

Invitation to Bid (ItB)

Protective Desk Shields

for

KILLINGLY PUBLIC SCHOOLS

Return Bid to:

**Office of the Superintendent
Killingly Public Schools
79 Westfield Avenue
Killingly, CT 06239
(860) 779-6600**

Deadline:

**Thursday, July 16, 2020
2:00 p.m.**

Invitation to Bid

1. The Killingly Board of Education is requesting bids for 2700 Student Desk Shields and 190 Teacher Desk Shields.

2. Student Desk Shields Specifications:

Quantity: 2700

Product Description: The Desk Shields must have a center panel at least 24"W x 15.5"H and each wing must be at least 11.5" W. The desk shield should be made of corrugated plastic. The center panel must have a clear window at least 19"W x 13" H made of at least 0.020 PETG. The product should be designed to stand up to rigorous use, and yet easy to clean and store.

3. Teacher Desk Shields Specifications:

Quantity: 190

Product Description: The Desk Shields must have a center panel at least 24"W x 32"H and each wing must be at least 11.5" W. The desk shield should be made of corrugated plastic. The center panel must have a clear window at least 22"W x 24" H made of at least 0.020 PETG. The product should be designed to stand up to rigorous use, and yet easy to clean and store.

4. Desk Shields must be delivered by August 17, 2020 to:

Killingly High School
226 Putnam Pike
Killingly, CT 06241

5. Bid Proposals are to be submitted in a sealed envelope and clearly marked:

"Protective Desk Shields"

6. Bids must be delivered to:

Office of the Superintendent
79 Westfield Avenue
Killingly, CT 06239

7. Bids will be received until 2:00 p.m., July 16, 2020, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above at Central Office, 79 Westfield Avenue, Killingly, CT 06239
8. All bids shall include the legal name of the bidder and shall be signed by the person or persons legally authorized to bind the Bidder. Bidders must be authorized to do business in the State of Connecticut. All required signatures shall be handwritten in ink with the full name of the person executing same.

All price bids must remain firm for a period of 120 days from the date of the bid opening.

9. COMPLETE BID FORM:

Company Name & Address: _____

Telephone _____

Email Address: _____

Represented by: _____

The undersigned, attesting to be a duly authorized representative of the Company, thereby proposes to furnish all services required to deliver said products in accordance with Student and Teacher Desk Shield Specifications for the price indicated below. The items will be delivered to Killingly High School, 226 Putnam Pike, Killingly, CT 06241. Killingly Public Schools is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Bid Price for Student Desk Shields: _____

Bid Price for Teacher Desk Shields: _____

Estimated Shipping and Handling: _____


Total: _____

Name and Title of Bidder (print): _____

Signature of Bidder: _____

Date: _____

10. Questions can be submitted by email only to Paul Brenton pbrenton@killinglyschools.org on or before 2:00 p.m., July 14, 2020. Answers will be posted via addendum on the Board's website at www.killinglyschools.org. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any Bidder from any obligations under his/her bid submitted.
11. Killingly Public Schools may consider informal any bid not prepared and submitted to Killingly Public Schools in accordance with the provisions herein stated. Killingly Public Schools reserves the right to reject any or all bids or parts of bids; to waive defects in same bids; or to accept any bid or part thereof deemed to be in the best interests of Killingly Public Schools.
12. The Superintendent of Schools on behalf of the Killingly Board of Education, as awarding authority, reserves the right to reject any and all bids in full or in part and to waive any informalities in bidding.



Steven Rioux
Superintendent of Schools

NON DISCRIMINATION STATEMENT

The Killingly Public Schools are committed to a policy of EQUAL OPPORTUNITY/AFFIRMATIVE ACTION for all qualified persons. The District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the District's nondiscrimination policies should be directed to the Human Resource Director.