



City of Leander, Texas

REQUEST FOR QUOTE

POLICE DEPARTMENT OFFICE FURNITURE

1. **PURPOSE:** The City of Leander, herein after "City", seeks to hire a qualified Individual, Firm, or Corporation, hereafter referred to as "Respondent", to supply specified Office Furniture as detailed herein. **Respondents may quote on all or part of the items specified.**
2. **CLARIFICATION:** For questions or clarification of specifications, you may contact:
Joy Simonton
City of Leander
Telephone: 512-528-2730
jsimonton@leandertx.gov
3. **ATTACHMENTS:** Attachment A is herein made a part of this solicitation:
 - 3.1. Attachment A: Quote Form
 - 3.2. Attachment B: Furniture Photos
4. **GOODS:** City will consider new and gently used goods provided the pieces are in good working order, match and provide a professional appearance.
5. **ALTERNATE EQUIVALENT:** The City seeks to utilize equipment that coordinates with existing furniture systems. With this goal in mind specific example brands and part numbers of products have been provided to establish the City's minimum critical functionality requirements and compatibility.
 - 5.1. Alternate equivalent products will be considered. A photo and general specifications of each item is required with quote package.
6. **SITE VISIT AND INSPECTION MEETING:** This non-mandatory meeting will provide respondents the opportunity to see the office spaces in question and ask questions of the police department administrative staff. No additional site visits shall be permitted.
 - 6.1. Site visit meeting shall be held on **June 11th at 9:00 AM**. The Leander Police Department is located at:
705 Leander Drive
Leander, TX 78641
7. **QUOTE DUE DATE:** Quotes are due no later than **5:00 PM**, on **June 19, 2014** to the Purchasing Department. E-mail quotes to: jsimonton@leandertx.gov.
8. **RESPONSE REQUIREMENTS:** Failure to provide all or part of the required information with the response may automatically disqualify the response from consideration for award. Completed documentation shall include, at a minimum:
 - 8.1. Attachment A: Quote Form. **Failure to itemize and sign quote form may result in disqualification.**
 - 8.2. Warranty information.



SPECIFICATIONS

1. **ITEM SPECIFICATION:** The City seeks fulfillment, delivery and complete installation of the items indicated on the Quote Form Attachment A.
2. **ORDER QUANTITY:** The quantities shown herein are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the quantity of goods and or services needed to satisfy operating requirements within budgetary constraints, which may be more or less than indicated.
3. **SHIPPING AND INSTALLATION:** Shipping charges, if any, shall be itemized on Quote Form Attachment A. Charges shall cover the cost for shipping and installation of the total quantity specified. No additional charges shall be permitted.



**ATTACHMENT A
CITY OF LEANDER QUOTE FORM
PURCHASING DEPARTMENT
200 W. Willis Street • Leander, Texas 78641**

SOLICITATION INFORMATION	Quote Number: #14-017 Office Furniture	RESPONDENT INFORMATION	Tax ID Number: _____
	Due Date: June 19, 2014		Business Name: _____
	Time: On or Before 5:00 PM CST		Address: _____
	Submit to: City of Leander Purchasing Division 200 W. Willis Street Leander, TX 78641 jsimonton@leandertx.org		Address: _____
		Contact: _____	
		Telephone: _____	
		Entity Type: _____	
		E-mail: _____	

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> City's Website	<input type="checkbox"/> E-mail Announcement	<input type="checkbox"/> ESBD	<input type="checkbox"/> Other _____
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FIRST TIME RESPONDING TO CITY OF LEANDER?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IS YOUR BUSINESS REGISTERED WITH TEXAS BID SYSTEM?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Register at: http://www.texasbidsystem.com
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AUTHORIZED SIGNATURE	Print Authorized Individual Name: _____
	Authorized Signature: _____
	Date: _____

ATTACHMENT A: CITY OF LEANDER QUOTE FORM #Q14-017 PD OFFICE FURNITURE

Vendor Name:

Item #	Description	Unit of Measure	Price per Unit	Qty	Total Price	Total Shipping & Installation
1	Executive L Desk with Hutch	EA		2		
2	L Station Desk with Single Return	EA		5		
3	Stack-on Wall Mount Hutch/cabinet (hooks to wall)	EA		5		
4	5-Shelf Bookcase	EA		2		
5	2-Drawer Filing System	EA		2		
6	4-Drawer Filing System	EA		2		
7	42" Round Meeting Table	EA		2		
8	Personal Storage Tower (Coat Closet)	EA		2		
9	Stacking Chairs with Arms	EA		22		
10	White Board (wall mount, concealed)	EA		2		
11	Executive High Back Chairs	EA		16		
TOTALS					\$	\$

ATTACHMENT B – SAMPLE PHOTOS

Executive Desk with Hutch
Wood Laminate (Color TBD)
72"W x 72"D



Item #1

L-Desk
Wood Laminate (Color TBD)
72"W x 72"D



Item #2

Stack-On Wall-Mount Hutch
Wood Laminate (Color TBD)
60" Width 4-Door



Item #3

Five Shelf Laminate Bookcase
(Color TBD)
71" - 72" High



Item #4

2-Drawer Lateral File
30" Wide - Laminate - 2 Drawers



Item #5

4-Drawer Vertical Filing Cabinet
52"x15"x26.5" - 4-Drawer - Black or Charcoal



Item #6

Round Table, 42 dia. x 29½h
Wood Laminate (Color TBD)



Item #7

**72" High Personal Storage Tower
Wood Laminate (Color TBD)**



Item #8

**Stacking Chair with Arms
Color (Black Preferred)**



Item #9

White Board with Laminate Conference Room Cabinet

4ft x 4ft



Item #10

Executive High-Back Chair

Black Fabric



Item #11