

BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229

Sealed envelope should be addressed to:

Blue Valley School District
Attention: Teresa Varner
15020 Metcalf,
Overland Park, KS 66223

Date: February 13, 2020
RFP # 20020
For: Library Mobile Shelving

RFP # 20020

RFP will be accepted and opened on:

Date: March 12, 2020
Time: 3:00 PM
Location: Blue Valley School District
15020 Metcalf, Overland Park, KS

REQUEST FOR PROPOSAL

Blue Valley School District is soliciting competitive proposals for the purchase and installation of new library mobile shelving units, and dismantle and haul-away of existing shelving units for a multi-year project covering twenty-five locations.

All items are to be as specified or equal. All deviations from the exact specifications must be clearly illustrated and duly noted on the deviation form. Blue Valley District personnel will be the sole judge of a product's equality and fitness of purpose.

Any questions regarding RFP procedures or questions regarding RFP specifications should be sent in writing to: **purchasing@bluevalleyk12.org by February 26, 2020 at 2:00 PM CST.** Questions and answers will be distributed to all responding parties via email.

We are including only one copy of the bid. Please return all bid sheets completed. Bid price is to be the unit price of the item and must be F.O.B. Destination. **Do not include sales tax.**

Final results of the RFP will be made available via email to the bidder contact address on file with the Business Office after all proposals have been evaluated and scored.

THIS RFP IS NOT TRANSFERABLE

RFP CONDITIONS

1. The Board of Education reserves the right to reject any or all proposals, to accept any item or items in the proposals and to waive any informality in proposals.
2. Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Proposals are required to state exactly what they intend to furnish; otherwise, they shall be required to furnish the items as specified.
3. All proposals received in response to this invitation will initially be considered for award; however, proposals will not be selected on the basis of low purchase price alone. All proposal items are subject to evaluation and approval.
4. The proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals. Failure to do so will be at the proposer's own risk and the proposer cannot seek relief on plea of error.
5. No back orders will be accepted. Quantities ordered must be delivered in full at time specified in this RFP.
6. The right is reserved by the Board of Education to increase or decrease, by not more than thirty percent (30%) of total sum at time of award.
7. Proposals received may not be withdrawn once an award is made. Prices quoted are to be free of all federal, state and local taxes unless otherwise imposed by a governmental body and applicable to the material on the RFP.
8. The seller represents that the price or prices specified do not exceed the seller's current selling prices for the same or substantially similar items to any other purchase, taking into account the quantity and/or service under consideration.
9. Envelopes containing RFPs must be sealed and marked on the lower left-hand corner with the company name and address of the proposer, RFP control number, RFP opening date, and quotation opening time.
10. By submitting a response, proposer certifies to the best of his/her knowledge that all information is true and correct.
11. Responses to the proposal and modifications received after the time set for the RFP opening will not be considered.
12. Date of receipt will be considered the effective date all goods and invoices are received.
13. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for RFP or the purchase order, the Board of Education may by written notice, terminate the right of the supplier to proceed with deliveries on such part or parts thereof as to which there has been delay.
14. The supplier shall provide the standard patent infringement indemnity clause which shall hold and save the Board of Education and its officers, agents, servants and employees harmless from liability of any patented or non-patented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the Board of Education.
15. All items furnished must be of their respective kinds and will be free from defects in material and workmanship. Items will be subject our inspection and approval at any time within thirty (30) days after deliver. If a substitution is made, it will be the decision of a Board of Education representative to determine if

it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.

16. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for RFP or purchase order, if any.
17. Rejected items will be held at the seller's risk and expense. No replacement of defective items shall be made by the seller unless agreed to by a Board of Education representative in writing.
18. Payment of the seller's invoices is subject to adjustment for any shortage, or for rejection of any item or items individual invoices must be issued for each shipment applying against a purchase order.
19. Contracts entered into on the basis of submitted RFPs are revocable if contrary to law.
20. This specification covers furnishing and delivery of the following items of equipment, F. O. B. the project detailed within, unloading, un-crating, assembling, leveling and completely installing, and removing all crafting, wrapping, etc., from premises. Storage, loading and unloading at the job site will be the sole responsibility of the successful vendor on items involved.
21. The successful vendor shall agree that all items shipped in error, such as incorrect colors, etc. will be returned by freight collect and the items will be replaced at no extra cost.
22. Please include illustrated descriptions of all items proposed that are deviations from specified items.
23. Advance notice is to be given at the District Business Office at least two (2) days before receipt of goods at the designated location.
24. In the event we cannot accept deliver, we will notify the vendor of such delays as soon as possible.
25. Kansas State Law prohibits smoking in or on any Blue Valley School District property. Compliance is required.
26. Hold Harmless: The contractor agrees to protect, defend, indemnify and hold the BVSD, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the contractor. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright or application of any thereof or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation, or decree of any court, shall be included in the indemnity there under. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
27. Tax Exempt: The Blue Valley School District and its agencies are exempt from state and local sales taxes by KSA 79-3606.

BLUE VALLEY USD #229 - PAYMENT TERMS:

Payment can take 30-60 days depending on when goods or services are received, orders are verified and the date the invoice is received in accounts payable. Invoices received by accounts payable and orders verified by the 15th of the month will be paid/mailed on or near the 15th of the following month. Invoices received and verified on or after the 16th will be paid the second month following on or near the 15th.

1.00 – General Information

1.01 - About Blue Valley School District

The Blue Valley School District currently has approximately 22,000 students located in five high schools (grades 9-12), nine middle schools (grades 6-8), twenty elementary schools (grades K-5), a Center for Advanced Professional Studies building, Blue Valley Academy, an Early Childhood and Conferencing Center and several administrative buildings. The District also currently has 107 administrators, 1800 certified staff members, and 1400 classified staff members to serve the students and the community.

1.02 - Purpose & Objective of RFP

The Blue Valley School District (District) is looking for a vendor partner for a multi-year project. The purpose of this Request for Proposal (RFP) is to invite prospective companies to prepare and submit a proposal to furnish and install veneer library double-faced mobile shelving units at twenty-five library locations over a four-year period beginning summer 2020.

1.03 – Instructions for Submittals

Proposals must follow the format specified in this RFP. Bids must be signed by a company officer authorized to enter into agreements on behalf of the supplier. The submission of a signed proposal will confirm understanding and acceptance of all requirements, terms and conditions of the RFP unless specific exceptions are taken and alternative language or provisions are offered and approved by the Blue Valley School District. Proposals must provide a complete response to all requirements, stated in the RFP and comply with the specifications and all applicable regulations. Proposals must include the same section titles used below (Bid Response Section), and in the same order. Incomplete proposals are subject to disqualification, as they shall be deemed non-responsive.

Bidders must submit one (1) original and three (3) copies in one sealed envelope. Proposals and any Addenda shall be delivered by date and time specified on front cover to Blue Valley School District, Attention: Teresa Varner, 15020 Metcalf, Overland Park, KS 66223. Proposals sent via fax (facsimile) or email will be rejected and deemed non-responsive.

1.04 – Late Proposals

Any proposal or modification to a proposal received after the exact time and date specified for receipt will not be considered.

1.05 – Proposal Evaluation

This solicitation, the evaluation of proposals and the award of any resulting agreement shall be made in conformance with applicable school district policies and Kansas law. The District reserves the right to accept or reject proposals in part or in whole. Proposals will be evaluated using a four-step evaluation method.

Step 1: Proposals will be reviewed to determine if they are “administratively responsive” (all required items provided, all deadlines met, all forms filled out completely, proposal formatted and submitted as required, etc.) in order to move to step 2.

Step 2: Proposals will be evaluated by the District using a quality points system. The evaluators will examine each supplier’s narrative response through the application of uniform criteria, evidencing its ability to meet or exceed the district’s requirements. In addition to materials provided in the proposals, the evaluators may request additional

information from the supplier, which may include interviews with suppliers, product testing, additional material/information or references as well as other pertinent factors that will be used to evaluate proposals.

Step 3: Financial (pricing) proposals will be reviewed to determine total cost. The total cost is then divided by the total quality points score.

Step 4: The supplier may be selected as a finalist to attend an optional finalist interview.

The District may waive irregularities in a proposal provided that, in the judgment of the District, such action will not materially change the proposal, negate fair competition and will permit proper comparative evaluation of proposals submitted. The District's waiver of an immaterial deviation or defect shall in no way modify the Request for Proposal documents or excuse the Bidder from full compliance with the Request for Proposal specifications in the event the contract is awarded to that bidder.

1.06 – Proposal Preparation Costs

This request does not obligate the District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

1.07 – Errors and Omissions

If the bidder discovers any discrepancy, error or omission in this RFP or any of its Addenda, reply to the purchasing@bluevalleyk12.org email address immediately. A written addendum that includes clarification/notification will be issued to all bidders.

1.08 – Subcontractors

If it is the intent of the bidder to use subcontractors to accomplish any portion of this contract, the following information must be supplied:

- a. Description of the person(s) or firm(s) to be used.
- b. Portion(s) of work to be performed by subcontractors.
- c. Percentages of work to be performed by subcontractors.

2.00 – Scope and Requirements

2.01 – Statement of Work and Specifications

The project involves dismantling, removing and hauling off or disposing of existing double-faced shelving units as well as the coordination, shipping, delivering, unloading, moving to library location and installing of new double-faced shelving mobile units. The project will need to follow a tight schedule to minimize disruption to students and staff. The twenty-five locations shall be divided up over several years to take place during non-school days such as spring breaks, summer breaks and winter breaks in accordance with the requirements defined elsewhere in this RFP. Blue Valley School District be responsible for removing library books from the existing shelves.

Note: All dimensions listed below are requested dimensions, not minimum requirements. Bidders are requested to come as close to the suggested dimensions and list where deviations occur.

2.02 – Dismantling Existing Shelving Units

The successful proposer is responsible for dismantling the designated existing shelving units. The successful proposer is responsible for implementing measures to ensure the existing product is not damaged if the intent of the proposer is to donate, repurpose or remarket the existing shelving units.

2.03 – Removal and Discard

The successful proposer is responsible for the removal of designated existing shelving units from the premises. Should the method of removal include discards, it shall be the responsibility of the successful proposer to haul away the existing shelving units or provide dumpsters on site. District waste dumpsters may not be used for disposals of any discards or waste. Any fees associated with cleanup and disposal of waste must be included in the proposal price.

2.04 - Quality Assurance

Manufacturer Qualifications: Engage an experienced manufacturer who is certified for the design, production, and installation of the mobile shelving units.

Installer Qualifications: Engage an experienced installer who is a manufacturer's authorized representative for the specified products with a minimum of 2 years' experience installing like products of comparable size and complexity.

2.05 - Shelving Manufacturers

Prefer that Manufacturers are in compliance with all 1.02 FSC certification requirements. Specifications are based on Russwood Library Furniture. Other manufacturers may provide alternates that meet or exceed the specifications.

2.06 - Delivery, Storage, and Handling

Protect finished surfaces during handling and installation with protective covering of polyethylene film or other suitable material. Comply with all manufacturer's instructions and recommendations for delivery, storage and handling requirements in accordance with work (service) performed as a result of this RFP. Successful bidder (Supplier) will work with a District Purchasing Supervisor to assure timely, orderly and safe delivery, storage and handling of all products required to accomplish all tasks required by the project.

2.07 – Project Conditions

Coordinate construction to ensure actual dimensions correspond to established dimensions.

2.08 - Examination

Examine conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of library furniture. Do not proceed with installation until unsatisfactory conditions have been corrected.

2.09 - Installation

Comply with manufacturer's printed instructions for installation. Install library furniture plumb and level. Align with adjacent casework.

2.10 - Cleaning

Immediately upon completion of installation, clear components and surfaces. Remove surplus materials, rubbish and debris resulting from installation upon completion of work and leave areas of installation in neat, clean condition.

2.11 - Shelving Materials

Preferred FSC Certification – All shelving wood components shall be Forest Stewardship Council (FSC) Mixed certified, meeting all requirements as dictated by (FSC).

Solid Wood - All solid wood used shall be selected from high-grade northern grown red oak, structurally sound stock, free from defects such as visible splits, knots, checks or decay. The wood shall be properly kiln-dried and conditioned to a moisture content of 5-7%. Exposed solid wood will be selected at the same time for uniformity of grain and color. All glued-up slats will be free from any type of end joint and made up of random slats with widths no less than 1" and no more than 4".

Wood Veneer - The wood veneer species will be carefully selected for uniformity of grain and color so as to eliminate wild grain patterns and gross figures. Wide variations of patterns between companion pieces will not be allowed. The finished appearance of all exposed veneer surfaces shall be free from any detectable telegraphing of substrate, sand through or adhesive bleed through.

Veneer Plywood - All veneer plywood will be of cross-banded construction using odd numbers of plies for added stability, assembled with a moisture-resistant resin adhesive. Internal plies will be sound and free from structural defect. Face veneers will be selected and compared for uniformity of grain and color on either one or both sides, as standard or custom design requires.

Edgeband - Exposed plywood parts will be edge banded using select solid oak wood of the same species as the veneer. A minimum thickness for any solid wood edgeband shall be 1/8". This applies to all wood or veneer exterior construction.

Core Material - A minimum 5-ply or 7-plywood cores will be a minimum of "good" or "B" grade core stock in random widths of 1" to 4". Wood strips will be free of knots or other defects, run the full length of the panel (the longest dimension). Veneer cores will be made of hardwood and bonded with a moisture-resistant adhesive. Particleboard cores will be made of wood chips, bonded with a moisture-resistant adhesive to achieve a minimum of 45 lbs/cu. ft.

Plastic Laminate - Laminate used for shelving tops will be horizontal grade .050" high-pressure plastic laminate and will comply with the requirements of NEMA LD-3, grade GP-50. Balancing sheet will be (.02). Wood-grained laminates will be matched against wood parts for uniformity of grain and color.

2.12 - Hardware

Trim hardware will be of such a design and quality to meet and/or exceed the requirement of institutional furniture and equipment. Trim hardware finish will coordinate with the decor of the furniture. Metal parts will be chrome plated, or coated with epoxy or acrylic enamel. Construction hardware (i.e. fasteners, hinges, glides, casters, drawer pulls, locks and drawer stops) will meet and/or exceed the operational requirements for institutional furniture. Floor glides will be adjustable with surfaces contacting the floor and manufactured from a non-rusting material.

Joinery - All joints will reflect those used in professional woodworking including spline, rabbet, double dowels, mortise and tenon or cleat reinforced. Including but not limited to gluing and/or screwing or nailing.

2.13 – Shelving Finish

All exposed surfaces are inspected and hand-sanded to remove machine marks, excess glue, scratches, and/or other imperfections prior to the finishing process.

Spray-on finish: Each part goes through a six-step finishing process, beginning with application of color and ending with two (2) applications of pre-catalyzed lacquer. The top coat will be highly resistant to abrasion, scuffing,

sunlight, boiling water, alcohol, nail-polish remover, mustard, ketchup, tea, ink, soft drinks and juices. The components of assembled items will have a matching finish where exposed. Finish colors shall be manufacturer's standard colors unless otherwise specified.

UV finish: Each part goes through a six-step finishing process, beginning with application of color and ending with two (2) applications of Ultra-violet light cured, solid resin clear coat. The top coat will be highly resistant to abrasion, scuffing, sunlight, boiling water, alcohol, nail-polish remover, mustard, ketchup, tea, ink, soft drinks and juices. The components of assembled items will have a matching finish where exposed. Finish colors shall be manufacturer's standard colors unless otherwise noted.

2.14– Shelving Fabrication

Shelving will be modular construction using the starter and adder design. Adder sections will be designed to fasten to the uprights of both the starter section and other adders. Heights and depths will be as specified by catalog numbers and drawings. All sections will be standard width to assure shelf interchange between separate units.

All vertical uprights of shelving will be 1" thick kiln-dried northern Appalachian red oak glued up in joint free strips of no more than 4"W and no less than 1-1/2"W and free of all imperfections such as but not limited to knots, sapwood, etc. Only very slight color variations allowed. **NO SOUTHERN OR WHITE OAK ALLOWED. NO PARTICAL BOARD ALLOWED. NO FINGER OR OTHER TYPE END JOINTS ALLOWED.**

All shelves will be kiln-Dried northern grown solid red oak, (no mixed wood allowed) glued up in strips of no less than 3/4"W and no more than 2"W, and free from structural defects. **NO PARTICAL BOARD ALLOWED. NO FINGER JOINTS ALLOWED. NO PLYWOOD ALLOWED.**

The starter section will have two vertical uprights and be 37" in total width. Shelf pinholes will be bored on 32mm centers on the inside of each end panel. These holes will be 5/16"D in diameter.

The adder section shall have one vertical upright and will be 36" in total width. Holes shall be bored on 32mm centers on both sides of the adder panel with the same configuration as end panels.

Shelf pins shall be of the safety flange type, designed to prevent shelf sagging, accidental dislodgement and tampering. Pins shall be 5/16"D and 1" in length with one end threaded the other end smooth with a safety flange in between. The underside of shelves shall be a machined with slots so as to fit over the threaded end and "trap" the flange portion of the shelf pins to prevent dislodging or tampering. Pin shall be of a high quality die cast metal.

Top and bottom frames shall be 35" wide by the depth of shelving specified. Top frames shall be constructed of red oak veneer plywood with a cornice board that is 3/4" x 2-3/8" x 35" northern grown solid red oak (or maple which customer specified). The toe board shall be 3/4"T x 4"W x 35"L and attached to the bottom frame using a glued tongue and groove joint. **NO PARTICAL BOARD ALLOWED, NO FINGER JOINTS ALLOWED.**

Top and bottom frames shall be attached to the starter end panels with 5/16"-18 x 2-3/4" hex head machine bolts, screwed into internally-externally threaded inserts in the starter end panel. Adder panels shall be joined using 5/16"-18 x 6" hex head machine bolts, washers and 5/16"-18 nuts. Dovetail top and bottom frames are available for an additional charge.

Continuous tops for shelving units will be laminate faced, solid red oak edge banded, 3-ply construction with horizontal grade high density .050" thick high-pressure laminate and .020" thick backer sheet glued to opposite faces for a finished thickness of 1-1/4". Tops will be fabricated in the longest most practical lengths. All joints will have solid wood biscuits and tight-joint fastened. These continuous tops will be placed on top of and fastened to shelving top frames. Shelf with continuous tops must also have complete top frame assemblies as indicated above.

Individual Laminate Tops for shelving units shall be of the exact same construction as top frames notes above except the veneer shall be replaced with horizontal grade high-density .050" thick high-pressure laminate. The laminate shall cover the entire individual top frame including the cornice board.

Backs will be matching red oak veneer plywood panels 1/4" thick. Back panels of single-faced shelving will be good one side, and panels of double-faced shelving shall be good two sides. Backs will slide into a groove machined into the uprights. Paper or plastic laminated backs are not allowed. Paperboard, Mansonite, MDF, and Particle Board cores are not allowed.

Curbing and Index Shelving are constructed of 1" veneer-core red oak plywood secured to the table top by screws passing through the table top and into the assembly. Exposed edges will have a 1/2" T solid red oak edge band. The banded edges of the uprights and shelves will receive a 1/8" radius.

Mobile Shelving shall be provided by using a solid steel frame that replaces, though functions in actually the same weight bearing manner, the standard bottom frame. The frame shall be welded with (4) 3" heavy-duty ball bearing caster wheels fastening directly to the steel frame. Shelving uprights shall fasten to the steel frame and the frame itself shall bear the weight of the unit, allowing the unit to easily hold 400 lbs of book and shelf weight. The frame shall have a matching finish solid wood toe kick fastened to the steel frame with quality wood screws. Frame design shall lift the entire shelf unit no more than 3/4" off the floor. No wood blocks or wood frames are allowed to bear the weight of the unit. No casters that attach directly to the shelving uprights are allowed.

3.00 – Bid Response

3.01 – Mandatory Questions

1. Name ownership of company, state of incorporation:
2. Number of employees?
3. Company background and history?
4. List your company's last three school library furniture projects (not inclusive of Blue Valley projects):
5. What is the length of time from the receipt of order to the time of delivery?
6. Provide information regarding the installers and use of any subcontractors.
7. Provide information regarding who will provide post-installation service.
8. Are all exposed wood surfaces either solid oak or oak veneer plywood with solid oak edge bands?
9. What is the thickness of all face veneers?
10. Are all exposed edges solid oak?
11. Please explain what material is used for laminated surfaces, inner layer and backer?
12. Are all shelving uprights, ends and middle, a minimum of 1" thick solid oak?
13. Please explain what type of wood is used for uprights?
14. Are all shelves adjustable by pin and hole adjustment?
15. Please explain what type of wood is used for shelves?
16. What is the thickness of wood used for shelves?
17. Please explain what type of wood is used for shelving backs?
18. Explain the warranty and how a warranty claim would be processed and completed.
19. Explain how your company can help the district deliver the scope of work and meet the timelines listed within.

3.02 - Deviations

List any deviations from the specifications

If no deviations are listed, the proposer then assures the buyer of full compliance with the specifications and conditions set forth.

3.03 - References

Please list three references of recent projects of comparable size in which you have installed library furniture.

3.04 - Timeline

RFP Release Date: February 12, 2020

Questions Regarding RFP Specifications Due: February 26, 2020

Proposals Accepted and Opened on: March 12, 2020

RFP Anticipated Award: April 13, 2020

3.05 Sealed Proposal Format

1. **Sealed proposal due to the District** – The due date for the sealed RFP response is listed on page 1. **All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.** The District will not consider or be responsible for errant delivery or late performance by courier service.
2. District requires one (1) original, and three (3) copies of the entire proposal.
3. **Pricing must be submitted in a separate sealed envelope and clearly labeled “Pricing Response, RFP # 20020. The pricing section should include filled-out spreadsheets. Pricing amounts should not be included in any other parts of the proposal; however, it is acceptable to explain offerings in other areas without including cost. This allows the review committee to consider objective information independent of costs and then we can introduce costs at the appropriate time of our evaluation.**
4. The proposals may be hand-delivered or must otherwise be received by the District at the address provided on page 1, by the submittal deadline.
5. Responses to the District should be in an envelope clearly marked and addressed. If the RFP is not clearly marked, the Proposer has the risk of the proposal being misplaced and not properly delivered. The RFP Coordinator is not responsible for identifying proposals submitted that are not properly marked.
6. It is the responsibility of the submitter to insure that the proposal arrives to the District within the deadline. Proposer should allow sufficient time for proper delivery. The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the District. Every Proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.
7. Original RFP responses shall be signed by an official authorized to legally bind the Proposer.
8. Efforts have been made to provide this RFP electronically to allow proposer’s to include responses below the actual question. This is the preferred method of response for ease of review.
9. Provide product literature with your response. The District reserves the right to request additional information or arrange demonstration of products upon request.

3.06 Scoring

05 Points – Overall Proposal (quality of content, organized, complete, professional)

20 Points – Relevant Experience / References

30 Points – Answers to Mandatory Questions

05 Points – Deviations

40 Points – Price (Excel Spreadsheets)

100 points Possible

4.00 Price

4.01 Fill-out each separate spreadsheet and include in your proposal.

1. The quantities, products, locations and schedules for the year 2020 are provided in the enclosed spreadsheet labeled 2020 Mobile Shelving.
2. The quantities, products, locations and schedules for the year 2021 are provided in the enclosed spreadsheet labeled 2021 Mobile Shelving.
3. The quantities, products, locations and schedules for the year 2022 listed in the enclosed spreadsheet labeled 2022 Mobile Shelving.
4. The quantities, products, locations and schedules for the year 2023 listed in the enclosed spreadsheet labeled 2023 Mobile Shelving.

The Excel spreadsheets shall be emailed in separate attachments along with the RFP document.



2020 Mobile Shelving.xlsx



2021 Mobile Shelving.xlsx



2022 Mobile Shelving.xlsx



2023 Mobile Shelving.xlsx

Installation services for the projects listed within inclusive of delivery, receiving, assembly, placement, and trash removal must be included. Full delivery and installation will need to take place per the instructions and timelines listed within. Having examined the conditions, instructions, construction specifications, we propose to deliver and to take down existing double-faced casework and install the new library furniture as specified for the sum of:

Grand Total RFP _____

Company

Authorized Signature

Company Address

Date

Email Address

Telephone Number / Fax Number