



WILSON COUNTY

AARON MAYNARD
FINANCE DIRECTOR

September 16, 2016

NOTICE TO PROSPECTIVE VENDORS:

You have been identified as a supplier of **RFP-577 Tables and Chairs for The Wilson County Expo Center**

Please refer to the attached "Request for Bids" and indicate your Bid, note all general conditions and specifications of this solicitation.

IMPORTANT: All Bids must be sealed prior to mailing or delivery to the Wilson County Finance Office and **clearly marked on the outside of the envelope with the following information on the lower left hand corner of Bid package.**

1. BID NUMBER: **RFP – 577**

2. FOR: **Tables and Chairs for The Wilson County Expo Center**

3. DATE & TIME OF RECEIVING & OPENING OF BIDS **October 7, 2016 at 10:00 AM**

Wilson County assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Wilson County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

We look forward to hearing from you and if you have any questions, feel free to telephone. Thank you for your interest in Wilson County.

Respectfully,

WILSON COUNTY FINANCE DEPARTMENT

A handwritten signature in blue ink that reads "Aaron Maynard".

Aaron Maynard
Director of Finance

AM: \lh

228 EAST MAIN STREET • ROOM 205 • P.O. BOX 248 • LEBANON, TENNESSEE 37088-0248
PHONE (615) 443-2630 • FAX (615) 443-2635

WILSON COUNTY FINANCE DEPARTMENT

Aaron Maynard, Director of Finance
228 East Main Street, P.O. Box 248
Lebanon, Tennessee 37088-0248
Phone 615-443-2630
Fax 615-443-2635

REQUEST FOR BIDS

Vendor Name: _____ Vendor Contact: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

GENERAL TERMS AND CONDITIONS

Responding to Bid: RFP – 577 Tables and Chairs for the Wilson County Expo Center

- 1. Date of Solicitation: September 16, 2016**
- 2. Deadline for Receiving/Opening Bids: October 7, 2016 @ 10:00 a.m.**
- 3. Bid Format: SEALED BID. BIDS MUST BE CLEARLY MARKED WITH FOLLOWING BID NUMBER AND OPENING DATE.
"RFP – 577 Tables and Chairs October 7, 2016"**
 - a. *FAX BIDS WILL "NOT" BE ACCEPTABLE.***
 - b. Bidder will show evidence of license expiration date and classification. Wilson County is not responsible for the confidentiality of bids inadvertently opened during mailing or receipt thereof. Unsealed bids will "NOT" be accepted. Any bid received after time and date indicated will "NOT" be considered.**
- 4. Opening: Bids will be opened publicly and read aloud in the office of the Wilson County Director of Finance at 228 East Main Street, Room 205 at Lebanon, Tennessee on October 7, 2016 @ 10:00 a.m.**
- 5. Prospective vendors who are authorized, licensed and capable are requested to submit bids to provide these products and/or services for the Wilson County Government. The successful bidder must furnish bond(s) and certificate(s) of insurance as required.**

6. It shall be the responsibility of the bidder to submit a bid response which complies with (1) the conditions and specifications of the Request for Bid; (2) policies and procedures of Wilson County and applicable laws of the state of Tennessee; and (3) any other applicable laws, regulations and requirements.
7. It is the intent of the Request for Bid to secure competitive bid responses. The specifications herein are intended only to indicate the general character, style, and quality of the item(s) desired. Bidders are encouraged to propose and offer equipment, supplies or service either: (1) as specified herein, or (2) equal to or better in character, style and quality to items specified herein.
8. Any Bid submitted should be for the **Total** cost to Wilson County.
9. Evaluation and award of bids will be made to one or more bidders meeting the requirements of the Wilson County Government.
10. The undersigned hereby declares that the only person (or) persons interested in this bid as principal (or principals) is (or are) named herein. This bid is in all respects fair and in good faith without collusion or fraud.
11. Bidder agrees that other parts and services not specified, but which might be needed by Wilson County in fulfillment of the procurement transaction, will be made available at prices equal to or less than the lowest price charged other non profit or government organizations.
12. **IMPORTANT:** Bidder must use bid form included in bid package and bid must be signed by authorized representative of company/business placing bid at time bid is received by Wilson County Finance Department, if not bid will be rejected at time of bid opening.
13. **IMPORTANT:** Bidder must sign the Monitoring of Contractors/Consultants form attached.
14. Bidder may not withdraw a bid within **60** days after the date of opening thereof.
15. Payment will be made within thirty (30) days of the date vendor billing is received and approved by authorized Wilson County representative(s).
16. The Wilson County Director of Finance in coordination with the Wilson County Expo Center reserves the right to increase or decrease quantities to be purchased over the life of this agreement, and to reject any/or all bids or any part of any bid. No contract for purchase will be an obligation of Wilson County until a purchase order is issued for the product by the Wilson County Finance Department.
17. **IMPORTANT:** Bidder must be in compliance with the Davis Bacon Wage Act. (<http://www.gpo.gov/davisbacon/>)

18. Bidder must show any exceptions to issued specifications and state exceptions on bid sheet and include in the bid.
19. Should the successful Vendor(s) fail to comply and or meet the general requirements, Wilson County Government shall reserve the right to terminate this agreement within 30 days of written notification.
20. The successful vendor(s) will contact and make all arrangements with Charity Toombs of the Wilson County Expo Center at 615-449-9077.
21. All deliveries will be made from 8:00 am to 4:00pm Monday through Friday.
22. All items will be checked off invoices as they are unloaded. Delivery person must have invoices signed by authorized personnel before leaving building.
23. Any items showing short will be credited by the delivery person at that time in presence of authorized personnel of the Finance Department.
24. Any substitute items will be noted on invoices.
25. At time of delivery any damaged items will also be noted by delivery person and authorized personnel of the Finance Department.
26. No delivery will be made without appropriate purchase order number from the Wilson County Purchasing Department.

Wilson County Government is seeking proposals from qualified vendors for the purchase of tables, chairs and accessories for the newly construction Wilson County Exposition Center. The following information is available for use by proposers to provide their proposal;

Chair Preferred Chair Specifications.

Plastic Folding Chair. 800 lb. Weight Capacity. Lightweight Design. White Plastic Seat and Back. Ventilated Fan Back. Contoured Back and Seat. Textured Seat to ensure safe seating. Double Support Rails. 18 Gauge Steel Frame. White Power Coated Frame Finish. Non-Marring Floor Caps. Easy to Clean. Space saving nesting design. Designed for Indoor and Outdoor Use. Designed for Commercial Use. Folded Dimensions: 17.5" Wx3: D x 42.5"H.

Expected Quantity Five Hundred Four (504)

Tables Preferred Table Specifications

Ready to Use Commercial Table. 5' Folding Table. Seats up to 8 Adults. 661 lb. Static Load Capacity. 1.75" Thick Granite White Table Top. Waterproof, Impact and Stain Resistant Top. Gray Powder Coated Locking Legs. Non-Marring Floor Caps. Designed for Indoor and Outdoor Use

Expected Quantity Sixty Three (63)

Ready to Use Commercial Table. 6" Folding Table. Seats up to 8 Adults. 330 lb. Static Load Capacity. 1.75" Thick Granite White Table Top. Waterproof, Impact and Stain Resistant Top. Gray Powder Coated Locking Legs. Non-Marring Floor Caps. Designed for Indoor and Outdoor Use

Expected Quantity Sixty Three (63)

Table and Chair Portable Storage

Chair Dolly

Folding Chair Dolly. Supports up to 84 Chairs. Stores Chairs on both sides. 15.67" L Hanger Bars. Hanger Bars have Rubber Stoppers. Solid Steel Components. Black Powder Coated Frame Finish. 17 Gauge Welded Steel Frame. Four 3" Polyolefin Swivel Casters. Designed for Commercial Use.

Expected Quantity Six (6)

Table Dolly-Rectangle

Folding Table Dolly. Holds 8-10 Folding Tables. Accommodates 30"W x 72"D Rectangular Tables. 1" Diameter Tubular Handle provides support for tables and grip for the user. Constructed of .125" Thick L-Shaped Steel. Dual Support Braces. Black High Gloss Frame Finish. Four 4" Polyolefin Swivel Casters. Designed for Commercial Use.

Expected Quantity Eight (8)

Table Dolly-Round

Folding Table Dolly. Holds 8-10 Folding Tables. Accommodates Tables up to 60" Round. 1" Diameter Tubular Handle provides support for tables and grip for the user. Constructed of .125" Thick Steel. Supportive Braces. Black High Gloss Frame Finish. Four 4" Polyolefin Swivel Casters. Designed for Commercial Use.

Expected Quantity Eight (8)

*Proposer to furnish warranty information, manufacturer information, shipping and handling.

VENDOR GUARANTEES, WARRANTIES, ETC.

I HAVE READ THE GENERAL TERMS AND CONDITIONS AND SPECIFICATIONS OF THIS BID SOLICITATION AND AGREE TO ABIDE BY SAME:

DATE OF BID

COMPANY NAME

VENDOR REPRESENTATIVE
(MUST BE SIGNED)

AUTHORIZED TITLE

STATE/BUSINESS LICENSE NB.

EXPIRATION DATE

MONITORING OF CONTRACTORS/CONSULTANTS

Name of Contractor: _____

Date Completed: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

I hereby assure that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I, 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity regarding Wilson County Government.

Declaration of respondent: I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.

Name of Authorized Official

Date