

## Request for Quotes

The Evansville Vanderburgh Public Library (“EVPL”) is seeking quotes from entities to purchase tables and chairs. Each potential supplier will be measured by the criteria set forth in this notification of purchase.

1. Quotes for supplying tables and chairs to meet EVPL’s needs shall be submitted no later than 5:00 p.m., Thursday, September 1, 2022, to the Evansville Vanderburgh Public Library Chief Operating Officer-Assistant Director, Heather O’Grady, at 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713. Quotes may be submitted via mail to the above address, phone 812-426-9790, or by email to [heather@evpl.org](mailto:heather@evpl.org).

Proposals arriving after the specified time will not be accepted, regardless of the postmark. It is the potential supplier’s responsibility for timely delivery.

2. The EVPL locations that will receive tables are EVPL Central, McCollough, Stringtown, and West. Locations needing chairs are EVPL Central and McCollough. Tables and chairs are for meeting room use, and, if necessary, pictures of each meeting room and/or on-site assessment of the meeting rooms can be available upon request. Requests for pictures or for on-site assessment must be made by 5 pm on Friday, August 26, 2022.
3. It is intended that the specifications and terms in the proposed quote shall become part of the purchase agreement with the successful vendor.
4. EVPL reserves the right to independently determine the competency of each proposed quote and is committed to an objective and open selection process. Every proposed quote shall receive an unbiased review, and EVPL will consider a number of factors when deciding upon the purchase.
5. It is the policy of the EVPL to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, or status as a disabled veteran. All persons or entities proposing quotes must also be in full compliance with these laws, orders, and regulations.
6. The vendor is responsible for meeting the quality and/or safety standards, both governmental and private, related to the products in these specifications.

7. This solicitation does not commit the EVPL to make an award if all proposed quotes received are determined to be unacceptable or not in the best interest of the EVPL to make an award. EVPL reserves the right to reject any or all quotes and to waive the informalities and minor irregularities in quotes received.
8. All quotes shall be made without regard to Indiana State Sales & Use Tax and Federal Excise Tax. A sales tax exemption certificate will be issued to the successful proposal.
9. Amendments to this Request for Quote may be necessary prior to the closing date, and will be furnished in the form of written addenda by email to all prospective vendors. Oral communications with any person(s) will not be construed as providing amending data to the specifications, unless converted to the form of written addenda and conveyed to all prospective vendors.
10. Purchase Specifications must include:

Tables	Chairs
<ul style="list-style-type: none"> <li>• 26 – 30”D x 72”W x 30”H</li> <li>• 20 – 30”D x 84”W x 30”H</li> <li>• 3 – 30”D x 72”W x Adjustable Height</li> <li>• Nest and Fold tables with T legs</li> <li>• On casters</li> <li>• Neutral Color</li> </ul>	<ul style="list-style-type: none"> <li>• 260 chairs total (200 at one location and 60 at another)</li> <li>• Prefer Unibody chair style (we have had problems with chair legs snapping/breaking)</li> <li>• Must have the ability to stack and be light enough to stack easily</li> <li>• Combination of some with arms and some without</li> <li>• Some chairs with extended seat widths and weight capacities</li> <li>• Color that will go with tables</li> <li>• Prefer to not have fabric chairs that require washing</li> </ul>

All quotes should include pictures of tables and chairs proposed, and should also include warranty and service plan options, along with any additional costs associated with each of the options.

11. Questions should be directed to Heather O’Grady, Chief Operating Officer, no later than August 26, at Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713, 812-426-9790, or [heather@evpl.org](mailto:heather@evpl.org).