



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2007 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system. You must be a registered vendor in order to respond to quotes. We look forward to doing business with your firm.

REQUEST FOR QUOTE NUMBER: 08GS63002YK
WILL BE RECEIVED UNTIL JULY 31, 2008
DESCRIPTION: Various Electronic Equipment and Accessories for the Southwest Arts Center Performance Theater and Gallery
GENERAL SERVICES DEPARTMENT
Return to: Responses may be submitted for quotes on the Vendor Self Service system at www.fultonvendorservice.co.fulton.ga.us
FAX QUOTES ARE ACCEPTABLE 404-893-1726
Fulton County Purchasing Department Public Safety Building, Suite 1168 130 Peachtree Street, S.W. Atlanta, Georgia 30303 (404) 612-5800
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW.
CONTACT NAME: Gertis Strozier E-Mail Address: gertis.strozier@fultoncountyga.gov Telephone Number: 404-612-5826
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed.
Company Name:
Company Address:
City State Zip Code
Telephone Number: Fax Number: E-Mail Address:
RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.
Person submitting QUOTE: (Please Print) Date
Title
*Signature of the person submitting QUOTE:
*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

NO BID: [] REASON: _____

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses may be submitted for quotes on the Vendor Self Service system at www.fultonvendorelfselfservice.co.ga.us, fax, or in person. Responses must be delivered to the Purchasing Office by the date indicated on the Request for Quote cover sheet. Quotes will be received until 2:00 p.m. on the date indicated. Quotes should be submitted on the forms provided by the County. Quotes must be signed by an authorized employee, if submitting a hardcopy.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

- 11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
- 12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
- 13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
- 14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
- 15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
- 16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
- 17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
- 18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
- 19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
- 20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 08GS63002YK

Opening Date: July 31, 2008

Various Electronic Equipment and Accessories for the Southwest Arts Center Performance Theater and Gallery General Services Department

1. DESCRIPTION

Fulton County Department of Purchasing & Contract compliance is soliciting quotes from qualified vendors to provide Electronics Equipment and Accessories for the Southwest Arts Center Performance Theater and Gallery for the General Services Department.

2. CONTACT PERSON

Please contact Gertis Strozier, Procurement Officer at (404) 404-612-5826 or by e-mail gertis.strozier@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Department Purchasing & Contract Compliance contact person. Any responses made by the County will be provided in writing to all Quoters by addendum. **No verbal responses shall be authoritative.**

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorelfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS

Scope of Work:

Vendors are required to provide Fulton County General Services Department with electronics accessories and equipment. Type of electronics and accessories are Bench Contoured 6', model# 145-1371; Cabinet Storage, model# OP-MCLA1130; Polder Deluxe Ironing Station; Denon MP3 CD Player, model# DND4500 and DND6000; Tascam CD Duplicator, model# CDRW402; High Definition Master CD & DVD Recorder, model# DVRA1000HD; and Barco Receptacle Lid Liner, model# 08JA1297. Items must be built to the highest quality and standards to assure lasting value and, must conform to any related state, municipal or federal standard and be consistent with top quality commercial practices. Requested electronics and accessories must be delivered NLT (no later than) by August 31, 2008.

4. SPECIAL CONDITIONS/INSTRUCTIONS

SUBMITTALS

All vendors are requested to submit along with their quote package manufacturer's literature on each item quoted. All literature must be marked with the appropriate line number of the item quoted.

Vendors offering other than the specified item must submit, specifications and photograph, and at no cost to Fulton County, one sample of the item(s) quoted. Failure to submit samples within ten (10) days will be grounds for rejection. Samples will be properly marked with vendor's name and item number(s)

as specified.

All quotes must include relevant product data sheets to show compliance with the specified product standards.

DELIVERY

**Fulton County Southwest Arts Center Performance Theater and Gallery
915 New Hope Road
Atlanta, Georgia 30331
Attention: Salonda Popson**

**Delivery hours: Monday through Friday from 8:30 AM to 5:00 PM
Delivery after receipt of purchase order: _____ days**

AWARD

The County may award any quote in whole or in part to one or more vendors or reject all Quotes and/or waive any technicalities if it is in the best interests of the County to do so. In the event that all Quotes are not rejected, Quotes for items including goods, materials, equipment, and services will be awarded to the lowest “responsible” Bidder(s) as determined by Fulton County. Submitting the lowest Quote does not constitute an award or the mutual expectation of an award of a Contract and purchase order.

INVOICING

Invoices submitted against the contract must include the purchase order number, item number(s) and item description(s), list prices and applicable discounts and net prices. The quoter may be required at times to furnish prices. The quoter may be required at times to furnish items not designated in this quote. The invoice must clearly indicate that these items were not included in the original quote. Under this circumstance, the quoter must indicate on the invoice the applicable price list(s) for the item(s). If this price list(s) were not previously supplied the quoter will include it with the submission of the invoice. Failure to submit this information may result in the invoice being rejected for payment.

Invoices will be returned unpaid to the contractor when one or more of the following conditions exist:

- A. Invoices do not contain all the required information.
- B. List price on the invoice does not correspond to the price quote.

Invoices for payment will be sent only to the following address, to expedite payment:

General Services Department
141 Pryor Street, Suite G-119
Atlanta, GA. 30303

Vendors must submit a minimum of three (3) references.

- 1. _____

- 2. _____

- 3. _____

BUSINESS LICENSE

Vendor(s) are required to submit with this quote a copy of their current business license.

WARRANTY

The successful quoter(s) will be responsible for providing a warranty on all tools and equipment from the date of delivery for a period of twelve (12) months. If the manufacturer's standard warranty period is greater than twelve (12) months, the manufacturer's warranty period will supersede. Any additional repairs required within the first year period will be at the expense of the successful vendor(s). Equipment will be replaced at no additional cost to Fulton County.

Other Warranty Information:

Left blank intentionally

5. PRICING SHEETS

Item	Brand/Model	QTY	Unit
1. Bench Contoured 6ft with back ribbed steel	145-1371	4 EA	\$_____
2. Cabinet storage with lock metal two door	OP-MCLA1130	1 EA	\$_____
3. Polder deluxe Ironing Station	4918A-82	2 EA	\$_____
4. Denon MP3 dual CD player, MP3 seamless looping with B- Trim edit, key adjust, auto BPM counter	DND4500	1 EA	\$_____
5. Denon MP3 dual CD Player, MP3 seamless looping next Track reserve, edit options: Pitch, B-trim, volume control, 3-way playback	DND6000	1 EA	\$_____
6. Tascam CD Duplicator CD recorder, records audio CD's and creates 1-off CD duplicates, multiple disc copying modes line no. 9	CDRW402	1 EA	\$_____
7. High definition master CD & DVD recorder, records to DVD+RW, CD or built-in 60GB hard drive audiophile format for super	DVRA1000HD	1 EA	\$_____
8. Barco receptacle lid and liner, 32 gallon capacity	08JA1297	3 EA	\$_____
9. Installation cost:			\$_____
10. Delivery Cost of Equipment to Location (see Delivery):			\$_____