

City of
SHELBYVILLE
Tennessee

May 16, 2017

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **DISPATCH FURNITURE FOR SHELBYVILLE POLICE DEPARTMENT** located at 109 Lane Parkway, Shelbyville, TN.

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162. Deadline for receipt of proposals by the Purchasing Office is **11:00 A.M., Tuesday, May 30, 2017**. Proposals should be submitted in sealed envelopes marked "**DISPATCH FURNITURE FOR SHELBYVILLE POLICE DEPARTMENT**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Tuesday, May 30, 2017 at 11:00 A.M. at the Shelbyville City Hall, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council Meeting (June 8, 2017) at the Shelbyville City Hall Annex.

MINIMUM SPECIFICATIONS:

Scope: To best utilize the dispatch office space with two workstations at the Shelbyville Police Department

- **Dual surface corner workstations, height adjustable motorized surfaces 70"x 70"**
Qty. 2
- **CPU Cabinet w/top, hold two CPUs 30" x 30"**
Qty. 3
- **Cord management energy chain from surface to CPU**
Qty. 4

- **Non-adjustable work surface 48" x 24"**
Qty. 3
- **Round rotating bookcase**
Qty. 1
- **Cord management raceways as needed**
- **Acoustical panels for both stations, 42" high**
- **Assembly and installation on site**
- **All hardware and cables included**
- **Shipping and handling to be included in submission**

Quantities and dimensions listed are estimates.

Please see sample diagram of room attached. The furniture in drawing is not to scale. For reference purposes only.

*Submittal requirements:
(to be included in the proposal)*

- *Each bid shall be in a sealed envelope which is plainly marked "Sealed proposal for Dispatch Furniture for Shelbyville Police Department"*
- *List unit prices for each piece of furniture*
- *Base proposal and any deduct alternates or options must be listed*
- *Warranty statement*
- *Estimate of completion date (completion and payment by June 30, 2017 is desired)*

Proposal to include all materials and labor necessary to complete for a turnkey project.

Interested parties may turn in more than one proposal.

Any bidders wishing to do a site survey or ask questions may contact Lori Saddler, Purchasing/IT Director, 931/684-2691 or Major Pat Mathis, Shelbyville Police Department, 931-684-5811.

Please note any variations to these requirements on submitted

proposal.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. **Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal.** The City of Shelbyville reserves the right to reject any and all proposals.

Successful bidder must carry commercial liability insurance and worker's compensation insurance. A current business license is also required.

All bidders must comply with A.D.A. guidelines if required.

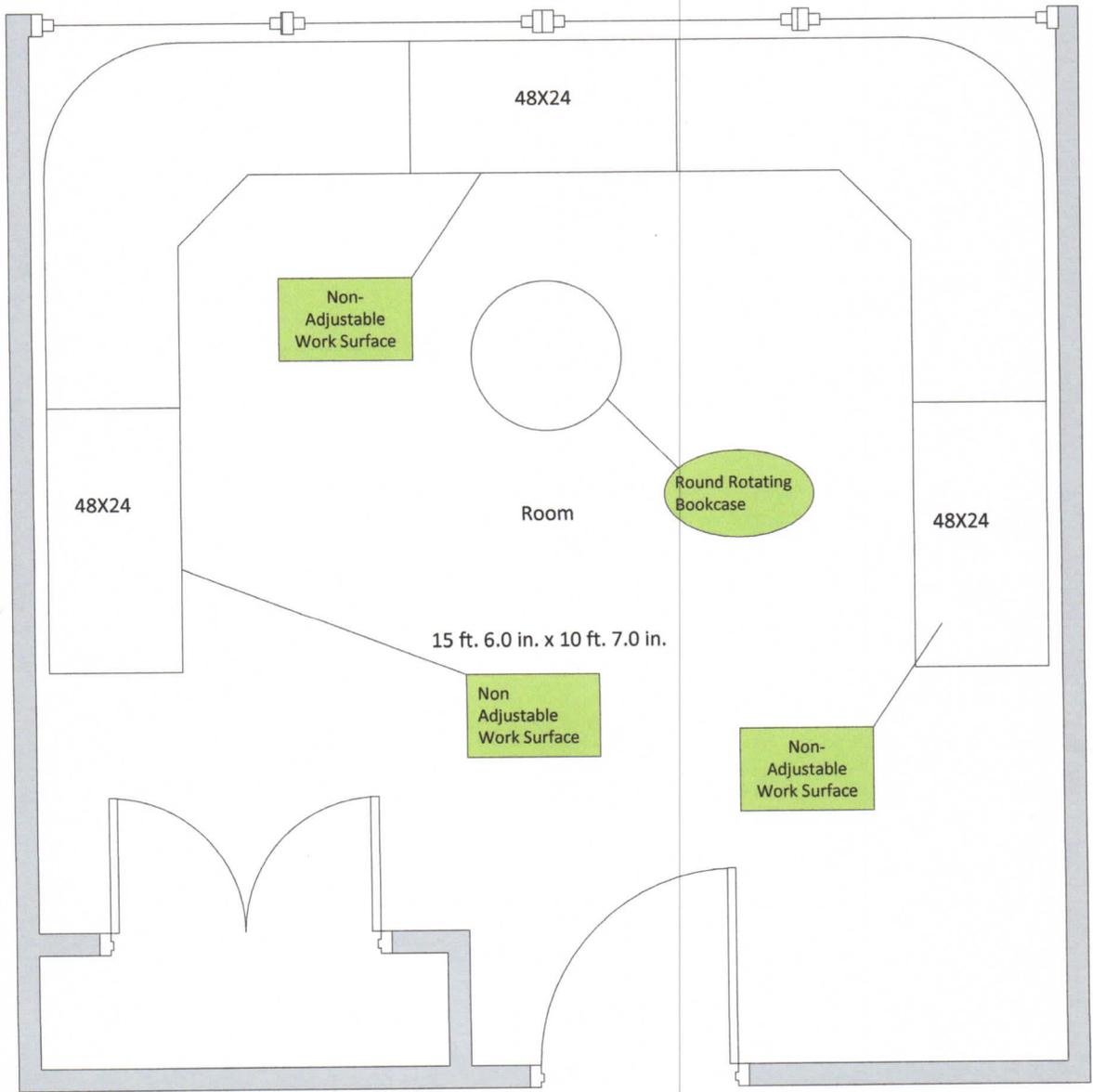
All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection.

The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Opens Records Act.

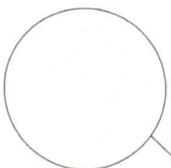
Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

Lori Saddler
Purchasing/IT Director



48X24

Non-Adjustable Work Surface



Round Rotating Bookcase

48X24

Room

48X24

15 ft. 6.0 in. x 10 ft. 7.0 in.

Non-Adjustable Work Surface

Non-Adjustable Work Surface