



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
DIVISION OF PURCHASING
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
#17-0084
VARIOUS FURNITURE for LAW ENFORCEMENT TRAINING CENTER

August 25, 2017

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for various furniture for the Law Enforcement Training Center. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CDT, September 19, 2017.

Alternates for approval must be submitted to Kimberly Bush no later than Friday September 1, 2017 by 5:00pm CDT. A listing of approved alternates will be released in an addendum no later than Wednesday September 13, 2017.

All contact concerning this solicitation shall be made through the Division of Purchasing. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

Kim Bush, CPPB
Purchasing Agent

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for selected furniture in accordance with the specifications outlined in this document for the Law Enforcement Training Center.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kim Bush, CPPB
Sedgwick County Division of Purchasing
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, September 19, 2017. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

III. Scope of Work

All furniture must be delivered to:

Law Enforcement Training Center
Wichita State University Innovation Campus
4310 E 19th Street
Wichita, KS 67206

- All pricing must include any delivery/freight charges.
- All items must be installed/assembled by the vendor. County project manager or designee must sign off on all deliveries of furniture, all contact regarding coordination of delivery and assembly must be made to:

Tania Cole
Director of Facilities Maintenance and Project Services
316-660-9854

Delivery and installation of all furniture must be completed by December 15, 2017.

Any bids for alternate products are subject to approval by county project staff. Any alternate products must include full specifications submitted to Kimberly Bush no later than 5:00pm September 1st, 2017.

Awards may be made to multiple vendors and will be made to the lowest responsive bid(s) meeting or exceeding specifications.

IV. Sedgwick County’s Responsibilities

- Provide information, as legally allowed, in possession of the county, which relates to the county’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Bush at Kimberly.Bush@sedgwick.gov by 5:00 p.m. CDT September 1, 2017. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT September 13, 2017. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer’s response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Evaluation Criteria

An award will be made to the lowest responsible and responsive bidder(s).

D. Request for Bid Timeline

The following dates are provided for information purposes and **are subject to change without notice**. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	August 25, 2017
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	September 1, 2017
Addendum Issued	September 13, 2017
Sealed Bid due before 1:45pm CDT	September 19, 2017
Evaluation Period	September 19-20, 2017
Board of Bids and Contracts Recommendation	September 21, 2017
Board of County Commission Award	September 27, 2017

E. Contract Period and Payment Terms

A Purchase Order will be issued following Board of County Commissioners (BoCC) approval of the successful firm(s).

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. Insurance Requirements

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas **(must be acknowledged on the bid/proposal response form).**

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability:

Combined single limit \$500,000.00

Professional Liability

If required

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful bidder agrees all data, records and information, which the bidder, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful bidder agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful bidder agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. Bid Conditions

http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VI. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Completed pricing sheet (Attachment A).
3. Any supplemental materials providing essential details on products bid herein.
4. Completed and signed Bid Response Form/Pricing Sheet.
5. Those responses that do not include all required forms/items may be deemed non-responsive.

VII. Response Form

**REQUEST FOR BID
#17-0084**

VARIOUS FURNITURE for LAW ENFORCEMENT TRAINING CENTER

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

__ African American (05) __ Asian Pacific (10) __ Subcontinent Asian (15) __ Hispanic (20)

__ Native American (25) __ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

__ Not Minority -Woman Owned (50) __ African American-Woman Owned (55)

__ Asian Pacific-Woman Owned (60) __ Subcontinent Asian-Woman Owned (65) __ Hispanic Woman Owned (70)

__ Native American-Woman Owned (75) __ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ Emergency Contact Name: _____

After Hours Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to

www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

ATTACHMENT A-PRICING

PRICING

Substitution/Alternate items may be considered for award. Items bid must be equal to or better than the items listed below.

Any bids for alternate products are subject to approval by county project staff. Any alternate products must include full specifications submitted to Kimberly Bush no later than 5:00pm September 1st, 2017. Any items bid that did not receive prior approval from county staff will not be considered.

Please complete signature at the end of this pricing table. Failing to sign the pricing sheet may result in disqualification of bid.

Item #	Manufacturer Part Number	Description	Quantity	Unit Cost	Extended Cost
1.	SitOnIt 5642	SitOnIt Focus Side Chair Fully Assembled in a Carton Mesh Black No CAL 133 FG1 Upholstered Seat COM, or Grade 1 Four Leg with Casters 5642 Silver Carpet Armless **FABRIC: HONEYCOMB/BAYOU**	85	\$	\$
2.	SitOnIt 1011 FT1	SitOnIt Lumin Four Leg PS Plastic Seat and Back No CAL 133 Navy Silver Armless Vinyl Floor Glides Fully Assembled in a Carton	100	\$	\$
3.	SitOnIt Torsa 6023	SitOnIt Torsa Fog Striped Graphite Graphite Enhanced Synchro with Comfort Drive and Seat Depth Graphite Nylon Standard Cylinder Carpet Multi-Adjustable Nylon No CAL 133 Grade 2 SitOnIt, Slide, Smoky, Vinyl Fully Assembled in a Carton	10	\$	\$

4.	SitOnIt Torsa 6023	SitOnIt Torsa Onyx Striped Graphite Graphite Enhanced Synchro with Comfort Drive and Seat Depth Adjustment Graphite Nylon Standard Cylinder Carpet Multi-Adjustable Nylon No CAL 133 Grade 2 Fully Assembled in a Carton **SEAT FABRIC: SLIDE - ONYX**	24	\$	\$
5.	CLARUS GB-CbC-4896-F	4'x8' Colors By Clarus Float Glassboard Standard Colors Smooth White C101	8	\$	\$
6.	CLARUS box tray 0012M	BOX TRAY (Magnetic)	6	\$	\$
7.	Peter Pepper PMS-GL-RA 72x72x80	PETER PEPPER 72w X 72h X 18D GLIDING DOOR GLASS CASE; NATURAL ANODIZED ALUMN FRAME	1		\$
8.	Peter Pepper PMS-GL-RA 72x48x18	PETER PEPPER 72w X 48h X 18D GLIDING DOOR GLASS CASE; NATURAL ANODIZED ALUMN FRAME	1		\$
9.		LINEAR LIGHTING LOW VOLTAGE HALOGEN FOR 72W CASE	1		\$
10.		4"H PLINTH FOR LIGHTING	1		\$
11.	National Office Furniture N32T2424E NL	RENO,24DX24W,END TABLE,SQUARE,LAMINATE NO SURFACE GROMMET NO SIDE GROMMET SABLE PLATINUM METALLIC	1		
12.	National Office Furniture N95AA	SWIFT,ONE SEAT LOUNGE GRADE 1 CALI PIER SABLE PLATINUM METALLIC	1		\$
13.	National Office Furniture N92B2	FRINGE,BENCH,TWO SEAT GRADE 2 SEDONA INDIGO NO FRONT SEAT GROMMET NO END SEAT GROMMET METAL LEG,PLATINUM METALLIC STANDARD GLIDE	2	\$	\$
14.	National Office Furniture CBV4028XBP	FOOTINGS,40WX28H,X BASE,STATIC PLATINUM METALLIC PLATINUM METALLIC	22	\$	\$
15.	National Office Furniture 83N48RDL	FOOTINGS,48DIA,ROUND TOP,HPL SOFTENED PVC,DES WHITE LINEAR STANDARD LAMINATE DESIGNER WHITE LINEAR	22	\$	\$
16.	Herman Miller Y1378.12	+Connect Single Circuit Electrical By-Pass Jumper, 12" long	1		\$
17.	Herman Miller Y1377.10	+Connect Single Circuit Electrical Power Entry, 10' cord	1		\$
18.	Herman Miller	+Connect S740 Single Circuit Power Unit, 2 simplex	2	\$	\$

	Y1374.360	rcpt, 2 data openings, 60" long +silver anodized			
19.	National Office Furniture CBV2810028YBKP	FOOTINGS,28DX100WX28H,Y BASE KIT PLATINUM METALLIC PLATINUM METALLIC	1		\$
20.	National Office Furniture 83N48120BTL	FOOTINGS,48DX120W,BOAT TOP,HPL SOFTENED PVC,SABLE NO GROMMET STANDARD LAMINATE SABLE	1		\$
21.	National Office Furniture N59KK	ACQUAINT,BARIATRIC,SLAT BACK,ARMS GRADE 4 SILVERTEX CARBON SABLE	2	\$	\$
22.	National Office Furniture N59AAX	ACQUAINT,GUEST,HALF UPH BACK,ARMS,CONTRASTING CUSTOMER'S OWN MATERIAL SPECIAL BACK UPHOLSTERY PATTERN COLOR ARCHITEX - INSPIRE/MUSIC CUSTOMER'S OWN MATERIAL SPECIAL EXTREME BACK UPH PATTERN COLOR ARCHITEX - INSPIRE/MUSIC GRADE 4 SILVERTEX CARBON SABLE **2 YDS EACH**	3	\$	\$
23.	INSPIRE-M USIC	ARCHITEX, PATTERN-INSPIRE, COLOR-MUSIC	6 yds	\$	\$
24.	National Office Furniture N59BLX	ACQUAINT,GUEST,FULLY UPH BACK,ARMLESS,CONTRASTING CUSTOMER'S OWN MATERIAL SPECIAL BACK UPHOLSTERY PATTERN COLOR ARCHITEX - INSPIRE/MUSIC CUSTOMER'S OWN MATERIAL SPECIAL LUMBAR UPHOLSTERY PATTERN COLOR ARCHITEX - INSPIRE/MUSIC CUSTOMER'S OWN MATERIAL SPECIAL EXTREME BACK UPH PATTERN COLOR ARCHITEX - INSPIRE/MUSIC CUSTOMER'S OWN MATERIAL SPECIAL EXLBR UPHOLSTERY PATTERN COLOR ARCHITEX - INSPIRE/MUSIC GRADE 4 SILVERTEX CARBON SABLE **4 YDS EACH**	6	\$	\$
25.	INSPIRE-M USIC	ARCHITEX PATTERN: INSPIRE COLOR: MUSIC	24 yds	\$	\$

26.	National Office Furniture N95AA	SWIFT,ONE SEAT LOUNGE CUSTOMER'S OWN MATERIAL SPECIAL PRIMARY UPH PATTERN COLOR MOMENTUM - CROSSING COLORS/TOURMALINE SABLE PLATINUM METALLIC **8 YDS EACH** **NO PATTERN MATCH REQ.**	3	\$	\$
27.	09141977	MOMENTUM TEXTILES PATTERN: CROSSING COLORS COLOR: TOURMALINE	24 yds	\$	\$
28.	National Office Furniture N32T2424ENL	RENO,24DX24W,END TABLE,SQUARE,LAMINATE NO SURFACE GROMMET NO SIDE GROMMET SABLE PLATINUM METALLIC	4	\$	\$
29.	National Office Furniture CBV3228XS	CONFERENCE,32WX28H,FOUR STAR BASE,STATIC,METAL,PLATINUM	1		\$
30.	National Office Furniture WW42WSRNL	WAVEWORKS,42DIA,SURFACE,ROUND,HPL SOFTENED PVC,SABLE NO GROMMET STANDARD LAMINATE SABLE	1		\$
31.	National Office Furniture CBV3228XS	CONFERENCE,32WX28H,FOUR STAR BASE,STATIC,METAL,PLATINUM	1		\$
32.	National Office Furniture WW42WSRNL	WAVEWORKS,42DIA,SURFACE,ROUND,HPL SOFTENED PVC,SABLE NO GROMMET STANDARD LAMINATE SABLE	1		\$
33.	National Office Furniture CBV4028XBP	FOOTINGS,40WX28H,X BASE,STATIC PLATINUM METALLIC PLATINUM METALLIC	3	\$	\$
34.	National Office Furniture 83N48RDL	FOOTINGS,48DIA,ROUND TOP,HPL SOFTENED PVC,DES WHITE LINEAR STANDARD LAMINATE DESIGNER WHITE LINEAR	3	\$	\$
35.	Herman Miller Y1377.06	+Connect Single Circuit Electrical Power Entry, 6' cord	2	\$	\$
36.	Herman Miller Y1338.	+Connect Ganging Bracket Kit	14	\$	\$
37.	National Office Furniture CBV2128TL2S	BASE SUPPORT,21WX28H,T-LEG BASE,STATIC,PLATINUM,PKG 2	10	\$	\$
38.	Herman Miller Y1374.460	+Connect S740 Single Circuit Power Unit, 2 Simplex Rcpt, 1 Data Opening, 1 USB Port, 60IN Long +silver anodized	10	\$	\$
39.	Herman Miller Y1378.12	+Connect Single Circuit Electrical By-Pass Jumper, 12" long	4	\$	\$
40.	National Office Furniture NAC4812MPA	ACCESSORIES,48WX12H,MODESTY PANEL,RESIN GRADE 1 FROSTED	10	\$	\$

41.	National Office Furniture WW3030WSQRL	WAVEWORKS,30DX30W,SURFACE,QUARTER ROUND,HPL SOFTENED PVC,PLATINUM GREY STANDARD LAMINATE ELEMENTAL CONCRETE	4	\$	\$
42.	National Office Furniture WW3060WSSL	WAVEWORKS,30DX60W,SURFACE,RECTANGULAR DESK,HPL MAIN SOFTENED PVC,PLATINUM GREY NO GROMMET STANDARD LAMINATE ELEMENTAL CONCRETE	10	\$	\$
43.	National Office Furniture N92CSA	FRINGE,CLUB CHAIR,ARMS,STATIC CUSTOMER'S OWN MATERIAL SPECIAL PRIMARY UPH PATTERN COLOR CARNEGIE - MAXWELL STREET (6416-13) 501 PLATINUM METALLIC **8 YDS EACH**	2	\$	\$
44.	6416-13	CARNEGIE FABRICS PATTERN: MAXWELL STREET (6416) COLOR: 13	16 yds	\$	\$
45.	National Office Furniture N32T2424ENL	RENO,24DX24W,END TABLE,SQUARE,LAMINATE NO SURFACE GROMMET NO SIDE GROMMET SABLE PLATINUM METALLIC	3	\$	\$
46.	National Office Furniture N92H2MX	FRINGE,HIGH BACK,TWO SEAT,ARMLESS,CONTRASTING CUSTOMER'S OWN MATERIAL SPECIAL BACK UPHOLSTERY PATTERN COLOR MOMENTUM - CROSSING COLORS/TUXEDO CUSTOMER'S OWN MATERIAL SPECIAL LUMBAR UPHOLSTERY PATTERN COLOR MOMENTUM - CROSSING COLORS/TUXEDO GRADE 2 SEDONA MESA GRADE 2 SEDONA MESA NO FRONT SEAT GROMMET METAL LEG,PLATINUM METALLIC STANDARD GLIDE **5 YDS EACH*	4	\$	\$
47.	09141988	MOMENTUM TEXTILES PATTERN: CROSSING COLORS COLOR: TUXEDO	20 yds	\$	\$
				\$	

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____