



Cherokee County Board of Commissioners  
Purchasing Department  
1130 Bluffs Parkway, Canton, GA 30114  
Phone: (678) 493-6000  
Fax: (678) 493-6035

## REQUEST FOR BIDS

### **RFB# 2024-007, Cherokee County Probation Office - Office Furniture**

**THE PROJECT:** The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **bids** in support of the purchase, delivery, installation of office furniture including trash removal from the site for the new Cherokee County Probation Office, meeting the specifications and as described herein.

There **will not** be a mandatory meeting to review the requirements.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

#### **SCHEDULE:**

<b>Issued</b>	December 11, 2023
<b>Questions Due</b>	<b>January 3, 2024, by 4:00 PM</b>
<b>Answers Due</b>	January 8, 2024
<b>Bids/Proposals Due</b>	<b>January 18, 2024, at 10:00 AM</b>
<b>Anticipated Award Date</b>	February 6, 2024

**THE EXPECTED PERIOD OF PERFORMANCE:**

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS      ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☒ Warranty Term Requested: Lifetime is preferred.

2. ☐ NO SERVICES REQUIRED      ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year  
☐ Two Years  
☐ Three Years  
☒ Other: 6 months after Notice to Proceed (NTP). See SOW for further details.

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

**SUBMITTAL INSTRUCTIONS:**

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items **(only items indicated with an “X” in the corresponding boxes are required for this solicitation)**:

- ☒ Information and Addenda Acknowledgement Form (Appendix A).
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B).
- ☒ E-Verify Affidavit (Appendix C).
- ☒ References\* (Appendix D).
- ☒ Acceptance of County' Standard Agreement\*\*, as below: (Appendix E).
  - ☒ Professional Services Agreement (Sample provided).
  - ☐ Construction Services Agreement (Sample Provided).
  - ☐ Architectural & Engineering Services Agreement (Sample Provided).
  - ☐ Other:
- ☒ Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (Appendix F).
- ☐ Contractor's License Certification (Appendix G).
- ☐ Bonds Requirements **if the price bid > \$100K**
  - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H).
  - ☐ Bid Bond (See Appendix I).
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,\*\*\*.
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested.
- ☐ Pricing on Proposer's Company Letterhead.
- ☒ Pricing on included pricing sheet / bid form.
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment).
- ☒ ARPA Terms, Conditions, Certifications & Representations (Attachment).
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9.
- ☒ Any other requirements as requested under the scope of work.

*This project is funded by the American Rescue Plan Act of 2021 (ARPA). All documents listed above with an ☒ in the box are required to be submitted with complete and accurate information including signatures and notarization where required. Attachment 1 (ARPA Terms & Conditions and Representations) shall be incorporated into the County's standard Construction Services Agreement. Failure to comply with this requirement will be deemed as non-responsive.*

**Notes:**

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

**EVALUATION CRITERIA:**

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☒ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☐ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

100%                      Price

**100%                      TOTAL**

**REQUEST FOR BID REQUIREMENTS:**

In order TO BE CONSIDERED the Contractor MUST COMPLY with the below requirements. Failure to submit these requirements during the bid process shall render the bid NON-RESPONSIVE:

1. SUBMITTAL INSTRUCTIONS ON PAGE 3

The Contractor must provide each item marked with an "X"

2. PREVIOUS EXPERIENCE

- Must provide evidence of at least 3 recently completed successful projects similar in scope.
- Must provide evidence of at least 5 years of supplying and installing office furniture.
- Must provide evidence that you are an authorized dealer/installer by the Manufacturer (If you are not the Manufacturer).
- Must provide the assigned Project Manager's name and relevant experience.
- Must provide the Installation Crew's names and relevant experience that will perform the installation.

3. SCHEDULE / WARRANTY / LAYOUT

- Must provide a Project Schedule along with Lead Times of all items that will meet the installation completion date (See SOW for further details).
- Must provide evidence of a lifetime manufacturer warranty.
- Must provide your Layout Design Plans.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

**HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:**

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

**A. Electronic Submissions Only:**

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]\_[Vendor Name]\_[Document Type]  
Example: "2017-111\_ABC Company\_Proposal"

**QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

**STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE**

## **STATEMENT OF WORK AND / OR SPECIFICATION:**

### **OVERVIEW**

Cherokee County Procurement is seeking competitive sealed bids in support of the purchase, delivery, installation of office furniture including trash removal from the site for the new Cherokee County Probation Office located at 400 East Main Street, Canton GA 30114.

The building is a single story facility that will contain offices, administration, and drug testing spaces. The office and administration spaces will accommodate Probation Staff, Supervisors, and the Director. The offices are adjoined by support spaces containing restrooms, a break room, a training room, office and custodial storage, and mechanical spaces as well.

### **SCOPE OF WORK**

The purchase, delivery and complete installation of all office furniture.

The contractor shall submit their "Layout Design Plans" configured to fit in each location as per the CAD drawing "Probation Office Plan for Furnishings.dwg"

"Commercial Grade" furniture only will be accepted. Screw, Peg & Glue is not acceptable.

Storage (if necessary) until furniture is needed for installation.

A lifetime warranty detailing coverage is preferred. All equipment shall be new, free of any cosmetic flaws or damage and covered by a manufacturer's warranty.

In addition to the Pricing Form provided, each submittal must include and itemized price list showing quantities, unit pricing and extended pricing. A grand total shall also be provided.

The furniture installation must be coordinated with the completion of the building renovation (Renovation estimated completion early August 2024). Matt Williams – Property Management Director, is the Project Manager for the renovation. He is also the single point of contact for the coordination of the furniture installation. His contact information will be provided upon award.

No trash left behind. All trash shall be removed from the site. The contractor shall be responsible to keep the jobsite safe and free of debris each day and at project completion.

Any damage to the Facility caused by the Contractor shall be the Contractor's responsibility. All costs associated to repair damage to the Facility shall be borne by the Contractor. All damage repairs shall be inspected and approved by the County's Representative prior to release of payment. If requested and accompanied by the County's Representative, the Contractor may inspect the Facility prior to the start of work for any existing damage.

## **ATTACHMENTS**

- Probation Office Plan for Furnishings.dwg
- Probation Office Plan for Furnishings-A1.1.pdf
- Probation Office Plan for Furnishings-A1.2.pdf
- Standard Professional Services Agreement SAMPLE
- Cherokee County Standard Solicitation T&Cs & Forms
- ARPA Terms, Conditions, Certifications & Representations
- Zoom details for Opening.

**END OF STATEMENT OF WORK/SPECIFICATION**

## RFB# 2024-007, Cherokee County Probation Office - Office Furniture

PRICING FORM

Room #	Description	Furniture Need	Price	Comments (If Needed)
102	WAITING ROOM	Plastic interlocking chairs (50?)	\$	
104	DRUG TESTER OFFICE	L-shaped desk Desk chair 3-shelf storage cabinet with locking doors Two plastic chairs	\$	
105	DRUG TESTER OFFICE	L-shaped desk Desk chair 3-shelf storage cabinet with locking doors Two plastic chairs	\$	
106	DRUG TESTER OFFICE	L-shaped desk Desk chair 3-shelf storage cabinet with locking doors Two plastic chairs	\$	
107	DRUG TESTING AREA TOILET	small table	\$	
108	DRUG TESTING AREA TOILET	small table	\$	
109	DRUG TESTING AREA TOILET	small table	\$	
110	ADMIN DESK	Desk chair	\$	
111	COPY ROOM OPEN AREA	T-drawer lateral filing cabinet	\$	
112	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
113	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
114	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
115	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
116	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
117	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
118	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
119	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
120	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
121	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
122	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
123	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	



## RFB# 2024-007, Cherokee County Probation Office - Office Furniture

PRICING FORM

Room #	Description	Furniture Need	Price	Comments (If Needed)
124	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
125	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
126	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
127	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	
128	DIRECTOR	Desk with return and hutch Desk chair Round conference table and four chairs Two "nice" chairs 3-shelf book shelf	\$	
129	SUPERVISOR	Desk with return and hutch Desk chair Two "nice" chairs 5-shelf book shelf	\$	
130	SUPERVISOR	Desk with return and hutch Desk chair Two "nice" chairs 5-shelf book shelf	\$	
131	SUPERVISOR	Desk with return and hutch Desk chair Two "nice" chairs 5-shelf book shelf	\$	
133	BREAK ROOM	Tables / seating For 8 - 10 people (not sure what will fit)	\$	
134	TRAINING ROOM	Training tables / seating As many as will fit in that room (ideally 40?)	\$	
136	RESTROOM	Small table/cabinet	\$	
137	RESTROOM	Small table/cabinet	\$	
145	OFFICE	L-shaped desk with hutch Desk chair Two plastic chairs 5-drawer filing cabinet 3-shelf book shelf	\$	

Furniture Total \$

Storage (if needed) \$

Shipping \$

Installation \$

Total Price \$