

INVITATION TO BID
FURNITURE FIXTURES & EQUIPMENT
New Lebanon Elementary School
State Project Number 057-0112 DV/N, Phase 2 of 4

Greenwich Public Schools is seeking competitive bids for delivery and installation of Furniture, Fixtures, and Equipment for the **New Lebanon Elementary School, 25 Mead Avenue, Greenwich, CT**. Categories include, but is not limited to, Classroom Furniture, Office Furniture, Cafeteria Tables, Chairs, and Library Furniture and Shelving.

Sealed Bids will be received at the office of Greenwich Public Schools, Purchasing Department, Senior Buyer Eugene H. Watts, 290 Greenwich Avenue, Greenwich, CT 06830 for the Project **until 11:00 a.m. on July 31, 2018**, at which time and place said bids will be opened publicly and read aloud. Bids may be hand delivered to the above address or directed by U.S. Mail to said office.

The bid documents and any addenda shall only be issued on the TSKP Studio's FTP website, for Greenwich Public Schools, at <ftp://tskp1.com> (See below for access). It shall be each bidder's responsibility to check the website and download any addenda issued prior to submitting a bid. TSKP Studio and Greenwich Public Schools WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDA TO BIDDERS. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to postpone the due date.

Any questions regarding the bid specifications and documentation shall be directed, in writing only, to Susan Pinckney spinckney@tskp.com & copy to Jessie Saylor jsaylor@tskp.com. All questions must be received no later than **11:00 a.m. July 19, 2018**.

Each bidder will be required to submit with their original proposal a bid bond or cashier's check in the amount of ten percent (**5%**) of the base bid. Each bidder shall honor the bid price until **November 30, 2018** without modification. Upon award of the bid, the Selected Bidder shall be bound by his bid price throughout the contract period.

Greenwich Public Schools reserves the right to reject any or all bids; to waive any informalities, omissions, or technical defects, if it deems such to be in the best interest of the Town.

Greenwich Public Schools is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Executive Order 11246.

To access the FTP site:

1. Ensure that you are connected to the internet via INTERNET EXPLORER (other browsers are not compatible). Alternately you may also try to access this through your Windows file explorer command line.
2. Connect to the ftp site <ftp://tskp1.com>
3. You will be prompted for a username and a password:
Username: **_grnwch_ffe**
Password: **Grnwch!FFE** (case sensitive)