



**REQUEST FOR PROPOSAL
Office Chairs, File Cabinets, and Shelving
Gordon County Courthouse and Offices**

Contact Information:

Gordon County
Attn: Purchasing Director
201 North Wall Street
Calhoun, Georgia 30701
(706) 879-2198
rbrambllett@gordoncounty.org

Table of Contents

1.0	Overview	3
1.1	Submission	3
1.2	Communication with Gordon County	4
1.3	Award	4
1.4	Payment Terms	4
1.5	Local Bidder Privilege	5
2.0	Tentative Calendar of Events	6
3.0	Scope of Work	7
4.0	General Vendor Info	8
5.0	Proposal Response Requirements	9
6.0	Bid Summary Sheet	10
7.0	Terms and Conditions	155
8.0	Forms	177
8.1	Acceptance of Terms of this Agreement	177
8.2	Non-Collusion Affidavit of Prime Proposer	188
8.3	Drug-Free Workplace Certificate	19
8.4	Contractor's E-Verify Affidavit and Agreement	20

1.0 Overview

The Gordon County Board of Commissioners will be accepting sealed written proposals from qualified vendors for the Furnishing and Delivery of Furniture, Fixtures, and Equipment for the Gordon County Courthouse and accompanying offices.

1.1 Submission

If you choose to submit a bid for this service and products, the County requires the vendor submit four (4) sealed original and copy printed bid/proposals (e-mail or faxes are not accepted). Your sealed bid/proposal must be marked, “***Chairs, Cabinets, and Shelving***”, and be delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on October 13, 2021**. Proposals submitted after the 2:00PM deadline shall be considered non-responsive and will not be opened. The bid response shall be in the form defined in **5.0 Proposal Response Requirements**.

Any response received after the deadline date and time shall be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. The submitted bid costs will be posted online at www.gordoncounty.org the day after the bid opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all bids received and/or disregard informalities in the bids received. If additional information is needed, contact Regan Bramblett, Gordon County Purchasing Director, at rbramblett@gordoncounty.org

In addition, the successful supplier shall submit the following items within ten calendar days of written notification from the county of the bid award:

- Proof of a valid and current business license from the city/county where the business is located.
- Written certification that the contractor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Proof of General Liability and Workmen’s Compensation Insurance
- **Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d) (form provided by county) E-Verify**

1.2 Communication with Gordon County

All Communications regarding this bid should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this bid should be submitted to Regan Bramblett via e-mail – rbramblett@gordoncounty.org. Your inquiry must contain “***Chairs, Cabinets, and Shelving***”, your company name, and telephone number. Information obtained from any other source is not official and should not be relied upon.

1.3 Award

While the County is entertaining a bid, it will not be bound to award the bid.

The County may contact and evaluate the vendor’s and any subcontractor’s references, contact any vendor to clarify response, and/or contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the bid received. Accordingly, bids should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

1.4 Payment Terms

THE COUNTY SHALL: Pay the contractor in payments with terms of NET 30 unless cash discounts are offered for early payment. All payments other than credit card payments are in the form of a mailed check.

1.5 Local Bidder Privilege

The County has, within the purchasing policies, a Local Bidder Privilege as defined below:

Because bids awarded to “local” vendors contribute to the Gordon County tax base and promote the local economy, the Gordon County Board of Commissioners has determined that, under certain circumstances, such “local” vendors shall be provided an additional privilege when bidding against non-local vendors.

If a “local” vendor’s bid shall meet all specifications and is not more than four percent (4%) more than the lowest responsive and responsible bidder, the lowest bidding “local” vendor shall be given one (1) business day from the opening of such bids in which to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor. If such “local” vendor shall not agree to match the low bid, then the next lowest “local” vendor, if any within this specified category, shall be given one (1) business day there from to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor, and so on until all “local” vendors who fall within the specified category have had an opportunity to match the low bid.

This privilege or preference shall not apply to road construction or public works projects otherwise governed by Georgia Law or to the purchase of any other goods and/or services, for which such preference is prohibited by Georgia Law.

A “local” vendor for purposes of this section shall be defined as a vendor maintaining a physical presence within Gordon County, including, but not limited to the maintenance of one (1) or more offices within Gordon County with continuous employment of not fewer than two (2) persons at such office(s) for more than six (6) months prior to the submission of such bid. The mere maintenance of a post office box within Gordon County shall not qualify a vendor as “local” for purposes of this policy.

2.0 Calendar of Events

Bid Posted:	September 29, 2021
Question Deadline	October 8, 2021 at 5 p.m.
Bid Submittal Deadline Gordon County Admin Building 201 N Wall St. Calhoun, GA 30701	October 13, 2021 at 2PM
Possible Board action on the bid	October 19, 2021
Possible Notice of Award	October 20, 2021

3.0 Scope of Work

The scope of this RFP includes the purchase, delivery and installation of chairs, filing cabinets, and shelving.

The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.

All deliveries are FOB destination.

Project Deliverables:

- Solutions to include new furniture only; no refurbished
- Solutions to align with aesthetics of building and meet user expectations
- Solutions to include appropriate scale, materiality, and durability to meet user expectations.
- 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.

Provide delivery and installation for aforementioned project including:

- Logistics and sequencing plan
- Responsibility for all product lead times and arrivals
- Coordination of replacement products due to manufacturing or shipping/handling damages
- Delivery shall be made to the following address between February 1, 2022 and February 4, 2022.
 - 101 South Piedmont Street Calhoun, GA 30701.

Special consideration will be given to vendors that include:

- Unpacking and assembly of all products
- Project manager on site for full duration of installation
- Removal of all waste/recyclable materials

The bid award may be split if it is in the best interest of the County.

4.0 General Vendor Info

Vendor is to provide references detailing a minimum of 3 similar contracts within the past 3 years.

Vendor is to review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The successful proposing vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

The signer of the bid must declare that the bid is in all respects fair and in good faith without collusion or fraud and that the signer of the bid has the authority to bind the principal proponent.

All bidders must be recognized dealers in the materials, services, or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Department that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.

5.0 Proposal Response Requirements

Company Name: _____

Authorized Bidder: _____ Date _____

The bid response should be in the following order.

This sheet should be the **first page** of your response followed by each of the following.

Check off each of the following to insure your response is complete.

____ Completed Bid Summary Sheet

____ Any information that the company deems makes it uniquely qualified

____ References (3) from customers purchasing similar products from you within the last 3 years. Include Description of Product, Contact Name, Company Name and Address and Current Phone Number of customer.

____ Completed Acceptance of Terms of this Agreement Sheet.

____ Completed Non-Collusion Affidavit

____ Any other information deemed necessary

Freight charges must be included in quotation.

CHAIRS:

(4) Judges Chairs:

Exact match, equivalent comparison, or superior to a Boss Office Products chair with black leather upholstery. Features include: Lumbar support, Leather upholstery, Seat height adjusts with one touch from a seated position, Adjustable tilt tension and tilt lock, Wood frame with casters. The style shall be a high-back executive chair with a mahogany frame that measures 46"H x 28"W x 32"D. Office Depot Item # 386277

Manufacturer _____ **Model** _____
\$ _____ **per unit x 4 units = \$** _____

(12) Executive Office Chairs:

Exact match, equivalent comparison, or superior to a Serta Smart Layers Arlington Executive AIR High-Back Chair. Features include: 5 layers of foam supported by individually wrapped ComfortCoils to provide optimal cushioning, bonded leather upholstery, flexible AIR lumbar zone, performance use 6-8 hours per day, Weight capacity tested to support 275 lb, Fingertip height and tilt adjustment controls, smooth-rolling casters, Meets and/or exceeds ANSI/BIFMA performance standards, Backed by the manufacturer's 10-year limited warranty, GREENGUARD certified — certified for low chemical emissions: UL.COM/GG - UL 2818. Ranked in two tiers: Certified and Gold. Gray in Color. Office Depot Item # 6181902

Manufacturer _____ **Model** _____
\$ _____ **per unit x 12 units = \$** _____

(144) Staff Task Chairs: \$ _____ **per unit x 144 units = \$** _____

Exact match, equivalent comparison, or superior to a Realspace MFTC 200 Multifunction Ergonomic Mesh/Fabric Mid-Back Task Chair. Features include: ergonomic personalized support, adjustable armrests, breathable mesh back design, seat height and locking backrest tilt, 1-touch height adjustment, Built-in casters, 5-year limited warranty. Black in color. Office Depot Item # 493876

Manufacturer _____ **Model** _____
\$ _____ **per unit x 144 units = \$** _____

(81) Guest Chairs with arms: \$ _____ per unit x 81 units = \$ _____
Exact match, equivalent comparison, or superior to a OFM's Leather Executive Side Chair with Sled Base in the Essentials collection, Model ESS-9015/ Features include: Padded seat, back, arms are upholstered in SofThread leather, sturdy black steel tube frame, holds up to 250lbs, Black in color Office Depot Item # 913762
Manufacturer _____ **Model** _____
\$ _____ per unit x 81 units = \$ _____

(30) Guest Chairs without arms: \$ _____ per unit x 30 units = \$ _____
Exact match, equivalent comparison, or superior to a Boss LeatherPlus Guest Chair. Features include: cushioned, supportive backrest, upholstered in faux leather, tubular-steel frame, scratch-resistant finish, Overall Dimensions: 34-1/2"H x 23"W x 24-1/2"D. Black in color. Office Depot Item # 277847
Manufacturer _____ **Model** _____
\$ _____ per unit x 30 units = \$ _____

(220) Stackable Chairs: \$ _____ per unit x 220 units = \$ _____
Exact match, equivalent comparison, or superior to a National Public Seating 8500 Ultra-Compact Plastic Stack Chair. Features include: waterfall seat sloping gently downward to minimize pressure on legs, Flexible backrest has subtle give for easy support, Injection-molded, textured polypropylene, easy-to-clean, resisting fading and scratches to look like new for years, Under-seat ribs provide reinforcement to prevent cracking, Hard-wearing, rigid chrome-plated steel frame providing a stable base, weight capacity tested to support up to 300 lb, Protective glides on the sled-style base make this chair easy to move without marking floors, Stacks up to 40 high for impressive storage. In Gunmetal/Chrome color finishes. (Being able to gang together would be a plus.) Office Depot Item # 8460229
Manufacturer _____ **Model** _____
\$ _____ per unit x 220 units = \$ _____

FILING CABINETS:

(69) Vertical 4-drawer Letter-Size Filing Cabinets

Exact match, equivalent comparison, or superior to a WorkPro vertical 4-drawer letter-size file cabinet, metal construction with a built-in lock, approximate measurements of 52"H x 15"W x 26-1/2"D. Black finish. Manufacture ID HID16949, Office Depot Item # 450092

Manufacturer _____ **Model** _____
\$ _____ **per unit x 69 units = \$** _____

(5) 4 Drawer (Legal & Letter Sized) Lateral Filing Cabinet

Exact match, equivalent comparison, or superior to a WorkPro 4 Drawer (Legal & Letter Sized) Lateral Filing Cabinet including hang rails, keylock, and levelers. Steel frame with approximate measurements of 52-1/2"H x 42"W x 18-5/8"D. Black finish. Manufacture ID HID19063, Office Depot Item # 361316

Manufacturer _____ **Model** _____
\$ _____ **per unit x 5 units = \$** _____

(2) 3 Drawer (Legal & Letter Sized) Lateral Filing Cabinet

Exact match, equivalent comparison, or superior to a WorkPro 4 Drawer (Legal & Letter Sized) Lateral Filing Cabinet including hang rails, keylock, and levelers. Steel frame with approximate measurements of 40-1/4"H x 36"W x 18-5/8"D. Black finish. Manufacture ID HID19048, Office Depot Item # 369434

Manufacturer _____ **Model** _____
\$ _____ **per unit x 2 units = \$** _____

**SPECIFICIATIONS FOR GORDON COUNTY CLERK
SUPERIOR COURT RECORD BOOK SHELVING:**

Quantity	Manufacturer	Details	Price
4	Steel Fixture Manufacturing Company	STANDING DESK UNITS, 13 SDF 5-80, 106" W X 44" H X 44" D	
1	Steel Fixture Manufacturing Company	S-113 STARTER UNIT, 21-5/16" W X 14-1/2" X 70-15/16" H	
13	Steel Fixture Manufacturing Company	S-113 ANNEX UNITS, 20" W X 14-1/2" D X 70-15/16" H	
1	Steel Fixture Manufacturing Company	S-113 FINISHED END PANELS (PAIR)	
1	Steel Fixture Manufacturing Company	**SPECIAL STANDING DESK, 13 SDF 5-60 111" W X 44" H, 44" D, WITH SPECIAL 1" ADDITIONAL WIDER BOOK OPENINGS.	

**INDICATES CUSTOM SIZING REQUIREMENT

SPECIFICATIONS FOR NEWSPAPER BOOK SHELVING:

Quantity	Manufacturer	Details	Price
1	Steel Fixture Manufacturing Company	**SPECIAL 4 POST SHELF STARTER UNIT, 50" W X 13" D X 84" H, <i>FITS 23" X 12" NEWSPAPER BOOKS</i>	
3	Steel Fixture Manufacturing Company	**SPECIAL 4 POST ANNEX SHELF UNITS, 50" W X 13" D X 84" H, <i>FITS 23" X 12" NEWSPAPER BOOKS</i>	
160	Steel Fixture Manufacturing Company	SHELF SUPPORTS	
320	Steel Fixture Manufacturing Company	13" EASY ROLLER UNITS	
80	Steel Fixture Manufacturing Company	13" EASY DIVIDER UNITS	

**INDICATES CUSTOM SIZING REQUIREMENT

Price Protection Period of 120 days for all items desired from date of quote submission. Vendors are advised that prices in effect at time of bid shall apply and not be subject to revision at time of shipment.

7.0 Terms and Conditions

The successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
 - Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
 - Workman's Compensation Insurance documentation
 - Liability Insurance documentation
- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this bid.
 - The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
 - By submitting qualifications, a party certifies that it has fully read and understood this bid, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the products and services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this bid.
 - No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
 - Ownership of all data, materials, and documentation prepared for and submitted in response to this bid shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
 - The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
 - This bid shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
 - By submitting their qualifications, all proposing parties certify that their proposals are made

without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

- The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and/or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

8.0 Forms

8.1 Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

8.2 Non-Collusion Affidavit of Prime Proposer

STATE OF _____

COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer:

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC:

Commission Expires: _____

8.3 Drug-Free Workplace Certificate

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” have been complied with in full. The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor’s employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

8.4 Contractor's 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 engaged in the physical performance of services on behalf of Gordon County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

GORDON COUNTY BOARD OF COMMISSIONERS
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:
