



REQUEST FOR QUOTES

**Conference Room Tables
2022-028**

**BUTLER COUNTY REGIONAL
TRANSIT AUTHORITY**
3045 MOSER COURT, HAMILTON, OH 45011

COVER PAGE

Request for Quotes Issue Date: June 20th, 2022
Request for Quotes Title: Conference Room Tables
Request for Quotes Number: 2022-028

Issuing & Using Agency:

Butler County Regional Transit Authority
Attn: Procurement
3045 Moser Court
Hamilton, OH 45011
purchasing@butlercountyrta.com

Quotes for Furnishing the Product(s)/Service(s) Described Herein Will Be Received Until:
July 25th, 2022 at 5:00 PM (EST)

All Questions Should Be Directed To: ISSUING & USING AGENCY

SECTION 1 – SCOPE OF WORK

The Butler County Regional Transit Authority (BCRTA) seeks Quotes for six (6) rectangular conference room tables. Each table should have the following specifications:

- 30 x 60 inches
- Flip top functionality
- Wood surface, dark color (espresso or similar)
- Opening for technology cords at the top of the table
- Electronic power system
- Legs on Casters

SECTION 2 –SUBMISSION

A. General Information

The Butler County Regional Transit Authority (BCRTA) is a public transit agency that services Butler County, Ohio with fixed, curb-to-curb on-demand, and paratransit operations. BCRTA is headquartered in Hamilton, Ohio with hubs in Oxford and Middletown, Ohio.

B. Terminology

“Quote” refers to the document drafted and offered by the Submitter(s) which provides a quoted price for the services outlined in this Request.

“Submitter” refers to the entity submitting the Quote.

“Butler County Regional Transit Authority” (also referred to as “BCRTA”, “RTA”, “Authority”, “Contractor”, “Buyer” or “Purchaser”) is the government entity who is soliciting Quotes with the Request for Quotes.

“Request for Quotes” or “Request” refers to the document prepared by BCRTA which is used to solicit Quotes for this project.

C. Quote Submission

The Quote submitted in response to this request should include the Cost for each table as well as any extraneous costs (shipping, setup (if any), etc.). The Quote should also include the total amount for all six (6) tables.

Quotes should be submitted in PDF format via email to purchasing@butlercountyrta.com **no later than 07/25/22 by end of business (5:00 PM)**. Quotes received by BCRTA after that date and time will not be considered.

D. Procurement Schedule

Request for Quotes Posted:	June 20, 2022
Deadline for Questions/Clarifications/Approved Equals:	July 1, 2022
Deadline for Responses to Questions/Clarifications and Approved Equals:	July 11, 2022

Quotes Due:	July 25, 2022
Decision on Quote Made:	July 26-28, 2022

E. Postponement or Cancellation of Request

BCRTA reserves the right to cancel, amend, or re-issue this Request at any time, or change the date and time for submitting proposals, by announcing same prior to the date and time established for submittal.

F. Questions or Requests for Clarification

All questions and requests for clarification should be directed to the Procurement department at BCRTA prior to the Submission Deadline via email at purchasing@butlercountyrta.com.

G. Pricing, Taxes, and Effective Date

The price to be quoted in any submission will include all items of labor, materials, tools, equipment, delivery and other costs necessary to fully meet the requirements of BCRTA. Any items omitted, which are clearly necessary for the completion of this project, will be considered a portion of such specifications, although not directly specified.

BCRTA is exempt from payment of Federal Sales, Excise and Transportation Tax, and the Ohio Sales, Excise and Use Tax. As such, submitters will not include these taxes in their price(s). All other government taxes, duties, fees, licenses, permits, royalties, assessments, and charges shall be included in the proposed price.

In the event of a discrepancy between the unit price and the extended amount for a required item, the unit price will govern. The price quoted by the submitters will not change for a period of ninety (90) days, beginning from the date the Quotes are opened.

SECTION 3 –QUOTE EVALUATION AND PROJECT AWARD

A. Process for Evaluation of Quotes and Eligibility for Award

For a Bidder to be eligible for award, Bidders must be deemed responsive and responsible:

1. Responsive Quotes are those complying in all material aspects of the solicitation, both as to the method and timeliness of submission and as to the substance of the provided submission. Quotes that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.
2. Responsible Bidders are those prospective submitters who, at a minimum, must:
 - i. Have adequate financial resources, as required during performance of the Contract.
 - ii. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
 - iii. Have a satisfactory record of past performance.
 - iv. Have necessary technical capability to perform.
 - v. Certify that they are not on the U.S. Comptroller General's list of ineligible Proposers.
 - vi. Are qualified as a manufacturer or regular provider of the equipment being offered.
 - vii. Are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Once the Bidder and the Quote have been reviewed for responsiveness and responsibility, BCRTA's Procurement Specialist will compare pricing provided in the Quote to determine which submission has the lowest price. The Contract will then be awarded to the most responsive, responsible Bidder who submitted the lowest price.

B. Single Quote

BCRTA may award a contract to a single bidder provided that an analysis can be completed which documents the price is fair and reasonable. Price analysis will be used when price reasonableness cannot be established based on catalog or market price of a commercial product sold in quantity or set by law or regulation. A cost analysis is required in all other cases of single Proposal evaluation.

FTA Circular 4220.1F specifies that single Quotes must be considered as non-competitive negotiations and negotiated procurement procedures must be followed.

ATTACHMENT A – QUOTE

Company Name: _____

Name of Company's Representative: _____

Signature of Company's Representative: _____

Title of Company's Representative: _____

Company Address: _____

Company Phone Number: _____

Email Address (REQUIRED): _____

Item	Year 1
Price per Table	
Shipping/Delivery Costs (if any)	
TOTAL	

ATTACHMENT B – PRODUCT SPECIFICATIONS

Indicate below whether the tables quoted in Attachment A contain all the following required specifications:

Specification	Included?
30 x 60 inches Dimensions (or similar)	
Flip top functionality	
Wood Surface	
Dark Color (espresso or similar)	
Opening at top of table for cords	
Electronic power system	
Caster legs	

ATTACHMENT C – REFERENCES

Please provide three (3) references that we are permitted to contact in the event your Quote is selected.

Reference Name	Company/Project	Phone Number	Email Address