

INVITATION TO BID

PROPOSAL

BID NO. 12-0138-6

**OFFICE FURNITURE FOR VARIOUS DEPARTMENTS WITHIN
THE PETE LIAKAKIS GOVERNMENT BUILDING IN CHATHAM COUNTY**

PRE-BID CONFERENCE: N/A

BID OPENING: 2:00 PM, DECEMBER 13, 2012

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER TABITHA ODELL

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.

- GENERAL INFORMATION AND INSTRUCTIONS TO BID
- SURETY REQUIREMENTS
- PROPOSAL
- BID SCHEDULE
- CONTRACT- (ON FILE AT THE CHATHAM COUNTY PURCHASING DEPARTMENT)
- LEGAL NOTICE
- ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT; E. SAVE AFFIDAVIT; F. BIDDER'S CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; G. M/WBE PARTICIPATION REPORT; H. LOBBYING AFFIDAVIT

COUNTY TAX CERTIFICATE REQUIREMENT: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER _____
CITY _____
COUNTY _____
OTHER _____

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS _____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____
SIGNATURE DATE

Chatham County has established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority of female ownership or general management. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____
Native American or Alaskan Indian _____ Female _____

In the award of "Competitive Sealed Bids", minority/female participation may be one of several evaluation criteria used in the award process.

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1621

Date: December 5, 2012

BID NO. 12-0138-6

GENERAL INFORMATION FOR INVITATION FOR BID/PROPOSAL

This is an invitation to submit a bid or proposal to provide Chatham County with construction, goods and/or services as indicated herein. Sealed bids or proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia**, up to **2:00 P.M., DECEMBER 13, 2012** at which time they will be opened and publicly read. The Purchasing Agent reserves the right to reject any and all bids and to waive formalities.

Instructions for preparation and submission of a bid or proposal are contained in this solicitation package. Please note that specific forms for submission of a bid/proposal are required. Bids must be typed or printed in ink. If you do not submit a bid/proposal, return the signed bid invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A ***PREBID CONFERENCE*** has been scheduled to be conducted in the Office of Purchasing and Contracting located at the **“1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia, N/A”** to discuss the Specifications or Scope of Services and resolve any questions and/or misunderstanding that may arise. You are encouraged to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

SECTION I
INSTRUCTIONS TO BIDDERS/PROPOSERS

1.1 **PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a bid or proposal to supply Chatham County with equipment, supplies, and/or services as described herein. All bids/proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **HOW TO PREPARE BID PROPOSALS:** All bid proposals shall be:

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be completed and submitted or your proposal may be declared non-responsive and rejected.**
- B. Typewritten or completed with pen and black or blue ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **HOW TO SUBMIT BID PROPOSALS:** All bid proposals shall be:

- A. Submitted in sealed opaque envelopes, plainly marked with the bid number and title, date and time of bid opening, and company name. **(One (1) original and one (1) copy)**
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

- **Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.**

BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 **HOW TO SUBMIT AN OBJECTION:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- A. When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.
- B. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
- C. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.

- 1.5 **FAILURE TO BID:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **ERRORS IN BIDS:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **STANDARDS FOR ACCEPTANCE OF BID FOR CONTRACT AWARD:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **BID TABULATION:** Tabulations for all bids will be posted for thirty (30) days following the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>
- 1.9 **BIDDER:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **COMPLIANCE WITH LAWS:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County stature, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.
- 1.11 **CONTRACTOR:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents. Any subcontracting must be specified in the bid/proposal. All subcontractors must be approved by the County!
- 1.12 **LOCAL PREFERENCE:** On 27 March, 1998, the Chatham County Board of Commissioners adopted a “*Local Vendor*” *Preference Ordinance* that gives the lowest Chatham County vendor submitting a responsible bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded the “right to first refusal”. “Local Vendor” is defined as a business or supplier which operates and maintains a regular place of business within the geographical boundaries of Chatham County or one of the local Municipalities of the County *AND* all real and personal property taxes are paid prior to award of a contract or purchase.
- 1.13 **MINORITY/FEMALE BUSINESS DEVELOPMENT PROGRAM:** Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/FBE certification and development. In order to accurately document participation,

businesses submitting bids, quotes or proposals are encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority or female ownership or general management.

A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications.

Bidders that intend to engage in joint ventures or utilize sub-consultants must submit to the County Contract Administrator, a report on Minority/Female Business Enterprise participation. If available and utilized, the goals for this Contract is 7% Minority or 5% Female participation.. The required information and format can be obtained by person, mail or fax from the Purchasing Office, by contacting Mrs. Arneja Riley, M/WBE Coordinator, at (912) 652-7860.

SECTION II GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 2.1 CONTRACT COMMITMENT:** This Bid/RFP does not commit Chatham County to award a contract, to issue a purchase order, or to pay any costs incurred in the preparation of a bid/proposal in response to this request.
- 2.2 GEORGIA OPEN RECORDS ACT:** The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.
- Responses to RFPs shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.
- The vendor and their bid price in response to Bids will be read aloud at public bid openings. After Board approval, all solicitations shall be available for public viewing.
- Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.
- 2.3 GEORGIA TRADE SECRET ACT OF 1990:** In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a "Trade Secret". The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.4 CONTRACTOR RECORDS:** The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.5 INTERPRETING SPECIFICATIONS:** The specifications or scope of services contained herein are intended to be descriptive rather than restrictive. The County is soliciting a bid/proposal to provide a complete product or service

package which meets its overall requirements. Specific equipment and system references may be included in this IFB/RFP for guidance, but they are not intended to preclude bidders/proposers from recommending alternative solutions offering comparable or better performance or value to the County. Unless specifically stated otherwise with regard to a specific item of equipment, it should be assumed that the County requires all equipment proposed for this project to be supported by a manufacturer's warranty which is equal or better than the prevailing standard in the industry.

Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mention is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements.

Changes in the scope of services or specifications, terms and conditions of this IFB/RFP will be made in writing by the County prior to the bid/proposal due date. Results of informal meetings or discussions between a potential bidder/proposer and a County official or employee may not be used as a basis for deviations from the requirements contained in this solicitation.

- 2.6 MULTIPLE BIDS:** No vendor will be allowed to submit more than one bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.
- 2.7 BID FOR ALL OR PART:** Unless otherwise specified by Chatham County or the bidder, CHATHAM COUNTY RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS WHICH WILL BE IN THE BEST INTEREST OF CHATHAM COUNTY. Bidder may restrict his bid to consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
- 2.8 PRICES TO BE FIRM:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from bid opening date, unless otherwise stated in the bid.
- 2.9 COMPLETENESS:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.10 QUALITY:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship.

Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.

- 2.11 GUARANTEE:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacement or adjustments shall be made only at such time as will be designed by the County as being least detrimental to the operation of County business.

- 2.12 LIABILITY PROVISIONS:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.
- 2.13 DEBARRED FIRMS, INDICTMENTS AND PENDING LITIGATION:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred for doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending lawsuits, criminal violations and/or convictions, etc., and shall not have conflicts of interest. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered. A Statement of Disclosure **must** be provided with response.
- 2.14 CANCELLATION OF CONTRACT:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.15 PATENT INDEMNITY:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.16 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
1. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and;
 3. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.
- 2.17 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal best serves the interest of Chatham County. Appeal of an award can only be made after the Board of Commissioners make the award!

2.18 PROCUREMENT PROTESTS: Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

2.19 QUALIFICATION OF BUSINESS (RESPONSIBLE BIDDER OR PROPOSER): Defined as a person or firm who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faithful performance. **(Responsive Bidder or Proposer):** Defined as a person or firm who has submitted a bid or proposal which conforms in all material respects to the requirements set forth in the invitation for bids or request for proposal, such as submission by the date of the bid acceptance is stated and can meet all requirements for licensing, insurance, and service contained within this Invitation for Bid or Proposal.

Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being non-responsive or non-responsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

2.20 COUNTY TAX CERTIFICATE REQUIREMENT: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building and Regulatory Services at (912) 201-4300 for additional information.

2.21 DELINQUENT REAL AND PERSONAL PROPERTY TAXES: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

2.22 INSURANCE PROVISIONS: The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. **Contract work will not proceed without a current Insurance Certificate being in the possession of Chatham County.**

2.20.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

2.20.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.20.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the County.

- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Aggregate Liability Limits:** Prior to commencement of services, the Contractor must provide a statement from all liability carriers indicating the currently available limits of liability for all policies requested herein.
- I. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.23 COMPLIANCE WITH SOLICITATION - TERMS, CONDITIONS, AND EXCEPTIONS: This Invitation for Bid, and related responses of the selected Bidder/Proposer will by reference (within either a Contract or Purchase Order) become part of any formal agreement between the selected Bidder/Proposer and the County. The County and the selected Bidder/Proposer may negotiate a contract or contracts for submission to the Board of Commissioners for consideration and approval. In the event an agreement cannot be reached with the selected bidder/proposer, the County reserves the right to select an alternate bidder/proposer. The County reserves the right to negotiate with the Contractor the exact terms and conditions of the contract.

2.24 SIGNED BID CONSIDERED OFFER: The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.25 NOTICE TO PROCEED: The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.26 PAYMENT TO CONTRACTORS: Instructions for invoicing the County for products delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory completion of the work as more fully described in the contract document.

- C. *Upon completion of the work, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full. Affidavit will accompany each monthly invoice(s) submitted to the County for payment.*
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

**SECTION III
SPECIAL TERMS, CONDITIONS AND EXCEPTIONS**

- 3.1 **CONTRACT PERIOD:** ***N/A***The contract period will be for a period of one (1) year annual with automatic renewal options for four (4) additional one year terms upon agreement of all parties.
- 3.2 **INDEPENDENT CONTRACTOR:** The successful contractor will provide services under this contract as an independent Contractor and not as an agent of Chatham County. Joint ventures and sub-consultant arrangements are not prohibited; however, successful contractor shall secure written permission for the County before subcontracting any part of this contract.
- 3.3 **NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.
- 3.4 **PRICE CHANGE:** Preference shall be given to the bidder submitting the lowest and best firm price as his bid. Should it be found that due to unusual market conditions it is to the best interest of the County to accept a price with an escalation clause, the following shall apply:

The contract price shall be fixed for the first year. Cost data to support any proposed increase must be submitted to the Purchasing Agent not less than twenty (20) days prior to the effective date of any such requested price change.

No adjustment shall be made to compensate a contractor for inefficiency in operation, or for decreases in profits. Bids indicating "price in effect at time of shipment" will be considered invalid.

3.5 CASH DISCOUNTS/LATE CHARGES:

- A. Bid/Proposal Evaluation- Any cash discounts offered to the County must be clearly shown in the space provided. Cash discounts offered from one (1) percent or more for payment in thirty (30) days or more, will be considered for the purposes of evaluation. Any other cash discounts will not be considered in the evaluation.
- B. Prompt Payment- All discounts offered will be taken if earned. In the event that the County is entitled to a cash discount, the period of computation will commence on the date of delivery, or receipt of a correctly

completed invoice indicating the discount, whichever occurs later. If the County is entitled to a discount under the contract, but the invoice does not reflect the existence of a cash discount, and the County pays the invoice, it shall be entitled, upon demand, to credit in the amount of such discount. Payment of invoices owed by the County shall be made whenever possible within 30 days of the receipt of a correct invoice or goods, whichever is later, unless otherwise provided for in the solicitation document or resulting contract.

- C. Late Charges- Bids/proposals containing provisions for late charges, whether designated as interest charges or otherwise, will not be considered for an award. Bidders/Offerors are instructed to remove strike through, or otherwise withdraw any such provision contained in Vendor printed forms. The Vendor must initial such changes prior to submitting an offer the Chatham County.

3.6 BONDS: **NO BID OR PERFORMANCE BOND REQUIRED******

- A. *(NO BOND REQUIRED)* Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
- B. *(NO BOND REQUIRED)* Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- C. *(NO BOND REQUIRED)* Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.

3.7 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

3.8 WARRANTY REQUIREMENTS: (Check where applicable):

- A. Provisions of item 2.11 apply.
- X B. Warranty required.
 - 1. Standard warranty shall be offered with bid.
 - 2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

3.9 TERMS OF CONTRACT:

- A. Annual Contract- WITH FOUR (4) ANNUAL RENEWALS OPTION UNLESS DIRECTED OTHERWISE BY THE BOARD OF COMMISSIONERS.
- X B. One-time Purchase**
- C. Other

CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This ____ day of _____ 20 ____.

BY : _____
SIGNATURE

TITLE

COMPANY

CHATHAM COUNTY, GEORGIA

PROPOSAL

SPECIFICATIONS FOR:

BID NO. 12-0138-6

**OFFICE FURNITURE FOR VARIOUS DEPARTMENTS WITHIN
THE PETE LIAKAKIS GOVERNMENT BUILDING IN CHATHAM COUNTY**

GENERAL INFORMATION:

The purpose of this proposal is to purchase office furniture for the New Pete Liakakis Government Building. For additional information concerning these specifications, please contact *ONLY* Mr. Alton T Peterson, Jr., Procurement Specialist, at (912) 790-1621. Bidders are not to contact any County Department Directly. Detailed specifications are as follows:

4.0 CONTRACT SPECIFICATIONS: Sit-On-It, First Office, Mayline, or Equal

- a. The furniture is required for various departments within the Pete Liakakis Government Building. Please see attached drawing for your convenience.
- b. This is a onetime purchase. No formal contract is required; a Purchase Order will be issued. This includes delivery, freight, assembly and setup.
- c. Bids shall be evaluated based on the requirements set forth in this solicitation, which includes bidder responsiveness, capability, past performance and other criteria to determine acceptability.
- d. Each bidder shall submit a sketch/drawing of proposed office furniture. The exact manufacturer brand, model, part numbers and descriptions must be stated in bid response.
- e. Each bidder shall provide a time line for ordering, manufacturing products and installation time.

4.1 References:

Vendor is required to provide a minimum of four (4) references which will consist of Agency Name, Procurement Contact person, Telephone Number and Fax number. Chatham County reserves the right to contact any reference provided.

- 4.2** County Tax Certificate Requirement: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

4.3 No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

Chatham County, Georgia
BID FEE FORM
BID # 12-0138-6
Office Furniture for Chatham County Pete Liakakis Government Bldg.
Board of Assessor Dept.

<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr #</u>	<u>Unit</u>	<u>Total</u>
SIT-5624YB1.A98 MC1 FABRIC 26-GRD3 C5 E3	Focus Executive, Mesh Back, Enhanced Synchro Cntrl, A98 Arm Black Fabric Grade Selections Fabric Grade 3 Std Carpet Casters Seat Depth Adjustment Upgrade Est. Delivery Time	17			
SIT-3323F.A80 FABRIC 26-GRD3 BN ~ C5	Knack, Basic Synchro Cntrl, A80 Adjustable Arms Fabric Grade Selections Fabric Grade 3 Ballastic Nylon Option Std Black Base Carpet Casters Est. Delivery Time	60			
FOS-F148372 MCC	SET OF 2, 23.25WX21.25D SIDE CHAIR, MOOD (PACKED 2 PER CARTON) CRESCENT CHERRY GRADE 4 TEXTILES Est. Delivery Time	15			
SIT-682B.A77 FABRIC 26-GRD3 ~ C5 ~	ReAlign, Highback, Basic Task Cntrl, A77 Loop Fabric Grade Selections Fabric Grade 3 Std Black Base Carpet Casters Ballastic Nylon Option Est. Delivery Time	14			
SIT-9612.US	Soical, Side Chair, Silver Frame, Uph Seat, Armless	12			

26-GRD3	Fabric Grade 3 Est. Delivery Time				
SIT-90SC SC15	On Call, Side Chair, Chrome Frame, Armless Lagoon Est. Delivery Time	16			
GLB-1936P- 2F12 ~01	<u>LATERAL FILES-1900P</u> <u>Series-2 Drawer lateral file</u> <u>19.25D x 36W x 27.141H</u> GRADE -- Est. Delivery Date	<u>5</u>			
NOF-HN3630	<u>36X14X29.94 SQUARE</u> <u>EDGE BOOKCASE</u> <u>PULSE</u> Est. Delivery Date	<u>3</u>			
GLB1936P- 2F12 ~01 LAFC CGR WSTD	<u>LATERAL FILES-1900P</u> <u>Series-2 Drawer lateral file</u> <u>19.25D x 36W x 27.141H</u> GRADE -- FILE COLORS 1-CHARCOAL GREY C-(STD) KEY RANDOM NUMBERS Est. Delivery Date	<u>15</u>			
GLB1936P- 2F12 ~01 LAFC CGR WSTD	<u>LATERAL FILES-1900P</u> <u>Series-5 Drawer lateral file</u> <u>19.25D x 36W x 66.391H</u> GRADE -- FILE COLORS 1-CHARCOAL GREY C-(STD) KEY RANDOM NUMBERS Est. Delivery Date	<u>13</u>			
NOF-HN3630	<u>36X14X29.94 SQUARE</u> <u>EDGE BOOKCASE UNIV</u> Est. Delivery Date	<u>17</u>			
NOF-HN3630	<u>36X14X72.5 SQUARE</u> <u>EDGE BOOKCASE UNIV</u> Est. Delivery Date	<u>5</u>			
HOF-CP- WS42E X MC	<u>42DIA.CONFERENCE</u> <u>TOP,ROUND,LAM</u> NO GROMMET AMBER Est. Delivery Date	<u>2</u>			

HOF-BP-18 X	<u>18WX27H,CYLINDER BASE,NO WIRE MGMT,LAMINATE</u> AMBER Est. Delivery Date	<u>2</u>			
HOF-CP- WS36E X 425	<u>36DIA,CONFERENCE TOP,ROUND,LAM</u> NO GROMMET SHADOW Est. Delivery Date	<u>4</u>			
HOF-B4-29MB	<u>CONF TABLE,28WX28H,BASE,4 PRONG,BLACK</u> Est. Delivery Date	<u>4</u>			
FO-CC-M24PB	<u>Panel Bases</u>	<u>3</u>			
FOCP- 16848RT	<u>14 Ft Rectangular - HPL Table - Wood Grain Laminate</u>	<u>1</u>			
Total					

Chatham County, Georgia
BID FEE FORM
BID # 12-0138-6
Office Furniture for Chatham County Pete Liakakis Government Bldg.
Child Support Dept.

<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr. #</u>	<u>Unit</u>	<u>Total</u>
SIT- 5624YB1.A98 MC1 FABRIC 26-GRD2	<u>Focus Executive, Mesh Back, Enhanced Synchro Cntrl, A98 Arm Black Fabric Grade Selections Fabric Grade 2 Est. Delivery Date</u>	<u>12</u>			
SIT-3323F.A80 FABRIC 26-GRD3 BN ~ C5	<u>Knack, Basic Synchro Cntrl, A80 Adjustable Arms Fabric Grade Selections Fabric Grade 3 Ballastic Nylon Option Std Black Base Carpet Casters Est. Delivery Date</u>	<u>42</u>			
FOF-F148372 MCC 4	<u>SET OF 2, 23.25WX21.25D SIDE CHAIR, MOOD (PACKED 2 PER CARTON) CRESCENT CHERRY GRADE 4 TEXTILES Est. Delivery Date</u>	<u>20</u>			
SIT-682B.A77 FABRIC 26-GRD3	<u>ReAlign, Highback, Basic Task Cntrl, A77 Loop Fabric Grade Selections Fabric Grade 3 Est. Delivery Date</u>	<u>8</u>			
SIT-9612.US 26-GRD3	<u>Soical, Side Chair, Silver Frame, Uph Seat, Armless Fabric Grade 3 Est. Delivery Date</u>	<u>4</u>			
SIT-90SC SC15	<u>On Call, Side Chair, Chrome Frame, Armless Lagoon Est. Delivery Date</u>	<u>12</u>			
SIT-5213 FABRIC 26-GRD3 FS G5 BN	<u>Freelance, Side Chair, Armless Fabric Grade Selections Fabric Grade 3 Silver Frame Arm to Arm Ganging Bracket Ballastic Nylon Option Est. Delivery Date</u>	<u>18</u>			

SIT-5314 FABRIC 26-GRD3 FS G6 BN	<u>Freelance, Heavy Duty Chair, Arms 30"</u> <u>Fabric Grade Selections</u> Fabric Grade 3 Silver Frame Armless to Armless Ganging Bracket Ballastic Nylon Option Est. Delivery Date	<u>2</u>			
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<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr. #</u>	<u>Unit</u>	<u>Total</u>
GLB-1936P- 4F12 ~01 ~LAFC CGR WSTD	LATERAL FILES-1900P Series-4 Drawer lateral file 19.25D x 36W x 51.891H GRADE -- FILE COLORS 1-CHARCOAL GREY C-(STD) KEY RANDOM NUMBERS Est. Delivery Date	50			
BUR	72 x 36 x 18 Shelving for Supplies Est. Delivery Date	30			
MAY- EFL3615767SDV	7-Tier 4-Post Shelving Unit Single Sided Starter; 36W x 15D x 76H w/ 3 Dividers Per Shelf Est. Delivery Date	60			
NOFCP-B96E X MC	UNIVERSAL,48DX96W,CONFER ENCE TOP,BOAT,LAM NO GROMMET AMBER Est. Delivery Date	1			
NOF-BP-2427C MC	CONF TABLE,24WX27H,BASE,CURVE D,LAMINATE AMBER Est. Delivery Date	2			
MAY-304829	30" deep work tables Est. Delivery Date	10			
NOF-CP-SQ36E X 420	UNIVERSAL,36DX36W,CONFER ENCE TOP,SQUARE,LAM NO GROMMET SANDSTONE Est. Delivery Date	4			
NOF-B4-29MB	CONF TABLE,28WX28H,BASE,4 PRONG,BLACK Est. Delivery Date	4			
Total					

Chatham County, Georgia
BID FEE FORM
BID # 12-0138-6

Office Furniture for Chatham County Pete Liakakis Government Bldg.
Information and Communication Services Dept.

<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr. #</u>	<u>Unit</u>	<u>Total</u>
SIT- 5624YB1.A98 MC1 FABRIC 26-GRD2	<u>Focus Executive, Mesh Back,</u> <u>Enhanced Synchro Cntrl, A98 Arm</u> <u>Black</u> Fabric Grade Selections Fabric Grade 2 Est. Delivery Date	<u>1</u>			
SIT- 3323F.A80 FABRIC 26-GRD3 BN ~ C5	<u>Knack, Basic Synchro Cntrl, A80</u> <u>Adjustable Arms</u> <u>Fabric Grade Selections</u> Fabric Grade 3 Ballastic Nylon Option Std Black Base Carpet Casters Est. Delivery Date	<u>27</u>			
FOF- F148372 MCC 4	<u>SET OF 2, 23.25WX21.25D SIDE</u> <u>CHAIR, MOOD (PACKED 2 PER</u> <u>CARTON)</u> <u>CRESCENT CHERRY</u> GRADE 4 TEXTILES Est. Delivery Date	<u>22</u>			
SIT- 682B.A77 FABRIC 26-GRD3	<u>ReAlign, Highback, Basic Task</u> <u>Cntrl, A77 Loop</u> <u>Fabric Grade Selections</u> Fabric Grade 3 Est. Delivery Date	<u>24</u>			
SIT-9612.US 26-GRD3	<u>Soical, Side Chair, Silver Frame,</u> <u>Uph Seat, Armless</u> Fabric Grade 3 Est. Delivery Date	<u>9</u>			
SIT-90SC SC15	<u>On Call, Side Chair, Chrome Frame,</u> <u>Armless</u> <u>Lagoon</u> Est. Delivery Date	<u>6</u>			
SIT-974 SC5 FC2	<u>Inflex, Plastic Seat & Back, Side</u> <u>Chair, Casters, Armless</u> Navy Silver Est. Delivery Date	15			

<i>Part Number</i>	<i>Part Description</i>	<i>QTY</i>	<i>Mfr. #</i>	<i>Unit</i>	<i>Total</i>
GLB-9663-50 ~01 ~POLY BK CH	INDUSTRIAL MINOTAUR-Armless 10" Pneumatic Task Stool w/blk polyurethane seat and back and C10R casters GRADE -- POLY BLACK 1-BLACK F-CHROME Est. Delivery Date	9			
NOF-CP- S72E X 425	UNIVERSAL,36DX72W,CONFERE NCE TOP,RECTANGLE,LAM NO GROMMET SHADOW Est. Delivery Date	2			
NOF-B1- 29MB	CONF TABLE,29WX28H,BASE,2 PRONG,BLACK Est. Delivery Date	2			
BUR	72 x 36 x 18 Shelving for Supplies Est. Delivery Date	12			
NOF-CP- R84E X MC	UNIVERSAL,42DX84W,CONFERE NCE TOP,RACETRACK,LAM NO GROMMET AMBER Est. Delivery Date	1			
NOF-BP- 2427C MC	CONF TABLE,24WX27H,BASE,CURVED, LAMINATE AMBER Est. Delivery Date	4			
GLB-1936P- 4F12	LATERAL FILES-1900P Series-4 Drawer lateral file 19.25D x 36W x 51.891H	1			
~01 ~LAFC CGR WSTD	GRADE -- FILE COLORS 1-CHARCOAL GREY C-(STD) KEY RANDOM NUMBERS Est. Delivery Date				

GLB9336P-5MSL ~01 ~LAFC CGR WSTD	STORAGE CABINETS-9300P Series Multi-Stor-2 fixed shelves/1 adjustable shelf and full pull handle design - 18D x 36W x 65-1/4H GRADE -- FILE COLORS 1-CHARCOAL GREY C-(STD) KEY RANDOM NUMBERS Est. Delivery Date	1			
GTO-9336P-S72L CGR	Two Door Storage Cabinet with 2 Fixed Shelves and 1 adjustable shelf and 2 lateral files CHARCOAL GREY Est. Delivery Date	1			
MAY-727H	HPL Worksurface on 60 x 30 Work Table Storm Gray Matrix Laminate and Black Paint 721 Full Shelf for Base Est. Delivery Date	1			
NOF-BP-16 MC	UNIVERSAL,16WX27H,CYLINDER BASE,NO WIRE MGMT,LAMINATE AMBER Est. Delivery Date	1			
NOF-CP-WS36E X MC	UNIVERSAL,36DIA,CONFERENCE TOP,ROUND,LAM NO GROMMET AMBER Est. Delivery Date	1			
FO-CP-16848RT	14 Ft Rectangular - TFL - Intermix Table - Wood Grain Laminate Est. Delivery Date	1			
FO-CC-M24PB	Panel Bases for Intermix Est. Delivery Date	3			
MAY-SET SCR	End Tab; 24"W x 24"D x 24"H Bourbon Cherry on Cherry Veneer Est. Delivery Date	1			
RA-OF2460NCW TC	24x 60 Crank Height Adjustable Table Est. Delivery Date	1			
Total					

Chatham County, Georgia
BID FEE FORM
BID # 12-0138-6
Office Furniture for Chatham County Pete Liakakis Government Bldg.
Public Defender Office

<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr. #</u>	<u>Unit</u>	<u>Total</u>
SIT-5624YB1.A98 MC1 FABRIC 26-GRD2 C5 E3	Focus Executive, Mesh Back, Enhanced Synchro Cntrl, A98 Arm Black Fabric Grade Selections Fabric Grade 2 Std Carpet Casters Seat Depth Adjustment Upgrade Est. Delivery Date	24			
SIT-3323F.A80 FABRIC 26-GRD3 BN C5	Knack, Basic Synchro Cntrl, A80 Adjustable Arms Fabric Grade Selections Fabric Grade 3 Ballastic Nylon Option Carpet Casters Est. Delivery Date	3			
SIT-5623TB1.A93 MC1 FABRIC 26-GRD2 ELEMENT Z1 ~ C5	Focus Task, Mesh Back, Swivel Tilt Cntrl, A93 Multi-Adjustable Arms Black Fabric Grade Selections Fabric Grade 2 Element Standard Color Selection Black Std Black Base Carpet Casters Est. Delivery Date	15			
FOF-F148372 MCC 4	SET OF 2, 23.25WX21.25D SIDE CHAIR, MOOD (PACKED 2 PER CARTON) CRESCENT CHERRY GRADE 4 TEXTILES Est. Delivery Date	24			
SIT-681B.A77 FABRIC 26-GRD3 ~ C5	ReAlign, Midback, Basic Task Cntrl, A77 Loop Fabric Grade Selections Fabric Grade 3 Std Black Base Carpet Casters	64			

~	No Ballastic Nylon Option Est. Delivery Date				
SIT-682B.A77 FABRIC 26-GRD3 ~ C5 ~	ReAlign, Highback, Basic Task Cntrl, A77 Loop Fabric Grade Selections Fabric Grade 3 Std Black Base Carpet Casters No Ballastic Nylon Option Est. Delivery Date	24			
SIT-9612.US 26-GRD3	Soical, Side Chair, Silver Frame, Uph Seat, Armless Fabric Grade 3 Est. Delivery Date	15			
SIT-90SC SC15	On Call, Side Chair, Chrome Frame, Armless Lagoon Est. Delivery Date	12			
SIT-90SC SC15	On Call, Side Chair, Chrome Frame, Armless Lagoon Est. Delivery Date	12			
FOF-F48037 3 MOM-BOOM	24WX28D SIDE CHAIR, MEDAL GRADE 3 TEXTILES MOM-BOOM Est. Delivery Date	4			

NOF-CP-WS42E X MC	UNIVERSAL,42DIA,CONFERENCE TOP,ROUND,LAM NO GROMMET AMBER Est. Delivery Date	2			
NOF-BP-18 MC	UNIVERSAL,18WX27H,CYLINDER BASE,NO WIRE MGMT,LAMINATE AMBER Est. Delivery Date	2			
NOF-HN3036	36X14X29.94 SQUARE EDGE BOOKCASE UNIV Est. Delivery Date	22			
FOF-CC-P12048BT	Wood Grain Laminate 10' Conf table- Boat Shaped Est. Delivery Date	2			
FOF-CCM24PB	Panel Base Est. Delivery Date	5			

FOF-CC-P9648BT	Wood Grain Laminate 8" Conf Table - Boat Shaped Est. Delivery Date	1			
MAY-PRS4818T	Starter 48"W x 18"D Rectangular, LPL T-Mold Edge Est. Delivery Date	5			
5VC NOF-HN3036	Speckled Gray Matrix 36X14X29.94 SQUARE EDGE BOOKCASE UNIV Est. Delivery Date	22			
NOF-CW8436	84" Bookcase Est. Delivery Date	4			
GLB-1936P-3F12-01	LATERAL FILES-1900P Series-3 Drawer lateral file 19.25D x 36W x 39.516H GRADE -- Est. Delivery Date	10			
NOF-BP-16	UNIVERSAL,16WX27H,CYLINDER BASE,NO WIRE MGMT,LAMINATE Est. Delivery Date	8			
NOF-CP-WS36E	UNIVERSAL,36DIA,CONFERENCE TOP,ROUND,LAM Est. Delivery Date	8			
TOTAL					

Chatham County, Georgia

BID FEE FORM

BID # 12-0138-6

Office Furniture for Chatham County Pete Liakakis Government Bldg.

Tax Commissioner Office

<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr. #</u>	<u>Unit</u>	<u>Total</u>
SIT-5624YB1.A98 MC1 FABRIC 26-GRD2	Focus Executive, Mesh Back, Enhanced Synchro Cntrl, A98 Arm Black Fabric Grade Selections Fabric Grade 2 Est. Delivery Date	7			
SIT-3323F.A80 FABRIC 26-GRD3 BN ~ C5	Knack, Basic Synchro Cntrl, A80 Adjustable Arms Fabric Grade Selections Fabric Grade 3 Ballastic Nylon Option Std Black Base Carpet Casters Est. Delivery Date	27			
FOF-F148372 MCC 4	SET OF 2, 23.25WX21.25D SIDE CHAIR, MOOD (PACKED 2 PER CARTON) CRESCENT CHERRY GRADE 4 TEXTILES Est. Delivery Date	15			
SIT-682B.A77 FABRIC 26-GRD3	ReAlign, Highback, Basic Task Cntrl, A77 Loop Fabric Grade Selections Fabric Grade 3 Est. Delivery Date	8			
SIT-9612.US 26-GRD3	Soical, Side Chair, Silver Frame, Uph Seat, Armless Fabric Grade 3 Est. Delivery Date	4			
SIT-90SC SC15	On Call, Side Chair, Chrome Frame, Armless Lagoon Est. Delivery Date	8			

<u>Part Number</u>	<u>Part Description</u>	<u>QTY</u>	<u>Mfr. #</u>	<u>Unit</u>	<u>Total</u>
NOF-BP-16	UNIVERSAL,16WX27H,CYLINDER BASE,NO WIRE MGMT,LAMINATE Est. Delivery Date	8			
NOF-CP- WS36E	UNIVERSAL,36DIA,CONFERENCE TOP,ROUND,LAM Est. Delivery Date	8			
NOF-HN7236	36X14X72.5 SQUARE EDGE BOOKCASE UNIV Est. Delivery Date	12			
NOCP- SQ36E X 420	UNIVERSAL,36DX36W,CONFEREN CE TOP,SQUARE,LAM NO GROMMET SANDSTONE Est. Delivery Date	3			
NOF-B4- 29MB	CONF TABLE,28WX28H,BASE,4 PRONG,BLACK Est. Delivery Date	3			
GLB-1936P- 5F12 ~01 ~LAFC CGR WSTD	LATERAL FILES-1900P Series-5 Drawer lateral file 19.25D x 36W x 66.391H GRADE -- FILE COLORS 1-CHARCOAL GREY C-(STD) KEY RANDOM NUMBERS Est. Delivery Date	9			
NOF-CP- S72E X CW	UNIVERSAL,36DX72W,CONFEREN CE TOP,RECTANGLE,LAM NO GROMMET CORDOVAN Est. Delivery Date	1			
NOF-BP- 2427S	CONF TABLE,24WX27H,BASE,THIN PANEL LEG,LAMINATE Est. Delivery Date	2			
Total					

BID NO. 12-0138-6
OFFICE FURNITURE FOR VARIOUS DEPARTMENTS WITHIN
THE PETE LIAKAKIS GOVERNMENT BUILDING IN CHATHAM COUNTY

GRAND TOTAL \$ _____

NAME/TITLE

COMPANY NAME

MAILING ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

THIS BID WILL REMAIN IN EFFECT FOR _____ DAYS FROM THE DATE OF THE BID OPENING.

DISCOUNT(S) _____

TERMS: _____

RECEIPT OF ADDENDUM NOS. _____ HEREBY ACKNOWLEDGED.

BY: _____

VENDOR

MINORITY VENDOR/CONTRACTOR? _____ /YES _____ /NO

MINORITY CLASSIFICATION: _____

REFERENCES

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

PHONE NUMBER: _____

ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

- A. A drug-free workplace will be provided for the employees during the performance of the contract; and;
- B. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as

OFFICE FURNITURE FOR VARIOUS DEPARTMENTS WITHIN THE PETE LIAKAKIS GOVERNMENT BUILDING IN CHATHAM COUNTY pursuant to paragraph (7), of subsection (B) Of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR:

DATE:

NOTARY:

DATE:

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, that I (We), _____, _____, _____,
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham

County project procurement **OFFICE FURNITURE FOR VARIOUS DEPARTMENTS WITHIN THE PETE LIAKAKIS GOVERNMENT BUILDING IN CHATHAM COUNTY**, hereby consent,

covenant and agree as follows:

- a. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- b. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- c. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- d. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- e. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- f. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2012 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A.13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT E

***Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

Printed Name:

* _____
Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public

My Commission Expires:

ATTACHMENT F

**BIDDER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

Purchasing Staff Member Verification

Title _____ Date: _____

Comments:

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

ATTACHMENT G

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____ Fax () _____

LEGAL NOTICE

CCNO. 165388

Sealed bids will be received until **2:00 P.M.** on **DECEMBER 13, 2012** and publicly opened in Chatham County Purchasing Department, 1117 EISENHOWER DRIVE, SUITE C, Savannah, GA. for: **Bid No: 12-0138-6 OFFICE FURNITURE FOR VARIOUS DEPARTMENTS WITHIN THE PETE LIAKAKIS GOVERNMENT BUILDING IN CHATHAM COUNTY**

PRE-BID CONFERENCE: N/A IN THE OFFICE OF THE PURCHASING AGENT, LOCATED AT 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31406.

Specifications can be downloaded from the County's website at <http://purchasing.chathamcounty.org> and are available in the office of the Chatham County Purchasing Department, at the address listed above. For additional information concerning specifications, please contact only Mr. Alton T Peterson Jr, Procurement Specialist at (912) 790-1621. Bidders are not to contact a department directly. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL BIDS AND TO WAIVE ALL FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, PURCHASING AGENT

-Savannah News -INSERT: December 7, 2012

News only-
Please send two copies of affidavit to:
Chatham County Purchasing and Contracting Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1621