

**THOMAS COUNTY JUDICIAL CENTER
OPEN OFFICE SYSTEMS, FREESTANDING FURNITURE –PHASE ONE
REQUEST FOR PROPOSAL**

YOUR BID MUST BE RECEIVED NO LATER THAN

June 11th, 2009 @ 2:00 pm. Eastern

BIDDER’S CERTIFICATION

We offer to furnish Thomas County Judicial Center the materials and / or services requested in accordance with the specifications and subject to terms and conditions of the purchase(s) described herein:

NAME OF BIDDER : _____

ADDRESS: _____

CITY: _____

TELEPHONE NUMBER: _____

BY: _____

(Name printed or typed)

(Signature)

Signature constitutes acceptance of all terms and conditions listed on this form and all attached documents.

Thomas County is tax exempt.

Thomas County reserves the right to reject any or all proposals, or accept any presented that meet or exceed the specifications and are deemed to be in the best interest of Thomas County Judicial Center. Thomas County is not bound to accept the lowest priced proposal. Thomas County also reserves the right to waive formalities of the bidding procedure or informalities contained in a proposal.

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

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TABLE OF CONTENTS

Bidder’s Certification	1
Notice of Invitation for Bids	2
Instruction to Bidders	3
Scope of Work	4

(Attachments “A” thru “E” will be distributed on Monday, May 11, 2009 in the RFP packages)

Attachment “A”	Furniture Component Matrix
Attachment “B”	Furniture Identification Plans
Attachment “C”	Furniture Identification Sheets
Attachment “D”	Supplemental Information – Details, Photos, etc.
Attachment “E”	Furniture Specifications

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I. PURPOSE OF REQUEST

Thomas County respectfully requests proposals for the purchase of Open Office Systems, Freestanding Furniture and Storage Units for the Thomas County Judicial Center.

II. TIME SCHEDULE

Issue Request for Proposal	May 11, 2009
Mock-up Installation and review	June 3 and 4, 2009
Bid Submission Deadline:	June 11, 2009
Award Contract:	June 15, 2009
Installation:	September 30, 2009

III. INSTRUCTION TO BIDDERS

A. Send the complete proposal form on CD and 3 hard copies of proposals to:

Elliott Marshall Innes, P.A.
251 East Seventh Avenue
Tallahassee, Florida 32303
Attention: Maribel B. Parzych
(850) 222-7442

B. Proposal Inquiries: Maribel B. Parzych at parzych@emiarch.com or (850) 222-7442.

C. All proposals must be in a sealed envelope that is clearly marked "Request for Proposal". Mail or deliver all proposals to Elliott Marshall Innes, P.A., 251 East Seventh Avenue, Tallahassee, Florida 32303 prior to the proposal opening date and time. Fax proposals will not be accepted. It is the sole responsibility of the Bidder to see their proposal is received on time. Proposals will not be considered which are received after the time stated and will be returned unopened.

Thomas County reserves the right to reject any or all proposals, or accept any presented that meet or exceed the specifications and are deemed to be in the best interest of Thomas County Judicial Center. Thomas County is not bound to accept the lowest priced proposal. Thomas County also reserves the right to waive formalities of the bidding procedure or informalities contained in a proposal.

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REQUEST FOR PROPOSAL
NOTICE OF INVITATION FOR BIDDERS**

D. NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

E. INTEREST OF:

By submitting a bid, the bidder represents and warrants that neither a Commissioner nor Chairman of Thomas County has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise therefrom.

F. DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

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NOTICE OF INVITATION FOR BIDDERS

Sealed proposals will be received no later than:

**Thursday, June 11th 2009
at 2:00p.m.**

at Elliott Marshall Innes, P.A., 251 East Seventh Avenue, Tallahassee, Florida 32303.

GENERAL STATEMENT OF PROJECT WORK:

The Scope of work will be provided in Attachments A, B, C, D and E.

Any questions will be addressed by Maribel B. Parzych at parzych@emiarch.com or fax to (850) 222-7446. After June 5th, 2009 we will no longer accept any questions. Responses to all questions will be issued no later than Tuesday, June 9th, 2009 at 5:00 p.m..

The project will be awarded on Monday, June 15th, 2009.

MISCELLANEOUS:

Thomas County reserves the right to reject any or all proposals and to waive informalities in proposals.

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INSTRUCTION FOR BIDDERS

General Provisions

1. Plans and specifications will be available on May 11th, 2009. Bid packages are \$75.00 - non-refundable. Make checks payable to Elliott Marshall Innes, P.A..
2. The attached plans and specifications will be used as the basis for evaluating each products success in fulfilling the requirements for this Request for Proposal.
3. The prototypes are generic representations of the project requirements thus each submittal may require modification to coordinate with the vendors specific product line.
4. Thomas County will evaluate the RFP responses and select the Bidders with whom they wish to pursue negotiations.
5. If an order is placed under this RFP, the actual quantity of work stations may vary up to 10 percent.
6. Each Bidder will be required to provide an actual three dimensional full scale work station and chair of Clerks 107 (State Superior Court Deputy Clerk) . The full scale mock-ups will be required to be set up in the lobby of the Emergency Medical Services Building, 1202 Remington Avenue, Thomasville Georgia on Wednesday, June 3rd (12:00pm -5:00pm) and Thursday, June 4th (8:00am – 3:00pm) for the owners review and evaluation. Bidders can begin installing at 8:00am on Wednesday, June 3rd.
7. All RFP submittals must be originals signed by a contractually authorized person. Bidders must sign the Bidder's Certification and provide their current business address. The Bidder must complete all forms and fill in all blanks. An original and copy of the original proposal must be included in the submittal.
8. All modifications to the proposal documents or pricing must be presented in writing to Elliott Marshall Innes, P.A. prior to submittal.
9. Typical Workstations: The dimensions, shapes and configurations of the attached work stations will be used as a basis for evaluating each Bidders line of systems furniture and their ability to meet specifications and fulfill the requirements listed. Bidders must provide clear and concise warranty information and replacement cost information for all items in this request for proposal.
10. The Bidder's submittals shall include plans, elevations and perspectives drawn to scale with an itemized listing of all components and specifications for each item proposed.
11. Thomas County will not accept Bids from Bidders who are in default. Bids that have been altered after submittal are rendered informal and may be rejected. Bids which have not acknowledged all addenda to the documents may also be rejected.
12. Only one Bid will be accepted for this Request for Proposal from each Bidder.
13. A Bidder may withdraw their Bid at any time prior to the deadline set for receipt of Bids set forth in the Notice of Invitation for Bids by making written request to Elliott Marshall Innes, P.A..

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14. All product lines must be represented by a Bidder who will serve as a single point of contact for Thomas County.
15. All proposals must include the following information:
 - The names and contact information of individuals from all firms (including subcontractors and installers) who will be working on the project and their areas of responsibility.
 - An outline of project delivery schedule including product lead times.
 - All permits, licenses, and approvals required in the execution of the work shall be obtained and paid for by the winning Bidder.
 - Bids are not limited to but must include all materials, labor and freight charges, installation costs and any unforeseen costs to meet proposal requirements.
16. Thomas County will place all orders resulting from this Request for Proposal. Appropriate purchase order documents and procedures will be provided by Thomas County to the winning Bidder.
17. Thomas County is tax exempt.
18. Bidders must have warehouse capability for product staging and storage. No additional costs shall be incurred for delays up to 75 days by Thomas County.
19. Bidders must provide three references for similar projects they managed and installed that were similar in scope.
20. Bidders are expected to purchase, ship, unpack and install all furniture and accessories identified and specified in the RFP package at Thomas County Judicial Center. Bidders must be on-site at all times during staging and installation.
21. Delivery is to be coordinated by Bidder's Representative with Elliott Marshall Innes, P.A.
22. Bidders are responsible for removal of and disposal of all trash and packaging associated with installation of their products. They are not to use the construction dumpsters on site.
23. No furniture shall be delivered to the job site prior to approved and coordinated installation time.

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24. Bidders are responsible for coordinating receipt of their products including checking merchandise, shipping tickets and resolving any damaged merchandise issues resulting from delivery.
25. Bidders are responsible for offsite storage of furniture, equipment and components and shall provide insurance on all stored items.
26. There are no loading docks in this facility. Bidder must make provisions for all deliveries.
27. By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

END OF INSTRUCTION FOR BIDDERS