

Title and Summary

Request for Proposal: FY12-0510 A  
Request for Proposal Title: Courtroom Bench Seating (Pews)  
RFP Published as follows: //2012 <http://www.orangeburgcounty.org/>  
//2012 bulletin board, 3<sup>rd</sup> Fl., Admin. Centre  
RFP Composition: Request for Proposal No. FY12-0510A-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work, including subparts:
  - \*\* Specifications
- Vendor Qualifications and Information
- Addendum Acknowledgement
- Certification of No Exceptions
- Certification of Preference(s)

Proposal Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on  
3<sup>rd</sup> Floor Procurement Office, County Administrative Center, 1437 Amelia Street, Orangeburg, S. C. 29115 2012)

Contracting Entity: Orangeburg County, South Carolina (“Owner”)  
A political subdivision of the State of South Carolina  
Procurement Coordinator: Procurement Director Jannella Shuler  
Orangeburg County Procurement Office  
1437 Amelia St. (“Administrative Center”)  
Orangeburg SC 29115  
(803) 533-6121 Office phone number  
(803) 535-2307 Office fax number  
[jshuler@orangeburgcounty.org](mailto:jshuler@orangeburgcounty.org)

## Pre-Submission of Proposal

Requirements: Mandatory Pre-Bid (Attendance is required), Monday, April 23, 2012 10:00 A.M. 1520 Ellis Avenue, Orangeburg Law Enforcement Complex, Orangeburg, S. C. 29118

- Questions: If vendors have questions, same shall be  
Directed to Procurement Director  
Mode of Communication via e-mail only  
No later than April 27 by 11:00 A.M.

## Proposals:

- Submission Composition: Each submitted proposal required to be composed of the following, including fully completed and executed forms:
  - Code and Articles Acknowledgment
  - Certified Bid Form
  - Addendum Acknowledgment
  - Vendor's Certification of Qualifications and Information
  - Certification of No Exceptions
  - Certification of Preference(s)
- Submission Deadline: 11:00 A.M. May 10, 2012
- Submission Location: 3<sup>r</sup> Floor Procurement Office, 1437 Amelia Street, Orangeburg, S. C. 29115
- Opening Time: 11:05 A.M. May 10, 2012 (Only proposers names read out loud.)
- Opening Location: 3<sup>rd</sup> Floor Procurement Office, 1437 Amelia Street, Orangeburg, S. C. 29115

## Special Conditions

Intent/Award/Contract: The intent to award, award, and the contract regarding FY12-0510A is subject to the following special conditions:

- Only as stated in the documents that compose the Request for Proposal

Code and Articles Acknowledgement

Request for Proposal FY12-0510A Courtroom Seating (Pews)

Incorporation by Reference.

Articles 1 through 7 of the Code are incorporated by reference as if set forth verbatim in this Invitation to Bid. As stated in the Code, by submitting a bid, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

**ACCESS TO CODE.** On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html> In addition; a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

<http://www.orangeburgcounty.org/>\_\_\_\_\_ .or

Method of Source Selection.

The source selection method applicable to this procurement is Request for Proposal – Complex Signs Code §5-304

The undersigned vendor understands and agrees to be bound to the Code regarding all matters arising from the Invitation to Bid identified above.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

## Scope of Work

### (Specifications)

The County of Orangeburg is requesting proposals from experienced and qualified companies for Courtroom bench seating (pews) and for the installation, delivery, and storage at the Orangeburg-Calhoun Law Enforcement Complex. Contractor shall be responsible for all delivery, unloading, assembly, and completed installation of benches, using factory trained installation crews. Additionally, must provide all materials, drawings and labor for the completion of the project. The purpose of this project is to create affordable quality and well-maintained bench seating. The vendor selected will be expected to supply the seating based on the detailed, itemized cost proposal contained in this bid.

**Brand Names: The name of any manufacturer, trade name, or manufacturer's or vendor's catalog or model number set forth in the below specification is for the purpose of describing the minimum standard of quality, type or performance. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality or performance specified. Furniture must be acceptable so as to meet established design requirements and pre-approved by end user prior to final award. Any request for substitutions that meet or exceed this design and performance specification must be submitted on Certification of No Exceptions. No consideration will be given to any substitutes that are not pre-approved in writing prior to final award. Approval or denial of substitutions will be at the end users discretion as to equality of the product and ability to meet quality and/or design requirements. Specifications are subject to normal manufacturing tolerances and may be changed without prior notice.**

## Specifications for the Helena Bench

18 pews; 224 LF of pew

Front and Back Bench to be shorter to handle Handicap Accessibility

Pew End should be 1.5 thick flitch glued red oak, with red oak face veneer. Pew supports should be 1.5" wide solid red oak, and go from the floor to the cap rail. Finish with catalyzed varnish with synthetic resins.

### Description

Body shall be equivalent to model as manufactured by Sauder Manufacturing Company; End shall be equivalent to Sauder mode #302-2085.

### Materials and Construction

#### MATERIALS & CONSTRUCTION

- A. Back: Back shall be contoured for comfort, and shall be of 5-ply construction, with a core of ½" Plywood, two plys crossband of 1/8" hardboard (64.2 lb density), with one ply plain sliced northern red oak on both faces. The pew back cap shall be 5/4 premium Northern red oak, finger jointed before being molded to obtain required lengths. The cap shall be attached using a hydraulic press using assembly glue and a press fit joint, and shall have an under-cap support molding for added strength.
- B. Seat: 5-ply construction, shaped to body contour. Core material shall be 5/8" Plywood, with two plys crossband of 1/8" hardboard (64.2 lb density), with one ply plain sliced northern red oak on top faces, and continuous balance sheet of bottom face. An integral solid lumber edge band shall be laminated into the 5-ply seat for screw-holding at back-to-seat joint. The pew front nosing cap shall be 5/4 premium Northern red oak, finger jointed before being molded to obtain required lengths. The cap shall be attached using a hydraulic press using assembly glue and a press fit joint.
- C. Intermediate supports shall extend the full height of the back to the cap, and shall be 1 ½" thick. Construction shall be 2 ply solid lumber or butcher block with radius edging.
- D. Ends: Construction method shall be determined by exact style chosen. Veneer edge banding shall not be used on ends.

Specifications (Continue)

Finish: Stain color shall be match to existing trim in courtroom. Stain shall be applied using a manually operated spray system, and then brushed or hand wiped to ensure thorough penetration, and allowed to fully air dry. A two component catalyzed sealer shall then be applied using a manually operated spray system, and oven cured. Final top coat shall be a two-component, high solid varnish applied using a manually operated spray system, and oven cured. The top coat shall be UV stable to prevent yellowing and shall be specially formulated to provide excellent scratch resistance and protection from household chemicals.

Jury Box Specifications

15" Long Bench on back row and 16' on front row

## Vendor Qualifications and Information

Request for Proposal FY12-0510A Courtroom Bench Seating (Pews)

Vendor shall provide with its proposal, the following which should be collated, fastened together, and clearly labeled "Vendor's Certification of Qualifications and Information for Invitation to Bid No. FY12-0510A"

1. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has successful experience with a comparative scope of work. The vendor's specific comparative experience should include a brief description of whatever parallels vendor believes exist between the scope of work for this procurement and vendor's actual experience. Vendor may supply up to three (3) client references in connection with its response to this RFP
2. Documentation of vendor's general viability to demonstrate vendor can satisfactorily and timely complete the scope of work, including evidence that vendor has all of the following:
  - a. Adequate capital; (County will not provide any upfront costs)
  - b. Efficient office force with satisfactory record timely and sufficient materials delivery and communications skills to act as liaison with County;
  - c. Efficient and adequate field force with extensive knowledge of each type of work involved in the scope of work;
3. A description of any litigation within the last 10 years to which vendor has been a party.
4. Vendor ability to have or acquire Workmen's Compensation Insurance (Orangeburg County as Certificate Holder) if awarded bid during the installation period. Attached copy of Workmen's Compensation Insurance (optional)
5. A copy(optional) of the most recent Business License or State of S.C. Sales Tax License.

## Evaluation Criteria

### Request for Proposal FY12-0510A Courtroom Bench Seating (Pews)

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose Request for Proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor qualifications Responses. The factors to be considered in evaluating are as follows: (see note below)

#### Factors

##### Costs

Reliability of delivery and implementation

Quality of the product

Prior record of vendor performance

Warranties, guarantees, and return policy

Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7



Certified Bid

Request for Proposal FY12-051A Courtroom Bench Seating (Pews)

Total Bid Amount      \$(\_\_\_\_\_)

Labor Amount if included in total bid amount (Not taxable) \$(\_\_\_\_\_)

Estimate Time of Delivery/Installation of Signs

\_\_\_\_\_

By signature below, the submitting vendor certifies to Orangeburg County that:

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation (freight), permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the scope of work described in this Request for Proposal FY12-0510A.
2. In addition to the manufacturer warranties, vendor warrant all items against defects in materials, workmanship and quality for a period of one (1) year from date of acceptance, unless the manufacturer warranty exceeds one (1) years. Any defects in materials or workmanship appearing during this period shall be corrected without cost to the County
3. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties.
4. The foregoing bid: contains bid prices that are firm for a minimum of 60 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Request for Proposal FY12-0510A Courtroom Bench Seating (Pews)

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 2. Vendor is a resident of Orangeburg County, SC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 3. Vendor is an MBE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Certification of No Exceptions

Request for Proposal FY12-0510A Courtroom Bench Seating (Pews)

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Invitation to Bid and the incorporated Code as a contract term. See Code §4-302. In connection with that requirement, a vendor must complete this certification and include it in its submission.

Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS:  Yes  No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:

Yes  No

Identification Of Excepted Term	Description of vendor's substituted term	Vendor's Initials
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Exception 1:

Exception 2:

Exception 3:

Exception 4:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Invitation to Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Addendum Acknowledgement

Request for Proposal FY12-0510A Courtroom Bench Seating (Pews)

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

<u>Addendum No.</u>	<u>Addendum Date</u>	<u>Initials of Vendor's Authorized Agent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent