



# **CITY OF WHITE HOUSE**

## **REQUEST FOR BID FOR MUSEUM DISPLAY CASES**

October 3<sup>rd</sup>, 2017

105 College Street  
White House, Tennessee, 37188

CITY OF WHITE HOUSE  
REQUEST FOR BID  
MUSEUM DISPLAY CASES  
**BID NO: 17-1050M**

**GENERAL**

It is the intent of these specifications to describe the minimum requirements in sufficient detail to secure bids for the aforementioned.

All Quotations must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signature must be filled. Bid documents that are unsigned will be classed as irresponsible offers and will not receive any consideration.

**State brand or make on each item:** if quoting on other than make, model or brand specified, the manufacturer's name and catalog number must be given, or descriptive cut and complete technical data covering the item attached to the quotation.

The CITY OF WHITE HOUSE reserves the right to reject any or all bids or accept any presented which meet or exceed these specifications, and/or which would be in the best interest of the City and will not necessarily be bound to accept the lowest bid.

**QUESTIONS AND BID SUBMITTAL**

Questions or problems arising from bid procedures or subsequent order and delivery procedures should be directed to the Purchasing Coordinator via email only so an addendum or clarification can be distributed to all bidders if needed.

Bids shall be submitted to the City Purchasing Office, White House City Hall, 105 College Street, **by 2:00 pm CST on October 30, 2017** in a sealed envelope labeled **Bid No. 17-1050M** and including quotation due date. Sealed bids may be hand delivered or delivered by postal carrier or other delivery service. The envelope containing the bid must be clearly identified with **bidder's name**, as well as the following:

**Sealed Bid for Museum Display Cases  
Bid No. 17-1050M  
Attention: Derek Watson  
Purchasing Agent  
City of White House, Tennessee**

All bids must be received in the City Purchasing Office on or before the date and hour designated due date. Any bids received after this time will not be considered and will be rejected. **BIDS MAY NOT BE DELIVERED TO ANY OFFICE ACCEPT PURCHASING OR ADMINISTRATION.**

In comparing the bids and proposals and making awards, the City may consider such factors as quality and adaptability of services, the bidder's record of experience and integrity and performance assurance in addition to that of the bid price. The City reserves that right to cancel this order, or any part thereof without penalty.

The successful vendor agrees that he/she shall and does comply with all Tennessee local, state and/or federal laws, statutes, rules and regulations including but not limited to the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claim should arise with regard to this contract for a violation of any such local, state and/or federal law, statute, rule or regulation, the provider will indemnify and hold the City of White House harmless for any damages, including court cost or attorney fees which might be incurred.

The City of White House reserves the right to reject any or all bid proposals and to waive all informalities. A Certificate of Insurance containing all coverage currently held for General Liability, Worker's Compensation, and Personal and Automobile Liability shall be included with the bid. A conditional or unqualified bid will not be considered. Contract award will be made to the lowest responsible and responsive bidder considering all of the bid items in the Bid Schedule and the level of qualifications of the bidder. **Contractor shall hold Bid Price for sixty (90) days.**

Any contract will be interpreted under the laws and statutes of the State of Tennessee.

#### **NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

#### **PAYMENTS**

Vendor is to submit properly completed invoice(s) to the address specified on the purchase order. To insure prompt payment each invoice should cite the purchase order number, bid number, project description, unit and total price, discount terms and include the vendor's name and return remittance address.

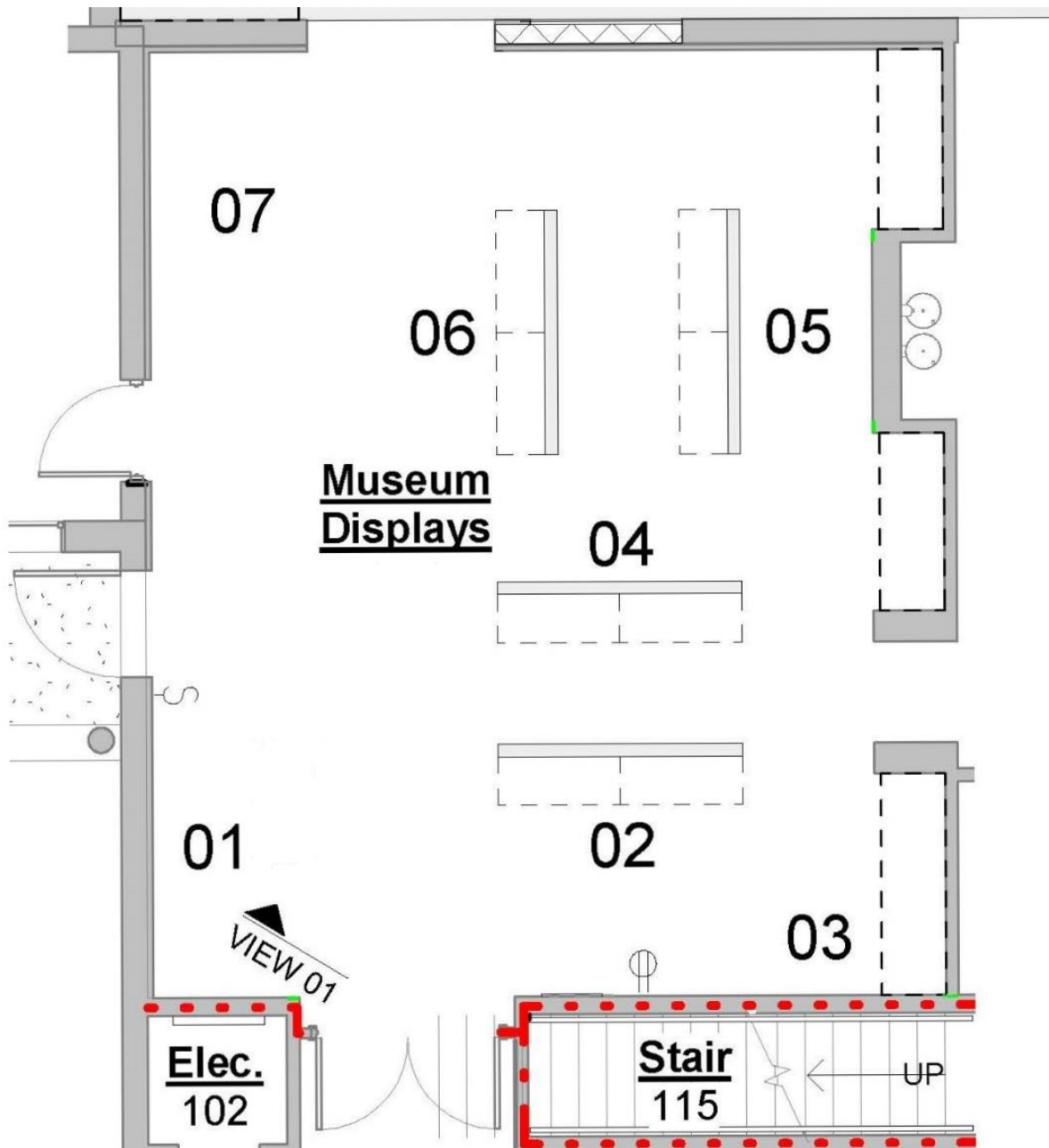
Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the items, including all paper work and (b) receipt of a properly completed invoice. The City of White House is exempt from Tennessee State Sales Tax. An exemption certificate will be furnished at the request of the successful vendor.

#### **GENERAL REQUIREMENTS**

The City of White House is seeking a company to provide the full range of products related to the design of the City of White House Museum display project.

Specific responsibilities may include but are not limited to:

1. Providing custom cases to fit the pre-existing building spaces in the measurement sizes of: one 65" L X 23" D X 83" H and two 66" L X 23" D X 83" H cases.
2. Provide 4 cases in the following measurements: 72" W x 20" D x 42" H.
3. Provide list of all color options and finishes.
4. Provide case lighting options.
5. Delivery and installation (if applicable).



# CITY OF WHITE HOUSE

## REQUEST FOR BIDS

### MUSEUM DISPLAY CASES

### PURCHASING DEPARTMENT

105 COLLEGE STREET

WHITE HOUSE, TN 37188

PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

**BID NO. 17 – 1050M**

DATE: October 3, 2017

**BIDS WILL BE RECEIVED UNTIL  
2:00 PM ON  
OCTOBER 30, 2017.**

#### TO BIDDER:

PLEASE BID YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

LUMP SUM TOTAL: \_\_\_\_\_

DELIVERY TIME/PROJECT DATE IF APPLICABLE: \_\_\_\_\_

## **CITY OF WHITE HOUSE NONDISCRIMINATION POLICY**

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COMPANY NAME

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DATE

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REPRESENTATIVE

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TITLE

## STATE OF TENNESSEE IRAN DIVESTMENT ACT AGREEMENT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at [CPO.Website@tn.gov](mailto:CPO.Website@tn.gov).

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COMPANY NAME

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DATE

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REPRESENTATIVE

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TITLE