



REQUEST FOR QUOTATION
For
Annual Contract for Custom File Boxes

QUOTE NUMBER: 12-0050-6

The Number Must Appear On All Quotations and Related Correspondence.

Quotation must be received NO LATER THAN: 2:00 PM on May 31, 2012 at the office of the Purchasing and Contracting. Quotes may be faxed, emailed, mailed or hand delivered.

Address Reply To: Alton T Peterson, Jr

Mail to: 1117 Eisenhower Drive ~ Suite C Savannah Georgia 31406

Fax to: 912-790-1627

Email to: ATPeterson@chathamcounty.org

NAME OF BIDDER: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____ **FAX:** _____

EMAIL: _____ **FED TAX ID #:** _____

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ WOMAN

The undersigned proposes to furnish the following items in strict conformance to the specifications and Request for Quote issued by Chatham County for this quote. Any exceptions must be clearly marked in the attached Scope of Work:

If offering other than approved manufacturer and models, bidders should provide specification/cut sheets and warranty information to aide in the evaluation process.

Any colors not stated will be selected at time of award.

All prices shall include complete assembly, delivery and shipping or handling charges, training and removal of packing materials. A one (1) year warranty shall be included in the bid price.

SCOPE OF WORK

The purpose of this quote is to establish specifications and solicit bids for an Annual Contract for File Storage Boxes for the Chatham County Administrative Services department. For additional information concerning specifications, please contact Mr. Alton T. Peterson, Jr, Procurement Specialist, at (912) 790-1621.

4.1 GENERAL REQUIREMENTS:

- 4.1.1 The contract period will be for a period of one year with renewal options for four (4) additional one year terms. Contract prices are to remain fixed for the duration of the contract.
- 4.1.2 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 County Inspections Department at (912) 201-4300 for additional information.
- 4.1.3 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.
- 4.1.4 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. The contract shall be awarded to the Bidder with the lowest net price who meets or exceeds all specifications stated herein.
- 4.1.5 All bids received will be evaluated based on the criteria as stated herein. Contract award will be made to the firm who meets and/or exceeds all specifications and is found to be in the best interest of the County.

4.2 SPECIFICATIONS/CONTRACT REQUIREMENTS:

- 4.2.1 Contractor will be responsible for providing the estimated quantity of the item below. Orders will be placed as an "As Needed" basis. Minimum Orders will be for the packaging amounts stated herein. Packaging and shipping cost are to be included in pricing.
- 4.2.2 This file box will be a heavy duty cardboard with lidded design and all one piece which will be assembled into a box. A diagram of the file box is included in specifications. Information to be included on outside of file boxes are included and found after the specifications.

4.3 BILLING/INVOICES:

- 4.3.1 Invoices will contain details of items procured. The County reserves the right to conduct periodic audits to insure compliance with the contract terms.
- 4.3.2 Original Invoices are to be mailed to:

Chatham County Finance Department
Attn: Accounts Payable
P.O. Box 9297
Savannah, GA 31412
(912) 652-7900
(912) 652-7920 (Fax)

- 4.3.3 Invoices not paid within thirty (30) days shall be brought to the attention of the user department contract representative.

4.4 REFERENCES:

- 4.4.1 Four (4) references are required of related work completed within the last 24 months, and are to be submitted with this bid.
- 4.4.2 References are to consist of Company Name, Address, Phone Number, Contact Person, and Date work was completed, as per attachment "References".

Item No.	Description	Quantity	Unit Price	Total Cost
1	File Box – One piece 14 ¾ x 12 ¼ x 9 ¾	1000		
		1500		
		2000		
		2500		
		3000		

TIME REQUIRED FOR RECEIPT OF ORDER IS 20 DAYS

PLEASE ACKNOWLEDGE _____ YES _____ NO

Please Print Name

Authorization Signature

Date _____

REFERENCES

COMPANY NAME: _____

ADDRESS _____

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

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE COMPLETED:** _____

COMPANY NAME: _____

ADDRESS _____

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

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE COMPLETED:** _____

COMPANY NAME: _____

ADDRESS _____

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

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE COMPLETED:** _____

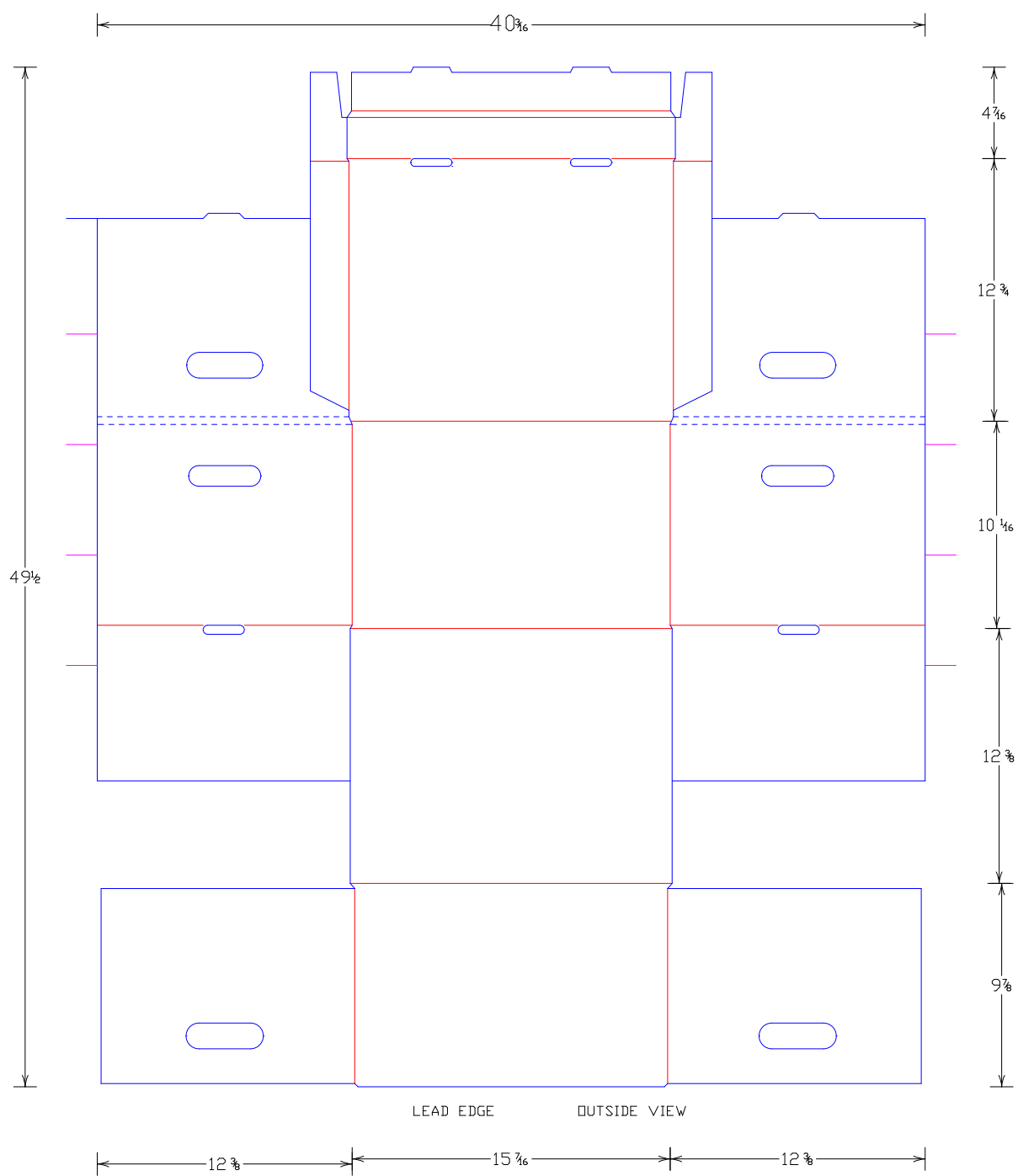
COMPANY NAME: _____

ADDRESS _____

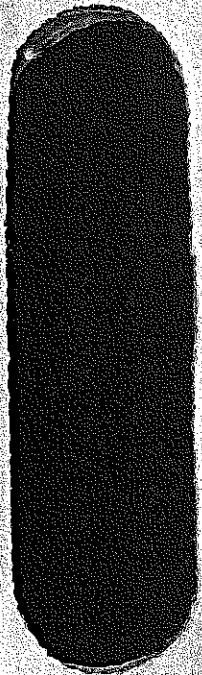
CITY _____ **STATE** _____ **ZIP** _____

CONTACT PERSON: _____

PHONE NUMBER: _____ **DATE COMPLETED:** _____



Chatham County Filebox
275# C Kraft Printed 1 Color



CARTON NO.

LOCATION:

DEPARTMENT

CONTENTS:

DESTRUCTION DATE

RECORD SERIES

FROM:

TO:

Request for Quotation Instructions

1. All shipments are to be F.O.B. destination. Freight charges must be included in quotation. Delivery shall be made to the address listed on the Purchase Order and within the time specified in the quote.
2. Quotations subject to terms set forth herein, are requested on the following list of materials, supplies or services. On quotes for services, Chatham County insurance requirements must be met. The successful vendor must provide the County with a Certificate of Insurance listing the County as Certificate Holder.
3. **Quote must be submitted on sheets provided in spaces indicated.**
4. Quotes for materials, supplies, vehicles, and/or equipment must be accompanied by Brochures, or copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles and/or equipment for which bids are made.
5. All information required by request for quotation must be completed to constitute a proper bid.
6. Vendor warrants that the goods are merchantable and as described herein or in the solicitation response. Additional warranties may be called for in the specifications.
7. Chatham County is exempt, by law, from any and all federal and state taxes. Do not include taxes in your quotations. Tax exemption number is **58-6001113**. Exemption certificate will be provided upon request.
8. Price Protection Period of ninety (90) days for all items desired from date of bid opening. Vendors are advised that prices in effect at time of bid shall apply and not be subject to revision at time of shipment.
9. The County reserves the right to split this award by line item if deemed to be in its best interest.
10. Minority/Women Business Enterprise (MWBE) Policy: It is the policy of the County to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the County.
11. **Local Preference:** Bids will be evaluated in accordance with the County's Local Preference ordinance.
12. **Employment Eligibility Verification:** As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”
13. O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the County are considered “public benefits.” Therefore, the bidders are required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package.
14. The original invoice is to be submitted to the County Finance Department. The purchase order number must be shown on all invoices and packing lists.
15. References may be requested of the successful bidder.

THIS IS NOT AN ORDER

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).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (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.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

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).

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 Chatham County 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: _____

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

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires: