

Purchasing

Kelly S. Dixon, CPPO, CPPB
Procurement Manager



10459 Courthouse Dr, Suite 201 • King George, VA • Telephone (540) 775-1657 • Fax (540) 775-7692

REQUEST FOR QUOTE - FAX-BACK

TO: Prospective Contractors

DATE: August 3, 2009

SUBJECT: Request for Quotes #Q-08172009-1400: Courtroom Bench Repair

This Request for Quote (RFQ) for courthouse bench repair for King George County, is forwarded for your consideration.

The required work is described in the Scope of Work below. A site visit must be made to properly evaluate condition of benches, take measurements, etc. Site visits may only be conducted on days Court is not in session, and must be accompanied by the King George County Facilities Manager. Dates available for site visits: August 10, 11, and 12. Please contact Mr. Matt Clift, 540-775-4329 to schedule site visit.

Quote Submission Instructions

All quotes are to be submitted to the King George County Procurement Manager no later than 2:00, August 17, 2009. Quotes may be submitted by mail, Fax, or E-mail. Quotes received after the published deadline will be considered non-responsive and rejected.

Fax: (540) 775-7692

Email: kdixon@co.kinggeorge.state.va.us

Quotes received after the published deadline will be considered non-responsive and rejected. King George County is not responsible for delays in the US Postal Service, or other delivery/carrier services. King George County is not responsible for delays due to internet, server, or fax malfunctions. Each vendor is responsible for ensuring/verifying that his/her quote was received by the Procurement Manager before the deadline set for submission of quotes.

Quote submission must include Page 4 of this RFQ, and a copy of the submitting firm's W9

If you have any questions, please feel free to contact me at (540) 775-1657, or e-mail kdixon@co.kinggeorge.state.va.us.

SCOPE OF WORK

Repair Courtroom Benches - Public Seating

1. Repair of 10 Courtroom Benches to include:

Remove damaged benches for repairs at contractor's facility

Remove all screws and prior repair hardware

Plug/Fill and blend previously drilled holes

Remove all fill compound and glue from previous repairs

If front support section can be recovered, reinstall bench section.

If support cannot be recovered, manufacture and install a new support.

Stain and blend repaired areas

Top coat

Reinstall units

2. Clean all public seating benches in courtroom, bringing a reasonable luster back to the wood.

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TERMS AND CONDITIONS:

LEGAL STATUS: King George County, Virginia, is a political subdivision of the Commonwealth of Virginia and a body politic, (County), herein referred to as KGC

QUOTE PRICES: Quotes shall be in the form of a firm fixed delivered total price. Prices shall be for the complete repair, delivery, and installation of all benches, F.O.B. Destination, which shall include, but not be limited to, packaging, crating, pallets, insurance, and/or shipping/handling costs to the delivery destination. Extra charges will not be allowed. "Discount from list" quotes are not acceptable.

DELIVERY: All items shall be delivered F.O.B. destination. Ownership will not be accepted until items are received, and inspected. All packages or shipping containers must bear the Purchase Order Number and the Ship-To-Location as indicated on the Purchase Order. KGC reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made by the time specified and committed to unless otherwise authorized, in writing, by the Procurement Manager.

It shall be the responsibility of the Contractor to ensure that appropriate equipment (lift gate, etc.), and a sufficient number of personnel are available to offload the delivery trucks. KGC shall not be responsible for costs incurred if such personnel are not provided.

PAYMENT TERMS: After delivery of materials, the contractor must prepare and submit an original detailed/itemized invoice to KGC. All invoices must bear the Purchase Order Number and the Ship-To Location. Invoices submitted without the required Purchase Order number and Ship-To location may be returned with subsequent delay in payment. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after approved invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 45 days.

PURCHASE ORDER AWARD: KGC reserves the right to award a purchase order in whole or in part to one or more contractors as KGC determines, in its sole discretion, to be in the best interest of the County.

QUANTITIES: The quantities specified are those intended to be purchased by KGC. The exact amount ordered will be governed by actual needs to be determined at the time of award. KGC will only be obligated, under this contract, to the extent of purchase orders issued and products received.

TAXES: King George County is exempt from excise taxation by virtue of exemption certificate No. 54-0716449. The Purchasing Agent will complete such documents as may be necessary for the CONTRACTOR to comply with applicable tax laws and regulations. The price or prices quoted here shall include all other federal and state, direct and indirect taxes which apply.

WORK SITE DAMAGES: Any damage, including damage to grounds, facility, and finished surfaces resulting from the performance of this contract shall be repaired to KGC's satisfaction at the Contractor's expense.



REQUEST FOR QUOTE COVER PAGE - FAX-BACK

Quote No: Q-08172009-1400 Close Date: August 17, 2009 Time: 2:00 PM EST

Description: Courtroom Bench Repair

Requestor: Kelly S. Dixon, CPPO, CPPB Phone: 540.775-1657 Fax: 540.775.7692

Please note: Complete this page, and submit with quote and W9.

This Quote Cover Page must be signed by an authorized representative of the firm submitting the quote. Any alterations or erasures to the quote must be initialed by the undersigned authorized representative. The below signed agrees, and certifies, that he/she is the authorized representative of the quoting firm, and that the information provided in this quote is true, accurate, and binding. The undersigned also certifies that all items quoted meet or exceed the Scope of Work provided. The signing representative also acknowledges that providing incorrect or incomplete information may be cause for quote rejection or contract termination.

Company Name: _____

Address: _____

E-Mail Address: _____

Authorized Signature: _____

Name/Title: _____

FEIN (Federal Employee ID Number) (required) _____

Phone: _____

Fax: _____

Firm's W9 must be submitted with quote.