



WILLIAM A. BELL, SR.  
MAYOR

# CITY OF BIRMINGHAM

FINANCE DEPARTMENT

## PURCHASING DIVISION

P-100 CITY HALL  
710 NORTH 20TH STREET  
BIRMINGHAM, ALABAMA 35203-2227

TELEPHONE (205) 254-2265  
FAX (205) 254-2484

J. THOMAS BARNETT, JR.  
FINANCE DIRECTOR

RON NICKEL  
PURCHASING AGENT

WILLIAM E. CAFFEE  
ASSISTANT PURCHASING AGENT

September 8, 2014

### INVITATION TO BID #14-60

Sealed bids for office furniture for the City of Birmingham will be received by the Purchasing Agent, Room P-100 First Floor City Hall, Birmingham, Alabama, until 2:00 p.m., October 3, 2014 at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at [www.birminghamal.gov](http://www.birminghamal.gov) (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided and all quotations are to be f.o.b. Birmingham, Alabama delivered.

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham in the amount of \$1,000.00. In order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion, or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted in whole or part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "**SEALED BID – OFFICE FURNITURE – 2:00 P.M., 10/03/14**". Bids may be hand delivered to Room P-100 First Floor City Hall, Birmingham, Alabama, or mailed to City of Birmingham, P. O. Box 11295, Birmingham, Alabama 35202-1295. (**DO NOT MAIL TO ROOM P-100 FIRST FLOOR CITY HALL**). However, bids sent by any express carrier (Federal Express, UPS, DHL, etc.) must be mailed to 710 North 20th Street, and specify delivery to P-100 First Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., October 3, 2014. Bids received after this time will not be considered.

  
W E Caffee, Assistant Purchasing Agent

a.m.  
B.N. 09/12/14

**SPECIFICATIONS FOR FURNITURE  
FOR  
THE CITY OF BIRMINGHAM**

**GENERAL:**

The City of Birmingham plans to purchase the office furniture specified in the document in the quantity indicated. Award will be based on the lowest price, responsive, responsible bid submitted.

The City reserves the right to make additional purchase of the office furniture at the bid price(s) at a later date if mutually agreeable to both parties.

Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama Section 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

**Each bidder is to extend prices and provide a total for the bid being submitted. In order for any bid award to be considered that exceeds \$10,000.00 your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$1,000.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.**

Contract award to purchase the materials covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's record shall prevail. **The City will not consider any bids requiring C.O.D. payments.**

Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

Vendor acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the Federal Small Business Administration.

**Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.**

**The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.**

Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.

The funding for the complete project is limited.

Potential bidders are to schedule an appointment time for an on-site inspection of the area to make themselves aware of any and all existing condition that might affect their bid. Bidders are to verify all dimensional measurements of the area to ensure proper fit for their proposed products. Contact Leah Crockett (phone: (205) 324-3442, fax: (205) 324-5474, email: [leahc@hatcherdesign.com](mailto:leahc@hatcherdesign.com)) Monday thru Friday between the hours of 9:00 a.m. until 4:00 p.m. in order to coordinate the site visit. Any bid submitted will be construed as evidence that a site visit was performed by the bidder.

## GENERAL CONDITIONS

To insure acceptance, all bidders submitting bids shall be governed by the following conditions, attached specifications and bid forms. Bids not complying with these conditions will be subject to rejection.

**Intent of Specifications:** It is the intent of the specifications attached hereto to set forth and describe the furniture for consideration for the Birmingham City Hall.

**Interpretations:** All questions concerning the specifications or conditions shall be directed to Hatcher Design Associates, 2213 Morris Avenue, Birmingham, Alabama 35203, phone: (205) 324-3442, fax: (205) 324-5474, email: [leahc@hatcherdesign.com](mailto:leahc@hatcherdesign.com), to the attention of Ms. Leah Crockett and received by no later than end of day September 16, 2014. Verbal communications are nonbinding and not enforceable. Questions of substance are to be submitted in written form. Questions and answers will be posted on the City's website ([www.birminghamal.gov](http://www.birminghamal.gov)) no later than end of day September 23, 2014. **It is the Vendor's responsibility to confirm components required to install as shown on the plans.**

**Sealed Bids:** The specifications and all executed bid forms must be submitted in a sealed envelope. The face of the bid envelope shall be plainly marked identifying the bid. It shall be the sole responsibility of the bidder to assure receipt of the bid prior to the published time for receipt of bids. No bid will be accepted after closing time for the receipt of bids, 2:00 p.m., October 3, 2014, nor will any offers by telephone or other means be accepted.

**Requests for Substitutions:** Any proposed substitutes for the manufacturers and items specifically defined in the specifications must be submitted for review for approval no later than end of the day September 16, 2014. All requests for review for approval must include a written description, complete technical construction specifications, fabric/finish selections, color brochure, pictorial representation of the item(s) and list of references of local installations. All such requests are to be submitted to Leah Crockett, Hatcher Design Associates, Inc, 2213 Morris Avenue, Birmingham, Alabama 35209: (205) 324-3442, fax: (205) 324-5474, Email: [leahc@hatcherdesign.com](mailto:leahc@hatcherdesign.com). Any approved substitutes will be posted on the City's website ([www.birminghamal.gov](http://www.birminghamal.gov)) as an addendum no later than end of the day September 23, 2014 and mailed to those vendors who were provided a copy in person or by mail.

**Exceptions to Specifications:** During the drafting of written specifications, a sincere effort was made to accurately describe the office furniture best suited to the needs of Birmingham City Hall. However, in order that consideration be given in evaluating bids, any exceptions to or deviations from the specifications as written must be noted and fully explained. The City will be final authority in determining the acceptability of exceptions to specifications.

**Bid Price:** Bid price shall include cost of product, shipping costs, storage, handling, assembly and installation price. The bid price should not include sales tax. Any bid that stipulates a reversal of freight charges if a minimum quantity or purchase order amount is not ordered, will be determined a non-responsive bid and will not be considered for award.

Submit two (2) sets brochures and two (2) sets current manufacturer's price list for each product bid. State the rate of discount used to calculate your bid price.

**Award of Bid:** Award of bid will be made at a later date after a full analysis of product, pricing, service and other factors has been made to the lowest priced responsive, responsible bidder based on a single lot basis. The City of Birmingham reserves the right to accept or reject any or all bids, to waive any minor bid irregularities, technicalities, or informalities, and to request re-bids when deemed in their best interest.

**Delivery:** No title to the items ordered nor any risk for loss shall be passed to the City until after an authorized representative has acknowledged receipt of delivery and installation in good condition.

**Discounts:** The City's standard payment terms are net 30 days after final acceptance. Terms offering a discount for prompt payment will be considered in determining the most competitive bid. Period for proposed discount shall begin after the material and a correct invoice and other required documents have been presented and approved. The City will not consider any bids requiring C.O.D.

**Warranty:** Warranty period shall be clearly defined in bid documents; indicate if labor charges for correction of defect are included in warranty or if there will be a service charge during the warranty period.

After expiration of warranty, if applicable, clearly define service charges for visits to correct damages or defects in product. Define cost of service charge for new product and existing product, if applicable.

## **TECHNICAL SPECIFICATIONS**

### **1. General:**

- a. **Warranty:** System must carry a minimum ten (10) year warranty for original purchaser.
- b. **Private Office Capabilities:** System must provide panel-based and freestanding planning solutions, as well as an integration of the two.
- c. **Component Integration:** Panel-based and freestanding application must be able to share components such as work surfaces, overhead cabinets, wardrobe cabinets and pedestal storage.
- d. **Quick Ship Program:** System must offer an accelerated lead-time for future orders; indicate length of time for Quick Ship Delivery.
- e. **Panel Stability:** All panels must meet or exceed ANSI/BIFMA requirements for mechanical strength.
- f. **All corridor widths are minimal and must be maintained as shown on Hatcher Design Associates Floor Plan dated 09/03/14**

### **2. Panels:**

- a. Acoustical panels should be of monocoque construction, creating box-like strength, rather than picture frame design.
- b. Upholstered panels must be fully tackable and acoustical with minimum Noise Reduction Coefficient of .70 or more and Sound Transmission Class of 20.
- c. Nominal panel thickness must be **maximum 2"**.
- d. Panels must allow easy reupholstery in the field.
- e. Panels must provide raceway area for lay-in cable distribution. Raceway must provide ferrous shielding of data wires from electrical components.
- f. Panels must have no exposed frame, once installed.
- g. Panel system must employ a non-progressive entry system where installation may begin with any partition in the run. Once erected, any partition must be removable, replaceable, and allow for relocation without taking out any other partition or violating the integrity of the panel system.
- h. The system must provide the ability to add to the base panel with one additional panel without reconfiguration of foundation panels.

3. **Connectors:** Panel connectors must not interfere with the raceway area.
4. **Work Surfaces:**
  - a. Must be at least a 3-ply construction.
  - b. Must be available in plastic laminate.
  - c. A wall attached, 24" deep, 48" wide work surface must have a functional load limit of a minimum of 200 pounds.
  - d. No work surfaces may be cut or modified unless at direction of Interior Designer.
5. **Brackets:**
  - a. All brackets must be made of at least 14-gauge steel.
  - b. All brackets that mount to a slotted track must have a safety hook to prevent accidental dislodging.
6. **Pedestals:**
  - a. Pedestals shall meet or exceed all applicable ANSI/BIFMA standards for durability and safety.
  - b. Must have full extension ball-bearing slides.
  - c. All pedestals must be equipped with locks and keyed alike in each workstation and to match upper storage. Provide master key.
  - d. Pedestals must have leveling glides with 2" travel.
7. **Upper Storage:**
  - a. Panel, desk and wall mounting options must be available as standard product offering. Upper storage must be keyed to match pedestals in each workstation. Provide master key.
8. **Electrical:**
  - a. Power distribution to take place in the raceway.
  - b. Four circuit, eight-wire system and six circuit, ten-wire system must be available as standard product. Additional system with independent neutrals must also be available as a custom option.
  - c. Standard electrical systems must offer separate grounds and heavy-duty, 10 gauge neutrals.
  - d. Powered panels must allow for a minimum of 34 Category 6 cables, 4 pair UTP cables or 44 Category 5, 4 pair UTP cables at a 60% fill rate in straight-line and corner conditions.
  - e. Raceway must provide ferrous shielding of data wires from electrical components.
  - f. The power system shall have capacity for two duplex outlets per panel side (total of four outlets) on all panels wider than 30 inches. Provide minimum of four (4) duplex outlets per workstation.
  - g. Furnish electrical whips and all components required for connection to the building power source and power to each individual workstation.
9. **Top Caps:** Tops caps to be available in a variety of finishes to include plastic and metal.
10. **Bases:** Base raceway shall provide horizontal routing and access locations for electrical circuits. Base cover plates shall allow easy entry and access to electrical circuits. Powered base retrofit kits shall be available to convert non-powered panels to powered panels.
11. **Acceptable Manufacturers/Product:** Equal to Friant System 2. Panel thickness may not exceed 2".

**Panel Fabric:** Guilford of Maine Crosstown 2526, Color: 060 Fieldstone  
**Trim/Storage:** LT (Light Tone)  
**Work Surface:** White Tigris  
**Base:** MT Medium Tone

**Note:** Attach description of exceptions to or deviations from the specifications as written.

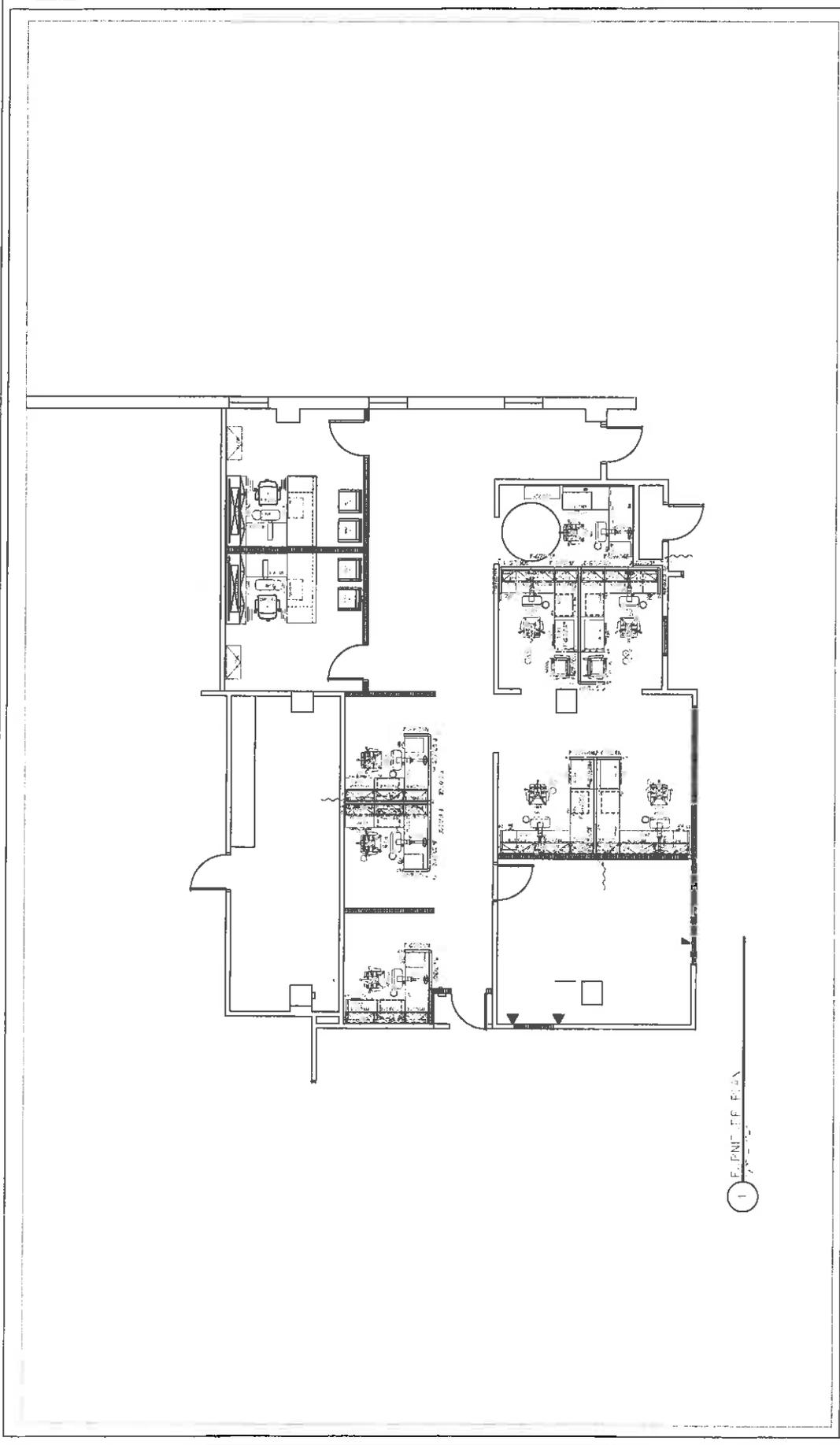
## **SCOPE OF WORK**

### **1. General:**

- a. The successful Furnishings Contractor will be responsible for verifying that the dimensions shown on drawings or plans are correct.
- b. The successful Furnishings Contractor is to obtain all necessary permits required before beginning work.
- c. The successful Furnishings Contractor will be responsible for generation of materials equipment list from which orders will be issued. "As-installed" drawings will be supplied to the Owner/Interior Designer upon completion of the project in hard copy and Version 2007 AutoCAD format.
- d. Bidders shall furnish a parts list for each typical workstation with separate unit prices. Drawings in plan view and 3-D or elevations shall be provided for each workstation quoted.

### **2. Installation:**

- a. The installation schedule will be determined by the Interior Designer and will coordinate with the completion of areas to receive new product. Installation is to be phased as follows:
- b. Installation is to be performed Monday through Friday from 8:00 to 5:00 P.M. Indicate overtime charges if installation is required outside of normal working hours.
- c. The General Contractor will furnish all connections to the building wiring. The successful Furnishings Contractor shall provide all wiring whips and electrical components required for a full and complete installation for connection to the building power source.
- d. The Furniture Contractor must provide protection for the building during delivery and completion of the installation.
- e. The Furniture Contractor shall take due care to prevent damage to the furniture, floors and walls throughout the installation. Any flooring, wall, door or door frame damaged by shall be the sole responsibility of Furnishings Contractor to replace and finish to its original condition. All costs associated with replacement or repair will be at the expense of the installer.
- f. All damaged or incorrectly shipped products will be removed from the job site daily. Missing or damaged products must be immediately reordered by telephone to ensure shipment and installation in a timely manner so as not to delay the project schedule.
- g. The Furnishings Contractor shall be responsible for removal of all trash, packing materials, crates, boxes and pallets using his labor and equipment from the building and project site daily. All areas must be vacuumed and all surfaces spray cleaned inside and out with the cleaning product recommended by the manufacturer.
- h. The Furnishings Contractor must repair or replace all scratched or damaged components to like new condition before installation will be considered complete.
- i. All deliveries, site preparations, site use installation work, damages or delays will be coordinated through the City with the approval of the Interior Designer.
- j. Any request to modify the installation must be approved in writing by the Interior Designer before implementation.
- k. Any modification, which requires the issuance of a change order, will be approved by the Interior Designer, and shall not become binding until issuance of the change order.
- l. Successful Furnishings Contractor shall provide instructions (written and electronic) for proper care and maintenance.



1 FURNITURE PLAN

PROJECT BIRMINGHAM CITY HALL	JOB NUMBER 2007.00	ORIGINAL ISSUE DATE 9.3.2014
SUBJECT PAYROLL OFFICE FURNITURE	ADDENDUM # / DATE 205.324.3442	SHEET NO. ID2
HATCHER DESIGN ASSOCIATES, INC.		FAX 205.324.5474



**BID FORM**

W E Caffee  
 Assisting Purchasing Agent  
 Birmingham, AL

Submitted below is my firm bid for furniture for various departments for the City of Birmingham, in accordance with your invitation to bid and specifications dated September 8, 2014. Prices quoted are f.o.b. Birmingham, Alabama delivered and I am bidding in accordance with specifications except as listed below.

Approx. Qty.	Description	Make/Model	Unit Price	Extended Total
1	Group 1, Payroll area consisting of:			
	(5) F2FAPA.6724E Fabric Covered Panel Electrical, 67"H x 24"W;		\$ _____	\$ _____
	(8) F2FAPA.6724N Fabric Covered Panel Non-Electrical, 67"H x 24"W;		\$ _____	\$ _____
	(7) F2FAPA.6730E Fabric Covered Panel Electrical, 67"H x 30"W		\$ _____	\$ _____
	(2) F2FAPA.6730N Fabric Covered Panel Non-Electrical, 67"H x 30"W		\$ _____	\$ _____
	(4) F2FAPA.6736E Fabric Covered Panel Electrical, 67"H x 36"W		\$ _____	\$ _____
	(1) F2FAPA.6736N Fabric Covered Panel Non-Electrical, 67"H x 36"W		\$ _____	\$ _____
	(1) F2FAPA.6748E Fabric Covered Panel Electrical, 67"H x 48"W		\$ _____	\$ _____
	(3) FWSTA.62 Wall Start, 62"H		\$ _____	\$ _____
	(18) FWSST.72 Wall Strip, 72"H		\$ _____	\$ _____
	(15) FDR.62 Draw Rod, 62"H		\$ _____	\$ _____
	(6) F22W.67 2-Way 90 DEG. Connector Post Hard Surface, 67"H		\$ _____	\$ _____
	(3) F23W.67 3-Way 90 DEG. Connector Post Hard Surface, 67"H		\$ _____	\$ _____
	(8) F2FE.67 Finished End, 67"H		\$ _____	\$ _____
	(3) F2BPE Base Power Entry Direct Connect, 4-circuit		\$ _____	\$ _____
	(4) F2CPK.1 Pass-Through Festoon 23" Long 4-Circuit		\$ _____	\$ _____
	(7) F2DPP Data Port Plate		\$ _____	\$ _____
	(12) F2RECP4.I Receptacle 4-Circuit, circuit I		\$ _____	\$ _____
	(11) F2RECP4.III Receptacle 4-Circuit, circuit III (dedicated)		\$ _____	\$ _____
	(7) FPD Pencil Drawer, 1.875"H x 21.125"W x 16.25"D		\$ _____	\$ _____
	(2) FSERWS.2430L Square Edge Rectangular Worksurface, 30"W x 24"D		\$ _____	\$ _____
	(2) FSERWS.2436L Square Edge Rectangular Worksurface, 36"W x 24"D		\$ _____	\$ _____
	(2) FSERWS.2448L Square Edge Rectangular Worksurface, 48"W x 24"D		\$ _____	\$ _____
	(2) FSERWS.2454L Square Edge Rectangular Worksurface, 54"W x 24"D		\$ _____	\$ _____
	(3) FSERWS.2460L Square Edge Rectangular Worksurface, 60"W x 24"D		\$ _____	\$ _____
	(4) FSERWS.2466L Square Edge Rectangular Worksurface, 66"W x 24"D		\$ _____	\$ _____
	(3) FSERWS.2472L Square Edge Rectangular Worksurface, 72"W x 24"D		\$ _____	\$ _____
	(5) FWSSEP.24-MEL Worksurface Support, End Panel, 24"D		\$ _____	\$ _____
	(4) F2FB.18 Flat Bracket - Single		\$ _____	\$ _____

Approx. Qty.	Description	Make/Model	Unit Price	Extended Total
	Group 1, Payroll area continued:			
(1)	FWSB.L Worksurface Bracket, 2.75"H x 2.5"D		\$ _____	\$ _____
(1)	FWSB.R Worksurface Bracket, 2.75"H x 2.5"D		\$ _____	\$ _____
(7)	FPEDSQP.BBF-MET Box/Box/File Pedestal, Aluminum Pulls		\$ _____	\$ _____
(7)	FLFSQP-2-30-MET Free-Standing 2 drawer lateral files 30" wide, Aluminum Pulls		\$ _____	\$ _____
(9)	F2PFLU.1324L B Style Locking Painted Flipper Unit, 15.5"H x 24"W x 12.5"D		\$ _____	\$ _____
(8)	F2PFLU.1330L B Style Locking Painted Flipper Unit, 15.5"H x 30"W x 12.5"D		\$ _____	\$ _____
(4)	F2PFLU.1336L B Style Locking Painted Flipper Unit, 15.5"H x 36"W x 12.5"D		\$ _____	\$ _____
(9)	FTSKL.24M Tasklight, 15.5"H x 20"W x 7"D		\$ _____	\$ _____
(8)	FTSKL.30M Tasklight, 1.75"H x 26"W x 7"D		\$ _____	\$ _____
(4)	FTSKL.36M Tasklight, 1.75"H x 32"W x 7"D		\$ _____	\$ _____
(9)	F2TAKBS.1624 B Style Tackboard, Square Corners, Curved Top and Bottom, 15.5" High, 15.5"H x 24"W		\$ _____	\$ _____
(8)	F2TAKBS.1630 B Style Tackboard, Square Corners, Curved Top and Bottom, 15.5" High, 15.5"H x 30"W		\$ _____	\$ _____
(4)	F2TAKBS.1636 B Style Tackboard, Square Corners, Curved Top and Bottom, 15.5" High, 15.5"H x 36"W		\$ _____	\$ _____
(14)	FLCKA Lock Core keyed-alike (Set of 4) * EACH OFFICE HAS 5 * COMPONENTS NEEDING TO BE KEYED ALIKE		\$ _____	\$ _____
(1)	FMK Lock Core Master key		\$ _____	\$ _____
	<b>Bidder to provide unit price for each component.</b>		Lot Price	\$ _____

Approx. Qty.	Description	Make/Model	Unit Price	Extended Total
1	Group 2, Pension area consisting of:			
(1)	F2FAPA.3948N Fabric Covered Panel Non-Electrical, 39"H x 48"W		\$ _____	\$ _____
(1)	FWSTA.34 Wall Start, 34"H		\$ _____	\$ _____
(3)	FWSST.60 Wall Strip, 60"H		\$ _____	\$ _____
(3)	FWSST.72 Wall Strip, 72"H		\$ _____	\$ _____
(1)	FDR.34 Draw Rod, 34"H		\$ _____	\$ _____
(1)	F2FE.39 Finished End, 39"H		\$ _____	\$ _____
(1)	FSERWS.2484L Square Edge Rectangular Worksurface, 84"W x 24"D		\$ _____	\$ _____
(1)	FSECCWS.24487824R 90 deg Extended Curved Corner Worksurface 24"D Connecting Side 24"D Extension 48"D, 48"x 78"		\$ _____	\$ _____
(1)	FWSSEP.24-LAM Worksurface Support End Panel, 27.75"H x 1.25"W x 24"D		\$ _____	\$ _____
(1)	FSERTS.1448L Square Edge Transaction Surface Rectangular, 1.25"H x 48"W x 14"D		\$ _____	\$ _____
(2)	FTSSE Transaction Surface Support, End, 2.75"H x W x 10"D		\$ _____	\$ _____
(1)	FPD Pencil Drawer, 1.875"H x 21.125"W x 16.25"D		\$ _____	\$ _____
(1)	FPEDSQ.BBF-MET Box/Box/File Pedestal, Metal Pulls		\$ _____	\$ _____
(1)	FLFSQ-2-30-MET Free-Standing 2 drawer lateral files 30" wide, Metal Pulls		\$ _____	\$ _____
(2)	F2PFLU.1342L B Style Locking Painted Flipper Unit, 15.5"H x 42"W x 12.5"D		\$ _____	\$ _____
(2)	FTSKL.42M Tasklight, 1.75"H x 38"W x 7"D		\$ _____	\$ _____
(2)	F2TAKBS.0936 B Style Tackboard, Square Corners, Curved Top and Bottom, 8.5" High, 8.5"H x 36"W		\$ _____	\$ _____
(2)	FTB.42 Tool Bars, 3.5"H x 42"W x 0.75"D		\$ _____	\$ _____
(2)	FFPT Flat Paper Tray, 3"H x 10"W x 12"D		\$ _____	\$ _____
(1)	FVTT Vertical Triple Tray, 11"H x 12"W x 12"D		\$ _____	\$ _____
(1)	FLCKA Lock Core keyed-alike (Set of 4)		\$ _____	\$ _____
	<b>Bidder to provide unit price for each component.</b>		Lot Price	\$ _____
			<b>Grand Total</b>	\$ _____

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge, and agree, that the City encourages minority – and women – owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

**EXCEPTIONS TO SPECIFICATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Bid

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Post Office Box (Zip if different the street address)

\_\_\_\_\_  
Tax ID Number

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Terms of Payment

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Delivery Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Fax Number