


ISSUING AGENCY – BOISE CENTRE	
	<p>FORMAL REQUEST FOR PROPOSAL</p> <p>Banquet Chairs</p> <p>RFP #031726</p>

CRITICAL DATES	
PROPOSAL ISSUE DATE:	TUESDAY, MARCH 17, 2026
QUESTIONS DUE:	THURSDAY, MARCH 26, 2026, 1:00 PM MST
PROPOSAL SUBMITTAL DUE:	MONDAY, APRIL 6, 2026, 1:00 PM MST
ANTICIPATED RFP EVALUATION PERIOD:	APRIL 6 – APRIL 13, 2026
ANTICIPATED CONTRACT AWARD	APRIL 13, 2026

SUBMITTAL RECEIPT AND OPENING
<p>SEALED SOLICITATION SUBMITTALS WILL BE ELECTRONICALLY RECEIVED until the time and date stated in the CRITICAL DATES section of the solicitation document. It shall be the responsibility of the proposer to confirm that proposals contain all required documents and are submitted electronically. Submittals must be sent via email to the following email address: rvaldez@nigp.com. The submittals must contain <u>all the documents</u> requested in Section 6 – Required Forms and Documents.</p> <p>LATE SUBMITTALS WILL NOT BE ACCEPTED The Purchasing office will conduct a remote/online Microsoft Teams meeting for the public opening of the solicitation. To virtually attend this meeting, visit us online by clicking the following link_Microsoft Teams meeting:</p> <p>Date/Time: MONDAY, APRIL 6, 2026 Join: https://teams.microsoft.com/meet/22409111219259?p=OrFu53J8KE7PK8NdJw Meeting ID: 224 091 112 192 59 Passcode: 9Rt2sb2N</p> <p>It is strongly recommended you begin your submission upload process at least one (1) day prior to the deadline. Any technical or internet-related issues that may arise during your submission are not grounds to extend the deadline.</p>

INFORMATION REQUESTS

Requests for any information relating to this solicitation should be directed to the purchasing staff listed below:

Ray Valdez
NIGP Consultant
rvaldez@nigp.com

Bidders shall not contact any Boise Centre employee, officer, or director other than purchasing regarding this solicitation until after the award of a contract. Any such unauthorized contact may result in bidder being disqualified from further consideration.

INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

The Solicitation General Terms and Conditions are listed as Attachment A, as outlined below, and shall be downloaded by prospective Bidders as part of the solicitation.

Attachment A - Solicitation General Terms and Conditions (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).

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SECTION 1 - INTRODUCTION



FORMAL REQUEST FOR PROPOSAL

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A. INTENT

Boise Centre, Boise, Idaho, is seeking proposals from qualified vendors for the purchase and delivery of 3,700 banquet chairs. Chairs must be stackable, able to gang together, and compatible with a racking system to support efficient setup, storage, transport, and long-term operational use.

B. BACKGROUND

Boise Centre is Idaho's premier convention facility for meetings, conferences, trade shows, and special events. Boise Centre offers 86,000 square feet of versatile meeting and event space, featuring 31 meeting rooms. Each event space showcases a modern, contemporary design complemented with the latest technology.

Boise Centre features:

- 86,000 total square feet. Largest room is 24,426 square feet.
- unique spaces: 3 ballrooms (largest is 24,426 sq. ft.)
- 28 meeting spaces throughout
- Full-service in-house catering, audio visual and technology services
- High speed Internet and Wi-Fi throughout
- 2 professional, state-of-the-art commercial kitchens
- Spacious glass-enclosed lobby overlooking The Grove Plaza
- Ideal location in downtown Boise: 1,600 hotel rooms within walking distance

Boise Centre was built by the Greater Boise Auditorium District ("District") for the purpose of promoting economic development. The facility is owned and operated by the District, a government entity, governed by a five-member, publicly elected board.

As a full-service convention center, Boise Centre offers exceptional in-house catering, audio visual and technology services with onsite support. Meeting and event organizers enjoy working with a dedicated event manager who coordinates all in-house services for a seamless event experience.

SECTION 2 – STATEMENT OF NEED



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A. SPECIFICATIONS

1. General Information: Boise Centre is seeking a high-quality, commercial-grade banquet chair suitable for high-volume convention and event use. All chairs and related components shall meet or exceed the following minimum specifications:
2. Overview of the Specifications:
 - Quantity
 - 3,700 Banquet Chairs
 - Chair Dimensions
 - Chair must be designed and manufactured to support a commercial-grade static load capacity appropriate for public assembly seating. Vendor shall identify the tested or rated weight capacity of the chair.
 - Chair dimensions shall be appropriate for banquet and conference seating environments and compatible with standard table layouts and aisle spacing.
 - Vendor shall provide the following dimensions for the proposed chair:
 - Overall height
 - Seat height
 - Seat width
 - Overall width
 - Overall depth
 - Stackability
 - Chairs must be stackable in stacks of ten (10) or more.
 - Offerors must provide the overall dimensions (height, width, and depth) of the chairs when stacked ten (10) high
 - Weight
 - Chairs shall weigh approximately 14–15 pounds each to balance durability with ease of handling
 - Ganging Capability:
 - Chairs must include integrated ganging functionality for secure and aligned row seating
 - Upholstery:
 - Fabric upholstery with fabric protection suitable for commercial use
 - Final fabric selection to be determined by Boise Centre upon award
 - Square Chair frame
 - Finish – non-chrome finish
 - Final finish selection to be determined by Boise Centre upon awarded bid
 - Cushion
 - Standard banquet chair cushion appropriate for extended seating durations
 - Final choice of cushion determined upon awarded bid
 - Storage and Racking

- Chairs must be compatible with a racking system designed for efficient storage and transport
3. The project timeline will be as follows:
- a. All chairs must be fully manufactured, delivered, and onsite at Boise Centre no later than the end of November.

B. DELIVERY

All Equipment required for this project will be shipped FOB Destination Freight Paid to: Boise Centre, Boise, ID. All materials shipped to Boise Centre must be packed and shipped in accordance with accepted trade practice. All Shipments are to be addressed to: Nick Souba Boise Centre, 250 S. 9th Street, Boise ID. 83702. Can be shipped in batches as chairs are completed.

C. REQUEST FOR SAMPLES

At the agency's request and direction, bidders with top ranked proposals may be required to provide product samples of items bid to ensure compliance with specifications. Samples may be requested prior to award of the contract, upon delivery and/or at any point during the term of resulting contract. Upon notification, required samples must be provided within **five (5)** days. Failure to provide samples prior to award of contract will disqualify bidder from consideration. Bidder should ensure they have samples of the product offered on-hand. All samples (including return thereof), shall be at the expense of the bidder. Samples will be returned upon request; otherwise, samples will become property of Boise Centre, **ten** days after award of the contract.

D. WARRANTY

The proposer shall provide detailed information regarding all applicable manufacturer and vendor warranties associated with the proposed chairs and related components. Warranty documentation shall clearly describe the coverage provided for the chair frame, structural components, upholstery, finishes, foam, and any other materials included in the product. All warranties offered by the manufacturer and/or vendor shall be submitted as part of the proposal and shall include the duration of coverage, scope of coverage, and any exclusions or limitations. Warranty information shall also specify the process for addressing warranty claims, including repair, replacement, and any associated labor or service responsibilities.

The proposer shall identify any additional service guarantees or extended warranty options available for the proposed products. All warranties shall be transferable to the Owner and remain in effect following delivery and installation. During the evaluation process, warranty terms will be considered as part of the overall value and quality of the proposed solution.

SECTION 3 - SPECIAL TERMS AND CONDITIONS



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1. ACCEPTANCE / AGREEMENT

Contractor shall act under the authority and approval of the Project Manager for Boise Centre, further named herein, to provide the services required by this Contract.

If for any reason the Offeror should fail to accept in writing, any conduct by Offeror which recognizes the existence of a Contract/Agreement pertaining to the subject matter hereof shall constitute acceptance by Offeror of the Contract/Agreement and all of its terms and conditions. Any terms proposed in Offeror's acceptance of Agency's Contract which adds to, varies from or conflicts with the terms herein are hereby rejected by the Agency. Any such proposed terms shall be void and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of the Contract/Agreement between the parties.

2. ACCURACY OF WORK

The Contractor shall be responsible for the accuracy of the work requested and shall promptly make all necessary revisions or corrections without additional compensation. Acceptance of the work by the Project Manager will not relieve the Contractor of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

3. ASSURANCE

The Project Manager shall report to the Contractor in writing, via email, or other written documentation, all deficiencies in the quality of performance of the service. All communication, written or verbal, between Boise Centre and the Contractor shall be in English.

All deficiencies in the performance of the Contractor's service shall be corrected promptly by the Contractor as directed by the Project Manager.

4. BRAND NAME OR EQUIVALENT

Specifications and plans, if applicable, may contain references to service requirements, equipment and/or materials (patented or unpatented) or "Brand Name or Equivalent." Such references shall be regarded as establishing a standard of quality, finish, appearance, performance or as indicating a selection or design based upon compatibility with existing equipment, materials or details of construction (if applicable) inherent to the project design. Such references shall not be construed as limiting the selection to a specified item, source or design detail. The use of an alternate or substitute item or source as an approved equivalent will be permitted.

5. CONTRACT ADMINISTRATION

The Project Manager shall audit the billings, approve payments, establish schedules, approve addenda to the contract, and generally be responsible for overseeing the execution of the contract.

6. CONTRACTOR'S EMPLOYEES' IDENTIFICATION AND WORK APPAREL

All Contractor employees performing work under the scope of this Contract shall wear conservative style uniform shirts that will have sewn on or embossed identification labels of the Contractor's company name, and/or, logo, and will appear on the front area of the shirt near chest height of the shirt. Shirts may also have company name or logo appear on the backside of the shirt. Contract Administrator will approve proper identification on uniforms during the life of the Contract.

Contractor shall provide employees with identification nametags to include name of the employee and Contractor's company name and applicable logo. Employee will wear the nametag in plain view on his person at all times while performing the work under the scope of the Contract. All employees shall have the supervisor's business cards available. In addition, the 'lead person' of each crew shall wear a badge clearly identifying the position of crew leader.

Contractor's employees shall wear uniform Cut-offs and short-shorts are not acceptable wearing apparel.

Outlandish styles, patterns, hats, colors of wearing apparel, verbiage imprinted on apparel, etc., worn by a Contractor Employee that may promote negativity in the work place, or advertise any product other than the Contractor's company name and/or logo will not be allowed.

Sandals, flip-flops, open-toed shoes are not acceptable footwear.

The Project Manager shall be the sole determinant of the appropriateness of all work apparel.

7. DELAYS AND EXTENSIONS

During the course of this Contract, if deemed in the best interest of Boise Centre, an extension of time may be granted. However, any time extension so granted shall not constitute or operate as a waiver by Boise Centre of any of its rights herein.

8. FREIGHT

All shipments of goods covered under the scope of this Contract are F.O.B. Boise Centre. All standard freight and/or delivery charges shall be included in the unit pricing quoted/bid herein. The only allowable freight and/or delivery charges shall be if the Contract Administrator specifically requests other than standard freight and/or delivery (e.g., overnight delivery, etc.). Special freight charges shall be quoted to and authorized by the Contract Administrator prior to invoicing.

9. FUEL SURCHARGES

Fuel surcharges shall NOT be allowable during the term of this Contract.

10. INSURANCE REQUIREMENTS

Insurance Representations and Requirements

General

Contractor agrees to comply with all applicable City ordinances and state and federal laws and regulations.

Failure to maintain insurance as specified may result in termination of this Contract at Boise Centre's option.

No Representation of Coverage Adequacy

By requiring the insurance stated in this Contract, Boise Centre does not represent that coverage and limits will be adequate to protect Contractor. Boise Centre reserves the right to review any and all of the insurance policies and/or endorsements required by this Contract but have no obligation to do so. Failure to demand any evidence of full compliance with the insurance requirements stated in this Contract or failure to identify any insurance deficiency does not relieve Contractor from, nor may it be construed or considered a waiver of Contractor's obligation to maintain the required insurance at all times during the performance of this Contract.

Coverage Term

All insurance required by this Contract must be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily performed, completed and formally accepted by Boise Centre, unless specified otherwise in this Contract.

Claims Made

In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall continue uninterrupted throughout the term of this Contract by keeping coverage in force using the effective date of this Contract as the retroactive date on all "claims made" policies. The retroactive date for exclusion of claims must be on or before the effective date of this Contract and can never be after the effective date of this Contract. Upon completion or termination of this Contract, the "claims made" coverage shall be extended for an additional three (3) years using the original retroactive date, either through purchasing an extended reporting option; or by continued renewal of the original insurance policies. Submission of annual Certificates of Insurance, citing the applicable coverages and provisions specified herein, shall continue for three (3) years past the completion or termination of this Contract.

Policy Deductibles and or Self-Insured Retentions

The policy requirements may provide coverage which contains deductibles or self-insured retention amounts. Any deductibles or self-insured retention are not applicable to the policy limits provided to Boise Centre. Contractor is solely responsible for any deductible or self-insured retention amount. Boise Centre, at its option, may require Contractor to secure payment of any deductible or self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

Use of Subcontractors

If any work under this Contract is subcontracted in any way, Contractor must execute a written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements as stated in this Contract protecting Boise Centre and Contractor. Contractor will be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

Evidence of Insurance and Required Endorsements

Before starting any work or services under this Contract, Contractor must furnish Boise Centre with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Contract and provide the required coverage, conditions, and limits of coverage and that this coverage and the provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, Boise Centre will reasonably rely upon the Certificate of Insurance as evidence of coverage, but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this agreement. If any of the above cited policies expire during the life of this Contract, it is Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions endorsed to the Contractor's policy:

1. Boise Centre, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Excess Liability - Follow Form to underlying insurance as required.
 - d) Additional Insured Name shall be listed as follows:
Greater Boise Auditorium District dba Boise Centre
850 W Front St
Boise, ID 83702
2. Contractor's insurance must be primary insurance as respects performance of subject contract.
3. All policies, except Professional Liability Insurance, if applicable, waive rights of recovery (subrogation) against Boise Centre, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Contract.
4. If the Contractor's receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Contractor's responsibility to provide prompt notice of same to the Agency, unless such coverage is immediately replaced with similar policies.

Required Coverage

Commercial General Liability

Contractor must maintain "occurrence" form Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

Vehicle Liability

If any vehicle is used in the performance of the Scope of Work that is the subject of this Contract, the Contractor must maintain Business Automobile Liability Insurance with a limit of \$1,000,000 each occurrence on Contractor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Contract. If any hazardous material, as defined by any local, state or federal authority, is the subject, or transported, in the performance of this contract, an MCS 90 endorsement is required providing \$5,000,000 per occurrence limits of liability for bodily injury and property damage. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

Workers' Compensation Insurance

Contractor must maintain Workers' Compensation Insurance to cover obligations imposed by federal and state statutes applicable to Contractor's employees engaged in the performance of work or services under this Contract and must also maintain Employers' Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit. If the Contractor is a sole proprietor or a single member limited liability company with no employees and has elected not to purchase Workers' Compensation Insurance; a completed and signed Workers' Compensation Waiver Form will substitute for the insurance requirement.

Umbrella Liability

Contractor must maintain an Umbrella Liability in the amount of \$1,000,000.00.

11. NON-COMPLIANCE CONDITIONS AND REMEDIES

Failure to maintain the approved or adjusted schedule will result in the issuance of a notice of non-compliance by the Project Manager, or designee. Failure to correct the non-compliance situation within the time imposed by the Agency may result in the Contractor's forfeiture of payment for the work that was not completed in the timeline issued by the Project Manager, or designee. At this point, Boise Centre will exercise its right to either perform the work itself or use another approved company to perform the work. Any work done in this manner will be deducted from the monthly billing.

12. PRICING

Pricing shall be listed on the Pricing Proposal Form. Prices quoted by the Offerors shall be applicable during the entire term of the Contract. Offerors shall provide a detailed and itemized pricing breakdown for all components included in their proposal. Pricing must clearly identify all costs associated with furnishing a complete, turnkey banquet chair solution.

For reasons of clarity, all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.) as requested on the Pricing Proposal Form herein. Offerors failing to comply with this requirement may be declared non-responsive.

All charges associated with this Contract **MUST** be shown on the Pricing Proposal Form returned by the Offeror or other supporting documentation. Any charges not listed on the Pricing Proposal Form or supporting documentation submitted with the Offeror's proposal response shall not be allowed during the Contract period and any applicable extensions.

13. PURCHASING PROCEDURE

All orders require a purchase order that will be communicated by phone, fax or e-mail. No parts or commodities or work shall be rendered/are to be delivered without the issuance of a purchase order. Any invoices received from the Contractor without a purchase order number, referenced on the invoice, may remain unpaid.

14. QUANTITY

The estimated quantities that will be required during the initial term of this Contract are indicated on the Pricing Proposal Form contained herein.

15. REVIEW OF CONTRACTOR'S WORK

Work performed by the Contractor shall be subject to periodic reviews and partial acceptance at various stages. The Department may make such reviews and pass upon the acceptability of Contractor's work. Partial acceptance shall not relieve the Contractor of its obligation to correct, without charge, any errors in the work on this project.

16. SINGLE AWARD

Boise Centre reserves the right to award this solicitation as deemed in the best interest of Boise Centre. While multiple awards are possible, the preferred procedure is to make a single award as a result of this solicitation process.

17. TERM OF AGREEMENT

The term of this Contract shall be for this single purchase only.

18. RESERVATION OF RIGHTS BY BOISE CENTRE

- The issuance of this RFP does not constitute an assurance by Boise Centre that any contract will actually be entered into by Boise Centre and Boise Centre expressly reserves the right to:
- Waive any immaterial defect or informality in any Proposal or Proposal procedure.
- Reject any and all Proposals.
- Request additional information and data from any or all Respondents.
- Supplement, amend, or otherwise modify the RFP or cancel this request with or without the substitution of another RFP.
- Disqualify any Respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any Respondent on the basis of any real or apparent collusion or conflict of interest.
- Disqualify any Respondent on the basis of past performance on other projects or being in arrears on existing contracts with the State of Idaho or having defaulted on a previous contract with the State of Idaho.
- Prior to the response time, YHI may meet with and consult with some or all of the potential Respondents to this request.
- Boise Centre may negotiate with any Respondent to this RFP and shall have the sole discretion to choose the best combination of qualifications and price for the project and Services.
- Boise Centre shall have the sole discretion to select one, none or several different Respondents to provide the Services, or portions thereof, as described in this RFP.

SECTION 4 – EVALUATION CRITERIA



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A. EVALUATION CRITERIA

GENERAL

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

PROPOSAL EVALUATION

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation for contract award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to Boise Centre when applying the following criteria and weighting.

The following is the criteria and criteria weights will be used to review the proposals.

DESCRIPTION	CRITERIA WEIGHT
Technical Compliance with Specifications and Scope of Services	35%
Pricing	40%
Qualifications	12.5%
Warranty and Service Capabilities	12.5%

Each category above will be weighted as provided above when totaling the final scores.

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:

1. Cost factors associated with performing the work required by the contract.
2. Length of time the Offeror will warranty their workmanship and materials.
3. The Offeror's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility, and ability to meet project deadlines.
4. The ability and willingness of the Offeror to meet or exceed the specifications and standards of this solicitation and the Offeror's understanding and perception of the scope of work contained herein.
5. The content and quality of the Offeror's proposal and other presentation materials.

Each proposal will be reviewed in entirety and assigned a score (0-100 points) with respect to each of the above criteria. The proposals will be ranked by the evaluation committee according to their total weighted ranking.

The evaluation committee may establish a short list of those proposals considered most advantageous to the Boise Centre.

Boise Centre intends to enter into negotiations with the top ranked Offeror determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Offeror fail to reach a satisfactory conclusion, the Boise Centre may in its sole discretion, enter into negotiations with the second ranked vendor, or Boise Centre may determine that no further negotiations will be conducted.

SECTION 5 – SUBMITTAL REQUIREMENTS



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All required documents shall be submitted via email to rvaldez@nigp.com. Offerors are expected to download the solicitation documents from <https://www.boiseauditorium.com/rfp-rfq>.

This page is provided to give Offerors a list of the items that will be required to be submitted as a part of their official proposal. We have designated in the description of each item how Offerors are to respond:

- A. Technical Compliance with Specifications and Scope of Services:** Bidder shall provide a detailed, comprehensive list of all the items included and services to be performed. This shall be a complete list of everything included in the unit cost quoted herein for this service.

Bidder shall provide detailed specifications for the item(s) they are bidding. Bidder shall also indicate if they are taking any exceptions to the specifications provided in this RFP. If no exceptions are taken, Boise Centre will expect the unit(s) to be in complete compliance with all specifications noted in the RFP.

- E. Pricing Proposal Form(s):** – Provide a Fully completed Pricing Proposal Form(s).
- F. Qualifications:** The Bidder shall also submit a Firm and Staff Qualifications summary document that illustrates the Bidder's understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Bidder and employee's abilities to successfully complete the scope of work represented in this solicitation.
- G. Warranty and Service Capabilities:** The Bidder shall provide documentation that shows the warranty and service that will be provided for the offered equipment.

H. Additional Requested Information:

Subcontractor's List Form: Bidder shall provide a complete list of all the anticipated subcontractors the Bidder intends to use to complete the work covered under the scope of this Contract.

References Form: Bidder shall list minimum of three (3) Idaho customers, for whom your company has provided service(s) of a similar scope during the past three years

Exceptions – Offeror shall include all exceptions taken in regard to the terms and conditions as specified in this solicitation document, any award documents, or attached contracts. All exceptions taken by the Bidder shall be clearly defined and the changes requested clearly identified in their submittal document. Exceptions taken by the Offeror shall be used in the evaluation process. If the Bidder does not indicate exceptions in their submittal document this will signify to the Agency that the Bidder is in full agreement with all areas of the solicitation document, attached award documents and contracts, and agree to all terms as stated.

SECTION 6 – REQUIRED FORMS AND DOCUMENTS



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- A. Responses to Submittal Requirements** – Offers shall submit responses to all criteria listed in the Submittal Requirements Section (Section 5).
- B. Offer/Acceptance Document** – Complete Offer portion of the document, signed in ink.
- C. Pricing Proposal Form(s)** – Fully completed Pricing Proposal Form(s).
- D. References Form** – Fully completed References form.
- E. Subcontractor's List Form** – Fully completed Subcontractors List form. If the contractor will not be using sub-contractors, please indicate so on the form and submit it with the required documents.

PROPOSAL SIGNATURE PAGE



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The undersigned hereby offers and agrees to furnish the material, or service, in compliance with all the terms and conditions, instructions, specifications, and any amendments contained in this Request for Proposal document and any written exceptions in the offer accepted by the Agency.

Company Name

Signature of Authorized Person

Address

Printed Name

City State Zip

Title

Telephone Number

Fax Number

Date

E-Mail Address

If Applicable, Contractor's License Number and Classification: _____

The Offeror hereby acknowledges that the proposal pricing is based on all of the addenda that were issued by the Agency prior to opening of this proposal.

Proposal must be signed by a duly authorized representative eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.



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Prices provided below shall be all inclusive and include all applicable invoice charges for the service being requested.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Banquet chairs, in accordance with the RFP specifications (Unit cost quoted shall be an all-inclusive price per chair and warranty). The Total Cost should include all the chairs and shipping fee if needed.	3,700	\$ _____	\$ _____

****TAXES**

- Do not include any use or federal excise tax in your bid. The Agency is exempt from the payment of federal excise tax and will add use tax as applicable.


ADDENDA

The Bidder hereby acknowledges that his bid/proposal pricing is based on all of the addenda that were issued by the Agency prior to the opening of this bid/proposal.

NO BID: If no bid please state reason:

IDAHO LICENSE NUMBER AND CLASSIFICATION: _____

COMPANY NAME: _____

REFERENCES	
	<p>FORMAL REQUEST FOR PROPOSAL</p> <p>Banquet Chairs</p> <p>RFP # 031726</p>

List a minimum of three (3) Idaho customers, for whom your company has provided service(s) of a similar scope as this Request for Proposal, during the past three years. Include the length of any contracts listed. Offerors may make multiple copies of this document as needed.

The following questions are asked to enable the evaluation team to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone #: _____

Email: _____ Date of Service: _____

Type of Service Provided: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone #: _____

Email: _____ Date of Service: _____

Type of Service Provided: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Contact Person: _____ Telephone #: _____

Email: _____ Date of Service: _____

Type of Service Provided: _____

YOUR COMPANY NAME: _____

SUBCONTRACTOR'S LIST



FORMAL REQUEST FOR PROPOSAL

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COMPANY NAME: _____

If any Bidder intends to subcontract any portion of this contract, the Bidder must submit the name, address, license number (if applicable) of each subcontractor including the extent of such subcontracting and include with bid submittal documents. (Bidder may supply additional pages as needed to identify all subcontractors).

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

NAME: _____ LICENSE: _____

ADDRESS: _____

CONTACT PERSON/TELEPHONE#: _____

EMAIL ADDRESS: _____

EXTENT OF WORK: _____

SECTION 7 - ATTACHMENTS



FORMAL REQUEST FOR PROPOSAL

Banquet Chairs

RFP # 031726

A. Attachment A – General Terms and Conditions – Shall be downloaded as part of this solicitation