



Pulaski County Board of Education

Burnside Elementary RFP for Classroom Furniture

Released January 1, 2024

RFP Due March 1, 2024 by 2pm

to Pulaski County Board of Education at 925 North Main Street, Somerset, KY 42503

If you have any questions, feel free to contact Shelley Todd via email at shelley.todd@pulaski.kyschools.us

INVITATION FOR REQUEST FOR PROPOSAL

The Pulaski County Board of Education is sending out an RFP for the following items as specified:

RFP FOR FURNITURE FOR BURNSIDE ELEMENTARY SCHOOL

Bid released January 1, 2024

Advertised on PCBOE webpage beginning January 1, 2024

Bid Due: March 1, 2024

PROPOSAL SUBMITTAL

RFP's must be submitted to the Pulaski County Board of Education, 925 North Main Street, P.O. Box 1055, Somerset, KY 42502. Closing time for responses will be 2pm, March 1, 2024, as specified, at the Pulaski County Board of Education, Central office Building, North Main Street, Somerset, KY. Responses will be opened at this time and evaluated and a decision /award will be announced at the April Board Meeting.

RFP is using item numbers from KI and from Lakeshore Learning as guides and examples of items requested. Other vendors can use that as a guide for specifications. Item numbers must be provided in your responses.

RFP's will be opened at this time. The purpose of the RFP is to determine if it will be beneficial for us to bid these items ourselves. After reviewing the RFP's, if it is determined that it will be a savings to our District, we will award to the top two vendors to ensure all items required are able to be provided. (Since there will be classroom and office furniture) We will meet with the two awarded vendors for more detailed conversations and planning before finalizing any orders.

Expected opening of the new Burnside school is August of 2025.

If you have any questions, please contact Shelley Todd at shelley.todd@pulaski.kyschools.us

RIGHT TO REJECT AND WAIVER

The Pulaski County Board of Education reserves the right to reject any and all proposals, to waive all formalities and /or technicalities where the best interest of the Pulaski County Schools can be served and to enter into contract with the best apparent qualified vendor. If the RFP responses do not show a benefit to the Pulaski County Board of Education, we reserve the right to reject all responses.

Pulaski County Board of Education

-REQUEST FOR PROPOSAL-

Post Office Box 1055

Somerset, KY 42502

Phone 606-679-1123

925 North Main Street

Somerset, KY 42503

Fax 606-679-1438

Reference - Burnside Furniture RFP

Date RFP Released - January 1, 2024

Date and Time RFP is Due - March 1, 2024

RFP Advertised - Beginning January 1, 2024

Title - Burnside RFP for Classroom Furniture

Department or School - Burnside New Build

Fund - Various

Bid Award - Vendors Chosen Announced at March Board Meeting

Purpose of RFP

The purpose of the RFP is to determine if it will be beneficial for us to bid these items ourselves. After reviewing the RFP's, if it is determined that it will be a savings to our District, we will award to the top two vendors to ensure all items required are able to be provided since there will be classroom and office furniture requested. We will meet with the two awarded vendors for more detailed conversations and planning before finalizing any orders. Pulaski County Schools reserves the right to enter into Competitive Negotiations with vendors if necessary to allow them to better explain their response. We reserve the right to award based on reasons other than lowest price. We will examine the proposals for best price, quality, performance measures, customer support and service, and reference checks. The Pulaski County Board of Education reserves the right to waive any or all proposals. Expected opening of the new Burnside school is August of 2025.

RFP includes item numbers from KI and from Lakeshore Learning as guides and examples of items requested. Other vendors can use that as a guide for specifications. Vendor item numbers must be provided in responses.

Confidentiality

The information contained herein is confidential and submitted to you solely to enable you to respond to this RFP.

GENERAL CONDITIONS

Sealed bids are requested on the following list of materials, articles, or services for delivery to the School or Department designated, subject to the conditions of this invitation.

1. Please submit the completed bid in an envelope clearly marked "Burnside Furniture Bid".
2. Prices must be stated in units of quantity as specified and extended in total column for each item and/or lot. All bid prices must include transportation and delivery to the warehouse or building as specified.
3. Bids, to receive consideration, must be received prior to time designated in this invitation, and none will be accepted thereafter.
4. Some officer or member of the bidding firm who is authorized to legally bind the firm must sign bid form.
5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items or lot.
6. All bids shall be effective from date of opening until the date specified in special conditions of bidding, and no bid may be withdrawn prior to that time.
7. Manufacturer's catalogue numbers, trade names, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described; otherwise, it will be understood that bidder intends to supply items specifically mentioned in the bid invitation.
8. It is the responsibility of the bidder to furnish specific product content data, as required by law (MSDS), stating that the product(s) bid meet(s) federal, state, and/or local regulations, i.e., OSHA (lead free), AHERA (asbestos free); Federal specifications; and ASTM.
9. Samples requested must be furnished free of expense to the Pulaski County Public Schools, and if not destroyed or consumed in testing or evaluating, or required in connection with the award will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
10. When applicable, the firm, company, or manufacturer awarded the bid must have a representative available for on-site visits if a special need arises or if there is a problem with the product(s) bid.

11. It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or for any of the acts of the contractor, his servants or agents.
12. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Pulaski County Public Schools. Bids should not include any such taxes. Purchase Exemption certificates will be furnished as required.
13. Information pertaining to any item or condition in this request may be obtained by communicating with Shelley Todd at the Pulaski County Board of Education via email at Shelley.todd@pulaski.kyschools.us.
14. CONFLICTS OF INTEREST
 - A. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Pulaski County Public Schools in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.
 - B. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or service.

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with this invitation to bid; in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted within the time stipulated above, to furnish any or all of the items upon which prices are quoted in accordance with the specification applying at the price set opposite each item.

NOTE: By law, the school district must receive approval from the Board of Education prior to payment of invoices unless it is taking advantage of a discount. Otherwise, payment must be made after receiving approval of the payment by the Board, which meets the Tuesday following the second Monday of each month. No late charges, finance charges, carrying charges or other such charges will be honored.


Company _____

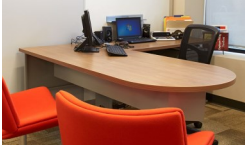



By _____ Title _____ Date _____

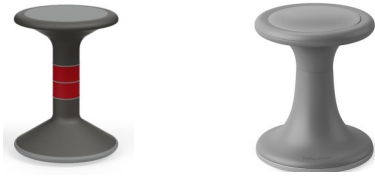




Address _____ Phone _____





Signature _____



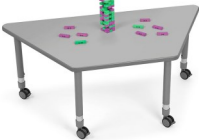



Burnside Elementary Furniture Quote






	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
1	Teacher wardrobe cabinet	KI-All Terrain or U-Series 	26	All classrooms	
2	Teacher desk	KI-700/ LC259 	38	26 classrooms 4 resource - 4 hubs Gym, Kitchen, SRO, FRC	
3	Teacher chair	KI- Oath—vinyl or leather 	58	26 classrooms 8 resource and hubs 12 conference room 12 offices	
4	Storage cabinet with files	HON 785LSS 	28	9 Resource areas 9 Hubs 10 Offices	
5	Guest chairs	KI- Impress ultra—vinyl or leather 	13	Gym, Kitchen, SRO, Nurse, Book Keeper 1 each Guidance, FRC, Reception, Curriculum 2 each	

	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
6	L shape desk	KI– Genius 6100 Impress 	5	FRC Head, Nurse, Bookkeeper, Guidance and Curriculum	
7	Conference Table	Serenade 10-12 people 	1	Conference Table	
8	13 - 13.5" chair	KI –IWC13 / LC763 	74	2 Preschool Rooms 24 each=48 8 in Pre and K Resource 18 in Pre and K Hub	
9	15-15.5" chair	KI-IWC15 / LC765GA	336	100 kindergarten 120 1st 100 2nd 16 in HUB	
10	17-18" chair	KI - IWC18 / LC767GA	312	100 3rd, 4th, 5th 4 resource 8 FMD	
11	Music chairs	 KI - music wave	30	Music Room	





	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
12	14" stools	KI-RCHA00H14 / LC764GA 	40	Kindergarten 10 each room	
13	16" stools	KI- RCHA00H16 / LC766GA	60	2nd and 3rd 10 each room	
14	18" stools	KI-RCHA00H18 / LC768GA	66	4th & 5th - 10 per room FMD 6	
15	Comfy stools	LC231GA 	2	Resource Area for 1st, PLTW, FMD area	
16	Soft seat	LC1404 	1	Hub Area 2nd and 3rd Area	
17	Floor seats	KI-BLIP / LC405GA 	32	16 to Kindergarten 16 to 1st 4 per room	
18	Nesting Center	LK119 	1	FMD ROOM	






	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
19	Bean Bags	KI– Imaginasium / LC573 	4	Preschool/Kindergarten Resource Area (2) FMD Room (2)	
20	Bean Bags	KI– Imaginasium / LC574 Jumbo 	2	2nd/3rd grade Resource area	
21	Ball Seats	LC528 small LC529 large 	8	Preschool/Kindergarten Resource Area 4 small 4th/5th Resource Area 4 large	
22	9x12 Rug		18	Preschool, K, 1st, FMD, 2nd, Music	
23	5x8 Rug		2	Each Preschool	
24	Cubbies for Pre-K	AA260 	18	3 cubbies to each Preschool and Kindergarten	

	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
25	Work organizer shelf	LK412 	12	2nd,3rd,4th,5th 1 to each room	
26	Horseshoe table	KI-HH607224 / LK226 	25	K,1st,2nd,3rd,4th,5th FMD– all 1 each Preschool 2 each	
27	Trapezoid table	LC539 	6	Preschool and Kindergarten 1 each room	
28	Clover table	KI-RTEHY48 / LK414 	42	Pre, 2nd, 3rd,4th, 5th 1 each =14 K= 6 each = 24 Hub 1st,PLTW, FMD= 4	
29	42" Round low floor table	KI-round / LC680 	4	Kindergarten Classrooms 1 each	
30	30x48 table	LK353 	3	Preschool and K Resource Room	

	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
31	Jr Trapezoid table	LK356 	4	Preschool and K Hub	
32	Jr Round table	AA908 	2	Preschool and K Hub	
33	Library set Preschool + K	LK405 	6	Preschool and K Classrooms	
34	Dramatic play set Preschool	LK404 	2	Preschool Classrooms	
35	Language set Preschool	LK400 	2	Preschool Classrooms	

	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
36	Triangle flex space set	LC1451GA 	6	Resource Areas for 1st, PLTW, FMD gets 3 2nd and 3rd gets 3	
37	Curved flex soft seating	LC1402 	2	HUBS Preschool and K gets 1 1st, PLTW, FMD gets 1	
38	Write on wipe off flex set	LC1413GA 	4	HUB 2nd and 3rd grade	
39	Flex space standing set	LC1403 	4	HUB 4th and 5th grade	
40	Flex space chair zone	LC1437 	1	HUB 4th and 5th grade	

	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
41	Shelf - preschool	L-AA895 	2	1 each Preschool Room	
42	Shelf ends - preschool	AA596 	4	2 each Preschool Room	
43	Cube storage	JJ832 	8	1 each K and 1st grade	
44	Desks - student	KI-IWD4FL / LC788 	468	25 to each 1st grade= 100 8 to FMD room = 8 30 to each 2nd/3rd = 180 30 to each 4th/5th = 180	

	DESCRIPTION	KI or LAKESHORE Number	QTY	LOCATION	ITEM QUOTED
45	Book case	KI-Ruckus361842 / LC230 	34	1st, FMD, 2nd, 3rd, 4th,5th 2 each room	
46	Book case	KI- Ruckus 361836 / 1 JJ676 1 JJ854 	8	2 KI to each 1st grade Or 1 each Lakeshore to each 1st grade	
47	Easel	 LC748	10	1st, 2nd, 3rd 1 each	
48	Easel	 LC399	6	4th and 5th 1 each	
49	Write on wipe off desks	KI- Ruckus / LC662 	12	Resource Room 4th and 5th grade	

Principal's Office and Reception Areas will be discussed and ordered later with awarded vendors.

Burnside Elementary Furniture Quote - Response Sheet

#	DESCRIPTION	PRICE	QTY	COMMENT
1	Teacher wardrobe cabinet		26	
2	Teacher desk		38	
3	Teacher chair		58	
4	Storage cabinet with files		28	
5	Guest chairs		13	
6	L shape desk		5	
7	Conference Table		1	
8	13 - 13.5" chair		74	
9	15-15.5" chair		336	
10	17-18" chair		312	
11	Music chairs		30	
12	14" stools		40	
13	16" stools		60	
14	18" stools		66	
15	Comfy stools		2	
16	Soft seat		1	
17	Floor seats		32	
18	Nesting Center		1	

Burnside Elementary Furniture Quote - Response Sheet

#	DESCRIPTION	PRICE	QTY	COMMENT
19	Bean Bags		4	
20	Bean Bags		2	
21	Ball Seats		8	
22	9x12 Rug		18	
23	5x8 Rug		2	
24	Cubbies for Pre-K		18	
25	Work organizer shelf		12	
26	Horseshoe table		25	
27	Trapezoid table		6	
28	Clover table		42	
29	42" Round low floor table		4	
30	30x48 table		3	
31	Jr Trapezoid table		4	
32	Jr Round table		2	
33	Library set Preschool + K		6	
34	Dramatic play set Preschool		2	
35	Language set Preschool		2	

Burnside Elementary Furniture Quote - Response Sheet

#	DESCRIPTION	PRICE	QTY	COMMENT
36	Triangle flex space set		6	
37	Curved flex soft seating		2	
38	Write on wipe off flex set		4	
39	Flex space standing set		4	
40	Flex space chair zone		1	
41	Shelf - preschool		2	
42	Shelf ends - preschool		4	
43	Cube storage		8	
44	Desks - student		468	
45	Book case		34	
46	Book case (8 KI) (4 each Lakeshore)		8	
47	Easel		10	
48	Easel		6	
49	Write on wipe off desks		12	

