



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



REQUEST FOR QUOTE NUMBER: 09DM65595C
WILL BE RECEIVED UNTIL January 21, 2009 @ 2:00 P.M.

DESCRIPTION: DANCE FLOOR WITH STORAGE AND GALLERY EXHIBIT UNIT (GENERAL SERVICES DEPT)

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 at www.fultonvendoreselfservice.co.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS QUOTE PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR QUOTE BEING FOUND NON-RESPONSIVE.

CONTACT NAME: DELORES MILES
E-Mail Address: delores.miles@fultoncountyga.gov
Telephone Number: 404-612-5815

Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. 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.

Company Name:

Company Address:

City State Zip Code

Telephone Number: Fax Number: E-Mail Address:

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice.co.fulton.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print) Date

Title

*Signature of the person submitting QUOTE:

*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, 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.

**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 for Quote shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendors agree to furnish the product(s) and/or services pursuant to these conditions.

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.fulton.ga.us. Responses to quotes must be received no later than 2:00 p.m. on the date indicated.
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 do so on-line.
5. **NON-COLLUSION.** Bidder certifies that this quote 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 its acceptance, of the performance, or nonperformance, of its 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 QUOTE.** Quotes 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 quote.
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.

REQUEST FOR QUOTE SPECIFICATIONS
QUOTE NUMBER: 09DM65595C
OPENING DATE: January 21, 2009 @ 2:00 P.M.

DANCE FLOOR with STORAGE and GALLERY EXHIBIT UNIT
GENERAL SERVICES DEPARTMENT

1. DESCRIPTION

The Fulton County Purchasing & Contract Compliance Department is soliciting quotes from qualified vendors to provide Art Exhibit & Display Units with associated hardware, Picture Frame Track hanging System, a Portable, vinyl, multi-purpose dance floor and Roll Storage Cart to the General Services Department.

2. CONTACT PERSON

Please contact Delores Miles at (404) 612-5815 or by e-mail delores.miles@fultoncountyga.gov with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in Fulton 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.fultonvendorservice.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 SPECIFICATIONS:

Equipment provided to Fulton County must be of the highest quality and must conform to any related State, Municipal or Federal Standard and be consistent with top quality commercial practices.

Vendors may quote in whole or in part.

The items listed in the quote below are only a representative sample of the products that the department may purchase from the successful vendor. The items submitted by a vendor(s) must be equivalent to or greater than the items listed below:

- a. Black Adagio (Product Number 300 08622) or equivalent, portable vinyl multi-purpose dance floor without tape for a space 47 feet long and 25 feet wide.
- b. Walker System Display Mate Art Exhibit and display units or equivalent
- c. STAS Picture Frame Track Hanging System or equivalent
- d. American Harlequin Roll Storage Cart or equivalent.

4. PRICE SHEETS

Dance Floor:

Manufacturer	Product #	Description	Qty.	Price/Roll	Total Price
Rosco Laboratories, Inc.	300 08622	Adagio Tour Dance Floor (Black)	6 Rolls		

Art Exhibit and Display Units:

Manufacturer	Model #	Description	Qty.	Price Ea.	Total Price
Walker System Display Mate	51115-0100	78" Uprights, 3 hinged Junction Kit, Flat Foot Bases	2		
	604060	Angled Hook, 1 ½" Zinc	150		
	5072301-72	48" H X 72" W Pegboard	18		
	5072301-96	48" H X 96" W Pegboard	18		
	51107-1048	Stiffener for 48" Panel	18		
	51107-1072	Stiffener for 72" Panel	18		

Picture Frame Track Hanging System:

Manufacturer	Model #	Description	Qty.	Price Ea.	Total Price
STAS	STA-RC30120	78.75 Grey Picture Frame Hanging Track	20		
	STA-RD10300	Pair of Grey Track Endcaps	7		
	STA-SC10115	59" Steel Hanging Cable	40		
	STA-SC10130	118" Steel Hanging Cable	12		
	STA-HA30501	Adjustable Hangers for Cables	52		

Manufacturer	Length	Description	Qty.	Price Ea.	Total Price
American Harlequin Corporation	2m	6 Roll Standard Cart	1		

5. SPECIAL CONDITIONS AND INSTRUCTIONS

SUBMITTALS

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

Vendors offering other than the specified item must clearly specify such and submit, upon request and at no cost to Fulton County, one sample of the item(s) quoted. Failure to submit samples within ten (10) days of a written request will be grounds for rejection. Samples must 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

All items should be delivered to the address below:

Fulton County Southwest Arts Center
915 New Hope Road
Atlanta, Georgia 30331

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.

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

- A. Invoices do not contain all the required information (listed in the above paragraph).
- B. List price on the invoice does not correspond to the price quoted.

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

Fulton County
General Services Department
Building Construction
3977 Aviation Circle
Atlanta, GA 30336

End of Specifications

