

**Monroe County Intermediate School District
1101 S. Raisinville Rd.
Monroe, MI 48161**

**REQUEST FOR BIDS
for
2026 Technology Furniture**

SCHOOL YEAR: 2026-27

The Monroe County Intermediate School District (MCISD) is seeking bids for workbenches and desks for the Technology Department of the district.

Bids will be received according to the following instructions:

GENERAL CONDITIONS

1. Bids may be emailed to bids@monroeisd.us to be held and opened at the date and time below. Also, vendors can submit sealed physical bids (2 copies) at the MCISD Administration Building, 1101 S. Raisinville Rd., Monroe, MI 48161 on or before **2:00 P.M. on July 21, 2026. NO LATE BIDS WILL BE ACCEPTED. BIDS WILL BE OPENED AT 2:00 P.M. on the bid due date.**
2. Any physical bids must be in a sealed envelope and clearly marked “**2026 MCISD Technology Furniture Bid**” on the face of the envelope carrying said bid, and are to be addressed to:

Nicholas Hay
Director of Information Services
Monroe County ISD
1101 S. Raisinville Rd.
Monroe, MI 48161

Any questions concerning the bid should be directed to Nicholas Hay via email at nicholas.hay@monroeisd.us

3. Bids are to be submitted to fully comply with all aspects in the specifications. Any deviation from what is listed is to be noted on your bid response form, or the bid may be considered rejected.
4. MCISD reserves the right to reject any or all proposals and bids, including that of the lowest bidder; or to accept bids either in whole or in part; to award contracts by individual items or by lump sum total; or to waive any informalities, defects or omissions in any bid, should it be deemed to be in the best interest of MCISD to do so.

5. Bids shall be binding for sixty (60) days from bid opening and prices will be binding for the length of the contract.
6. Awarding of the bid is pending final approval of purchase from the MCISD Board of Education.
7. Vendor shall include estimated delivery dates of equipment quoted at the time of your bid submission.
8. Shipping charges should include costs with a lift-gate on delivery truck, as this will be needed.

FURNITURE SPECIFICATIONS

MCISD is seeking bids for electric-lift desks and workbenches. This is for equipment only with no assembly. The following quantities and parts are from the benchdepot.com website, which vendors can submit other manufacture equipment with similar specifications and dimensions listed below. See Appendix A for mockup drawings, which do not include all requested options we are seeking.

Workbench (Version A):

QTY 2 – 24”d x 72”l x (30-42”)h* Work Benches w/ electric lift & cleanroom top (*height includes casters) with these options:

qty	description	frame color	top color
2	Leg Mounted 48"H Upright Set	BLACK	
2	Power Strip W/8 Outlets – 64”L	BLACK	
2	Urethane Casters Set - 4" Diameter (Assembly Required)	STANDARD	
2	Adj Top shelf - Cleanroom Laminate Rnd Frnt Edge	BLACK	LIGHT GRAY
2	Bottom Shelf - Cleanroom Round 18"D x 70”L	BLACK	LIGHT GRAY
2	Dual Tilt Vertical Sliding LCD Monitor Holder	STD.BLACK	
2	90° Frames for Overhead Light 72" L	BLACK	
2	Overhead Aluminum LED Lights (1 Double Strip) - 72"L		WHITE
2	Single Bin Box Rail 67" L	BLACK	
2	Steel Drawer 14.5"D x 20"L x 6" H	BLACK	
4	Steel Pegboard 14"HT	BLACK	
2	Truss set support for mobile bench	BLACK	
2	Double Door Overhead Cabinets Hinged Doors	BLACK	

Workbench (Version B):

QTY 1 – 24”d x 60”l x (30-42”)h* Work Benches w/ electric lift & cleanroom top (*height includes casters) with these options:

qty	description	frame color	top color
1	Leg Mounted 48"H Upright Set	BLACK	
1	Power Strip W/8 Outlets 52" L	BLACK	
1	Urethane Casters Set - 4" Diameter (Assembly Required)	STANDARD	
1	Adj Top shelf - Cleanroom Laminate Rnd Frnt Edge	BLACK	LIGHT GRAY
1	Bottom Shelf - Cleanroom Round 17.5"D x 58"L	BLACK	LIGHT GRAY
1	Dual Tilt Vertical Sliding LCD Monitor Holder	STD.BLACK	
1	90° Frames for Overhead Light 60" L & LED LIGHT 60" Long combo w/ rocker	BLACK	
1	Overhead Aluminum LED Lights (1 Double Strip) - 60"L		WHITE
1	Single Bin Box Rail 55" L	BLACK	
1	Steel Drawer 14.5"D x 20"L x 6" H	BLACK	
2	Steel Pegboard 14"HT	BLACK	
1	Truss Set support for mobile bench	BLACK	
1	Double Door Overhead Cabinets Hinged Doors	BLACK	

Workbench (Version C):

QTY 2 – 24”d x 48”l x (30-42”)h* Work Benches w/ electric lift & cleanroom top (*height includes casters) with these options:

qty	description	frame color	top color
2	Leg Mounted 48"H Upright Set	BLACK	
2	Power Strip W/8 Outlets – 40”l	BLACK	
2	Urethane Casters Set - 4" Diameter (Assembly Required)	STANDARD	
2	Adj Top shelf - Cleanroom Laminate Rnd Frnt Edge	BLACK	LIGHT GRAY
2	Bottom Shelf - Cleanroom Round 17.5"D	BLACK	LIGHT GRAY
2	Dual Tilt Vertical Sliding LCD Monitor Holder	STD.BLACK	
2	90° Frames for Overhead Light 48" L	BLACK	
2	Overhead Aluminum LED Lights (1 Double Strip) - 48"L		WHITE
2	Single Bin Box Rail 43”L	BLACK	
2	Steel Drawer 14.5"D x 20"L x 6" H	BLACK	
4	Steel Pegboard 14"HT	BLACK	
2	Double Door Overhead Cabinets Hinged Doors	BLACK	

Desktop Workbench (Version D):

QTY 7 – 30”d x 60”l x (28-40”)h Desk Work Benches w/ electric lift & cleanroom top with these options:

qty	description	frame color	top color
7	Leg Mounted 48"H Upright Set	BLACK	
7	Power Strip W/8 Outlets 52" L	BLACK	
7	Adj Top shelf - Cleanroom Laminate Rnd Frnt Edge	BLACK	LIGHT GRAY
7	90° Frames for Overhead Light 60" L	BLACK	
7	Overhead Aluminum LED Light Dimmer Switch (1 Double Strip)		WHITE
7	Double Door Overhead Cabinets Hinged Doors	BLACK	
14	Truss Set support for mobile bench	BLACK	
7	Stainless Steel Stand Alone Adjustable Footrest with Angle Tilt	STAINLESS	
14	Steel Pegboard 14"HT	BLACK	

2026 MCISD Tech Furniture Bid Form

Bid Summary: Price should include shipping and all other costs involved as defined in RFP. Shipping should include lift-gate and any delivery charges (assembly will be by MCISD).

Qty	Item	Unit Cost	Extended Cost
2	Workbench Version A - 24" x 72"		
1	Workbench Version B - 24" x 60"		
2	Workbench Version C - 24" x 48"		
7	Desktop Workbench Version D - 30" x 60"		
1	Shipping / Lift-gate / Delivery		
Total			

Does the furniture meet all specifications set forth in specifications?

Yes _____ No _____

If no, list specs not met:

Please specify the type of warranty that is included on the components below.

Furniture _____ years

Other Comments or Notes for Consideration:

Quote Prepared By: _____

Name of Company: _____

Address: _____

Phone: _____

Signature: _____

Printed Name: _____

MONROE COUNTY ISD
2026 Technology Furniture BID FORM
Acknowledgement of Authority to Bid

My signature certifies that the proposal as submitted complies with all Terms and Conditions set forth in this RFP. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law and can result in fines, prison sentences and civil damages awards.

I hereby certify that I am authorized to sign as a representative for the following firm:

Firm Name: _____

Firm Address: _____

Signature: _____

Printed Name: _____

Business Phone: _____ Cellular Phone: _____

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF
OF
THE VENDOR AND FURNISHED WITH EVERY BID**

***The Board of Education will not accept this bid without this completed, signed and
notarized form***

AFFIDAVIT FAMILIAL RELATIONSHIP

STATE OF: _____

COUNTY OF: _____

_____, *being sworn, says*
(Affiant's printed name)

1. I am the _____ of _____
(title) (vendor bidder)
which has submitted, to **MONROE COUNTY INTERMEDIATE SCHOOL
DISTRICT**,
a proposal for the furniture and equipment.

2. I state that there is **NO** familial relationship between the owner or any employee of
above Vendor-Bidder and any member of the Board of Education or the Superintendent of
Monroe County ISD, said exceptions being as follows:

Signed: _____

Printed: _____

SWORN TO and subscribed before me, a Notary Public, in and for the above named state and
county this _____ day of _____, 2026. My commission expires on
_____.

Signature: _____, Notary Public

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”) hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Monroe County ISD as a result of an RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Monroe County ISD’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

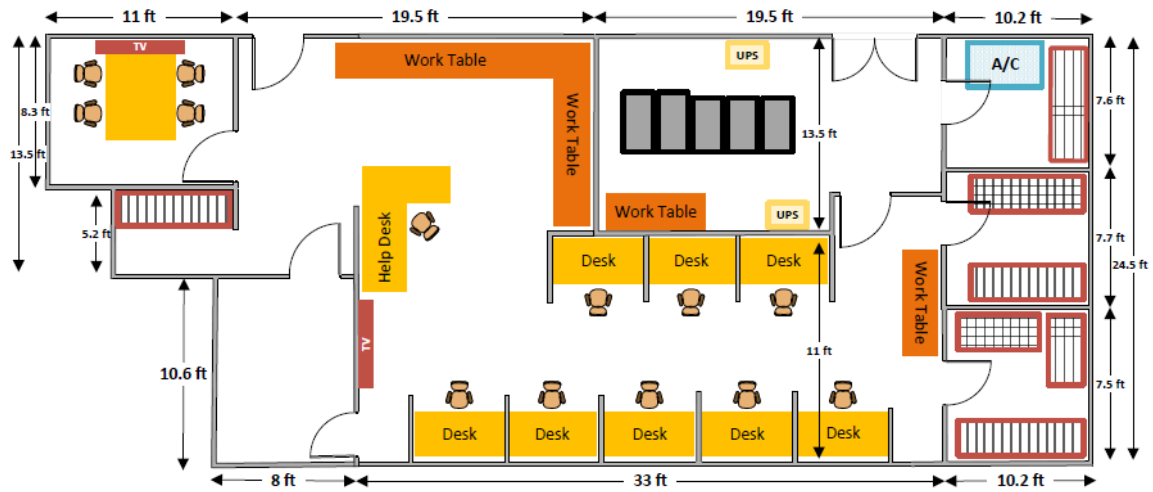
Name of Company

Name and Title of Authorized Representative

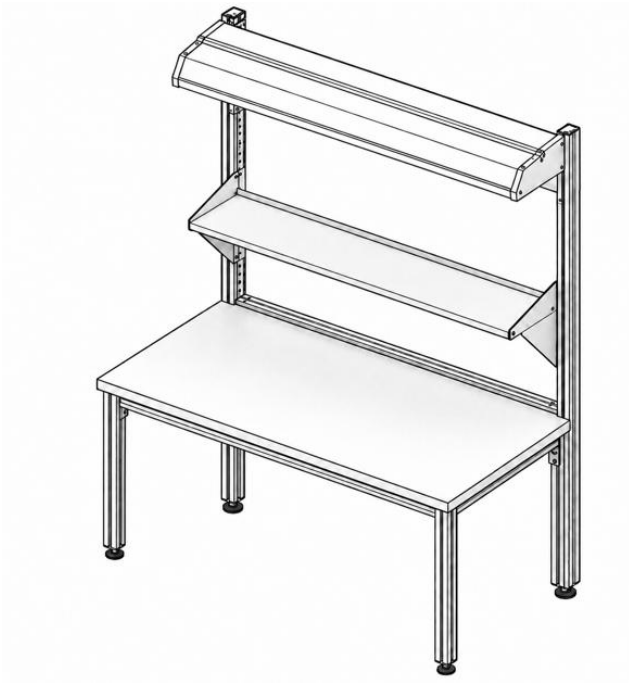
Signature

Date

Appendix A: Technology Dept Overhead & Mock Up Drawings



Desk (Workbenches)



Work Table (Workbenches)



Note: pictures are only provided as a reference and do not include all options as requested in the options.