



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

REQUEST FOR QUOTE NUMBER:
WILL BE RECEIVED UNTIL

08CT61417YA
05/07/08 at 2:00 p.m. EST.

DESCRIPTION: Greenhouse Equipment and Supplies

(General Services Department) *** (This quote is accessible through Fulton County website.)***

Return to:
FAX QUOTES ARE * Fulton County Purchasing Department
ACCEPTABLE Public Safety Building, Suite 1168
[Direct Fx# \(404\) 893-1727](tel:4048931727) 130 Peachtree Street, S.W.
(404) 893-6587 OR Atlanta, Georgia 30303
(404) 893-6588 (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: Carolyn Towns	E-Mail Address : Carolyn.Towns@fultoncountyga.gov.	Telephone Number: (404) 730 4208
--------------------------------	---	-------------------------------------

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:

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 SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

1

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.fultonvendorselfservice.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

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

2

- 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.

REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 08CT61417YA

Opening Date: 05/07/2008 @ 2:00p.m. EST.

- 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: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

4

Greenhouse Equipment and Supplies
General Services Department

1. DESCRIPTION

The Fulton County Purchasing & Contract Compliance Department is soliciting quotes from qualified vendors to furnish **Greenhouse equipment and supplies** for the General Services Department.

2. CONTACT PERSON

Please contact Carolyn Towns at (404) 730-4208 or by e-mail Carolyn.Towns@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 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

GENERAL DESCRIPTION

All materials/supplies requested by Fulton County must be of first-grade quality and must conform to the related industry, municipal, state, and/or federal standards which ever is more stringent and widely used.

The vendor understands that it shall be necessary for the successful vendor to have the supplies/materials named above in stock for prompt delivery on an "if needed, as needed and when needed" basis.

The vendor shall satisfy the General Services Department, Grounds Division and Purchasing Department officials that (s)he maintains a store and/or service branch staffed with qualified workers and provisions for storing a representative supply of items requested and with the provisions for reordering to restock items within 10

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

days.

The vendor(s) understands that Fulton County reserves the right to visit the vendor's location given without notice for evaluation of stock maintenance.

In the event the quote is successful, vendor agrees to operate and maintain storage of supplies at (indicate location) and provide and deliver materials within: (indicate delivery processing time).

NORMAL: _____ HOURS OR _____ DAYS

MAXIMUM: _____ HOURS OR _____ DAYS

The vendor further understands that Fulton County shall have the right to cancel the contract at anytime in the event a successful vendor breaches the contract in any respect whatsoever. Items in this request for quote have been identified, described and referenced in the request for quote by a "brand name" or trade name and/or by specific dimensions, in order to be descriptive, but to restrictive, and is to indicate the quality and characteristics of products that may be offered. Products may be considered for award if such products are clearly identified in the quote and are determined by the county to meet its needs in all respects.

4. PRICING

Quantities shown are estimates of usage during the term of the PO. No quantities are guaranteed. Vendor agrees to the unit price quoted for any quantity purchased, even if fewer or more than this estimated quantity.

Unit pricing for the following items shall include delivery to the Grounds Division at 125 Willis Mill Road, SW, Atlanta, GA.

1. Tape: Monsanto poly patch tape, 2" width, 8 mil thick, 100 foot roll (to patch poly greenhouse walls).

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/roll

2. Permanent marking pens -black-medium point (sun proof, waterproof, dries instantly, lettering is sharp, writes on any material)

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/doz

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

7

10. Solo Back Pack Sprayer 4 gallon.
Manufacturer and item #: _____
Quantity: 100 Price: \$_____/each
11. Containers: Decorative pots, panterra pots
Manufacturer and item #: _____
Quantity: 4 Price: \$_____/case
12. Containers: decorative pots, 14" panterra pots
Manufacturer and item #: _____
Quantity: 3 Price: \$_____/case
13. Containers: 10" round azalea regular pot, plastic, 50 per case.
Manufacturer and item #: _____
Quantity: 2 Price: \$_____/case
14. Containers: 8" round azalea regular pot, plastic, 100 per case.
Manufacturer and item #: _____
Quantity: 1 Price: \$_____/case
15. Containers: 6" round azalea pot, kord ultra, molded green plastic with drainage holes in bottom, 450 per case.
Manufacturer and item #: _____
Quantity: 1 Price: \$_____/case
16. Fafard Up Soil Mix
Manufacturer and item #: _____
Quantity: 180 Price: \$_____/each
17. Diamond flats: 21-1/4" x 10-3/4" x 2-1/2" deep, with heavy top tim, bottom of flat solid except for 42 drain slots 1/4" x 1" rectangles, polypropylene, black, 100 flats

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

8

per case.

Manufacturer and item #: _____

Quantity: 30 Price: \$ _____/case

18. Soft and Supple Premium Reinforced Water hose 5/8" X 50' and 5/8 X 100'.

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/case

19. Reward herbicide

Manufacturer and item #: _____

Quantity: 3 Price: \$ _____/gallon

20. Hanging basket: Kord/Sutton ultra boss, round, molded plastic with saucer and metal hangers, 10", 50 per case.

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/case

21. Round-up herbicide 2 ½ gallon

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/case

22. Cleary's 3336 flowable fungicide 1 quart.

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/case

23. Osmocote Plus 14-14-14 fertilizer 50 lb bag.

Manufacturer and item #: _____

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

9

- Quantity: 3 Price \$ _____/case
24. Treflan 40 Treflan 5% granular 50 lb bag.
Manufacturer and item #: _____
Quantity: 3 Price: \$ _____/case
25. Qlympic insecticidal soap 2 ½ gallon.
Manufacturer and item #: _____
- Quantity: 2 Price: \$ _____/2 ½
gallon
26. Rooting hormone: Hormodin 1, dry talc based, contains 1.0 % IBA, 99% inert ingredients, 1 pound can.
Manufacturer and item #: _____
Quantity: 3 Price: \$ _____/can
27. Orthene Tree, turf and ornamental 1 lb can.
Manufacturer and item #: _____
Quantity: 12 Price: \$ _____/can
28. Sumagic Growth regulator 1 quart.
Manufacturer and item # _____
Quantity: 1 Price: \$ _____/quart
29. Fertilizer: Soluble foliar feed, Peters H4074, 27-15-12, 25 pound bag.
Manufacturer and item #: _____
Quantity: Price: \$ _____/bag
30. Fertilizer: Soluble peat lite, Peters H4050, 15-16-17, 25 pound bag.
Manufacturer and item #: _____

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 08CT61417YA
Opening Date: 05/07/2008 @ 2:00p.m. EST.

10

Quantity: _____ Price: \$ _____/bag

31. Fertilizer: Pansy special, Peters 91040, 15-2-20 plus CA & MG, 25 pound bag.

Manufacturer and item #: _____

Quantity: 3 Price: \$ _____/bag

32. Fertilizer: Soluble blossom, booster, Peters H4037, 10-30-20, 25 pound bag.

Manufacturer and item #: _____

Quantity: 1 Price: \$ _____/bag

33. Fertilizer: Peters 20-20-20 plus General Purpose Fertilizer 25 pound bag.

Manufacturer and item #: _____

Quantity: 3 Price: \$ _____/bag

34. Indicate discount to be given against list price in blank below:

Discount given: _____%(Percentage).

4. SPECIAL CONDITIONS/INSTRUCTIONS

INVOICING

Invoice should be sent to the address below to expedite payment of invoices.

General Services Department, Operations Support Division
Attn: Nadine Etienne
141 Pryor St., Suite G119, SW
Atlanta, GA 30311

REFERENCES

Vendors must submit a minimum of three (3) references and proof of previous direct experience in the field in order to be considered.