



Memphis Merit Academy Charter School

INVITATION TO BID

Memphis Merit Academy Charter School (MMACS) is opening competitive bidding in the Procurement Department in Memphis TN, 38118.

MEMPHIS MERIT ACADEMY CHARTER SCHOOL WILL RECEIVE AND PUBLICALLY OPEN SEALED BIDS IN THE PROCUREMENT DEPARTMENT. SUBJECT TO THE INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ADDENDA, AND ANY OTHER ELEMENTS OF THIS INVITATION TO BID, INCLUDING THOSE INCORPORATED BY REFERENCE.

The invitation to bid document is in the format of Microsoft Word format. Any alternatives to this document made by the bidder may be grounds for rejection of bid, cancellation of any subsequent award, or any other legal remedies available to Memphis Merit Academy Charter School.

DATE ISSUED: **April 26, 2019**

SERVICE START DATE: **July 1, 2019**

RFP TITLE: **Furniture**

RFP NUMBER: **100-04**

TELEPHONE NUMBER: **901-930-7032**

EMAIL ADDRESS: bmcline@memphismeritacademy.org

ZOOM MEETING: Optional ZOOM meeting will be held on **Friday, May 3, 2019 at 10am.**

Please follow the link to the meeting: <https://zoom.us/j/835413989>

All bid responses must be received and time-stamped in the MMACS Procurement Department by no later than **May 10, 2019** at 3:00 pm Central Time. To review the BID requirements, please click on the link below: [Memphis Merit Furniture Requirements](#). **Proposals should be in the form of PDF document, no more than 25 pages.**

Download Bid Response Form Here: [Furniture Bid Response](#)

Submit Bid Response To:

Betty Michelle McCline at bmcline@memphismeritacademy.org

**Subject Line: Furniture Response 100-04*

OR

Mail Sealed Bid Response To:

Memphis Merit Academy Charter Schools

Attn: Betty Michelle McCline

Procurement Department

4775 American Way

Memphis, TN 38118

Bid envelope must include RFP Number, the bid opening date, and the bidder's address. Failure to provide this information on the envelope may result in bid not being considered. DO NOT submit bids by fax. The submission of a bid is an official waiver of claims of confidentiality. All offers are public record.



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RUBRIC

Points	Category	Description
45pts	Overall Cost (Total Lease Cost, Cost per copy)	How well does the proposal align to the school's overall budget?
25pts	Service Agreement	Does the total cost include installment? Can company provide installment for an additional fee? Does furniture items come with a warranty?
10pts	Expertise	What is the level of expertise of technicians working with our school and equipment? Are there a diverse set of references for follow-up on service experiences?
15pts	Net Term Flexibility	Does the vendor have the flexibility to change the net/term payment option to fit MMA needs?
15pts	Organization/ Mission Alignment	Is the organization willing to allow employees directly related to school attend MMA orientation session (if applicable)?
Total Possible Points = 100pts		

TIMELINE

Event	Timeline
Posting of BID	April 26, 2019, 5PM CST
Optional Conference Call	May 3, 2019, 10AM CST
Proposals submitted	May 10, 2019, 3PM CST
Evaluation Period	May 13-May 15, 2019
Announcement of Contract Selection	May 17, 2019, 4PM CST
Contract Commencement	July 1, 2019, 8AM CST

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