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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

AMENDMENT TO REQUEST FOR PROPOSAL NO. CC-2026-FURN

AMENDMENT NO. 2

DATE: July 9, 2026

Request for Proposal for District I Community Center Furniture and Kitchen Equipment Procurement, Storage, Delivery, and Installation is hereby further amended as follows:

- **Added:** Sign in sheet from Mandatory Pre-Proposal Meeting
- **Added:** Proposal No. 3 Scope of Services – A. Product Specification Consultation – c. Product Cut Sheets and Brochures
- **Added:** Proposal No. 4 Scope of Products by Categories – The design plan may include, as applicable, artwork, interior trash receptacles, and seating dollies. Recycling receptacles shall not be included in the design plan.
- **Added:** Proposal No. 8 - Section items updated.
- **Removed:** Proposal No. 9 Proposal Submittal Requirements – C. Technical Proposal-g. – Product Cut Sheets and Brochures (no longer required with proposal submission)
- **The question was asked:** Should pricing be lump sum per room? **Answer Correction:** Pricing is per Proposal No. 9-F for each category.
- **The question was asked:** Is outdoor furniture needed? **Answer:** It may be included under Proposal No. 9-G Optional products and accessories.
- **Added:** Proposal No. 17 Submission Instructions – Sealed proposals shall be submitted as one (1) original and four (4) copies, each contained in a three-ring binder. Proposals shall be organized with clearly labeled tabbed sections for each category for which the proposer is submitting a proposal, in accordance with the proposal requirements set forth in RFP. Sealed Proposals must be received by 5:00 PM CST July 22, 2026.
- **Voluntary Site Visit Requests:** Suppliers desiring a site visit to location (if permissible at the time) should email request to Kindellanderson@montgomerycountyal.gov.
- **The question was asked:** Anticipated move in date? **Answer:** Late Spring-Early Summer 2027.

All other specifications and special provisions remain the same.

Please sign and date below and attach to the front of bid form when submitting your response to the Purchasing Office to acknowledge receipt of this Amendment No. 1.

Name	Company	Date
		
	Kindell Anderson, County Administrator Purchasing Agent	

MONTGOMERY COUNTY COMMISSION
RFP CC-2026-FURN District I Community Center
Furniture and Kitchen Equipment
Procurement, Storage, Delivery, and Installation

Mandatory Pre-Proposal Meeting July 8, 2026, 10:00 AM CST

Sign In Sheet

NAME - PLEASE PRINT LEGIBLY	COMPANY	EMAIL
Debbie Innes	Business Interiors	dinnes@businteriors.com
JERRI JORDAN	INNER-SPACE	jjordan@inner-space.com
Judd Levenson	DIVISION 12	jleve@
Kindell Anderson	MCC - Administrator	2division12.Com
WANDA JACKSON	MCC - Finance Director	wandajackson@montgomerycountyal.gov
Tyler Collins	MCC - Purchasing Intern	tylercollins@montgomerycountyal.gov
Gillian Hill	MCC - Purchasing	purchasing@montgomerycountyal.gov
Sandra Cunningham	MCC Purchasing	purchasing@montgomerycountyal.gov
Regina Walker	MCC Commission	reginawalker@montgomerycountyal.gov

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REQUEST FOR PROPOSAL
DISTRICT I COMMUNITY CENTER
FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY,
AND INSTALLATION
RFP NO. CC-2026-FURN
AMENDMENT II
MONTGOMERY COUNTY COMMISSION
101 South Lawrence Street
Montgomery, Alabama 36104

PROPOSAL SUBMISSION COVER SHEET
CATEGORY A – COMMERCIAL FURNITURE
RFP NO. CC-2026-FURN
DISTRICT I COMMUNITY CENTER FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY, AND INSTALLATION

SUPPLIER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Primary Contact: _____

Title: _____

Telephone: _____

Email: _____

Years in Business: _____

Federal Tax ID Number: _____

PROPOSAL CERTIFICATION The undersigned certifies that:

- ☐ The supplier has examined the Request for Proposals and understands the requirements.
- ☐ The proposal is valid for a period of ninety (90) days following the proposal opening date.
- ☐ The supplier possesses all licenses, registrations, and qualifications necessary to perform the services described herein.
- ☐ The supplier agrees to comply with all requirements of the RFP and any resulting contract.
- ☐ The supplier has included all required proposal documents.

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

PROPOSAL SUBMISSION COVER SHEET
CATEGORY B – FOOD SERVICE FURNISHINGS
RFP NO. CC-2026-FURN
DISTRICT I COMMUNITY CENTER FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY, AND INSTALLATION

SUPPLIER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Primary Contact: _____

Title: _____

Telephone: _____

Email: _____

Years in Business: _____

Federal Tax ID Number: _____

PROPOSAL CERTIFICATION The undersigned certifies that:

- ☐ The supplier has examined the Request for Proposals and understands the requirements.
- ☐ The proposal is valid for a period of ninety (90) days following the proposal opening date.
- ☐ The supplier possesses all licenses, registrations, and qualifications necessary to perform the services described herein.
- ☐ The supplier agrees to comply with all requirements of the RFP and any resulting contract.
- ☐ The supplier has included all required proposal documents.

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

PROPOSAL SUBMISSION COVER SHEET
CATEGORY C – COMMERCIAL KITCHEN EQUIPMENT
RFP NO. CC-2026-FURN
DISTRICT I COMMUNITY CENTER FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY, AND INSTALLATION

SUPPLIER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Primary Contact: _____

Title: _____

Telephone: _____

Email: _____

Years in Business: _____

Federal Tax ID Number: _____

PROPOSAL CERTIFICATION The undersigned certifies that:

- ☐ The supplier has examined the Request for Proposals and understands the requirements.
- ☐ The proposal is valid for a period of ninety (90) days following the proposal opening date.
- ☐ The supplier possesses all licenses, registrations, and qualifications necessary to perform the services described herein.
- ☐ The supplier agrees to comply with all requirements of the RFP and any resulting contract.
- ☐ The supplier has included all required proposal documents.

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

PROPOSAL SUBMISSION COVER SHEET
CATEGORY D – ATHLETIC, RECREATIONAL, AND SPECIALTY FURNISHINGS
RFP NO. CC-2026-FURN
DISTRICT I COMMUNITY CENTER FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY, AND INSTALLATION

SUPPLIER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Primary Contact: _____

Title: _____

Telephone: _____

Email: _____

Years in Business: _____

Federal Tax ID Number: _____

PROPOSAL CERTIFICATION The undersigned certifies that:

- ☐ The supplier has examined the Request for Proposals and understands the requirements.
- ☐ The proposal is valid for a period of ninety (90) days following the proposal opening date.
- ☐ The supplier possesses all licenses, registrations, and qualifications necessary to perform the services described herein.
- ☐ The supplier agrees to comply with all requirements of the RFP and any resulting contract.
- ☐ The supplier has included all required proposal documents.

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

REQUEST FOR PROPOSALS
DISTRICT I COMMUNITY CENTER
FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY, AND INSTALLATION
RFP NO. CC-2026-FURN
MONTGOMERY COUNTY COMMISSION
101 South Lawrence Street
Montgomery, Alabama 36104

1. INVITATION

The Montgomery County Commission ("County") is soliciting sealed proposals from qualified suppliers to furnish, store, deliver, assemble, install, and provide warranty support for commercial furniture, commercial and warming kitchen equipment, and related furnishings for the County's new District I Community Center.

This solicitation is a Request for Proposals (RFP). Award, if made, shall be based upon the proposal or proposals determined to be in the best interest of the County, considering price and all other evaluation factors identified herein.

The County intends to establish one or more contracts with qualified suppliers whose proposals are determined to provide the best overall value.

The County reserves the right to make a single award, multiple awards, award by category, or reject all proposals.

2. PROJECT OVERVIEW

The Community Center will provide recreational, educational, social, wellness, and community programming for residents of Montgomery County.

The County seeks qualified suppliers capable of providing complete turnkey solutions including:

- Product consultation and recommendations
- Furniture and equipment procurement
- Warehousing and storage
- Delivery and staging
- Assembly and installation
- Coordination with County representatives, project architect, and construction contractor
- Warranty support and service

3. SCOPE OF SERVICES

The successful supplier(s) shall provide all labor, supervision, materials, transportation, equipment, tools, supplies, permits, and incidentals necessary to furnish and install products required by this solicitation.

Services may include:

- A. Product Specification Consultation
 - a. Product recommendations
 - b. Finish and color selections
 - c. Product Cut Sheets and Brochures
 - d. Furniture specification development
 - e. Coordination with County representatives and project design professionals
- B. Space Planning Assistance
 - a. Furniture layouts
 - b. Product placement recommendations
 - c. ADA compliance considerations
- C. Warehousing and Storage
 - a. Secure storage of products prior to installation
 - b. Inventory management/Checklist
 - c. Protection from damage and environmental exposure
 - d. Delivery and Installation
 - e. Delivery coordination
 - f. Unloading and inside placement
- D. Assembly and installation
 - a. Anchoring and securing equipment where required
 - b. Startup and testing of equipment
 - c. Final adjustments
 - d. Removal and disposal of packaging materials and debris
- E. Warranty and Post-Installation Support
 - a. Manufacturer warranty administration
 - b. Replacement of defective products
 - c. Service response support

4. AWARD BY CATEGORY

The County intends to award one or more contracts by category. Suppliers may submit proposals for any combination of categories. The County reserves the right to make multiple awards, partial awards, line-item awards, or no award at all when determined to be in the best interest of the County.

Categories include:

Category A – Commercial Furniture

Category B – Food Service Furnishings

Category C - Commercial and Warming Kitchen Equipment

Category D – Athletic, Recreational, and Specialty Furnishings

The categories identified herein are intended to describe the general scope of products sought and are not exhaustive. The County reserves the right to clarify, add, delete, or modify product quantities, specifications, and delivery requirements prior to contract award when determined to be in the best interest of the County.

The design plan may include, as applicable, artwork, interior trash receptacles, and seating dollies. Recycling receptacles shall not be included in the design plan.

Insurance and Bonding Compliance: All suppliers submitting proposals under any category shall comply with the Insurance Requirements and Bonding Requirements set forth in this RFP. Failure to provide required documentation may result in rejection of the proposal or withdrawal of an award.

SCOPE OF PRODUCTS BY CATEGORIES

Category A – Commercial Furniture

- A. Lobby and Reception Areas
 - a. Reception desks
 - b. Lounge seating
 - c. Sofas
 - d. Coffee tables
 - e. End tables
 - f. Waiting area furniture
 - g. Charging stations
- B. Administrative Offices
 - a. Executive desks
 - b. Standard desks
 - c. Ergonomic office chairs
 - d. Filing systems
 - e. Storage cabinets
 - f. Conference tables
 - g. Bookshelves
 - h. Guest seating
- C. Conference and Meeting Rooms
 - a. Conference tables
 - b. Nesting and stackable seating
 - c. Mobile presentation furniture
 - d. Whiteboards
 - e. Collaborative furnishings
- D. Multipurpose Rooms
 - a. Folding tables
 - b. Stackable chairs
 - c. Portable staging furnishings
 - d. Storage carts
- E. Multiuse Class and Training Rooms
 - a. Training tables
 - b. Classroom desks
 - c. Task chairs
 - d. Instructor stations

- e. Mobile whiteboards
- f. Equipment/Shelving/Stand
- F. Gaming and Esports Areas
 - a. Gaming desks
 - b. Gaming chairs
 - c. Media consoles
 - d. Kiosk stations
 - e. Storage lockers
 - f. Lounge furniture

Category B – Food Service Furnishings

- A. Café Tables
- B. Dining Chairs
- C. Booth Seating
- D. Storage cabinetry

Category C - Commercial and Warming Kitchen Equipment (* desired)

- A. Standard refrigerator/freezer*
- B. Microwave*
- C. Ice machine*
- D. Warming cabinets*
- E. Holding cabinets
- F. Stainless steel preparation tables
- G. Stainless steel worktables
- H. Serving counters
- I. Shelving systems
- J. Dishwashing equipment*
- K. Mobile food service carts*
- L. Other related commercial kitchen and food service equipment

Category D – Athletic, Recreational, and Specialty Furnishings

- A. Gymnasium and Athletic Areas
 - a. Team benches
 - b. Scorer tables
 - c. Score boards (2) – through GC
 - d. Athletic lockers
 - e. Equipment Storage Systems
- B. Senior and Sensory-Friendly Adaptive Activity Areas
 - a. ADA-accessible furnishings
 - b. Lounge seating
 - c. Activity tables

5. SUPPLIER QUALIFICATIONS

Suppliers shall provide documentation demonstrating successful completion of projects of similar size, scope, and complexity. The County may request references, project descriptions, photographs, or other supporting documentation to verify experience.

6. PRODUCTS TO BE PROVIDED

The items listed above are intended to identify anticipated needs. Quantities are estimates only and do not constitute a guarantee of purchase.

Products proposed by suppliers shall not be substituted without prior written approval of the County.

Any proposed substitution shall be equal to or greater than the originally proposed product in quality, durability, appearance, functionality, and performance.

The County reserves the right to award contracts separately by category, line item, phase, or combination thereof.

7. SITE REVIEW AND VERIFICATION

Suppliers are strongly encouraged to review all available plans, specifications, drawings, and project information prior to submitting a proposal.

Suppliers shall be responsible for verifying dimensions, access requirements, utility requirements, installation conditions, and other factors necessary for successful completion of the project.

Failure to review available project information shall not relieve the supplier of responsibility for providing a complete and functional installation.

8. DELIVERY, INSTALLATION, AND STORAGE REQUIREMENTS

All pricings shall include delivery, unloading, inside placement, assembly, installation, adjustment, testing, startup, cleanup, and removal of packaging materials includes delivery, assembly, installation, placement, debris removal, and warranty services. The County reserves the right to award supply-only contracts, installation contracts, or turnkey contracts as determined to be in its best interest.

Products shall be delivered fully assembled where practical and installed ready for use.

Suppliers proposing warehousing services shall identify:

- Warehouse location
- Security measures
- Climate-controlled capabilities
- Maximum storage period included in pricing
- Additional storage fees, if applicable
- Warehouse must be bonded & insured

The successful supplier shall coordinate delivery and installation schedules with the County and project contractor.

All pricing shall include delivery, unloading, inside placement, assembly, installation, adjustment, testing, startup, cleanup, removal of packaging materials and debris, and warranty services. The County reserves the right to award supply-only contracts, installation contracts, or turnkey contracts as determined to be in its best interest.

Products shall be delivered fully assembled where practical and installed ready for use. The successful supplier shall coordinate delivery and installation schedules with the County and project contractor. All equipment must be commercial grade and suitable for institutional and community center use.

9. PROPOSAL SUBMITTAL REQUIREMENTS

Sealed proposals must be submitted with the included category cover sheet and the following:

- A. Company Information
 - a. Company name and address
 - b. Primary contact information
 - c. Years in business
 - d. Licensing and Bond Information
- B. Qualifications and Experience
 - a. Relevant project experience
 - b. Public sector experience
 - c. References for similar projects
- C. Technical Proposal
 - a. Product descriptions
 - b. Manufacturer information
 - c. Product specifications
 - d. Product dimensions
 - e. Available finishes
 - f. Product photographs or renderings
 - ~~g. Product cut sheets and brochures~~
 - h. Warranty information
 - i. Lead times
- D. Storage and Logistics Plan
 - a. Warehouse location
 - b. Storage capabilities
 - c. Delivery methodology
 - d. Installation approach
- E. Project Schedule
 - a. Manufacturing lead times
 - b. Delivery schedule
 - c. Installation schedule
- F. Pricing Proposal
 - a. Product pricing
 - b. Installation pricing
 - c. Storage pricing
 - d. Freight charges
- G. Optional products and accessories

10. MINIMUM QUALIFICATIONS

Suppliers shall:

- Have a minimum of three (3) years of relevant commercial experience
- Demonstrate successful completion of comparable projects
- Possess all required licenses and registrations
- Maintain required insurance coverage
- Be capable of providing installation and warranty services
- Provide at least three (3) references for similar projects

11. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

- Experience and Qualifications – 20%
- Product Quality and Durability – 25%
- Project Approach and Installation Plan – 15%
- Delivery Schedule and Storage Capability – 15%
- Cost Proposal – 20%
- References and Past Performance – 5%

The County may conduct interviews, request presentations, request best and final offers, and negotiate pricing or contract terms.

12. INSURANCE AND BOND REQUIREMENTS

Prior to contract execution, the successful supplier shall provide evidence of insurance as required by the RFP and County's Standard Terms and Conditions.

Performance and Payment Bonds may be required for contracts exceeding \$50,000 that include installation services. The County may require a Performance Bond and Payment Bond for any award involving installation services when deemed necessary to protect the County's interests. The amount shall be specified in the Notice of Award.

The County reserves the right to require proposal security, performance bonds, payment bonds, or other financial guarantees as deemed necessary to protect the interests of Montgomery County. Bonding requirements, if applicable, shall be identified in the Notice of Award and shall be furnished by a surety company authorized to do business in the State of Alabama.

Minimum Insurance Requirements

- Successful supplier shall provide a Certificate of Insurance prior to commencement of work and upon insurance policy renewals, and will maintain, at least, the minimum insurance requirements throughout the term of the contract. Montgomery County shall have the right to inspect the successful supplier's insurance including review of the entire policy and all attachments upon request.

- All insurance policies shall be issued by insurance companies that have an A. M. Best rating of A- or better with non-eroding limits on Insurance Services Office (“ISO”) coverage forms or equivalent.
- Montgomery County shall receive 30 days’ notice of cancellation for any reason, including non-payment of premium, and notice of substantial changes in limits and/or coverage.
- By requiring such minimum insurance, Montgomery County shall not be deemed or construed to have assessed the risk that may be applicable to the successful supplier. The successful supplier shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The successful supplier is not relieved of any liability or other obligations assumed pursuant to contract or purchase order arising from the bidding process by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. Montgomery County’s receipt of a Certificate of Insurance does not certify that the insurance is adequate or approved.
- Policies may include deductible and/or self-insured retention, but the successful supplier shall be responsible for payment of the deductible and/or self-insured retention on its own behalf and on behalf of Montgomery County as an additional insured.

Business Auto Liability Insurance:

1. Montgomery County will be named as additional insureds on a primary and non-contributory basis, with waiver of subrogation in favor of Montgomery County.
2. Coverage for any auto or for a combination of owned/scheduled, hired and non-owned auto liability.
3. Minimum Limits Required: \$1,000,000 Combined Single Limit
 - a. Option: If a separate Business Auto Liability policy is not available, coverage for hired and non-owned auto liability may be endorsed on the Commercial General Liability policy.

Commercial General Liability:

1. Coverage will be provided by the ISO Commercial General Liability (“CGL”) Coverage form CG 20 10 11 85 on an occurrence basis for ongoing and completed operations, or an equivalent liability form that is at least as broad.
 - a. Option: If CGL coverage is claims-made form, coverage shall have an extended reporting period and remain in effect for 36 months after completion of the contract.
2. This insurance will cover contractual liability and the insurable obligations of indemnification and hold harmless terms.
3. Montgomery County will be named on the CGL policies as an additional insured for claims arising out of, in whole or in part, the product and/or operations of the successful supplier and/or its vendors and subcontractors on a primary and non-contributory basis, with waiver of subrogation in favor of Montgomery County.
4. Minimum Limits Required:

\$1,000,000 per occurrence/\$2,000,000 General Aggregate
\$2,000,000 Products-Completed Operations Aggregate Limit
\$1,000,000 Personal & Advertising Injury Limit

Workers Compensation & Employers' Liability Insurance:

1. Part 1: State Statutory Workers compensation insurance
2. Part 2: Employers' Liability-Minimum Limits Required: \$1,000,000 Each Accident/\$1,000,000 Disease-Each Employee/\$1,000,000 Policy Limit
3. Coverage will have Waiver of Subrogation in favor of Montgomery County.

Commercial Umbrella/Excess:

1. Coverage should apply as a following form excess over the coverage provided by the Commercial General Liability, Business Auto Liability, and Employers' Liability coverages
2. Minimum Limits Required: \$1,000,000 per occurrence/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate

Installation Floater/Inland Marine/Bailee:

1. The successful supplier shall maintain all risk replacement cost insurance coverage for the total cost of the project's products (furniture, equipment, fixtures, and/or materials) to cover damage that may arise out of the procurement, storage, delivery, handling, assembly, and/or installation of project's products until final delivery, installation and acceptance.

Professional Liability

1. Successful suppliers shall maintain insurance to cover any design services and activities associated with the scope of work. This can be achieved via a monoline professional liability policy or via a design /incidental professional liability endorsement to the CGL.
2. If coverage is on a claims-made form, coverage shall have an extended reporting period and remain in effect for 36 months after completion of the contract.
3. Minimum Limit: \$1,000,000 per claim/\$1,000,000 aggregate.

13. ALABAMA COMPLIANCE REQUIREMENTS

The successful supplier shall provide all certifications and documentation required by applicable federal, state, and local laws and the County's Standard Terms and Conditions.

Failure to provide required certifications may result in rejection of the proposal or cancellation of any award.

14. PROCUREMENT SCHEDULE

RFP Issue Date: June 17, 2026

Deadline for Questions: July 1, 2026

Mandatory Pre-Proposal Meeting: July 8, 2026, 10:00 AM, Montgomery County Commission Conference Room, 1st Floor, 101 S. Lawrence Street, Montgomery, Alabama 36104

Proposal Due Date: By 5:00 PM July 22, 2026

Evaluation Period: July 23, 2026 – August 14, 2026

Anticipated Award: September 2026

The County reserves the right to modify this schedule through written addendum.

15. QUESTIONS

Questions concerning this solicitation shall be submitted in writing to:

Kindell Anderson
County Administrator
Email: kindellanderson@montgomerycountyal.gov

Responses and addenda will be issued in writing. Only written responses issued by the County shall be binding.

16. RESERVED RIGHTS OF THE COUNTY

The County reserves the right to:

- Reject any or all proposals
- Waive informalities and technicalities
- Request clarifications;
- Conduct interviews and presentations
- Request Best and Final Offers (BAFOs)
- Negotiate contract terms;
- Award by category, line item, phase, or in total
- Make multiple awards
- Cancel this solicitation at any time
- Determine the proposal or proposals in the best interest of the County

17. SUBMISSION INSTRUCTIONS

Sealed proposals must be clearly marked:

**DISTRICT I COMMUNITY CENTER FURNITURE AND KITCHEN EQUIPMENT
PROCUREMENT, STORAGE, DELIVERY, AND INSTALLATION**

RFP NO. CC-2026-FURN

Sealed proposals shall be submitted as one (1) original and four (4) copies, each contained in a three-ring binder. Proposals shall be organized with clearly labeled tabbed sections for each category for which the proposer is submitting a proposal, in accordance with the proposal requirements set forth in RFP.

Sealed proposals must be delivered to:

**Montgomery County Commission
Purchasing Department
101 South Lawrence Street
Montgomery, Alabama 36104**

Sealed Proposals must be received by 5:00 PM CST July 22, 2026

Late proposals will not be accepted.

18. ATTACHMENTS

The County may provide the following attachments:

- Floor Plans
- Furniture Schedules
- Room Dimensions
- Finishing Standards
- Concept Drawings
- Required Forms

MONTGOMERY COUNTY COMMISSION

REQUEST FOR PROPOSALS (RFP) GENERAL TERMS AND CONDITIONS

1. PURPOSE

These terms govern the solicitation, evaluation, negotiation, and award process associated with this Request for Proposals. Submission of a proposal constitutes acceptance of these requirements.

2. EXAMINATION OF SOLICITATION DOCUMENTS

Suppliers shall carefully examine all solicitation documents, specifications, attachments, drawings, and addenda.

Submission of a proposal shall constitute acknowledgment that the supplier has reviewed and understands the requirements of the solicitation.

3. QUESTIONS AND INTERPRETATIONS

Questions concerning the solicitation shall be submitted in writing to the individual identified in the solicitation.

Only written responses issued by the Montgomery County Commission (the “County”) through an addendum shall be considered binding.

Oral statements, interpretations, or representations shall not be binding upon the County.

4. ADDENDA

The County reserves the right to modify the solicitation through written addenda.

Suppliers shall acknowledge receipt of all addenda issued prior to the proposal due date.

5. PROPOSAL PREPARATION COSTS

The County shall not be liable for any costs incurred by suppliers in the preparation, submission, presentation, negotiation, or revision of proposals.

All such costs shall be borne solely by the supplier.

6. PROPOSAL VALIDITY

Unless otherwise stated in the solicitation, proposals shall remain valid for a minimum of ninety (90) calendar days following the proposal’s due date.

7. WITHDRAWAL OF PROPOSALS

A supplier may withdraw its proposal at any time prior to the submission deadline by submitting a written request.

After the proposal deadline, proposals may not be withdrawn except as permitted by law.

8. CONFIDENTIALITY AND PUBLIC RECORDS

Proposals submitted to the County become public records to the extent provided by Alabama law.

Suppliers claiming proprietary or confidential information shall clearly identify such information and provide legal justification supporting the claim.

The County shall make all determinations regarding disclosure requirements.

9. EVALUATION OF PROPOSALS

The County shall evaluate proposals based upon the criteria identified in the solicitation.

The County reserves the right to request clarifications, conduct interviews, require presentations, request demonstrations, and seek additional information from suppliers.

10. NEGOTIATIONS

The County reserves the right to negotiate pricing, technical requirements, contract terms, delivery schedules, and other provisions with one or more suppliers.

Submission of a proposal does not create any contractual obligation on the part of the County.

11. BEST AND FINAL OFFERS

The County may request Best and Final Offers (BAFOs) from one or more suppliers at any stage of the evaluation process.

12. RIGHT TO REJECT

The County reserves the right to

- A. Reject any or all proposals
- B. Waive minor informalities, irregularities, or technical defects
- C. Request clarification of proposal information
- D. Conduct discussions and negotiations

- E. Request additional information
- F. Make multiple awards
- G. Award by category, line item, phase, or combination thereof
- H. Cancel the solicitation in whole or in part
- I. Determine the proposal(s) that are in the best interests of the County.

13. AWARD OF CONTRACT

Award, if made, shall be made to the supplier whose proposal is determined to be in the best interest of Montgomery County, considering price and all evaluation factors identified in the solicitation.

The County reserves the right to make no award.

14. CONTRACT EXECUTION

The successful supplier shall execute all required contract documents and provide all required certifications, insurance certificates, bonds, and other documentation within the timeframe established by the County.

Failure to provide required documentation may result in withdrawal of the award and award to another supplier.

15. COMPLIANCE WITH LAWS

Suppliers shall comply with all applicable federal, state, and local laws, regulations, ordinances, and licensing requirements.

16. ALABAMA REQUIREMENTS

Prior to award, suppliers may be required to provide:

- Disclosure Statement (*Ala. Code § 41-16-80 et seq.*)
- E-Verify Documentation
- W-9
- Debarment Certification
- Boycott of Israel Certification, if applicable
- Other certifications required by law or funding source

17. BONDS

The County reserves the right to require bid security, proposal security, performance bonds, payment bonds, maintenance bonds, or other financial assurances as identified in the solicitation documents.

18. INSURANCE

The successful supplier shall provide insurance coverage in accordance with the solicitation requirements and any resulting contract.

19. NO GUARANTEE OF QUANTITIES

The issuance of a solicitation or award of a contract does not guarantee any minimum purchase quantity, expenditure level, or contract value unless expressly stated.

20. FUNDING AVAILABILITY

Any award shall be contingent upon the availability of funds and approval by the County where required.

21. PROHIBITION ON COLLUSION

By submitting a proposal, the supplier certifies that the proposal was developed independently and without collusion, consultation, communication, or agreement with any competitor regarding pricing, methods, factors, or any other aspect of the proposal.

22. CONFLICT OF INTEREST

Suppliers shall disclose any actual or potential conflict of interest involving the supplier, its principals, employees, subcontractors, or affiliates that may affect the procurement process or performance of any resulting contract.

23. RESERVATION OF RIGHTS

The County reserves all rights available under applicable law and expressly reserves any rights not specifically addressed in these General Terms and Conditions.

24. INCORPORATION BY REFERENCE

These General Terms and Conditions shall be incorporated into and become part of every Request for Proposals issued by the County unless expressly modified by the solicitation.