



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Human Resource/Assistant Superintendent's and Superintendent's Office and Conference Rooms Furniture Bid

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Invitation to Bid

Notice is hereby given that the Board of Trustees of Sweetwater County School District No. One, Rock Springs, Wyoming is accepting sealed bids for the Human Resource/Assistant Superintendent's and Superintendent's Offices and Conference Rooms Furniture Bid.

Specifications may be obtained from the Human Resource Department, 3550 Foothill Blvd., Rock Springs, Wyoming 82901; 307-352-3400 or on our website at sweetwater1.org under the Human Resource Department. All equipment specifications in the bid documents are to be included in the bidder's proposal.

Sealed bids will be received in the Human Resource Department until 1:00 P.M., local time, August 2, 2022. Bids will be publicly opened and read aloud immediately thereafter in the Central Administration Building. The bids will then be reviewed and presented to the Board of Trustees at their next regular meeting on, August 8, 2022, for their acceptance.

Attention of the bidder is particularly called to the requirements in the Wyoming Statutes regarding preference for Wyoming products and the 5 percent preference shown to Wyoming Bidders.

The Board of Trustees of Sweetwater County School District Number One, State of Wyoming, reserves the right to reject any and all bids, and to waive any and all bids, and to waive any irregularities. The Board of Trustees reserves the right to split the award of the bid between bidders should it deem it to be in the best interest of the District. The Board of Trustees shall accept the bid(s) which, in their opinion, is best.

Carol Jelaco, Chairman
Max Mickelson, Clerk
Sweetwater County School District Number One
Board of Trustees

Published dates: July 23, 2022 and July 30, 2022

Scope of Work

Sweetwater County School District #1 is seeking sealed bids from qualified companies for selected office and conference room furniture. Vendors should be authorized by the manufacturer to be able to sell items proposed.

Questions

Any questions in relation to this bid that come forward will be updated on our website:

http://www.sweetwater1.org/groups/4814/human_resources/human_resources_homepage. You will be able to download any updates to the bid, as well as the answers to any questions that arise throughout the bid process.

Request for Bids

Human Resource/Assistant Superintendent and Superintendent Offices and Conference Rooms Furniture Bid

Sweetwater County School District #1 is accepting bids for Human Resource/Assistant Superintendent and Superintendent Offices and Conference Rooms Furniture Bid. Please quote out the components listed below. Each vendor must be an authorized reseller of line items pricing is provided for. Alternative line items must have prior authorization from Sweetwater County School District #1 Human Resource Director and be of equal or greater quality, with full warranty and be clearly marked.

Office and Conference Room Furniture

Items listed below are from the National Business Furniture Catalog (NBF), substitutions from the products specified below are allowed, however must include detailed printouts with dimensions as well as pictures of the substituted products.

Item Number	Quantity	Description	Color
36806	1	At Work Storage Credenza 72”w X 24”d	Gray/Brushed Nickel
56622	42	Harper Executive Chair	Black
45076	4	At Work 6’x3’ Conference Table	Gray/Brushed Nickel
40898	3	48” Round Conference Table	Black
51658	12	Nex Polyurethane Nesting Chair with Arm and Mesh Back	Black/Silver
220264	2	Ogden 36”w Three Drawer Lateral File	Black
220268	2	Ogden 36”w Five Drawer Lateral File	Black
220270	4	Ogden 36” w Laminate Countertop	Gray Maple
36949	2	Hetfield Storage Cabinet – 36”w	Black
58137	3	Carbon L-Shaped Desk with 3-Drawer Pedestal and Left Return	Gray Maple
223494	14	Carbon Lateral File with Laminate Top	Gray Maple
58148	5	Carbon Hutch with Tack Board 72”w	Black
58143	1	Carbon J-Desk with 3-Drawer with Pedestal and Left Return	Gray Maple
58145	1	Carbon J-Desk with 3-Drawer Pedestal and Right Return	Gray Maple
56985	5	Avanti Faux Leather Executive Chair with Flip Arms	Black Combo
21734	1	Metropolitan 70” w Glass Privacy Screen	
32043	1	72”H 5 Shelf Steel Bookcase	Black
30807	2	Statesman 32”w Two Drawer Lateral File	Gray

16384	1	Statesman Adjustable Height Right L-Shaped Desk 65”w	Gray
55648	2	Symphony Oversized Antimicrobial Vinyl Guest Chair	Charcoal Gray Vinyl/Black Frame
13165	1	Statesman Double Pedestal Credenza with Keyboard Tray 68” w X 24”d	Gray
14763	1	Locking Double Pedestal Executive Bowfront L-Desk – 72”w	Classic Cherry/Soft Black
30896	2	Locking Two Drawer Lateral File with Hutch	Classic Cherry/Soft Black

Bid Guidelines

Sweetwater County School District #1 reserves the right to eliminate any of the equipment from this request at any time.

All bids are to be delivered to Nicole Bolton, Human Resource Director, in a sealed envelope marked “Human Resource/Assistant Superintendent and Superintendent Offices and Conference Rooms Furniture Bid” addressed to:

**Sweetwater County School District Number One
Human Resource Department
3550 Foothill Blvd./P.O. Box 1089
Rock Springs, WY 82902.**

Bids will be accepted until 1:00p.m. August 2, 2022.

The Board of Trustees will award bids during their regularly scheduled meeting on August 8, 2022.

Bids should clearly identify warranties, services offered, labor, hardware, etc.

All labor costs must be clearly identified.

All alternative bids must be clearly marked.

All bids must clearly state any shipping charges.

All bids should exclude sales tax as the district is tax exempt – Fed Tax ID 83-6000633

Bidding contractors must clearly state any time constraints on their bid or bid expiration dates. Bid validity must last at least until September 30, 2022. If special pricing is obtained and constrains the bid validity date, please state so in the bid response.

Clarifications or questions on the bid may be addressed to:

Nicole Bolton
Human Resource Director
Sweetwater County School District #1
(307) 352-300 ext. 1285
boltonn@swl.k12.wy.us

**It is requested that all clarifications or questions come in form of email.*

Please initial the lower right-hand corner of each page.

Bid Signature Form
Human Resource/Assistant Superintendent and Superintendent
Offices and Conference Rooms Furniture Bid

(Must be signed by authorized personnel)

Sweetwater County School District #1

By signing this form, the person providing the bid hereby states that he/she is a duly authorized person of the firm, has read all components of the bid documentation, taken advantage to ask clarifying questions and agrees to the Term and Conditions as listed in the document.

Sweetwater County School District #1 shall not be liable for any costs incurred by the bidder in the preparation and production of the bid or for any work performed prior to the execution of a formal agreement, contract or statement of work (SOW).

Company Name: _____

Contact Person: _____ (please print)

Address: _____

City, State, Zip: _____

Phone: _____ FAX: _____

E-Mail Address: _____

	Hardware Costs	Shipping Costs	Total Costs
Office and Conference Room Furniture			

Total Bid Price: _____ Anticipated Lead Time: _____

Signature: _____

Title: _____

(Please Print)

All pages of this Bid Packet Must be returned to Sweetwater County School District #1