CITY
OF
JOPLIN, MISSOURI

BID PACKAGE

#2017-01

for

Tables and Chairs for Public Safety Training Center

JOPLIN FIRE DEPARTMENT
303 E. THIRD STREET
JOPLIN, MO 64801

(417) 624-0820 Extension 1-308

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 2:00 P.M., Monday, February 6, 2017 at the Joplin Public Safety Training Center located at 5501 Dennis Weaver Drive, Joplin, Missouri, 64801 to PURCHASE the following:

TABLES AND CHAIRS FOR PUBLIC SAFETY TRAINING CENTER

Specifications and bid forms are available from Scott Cranford, Fire Dept., by calling 417-624-0820 Extension 1-308 or by writing to the address below:

Joplin Fire Department
Reference: Training Tables and Chairs
Attention Scott Cranford
303 E. Third Street
Joplin, MO 64801

Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA
Finance Director

Publication Date: Friday, January 6, 2017

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to PURCHASE the following:

Tables and Chairs for Public Safety Training Center

All bids shall have firm-fixed F.O.B. Joplin; Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

City reserves the right to award for the total package or separate the bid to award for the low bid on the chairs or tables.

City will award the bid based on the best quality and price and determined by staff to meet the needs of the City.

Minimum information to be submitted with each bid shall consist of the following:

1. Verification of Bid Specifications (with variances noted)
2. Bid Form
3. Pictures and specifications of the product you are bidding will need to be attached to the bid.

MARK BID ENVELOPES: "#2017-01, Tables and Chairs for Public Safety Training Center, 2 PM Monday, February 6, 2017."

Questions concerning the specifications and bidding procedures should be directed to Scott Cranford, Fire Dept., 303 E. Third Street, Joplin, MO, 64801 or by phoning 417-624-0820 Ext. 1-308.

Bid Specifications for Tables and Chairs for Public Safety Training Center

1. **Scope** -

To provide high quality tables and chairs made of sturdy construction and resilient materials to be placed in designated classrooms within the Joplin Public Safety Center located at 5102 N. Swede Lane, Joplin, Missouri 64801.

2. **Design-**

The chairs must have the ability to stack and nest together to save space when not in use. Each chair must have casters attached to each leg with a seat that flips up in order to accommodate the nesting feature. The chairs must have the ability to stack a minimum of four chairs high. These chairs are requested to have **NO** arms or elbow rests, in order to accommodate police officers sitting in the chair without interference from their respective gun/equipment belts.

Tables must be 6'W with a table surface 18"D, and of industry-standard height for training tables. The tables shall have **NO** casters attached.

3. **Chair Specifications** -

A. Arms: No arms or elbows

B. Assembly Type: Fully Assembled

C. Function: Stacking and Nesting

D. Weight Capacity: 300 lbs. or greater

E. Casters: 4 casters per chair, one for each leg

F. Padding/Backing: Fabric/polyester, stain resistant or similar type construction with padding to match color scheme

G. Color scheme - 100 dark red or burgundy type color or pattern, 50 dark blue or navy type color or pattern

H. Quantity: 150 chairs total

4. Table Specifications :

A. Rectangular table: 72"W, 18"D, industry standard Height.

B. Edge Thickness: Minimum 1.0"

C. Surface: Laminate to include top sides and bottom surfaces

D. Function: Folding table where legs fold underneath

E. Casters: **NONE**

F. Color of Table and Legs: To be decided after award

G. Assembly Type: Fully Assembled

H. Quantity: 70 Tables Total

4. Miscellaneous-

Full Lifetime warranty of both tables and chairs are required.

5. Delivery-

All shipping costs shall be included in bid price and delivery shall be within 4-8 weeks of receipt of a Purchase Order number.

Delivery location is 5102 N. Swede Lane in Joplin, Mo.

Contact Person: Scott Cranford
Fire Department
303 E. Third Street
Joplin Mo. 64801
417-624-0820 Ext. 1-038

CITY OF JOPLIN
BID FORM

DESCRIPTION: Training Tables and Chairs

TRAINING TABLE BID DELIVERED: _____

TRAINING CHAIRS BID DELIVERED: _____

TOTAL TRAINING TABLES AND CHAIRS BID: _____

F.O.B. JOPLIN, MISSOURI

DELIVERY AFTER RECEIPT OF ORDER: 4-8 weeks

COMPANY: _____

ADDRESS: _____

_____

_____

TELEPHONE:_____

SIGNATURE:_____

MINORITY: _____FEMALE:_____

MARK BID ENVELOPES: "#2017-01, TABLES AND CHAIRS FOR PUBLIC SAFETY TRAINING CENTER, 2 PM Monday, February 6, 2017"