

Keene State College Purchasing Office
229 Main Street
Keene, NH 03431
Phone: 603/358-2493
Fax: 603/358-2495
Web Site: www.keene.edu/purchasing

Today's Date: January 23, 2017

RFX: 14144-0001

Due Date & Time: 2/9/16 at 12:00 PM

14144-0001 Furniture: Rhodes Hall and Science Center

Request for Bid. This is not an order. Keene State College (hereafter referred to as USNH or Owner) reserves the right to reject any or all bids and to waive any formalities in the bid process. By responding to this solicitation, the respondent (or responding firm) acknowledges that, subject to the provisions of the New Hampshire RSA 91-A, also called "NH's Right to Know Law", all documents submitted as part of the response are public records after the issuance of an award, unless otherwise stated herein.

Responses must be either hand delivered or mailed and must be received by the due date and time. Other delivery methods (Fax, email, etc.) will not be accepted.

Bids will be opened in the Keene State College Purchasing office the time and date indicated above. Late bids will not be accepted.

Holiday Closing:

Refer to RFX Timeline below for a listing of any holiday closings.

UNH Inclement Weather Policy: It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. You may review our website at www.keene.edu to learn if the College is open or if curtailed operations are in effect. Any events scheduled for a day when curtailed operations have been declared will be postponed until the next business day at the same time as originally scheduled.

Contact: The contact for this request for bid is Renee Harlow, 603-358-2493 or rharlow@keene.edu. Any communication regarding this bid between firms and College personnel and/or evaluation committee members is prohibited, unless previously authorized by the aforementioned agent or his/her designee.

Questions: All questions concerning this request for bid must be submitted in writing to Renee Harlow, at rharlow@keene.edu. Questions will be answered via written addenda posted on www.keene.edu/purchasing. It is the responsibility of the Bidder to verify that s/he has reviewed all addenda and other required documentation.

All questions must be received by the Questions due date. Questions received after this date will not be answered.

RFX Timeline (actual dates may vary slightly based upon individual circumstances)

RFX Release	January 23, 2017
Deadline for Written Questions	January 27, 2017 by 12:00 p.m. (noon)
Response to Questions	February 3, 2017
RFX Due	February 9, 2017 at 12:00:00 p.m.
Delivery & Installation	00/00/0000

Specifications: The Owner requires equipment to meet or exceed all specifications as provided. Owner will be the sole determinant as to suitability/acceptability of all submittals. Brochures and detailed specifications must be supplied with submittal.

Rhodes Hall Psychology Lab Furniture

All Items below are Steelcase

Quantity:	Item:	Notes:
3	24"D x 42" W tables	Straight work surface, plastic edge, high pressure laminate,
		post legs w/ casters
4	24"D x 48" W tables	Straight work surface, plastic edge, high pressure laminate,
		post legs w/ casters
6	Mobile File Cabinets w/ seat Cushion	22-1/4"Deep, keyed, with casters and pull handle
1	Tackable wall panel 66"H x 42" W	Hardware to mount panel to wall as shown
1	Tackable wall panel stacker 12"H x 42" W	
6	Reply Chairs, Mesh Backed	Swivel Base, Height adjustable arms
1	110 Series Marker board 96"W x 48"H	E3 Environmental ceramic steel surface, attached marker tray 48"W

Science Center Computer Science Lab Furniture

All Items below are Steelcase

Quantity:	Item:	Notes:
10	Workstations 30" D x 48" W	Workstations wall panels are Tackable 42" high, Power in base (Separate Neutrals), Work surfaces 24"D x 48"W Straight work surface, plastic edge, high pressure laminate
1	Utility Pole	Utility pole should be twin tray for power and telecom
2	Tables 30"D x 60"W	Straight work surface, plastic edge, high pressure laminate, T-base legs
18	Amia Chairs, Upholstered	Swivel base, Height adjustable arms
1	110 Series Marker board 96"W x 48"H	E3 Environmental ceramic steel surface, attached marker tray 48"W

Substitutions: Alternate Seating for Conference Table:
8 Node Chairs, Swivel base, Arms

Award: Award may be in full, by schedule, item or items, or any combination thereof, whichever is in the best interest of the Owner.

Delivery Terms: FOB Destination prepay and allow.

Payment Terms: Net 30 days

- **Pricing:** Unit prices shall be net and include all costs to supply, deliver, install and warranty items. Each item must be priced separately. In the case of a discrepancy between the unit price and the extended price, the unit price shall prevail. All responses must be sealed and received by the due date either in person or by mail. Email and/or Faxed responses will not be accepted. Responses are to be delivered to:

Renee Harlow, Purchasing Director
Keene State College
229 Main Street, Keene NH 03435-1603

Insurance Requirements: Within ten (10) business days after the Owner mails, sends a fax transmission or delivers a Notice of Acceptance, Agreement or Purchase Order, or prior to beginning work on campus, whichever is sooner, the successful Firm shall deliver to the Owner the Certificate of Insurance specified on the document entitled "Insurance Requirements." The document can be accessed by going to <http://www.unh.edu/purchasing/Insurance%20Requirements.pdf>.

USNH Terms and Conditions: Terms and conditions are available on the UNH Procurement Services web site at www.unh.edu/purchasing/forms.html. By responding to this solicitation, the Firm acknowledges that s/he has read, understands and accepts the USNH's terms and conditions

Public Records: Applicability of the New Hampshire Right to Know Law, RSA 91-A

- Subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, prior to the issuance of an award the USNH shall treat all bids received as confidential. After the issuance of an award all bids shall be public records. If no award is issued and the solicitation is cancelled without intention of reissuance, all bids shall be public at the time of cancellation. If no award is issued and USNH intends to reissue the solicitation, all bids shall be confidential until the award is issued or the subsequent solicitation is cancelled without intention of reissuance.
- Also subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, the working papers and any other records of the discussions or deliberations of the evaluation committee or any of its members shall be treated as confidential and entitled to either or both of the specific exemptions from public access provided for in RSA 91-A:5, VIII and IX.
- Applying labels to documents such as "confidential" will not keep them from becoming public records as described in the preceding sections or otherwise affect the application and operation of the New Hampshire Right to Know Law, RSA 91-A."