



Ben Hill County Schools

509 West Palm Street

Fitzgerald, Georgia 31750

Telephone 229-409-5500 · Fax 229-409-5513

REQUEST FOR PROPOSALS

Alternative Seating Furniture

March 2024

Request for Proposal (RFP) for School Furniture

Introduction

Ben Hill County School District is seeking proposals from qualified vendors for the supply and delivery of furniture for our educational institution. We aim to enhance the learning environment for our students and staff by acquiring high-quality, durable, and ergonomic furniture that aligns with our educational goals.

Scope of Work

The scope of this project includes the procurement and delivery of various types of furniture suitable for classrooms, laboratories, libraries, administrative offices, and other relevant spaces within our school premises. The furniture should be designed to accommodate different age groups, ranging from early childhood to secondary education levels.

Required Items

1. 850 Collaborative Classroom Desks with hooks form alternative groups
2. 1050 Purple Chairs
3. 50 Teacher Desk Chairs with arm rests
4. 30 tables for professional learning rooms
5. 30 collaborative classroom tables with wheels
6. 30 chairs for professional learning rooms with wheels
7. 150 standing desk work stations
8. 50 mobile teacher podiums with storage area
9. 50 mobile dry erase boards for small group instruction

Specifications

- Furniture should be made from durable materials such as steel, wood, or plastic, ensuring longevity and resistance to wear and tear.
- Ergonomic design considerations are essential to promote comfort and proper posture for students and staff.
- Compliance with safety standards and regulations is mandatory.
- Furniture should be easy to assemble, disassemble, and maintain.
- Options for customization and color choices should be available to suit our school's aesthetic preferences.

Delivery and Installation

The successful vendor is responsible for the timely delivery and professional installation of all furniture items to their designated locations within our school premises. Installation services should include proper placement, anchoring (if required), and removal of packaging materials.

Proposal Requirements

Interested vendors are requested to submit proposals addressing the following:

1. Company Profile: Provide an overview of your company, including experience in supplying furniture to educational institutions.

2. Product Catalog: Present a detailed catalog showcasing the range of furniture items available for supply.
3. Pricing: Submit a comprehensive price list including unit prices for each item, bulk discounts (if applicable), and any additional charges such as delivery and installation fees.
4. References: Furnish at least three references from previous clients within the education sector.
5. Warranty and Support: Detail the warranty coverage for the supplied furniture and outline the after-sales support services provided.

Submission Deadline

All proposals must be submitted electronically to Natalie King at natalie.king@benhillschool.org no later than March 27, 2024 by 3:00 p.m. Late submissions will not be considered.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Availability to Deliver by Jul 1, 2024
2. Quality and Durability of Furniture
3. Compliance with Specifications
4. Pricing Competitiveness
5. Company Reputation and Experience
6. Warranty and Support Offered

Selection Process

After the submission deadline, the evaluation committee will review all proposals and may conduct site visits or request additional information as needed. The selected vendor will be notified within 30 days.

Questions and Clarifications

All inquiries regarding this RFP should be directed to Ben Hill Middle School Principal, Michael Heitzman at michael.heitzman@benhillschools.org by March 25, 2024.

The Ben Hill County School District reserves the right to accept or reject any proposal and to negotiate with any qualified vendor. This RFP does not commit the Ben Hill County School District to enter into an agreement or contract.

Thank you for your interest in supplying furniture to our educational institution. We look forward to receiving your proposal.

Sincerely,
Ben Hill County School District
Natalie King
Chief Financial Officer
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229-409-5500 ext. 5519