



**INVITATION TO BID (ITB) – REQUEST FOR QUOTATION
FURNISH & SET UP/INSTALL
NEW PUBLIC WORKS FURNITURE REQUIREMENTS**

BIDS DUE JUNE 7th, 2017 BY 2:00 PM

To: Bidders/Suppliers

Please quote on the attached Scope of Work TO FURNISH & INSTALL FURNITURE & ACCESSORIES in accordance to the following T&C's/certifications and attached specifications.

Terms & Conditions

- A formal Agreement/Contract will be issued for your signature.
- Liability & workmen's compensation insurance will be required.
- City may terminate the Contract if the contractor has not exercised a standard of care or professionalism for this type of work.
- Oregon State Public Contract Provisions are applicable to the work.
- Contractor shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by or resulting from any act or omission sustained in connection with the performance of the Agreement/Contract or by conditions created thereby, or based upon violation of any statute, ordinance or regulation.

Certifications (this form must be signed & returned with bid – the bid itself will be on your own format)

- Contractor/Supplier hereby certifies to furnish all of the materials (furniture/accessories) and labor as specified for this project for a complete job.
- Contractor certifies that the bid submitted is genuine and not a sham or collusive bid.
- Contractor certifies to represent and warrant all work done under this contract.
- Contractor certifies to comply with Title VI of the Civil Rights Act of 1964.
- Contractor certifies that he/she has available the appropriate financial, material, equipment and expertise necessary to meet all contractual responsibilities.

By: (Sign and print name) _____

Company: _____

Address: _____

Phone: _____ Fed ID # _____

Fax: _____ E-Mail: _____

Presentation of Bid - May be mailed or hand-carried complete with cuts/brochures,warranties as applicable for each item – Partial bids will not be accepted.

- Please present the price quotation/bid on ***YOUR OWN FORMAT along with this form.***
- Mail or hand carry to Megan Messmer, City Project Manager, 250 Highway 101, Florence, Oregon 97439. Questions: Phone: 541-997-3437
- Please present bids on or before 2:00 PM on June 7, 2017. We can't accept them after that date & time. Thank you.

Scope of Work/Equal Equipment/Installation-Set Up

Equipment will be furnished per the attached specifications or acceptable equals. The brand names and models are specified only for the desired type and quality desired by the City of Florence. Equal equipment brand names and models will be accepted. Delivery and set up are to be included in the quotation.

Complete Quotation

Suppliers are required to bid the complete project: All equipment specified, all quantities, delivery, and set-up.

Public Records

All bids/quotations submitted are the property of the City of Florence, and are thus subject to disclosure pursuant to the public records law, as qualified by ORS 279B.060. Accordingly, bids/quotations received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued.

Costs

Suppliers responding to the Request for Bid do so solely at their own expense.