP is 3:00 PM on June 10, 2022

3.2 **Responses to the RFP are due to the District by 3:00 PM on June 20, 2022.**

3.3 A district Evaluation Committee will review the responses and select vendors based on the evaluation criteria.

3.4 Vendors will be recommended to the school board no later than the July 2022 Regular Board meeting.

3.5 Date of Award will be July 2022

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