



## Department of Purchasing

Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER:		17RFQ042617-DRR
WILL BE RECEIVED UNTIL		MAY 10, 2017 3:00 p.m. EST
DESCRIPTION: Round & Long Tables, & High Boy Tables		Site Visit N/A
Return to:	Donald R. Riley, CPPB, Procurement Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281	
<p>ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PROCUREMENT SPECIALIST LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. <b>LAST DAY FOR QUESTIONS May 3, 2017 @ 3:00 P.M. EST.</b></p>		
CONTACT NAME:	E-Mail Address :	Telephone Number:
Donald R. Riley, CPPB	DRiley@CityofStockbridge-ga.gov	(770) 389-7912 (fax only)
<p>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 City of Stockbridge 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 City 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 City.</p>		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.		
Person submitting QUOTE: (Please Print)		Date
Title		
*Signature of the person submitting QUOTE:		
<p>*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 City of Stockbridge 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.</p>		

NO BID:

REASON: \_\_\_\_\_



**Department of Purchasing**  
**Donald R. Riley, CPPB, Procurement Specialist**

**REQUEST FOR E-QUOTE SPECIFICATIONS**  
**ROUND & LONG TABLES, AND HIGH BOY TABLES**  
**GENERAL SERVICES DEPARTMENT**

**1. DESCRIPTION**

The City of Stockbridge Finance Department Division is soliciting quotes from all qualified Contractors to provide Seventy-Two inch (72") round tables, Sixty inch (60") round tables and Six feet (6') long tables and High boy tables at the Merle Manders Community Center which is located at 111 Davis Road, Stockbridge, Georgia 30281 for the General Services Department.

**2. CONTACT PERSON**

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at [DRiley@cityofstockbridge-ga.gov](mailto:DRiley@cityofstockbridge-ga.gov) or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative. All quotes are to be emailed directly to [DRILEY@CITYOFSTOCKBRIDGE-GA.GOV](mailto:DRILEY@CITYOFSTOCKBRIDGE-GA.GOV) ONLY.

**PRE-BID CONFERENCE (NON MANDATORY)    Date: N/A**

**3. TERM OF AGREEMENT**

This procurement is for a one (1) time purchase of goods.

**4. PRODUCT/SERVICE SPECIFICATIONS**

Round and Long tables, and High boys for the Merle Manders Conference Center.

Location: Merle Manders Conference Center located at 111 Davis Road, Stockbridge, Georgia 30281

The City of Stockbridge Finance Department – Purchasing Division is soliciting quotes from all qualified Contractors to Seventy-Two inch (72") round tables, Sixty inch (60") round tables and Six feet (6') long tables and High boy tables at the Merle Manders Community Center which is located at 111 Davis Road, Stockbridge, Georgia 30281.

The successful Contractor must provide the following services:

- 4.1. Seventy-two inch (72") round tables;
- 4.2. Sixty inch (60") round tables;
- 4.3. Six feet (6') long tables;
- 4.4. High boys tables;
- 4.5. The pricing sheets indicate only probable items intended for procurement. The City of Stockbridge reserves the right to limit the procurement only to the items actually required during the award period; and
- 4.6. All materials and supplies requested by the Department must be of commercial/professional-grade, quality/support along with all any warranty information.

**5. PRICING SHEETS**

<b>LINE</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>1</b>	Seventy-two inch (72") round tables	14 Each	\$ _____	\$ _____
<b>2</b>	Sixty inch (60") round tables	8 Each	\$ _____	\$ _____
<b>3</b>	Six feet (6') long tables	10 Each	\$ _____	\$ _____
<b>4</b>	High boys tables	5 Each	\$ _____	\$ _____
<b>5</b>	Freight	One-Time Purchase		\$ _____
<b>6</b>	Warranty (after manufacturer's warranty expires)	____ Years	\$ _____	\$ _____
<b>7</b>	Total Cost of All items (including Items #1 – 7)		\$ _____	\$ _____

**6. STATE OF GEORGIA**

**CITY OF STOCKBRIDGE**

**GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_, 2017 in Stockbridge, Georgia.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY of \_\_\_\_\_, 2017.

\_\_\_\_\_  
My Commission Expires:

NOTARY PUBLIC