

CITY OF MILLINGTON

BID #2014-19 – WINDOW ROLLER SHADES
FOR BAKER COMMUNITY CENTER

REQUEST FOR BIDS



7930 Nelson Rd
Millington, TN 38053

REQUEST FOR BIDS

Date: 5/16/2014

The City of Millington, Tennessee, will accept Bids on:

BID #2014-19 – WINDOW ROLLER SHADES FOR BAKER COMMUNITY CENTER

Submit an original and 4 copies of your bid. All pages of the Specifications and Bid Sheet must be submitted. Bid shall be submitted in a sealed envelope marked

“BID #2014-19 – WINDOW ROLLER SHADES
FOR BAKER COMMUNITY CENTER”

Due 2:00 PM, May 29, 2014.

in the lower left-hand corner of the envelope and addressed to City of Millington, 7930 Nelson, Millington, TN 38053. (*Bid must be received by the City prior to the time indicated below.*)

The envelope shall also include the PROPOSER'S NAME and RETURN ADDRESS.

Bid shall be opened at 7930 Nelson at 2:00 PM CDT on May 29, 2014.

All purchases are F.O.B. Millington, Tennessee.

The Successful Bidder shall be prohibited from discriminating against any individual due to his race, creed, color, national origin, age or sex. The City is a recipient of federal and state grant funds.

The City may waive any informalities or minor irregularities. The Board of Mayor and Aldermen is the final authority and shall have the right to reject any single Bid or all Bids submitted.

See Specifications & Bid Submission Form that all must be returned as part of the Bid.

GENERAL INFORMATION

1. Bidder shall render any services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and Local laws, ordinances, rules, and regulations.
2. Bidder shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the City.
3. Bidder shall provide full firm name and address. Failure to manually sign the bid may disqualify it. Firm name and authorized signature must appear in the space provided on the enclosed "Signature Sheet".
4. The City will not pay any costs incurred in the bid preparation, printing or demonstration process. All costs shall be borne by the Bidder.
5. The City may award to the lowest bidder in each category, to the lowest bidder overall or may choose not to award the bid.
6. The City may request a sample of vendor's roller shade material as a part of the evaluation process.
7. All prices bid must be firm and must include delivery to 7942 Church Street, Millington, TN 38053. The City of Millington is tax exempt by statute from all sales and use tax in the State of Tennessee.
8. Payment will be made within 30 days receipt of invoice and after receipt of all merchandise in acceptable condition. The City does not pay any finance charges, interest, or late fees.
9. The title and risk of loss of the goods shall not pass to the City until the City actually takes possession of the installed goods at 7942 Church Street, Millington, TN 38053.

DETAIL SPECIFICATIONS

The City of Millington is seeking bids on interior, 5% openness factor, sun control roller blinds with clutch roller controls for the Baker Community Center. This bid requires installation of the shades as well.

| <u>Estimated Quantity</u> | <u>Item Description</u> |
|--------------------------------------|--------------------------------|
| 8 | 48 ½ inches x 98 ½ inches |
| 4 | 116 inches x 97 ½ inches |
| 5 | 60 inches x 97 inches |
| 4 | 118 ½ inches x 97 inches |
| 2 | 100 inches x 117 ½ inches |
| 2 | 60 inches x 97 inches |

The company awarded the bid will be required to come on site and verify measurements prior to ordering and installation.

BID FORM

The following Bid is submitted for **Bid # 2014-19 Window Roller Shades For Baker Community Center**, as detailed in these Specifications.

Available colors are: _____

Length of Warranty: _____

BID TOTAL \$_____

ANY EXCEPTIONS TO SPECIFICATIONS ARE STATED: _____ YES _____ NO

My signature certifies that the bid as submitted complies with all terms and conditions as set forth in, except as noted herein. My signature also certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the Company.

COMPANY NAME

SIGNATURE

COMPANY ADDRESS

PRINT NAME & TITLE

INTALLATION TIME FROM AWARD

TELEPHONE NO.

E-MAIL ADDRESS

FAX NO.