

CHATHAM COUNTY, GEORGIA

REQUEST FOR QUOTATION

QUOTATION FOR:

RFQ NO: Q10-16-7

SUPPLY AND INSTALLATION OF CARPET TILES AT THE DISTRICT ATTORNEY'S
OFFICE

CHATHAM COUNTY PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GA 31406
(912) 790-1623 - OFFICE
(912) 790-1627 - FAX

DATE ISSUED: 09 NOVEMBER 2009
DATE DUE: 24 NOVEMBER 2009
TIME DUE: 10:00 A.M LOCAL TIME
DEPARTMENT: DISTRICT ATTORNEY'S
OFFICE

A **MANDATORY CONFERENCE AND SITE VISIT** has been scheduled to be conducted at **the District Attorney's Office, Judicial Courthouse, Room 600, 133 Montgomery Street, Savannah, GA** at 10:00am 17 November 2009, to discuss the specifications and resolve any questions and/or misunderstandings that may arise. **After the conference, a site visit will be conducted. Attendance is MANDATORY.** Firms which are not represented at the conference and site visit will not be permitted to compete further for this solicitation.

NOTE: Each vendor submitting a response to this request will be responsible for providing any or all of the services listed below, as described, when in receipt of a Chatham County Purchase Order for such items or services. "Chatham County is an Equal Opportunity Employer," M/F/H, all bidders are to be Equal Opportunity Employers M/F/H.

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.

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 or 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 Proposals", minority/female participation may be one of several evaluation criteria used in the award process. For additional information concerning Chatham County's MBE/FBE Development Program, please contact Robin Maurer, Procurement Specialist at (912) 790-1623. The above information will be used for statistical purposes only and will not be a factor in the award.

NOTE: Quotes may be **faxed** to the Purchasing Department at 912-790-1627, or **mailed** to the above address, or **hand delivered** to the Purchasing Department. All quotes must be received and stamped in prior to 10:00am local time, 24 November 2009.

GENERAL TERMS, CONDITIONS, AND EXCEPTIONS

- 1.11 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.
- 1.12 Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, all requirements for licensing, insurance, and service contained within this Invitation for Bids or Proposals. 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.
- 1.13 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.
- 1.14 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.
- 1.15 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 unless Chatham County has in their possession, a current Certificate of Insurance.

1.15.1 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).

1.15.2 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, disease 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.

1.15.3 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 are 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. **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.
- 1.16 **References:** Provide with the quote, three (3) letters of reference from companies for whom contractor has provided similar products/services in the last twelve months. Also include company name, address, phone number, contact person, a description of the products/services provided with a description of any major variation to requirements of this quote.

- 1.17 **DEBARRED FIRMS 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.

GENERAL INFORMATION:

2.1 GENERAL INFORMATION:

The purpose of this request is to obtain formal quotations to supply and install carpet tiles in approximately 10,812 square feet of office area on the sixth floor of the Judicial Courthouse, 133 Montgomery Street, Savannah, Georgia. All work in individual office areas outlined in yellow (see diagram) will be accomplished after normal working hours Monday - Friday, 5:30pm. - 11:00pm and weekends. However, the middle areas of both sides of the office area outlined in pink (see diagram) will be installed 24 December starting at 12:00 noon and must be completed no later than 12:00 midnight 26 December 2009.

2.2 SPECIFICATIONS

Carpet Manufacturer, Biglow, Mohawk, Style Raphael, 7836 Swirl, or approved equal. Quotes are invited on these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed. **Mr. Fred Thompson, Superintendent, Facilities Maintenance and Operations will make the determination of "approved equal". If you should have any questions in regards to that determination or specifications you may contact Mr. Thompson at 912-652-7823.**

Style Name	Palladian Piazza
Style Number	BT151
Product Type	Modular
Construction	Tufted
Surface Appearance	Textured Patterned Loop
Gauge	1/10 (39.37 rows per 10 cm)
Pile Weight	24.0 oz. Per sq. yd. (814 g/m ²)
Pile Thickness	.129" (3.28 mm)

Stitches Per Inch	10.7 (42.13 per 10 cm)
Dye Method	Solution Dyed/Space Dyed
Nylon Type	Colorstrand® Nylon
Protective Treatment	Sentry Plus
Density	6.698
Weight Density	160,752
Primary Backing	Non Woven Synthetic
Secondary Backing	UltraSet Modular System
Width	24" x 24" (.6096m x .6096m)
Flammability	ASTM E 648 Class 1 (Glue Down)
Smoke Density	ASTM E 662 Less than 450
Static Propensity	AATCC - 134 Under 3.5 KV
IAQ Green Label	10984338
IAQ Green Label Plus	1098
Retention Rating	Heavy Traffic
Warranties	Lifetime Limited Modular Warranty, Lifetime Static

2.3 CONTRACTOR'S RESPONSIBILITIES

- A. Contractor is solely responsible for measuring area for carpet and cove base.
- B. 4" 1/8 vinyl cove base in color to be selected prior to ordering and shall be included in quote.
- C. Contractor is responsible for the removal and disposal of the old carpet.
- D. Contractor is responsible for moving furniture out before installation and back in after installation. Any area worked in shall be completed and ready the next regular work day for use by the occupant.
- E. Contractor shall repair any areas with underlay if necessary. (Floor preparation shall be included in quote price).
- F. Warranty supplied shall be lifetime commercial limited.

- G. No additional freight or delivery charges will be paid by the County.
- H. Contractor shall include certificate of insurance with the quoted. (See attached insurance requirements)
- I. Work shall be done after 5:30pm during normal work days or on weekends. All work shall be coordinated with Mr. Fred Thompson at 912-652-7871.

END OF SPECIFICATION

QUOTE SHEET

Your price quotation shall cover all aspects of the project.

NOTE: Chatham County expects your price quote to reflect the total price you will charge for performing the work. There will be no additional reimbursable.

Carpet Tiles and Materials	\$ _____
Labor	\$ _____
Total Quote	\$ _____ (Round to Nearest Dollar)

Current Bus. License No. _____

TERMS _____ City _____

BY: _____ County _____
VENDOR

PRINT NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

MINORITY VENDOR _____ /YES _____ /NO _____



WILLIAM R. PARSON, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

LIST OF SUBCONTRACTORS

I do _____, do not _____, propose to subcontract some of the work on this project. I propose to subcontract work to the following subcontractors:

[illegible]

SIGNED: _____
CONTRACTOR

[illegible]

EXCEPTION SHEET

Please provide any alternative models and accessories along with complete pricing and any discounts on the State Contract. These will be evaluated as to needed requirements.

If the commodity (ies) and/or service proposed in your Bid is in ANYWAY different from that contained in this proposal, the Bidder is responsible to clearly identify all such differences in the space below. Otherwise, it will be assumed the Bidders' offer is in the total compliance with all aspects of the proposal.

Below are the only differences between my offer and the proposal.

**CHATHAM COUNTY PURCHASING DIVISION
NO-BID STATEMENT**

In an effort to make the procurement of construction, goods and services for Chatham County as competitive as possible, we are soliciting information from contractors and or vendors who cannot bid. Your "responsiveness" and "constructive" comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues you feel needs addressing.

- ☐ Specifications - Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. (Explain below)
- ☐ Manufacturing - Unique item, production time for model or item has expired, etc.
- ☐ Bid Time - Insufficient time to properly respond to bid or proposal.
- ☐ Delivery Time - Specified delivery time cannot be met.
- ☐ Payment - Delay in payment terms. Please be specific.
- ☐ Bonding - We are unable to meet bonding requirements.
- ☐ Insurance - We are unable to meet insurance requirements.
- ☐ Removal - From bidders list for this particular commodity or service.
- ☐ Keep - Our company on your bidders list for future reference.
- ☐ Project is - Too Large_____ Too Small_____ Site Location Too Distant_____.
- ☐ Miscellaneous - Do not wish to bid, do not handle this type of item (s), unable to compete, contract clause (s) not acceptable, etc. Please be specific.

CONSTRUCTION PROJECTS: Please provide reason for obtaining a bid package. Check one below.

Interest in this project as a Prime Contractor_____, Sub-Contractor_____, Supplier_____.

The intent in obtaining this information, is to utilize it to adjust procedures, if appropriate and to obtain maximum participation in the competitive bid process. Vendor comments are not restricted to those items listed. Please submit any statement relative to this bid which you feel has an impact on your inability to bid.

VENDOR STATEMENT

NOTE: RETURN THIS FORM ONLY IF YOU ARE NOT SUBMITTING A BID.

Bid Number Q10-16-7

Signature

Supply and Installation of Carpet Tiles
Commodity number or Name

Firm Name

Telephone Number

Purchasing Agent...Telephone: 912-790-1623 or Fax: 912-790-1627

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 full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. 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 that a drug-free workplace will be provided for the employees during the performance of this

contract known as **SUPPLY AND INSTALLATION OF CARPET TILES AT THE**

DISTRICT ATTORNEY'S OFFICE 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 (**SUPPLY AND INSTALLATION OF CARPET TILE AT THE**
DISTRICT ATTORNEY'S OFFICE), hereby consent, covenant and agree as follows:

- (1) 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;
- (2) 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;
- (3) 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;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) 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;
- (6) 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 _____

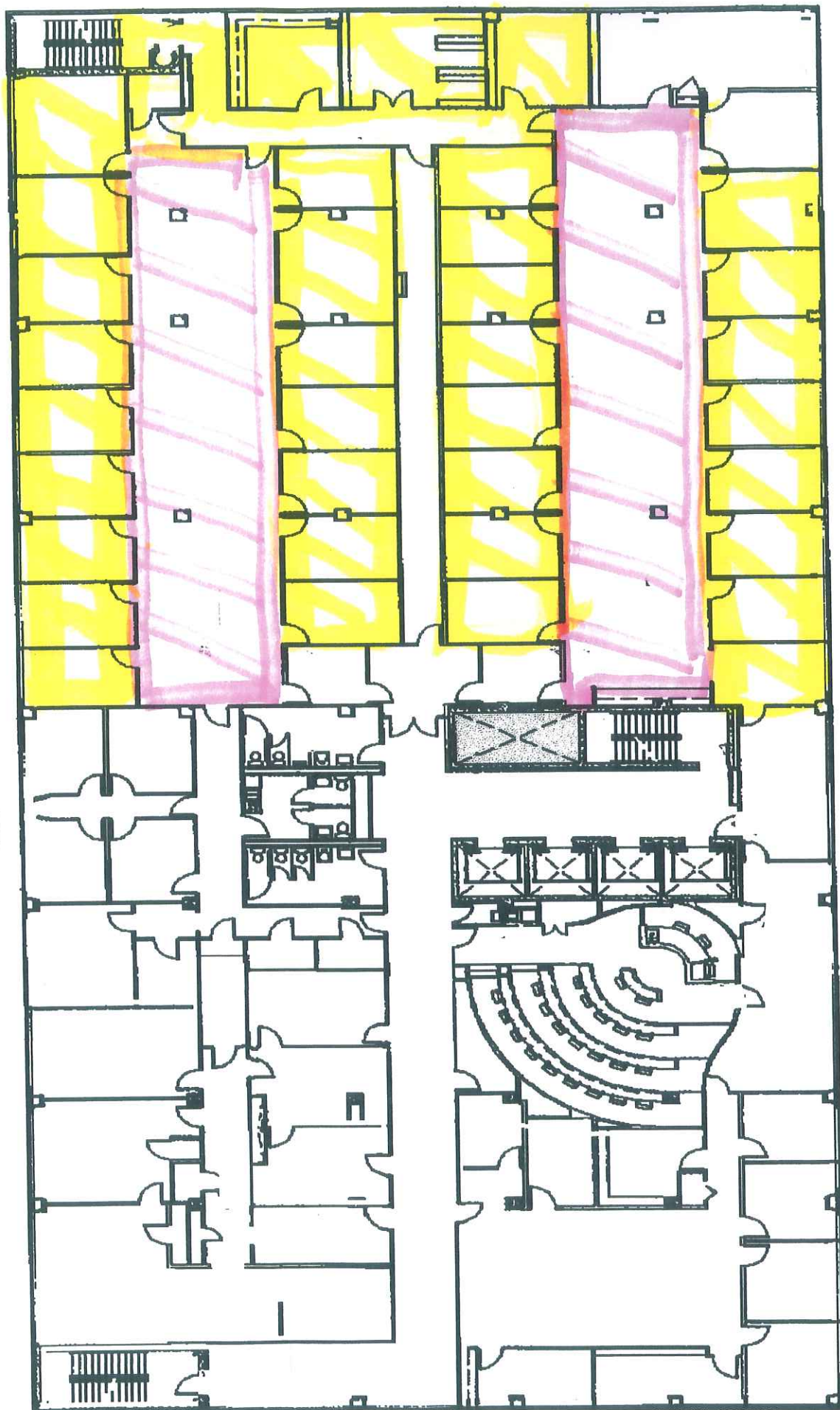
Subscribed and sworn to before me on this _____ day of _____
2009 by _____ representing him/herself to be
_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

MONTGOMERY STREET



MARTIN LUTHER KING BLV.