Request for Proposal

The Ware County Board of Commissioners is now accepting sealed proposals for the purchase of office furniture for the Waycross-Ware County Airport.

The Ware County Board of Commissioners reserves the right to reject any or all proposals, with or without cause. Sealed proposals will be accepted until Tuesday, December 2, 2014 at 11:00 a.m. at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late proposals will be accepted. Awarding of the contract will be based on the best proposal.

If you have any questions concerning this request, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a proposal, please complete the attached forms, submit the sealed documents, marked Furniture-Airport and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501
**Background and Objective**

The Waycross-Ware County Airport is located at 3098 Keen Drive, Waycross, GA. The proposed furniture will be used in the lobby and pilot rest areas.

**Specifications**

Products and services furnished under these specifications must meet or exceed the following requirements.

- Vendor must provide Office Furniture Catalogs and literature giving detailed information on the proposed office furniture.
- Vendor must provide Manufacturer’s warranty literature on the proposed furniture.
- Vendor is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a proposal. Failure to meet these criteria shall not relieve the Vendor of the responsibility of completing the job without extra cost to Ware County.
- Vendor agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this proposal will conform to and comply with said standards and regulations. Vendor further agrees to indemnify and hold harmless Ware County for all damages assessed against the County as a result of Vendor’s failure to comply with said standards and/or regulations.
- Vendor is required to dispose of all trash, debris, and materials associated with this project, at no additional cost to Ware County.

**Proposal Format**

Cover Letter - Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the Vendor. Proposals shall be submitted in the following format and include the following information.

- Detailed description of the products being offered-with Catalogs and Warranty information.
- Fee proposal per instructions on Exhibit A.
Prior to the final selection, proposers may be required to submit additional information that Ware County deems necessary to further evaluate the proposer’s qualifications and products offered.

**Basis of Award**

Proposals will be evaluated according to the following criteria:

- Quality of products offered
- Proposer’s ability to provide services
- The ability of Proposer’s product to meet the needs of Ware County
- Proposed Costs

**Right to Reject Lowest Fee Proposal**

Ware County is under no obligation to award this contract to the proposer offering the lowest fee. Evaluation criteria included in this document shall be used in evaluating the proposals.

**Right of Negotiation**

Ware County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer.

**Rights to Submitted Materials**

All responses, inquiries and correspondence in reference to this RFP submitted by proposers shall become property of Ware County when received.

**Questions regarding RFP**

If you have any questions concerning this submission of this proposal, you may call Elizabeth Hope at (912) 287-4300.

Questions regarding the scope of the project should be directed to the Waycross-Ware County Airport Director, Bill Strickland, at 912-287-4400.

**Termination of Contract**

Ware County may cancel the contract at any time for breach of contractual obligations.
Compliance with Laws

Vendor must comply with all applicable State and Federal Laws.

Invoicing/Payment

- The amount due shall be paid within thirty (30) days of receipt of a correct invoice.
- Invoices should be submitted to:
  
  Waycross-Ware County Airport  
  Attn: Bill Strickland  
  3098 Keen Drive  
  Waycross, GA  31503

Insurance Coverage

- Vendor must have insurance in accordance with State, Federal and Local laws.
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<th>Item</th>
<th>Quantity</th>
<th>Brand/Description</th>
<th>Cost</th>
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<tr>
<td>Three (3) Seat Sofa Minimum Grade 3-Similar in style to Lesro Siena Series</td>
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<td>Guest Chairs Minimum Grade 3-Similar in style to Lesro Siena Series</td>
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<td>Delivery/Production Time</td>
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<td>Warranty</td>
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Signature of Company Representative

Title ____________________________ Date ____________________________
ADDITIONAL INFORMATION

Is any owner or officer of the proposer an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES ____________  NO ____________

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES ____________  NO ____________

City License #: ____________________________

County License #: ____________________________

Date of Issue: ____________________________

Any proposal not containing this information will NOT be considered