

County of Callaway
Callaway County Assessor's Office Furniture
BID #21

DESCRIPTION

Office Furniture per the General Conditions, Specifications and Quotation Form attached. Delivery to be made to 10 E. 5th Street, Second Floor, Fulton, MO 65251.

INSTRUCTION

- County of Callaway shall receive bids from businesses that are located within a 60 mile radius of the Callaway County's Assessors Office located at 10 E. 5th Street, Fulton, MO 65251.
- Legal Name and Signature: Bids shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual). Bids shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to bind the company to the submitted Bid. Failure to properly sign the Quote form shall invalidate same, and it shall not be considered for award.
- **BIDS MUST BE RECEIVED AT THE CALLAWAY COUNTY COURTHOUSE OFFICE G-16, 10 E. 5TH STREET, FULTON, MO 65251 BY 11:30 AM CDT, ON MONDAY, NOVEMBER 13, 2023. Bids will be opened by the Callaway County Commission and Assessor.**
 - Hard copy Bids shall be submitted on the forms provided and must be manually signed.
 - Hard copy Bids shall be sealed and marked on the outside envelope with the Bid Number (21) clearly indicated.
 - Electronic Bids will be accepted through Public Purchase. Vendors will need to register with Public Purchase in order to connect with the listed Bid opportunity. <https://publicpurchase.com>
 - No bid transmitted by fax machine or e-mail will be accepted.
 - Bids received after the bid opening date and time shall be rejected.
 - It shall be the sole responsibility of the bidder to have their bid delivered to the above address for receipt on or before the due date and time indicated. If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the County of Callaway. Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense.
- The attached Terms and Conditions shall become part of any purchase order resulting from this bid.

COUNTY OF CALLAWAY
GENERAL TERMS AND CONDITIONS BID #21

PURPOSE: These specifications establish the requirements for office furniture to be used by the Callaway County Assessor's Office.

LOCATION: 10 E. 5th Street, Second Floor, Fulton, MO 65251.

AWARD: In making an award, the County will look at price, delivery, and warranty. The County reserves the right to make separate awards for each line, group, or combination thereof.

SCOPE OF WORK: Provide furniture and deliver furniture to the location listed above.

NEW PRODUCT: All products supplied hereunder shall be new and the manufacturers standard model in current production. The product shall not be rebuilt, reconditioned, or refurbished. All products supplied hereunder shall, except as specified herein, fully conform to each and every specification, drawing, sample or other description, which is furnished to the County by the manufacturer and/or the Contractor.

NOTICE: The County reserves the right to consider cooperative contracts, federal, state, municipal, etc., during the evaluation process. The County may utilize a cooperative contract in lieu of making an award, if in the County's best interest.

1. All applicable laws and regulations of the State of Missouri and the County including the County Purchasing Policy will apply to any resulting agreement, contract, or purchase order. Any involvement with the County shall be in accordance with the Purchasing Policy.
2. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
3. The County is exempt from sales taxes and Federal Excise Taxes: Missouri Tax ID Number 12485411.
4. Prices must be as stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
5. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
6. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Callaway County Department identified in the Request for Bid and/or Proposal.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The Callaway County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Callaway County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
9. In case of default by the Contractor, the County of Callaway will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. The County of Callaway, Missouri expressly denies responsibility for, or ownership of any item purchased until delivered to the County and accepted by the County.
11. The County Commission reserves the right to cancel all or any part of orders if delivery is not made as guaranteed. In case of delay, the Contractor must notify the Callaway County Assessor's Office.
12. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.
13. If any product delivered does not meet applicable specifications or if the product will not produce the effect that the bidder represents to the County, the bidder shall pick up the product from the County at no expense. Also, the bidder shall refund to the County any money which has been paid for same. The bidder will be responsible for attorney fees in the event the bidder defaults and court action is required.

County of Callaway
Furniture Specifications BID #21

L-Desk: Reference, Martin Furniture Sonoma IMSA684R/IMSA684R-R

Quantity: 4

L Shaped desk Dimensions: 68w x 30h x 72d; Righthand Facing Return Dimensions: 44wx30hx28d

- Hand planked wood veneers in a rich, dark roast finish with highlights of natural wood that has aged and is mildly distressed (rasping, chopping, and worm holes, along with varied species)
- Solid wood plank tops
- Antique bronze hardware
- two drop-front keyboard/pencil drawers
- one Legal/letter file drawer
- one file drawer
- two utility drawers
- two storage drawers
- power center with AC/USB outlets
- two grommets for wire management
- finished on all sides

Writing Desk: Reference, Martin Furniture Sonoma IMSA384

Quantity: 3

Writing Desk Dimensions: 54w x 30h x 28d

- Hand planked wood veneers in a rich, dark roast finish with highlights of natural wood that has aged and is mildly distressed (rasping, chopping, and worm holes, along with varied species)
- Solid wood plank tops
- Antique bronze hardware
- Drop-front keyboard/pencil drawer
- Power center with USB/AC outlets
- Two grommets for wire management

Open Bookcase: Reference, Martin Furniture Sonoma IMSA3678

Quantity: 1

Open Bookcase Dimensions: 36w x 78h x 14d

- Hand planked wood veneers in a rich, dark roast finish with highlights of natural wood that has aged and is mildly distressed (rasping, chopping, and worm holes, along with varied species)
- Solid wood plank tops
- Three adjustable shelves

Lateral File: Reference, Martin Furniture Sonoma IMSA450

Quantity: 4

Lateral File Dimensions: 36w x 30h x 22d

- Hand planked wood veneers in a rich, dark roast finish with highlights of natural wood that has aged and is mildly distressed (rasping, chopping, and worm holes, along with varied species)
- Solid wood plank tops
- Antique bronze hardware
- One utility drawer
- One locking letter/legal file drawer

**COUNTY OF CALLAWAY
QUOTATION FORM BID #21**

SUBMITTED BY _____
Company Name

Pursuant to and in accordance with Bid #21, the undersigned hereby declares that they have examined the all documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their Bid is accepted to furnish the item(s) submitted below, including delivery to Fulton, Missouri in accordance with the delivery schedule indicated below and according to the prices products/services information submitted.

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1	4 Total	L-Desk: Reference, Martin Furniture Sonoma IMSA684R/IMSA684R-R, or equal Mfg. _____ Model No. _____ Delivery: _____ calendar days after receipt. SHALL WARRANTY THE ABOVE FOR _____	\$	\$
2	3 Total	Writing Desk: Reference, Martin Furniture Sonoma IMSA384, or equal Mfg. _____ Model No. _____ Delivery: _____ calendar days after receipt. SHALL WARRANTY THE ABOVE FOR _____	\$	\$
3	1 Total	Open Bookcase: Reference, Martin Furniture Sonoma IMSA3678, or equal Mfg. _____ Model No. _____ Delivery: _____ calendar days after receipt. SHALL WARRANTY THE ABOVE FOR _____	\$	\$
4	4 Total	Lateral File: Reference, Martin Furniture Sonoma IMSA450, or equal Mfg. _____ Model No. _____ Delivery: _____ calendar days after receipt. SHALL WARRANTY THE ABOVE FOR _____	\$	\$
BID TOTAL				\$

Payment Requirements and Discount Options: _____

RETURN THIS PAGE

**COUNTY OF CALLAWAY
AFFIDAVIT OF COMPLIANCE BID #21**

To be submitted with vendor's Bid

_____ We DO NOT take exception to the BID #21 Documents/Requirements.

_____ We TAKE exception to the BID #21 Documents/Requirements as follows:

Specific exceptions are as follows:

I have carefully examined County of Callaway Bid #21 and agree to abide by all submitted pricing, delivery, terms and conditions of this Bid unless otherwise stipulated herein.

Company Name _____

Federal Tax ID No. _____

Signature of Authorized Personnel _____

Print/Typed Name and Title of Signer _____

Company Address (street, city, state, zip) _____

Contact Name if different from Signer _____

Telephone Number _____ Email _____

Fax Number: _____

Date: _____

RETURN THIS PAGE