



## REQUEST FOR PROPOSALS

### COLONNADE CIVIC CENTER – BANQUET CHAIRS

The Catoosa County Board of Commissioners hereby solicits and requests sealed Proposals for the purchase of 800 banquet chairs for use in the Colonnade Civic Center. Chairs are fully described in the following Scope of Work section.

Proposal Documents will be available on the County Website Wednesday, September 30, 2020 at: [www.catoosa.com/Proposals](http://www.catoosa.com/Proposals).

The Proposal for this solicitation must be sealed and delivered in person, by mail or other delivery service to the office of the Board of Commissioners, 800 LaFayette Street, Ringgold, GA 30736, Attention: Christal Thomas, Projects Administrator, not later than 4:00 p.m. Thursday, October 15, 2020. The envelope shall state “SEALED PROPOSAL – COLONNADE CHAIRS” to prevent accidental opening. Any Proposal received after this time will not be considered.

Catoosa County reserves the right to accept the response that is determined to be in the best interest of the County. Catoosa County reserves the right to accept or reject any and all proposals, to waive formalities, technicalities or irregularities and to re-advertise if necessary.

#### SUBMITTAL DEADLINE

All responses to this RFP must be submitted in hard copy by no later than 4:00 p.m., on Thursday, October 15, 2020.

Please address the submittal to:

Christal Thomas, Projects Administrator  
The Catoosa County Board of Commissioners  
800 LaFayette ST  
Ringgold, GA 30736

All Proposals (**Original and one (1) copy – TOTAL of Two**) must be submitted in the following format:

1. Proposal – Please use the following “Proposal Form”
2. Specification Compliance Worksheet – Use the following “Spec Compliance Worksheet Form”
3. Affidavit of Non-Collusion – Complete the following “Affidavit of Non-Collusion Form”
4. References – Use the following “Reference and Client List”
5. Local Vendor Privilege – Affidavit of Eligibility (*If applicable*)

**SCOPE OF WORK**

Provide and deliver 800 Banquet Chairs per specifications below.

**CHAIR SPECIFICATIONS**

**Frame:** all steel construction; stacks 10-14 high

**Frame Color:** Gold Vein w/ antique gold

**Frame Shape:** Crown back

**Seat:** 3 ¼-inch High Density Foam over ½-inch plywood  
19-inch seat height (from floor)

**Fabric:** 67% Olefin 33% Polyester

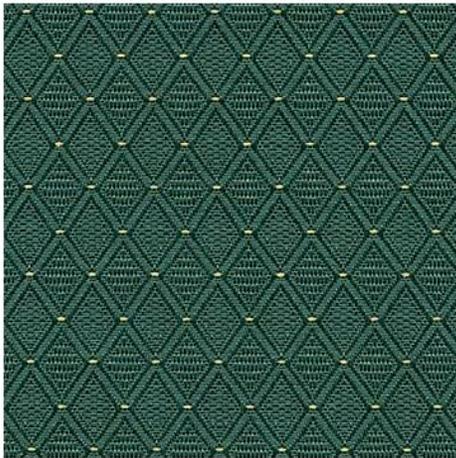
**Pattern:** Jewel

**Color:** Emerald



QUALITY CONTRACT FABRICS

Home	About	B Safe Products	Fabric Collections	Colors	Contact
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**JEWEL**

**Emerald**

*67% Olefin 33% Polyester*

*Width 54"*

*15 + 0.5 oz. per linear yd.*

*Up The Roll*

*Finish Imperviseal or Crypton*

*Abrasion ASTM-D-3597-02 50,000 DRs*

*Pattern Repeat 0.87" Horz. 1.12" Vert.*

*Backing Acrylic*

[Request Sample](#)

**Supplier:** Tahoe, LLC  
404 Elm Road  
Blacksburg, SC 29702  
<https://www.tahofabrics.com/Fabrics/JEWEL9>

**EXAMPLE OF DESIRED CHAIR**



**INQUIRIES**

Inquiries regarding this RFP by email to:  
Christal Thomas, Projects Administrator  
Email: [BidQuestions@catoosa.com](mailto:BidQuestions@catoosa.com)

Only inquiries received in writing will receive a response. **Deadline** for questions is 5:00 PM on Thursday, October 8, 2020. CCBOC will publish a response to all inquiries on its website at [www.catoosa.com/bids](http://www.catoosa.com/bids). All respondents to this RFP are advised to visit CCBOC’s website Monday, October 12, 2020 to review responses to inquiries and any Addenda that may be issued. It is the sole responsibility of the respondent to look at the website for this information.

**TERMS AND CONDITIONS**

All Proposals and supporting materials as well as correspondence relating to this RFP become property of CCBOC when received. Any proprietary information contained in the submittal should be so indicated. However, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored.

- All applicable State of Georgia and Federal Laws, County and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent, and Project throughout and are herein incorporated. The Agreement with the Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the

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performance of the Agreement, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

- From the date CCBOC receives a Respondent's Proposal through the date a contract is awarded, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's Proposal or members of Respondent's team.

### **LOCAL VENDOR PRIVILEGE**

Because Proposals awarded to local vendors contribute to the Catoosa County tax base and promote the local economy, the Catoosa County Board of Commissioners has instituted a local vendor privilege as follows. To qualify as a local vendor, the following conditions must be met:

1. The vendor must have an established place of business within Catoosa County.
2. The vendor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.

All vendors who meet these conditions and who wish to claim the local vendor privilege must complete the Affidavit of Eligibility included in the Proposal or Proposal Documents and submit with your Proposal or Proposal. The local vendor privilege gives qualifying vendors, who are within 4% of the lowest cost, the opportunity to agree to match the lowest cost within 24 hours. (If more than one local vendor meets the qualifications, the lowest local vendor will be given the first opportunity to agree to match the lowest cost. If they refuse, the next lowest vendor will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.)

IN THE CASE OF A PROPOSAL, AWARD IS MADE BASED ON MANY CRITERIA OTHER THAN JUST THE LOWEST COST, SO THIS PRIVILEGE MAY OR MAY NOT COME INTO CONSIDERATION DEPENDING ON THE PROPOSAL SCORE BEFORE COST IS FACTORED IN.

### **PREFERENCE FOR GEORGIA PRODUCTS**

In accordance with the provisions of O.C.G.A. §36-84-1, et. seq., when contracting for or purchasing supplies, materials, equipment or agricultural products, excluding beverages for immediate consumption, Catoosa County shall give preference, as far as may be reasonable and practicable under the circumstances and without otherwise sacrificing quality, to such supplies, materials, equipment and agricultural products which are manufactured and/or produced in the State of Georgia.

### **REVIEW PROCESS**

Written information will be reviewed by Catoosa County Proposal Review Committee. The outcome of the review process may, at the County's sole discretion, result in steps to gather more information for further evaluation. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected. **This may mean an oral interview could be requested of the vendor;** all costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor.

#### **1. Evaluation Criteria**

In making its selection, the County will not only consider cost but also the proposal with the best combination of attributes that provides the desired product, in the opinion of the County. Consideration will be given to the following criteria:

<b>Weight</b>	<b>Evaluation Criteria</b>
45%	Chair Specification Compliance
20%	Customer Referrals/Testimonials
25%	Cost
5%	Warranty
5%	Adherence to & Quality of RFP Response
<b>100%</b>	<b>Total</b>

- a) **Chair Specification Compliance: 45%**
  - Provide detailed information on Specification Compliance Worksheet
  - Delivery time for chairs
  - Describe any other factors that distinguish your proposed chair
- b) **Customer Referrals/Testimony: 20%**
  - Provide References from similar facilities your company has provided chairs to
- c) **Cost: 25%**
- d) **Warranty: 5%**
- e) **Adherence to and Quality of RFP response: 5%**
  - All requested information and forms are included in Proposal Submittal
  - Proposal Submittal is neat, comprehensive and easy to navigate
  - Correct number of copies included

The selection committee will make a recommendation to Catoosa County Board of Commissioners based on the total score determined to be in the best interest of the County.

The County is under no obligation or requirement to request vendor presentations or to entertain vendor presentations.

All Proposals must remain valid for a period of **30** days following the receipt of proposals.

<b>Colonnade Civic Center - Banquet Chairs</b>			
Spec Compliance Worksheet Form			
<b>Specification</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Deviation</b>
<b>Frame:</b>		<b>(Circle one)</b>	
All Steel Construction	18 gauge steel	Yes/No	
Crown back	crown back with hand hold	Yes/No	
Finish	color: gold vein	Yes/No	
<b>Seat:</b>			
Cushion	3 1/4 inch virgin foam	Yes/No	
Wood base	minimun 1/2 in plywood	Yes/No	
<b>Seat and back:</b>			
Fabric	Tahoe, LLC (supplier)	Yes/No	
	67% Olefin, 33% Polyester		
	Color: Emerald		
	Pattern: Jewel		
<b>Delivery:</b>			
Truck Delivery	Inside delivery	Yes/No	
Setup	Unpack	Yes/No	
<b>Manufacturer:</b>			
Location of manufacturer	Made in Amercia	Yes/No	
*Warranty	Product has warranty	Yes/No	

**\* Specific warranty details on product components are requested**

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**CATOOSA COUNTY BOARD OF COMMISSIONERS**

**PROPOSAL FORM**

**SCOPE OF WORK:** COLONNADE CIVIC CENTER - CHAIRS

**LOCATION:** Catoosa County, Georgia

ITEM	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1	Banquet Chairs per Specifications	800	\$	\$
2	Other		\$	\$
<b>TOTAL PRICE</b>				\$

**DELIVERY TIME FOR CHAIRS:** \_\_\_\_\_

**NOTES:**

1. Manufactures Specifications, and Warranty Information MUST accompany Proposal.
2. Catoosa County is Tax Exempt (Exempt Form will be available to awarded Vendor).
3. Include all shipping, handling, freight, delivery & setup or other charges associated with the purchase and delivery of chairs.

THIS PROPOSAL FEE SHALL REMAIN EFFECTIVE FOR 30 DAYS.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ACKNOWLEDGEMENT OF ANY ADDENDA: \_\_\_\_\_ #1, \_\_\_\_\_ #2, \_\_\_\_\_ #3

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**CATOOSA COUNTY BOARD OF COMMISSIONERS  
AFFIDAVIT OF NON-COLLUSION**

**SCOPE OF WORK:** COLONNADE CIVIC CENTER - CHAIRS

**PROJECT LOCATION:** Catoosa County, Georgia

**STATE OF:** \_\_\_\_\_

**COUNTY OF:** \_\_\_\_\_

\_\_\_\_\_  
Being first duly sworn, deposes and says that he/she is

\_\_\_\_\_  
(sole owner, partner, president, secretary, etc...)

The party making the foregoing Proposal; that such Proposed Proposal is genuine and not collusive; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with another Respondent or person, to put in a sham Proposal, or that such other person shall refrain from responding to the Request for Proposals, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure an advantage against the Catoosa County Board of Commissioners or any other person interested in the proposed contract; and that all statements contained in said Proposal are true, and further, that such Respondent has not directly or indirectly submitted this Proposal, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public in and for)

\_\_\_\_\_  
(County)

[NOTARY SEAL HERE]

My commission expires \_\_\_\_\_, 20\_\_\_\_

## REFERENCE AND CLIENT LIST

Vendor must submit references and attach a current client list with Proposal.

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Describe Venue type and number of chairs provided: \_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Describe Venue type and number of chairs provided: \_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Describe Venue type and number of chairs provided: \_\_\_\_\_

\_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Describe Venue type and number of chairs provided: \_\_\_\_\_

\_\_\_\_\_