



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

March 6, 2024

REQUEST FOR BID Office Furniture

Bids will be received by the Town of Merrimack until Friday, March 22, 2024 at 2:00PM to supply conference tables, desks and chairs to the Wastewater Treatment Facility. Bids shall include delivery and assembly with the enclosed bid specifications and following conditions:

The bids shall be submitted with the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall include delivery and assembly and be quoted F.O.B. Town of Merrimack, Wastewater Treatment Facility, 36 Mast Rd, Merrimack, NH 03054.

Descriptive literature is to accompany each bid.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids must be marked "Bid for Office Furniture" and shall be faxed to the Town of Merrimack Finance Department at (603) 424-0516 or delivered to the Finance Department located at 6 Baboosic Lake Rd, Merrimack, NH by the date and time specified above.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

The Town of Merrimack's Purchasing Policy is available on the Town's website:
http://www.merrimacknh.gov/town/departments/finance/bid_opportunities;
a copy may be obtained by contacting the Purchasing Agent.

For additional information please contact Kelly Valluzzi, Purchasing Agent, at (603) 424-7075 or kvalluzzi@merrimacknh.gov.



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

Bid Specifications Office Furniture

All items shall include delivery and assembly.

Conference Tables:

- **One (1) 18ft Racetrack Shape Panel Leg Conference Table similar to WFB Designs:**
 - Measures 18 ft W x 48 in D x 30 in H
 - Color: Mahogany

Tables:

- **Three (3) Round Tables similar to Correll 60”:**
 - Diameter 60” x Height 29”
 - Tabletop Thickness: 1 ¼”
 - Seating capacity: 6-8 chairs
 - Color: Black

Desks:

- **One (1) Bow Front U-Shaped Desk with Mobile File Cabinets, similar to Bush Business Furniture Series C:**
 - 72”W x 36”D Bow Front Desk, 72”W x 24”D Desk Credenza, 48” right return
 - 2 Drawer Mobile File Cabinet, 3 Drawer Mobile File Cabinet-both locking
 - Color: Black/Esspresso
- **One (1) 72” Bow front desk with 2-Drawer Mobile Pedestal, similar to Bush Business Furniture Series**
 - Color: Black/Esspresso
- **Five (5) Office Desk w/Mobile File Cabinet, similar to Bush Business Furniture Series C:**
 - 72”W x 24”D Office Desk
 - 3 Drawer Mobile File Cabinet-locking
 - Color: Black

Desks, continued:

- **Six (6) Reversible Top Computer Desk, similar to Safco:**
 - 47 ½"W x 28"D x 30" H
 - Color: Black

Office Chairs:

- **Twenty-Six (26) Mesh Nesting Chairs with Armrests:**
 - Seat dimensions 18W" x 19D"
 - Seat height 19"
 - Weight rated up to 275 LBS
 - Color: Black
- **Seven (7) Mid-Back Swivel/Tilt Work office chairs, similar to SuperSeats "The Agent":**
 - Seat height: 18"- 22 ¼"
 - Adjustable height
 - Adjustable arms
 - 5-star base with casters
 - Color: Black Mesh
- **Four (4) Big & Tall 400 lb rated Black Mesh Swivel Ergonomic Office Chair, similar to Flash Furniture Hercules Series Big & Tall:**
 - 400 lb weight capacity
 - High back design
 - 3" thick foam padded seat, 19.5" seat
 - Armless
 - Adjustable Height
 - Color: Black



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Bid on Office Furniture
Bid Form
Due by
2:00PM on Friday, March 22, 2024

18ft Racetrack Shape Panel Leg Conference Table, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 1 = \$ _____
Manufacturer & Model# _____

Round Tables, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 3 = \$ _____
Manufacturer & Model# _____

Bow Front U-Shaped Desk, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 1 = \$ _____
Manufacturer & Model# _____

Bow Front Desk, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 1 = \$ _____
Manufacturer & Model# _____

Office Desk w/mobile file cabinet, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 5 = \$ _____
Manufacturer & Model# _____

Computer Desk, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 6 = \$ _____
Manufacturer & Model# _____

Mesh Nesting Chairs w/armrests, according to the Town's bid specifications,
Including delivery & assembly: \$ _____ ea x 26 = \$ _____
Manufacturer & Model# _____

Bidder Name: _____

Mid-Back Swivel/Tilt Work Chair, according to the Town's bid specifications,

Including delivery & assembly: \$ _____ ea x 7 = \$ _____

Manufacturer & Model# _____

Big & Tall Black Mesh Swivel Office Chair, according to the Town's bid specifications,

Including delivery & assembly: & _____ ea x 4 = \$ _____

Manufacturer & Model# _____

Delivery and set up is guaranteed to be within _____ calendar days after receipt of purchase order.

Descriptive literature enclosed: yes _____ no _____

Is this an all or none bid: yes _____ no _____

The above bid is provided in accordance with the Town's bid invitation dated March 6, 2024, except as indicated below.

Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____ Fax No: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail address: _____