

RESOLUTION 25-245

A RESOLUTION TO APPROVE THE PURCHASE OF DORM LOCKERS FOR FIRE STATION #4

WHEREAS, the City of Spring Fire Department operates a career fire department that responds to all hazards within the city; and

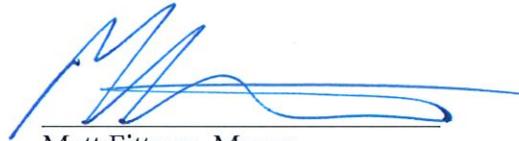
WHEREAS; the Fire Department will be placing a new station, Fire Station #4, in service in November of this year; and

WHEREAS; the department conducted an open RFP process for interested vendors to review specifications and submit bids for the Dorm Room Lockers; and

WHEREAS, the department has previously approved funds in the total project costs for FF&E, and the department upon opening the RFPs have reviewed all bids and pricings and has selected a suitable vendor.

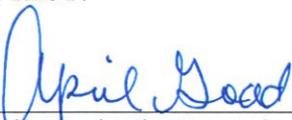
NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen to approve the purchase of Dorm Lockers from Salsbury Industries in the amount of \$26,082.55

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20th day of October 2025.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: **Approval of Resolution 25-245**
SUBMITTED BY: **Graig Temple, Fire Chief**
DATE: **October 20, 2025**
RE: **To award RFP Vendor for Dorm Lockers**

PURPOSE:

The purpose of this resolution is to award the purchase of Fire Station 4 Furniture to the vendor who was selected following the RFP Process.

BACKGROUND:

Fire Department conducted an RFP process and solicited bids for specific items including Dorm lockers for the new Fire Station 4. Following a review of the submitted RFP packets and comparing the specifications and prices from each vendor, a vendor has been selected.

FINANCIAL IMPACT:

Funding for these items are part of the already approved FF&E budget for Fire Station 4.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 25-245 to award the furniture purchase to the vendor Fire Station Dorm Lockers \$26,082.55.

Fire Department Uniform Lockers
SPECIFICATIONS AND ADDITIONAL QUESTIONS

1.00 GENERAL

The minimum requirements and the specification for the purchase, as well as certain requests for information to be provided by Vendor as part of its bid, are set forth below.

2.00 MINIMUM REQUIREMENTS FOR FIRE DEPARTMENT UNIFORM LOCKER
(Please add cost on the lines below)

- Quantity of thirty-nine (39) lockers
- Metal upright locker measuring 72" tall x 24" wide x 24" deep
- 16-gauge steel construction
- Full length lockable door
- Lockers are to be grey in color
- Inside locker storage on top shelf that is lockable
- Inside footlocker with lid that is lockable
- Hanging garment bar across the upper clothing area
- Ventilated (mesh) sides
- Shipping Fees to Zip Code 37174
- Option to have lockers delivered completely assembled Y or N
- Additional costs for assembly
- "No hidden fees"

LOCKER COST - \$ 21,890.31

ASSEMBLY OPTION Yes or No (circle)

ASSEMBLY FEE - \$ INCLUDED w/ LOCKER COST

SHIPPING FEE - \$ 4,192.24

TOTAL BID - \$ 26,082.55

SEE LOCKER

QUOTE - LK - 704068

LOCKER COST - \$ 17,490.33

ASSEMBLY OPTION - Yes or No (circle)

ASSEMBLY FEE - \$ N/A

SHIPPING FEE - \$ 3,992.10

TOTAL BID - \$ 21,482.43

SEE LOCKER

QUOTE - LK - 704068-1

INSTRUCTIONS TO BIDDERS
Fire Department Uniform Lockers

1. RECEIPT AND OPENING OF BIDS

The City of Spring Hill invites and will receive Bids on the forms attached hereto, all information on which must be appropriately completed. Bids will be received at City Hall until October 10, 2025 at 2 pm, and publicly opened and read aloud on the aforesaid date. The envelopes containing the Bids must be sealed and addressed to Kyle Therriault, Purchasing Agent, 199 Town Center Parkway (*for hand delivery or courier service*), P.O. Box 789 (*for regular mail service*), Spring Hill, TN 37174, and marked "Fire Department Uniform Lockers".

2. PREPARATION OF THE BID

All Bids shall be made on the Bid Form attached hereto and shall give the number of bids and must be signed by the Bidders.

If a unit price or a lump sum already entered by the Bidder on the Bid Form is to be altered, it shall be crossed out with ink and the new unit price or lump sum bid entered above or below it, and initialed by the Bidder in ink.

Each Bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, its address, and marked "Fire Department Uniform Lockers". If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed as specified in the Invitation to Bid. The City may consider as irregular any Bid not prepared and submitted by the provisions hereof and may waive any informalities or reject any Bids.

Any Bid may be withdrawn before the above-scheduled time for the opening of Bids or authorized postponement thereof.

Any Bid received after the time and date specified above shall not be considered.

3. AWARD OF THE BID

The Bid shall be deemed as having been awarded when formal notice of award shall have been mailed by the City to the Bidder.

The Bidder to whom the Bid shall have been awarded will be required to execute **3 copies** of the Contract on the form attached. In case of the Bidder's refusal or failure to do so within ten (10) days after its receipt of formal notice of award, Bidder will be considered to have abandoned all rights and interests in the award and the award may then be made to the next best-qualified Bidder or the work readvertised for Bids as the City may elect.

4. CONDITIONS

Each Bidder shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the Bid. Bidders shall thoroughly examine and be familiar with the Specifications.

The failure or omission of any Bidder to receive or examine any form, instrument, addendum, or other document shall in no way relieve it of any obligations with respect to his Bid or to the Contract. The City shall make all such documents available to the Bidder.

5. ADDENDA AND EXPLANATIONS

Explanations desired by a prospective Bidder shall be requested of the City in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be posted on the City's website. Every request for such an explanation shall be in writing (email) addressed to April Goad, Recorder at agoad@springhilltn.org. Any verbal statements regarding same by any person prior to the award shall be unauthoritative and not binding.

Addenda issued to Bidders prior to date of receipt of Bids shall become a part of the Bid Documents.

No inquiry received within seven (7) days of the date fixed for the submission and opening of Bids will be given consideration.

All such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Bidders, not later than five (5) days prior to the date fixed for the opening of Bids.

6. NAME, ADDRESS, AND LEGAL STATUS OF THE BIDDER

The Bid must be properly signed in ink and the address of the Bidder given. The legal status of the Bidder whether corporation, partnership, or individual, shall also be stated in the Bid.

A corporation shall execute the Bid by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Bidder shall give full names of all partners. Partnership and individual Bidders will be required to state in the Bid the names of all persons interested therein.

The place of residence of each Bidder, or the office address in the case of a firm or company, with county and state and telephone number, must be given after his signature.

If the Bidder is a joint venture consisting of a combination of any or all the above entities, each joint venturer shall execute the Bid.

Anyone signing a Bid as an agent of another, or others must submit with his Bid, legal evidence of his authority to do so.

7. COMPETENCY OF BIDDER

The opening and reading of the Bid shall not be construed as an acceptance of the Bidder as a qualified, responsible Bidder. The City reserves the right to determine the competence and responsibility of a Bidder from its knowledge of the Bidder's qualifications or from other sources.

The City shall require submission with the Bid of the following supporting data regarding the qualifications of the Bidder to determine whether it is a qualified, responsible Bidder. The Bidder will be required to furnish the following information:

(a) Evidence that the Bidder is in good standing under the laws of the State of Tennessee, and, in the case of corporations organized under the laws of any other State, evidence that the Bidder is licensed

to do business (copy of city and county business license) and in good standing under the laws of the State of Tennessee.

If the City requires additional certified supporting data regarding the qualifications of the Bidder in order to determine whether he is a qualified responsible bidder, the Bidder may be required to furnish any or all of the following information sworn to under oath:

- (a) Evidence that the Bidder can commence performance as required in the Bid Documents.
- (b) Such additional information that will satisfy the City that the Bidder is adequately prepared to fulfill the Contract.

The Bidder may satisfy any or all the experience and qualification requirements by submitting the experience and qualifications of its parent organization and subsidiaries or affiliates of the parent.

8. DISQUALIFICATION OF BIDDERS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Bidder and the rejection if it's Bid:

- (a) Evidence of collusion among Bidders.
- (b) Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.
- (c) Default on a previous municipal bid for failure to perform.

The City reserves the right to accept any Bid or to reject any or all Bids, and to waive defects or irregularities in any Bid. Any alteration, erasure or interlineations of the Contract Documents and of the Bid shall render the accompanying Bid irregular and subject to (but not requiring) rejection by the City.

10. TITLE VI POLICY AND DISCLOSURES

The City of Spring Hill will not discriminate in the purchase of all goods and services based on race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

Verbal quotations or quotations received after the closing date will not be accepted. The City of Spring Hill reserves the right to reject all bids, to waive technicalities or informalities and to accept any bid deemed in the best interest of the City of Spring Hill.

All documents submitted to the City of Spring Hill that are associated with this project are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the City of Spring Hill and the Office of Open Records Counsel.

The City of Spring Hill will not discriminate in the purchase of all goods and services based on race, color, religion, sex, national origin, age, disability, or any other lawfully protected classification.

The City of Spring Hill reserves the right to reject any and all bids, to waive technicalities or informalities and to accept any bid deemed in the best interest of the City of Spring Hill.

In accordance with Tennessee Code Annotated, Title 12, Chapter 4, Part 1, the selected Consultant cannot be currently engaging in, and will not for the duration of the contract, engage in a boycott of Israel.

3.00 ADDITIONAL QUESTIONS SPECIFIC TO THIS INVITATION TO BID

Questions or inquiries can be made to the Purchasing Agent by contacting Kyle Therriault
ktherriault@springhilltn.org.

If Vendor takes exception to any terms or conditions set forth in this RFP, Vendor will submit a list of the exceptions.

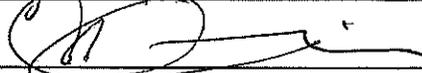
Respectfully submitted,

Bidder: SALSBUY INDUSTRIES

Address: 19300 CENTRAL AVE
CARSON CA 90746

Phone: 800-624-5269

Email: mgallinar@lockers.com

By: 
(Authorized Signature for Bidder)

Name: MARIO GALLINAR

Title: BUSINESS DEVELOPMENT ASSOCIATE

Date: 10/6/2025



MANUFACTURING & DISTRIBUTION
 18300 Central Avenue
 Carson, CA 90746-4008

Phone (800) 562-5377
 Int'l Phone (323) 846-6700
 Fax (800) 562-5399
 Int'l Fax (323) 846-6800

quotes@lockers.com
 www.lockers.com



Locker Quotation LK-704068

Attention: KYLE THERRIault

Reference: 21692 / FIRE DEPT UNIFORM LOCKER

Customer # 320325 Type: 1 Date: 10/6/2025

Thank you for the opportunity to submit this proposal.

CUSTOMER:

SPRING HILL FIRE DEPARTMENT
 199 TOWN CENTER PKWY

SPRING HILL TN 371742460

Phone: (000) 000-0000

Fax: (000) 000-0000

SHIP TO:

SPRING HILL FIRE DEPARTMENT

SPRING HILL TN 37174-2475

QTY	MODEL #	DESCRIPTION <small>(give color, options or specifications when required)</small>	UNIT PRICE	PRICE
39	71024GY-A	STANDARD GEAR METAL LOCKER-SOLID DR-6 FEET HIGH-24" DEEP-GRAY-ASSEMBLED	\$559.25	\$21,810.75
39	77760	CUSTOM ENGRAVED NAME/NUMBER PLATE-FOR METAL LOCKER DR	\$2.04	\$79.56
1	999	PRICE PER QUOTE- PROMOTIONAL PRICING REFLECTED AT LINE ITEM	\$0.00	\$0.00

See Lockers.com website for product specifications, terms & conditions. Quote valid for 30 days.

Sales Amt \$21,890.31
 Subtotal \$21,890.31
 Sales Tax \$0.00
 Shipping \$4,192.24
 Total \$26,082.55

Submitted By MARIO GALLINAR

To order, please complete the information below and submit to Salsbury Industries.

METHOD OF PAYMENT

Check or Money Order Enclosed Total Order \$ _____

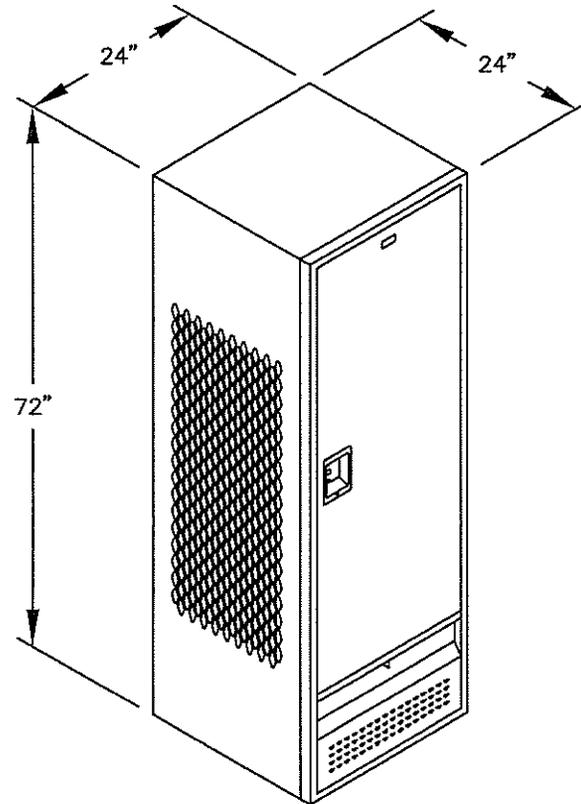
Net 30 Days PO # _____ (upon approved credit)

Credit Card Number _____ Expiration Date _____

Cardholder Name _____ Authorized Signature _____



Visit us at: www.lockers.com



MODEL #71024
24" WIDE STANDARD GEAR LOCKER
WITH SOLID DOOR

MODEL #71024

24" WIDE STANDARD GEAR LOCKER
WITH SOLID DOOR

AVAILABLE FINISHES: GRAY, TAN OR BLUE

DRAWN: 3/2020

***Established in 1936, Salsbury Industries
is the industry leader in manufacturing and distributing
quality lockers and storage solutions.***



People Committed to Quality Since 1936

18300 CENTRAL AVENUE
CARSON, CA 90746-4008

PHONE: (800) 562-5377

FAX: (800) 562-5399

email: engineering@lockers.com