

**UNION COUNTY COMMISSIONERS  
UNION COUNTY GOVERNMENT CENTER  
155 NORTH 15<sup>TH</sup> STREET  
LEWISBURG, PENNSYLVANIA 17837**

**SPECIFICATIONS FOR FILE CABINETS**

**UNION COUNTY PROTHONOTARY**

**JANUARY 2023**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL**

The Union County Commissioners are accepting sealed bids for the purchase of **File Cabinets** as per the detailed requirements and specifications contained herein.

### **2. QUALIFICATION OF BIDDERS**

All bidders shall meet the following specifications:

1. Bidder shall be an authorized sales and service representative for the manufacturer of the file cabinet offered.
2. Bidder shall be actively engaged in the business of sales and service of the file cabinet, and it is preferred that the business be located within Union County or within a reasonable distance of Union County in order to perform any future work covered by warranty, factory recalls, and/or to service the file cabinet.

### **3. PRESENTATION OF BIDS**

Bids must be made on the standard bid proposal form in the manner designated and must be in a sealed envelope bearing the name and address of the bidder; clearly marked "*Prothonotary File Cabinet Bid*" and presented to Susan Greene, Chief Clerk, on or before 4:00 P.M. prevailing time, Monday, January 9, 2023 in the Commissioners' Office, Union County Government Center, 155 North 15<sup>th</sup> Street, Lewisburg, Pennsylvania 17837. The bids will be publicly opened 10:00 A.M. January 10, 2023 at a Commissioner Work Session in the Commissioner's Board Room located in the Union County Government Center, 155 North 15<sup>th</sup> Street, Lewisburg, Pennsylvania 17837 or via Zoom video conferencing and may be accessed through the Union County website [www.unioncountypa.org](http://www.unioncountypa.org).

### **4. AWARD OF BID**

Union County reserves the right to defer award; to accept or reject any or all bids; to waive irregularities or technicalities as Union County deems will best serve its interests. The bid will be awarded and the purchase order issued on or after January 17, 2023.

### **5. NON-COLLUSION AFFIDAVIT**

All bids must be accompanied by a non-collusion affidavit in the form attached.

### **6. EXCEPTIONS TO SPECIFICATIONS**

Items in this specification which materially contribute to equipment reliability and requirements will not be compromised. Bidders shall offer that equipment which meets or exceeds the specific detail of these specifications. Where deviations from the specifications are necessary, the bidder must identify in writing the differences, and index them to the proper page and item in the specifications.

## **SPECIFICATIONS**

### **1. GENERAL INTENT**

It is the intent of these specifications to describe the minimum acceptable requirements for the file cabinets to be purchased. Any reference to one manufacturer's equipment if made is meant as being descriptive only as to the level of quality and type of equipment desired, but not restrictive as to manufacturer.

### **2. NEW EQUIPMENT**

Only new and unused file cabinets will be considered. Bidders shall fully describe, with documentary information, the equipment offered.

### **3. DELIVERY**

Bidder shall indicate on the bid sheet the maximum number of days required for delivery after award is made of in stock inventory and timeframe for delivery if file cabinets must be ordered.

### **4. PAYMENT SCHEDULE**

Payment will be made in full for the purchased file cabinets at the time of delivery.

### **5. MAINTENANCE AND WARRANTY**

Bidder shall provide with the bid a list of the manufacturer's maintenance requirements, and all applicable warranties.

### **6. FILE CABINET REQUIREMENTS**

File cabinets acquired under this part shall meet the following specifications:

- A. Twenty (20) HON 600 Series Five (5) Drawer Forty-Two (42) Inch Lateral File Cabinets, Color Black**
- B. Nine (9) HON Four (4) Drawer Forty-Two (42) Inch Lateral File Cabinets, Color Black**

**NON-COLLUSION AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA

SS;

COUNTY OF UNION FILE CABINET BID  
UNION COUNTY PROTHONOTARY

I, \_\_\_\_\_ of the City of \_\_\_\_\_,  
County of \_\_\_\_\_ and the State of Pennsylvania, being duly sworn according to law on my oath depose  
and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
the bidder making the Proposal for the above named purchased, and that I executed the said Proposal with full  
authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free competitive bidding in connections with the above  
named purchase; and that all statements contained in said Proposal and in this affidavit are true and correct, and  
made with full knowledge that the Commonwealth of Pennsylvania relies upon the truth of statements contained  
in said Proposal and in the statements contained in this affidavit in awarding the contract for the purchase.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such award  
upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona  
fide employees or bona fide established or selling agencies maintained by  
\_\_\_\_\_ (Name of Company).

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Signature of bidder

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**BID SHEET AND SIGNATURE PAGE**

Description of file cabinet offered, including model and all equipment:

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Total bid price, including all costs: \_\_\_\_\_  
(Union County is tax exempt.)

By signing this bid, bidder acknowledges acceptance of the conditions contained in this request for proposal, except as specifically noted and attached hereto and identified as exceptions.

Maximum deliver time (in stock) \_\_\_\_\_

Maximum delivery time (order) \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

If corporation, affix seal here.