



CITY OF GREENVILLE

"Danish Festival City"

411 South Lafayette Street
Greenville, Michigan 48838

Phone: (616) 754-5645 Fax: (616) 754-6320
infocity@greenvillemi.org

REQUEST FOR QUOTE GREENVILLE CITY HALL OFFICES Work-center Project

The City of Greenville is requesting bids for the purchase and installation of four work-centers in the City Hall building. **Base Bid:** Work-center Project

One Signed Proposal
MUST BE RECEIVED BY:
2:00 pm on March 3, 2017

Please send your sealed proposal marked
'City Hall Work-center' to:
City of Greenville
Attn: Norice Thorlund Rasmussen, Clerk-Treasurer
411 S. Lafayette St.
Greenville, MI 48838
616.754.5645
ntrasmussen@greenvillemi.org

All bids will be opened publicly at 2:00pm on March 3, 2017. All contractors are invited to attend this bid meeting. No bids shall be withdrawn for a period of 60 days after the bid opening. The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

An independent site visit and inspection tour may be scheduled upon vendor request. Contact the Clerk-Treasurer, Norice Rasmussen, by email at ntrasmussen@greenvillemi.org or phone at 616.754.5645 to schedule a meeting. Site visits must be conducted prior to March 1, 2017.

Any quantities or measurements stated are estimates only and each contractor is responsible for taking their own measurements. Failure to assess the bid specifications and obtain your own measurements will not relieve the successful bidder of an obligation to furnish all products and labor necessary to carry out the provisions of the contract and to provide a turnkey product.

**GREENVILLE CITY HALL
REQUEST FOR QUOTE**

WORK-CENTER PROJECT

The City of Greenville is requesting bids for purchase and installation of four work-centers in the Greenville City Hall building. Proposals must be received by March 3, 2017.

Please direct questions to Norice Rasmussen, Greenville Clerk-Treasurer, 411 S. Lafayette Street, Greenville, MI 48838 at ntrasmussen@greenvillemi.org or 616.754.5645.

SUBMISSION OF BID

Sealed bids, marked “GV work-centers” will be accepted on or before the date and time indicated. One original bid is to be delivered to City of Greenville, 411 S. Lafayette St., Greenville, MI 48838.

It is the responsibility of the vendor to see that the bid is received by the proper personnel, at the proper location, and in the time as stated in this RFQ. Any bid not meeting these requirements will be disqualified from consideration. The contractor is cautioned that delays caused by the public or private mail systems will not excuse the vendor from the obligation to submit the bid as required in this paragraph. **LATE BIDS WILL NOT BE ACCEPTED.**

GENERAL INSTRUCTIONS & CONDITIONS

1. Bids should be verified before submission and cannot be withdrawn or modified after being opened. The City of Greenville will not be responsible for errors or omissions by the bidder on the bid form.
2. All bids must be submitted on the enclosed Proposal Form.
3. Bidders are encouraged to furnish as references a list of customers who have received similar materials and services in the general area.
4. Any bidder may withdraw a bid personally or by written request at any time prior to the scheduled closing time for receipt of bids.
5. Bidders are expected to comply with the specifications, but to the extent that there is a departure, this must be clearly indicated.
6. Requests for an interpretation shall be made in writing and delivered to the City of Greenville at least 3 days before the time announced for opening the proposals. Interpretations will be in the form of an addendum to the contract documents and, when issued, will be posted on the City of Greenville website, www.greenvillemi.org. All addendums shall be included in the contract when submitting the bid proposal.

7. AWARD OF BID:

- A. The City of Greenville reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bid or the bidding and to make its selection of items and quantities awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the purpose for which they are intended.
- B. Bids shall remain open, valid, irrevocable, and subject to acceptance for sixty (60) days after the bid opening date.
 - a. The successful contractor shall submit the following items within ten calendar days of written notification from the city of the bid award:
 - i. Proof of Workmen’s Compensation Insurance and, General Liability insurance issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$500,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$500,000 aggregate for any such damage sustained by two or more persons in any one accident.

8. INSPECTION AND ACCEPTANCE: All items provided by the successful bidder under this bid shall meet or exceed the bid specifications upon which the bid was awarded and shall comply with Federal and Michigan State laws governing their production, handling, processing and labeling. Inspection and acceptance of all materials and labor shall be done at the completion of the project. Items found to be defective or not in accordance with the bid specifications shall be replaced by the bidder at no cost to the City of Greenville. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of the contract documents.

10. SAFETY STANDARDS: All equipment offered must conform to all applicable code requirements and shall be in conformance with industry standards of operation and practices. All materials, arrangements, and procedures shall comply with applicable code requirements, allowing the users to arrange and operate a safe assembly and working environment for audience and user personnel.

END OF GENERAL INSTRUCTIONS & CONDITIONS

**City of Greenville
REQUEST FOR QUOTE
SCOPE OF WORK**

The City of Greenville is seeking a qualified contractor to provide a firm fixed price for the materials and installation of the work-centers listed below. The measurements of the materials are provided for reference and are approximate measurements. The Contractor shall field verify the measurements prior to the procurement of the furniture with no additional cost to the owner. The Contractor shall provide all equipment and tools necessary to complete the project

Required Specifications:

Product Specifications: Four work-centers as designed in the attached exhibits to include the following items for each work-center:

1. Work surface supporting lateral 36Wx18 1/4Dx27-3/4H - New
2. Desk and new work surface as displayed in exhibit
3. Two Flip door units with fabric covering front, one at 36W and another at 30W with tackboards
4. Work surface Supporting B/B/F, 27-3/4H x 27-7/8D x 15-1/4W - NEW
5. Electrical strips built into the work-center – one master electrical cord for plug-in to building electrical
6. All supports and supporting components for assembly with main components listed above

Project Includes:

- Delivery and installation of four work-centers.

Project Schedule & Delivery:

The project must be delivered, installed and completed during on Monday, April 17, 2017. The contractor will be expected to make reasonable efforts to minimize the amount of time the room will be unusable.

**GREENVILLE AREA COMMUNITY CENTER
REQUEST FOR QUOTE**

BID SUMMARY

MATERIALS QUOTE \$ _____

LABOR QUOTE \$ _____

Indicate any associated costs if not included in the Project Price. _____

TOTAL PROJECT PRICE \$ _____

Optional: New HON Ignition Wk Mid-bck Pneu Swivel tilt Tilt Bck Ht. Adj chair bid each: \$ _____

Completion of the project must be within 60 days from receipt of purchase order or notice to proceed.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the services or commodity in accordance with all terms and conditions herein. Please type or print the information below. Respondent is REQUIRED to complete, sign and return this form with the submittal.

Company Name

Authorized Person (Print)

Address

Signature

City/State/Zip

Title

Telephone # Fax #

Date

Email

Tax ID #