



**REQUEST FOR QUOTE  
RFQ 10-1718  
BLDG 500 FURNITURE**

Responses to be received at:

Office of the President  
Mohave County Community College  
Kingman Campus - Building 100  
1971 Jagerson Ave  
Kingman, AZ 86409

**Quotes must be received at the above location by  
4:00 PM local time Monday, July 9, 2018**

For inquiries regarding this Quote Contact:

Christine Van Vleet  
Director of Procurement  
Mohave County Community College  
1971 Jagerson Avenue  
Kingman AZ 86409  
Voice: 928-757-0819  
[cvanvleet@mohave.edu](mailto:cvanvleet@mohave.edu)

This is a Notice of a procurement process that may result in an award; however, it is not intended to be and should not be construed to be an offer to contract.

June 13, 2018

**I. SCOPE OF SERVICES**

Mohave County Community College invites interested vendors to submit a quote for the following Classroom Furniture as described below.

Any furniture quoted which is not listed on the below table must be of equal or better quality and functionality to that which is listed in the below table.

Quotes should provide the name of the make and model of furniture in addition to a per-item cost and a total cost based on listed quantities.

All quotes should list delivery and sales tax and all related installation and implementation fees at the end of the quote. Please provide a quote that is for delivery only and also delivery plus assembly. The furniture will be delivered/shipped to three separate campuses as shown in the table below.

<b>500 building furniture</b>			
Item needed	BHC	LHC	NCK
6' Computer tables	60	72 (color=teak)	60
5' rolling tables	24		24
Reg rolling chairs	168	144	168
XL rolling chairs	10	6	10
Inst. Desk/podium	6	6	6

BHC – Bullhead City Campus                      3400 Hwy. 95, Bullhead City, AZ 86442  
 LHC – Lake Havasu City Campus                1977 Acoma Blvd. West, Lake Havasu City, AZ 86403  
 NCK – Kingman Campus                            1971 Jagerson Ave, Kingman, AZ 86409

All furniture must be delivered prior to August 1, 2018 to each respective campus.

Quoted prices must be signed and dated by an authorized signer.

		<u>MAKE &amp;</u>	<u>UNIT</u>	
		<u>MODEL</u>	<u>PRICE</u>	<u>TOTAL</u>
<u>QTY</u>				
<b>192</b>	<b>5 Ft. Table/Student Workstation – 24” x 60 ”</b> <i>Wood/Laminate Top (teak and other color options)</i> <i>16 GA steel base with rollers</i> <i>Modesty Panel</i> <i>Must be able to fold/nest for storage</i>			
<b>48</b>	<b>6 Ft. Table/Student Workstation – 30” x 72”</b> <i>Wood/Laminate Top (teak and other color options)</i> <i>16 GA steel base with rollers and modesty panel</i> <i>Locking CPU Cabinets</i> <i>Keyboard Tray(s)</i> <i>Wire channels for cable management</i>			

**480**     **Regular Rolling Chairs**  
                  *Black mesh back task chair*  
                  *Adjustable height and pneumatic control*  
                  *Black Fabric Upholstery*  
                  *Star Base with Rolling Casters*

**26**        **XL Rolling Chairs**  
                  *Black mesh back task chair*  
                  *Adjustable height and pneumatic control*  
                  *Black Fabric Upholstery*  
                  *Star Base with Rolling Casters*

**18**        **Instruction Desk**  
                  *Desk to match student tables/workstations*  
                  *Wood/Laminate top (Teak and other color options)*  
                  *Locking CPU Storage*  
                  *Wire/cable channels for cable management*

**SHIPPING/ DELIVERY ONLY:**  
**TAX:**

**BID TOTAL WITHOUT ASSEMBLY:**

**DELIVERY PLUS ASSEMBLY:**  
**TAX:**

**BID TOTAL WITH ASSEMBLY:**

**Authorized signer approving above pricing**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

## **II. REQUEST FOR QUOTE REQUIREMENTS**

Communications with the Owner: All communication with the Owner shall comply with the following guidelines. **All communications shall be in writing.** Address all communications (other than DELIVERY of the QUOTE) to the Owner's project manager at the address noted below. Written communications, including the QUOTE, may also be emailed to [cvanvleet@mohave.edu](mailto:cvanvleet@mohave.edu).

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From the date of issuance of this RFQ, and until a binding contractual agreement is executed with a selected vendor, all communications between the Owner and the Bidders or any of their individual members, shall be formal. Formal communications shall include, but not be limited to: (1) general written inquiries, (2) written questions and answers, (3) written addenda.

No informal communication shall occur regarding this procurement, including requests for information, comments, speculation, etc., between a Bidder (and any of its individual members,) and any Owner employee or official. Failure to comply with this provision may result in the rejection of the Quote.