

**TOWN OF SMITHFIELD
INVITATION TO BID
SMITHFIELD CENTER NEW FLOORING MATERIALS**

Posting Date: October 19, 2010

Bid Due Date: October 29, 2010 by 5:00 p.m. at the Town Manager's Office,
315 Main Street, Smithfield, Virginia 23430

Submit: Written, Signed and Sealed Price Quotation

Inquiries: Contact Ms. Amy Musick, Conference Center Director via email at mmusick@smithfieldva.gov

The Town of Smithfield has issued an Invitation to Bid and is accepting Competitive Sealed Bids for the desired purchase of new flooring materials at The Smithfield Center, 220 N. Church Street. This Invitation to Bid is for the supply and delivery of materials only and does not include installation of the materials. Separate price quotations are being requested for the installation of these materials at a later date.

Desired Materials: 598.99 Square Yards of Carpet Tiles
Manufacturer – Cambridge
Style – Enterprise
Color – Ent03 Operation

225 Linear Feet of Shoe Molding

123 Linear Feet of Transition Strips

5053 Square Feet of Luxury Vinyl Plank
Manufacturer – Mannington
Style – Natures Plank Select 5"
Color – Cherry

The town invites any qualified supplier to respond to this Invitation to Bid. All written price quotations/sealed bids must include shipping cost for guaranteed delivery to The Smithfield Center, 220 N. Church Street, Smithfield, VA 23430 on January 20, 2011.

Warranty: Materials shall be warranted against material defects and defects in workmanship for a period of not less than 12 months. The warranty period shall commence upon the date of acceptance by the Town of Smithfield. Used, shopworn, demonstrator or reconditioned materials are not acceptable.

INVITATION TO BID – SMITHFIELD CENTER NEW FLOORING MATERIALS
PAGE 2

Quotations must be valid for thirty (30) days. Quotations must be submitted in writing and placed in a sealed envelope in accordance with the specifications herein. Quotations received by telephone, facsimile or e-mail shall not be accepted. The Town of Smithfield in its sole discretion shall determine if a vendor is qualified and acceptable.

In evaluating the written quotations/sealed bids, the town shall consider the qualifications of the suppliers, whether or not the quotations comply with the prescribed requirements, and the quoted prices. If the contract purchase is to be awarded, it will be awarded to the lowest responsive and responsible supplier as determined by the Town of Smithfield. It is the intent of the Town of Smithfield to award this contract purchase to the lowest responsive and responsible supplier(s).

The right is reserved, as the best interest of the town may require, to revise or amend these specifications prior to the due date set for receipt of written quotations. That date may be delayed if deemed necessary by the town. Any revisions and/or amendments will be in the form of an addendum to this document.

By submitting their quotations, suppliers certify that their quotations are made without collusion or fraud and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their quotations, suppliers also certify that they are not currently debarred by the Commonwealth of Virginia from submitting quotations or proposals on contracts for the type of material covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

The Town of Smithfield reserves the right to reject any and all quotations, to waive any informalities and/or technicalities in quotations received, to negotiate should the lowest responsive and responsible quotation exceed budget limitations, and to accept the quotation(s) which may best serve the interest of the Town of Smithfield.

Payment(s) to the successful supplier shall be made in accordance with the provisions of the resultant contract or purchase order subject to final approval by the town. Invoices in the amount of \$10,000 or greater require approval by the Smithfield Town Council at a regular monthly meeting (first Tuesday of each month).

Invoices shall be submitted to: Ellen D. Minga, Treasurer
Town of Smithfield
P.O. Box 246
Smithfield, Virginia 23431