MERIDEN PUBLIC LIBRARY RENOVATIONS – FF&E Bid #B023-21

BID FORM
Furniture, Furnishings and Equipment
City of Meriden Bid No. B23-21

To: Adam B. Tulin
Purchasing Officer
142 East Main St, Room 210
City of Meriden, CT 06450-8022

Bid of: _____ (Name of Company)

Bid Opening Date:_____

In compliance with the Bid Documents as defined in the **Project Manual Dated 10-21-2022**, the undersigned Contractor (the "Bidder") hereby proposes and agrees to fully perform the work described in the Bid Documents within the time stated and in strict accordance with the Bid Documents for the above referenced Project, for the sum(s) of money identified in this Bid Form.

All sealed Bids shall be submitted no later than **11:00AM November 16, 2022** as described in the Invitation to Bid

Other Deadlines

Bidder questions:	November 9, 2022
Final Addenda postings:	November 11, 2022
Deliveries & Installation:	April 7, 2023 – April 28, 2023

This Bid is submitted on the basis that it may not be withdrawn or modified for **Ninety (90) Days after the Bids for the Project are opened.**

Furthermore, the undersigned Bidder declares the Project Site, the Invitation to Bidders, the Drawings, Specifications, Addenda, and the availability of material and labor has been carefully examined and agrees to furnish and install furniture as specified and scheduled, including all supervision, material, labor, tools, apparatus and implements, freight, permits, removal of debris, and cartage. The undersigned Bidder also agrees to complete the Work in accordance with the Contract Documents within the time limit stated below.

The undersigned Bidder is submitting the "Bid Form" with totals per Category bid and the completed, itemized "FF&E Unit Pricing Worksheet by Category" with unit prices and extended prices indicated. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

The Bid Form and the FF&E Unit Pricing Worksheet by Category must be submitted together. See Supplemental Instructions and Information to Bidders regarding substitutions and required submittals.

After review of all factors, terms and conditions, including price, the purchasing authority of the City of Meriden reserves the right to reject any and all bids, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the **City of Meriden**.

CATEGORY AG – Lounge Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for such Category the following Lump Sum:

Total Base Bid Amount for Category AG Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY ALL – Task Seating

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category ALL Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY ANC – Ancillary Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category ANC Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY ERG – Lounge Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category ERG Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY INT – Lounge Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for such Category the following Lump Sum:

Total Base Bid Amount for Category INT Dollars ($ _____)
Numeric Amount

$_____
Written Amount

CATEGORY KI – Reading/ Miscellaneous Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category KI Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY NEV – Reading & Occasional Tables

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category NEV Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY OPAC – Opac Stations

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category OPAC Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY PALM – Library Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category PALM Dollars ($ _____)
Numeric Amount

$_____
Written Amount

CATEGORY TEK – Office Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for such Category the following Lump Sum:

Total Base Bid Amount for Category TEK Dollars ($ _____)
Numeric Amount

$_____
Written Amount

CATEGORY TMC – Library Furniture

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for such Category the following Lump Sum:

Total Base Bid Amount for Category TMC Dollars ($ _____)
Numeric Amount

$_____
Written Amount

CATEGORY WD – Book Browsers and Carts

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for such Category the following Lump Sum:

Total Base Bid Amount for Category WD Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY WF – Window Film

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category WF Dollars ($_____)
Numeric Amount

$_____
Written Amount

CATEGORY XEP – Shelving End Panels, Tops and Signage

For the delivery and installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Category XEP Dollars ($_____)
Numeric Amount

$_____
Written Amount

ADDENDUM RECEIPT

It is the bidder's responsibility to monitor the City of Meriden's website for all addenda The City or its agents or contractors have no obligation to deliver copies to potential bidders.

The undersigned Bidder acknowledges receipt of the following addenda:

Addendum No. 1 dated _____, 2022 Signature_____

Addendum No. 2 dated _____, 2022 Signature_____

Addendum No. 3 dated _____, 2022 Signature_____

Addendum No. 4 dated _____, 2022 Signature_____

MANDATORY UNIT PRICES

Unit pricing includes all necessary materials and equipment, plus cost for delivery, installation, insurance, overhead and profit to complete the extent of the work stated in the Contract Documents for the Categories bid.

The Bidder understands that the City may adjust the actual quantities by 10%, either more or less than the scheduled quantities. If the actual quantities required by the City vary from the scheduled quantities in the Contract Documents as applicable to a particular Category, the Bidder agrees to adjust the Contract Sum by the unit prices indicated attached schedules.

Bidder acknowledges that, should conditions make it necessary to revise the scope of the work for any Category, the Bid Price Itemization applicable to such Category shall serve as the basis for adjustments to the Base Bid Amount for such Category.

STORAGE CHARGES

Storage charges, if any, for each Category bid are included in the Base Bid Amount for such Category for the storage of the specified furniture, fixtures and equipment included in such Category.

Additional storage charges for furniture, fixtures and equipment stored for all Categories bid beyond **April 14, 2023** will be:

STORAGE CHARGES _____ Dollars Per Calendar Day Dollars ($_____)
Numeric Amount

$_____
Written Amount

BID BOND

The Bidder shall submit a Bid Bond, Certified Check or Bank Check in the amount of **5%** of the Bid.

PERFORMANCE AND PAYMENT BOND

The Owner will require that a 100% Performance and Payment Bond be submitted by the Contractor prior to the commencement of work.

FORMS

- **Bid Form**
- **FF&E Unit Pricing Worksheet by Category**

The successful bidder shall provide the following within five (5) business days after receipt of a notice of award from the Purchasing Department:

(i) the requested Certificate of Insurance from the following company:

_____;
And

(ii) Payment and Performance Bonds from the following company:_____.

Within five (5) business days after receipt of final contract from City, we will forward to the Purchasing Department four original contracts, in the a form provided by the City, executed by an authorized officer.

PENALTIES/DELIVERY DELAYS

In the event that deliveries are not completed during the completion installation date stated herein, Owner reserves the right to deduct up to 5% of the contract cost off the invoice balance of the delayed items for each day delayed.

In addition, for any items not received during the required time, which the Owner deems necessary for the library opening, the vendor will loan, at no additional cost, substitutes, which are acceptable to the Owner.

DATE OF BID: SIGNATURE OF BIDDER

Name of Bidder _____

Signed _____

Title _____

E-mail _____

Telephone No._____

Mailing Address:

State of ( )
County of ( )

On this _____ day of _____, 2022,

Personally appeared before me

(*_____)
(Name of Person Signing)

(**_____ of _____)
(Title) (Name of Bidder)

signed of the foregoing bid and acknowledged the same to be his free act and deed ** (as such officer and the free act and deed of said corporation) before me.

Notary Public

* The Bid must be signed by the Bidder if the Bidder is an individual, by one of the partners, if a partnership, by an authorized officer if a corporation. The person signing must state the capacity in which he signs at the place indicated.

** If the Bidder is a corporation, the blanks enclosed in parentheses in the acknowledgement should be filled in with the name of the corporation, corporate seal, and the title of the person signing. If the Bidder is an individual or partnership, the parentheses should be disregarded.