



December 11, 2023

To Whom It May Concern:

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature Session 2009, Homewood City Schools will be receiving proposals for the **New Cafeteria Furniture for Homewood Middle School**. All sealed bids must arrive at the Homewood Board of Education by **9 A.M. (CST) on Thursday, January 4, 2024**. The office is located at 450 Dale Avenue, Homewood, 35209. The official bid specifications are enclosed.

Homewood City Schools reserves the right to reject any and all bids.

Thank you for your interest.

Sincerely,

**Rachel Fowler, MS, RD, SNS**  
Child Nutrition Program Director  
Homewood City Schools

**INVITATIONS FOR BIDS:**  
**HOMEWOOD CITY SCHOOLS**  
**450 Dale Avenue**  
**Homewood, AL 35209**

Sealed proposals will be received at the Board Office of Homewood City Schools per bid specifications attached. Bids will be opened at 9 A.M. CST, January 4, 2024. Failure to provide the information requested and in the requested format is reason for rejection, without consideration.

**The envelope/container must be marked *Cafeteria Tables for Homewood Middle School* on the front and "Sealed Bid DO NOT OPEN" across or near the seal.**

1. Late bids will not be opened or considered.
2. No faxed or electronic bids will be accepted.
3. All bidders should submit bids on the bid response form provided.
4. Homewood City Schools are exempt from sales tax.
5. Material charges must be specified.
6. Delivery charges must be specified in the proposal.
7. Labor charges must be specified in the proposal.
8. Installation charges must be specified in the proposal.
9. All bids shall remain in force for 60 days after the date of bid opening and may be accepted or rejected by the owner at any time prior to the expiration of this period.
10. Warranty Documents must be included in the proposal.
11. **E-Verify Requirement.** Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act No. 2011-535) requires that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of Understanding **MUST** be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify). The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account. All questions should be directed to Rachel Fowler at (205) 877-4547.

## **Design Specifications**

Homewood Middle School current lunchroom furniture is 8-seat tables with separate chairs. The winning bidder will provide seating for approximately 376 students using tables with attached seating including 2 wheelchair-accessible tables. Additionally, three bistro-height tables to accommodate 24 adults are required.

New student tables must be on movable castors and include support structure to prevent stool misalignment. They should be lightweight and equipped with industry approved lift mechanisms that minimize stress on cafeteria staff to the greatest degree possible while allowing complete access underneath and around for cleaning and sanitizing. Finishes must be non-porous, cleanable and durable.

Seating is to be fixed in place to the tables and must be non-porous, cleanable, durable and provide access for cleaning and sanitizing under and around. *Tables designed for free- standing seating will only be accepted for the Adult tables specified.* Finishes must be non-porous, cleanable and durable. The following table styles and quantities are requested:

<u>Table Specifications</u>	<u>Quantity</u>
Type 1: Round Top w/ 2 bench seats and 4 attached individual seats	18
Type 2: Octagon Top w/ 8 attached individual seats	18
Type 3: Square Top w/ 2 bench and 4 attached individual seats	9
Type 4: Round table w/ space for 2 wheelchairs, 2 attached individual seats and 2 benches including 2 stools for use without wheelchair. Minimum table height 32"	2
Adult tables: 96" length to seat 8, 42" height, 30-36" depth. Solid end panels with inner and outer surface to match tabletop laminate. Soft glides or casters. Single laminated privacy/modesty panel and footrest should run the length of the table.	3

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Delivery and installation by a manufacturer-approved service must be included in the total proposal package.

All new tables and seating must be guaranteed sound for a minimum of 10 years.

Alternate tables to the specified type must be pre-approved by the Child Nutrition Director no later than December 15, 2023.

All table top laminates, edges, finishes and stools should be quoted with standard colors and materials. *No premium colors or custom designs will be accepted*

***The bid will be awarded to vendor quoting the lowest price for the total of all furniture pieces***

### **Installation and delivery**

The successful contractor will schedule the installation and delivery dates with the Child Nutrition Director. Because the school year will have already begun, the delivery and installation will have to be completed around the school day schedule. Weekend and holiday dates are available for scheduling.

### **Bid Acceptance**

The Homewood City Board of Education reserves the right to reject any or all proposals, to waive any informality and unless otherwise specified by the bidder, to accept any item on the proposal. If a bidder fails to stipulate otherwise, it is understood and agreed that the Homewood City Board of Education has sixty (60) days to accept. The Homewood City Board of Education reserves the right to reject any and all proposals.

**BID FORM**  
**Homewood Board of Education**  
**New Cafeteria Tables for Homewood Middle School**

450 Dale Avenue  
Homewood, AL 35209  
Attention: Rachel Fowler

**Bid Opening Date and Time: January 4, 2023 @ 9:00am**

**Please enter your bid amounts below and submit this form along with Warranty and E-Verify information.**

Business Name: \_\_\_\_\_

Table Type	Unit Price	Quantity	Extended Price
Student Table Type 1		18	
Student Table Type 2		18	
Student Table Type 3		9	
Student Table Type 4		2	
Adult Table		3	
Labor, Delivery & Installation			
		GRAND TOTAL:	