

**Central Elementary Library Media Center  
Saylesville Elementary Library Media Center**

**Project  
Schedule**

**PROJECT CONTACT LIST**

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**PROJECT & BID SCHEDULE**

September 26, 2022	RFP # 2022-1
October 6, 2022	Deadline for Requests for information
October 13, 2022	Responses to Bidder Questions
October 18, 2022	Bid Opening
November 1, 2022	Purchase Orders Issued (Estimate)
February 15, 2023	Target Date for Substantial Completion & Installation



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# Central Elementary Library Media Center

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### BID INSTRUCTIONS

1. This Request for Proposal (RFP) will address the furnishings for the Central Elementary and the Saylesville Elementary Schools Library Media Centers. Both locations will be renovated with construction work commencing on or about November 1, 2022 with completion no later than February 1, 2023.
2. For all furnishings, specific products are listed. These specifications are based upon design and performance criteria, which have been developed by the Lincoln Public Schools because of extensive research and careful analysis of the project and scope of work. During our design phase, specific manufacturers have been selected for use and indicated as Basis of Design. It is not necessary to specify that specific line of furniture, however we will expect the quality of the submitted "equal" specification to meet or exceed these standards and a complete product line catalog including fabric, color choices, styles, and options must be included with this bid. A detailed specification that describes the product's fabrication, materials, construction, finishes, dimensions, and operational details must be submitted with the bid. Any alternate submissions will be subject to a sample to be provided within seven (7) days of the request and be subject to a sample to be provided within seven (7) days of the request and be subject to extensive review. Failure to supply this information will result in the bid rejected.
3. Furnish all labor, materials, equipment and furniture for a complete installation as indicated on the drawings and specifications for items tagged.
4. The furniture contractor's written response to this RFP shall include the following:
  - Bid form showing Bill of Materials, unit costs, and extended costs per product.
  - Lead time for each product.
  - Vendor personnel and contract information for who will be responsible for the supervision and coordination of order entry, delivery, and servicing the project.
  - An itemization of the manufacturer's respective warranties and their guarantees for the products and services.



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- Schedule for the project starting with the issuance of the RFP on September 26, 2022 through installation, which will begin on or about February 1, 2023. Indicate interim deadlines for purchase orders, approvals, submittals, and schedule for delivery (include duration per area).

5. The Furniture Contractor is responsible for all final quantity take-offs on all items. Any discrepancies between plans and specifications must be brought to the attention of the Specifier for correction by addenda during the bid period. Any such discrepancies determined and not corrected by addenda shall be resolved on the basis of furnishing the greater quantity without change in unit price.

6. All submitted pricing will include an itemized packing, freight, delivery and all fees.

7. Prices shall be valid without commitment to the Lincoln Public Schools for one hundred-twenty (120) days from the bid date.

8. All furniture, foam and fabric must meet applicable fire codes; additional testing and treatment for compliance is the responsibility of the Furniture Contractor. Costs for such treatment shall be included in the quotation. Furniture will not be accepted for delivery without required fire code specified labels. All costs associated with fire code requirements must be included in the bid price.

9. Target date of furniture delivery is February 1, 2023. No additional charges be incurred for delivery through February 1, 2023. However, the Lincoln Public Schools reserves the sole right, at no additional cost to the School Department, to delay this date by up to thirty (30) days. Vendors shall be responsible for storing, placing all furniture at no cost to the Lincoln Public Schools. The Lincoln Public Schools will confirm delivery date fifteen (15) days prior to preferred installation date.



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## GENERAL NOTES

1. Verify all quantities and dimensions. Correct quantities shall be the responsibility of the Contractor.
2. Verify all upholstery material requirements with manufacturers.
3. Verify all model numbers with all manufacturers.
4. Dimensions shall be figured rather than determined by scale or rule.
5. Initial contact shall be made with manufacturer's representatives listed on Specification Sheets and on the List of Manufacturers and Sources, and their names shall appear on the purchase orders.
6. Contractor shall bring any discontinued products, shortages, and discrepancies within the Contract Documents to the attention of the Architect / Designer prior to proceeding with the work.
7. All submittals for each item must be approved by the Architect prior to purchase, ordering, manufacturing, fabrication or production.
8. All upholstery core and fitting material shall be fire retardant and should, in all respects, comply with local fire resistance and flammability requirements.
9. The Contractor shall coordinate with the Client regarding the Client's requirements for extra stock of any items.
10. Contractor shall note that generic mock-ups shall be required for submittal to the Interior Designer for approval and to establish standards for firmness, crowns, and fullness, as follows:
  - Loose seat cushion for fully upholstered items
  - Loose back cushion for fully upholstered items
  - Throw pillow



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11. Submittals shall be reviewed and approved prior to fabrications, manufacturer or production. Contractor shall consult with the Interior Designer to determine specific mock-up requirements prior to commencing with the Work.

12. All workmanship and products shall be guaranteed against defective parts, materials and finish under normal usage for a minimum period of one year from the date of final acceptance.

13. Product warranties and guarantees of manufacturers exceeding one (1) year shall remaining effect for the expressed duration.

14. Warranties shall not commence before Owner acceptance of installed furniture.

15. The Furniture Contractor on all installed items with regard to service shall provide a minimum one (1) year warranty.

16. The contractor shall make repairs or render service within ten (10) working days from notice by the Lincoln Public Schools.

17. The Furniture Contractor shall provide any replacements within fifteen (15) working days from notice by the Lincoln Public Schools.

18. All furniture and related components as specified shall meet or exceed all appropriate established code and standards regarding durability, performance and life safety. Unless otherwise specified, they shall comply as a minimum, with the following standards or any updates thereof:

- ASTM-E-84 for surface burning characteristics.
- AWI (American Woodworking Institute) Premium Grade Quality Standards
- Occupational Safety and Health Administration (OSHA)
- ANSI/BIFMA standards for Contract Furnishings

19. The Furniture Contractor shall be responsible for coordination and delivery of all C.O.M. fabrics and any necessary additional handling of fabrics due to testing of fabrics for approval by manufacturers. All costs for coordination and handling are included in bidprice.



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**END OF BID INSTRUCTIONS + GENERAL NOTES**

**GENERAL FURNISHINGS SPECIFICATIONS**

**Bid Event No. 2022-1**

**I. GENERAL INFORMATION**

**1.01 DESCRIPTION**

A. Work included: Furnishings complete, as shown and specified in this Specification, individual Furnishings Specification Sheets and Drawings. All Work shall be governed by the General.

B. Definitions: Furnishing shall be defined as furniture and its upholstery materials, and miscellaneous items as specified on each Furnishings Specifications Sheets.

**1.02 QUALITY ASSURANCE**

A. Qualification of Contractor: Contractor (may also be called Purchasing Contractor, Purchasing Agent or Purchasing Dealer) shall be experienced in the type, size and quality of work specified and capable for submitting a list of work completed within the past 12 months, at least 3 business references, and credit references.

B. Qualification of Subcontractors: Subcontractors shall have the same qualifications as the Contractor. Where items of work are done under subcontracts, each item shall be subject to these Specifications.

C. Flammability and Code Requirements:

1. Compliance with all flammability and code requirements, e.g. fire retardant treatment for upholstery fabrics, shall be coordinated by and the responsibility of the Contractor.

a. Label: Attach label to indicate compliance, if required by code.

D. Overall Product Quality: All furnishings shall be of the highest commercial standard



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of manufacture and finish. Finishes shall be durable and be able to withstand normal and customary use for projects of this type and exposure to foods and liquids.

### 1.03 SUBMITTALS

A. General: Contractor shall submit required submittals to the Architect in accordance with the General Specifications and the Special Conditions.

B. Submittal Requirements:

1. Shop Drawings: Show in detail materials, dimensions, and thickness, methods of assembly, attachments, relation to adjoining work, and other pertinent data and information. For upholstered furnishings, show layout allowing for fabric repeats and widths.

2. Product Data: Manufacturer's specifications, installation instructions, and information specifically pertinent to the Work.

3. Samples: Following listed samples; additional, if specifically requested should be submitted with seven (7) business days.

a. Fabric and Leather: One linear foot of each color and type specified from actual dye lot to be used in the Work.

b. Stone: Each type and finish specified; 6" x 6".

c. Metal: Each type and finish specified; 2" x 4" and solids if applicable.

d. Paint, lacquer, and decorative finishes: Each type and color specified; 6" x 6".

e. Plastic: Each type and finish specified; 6" x 6" and solids if applicable.

f. Plastic laminate: Each type and color specified; 6" x 6".

g. Wood: Each type and finish specified; 12" x 12" and solids if applicable.

h. Glass: Each type, finish, and edge type; 12" x 12".



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- i. Paper: Each type, color, and finish specified; 12" x 12".
  - j. Furnishings hardware: Each type and finish specified, if requested.
4. Maintenance and Operating Manuals: if applicable, manufacturer's written instructions detailing maintenance and operating instructions, manufacturer's original parts list, spare parts recommended for stocking, and additional data specifically required on each Furnishings Specification Sheet.
5. Mockups and prototypes: As required on each Furnishings Specifications Sheet.
6. Warranties: As required under General and Supplementary Conditions.

#### **1.04 DELIVERY, STORAGE, AND HANDLING**

Some installs will require multiple visits to complete. Vendor is responsible for a complete installation with no additional charges to be incurred.

A. Wrap or crate furnishings to prevent damage during shipping and installation. Keep furnishings under cover at all times.

B. Do not deliver furnishings until spaces in which furnishings are to be installed are ready for installation or until special storage space has been made available and approved by the Client or Architect.

C. Provide warehousing and insurance for furnishings until installed or until on-site storage is made available.

- 1. Store the work in accordance with manufacturer's instructions, with seals and labels intact and legible.
- 2. Store sensitive work in weather-tight indoor enclosures; maintain within temperature and humidity ranges required by manufacturer's recommendations.
- 3. Arrange storage to provide access for inspection; periodically inspect to assure products are undamaged and are maintained under required conditions.
- 4. After installation, provide covers to protect the work from damage from traffic and construction operations, remove when no longer needed.



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D. Promptly inspect merchandise to assure that products comply with requirements, quantities are correct, and the work undamaged. Notify Architect of any discrepancies or damage.

1. No damaged work will be acceptable; items with minor defects or scratches on exposed surfaces will be considered as damaged.

2. Notify Architect immediately when replacement or delivery of missing items will delay installation schedule.

E. Tagging (Sidemarking): Contractor shall finish identification code for furnishings which will identify its final location.

1. Tag each piece of furnishings identifying final location in Project.

2. Tag furnishings prior to delivery in manner permitting easy removal without damaging finishes and in locations that are easily seen and read.

3. Upon delivery verify item tagged had been provided as specified and in its perfect condition.

4. Do not remove tags until instructed by Architect.

F. One (1) month prior to delivery or move in contact manufacturers to confirm scheduled shipping and delivery dates.

1. Continue checking with factory on a weekly basis until installation of goods.

2. Intention of above is to assure up-to-date information on furniture status, thus avoiding sudden last minute revisions.

G. Coordinate delivery routes for furnishings to all designated locations with Client. Inspect routes in person for any impediments to delivery and if any exist provide a written report to the client and Interior Designer.



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### 1.05 SCHEDULING

- A. Submit outline of time required to receive various items from each manufacturer. Indicate total hours required to install, assuming all merchandise is received by the Contractor.
- B. Phase delivery and installation of furniture to coincide with completion of space so Owner can utilize areas as soon as possible.
- C. Confirm item description with manufacturer's numbers and Furnishings Specification; in event of discrepancies, inform Architect.
- D. If established move-in dates cannot be met by specified manufacturer's delivery dates, inform Architect of possible solution or alternatives.
- E. If, within one (1) month after issuing purchase order, written acknowledgement has not been received from factory, contact factory and obtain written acknowledgement.

### 1.06 JOB CONDITIONS

- A. Existing conditions: Contractor shall have visited building site and to be thoroughly familiar with all discernable existing conditions under which the Contractor shall be obliged to operate and conduct the work.
- B. Staging facilities: Staging area will be designated by Contractor as scheduling permits.
- C. Temperature and humidity: Maintain room temperature at minimum 60 degrees F or at least 24 hours prior to installation; relative humidity shall be that at which area is to be maintained.
- D. Protection: Protect installed furnishings, existing construction, and adjacent finishes from damage; satisfactory repair surfaces damaged by work under this section. Provide security measures to protect completed work. Close-off completed areas to traffic until furnishings are accepted.



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## II. EXECUTION

### 2.01 PREPARATION

- A. Obtain dimensions affecting work from site.
- B. Observe Project progress to deliver furniture for areas as areas are ready to receive furniture

### 2.02 INSTALLATION

- A. Set furniture and accessories level, plumb, square and true.
  - 1. Attachment joints: Hairline, without gaps or spaces.
- B. Assemble units including accessory components in accordance with manufacturer's instructions.
- C. Install items in accordance with manufacturer's instructions by workers skilled and familiar with furnishings installation.
- D. Coordinate installation of telephone and electrical cords in furnishings as required.
- E. Attach files and shelving as required for seismic bracing.
- F. Place accessories in designated areas just prior to acceptance of area by Client.



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**2.03 ADJUSTING AND CLEANING**

- A. Adjust doors, drawers, hardware, fixtures, and moving or operating parts to function smoothly and correctly.
- B. Clean furniture including sides, backs and hardware: vacuum fabrics.
- C. Remove crating and packing materials from site on same day furniture is delivered or, if furniture is stored at project, on same day as installed.

**END OF GENERAL FURNISHINGS SPECIFICATIONS**



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**SPECIAL CONDITIONS FOR SCHOOL FURNISHINGS, FIXTURES AND EQUIPMENT**

The following Special Conditions shall apply and govern all equipment suppliers and contractors and their subcontractors in matters of furnishing and delivering equipment for this project:

**ARTICLE 1. BID DOCUMENTS**

The contract of the parties includes the Bid Forms, Inventory, RFP, General Conditions and Specifications. These documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of the Architect and the Interior Design Consultant for correction by addenda during the bidding period. Any such discrepancies determined by the contractor and not corrected by addenda shall be resolved on the basis of furnishing the greater quantity without change in contract price. Note that Furniture Plans have been provided for illustration purposes. Refer to Inventory for quantities and scope of items in scope, as plans do not necessarily locate all furnishings and equipment and may identify some items that are not included in this particular project scope.

Bidders shall provide unit and extended prices in the attached Bid Form. The award shall be determined on a total sum basis for all of the items in this bid package. Line item bids shall not be awarded. Installation for each item shall be included in the individual bid price for that item.

**ARTICLE 2. INTENT**

It is the intent of these contract documents to include all labor, materials, appliances and services of every kind necessary to properly execute the work and to cover the terms and conditions of payment thereof, and to establish minimum acceptable requirements for equipment design and construction, and contract performance to assure fulfillment of the intended purpose.



**ARTICLE 3. PERMITS AND COMPLIANCE WITH CODES**

The Successful Bidder shall obtain and pay for all necessary permits and all equipment. All appliances and work shall conform to applicable safety and fire codes. All costs associated with meeting codes must be included in the bid.

**ARTICLE 4. PROTECTION OF WORK AND PROPERTY**

The Successful Bidder shall take all required precautions to protect all furnished furniture and equipment against damage, theft, and deterioration on the site. He or she shall respect the work of others and any accidental damage incurred to the work of others shall be promptly repaired or replaced at the expense of the Successful Bidder. All equipment shall be left in the proper location within the building and assembled as required with all manufacturer's directions and maintenance manuals, either attached or delivered to the Owner's representative in duplicate.

**ARTICLE 5. CHANGES IN EQUIPMENT OR WORK**

The Owner may order changes in the equipment or requirements and vary the quantity of items specified herein. In such instances, the "unit price" proposed on the Bid Forms submitted shall be extended to determine the contract price for the quantity purchased. All charges for additional equipment or revisions must be submitted in advance to the Owner for approval.

**ARTICLE 6. SAMPLES**

On request and without cost to the Owner, any bidder shall submit such full size samples of his or her finishes and/or equipment which in the opinion of the Owner, Architect, and/or Interior Design Consultant are necessary to judge adequately the character, quality and construction of his product. The failure to comply with the time prescribed shall be sufficient grounds for rejection of the bid. The Owner may impound samples submitted by a Successful Bidder for the period of the contract for comparison of materials delivered to the job site to assure they conform in every aspect to the approved samples submitted. Materials delivered that fail to conform to the approved samples shall be rejected.



Furniture manufacturers shall provide samples of the specified finishes and fabrics. Samples will be reviewed and approved by the Architect / Designer and Owner.

#### **ARTICLE 7. PAYMENT SCHEDULE**

The Owner may approve the Successful Bidder's invoices for payments of materials delivered and requirements completed of up to eighty-five percent (85%) of the contract price; the balance of fifteen percent (15%) being withheld until final approval and acceptance of contractual obligations.

#### **ARTICLE 8. DELIVERY INSTALLATION AND ACCEPTANCE OF GOODS**

Delivery location shall be to the specific elementary school for which the furniture is ordered.

Acceptance of goods shall occur when the awarding authority signifies in writing to the contractor that the goods are conforming.

a. All labor required delivering; uncrating, distributing, assembling and install furnishings or equipment purchased under this agreement shall be at the Successful Bidder's expense. Assembly and installation, where required, shall include all miscellaneous hardware and components required for complete assembly. Dimensioned installation plans will be made available to Successful Bidder prior to installation to ensure accurate furnishings placement.

b. The Successful bidder will be expected to work in harmony with the on-site labor force. (Additional information available upon request.)

c. Prevailing wage applies only when indicated by project compliance. If required, a Prevailing Wage Schedule for the project will be attached to this bid.

d. Items must be available for delivery no sooner than January 16, 2023 and no later than February 1, 2023. However, the Lincoln Public Schools reserves the sole right, at no additional cost to the Lincoln Public Schools, to delay this date by up to thirty (30) days.



If delays in furniture delivery occur, then manufacturer will provide "Owner" a suitable temporary substitute at no additional cost until the ordered item(s) arrives. All temporary substitutes to meet all required codes.

e. Deliveries will not be accepted unless previously scheduled with the Lincoln Public Schools and the General Contractor (person to be named in the purchase order. A minimum of two (2) weeks' notice is required. No deliveries will be accepted without prior notice and approval by General Contractor.

f. Before any product is brought into the space, a walk through will be conducted by the installation foreman and the client contact to note any existing building damages or conditions, as well as to confirm access clearances.

g. The Successful Bidder will be responsible for providing, placing and removing any protective materials over floors, walls, doorframes, etc., to the satisfaction of the Lincoln Public Schools. The building is two-stories with an elevator and driveway access in the front and side of the building.

h. The Successful Bidder will be responsible, at his or her own expense, for separating and disposing of project-related waste and packaging materials. This may include sorting for any non-reusable cardboard, skids, and any and all waste materials.

i. All products will be installed per manufacturer's specifications and all panels will be plumb and aligned. An installation manual shall be submitted to Owner on award of contract.

j. After installation, the Successful Bidder's project manager will conduct a walk through with the Owner to develop a "punch list" of incomplete items. A list of items to be repaired and a schedule shall be submitted to the Architect and the Interior Design Consultant prior to their formal review of the installation. Punch list items include missing damaged or incorrect products which cannot be installed per the approved plan. The job is complete if all products are installed satisfactorily per the approved plan. The punch list items must be corrected in ten (10) working days from walk-through.





**ARTICLE 9. PROCEED**

The Successful Bidder must be willing to proceed on Notice of Award Letter of Intent from Owner.

**ARTICLE 10. DEFINITION OF TERMS**

**“The Owner and Buyer”**

Lincoln Public Schools  
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**“The Architect”**

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**“Project Addresses”**

Central Elementary School  
1081 Great Road  
Lincoln, RI 02865

Saylesville Elementary School  
50 Woodland Street  
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**END OF SPECIAL CONDITIONS**



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