



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

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**INVITATION FOR PRICE QUOTE
(Informal Request for Proposal)
RENTAL OF TABLES AND CHAIRS
March 6, 2012 Election**

I. Introduction

The Cuyahoga County Board of Elections is soliciting proposals for the Rental of Tables and Chairs for the March 6, 2012 Election. The Board reserves the right to reject any and all bids.

II. Quantity and Description

- A. Quantities for the March 6, 2012 Election
1. Folding Tables – More or less (+/-) 310
 2. Folding Chairs – More or less (+/-) 544
 3. Delivery Stops – 56 (See Attachment)

B. Description

1. **Folding Tables** – six foot or larger tables with smooth surface for writing. Tables must have at least 27” inches clearance from the ground. Also, all legs should have rubber caps to avoid scratching floors.
2. **Folding Chairs** – comfortable metal or plastic chairs with rubber caps.

III. Vendor Responsibilities

- A. The vendor must be completed with delivery by 5:00 pm to all locations on the Monday before the election. Delivery may be done prior to that day with prior approval of the said location. The vendor must schedule deliveries with each location.
- B. **A contact person must be in communication with a representative of the Cuyahoga County Board of Elections on the Monday night prior to the Election, until 8:00 p.m.** At that time, any early morning deliveries (between 5:30 a.m. and 6:00 a.m. election morning) will be communicated to the vendor. Any deliveries that are requested after 8:00 p.m., the night before the election, will be handled by the Board of Elections’ Election Support Division.



- C. All deliveries require an inventory of product, name of person who received product and signature. The CCBOE will not be responsible for product delivered to an incorrect address or left without signature. Invoices will not be processed without the required information.

IV. Vendor Submission Requirements

- A. Based on the information provided in Sections I and II of the Informal Request for Proposal, a total price of the entire job must be submitted and include the following:
 - 1. Price per table and total for the election
 - 2. Price per chair and total for the election
 - 3. Price per location delivery/pickup and total for the election
 - 4. Price to replace missing table
 - 5. Price to replace missing chair
 - 6. Grand total cost for all items
- B. The price quote must be on company letterhead and received **no later than 11:00 AM Thursday, February 9, 2012**. Time to be determined by the time stamp machine in the Fiscal Services Office on the 4th floor (Room 406) of the Cuyahoga County Board of Elections. Please submit quote in a sealed envelope **clearly marked as follows**:

Cuyahoga County Board of Elections
Fiscal Services Department
March 2012 Tables and Chairs IRFP
2925 Euclid Avenue
Cleveland, Ohio 44115-2497

Price quotes received after the above stated time will be returned to the vendor unopened and price quotes received by facsimile or e-mail will not be accepted. If there are questions, please contact Mike Goodwin, Procurement Specialist at (216) 443-6651 or Brendan Gorman, Assistant Manager, Fiscal Services Department at (216) 443-6486.

C. Bid Opening

Proposals will be opened in public session shortly after the submission deadline stated in Section B.

D. Modification of contract

1. The Cuyahoga County Board of Elections reserves the right to modify this Department Order, whether in part(s), in its entirety, or cancel any or all parts of the order.
2. The Cuyahoga County Board of Elections reserves the right to terminate the department order at any time. In the event the department order is terminated by the Board, five days advanced written notice shall be given to the selected vendor. The selected vendor shall provide all services and/or products required by the department order to the effective termination date. Under no circumstances shall the Board be responsible for any type of penalty payment on the termination of the department order. The contractor shall be reimbursed for all services and/or products provided to the department order termination date.

E. Penalty Provision

The selected contractor is responsible for the quality of the tables and chairs. The selected contractor is responsible for both the delivery of these tables and chairs in accordance with the specified schedule. Unsatisfactory quality, mishandling of CCBOE property, and/or delivery of services may result in a penalty charge of five percent (5%) for each occurrence and/or any additional penalty charges may be assessed to the vendor for or to replace lost or broken supplies, equipment, or below satisfactory performance provided by the vendor. Penalty charges will only be invoked if the selected contractor is unwilling or unable to remedy the unsatisfactory condition within the time frame specified for delivery.