



ENGINEERING AND INFRASTRUCTURE

Invitation for Bid #24-11-CROWN II REBID

Banquet Chairs

February 5, 2024

TO: Prospective Contractors
FROM: Sophia Murnahan, Purchasing Manager
RE: Stackable Banquet Chairs for Crown Complex

Cumberland County is soliciting bids for 1,200 stackable banquet chairs for the Crown Complex, located at 1960 Coliseum Drive, Fayetteville, NC 28306.

Specifications

Bids shall be physically delivered to the Cumberland County Purchasing Office, Finance Department, Attn: Sophia Murnahan, 117 Dick Street, 4th Floor, Room 451, Fayetteville, NC 28301 at any time **before 2:00 PM**, as per the clock located in the Purchasing Office of the Finance Department, **Thursday, February 15, 2024**. It is the sole responsibility of the vendor to ensure that the bid reaches the destination listed above by the designated time and hour. Bids received after the specified date and time will be rejected. **Important Note: The Execution of Bid (Attachment A) and all other required forms must be completed, signed and submitted with bids.**

Public bid opening will be held at **2:00 PM, as per the clock in the Purchasing Office of the Finance Department on Thursday, February 15, 2024**, at 117 Dick Street, 4th Floor, Room 451, Fayetteville, NC 28301.

Should additional information be necessary to prepare a bid, written questions via email relating to such information may be submitted to Cumberland Purchasing at CumberlandPurchasing@cumberlandcountync.gov with the subject ***"IFB #24-11-CROWN II Rebid Banquet Chairs"*** no later than **12:00 PM, Thursday, February 8, 2024**. Written questions and responses will be shared with all prospective vendors. Vendors shall rely *only* on written material contained in an Addendum to this IFB. **Each vendor submitting a bid, including its representatives, subcontractors, and suppliers, is prohibited from having any communication with any employees or members of the board of commissioners of the County except those employees as designated in this IFB. A vendor who does not comply with this provision may be disqualified from award of the contract.**

This solicitation, all attachments and addenda are incorporated herein by reference to any executed contract resulting from this invitation for bid. By submitting a bid, the vendor agrees to meet all stated requirements, specifications, and terms and conditions stated in this solicitation. If a vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the County to receive a better offer, the vendor is urged and cautioned to submit these items in the form of a question during the question and answer period.

All addendums and/or corrections will be sent by email to vendors who submit an intent to bid and be posted to the Cumberland County Vendor Self Service site <https://ccmunis.co.cumberland.nc.us/vss/Vendors/VBids/Default.aspx>.

!IMPORTANT INFORMATION! CONFIDENTIAL INFORMATION: The bid must not contain any information marked as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act (the "Act") as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, unless the Vendor has noticed the County Finance Department of its intent to designate any information in the bid as such and received permission from the County Finance Department to do so in writing. Vendor's notice to the County Finance

Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a “trade secret” as defined in G.S. § 66-152(3). If the County Finance Department determines the information for which confidentiality is requested is a “trade secret” covered by the Act, it will notify the Vendor how to mark the information in the bid and will identify the measures that County will take to protect the confidentiality of the information. Vendor’s submission of a bid after receipt of this notice from the County Finance Departments shall be deemed to be acceptance of the County Finance Department’s statement of how it will maintain confidentiality. If the County Finance Department determines the information for which confidentiality is requested is not a “trade secret” covered by the Act, it will notify vendor of that determination. Any bid marked with any information as “confidential” or as a “trade secret” or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the invitation for bid and shall not be considered.

The County reserves the right to reject any and all bids.

ITEM SPECIFICATIONS

Banquet Chairs:

- 1,200 banquet chairs
- Stackable
- Black steel frame
- Black textured/cold crack vinyl upholstery durable/heavy duty able to withstand at least 200,000 double rubs
- 2 inch seat padding
- Stack bars and bumpers
- Nylon floor glides with protective boot and stacking bumper
- Seat reinforcement bar
- Stationary/fixed welded wire ganger – ganger should be welded to the chair frame – adjustable or removable gangers not acceptable
- No dollies needed
- Shipping/freight to 28306 (facility has a loading dock) and freight should be unloaded at loading dock by delivery driver)
- Provide estimated lead time – chairs are needed as soon as possible
- Any additional required fees

The current and preferred chairs are MTS Seating Model 505SB Alpha Banquet Stacking Chairs in Grade 6/Rebel/Abyss RBL511 with satin black powdercoat frame finish, stack bars, and welded wire ganger. An equivalent that meets the same minimum requirements will be acceptable.

The specifications included in this package describe the items that the County feels are necessary to meet the requirements of this IFB and shall be considered the minimum standards expected of the bidder. However, the specifications are not intended to purposefully exclude potential bidders.

If the vendor is unable to meet any of the specifications as outlined therein, vendors are advised to submit questions and concerns regarding the specifications during the question and answer period described above.

If the vendor does not submit questions or concerns regarding the specifications, the County shall assume it is able to fully comply with these specifications. The County shall be the sole and final judge of compliance with all specifications. The County further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations.

VENDOR’S BID SUBMITTAL

Vendors must follow these directions to submit their bid:

- Submit **one (1) signed, original executed bid response** and **one (1) electronic copy on a flash drive**.
- Submit your bid in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the IFB number; and (3) the due date. Address the package(s) for delivery as shown below. Bids will be subject to rejection unless submitted with the information above included on the outside of the sealed bid package.
 - *IFB #24-11-CROWN II Rebid Banquet Chairs*
Cumberland County Purchasing Office

*Attn: Sophia Murnahan
117 Dick Street
4th Floor, Room 451
Finance Department
Fayetteville, NC 28301*

- The electronic copy of your bid must be provided on a flash drive. The files shall NOT be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel.

VENDOR'S RESPONSE REQUIREMENTS

The vendor's bid must include the required information below. Failure to submit this information may render its bid non-responsive.

- **The Execution of Bid (Attachment A)** must be completed, signed and submitted with bids.
- **Certification of Financial Condition (Attachment B)** must be completed, signed and submitted with bids.
- **Bid Cost (Attachment C)** must be completed, with the vendor acknowledging that all specifications fit the bid they have submitted, and other requested bid information filled out. Bids must meet all requirements stated in the IFB to be considered responsive. Bid cost shall be all inclusive, to include shipping, delivery, handling, and any other required fees.
- Specifications sheet from the manufacturer for the chairs bid must be included with bid. If this specifications sheet does not include vinyl specifications, a detailed vinyl specifications sheet must also be included. The vinyl specifications sheet must confirm the minimum requirement of the vinyl of the chairs having the ability to withstand at least 200,000 double rubs.
- Bid should include the manufacturer and model of the chairs and estimated lead time.

List sales tax separately in your bid and list/identify any other charges. List all other terms and conditions, considerations, and fees. Please attach additional sheets, if necessary. Vendors may attach on a separate sheet any other type of discounts that are available. If discount is available for prompt payment or bulk order, identify terms so it may be considered in analyzing bid.

TERMS AND CONDITIONS

IRAN DIVESTMENT ACT: As provided in N.C.G.S. 147-86.55-69, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the North Carolina State Treasurer pursuant to G.S. 147-86.57(6) c, is ineligible to contract with the County of North Carolina or any political subdivision of the COUNTY.

E-VERIFY: CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL: The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

INSURANCE REQUIREMENTS:

Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR and is of the essence of this Contract. All such insurance shall meet all laws of the County of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR'S liability and obligations under the Contract. During the term of the Contract, the CONTRACTOR at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract.

ATTACHMENT A: EXECUTION OF BID

EXECUTION

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items/services upon which prices are offered. By executing this bid, the undersigned vendor certifies that this bid is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned vendor certifies that it and its principals are not presently listed on the Department of State Treasurer's Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Contractor certifies and/or understands the following by placing an "X" in all blank spaces:

- _____ The County has the right to reject any and all bids or reject specific bids with deviated/omitted information, based on the County's discretion if the omitted information is considered a minor deviation or omission. The County will not contact vendors to request required information/documentation that is missing from a bid packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more vendors and/or to award only a part of the items specified in the IFB.
- _____ This bid was signed by an authorized representative of the Contractor.
- _____ The potential Contractor has determined the cost and availability of all materials and supplies associated with providing the items outlined herein.
- _____ All labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ The potential Contractor agrees to the conditions as set forth in this IFB with no exceptions.
- _____ Selection of a contract represents a preliminary determination as to the qualifications of the vendor. Vendor understands and agrees that no legally binding acceptance offer occurs until the Cumberland County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing IFB, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services for the prices quoted within the timeframe required. Vendor agrees to hold firm offer through contract execution.

Failure to complete, execute/sign (E-signature or handwritten) bid prior to submittal shall render the bid invalid and it WILL BE REJECTED.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & COUNTY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

ATTACHMENT B: CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

☐ The vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

☐ The vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

☐ The vendor is current in all amounts due for payments of federal and County taxes and required employment-related contributions and withholdings.

☐ The vendor is not the subject of any current litigation or findings of noncompliance under federal or County law.

☐ The vendor has no findings in any past litigation, or findings of noncompliance under federal or County law that may impact in any way its ability to fulfill the requirements of this Contract.

☐ He or she is authorized to make the foregoing statements on behalf of the vendor.

Note: This is a continuing certification and vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, vendor shall explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the vendor]

ATTACHMENT C: BID COST

Vendor shall check that bid submitted meets ALL specifications listed below and fill out bid lead time, manufacturer and model information, and bid amounts:

	1,200 banquet chairs
	Stackable
	Black steel frame
	Black textured/cold crack vinyl upholstery durable/heavy duty <i>able to withstand at least 200,000 double rubs</i>
	2 inch seat padding
	Stack bars and bumpers
	Nylon floor glides with protective boot and stacking bumper
	Seat reinforcement bar
	Stationary/fixed welded wire ganger – ganger should be welded to the chair frame – <i>adjustable or removable gangers not acceptable</i>
	Bid does not include dollies
	Bid includes shipping/freight to 28306 (facility has a loading dock) and freight should be unloaded at loading dock by delivery driver)
	Estimated lead time provided
	Bid is all inclusive and any additional required fees are included
	Bid includes Manufacturer and Model of chairs bid
	Specifications sheet from the manufacturer for the chairs bid is attached with bid. If this specifications sheet does not include vinyl specifications, a detailed vinyl specifications sheet is also attached confirming the minimum requirement of the vinyl of the chairs having the ability to withstand at least 200,000 double rubs.
Estimated lead time:	
Manufacturer/Model of chairs bid:	
Shipping/Freight/Unloading at loading dock	\$
Additional Fees:	
Total Bid	\$