



IWQ 14-08

Informal Written Quotes

Police Department Furniture

Due Thursday, November 5, 2014 at 2:00pm

The City of Brookhaven Police Department is seeking pricing for furniture for the recently renovated Police Department headquarters located at 2665 Buford Highway, NE Brookhaven, GA 30324.

The scope of the furniture bid is detailed below. If you have questions, please email them to purchasing@brookhavenga.gov no later than 5:00pm Monday, October 27th, 2014. All questions received, will be answered and published on the City's website as an addendum shortly thereafter. Questions will only be accepted via email. No questions will be answered by phone to ensure the same information is given to all bidders.

Written quotes shall be returned by email only to purchasing@brookhavenga.gov by **Thursday, November 5th, 2014 at 2:00pm**. An email confirmation of receipt of the quote will be given. Submissions should be in pdf format, and may include multiple options. Please use the form provided below. If awarded, the announcement will be made on the City's Purchasing Page, and the winning bidder will be contacted directly. Candidates may or may not be contacted for further information.

All bidders are expected to read and comply with the City's Purchasing Policy posted at:

<http://www.brookhavenga.gov/city-departments/purchasing>

IWQ 14-08 Police Department Furniture

The following must be completed and returned with Qualifications:

Legal Business Name _____ Federal Tax ID _____

Address _____

Representative Signature _____ Printed Name _____

Telephone Number _____ Fax Number _____

Email _____

Brookhaven Police Furniture

Quantity	Description	Unit Price	Total
14	30"X60" Desk Shell - Mahogany Laminate		
21	Hanging Pedestal 2-Drawer Box File - Mahogany Laminate		
15	24"X60" Nesting Training Tables		
34	Stack Chairs - Black and Metal		
2	36X36 Square Mahogany and Black Interview Table - Metal only; Not Foldable		
3	15"X36"X65" Bookcase - Mahogany Laminate		
1	Delivery and Complete Installation		
Total			

Please include photos of each of the six furniture pieces.

E-Verify Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)
****This form is required by Georgia State Law****

By executing this affidavit under oath, as an applicant for a(n) _____

[business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from the City of Brookhaven, Georgia the undersigned applicant representing the private employer known as _____ [printed name of private employer] verifies one of the following with respect to my application for the above mentioned document:

1. Fill out this section yearly between July 1, 2012 and June 30, 2013

- (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees.
- (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) or more employees.

If the employer selected 1(a) please fill out Section 2 below.

2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60- 6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

E-verify number / Federal Work Authorization User Identification Number (not your FEI number) Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

Executed on the _____ date of _____, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent Date

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF, 20_____.

NOTARY PUBLIC/SEAL

My Commission Expires