

REGULAR MEETING

April 15, 2024  
6:30 p.m.

**MEMORANDUM**

**H.2 Approve Cooperative Bid Award for Student Computer Tables Mr. Sederlund**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve a CTE furniture contract award utilizing the Hospital Purchasing Services (HPS) cooperative program for the CTE program at CVHS in the amount of \$35,899.90.”

RATIONALE: Aggressive pricing was obtained through the HPS cooperative contract program, of which Chippewa Valley Schools is a member. The student computer tables will replace the current tables that have become a safety hazard for both students and the computers as they are old and have been needing consistent repairing over the years. Funding will come from the 2018 Building & Site Fund for this purchase.

# Furniture, Finishes & Equipment

Phone: (800) 632-4572 | Fax: (269) 795-1189



03/19/2024

MM126682

## Quote

To: Chippewa Valley Schools #1655  
LILLIAN GRAYSON  
19120 Cass Ave.  
Clinton Twp., MI 48038  
586-723-2152 (Contact)  
lgrayson@cvs.k12.mi.us

From: HPS  
Sarah Hall  
3275 N M-37 Highway  
Middleville, MI 49333  
800-632-4572 (Contact)  
shall@hpsnet.com

Project: Chippewa Valley High School  
COMPUTER TABLE  
18300 Nineteen Mile Rd.  
Clinton Twp., MI 48038

Item	Qty	Description	Sell	Sell Total
1	30 ea	<b>OFFICE TABLE</b> X AmTab CTF244 COMPUTER TABLE, ALL WELDED, FLIP TOP, WIRE MANAGEMENT 24"WX48"L ADJUSTABLE HEIGHT 30-38 FRAME COLOR: BLACK LEG COLOR: BLACK TOP LAMINATE: NEPAL TEAK 7209 TOP FINISH: 60-MATTE TOP CORE: STANDARD TOP EDGE TYPE: DYNA ROCK TOP COLOR EDGE: BLACK DEEPER WIRE MANAGEMENT. 2" CASTER SETS	\$1,040.73	\$31,221.90
<b>Extended Total:</b>				<b>\$31,221.90</b>

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Item	Qty	Description	Sell	Sell Total
3	1 ea	<b>SERVICES: INSTALLATION / TRAINING SERVICES</b>	\$2,850.00	\$2,850.00
		Custom SERVICES Installation: Receive, deliver, uncrate, assemble and set in place 32 CTF244 computer tables. Also, remove and dispose of old tables. -all the tables are to one location only (Chippewa Valley High School - 18300 Nineteen Mile Road., Clinton Twp., MI 48038) - placed in 1 classroom (Classroom 212) for all 32 tables - Room 212 is on the second floor - an elevator is available for use - You will have access to the building Monday-Friday between 8 am -5 pm.		
			<b>Extended Total:</b>	<b>\$2,850.00</b>

Merchandise	\$34,071.90
Est. freight	\$1,828.00
<b>Total</b>	<b>\$35,899.90</b>

Thank you for the opportunity to quote the above item(s). If you have any questions, need more information or would like to place an order, please call me at the HPS office.

Michelle Thompson  
HPS Customer Service  
mthompson@hpsnet.com

**\*Invoices paid with credit card are subject to a 3% processing fee\*\***

**\*\*Per Vendor, current lead time is 8-12 weeks from receipt of order.**

LIMITED ACCESS FEE & FUEL SURCHARGES MAY APPLY AT TIME OF INVOICE.  
PRICING SUBJECT TO MANUFACTURE'S PRICE INCREASES.

Estimated freight is based on delivery of all the tables to one address, including lift gate/ramp delivery. Will require staff to meet the truck, unload and bring items into the building.

**Please verify all Dimensions and any Voltage & Phase or Gas types before placing an order. Verify equipment will fit through all doorways and sufficient turning room exists at all points along route to final destination inside building.**

PRICE INCREASES / AVAILABILITY / LEAD TIMES

This quote is based upon the manufacturer's current published price list.

Freight delays and/or periodic shortages of raw materials and parts due to the worldwide pandemic

may result in extended lead times and increased cost after your order is placed, which is out of our control.

HPS cannot be held responsible for any manufacturer cost increases or production delays to orders. We will communicate with you as soon as we are notified should any changes occur.

### **Important Information about your Delivery!**

**NOTE:** If facility will be receiving delivery of order than they will be responsible for the below. If order is being sent to an Installer to receive, than they will be responsible for the below.

**You are responsible for:**

- Removing the shipment from the truck unless a lift gate delivery is required to get equipment to ground level (Must be noted on PO and there will be an additional charge for lift gate service)
- Bringing it into your location (Delivery drivers do not bring equipment into building)
- Noting damaged or missing items on the carrier's delivery receipt

**Upon inspection, if any piece of the shipment is damaged or missing:**

- Note it clearly on the delivery receipt before signing (ie - "missing 3 pieces", "holes in packaging", "multiple dents on table", etc).
- Keep your copy of the delivery receipt
- Contact us within 1 business day
- Keep the damaged packing materials for inspection
- Take pictures of the damaged items and packaging

**If you do not make note of these issues in any way on the delivery receipt, we cannot guarantee any compensation for damaged or missing items.** By signing your name on the delivery receipt without declaring these exceptions, you are stating that you have received your shipment in acceptable condition.

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_