November 2, 2026

REQUEST FOR PROPOSAL (RFP#01-27)

TURN-KEY FURNITURE SUPPLIER

McAllister Elementary New Wing Addition

1.0 **INTRODUCTION**

1.1 Bryan County Schools desires to contract with a vendor, operating in the educational market segment, who has the capability to provide total Turn-Key services for furniture and related products for new construction of an elementary wing in south Bryan County.

2.0 **GENERAL INFORMATION**

2.1 The School District will be purchasing new interior décor for an elementary addition. Vendors may submit quotes of furniture that are comparable to items on the description sheet. Furniture will need to be installed by July 2027. If the school addition is not complete by this date, vendors will need to be flexible and warehouse the furniture until needed. All trash from the furniture delivery should be removed from the campus by the vendor.

3.0 **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

3.1 Companies wishing to offer a proposal to Bryan County Schools should indicate interest via email to Walt Barnes, wbarnes@bryan.k12.ga.us and Allison Smith, asmith@bryan.k12.ga.us by November 30, 2026.

3.2 Requested proposal information in the RFP should be sent to Walt Barnes and Allison Smith by December 11, 2026. Proposals will be heard by BCS on January 8, 2027. The vendor with the winning bid will be notified on January 29, 2027.

3.3 Proposers should become familiar with any local conditions which may, in any manner, affect the services required. The proposer(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

3.6 Proposals not conforming to the instructions provided will be subject to disqualification at the sole option of the School District.

3.7 Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer for a period of 90 days, to provide the School Board with the services specified in the proposal.

4.0 **TIME SCHEDULE**

4.1 Bryan County Schools will not be under any requirement to complete the evaluation by a specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by Bryan County Schools. Notification of any changes to the time schedule will be made to Proposers by U.S. Certified mail, email or fax.

5.0 **AWARD**

5.1 Bryan County Schools reserves the right to accept or reject any or all proposals.

5.2 Bryan County Schools reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all proposals.

5.3 Bryan County Schools reserves the right to require proposer(s) to submit evidence of qualifications or any other information the Bryan County School District may deem necessary.

5.4 Bryan County Schools reserves the right, prior to approval, to withdraw the RFP or portions thereof, without penalty.

5.5 Bryan County Schools reserves the right to: (1) accept the proposal of any firm to be in the best interest of the District and (2) to reject any and/or all proposals.

5.6 Bryan County Schools reserves the right to conduct interviews with any of the proposers and to require a formal presentation by any of the proposers.

5.7 Bryan County Schools reserves the right to make the final selection based upon its own ranking. Further, nothing herein will prevent the Bryan County School District from making multiple awards, and to deem all proposals responsive, and to assign work to any firm deemed responsive.

5.8 Bryan County Schools reserves the right to modify or waive the conditions and requirements of this RFP where it determines that such modification is in its best interest.

6.0 **RFP INQUIRIES**

6.1 In order to maintain a fair and impartial competitive process, Bryan County Schools staff will not communicate with prospective firms regarding this RFP after RFP's are distributed. All questions and inquiries must be submitted via email no later than 2:00 p.m. EST, November 30, 2026, to: Walt Barnes, wbarnes@bryan.k12.ga.us and Allison Smith, asmith@bryan.k12.ga.us. All questions will be answered via email no later than 2:00 p.m. EST, December 4, 2026.

6.2 If necessary, an addendum will be emailed or delivered to all who are known by Walt Barnes to have received a complete set of proposal documents.

6.3 Copies of addendums will be made available for inspection at Bryan County Schools where proposal documents will be kept on file.

6.4 Companies submitting a RFP will be invited to make face to face presentations and showcase their furniture on January 8th at Lanier Learning Center, 6024 Hwy. 280 East. Pembroke, GA 31321. Vendors should plan to bring a sample of any furniture that is not the exact make and model described in the RFP. A schedule will be provided by Walt Barnes and Allison Smith by Dec. 16th.

7.0 **SCOPE OF QUALIFICATIONS & COMPANY INFORMATION**

7.1 Brief history of your company that includes:

- Similar projects and references
- Design and Specification Process
- Online project management system
- Furniture delivery and pre and post installation process
- Point of contact for sales, delivery and installation
- Describe the furniture warranty

7.2 List and describe a minimum of three (3) K-12 educational total turnkey projects that your company was awarded that compare in scope to the District's project as indicated in section 2.0. Include reference contact information for each project.

7.3 Provide a summary of your design and specification process, including the methods to specify, space planning and layout services.

7.4 Describe your online management system, including online layouts, equipment list, delivery information, project calendars, and communication tools.

7.5 Describe the project flow from award to installation. Include the step-by-step process that your firm uses to manage projects of this nature. Provide a summary of your standard delivery and installation process, including the methods used to place the correct item in the correct place. Provide post-installation procedures.

7.6 Describe who will be the company's point of contact during sells, delivery, and installation.

7.7 Describe your company's product warranty for each product you are quoting.

8.0 **BIDS**

Please provide a current list of all bids, contracts and/or cooperative agreements your company has in place.

	Total units	Unit to be Bid	Description of unit bid, if not the one specified	Price Per Unit
Bookshelves	35	Hon 1874c, laminate, 36 x 11 x 49. The laminate finish should be fusion maple.		
Chair-Students	136	Black Virco 13inch chair		
Chair-Students	285	Black Virco 15inch chair		
Chair-Students	90	Black Virco 18inch chair		
Chair-Teacher	23	Hon high back mobile task chair with arms, black mesh back and padded seat on castors.		
Desk-Student(s)	312	Hon adjustable student desk with black frame, fusion maple laminate, and a poly book box. 24 x 18		
Desk- Teachers	23	Hon teacher desk 48”x30”x29.5” single pedestal desk. The laminate finish should be a fusion maple.		
File Cabinet	19	Black, 4-drawer legal lock Hon 310 series		
Kidney Table	23	36”x72” kidney table with adjustable legs, black metal frame. The laminate finish should be a fusion maple.		
Table with 6 Ubooks	16	483072 Virco adjustable activity table with six Ubooks (30 x 72) black metal legs. The laminate finish should be a fusion maple.		
Kindergarten Cubbies	4	25 cubbies, 8-13/16”x10 -7/8”x6”, no higher than 36inch. The laminate finish should be a fusion maple.		
Kindergarten Cubbie with clear totes	4	25 cubbies, 8-13/16 “x10 -7/8x6 “, no higher than 36inch with clear trays. The laminate finish should be a fusion maple.		
Trash can	35	41 ¼ quarts black plastic trashcan		
Flag	16	11 x17		
Conference table	1	Conference table that seats 8. The laminate finish should be a fusion maple.		
Conference Chairs	8	Hon high back mobile task chair with arms, black mesh back and padded seat on castors.		

Total Package Bid Amount **$_____**

Total Bid with Installation included **$_____**

9.0 **INSURANCE REQUIREMENTS**

It is mandatory that the person/firm submitting the proposal have minimum Liability limits of $1,000,000.00 for both Comprehensive General Liability and Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). If the Proposer's current certificate of insurance does not meet the amount required, a statement must be included with the proposal document from their insurance carrier indicating that if a Proposal award was made to the firm, that the carrier would write the necessary insurance coverage. The successful Proposer must then have the required insurance placed in force with written notification provided to Bryan County Schools, prior to issuance of a purchase order which authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible proposer. The successful vendor must list Bryan County Schools as an additional insured**.**

10.0 **PREPARATION AND SUBMISSION OF PROPOSAL**

In order to maintain comparability and enhance the review process, it is requested that the proposals be organized and tabbed in the manner specified in section 7.

The undersigned hereby affirms that:

- Are a duly authorized agent of the proposer;
- Have read the RFP terms and conditions and any technical specifications which were made available and fully understand and accepts those terms unless specific variations have been expressly listed and identified with the company's response to this RFP.
- The proposal is being offered independently of any other responder.

SUBMITTING COMPANY: _____

By: _____ _____

Signature Date

_____ _____

Printed Name of Agent Title of Agent

Note: Proposals without the manual signature of an authorized agent of the proposing company shall be ineligible for award.

Name of Contact Person (if different from Agent): _____