

Good afternoon,

Project Number: **AAA-11-23-2015**

Project Title: **Loge Chairs**

SBD is in the process of placing a small business measure on the subject project but we need your help. Please review the information below and respond accordingly, ensuring that all applicable questions are answered.

**The deadline to respond is 2:00 PM, Wednesday, November 25, 2015.**

**AAA-11-23-2015 will be for a one (1) time purchase of a minimum of 13 loge chairs. Please advise if your firm can provide the following item(s):**

**An estimated cost per unit is not required but if you can provide one in this short time frame please do so, thanks. The loge chairs must be in-stock and readily available.**

| Item       | Min. Qty | Purchase Frequency | Est. Delivery Time | Details:  | Est Cost Per Unit: |
|------------|----------|--------------------|--------------------|---|--------------------|
| Loge Chair | 13       | 1                  | 15 days            | office furniture rolling chair - Loge seats must similar to current seats on suite level (see attached). Red and black seats, mesh back, black and red color. Reclinable, with shipping and/or delivery included in with price. |                    |

Name of Firm: \_\_\_\_\_ SBE/GS Certification #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE REMEMBER THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SBD TO PLACE SMALL BUSINESS MEASURES ON CONTRACTS.**

**Tyrone White**

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