



FULTON COUNTY PURCHASING DEPARTMENT

REQUEST FOR QUOTE NUMBER: 07DM57765YC
WILL BE RECEIVED UNTIL SEPTEMBER 18, 2007 @ 2:00 P.M.

DESCRIPTION: SIGN BLANKS (Public Works Department)

Return to:
FAX QUOTES ARE ACCEPTABLE
 404-893-1738 ,
 (404) 893-6587 OR
 (404) 730-5571

Fulton County Purchasing Department
 Public Safety Building, Suite 1168
 130 Peachtree Street, S.W.
 Atlanta, Georgia 30303
 (404) 730-5800

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 BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME: Delores Miles	E-Mail Address : Delores.Miles@fultoncountyga.gov	Telephone Number: 404-730-5815
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All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. 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
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Telephone Number:	Fax Number:	E-Mail Address:
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RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.

Person submitting QUOTE: (Please Print)	Date
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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 bidder 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.fultonvendorservice.co.ga.us, fax, or in person. Responses must be delivered to the Purchasing Department 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 stats 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
Quote Number: 07DM57765YC
Opening Date: September 18, 2007 @ 2:00 P.M.

SIGN BLANKS
PUBLIC WORKS DEPARTMENT

1. DESCRIPTION

The Fulton County Purchasing Department is soliciting quotes from qualified vendors to provide **Sign Blanks** to the Public Works Department for a 12-month period.

2. CONTACT PERSON

Please contact Delores Miles, Procurement Officer, at (404) 730-5815 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.

3. PRODUCT SPECIFICATIONS

Manufacturing requirements

1. All blanks shall be new, die cut or equivalent aluminum, meeting specifications b209, alloy 6061-t6 of the gauge indicated in the specifications contained within this document.
2. Both faces shall be treated with an alondine 200 process with the chemical conversion light covered, tight and free from powdery residue.
3. All blanks of a given size and shape must be of same size and shape with all angles and corner rad II uniform and exactly as specified.
4. The edge of all blanks must be smooth and free of sharp or rough edges and/or burrs; this would damage silk screens and/or the worker's hands.
5. All blanks must be flat and free of warp, which would make silk screening process to difficult.
6. All materials and supplies shall meet the requirements and specifications contained in, but not limited to, the recommendations found in one and/or all of the following:
 - a. Plans and specifications for traffic signs and markings.
 - b. Georgia manual on uniform traffic control devices, July 1972, or amended.
 - c. State Highway Department of Georgia standard specifications, volumes I and II, roads and

bridges, January 1, 1966.

7. **Each bidder must submit with quote** two (2) samples each of the 24" x 30" rectangular sign blank in the correct aluminum alloy and finished in accordance with the specifications provided. The sample will exhibit the degree of care and accuracy in cutting, shaping and finishing which the bidder proposes to furnish for all blanks.

8. Bidder must state the name of the manufacturer and the exact location of manufacture.

A. Square sign blanks

1. 4" square size constructed from 0.063 gauge aluminum. One (1) 3/8" hole drilled in the center of the blank. All corners rounded to 1-1/2" radius.

2. 18" square size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis an equal distance from the top and bottom edges on 15" centers. All corners rounded to 1-1/2" radius.

3. 24" square size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis an equal distance from all edges on 18" centers. All corners rounded to 1-1/2" radius.

4. 30" square size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the diagonal an equal distance from the two (2) corners on 30" centers. All corners rounded to 1-7/8" radius

5. 36" square size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis an equal distance from the top and bottom edges on 36" centers. All corners rounded to 1-1/2" radius

6. 48" square size constructed from 0.080 gauge aluminum. All corners rounded to 1-7/8" radius.

B. Rectangular sign blanks

1. 6"h x 23"w, 6"h x 18"w and 6"h x 24"w sizes constructed from 0.063 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis, spaced from the top and bottom edges on 4" centers. All corners rounded to 1-1/2" radius.

2. 7"h x 24"w, 7"h x 30"w, 7"h x 36"w 7"h x 42"w, 9"h x 24"w, 9"h x 30"w, 9"h x 36"w, 9"h x 42"w, 9"h x 48"w, 12"h x 30"w ; constructed from 0.080 gauge aluminum. All corners rounded to 3/4" radius.

3. 12"h x 18"w size constructed from 0.063 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis and spaced from the top and bottom edges on 4" centers. Two (2) 3/8" holes drilled on the vertical axis and spaced an equal distance from the top and bottom edges on 15" centers. Two (2) 3/8" holes drilled on the horizontal axis and spaced an equal distance from the sides on 9" centers. All corners rounded to 1-1/2" radius.

4. 12"h x 24"w size constructed from 0.063 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis on 9" centers. All corners rounded to 1-1/2" radius.
5. 12"h x 36"w size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis on 30" centers. All corners rounded to 1-1/2" radius.
6. 18"h x 24"w size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis (18") spaced an equal distance from the top and bottom edges on 15" centers. Two (2) 3/8" holes drilled on the horizontal axis (24") spaced an equal distance from each side on 21" centers. All corners rounded to 1-1/2" radius.
7. 18"h x 30"w and 18"h x 36"w sizes constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis (18") and spaced an equal distance from the top and bottom edges on 15" centers. All corners rounded to 1-1/2" radius.
8. 30"h x 24"w size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis (30") and spaced an equal distance from the top and bottom edges on 24" centers. All corners rounded to 1-1/2" radius
9. 30"h x 36"w, 30"h x 48"w, 36"h x 48"w and 42"h x 48"w sizes constructed from 0.080 gauge aluminum. All corners rounded to 1-7/8" radius.
10. 36"h x 24"w constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis (36") and spaced an equal distance from the top and bottom edges on 30" centers. All corners rounded to 1-1/2" radius.
11. 48"h x 24"w size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis (48") and spaced an equal distance from the top and bottom edges on 32" centers. All corners rounded to 1-7/8" radius.

C. Octagonal sign blanks

1. 30 x 30 size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on the vertical axis (30") an equal distance from the top and bottom edges on 24" centers. All eight sides must be equal in length and all internal angles to be exactly 135 degrees.
2. 36" x 36" size constructed from 0.080 gauge aluminum. Three (3) 3/8" holes drilled on the vertical axis (36") an equal distance from the top to bottom, 6" x 18" and 30" from the top edge. All eight sides to be equal in length and all eight internal angles to be exactly 135 degrees.

D. Triangular sign blanks

1. 36" size constructed from 0.080 gauge aluminum. Two (2) 3/8" holes drilled on a line between one of the bottom corners and the mid-point of the opposite top side and spaced on 24" center 2" x 26" from the top side. All three corners rounded on 1-1/2" radius

E. pentagonal sign blanks

1. 30" size constructed from 0.080 gauge aluminum. Blanks for use as school and school crossing signs, specifications are as per Georgia manual on uniform traffic devices.

Billing

Material(s) will be billed on a monthly basis in the month following receipt of material by Fulton County, regardless of the number of shipments made during the month. All will be indicated on one bill and must be accompanied by signed and dated delivery receipts for each shipment. Also, each bill must reference each and/or all Fulton County purchase order number(s).

Fulton County reserves the right to award this quote in whole or in part to one or several vendors and the right to cancel any award made any time with a thirty (30) day notice.

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Delivery requirements will be as required at the time of order placement. The bidder is required to respond to a request in accordance with the following criteria:

- a. Emergency requests: will be delivered within twenty-four (24) hours.
- b. Urgent requests: will be delivered within seventy-two (72) hours.
- c. Routine requests will be delivered within fourteen (14) days

4. SPECIAL CONDITIONS / INSTRUCTIONS

The vendor shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this request for quote. This sheet shall be labeled "Exceptions to Quote Conditions" and shall be attached to the quote.

Vendors not providing quote pricing on the exact items(s) listed in these specifications must provide literature, brochure, drawing, etc., that clearly demonstrates the proposed item(s) is equal. Any bidder that is not compliant in providing the exact items listed or the requested information shall be deemed as a non-responsive quote.

No person, firm or business entity, however situated or composed, obtaining a copy of or responding to the solicitation shall initiate or continue any verbal or written communications regarding this solicitation with any county officer, elected official, employee, or designated county representative between the date of the issuance of this solicitation and the date of the final contract award by the authorized and permitted by the terms and conditions of this solicitation.

All verbal and written communications initiated by such person, firm or entity regarding this solicitation, same are authorized and permitted by the terms and conditions of this solicitation shall be directed to Delores Miles at 404-730-5815.

Any violation of this prohibition or the initiation or continuation or verbal or written communications with county officers, elected officials, employees or designated county representatives shall result a written finding by the purchasing agent that the submitted quote of the person, firm or entity in violations is not responsive and same shall not thereafter be considered for award.

5. PRICE QUOTE

Est. annual Usage	Description	Manufacturer and prod/cat no.	Price Per unit
1. 2000 each	4" square sign blank	_____	\$ _____
2. 500 each	18" square sign blank	_____	\$ _____
3. 1000 each	24" square sign blank	_____	\$ _____
4. 10000 each	30" square sign blank	_____	\$ _____
5. 1000 each	36" square sign blank	_____	\$ _____
6. 500 each	48" square sign blank	_____	\$ _____
7. 1000 each	6" h x 12"w rectangular sign blank	_____	\$ _____
8. 1000 each	6"h x 18"w rectangular sign blank	_____	\$ _____
9. 2000 each	6"h x 24"w rectangular sign blank	_____	\$ _____
10. 7000 each	7"h x 42"w rectangular sign blank	_____	\$ _____
11. 2000 each	9"h x 24"w rectangular sign blank	_____	\$ _____
12. 2000 each	9"h x 30"w rectangular sign blank	_____	\$ _____
13. 4000 each	9"h x 36"w rectangular sign blank	_____	\$ _____
14. 2000 each	9"h x 42"w rectangular sign blank	_____	\$ _____
15. 1000 each	9"h x 48"w rectangular sign blank	_____	\$ _____
17. 3000 each	12"h x 18"w rectangular sign blank	_____	\$ _____
18. 2000 each	12"h x 24"w rectangular sign blank	_____	\$ _____
19. 1000 each	12"h x 36"w rectangular sign blank	_____	\$ _____
20. 1000 each	12"h x 48"w rectangular sign blank	_____	\$ _____
21. 1000 each	18"h x 24"w rectangular sign blank	_____	\$ _____

22.	2000 each	18"h x 30"w rectangular sign blank	_____	\$ _____
23.	2000 each	18"h x 36"w rectangular sign blank	_____	\$ _____
24.	3000 each	30"h x 24"w rectangular sign blank	_____	\$ _____
25.	5000 each	30"h x 36"w rectangular sign blank	_____	\$ _____
26.	1000 each	30"h x 48"w rectangular sign blank	_____	\$ _____
27.	1000 each	36"h x 24"w rectangular sign blank	_____	\$ _____
28.	1000 each	36"h x 48"w rectangular sign blank	_____	\$ _____
29.	1000 each	42"h x 48"w rectangular sign blank	_____	\$ _____
30.	1000 each	48"h x 24"w rectangular sign blank	_____	\$ _____
31.	1000 each	30"h x 30"w octagonal sign blank	_____	\$ _____
32.	500 each	36" x 36" octagonal sign blank	_____	\$ _____
33.	2000 each	36" triangular sign blank	_____	\$ _____
34.	2000 each	30" pentagonal sign blank	_____	\$ _____

Quantities shown are estimates. By giving these quantities as estimates, Fulton County does not obligate itself to purchase any quantity whatsoever. Vendor agrees to sell to the county at the unit price bid regardless of actual quantity ordered.

END OF SPECIFICATIONS

