



February 4, 2019

**RE: Competitive Quotation: Purchase and Installation of Acoustic Panels**

Your firm is invited to submit a quotation based upon the attached **"ACOUSTIC PANELS and INSTALLATION QUOTE INFORMATION."**

The Cedar Rapids Linn County Solid Waste Agency requires a sound reduction system installed in its Education Center. Ambient noise from an HVAC system, high and angled ceilings, and hard surfaces create a cluttered sound environment. The Agency requests a quotation for the purchase and installation of an acoustic paneling system to be hung from the ceiling to reduce the reverb and noise clutter to appropriate levels for a meeting space.

If you are interested, please complete and return in a sealed envelope marked **"Acoustic Panels and Installation Quote."**

Our mailing address is:  
Cedar Rapids Linn County Solid Waste Agency  
1954 County Home Rd  
Marion IA, 52302

Deadline for submissions is 4:00 pm on March 5<sup>th</sup>, 2019

Quotes received after the deadline will not be accepted.

If you have any questions, please contact me at [jevans@solidwasteagency.org](mailto:jevans@solidwasteagency.org)

Sincerely,

Jason Evans  
Director of Education

**ACOUSTIC PANELS and INSTALLATION  
QUOTE INFORMATION**

**GENERAL**

1. Equipment quoted shall include all standard items per manufacturer's published specifications and the items specified herein. Manufacturer's specifications are considered as part of the quotation and required for the model specified.
2. Quote Submission Deadline: 4:00 pm, March 5, 2019.
3. Agency will open quotes and evaluate to determine the best value for the Agency.
4. The Cedar Rapids Linn County Solid Waste Agency reserves the right to reject any quotes, waive any formality and accept in whole or part any such quote that may be deemed to be in the best interest of the Agency.

**EQUIPMENT**

1. Acoustic absorption panels
2. Complete installation
3. Warranty on manufacturing and installation

**QUOTE TERMS OF SERVICE**

1. The quote shall remain firm for at least 60 days from the quote opening date.
2. The quote will include product, complete installation, warranty, and any materials or labor required for complete installation.

**QUOTE TERMS AND CONDITIONS**

1. The quote must be typed or printed. Errors may be crossed out, and corrections typed or printed adjacent and initialed and dated by the authorized representative signing the quotation.
2. All items on the Detailed Specifications Sheet and Quotation Document must be filled out for the quote to be valid.
3. All quotations must be dated and signed with the firm's name and address by an authorized representative for the firm.

**EQUIPMENT VALUE AND WARRANTY**

1. The Agency requires the standard manufacturer warranty in the purchase price. Attach a copy of the standard warranty.
2. Installation must include warranty lasting a minimum of 1 year from installation date. Attach a copy of the installation warranty.

**SPACE AVAILABILITY**

1. The Agency Education Center will be available for measurement and testing needs from 8:00 am to 4:30 pm on February 15, 21, and 22.
2. Other times may be available by appointment.

## Detailed Specifications Sheet and Quotation Document

### **Materials**

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Size: \_\_\_\_\_

Number of panels \_\_\_\_\_

Panel color options: \_\_\_\_\_

Cost per panel: \_\_\_\_\_

Total cost for materials: \_\_\_\_\_

### **Sound Absorption Report (Check off)**

\_\_\_ Attach test data for panels per ASTM C-423-99a

\_\_\_ Attach an explanation of test results in standard consumer level terminology

\_\_\_ Attach product pamphlet, specifications, or data sheet from the manufacturer

Reverb time of Agency Education Center prior to installation \_\_\_\_\_

Expected reverb time of Agency Education Center after installation \_\_\_\_\_

### **Installation**

Estimated installation date: \_\_\_\_\_

Estimated installation hours required: \_\_\_\_\_

The installer will provide all materials for installation

Installation cost: \_\_\_\_\_

### **Totals**

Total Cost to Agency: \_\_\_\_\_

Quote valid for: \_\_\_\_\_ days

The quotation is certified by: \_\_\_\_\_

Quoter's name: \_\_\_\_\_

Quoter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of firm quoter represents: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_