

SCITUATE SCHOOL DEPARTMENT
197 Danielson Pike, North Scituate, RI 02857

INFORMATION REGARDING THE BIDDING PROCESS

A. GENERAL

The Scituate School Department is conducting competitive sealed bidding for the **Smoke Partition** are due in the Office of the Superintendent of Schools no later than 2:00 PM on **June 22, 2012**. Bids should be addressed to the attention of the Superintendent of Schools and **MUST** have the closing date and the subject of the bid marked on the envelope. **ALL BIDS MUST BE SEALED**. This bid package includes Information Regarding the Bidding Process, the Bid Specifications, and a Bid Form.

B. BID CONDITIONS

1. No bids will be acceptable unless properly made out on the attached forms and signed by the bidder. Facsimile transmitted bids will not be accepted. All bids must be legible, either typewritten or in ink.
2. The Scituate School Department reserves the right to reject any and all bids or any part thereof or to accept such part or parts deemed for the best interest of the Scituate School Department.
3. The quality of the equipment, goods, materials, etc., shall be as per bidder's description and/or sample, and must be to the satisfaction of the Scituate School Department. The Superintendent shall have full power and authority to reject any and all items furnished that are not in strict conformity with the requirements of the specifications.
4. Each item bid must be CLEARLY identified by manufacturer's name, number, and bidder's catalog number. Catalogs or catalog sheets describing items bid must be sent with the bid. Any deviation from the specifications must be noted in writing and attached as part of bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.
5. Equals may be bid unless specifically excluded by the words "ONLY" or "NO SUBSTITUTES." However, in all cases where equals are bid the following must be done:
 - a) The equal must be clearly identified by manufacturer's name and number or by catalog number.

- b) Catalogs describing the number listed must be submitted with the bid.

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- c) The use of a catalog number is to be for our information and reference use only. If the SUBSTITUTE or ALTERNATE ITEM IS NOT A TRUE EQUAL, the deviations MUST BE CLEARLY STATED. The use of just a catalog number alone is NOT sufficient to show that the item bid IS NOT a true equal. If a bidder fails to follow this requirement and delivers an unacceptable substitute, the item will be returned. Delivery will then be requested at the bid price. Failure to provide the specified item may place your company in jeopardy with future bids.
 - d) Equal products will be considered provided a no-charge sample is sent in advance when requested for inspection, testing, and evaluation. Failure to submit the requested samples at a time on or before the opening of the bid will result in your bid being rejected for the item in question.
- 6. Quantity: We reserve the right to increase or decrease quantities based upon available funding.
 - 7. All shipments must be made within the time specified on the front sheet of the bid. As a result, all bids must be based on the knowledge of availability. No payment will be made until the order is completely delivered in accordance with the bid specifications.
 - 8. Hazardous Substances: All hazardous substances must conform to all Federal and State regulations pertaining to labeling of hazardous substances, etc. A fully completed Material Safety Data Sheet (MSDS) OSHA Form 20 must be sent for ALL products including those show ingredients are included on the Rhode Island Designated Substances List and in the latest edition of the Hazardous Materials Handbook of the National Fire Protection Association before an order is considered to be complete.
 - 9. All equipment is to meet the specifications, if any, set by the Consumer Product Safety Commission under the "Consumer Products Safety Act" (Public Law 92-575) of October 27, 1972, and all amendments thereto. Seller agrees to comply with the provisions of the occupational Safety and Health Act of 1970 and the standards and regulations issued thereunder. Seller certifies that all items furnished and all work performed hereunder will comply with said standards and regulations. Seller further

agrees to indemnify and hold harmless Buyer for any loss, damages, fine, penalty, or any expense whatsoever as a result of Seller's failure to comply with the Act and any such standards or regulations issued thereunder.

10. The vendor's failure to deliver on time and failure to completely fill all orders will place your company in breach of the herein contract and may result in the termination thereof. In such a case, Scituate School Department reserves the right to any legal and/or equitable remedies available.

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11. Awards will be based on the lowest evaluated responsive and responsible bid price. Some of the factors that will be considered in determining the bid award will be price, adherence to bid specifications, ability to properly service, quality of product, references, prior experience and prior performance.
12. Any and all obligations of the Scituate School Department with regard to herein contract shall not be the responsibility of any official or employee of said school system. Specifically, said officials or employees shall not be required to personally guarantee any of the obligations or covenants with regard to a contract of the Scituate School Department.
13. Qualifications of Bidders: The Scituate School Department may make such investigations, as it deems necessary to determine the ability of the bidder to meet the obligations of the bid. The bidder shall furnish the Scituate School Department with all such information and data for the purpose as may be requested.
14. Award of Bids: The Scituate School Department reserves the right to award in whole or in part.

C. PRICING

1. The bid shall contain firm prices and shall not be withdrawn for the number of days indicated on the front page of the bid subsequent to the opening thereof.
2. Each unit price should be quoted as a net cost to the Scituate School Department. A total of list prices less a discount off of the total shall not be considered. Any discount adjustment shall be made by the bidder and the net cost shall be clearly indicated and listed separately for each item on the bid.

3. All shipments will be FOB Destination – Freight Included. “Destination” is specified on the first sheet of this bid. No extra charge above the bid price is to be made for freight, express, cartage, postage, boxes or other containers. If the bidder states that a minimum order must be placed to obtain delivery at the bid price without freight charge, the bid will not be considered if the award is less than the minimum set by the bidder. The only exception to the condition is if the award would be in the best interest of the Scituate Public Schools.
4. Unit prices must be quoted for the unit specified. The Scituate School Department will not convert your incorrect unit price to the specified unit. Items priced in this matter will not be considered. Bidders will not substitute their own format. All unit prices must be extended to the total price.
5. Please quote only one price for each unit specified, except as noted in #6 as follows.

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6. If a bidder groups certain items together for better pricing, the bidder must also bid individual prices for each of the items in the group. Such individual pricing is not to be contingent upon the acceptance of other items for the award of one or more of the individually priced items.
7. Please double check the price you submit for accuracy as all bids submitted are final. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
8. Rhode Island Sales Tax: The Scituate School Department is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.
9. Federal Excise Taxes: The Scituate School Department is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.
10. PREVALING WAGE APPLIES: Certified payroll must be submitted.
11. Insurance: All bidders are required to carry a minimum of Two million dollars liability insurance and provide proof of such at time of Bid.
12. Interpretations: No interpretation on the meaning of the specifications will be made to any bidder orally. Every request for an interpretation must be made to the

Superintendent of the Scituate School Department or his administrative designee, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the bids. Facsimile requests for interpretations will be honored.

13. This agreement may be declared void and terminated by the Scituate School Department if any provision(s) set forth here and above is not complied with by the vendor or contractor.

BID FORM

Item: _____

Due Date/Time of Bid: _____

Bid Price: _____

We, the undersigned, propose and agree to sell to the Scituate School Department any or all of the items at the prices indicated subject to the instructions and specifications included with this bid.

Signature of Company Officer Date

Name and Title of Company Officer (please print)

Company Name and Address

Telephone Number (please include area code and 800 number and FAX number if applicable)

This is not a contract, but merely an invitation to bid. It shall become a contract upon acceptance of this offer by a signed purchase order or letter from Scituate School Department. Said contract shall be governed by the within terms and conditions.

**SCITUATE SCHOOL DEPARTMENT
MAINTENANCE DEPARTMENT
94 TRIMTOWN ROAD
NORTH SCITUATE RHODE ISLAND
02857**

PHONE (401) 647-4123 extension 2121
Fax (401) 647-4104

Smoke Door Assembly

LOCATION:
SCITUATE HIGH SCHOOL
94 TRIMTOWN RD
N. SCITUATE, RI 02857
B Corridor

SCOPE OF WORK: PROVIDE AND INSTALL ALL NECESSARY COMPONENTS

Product Specification

Steel 16 gauge setup and welded 60 min fire-rated factor primed double side-lite /transom double egress frame Approximately 124 Inches x 96 Inches reinforced for all Hardware

Pair of 16 gauge HM factory primed 60 min fire rated door 6'0 x7'0, reinforced for all hardware and having 4' x 25' visions in each with 60 min rated Glass.

Door closers shall be LCN 4111. All door closers shall be thru bolted.

Select SL11hd x 83 fire rated continuous hinges thru bolted

Lcn 7820 alum wall mounted door magnets wiring by Others

Install as required a one hour smoke partition above frame as required using metal studs see attached UL263

The bidder shall verify all fire ratings and measurements.

BIDS DUE 2PM Friday June 22, 2012

ALL WORK TO BE COMPLETED BY AUGUST 22, 2012

A PERFORMANCE BOND IS REQUIRED FOR THE PROJECT

PLEASE NOTE BID REQUIREMENTS ON ATTACHED PAGE.