



January 17, 2026

PROJECT: Courtroom Furniture

Dear Prospective Submitter:

You are invited to submit a sealed price proposal for the above project. A copy of the Public Notice, and Request for Proposal are attached. Please make certain your Proposal is signed by an authorized representative of your company. Other items may be required to be included in your proposal so please read the documents thoroughly.

If you have questions please contact me at (423) 229-9315 or email brentmorelock@kingsporttn.gov . We look forward to receiving your proposal.

Regards,

A handwritten signature in blue ink that reads "Brent Morelock". The signature is fluid and cursive.

Brent Morelock, CPPO, CPPB
Procurement Manager

REQUEST FOR PROPOSAL

Sealed Price Proposals for the following will be received by the Procurement Manager until 4:00 P.M., Eastern Time, February 5, 2026, and at that time publicly opened in Conference Room 436, City Hall located at 415 Broad Street., Kingsport, TN with only the names of the submitters being read aloud. All proposals will be considered for award or rejection at a later date.

PROJECT: Courtroom Furniture

Documents for the above referenced item are available online at kingsporttn.gov/city-services/purchasing. Interested parties may also contact the Procurement Department at (423) 229-9419.

By submission of a signed proposal bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

No submitted proposals may be withdrawn for a period of sixty (60) days after the scheduled closing time of the receipt of proposals. All proposals shall be signed, sealed and addressed to the Procurement Manager, City of Kingsport, 415 Broad Street, Kingsport, TN 37660 and marked "Courtroom Furniture". The City by its governing regulations reserves the right to accept or reject any or all proposals received, to waive any informalities in bidding and to re-advertise.

PUB 1T: 01/17/26

Chris McCartt
City Manager

PROCUREMENT PROCESS

- A. Proposals will be received by the Procurement Manager until 4:00 P.M., Eastern Time on February 5, 2026 at which time it will be publicly opened in Conference Room 436, City Hall, 415 Broad Street, Kingsport, Tennessee.
- B. The Sealed Proposal shall be signed by an authorized representative and the sealed envelope addressed as follows:
 - Procurement Manager
 - City of Kingsport
 - 415 Broad Street
 - Kingsport, Tennessee 37660
 - Proposal for Courtroom Furniture
- C. An original hard copy and three (3) additional hard copies of the Proposal are required.
- D. Proposals, modifications, or corrections received after the scheduled closing time of the receipt of Proposals will not be considered. The City of Kingsport is not responsible for delays in delivery by mail, courier, etc.
- E. No submitted Proposal may be withdrawn for a period of sixty (60) days after the scheduled closing time of the receipt of Proposals.
- F. No oral interpretation will be made to any Proposer as to the meaning of the Proposal Specifications or any part thereof. Each written request for clarification or interpretation shall be made in writing to the City.

NOTE – It is the intent of the City to issue one (1) addendum, if necessary. Written request for clarification and/or interpretation must be submitted via email to the Procurement Manager by the end of the business day, January 22, 2026 and addendum will be issued by 4:00 P.M., Eastern Time, on January 28, 2026 and will be available online at <https://www.kingsporttn.gov/city-services/purchasing/>. Written requests for clarification shall be submitted to the Procurement Manager by email to brentmorelock@kingsporttn.gov

It shall be the Proposer's responsibility to make inquiry as to the addenda issued. Any and all addenda shall become part of the specifications and all Proposers shall be bound by such addenda, whether or not received by Proposer.

General Terms and Conditions

- A. Taxes – The City is exempted from Federal Excise Taxes, State of Tennessee and local sales taxes and Proposer must quote prices which do not include such taxes, unless by law the taxes must be a part of the price. Exemption Certificates will be furnished upon request.
- B. Indemnification – The City of Kingsport, its officers, agents and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any service and/or materials furnished by the Proposer, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to use the materials in the manner outlined by the Proposer in descriptive literature or specifications submitted with the Proposal. The City will not indemnify the successful Proposer.
- C. Patent Liability – The successful Proposer, at his own expense, will defend any suit which may be brought against the City to the extent that it is based on a claim that the goods furnished through a contract/agreement infringes a United States patent, and in any such suit will pay those costs and damages which are attributable to such claims and finally awarded against the City.
- D. Limitation of Remedies – Any remedies in the Proposer's Proposal, to include Agreement, License Product Agreement, Terms and Conditions, Literature, etc., that may be considered in agreement to waive the legal rights of the citizens of the City of Kingsport may be considered cause for rejection.

- E. All agreements related to the purchase and sale of any product pursuant to this bid document will include the following conditions: "Notwithstanding anything in this section to the contrary, any provision of provisions of this Section will not apply to the extent they are (it is) finally determined by a court of competent jurisdiction, including Appellate review if pursued, to violate the laws or Constitution of the State of Tennessee."
- F. Insurance – During any work performed by the successful Proposer(s) on the premises of the City or otherwise, the successful Proposer(s) agrees to take such measures as to effectually prevent any accident to persons or property during or in connection with the work; and especially to indemnify and save harmless the City from all loss, costs, damages, expense and liability for property damage and for bodily injuries to, or death of, any persons, including without limitation, as to both property damage and bodily injury, and the Proposer and the City and their representative agents and employees, occasioned in any way by the acts or omissions of the Proposer, or the Proposer's agents, employees, during or in connection with said work, excepting only property damage, bodily injury or death caused by the sole negligence of the City, its agents or employees.
- The successful Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation Acts and from any claims for bodily injuries, including death, either to its employees or others, and from all claims on account of property damage, which may arise in connection from said work.
- All Certificates of insurance and policies shall contain the following clause: "The insurance covered by this Certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by the City."
- Insurance required with a minimum of One Million Dollars (\$1,000,000.00) limits are Comprehensive General Public and Professional Liability, Comprehensive Automobile Liability and Owner's Liability.
- This requirement will be effective for the life of any contract/agreement entered into by the Proposer and the City.
- G. F.O.B. – All prices will be quoted F.O.B. Kingsport, Tennessee, delivery to City of Kingsport's location shall be without additional charge.
- H. By submission of a signed Proposal, the Proposer certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
- I. Contracts and purchases will be made or entered into with the lowest, responsible, compliant Proposer meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible Proposer is defined as a Proposer whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
- J. The City reserves the right to determine the low Proposer either on the basis of the individual items or on the basis of all items included in its Request for Proposal, unless otherwise expressly provided in the Request for Proposal. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its Request for Proposal. The City reserves the right to award to multiple vendors.
- K. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee. Arbitration is not permitted and if a dispute arises between the parties concerning any aspect of the contract or purchase order and it cannot be resolved by mutual agreement, any party may resort to resolution of the dispute by litigation in the state or federal courts for Kingsport, Sullivan County, Tennessee. The parties waive their right to a jury trial. Mandatory and exclusive venue and jurisdiction for any disputes shall be in state or federal courts for Kingsport, Sullivan County, Tennessee.

- L. The City, in accordance with its governing directives, reserves the right to reject any and all Proposals, to waive any informality or irregularities in Proposals and unless otherwise specified by the Proposer, to accept any item.
- M. All contracts, purchase orders, and any documents or material obtained by the City may be subject to disclosure in whole or in part pursuant to the Tennessee Open Records Act set out in T.C.A. 10-7-503 et seq. without regard to any provision contained in the document declaring information confidential.
- N. All contracts or purchase orders will include a provision that is not assignable by the Proposer without the written consent of the City.
- O. CONFLICT OF INTEREST:
1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
 2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
 3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
 4. Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education? Yes No
If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member

 5. Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education?
 Yes No
If you answered yes please state the name of the employee or board member

 6. By submission of this form, the vendor is certifying that no conflicts of interest exist.
- P. DRUG FREE WORKPLACE REQUIREMENTS:
1. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.
- Q. ELIGIBILITY:
1. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

R. GENERAL:

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
2. Such offer is genuine and is not a collusive or sham offer.

S. IRAN DIVESTMENT ACT:

1. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

T. NON-COLLUSION:

1. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement ,or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
2. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

U. BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

1. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

V. NON-BOYCOTT OF ISRAEL AFFIDAVIT

1. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.



ENGINEERING DIVISION

City of Kingsport, Tennessee

Memo

To: Interested Contractors
From: City of Kingsport Engineering
Date: January 17, 2025
RE: **Request for Proposal for Courtroom Furniture: Spectator Benches/Pews, Attorney Tables and Podiums**

Please provide a price for the below and attached described work for the Courtroom spectator benches/pews, attorney table and podium furniture for the Kingsport Justice Center 200 Shelby Street Kingsport, Tennessee 37660. Work includes ADA compliance furniture, appurtenances, shipping, unloading, and complete installation.

Courtroom benches/pews for the following courtrooms per Floor Plans A-12 by CainRashWest Architectural Services:

1. Jury Courtroom 217 (New Addition)
2. Non-Jury Courtroom 232 (New addition)
3. Sessions Courtroom 258 (Existing building)
4. Sessions Courtroom 260 (Existing building)

Bench/pew Specs:

1. Style Open side pew/bench
2. Intermediate supports which shall extend the full height of the bench.
3. Solid hardwood contoured seat and straight back panel of solid hardwood.
4. Wood Species Red Oak.
5. Stain to be closest match to Wilsonart # Columbia Walnut 7943.*
6. Finish 2k Polyurethane.
7. Environmental: Formaldehyde free formula.

8. Bench/pew lengths are to be as depicted per floor plan sheet A-12 for courtrooms 217, 232, 258, & 260.
9. Installation to be affixed to 4" elevated concrete slab on metal deck in the new addition and 4" spandex pre-cast concrete panels in the existing building.
10. Warranty: Manufacturer shall provide a written twenty-five (25) year warranty against defects in materials and workmanship.

Style image:



Sullivan County TN Courthouse



Colombian Walnut
7943



Color match to build-in furnishings.

Attorney Tables for the following courtrooms per Floor Plans A-11, A-12 by CainRashWest Architectural Services:

1. Jury Courtroom 217 (New Addition)
2. Non-Jury Courtroom 232 (New addition)
3. Sessions Courtroom 258 (Existing building)
4. Sessions Courtroom 260 (Existing building)
5. Mult-Purpose Hearing Room 298 (Existing building)

Attorney Table Specs:

1. 2" thick solid wood side panel and partial modesty front panel.
2. Solid Wood top 96" x 30" with cord management grommet Courtrooms 217 & 232.
3. Solid Wood top 72" x 30" with cord management grommet Courtrooms 258,260,298 & 111.
4. Wood Species Red Oak.
5. Detail to be minimal trim.
6. Stain to be closest match to Wilsonart # Columbia Walnut 7943*
7. Finish 2k Polyurethane.
8. Environmental: Formaldehyde free formula.
9. Installation to be affixed to 4" elevated concrete slab on metal deck in the new addition and 5 ¼" elevated composite concrete slab on metal deck in the existing building.
10. Warranty: Manufacturer shall provide a written twenty-five (25) year warranty against defects in materials and workmanship.

Podiums for the following courtrooms per Floor Plan A-12 by CainRashWest Architectural Services:

1. Jury Courtroom 217 (New Addition)
2. Non-Jury Courtroom 232 (New addition)

Podium Specs:

1. Solid Wood – Dimensions: 35"W x 46 ¼"H x 30"D Courtrooms 217 & 232.
2. Configuration preferences for Courtrooms 217 & 232 to include – Standard Slanted Surface, AC Outlet with USB Ports, Pullout Keyboard Shelf, Surface Grommets, Heavy Duty Drop Leaf Shelf, Locking Document Camera Drawer, Soft Close Standard Locking Doors, 10RU Fixed Rack, Floor Access Opening, 10" x 10" Floor Vent, Locking Rear Access Panel, Locking Carpet Casters
3. Wood Species Red Oak.
4. Detail to be minimal trim.
5. Stain to be closest match to Wilsonart # Columbia Walnut 7943*
6. Finish 2k Polyurethane.
7. Environmental: Formaldehyde free formula.
8. Warranty: Manufacturer shall provide a written twenty-five (25) year warranty against defects in materials and workmanship.

*Awarded vendor to supply stain samples for final color selection to be determined by architect.

Field Measurements will be required by appointment.

Work to be performed in two (2) phases. Phase 1 Spring 2026 Phase 2: Summer 2027.

Criteria for Award:

Cost effectiveness & value – 40%

Adherence to specifications – 40%

Acceptance of terms of the RFP – 20%

End of Memo

Attachments: A-11 First Floor_Floor Plan; A-12 Second Floor_Floor Plan; Floor Structure Details;
I-41 Interior Elevations (Aesthetic Reference)

Price Proposal

Board of Mayor and Aldermen
c/o Purchasing Agent
City of Kingsport
Kingsport, Tennessee

Gentlemen:

The undersigned propose to provide and install new and unused Courtroom Furniture for the courtrooms located in the Kingsport Justice Center and all work pertinent thereto, including any and all work and materials that may be necessary for delivery and installation, and according to the plans and profiles on file in the Office of the City Engineer, and upon the terms and conditions of the "Legal Notice" heretofore published by the City of Kingsport, the plans, specifications and special provisions secured from the City Engineer of the City of Kingsport and the ordinances of the City and the direction of, and to the satisfaction of, the City Engineer, at the following rates to wit:

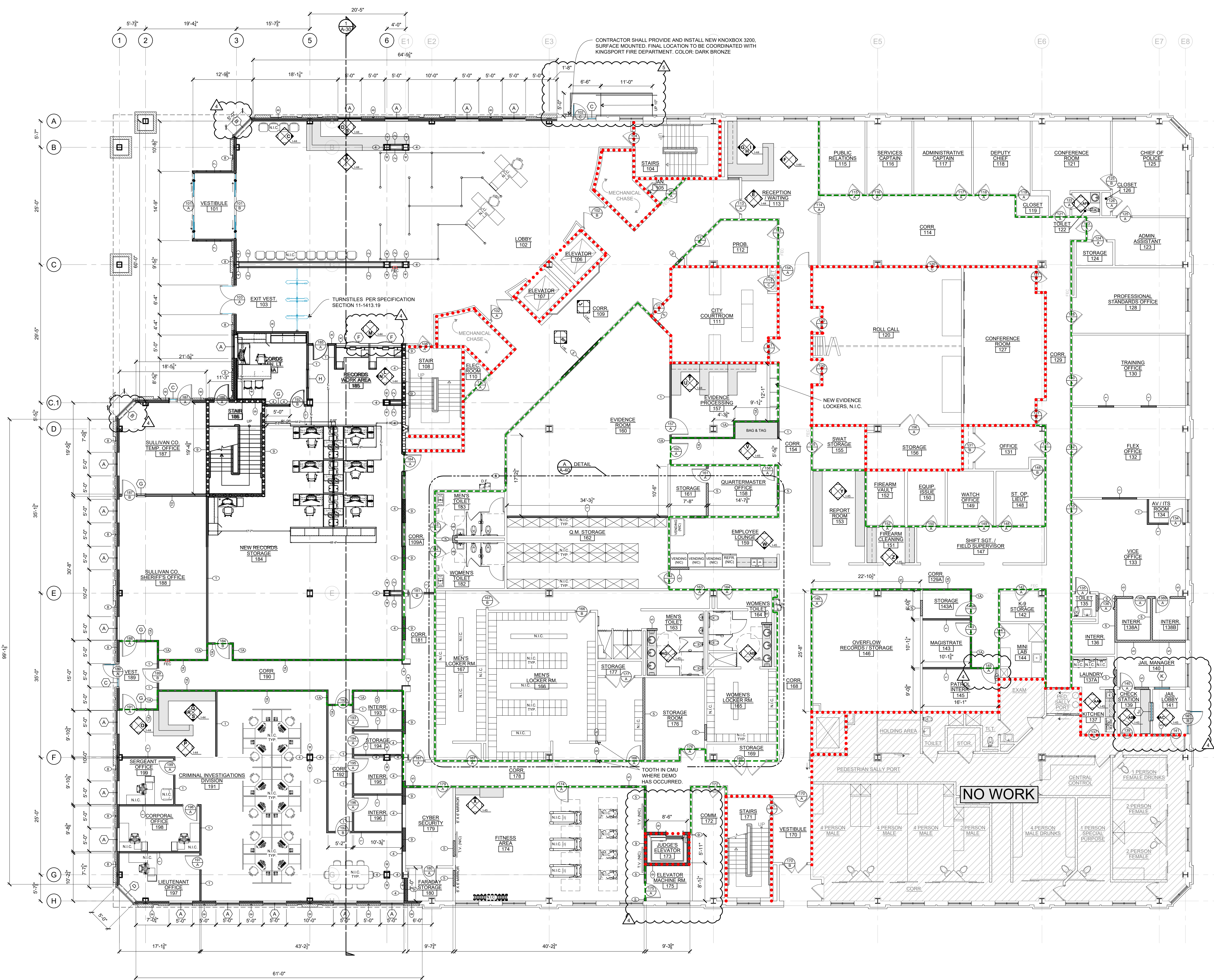
ITEM NO.	QUAN.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	30.00	EA	BENCHES / PEWS (approx. 418 LF)	_____	_____
2	4.00	EA	ATTORNEY TABLES - 96" X 30"	_____	_____
3	8.00	EA	ATTORNEY TABLES - 72" X 30"	_____	_____
4	2.00	EA	PODIUMS	_____	_____
5			INSTALLATION	_____	_____
PROJECT TOTAL:				_____	_____

Company:

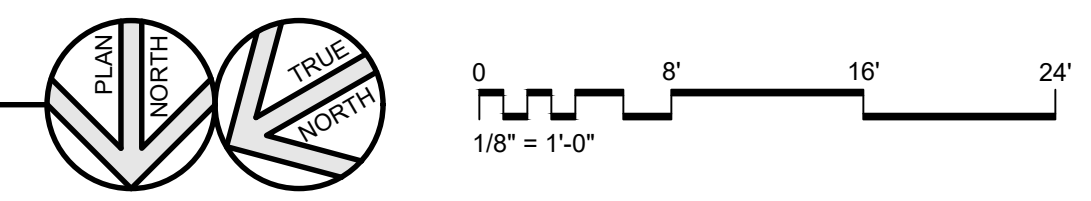
Authorized Signature:

Date:

- 1) ADDITION OF WINDOW TAGS TO FLOOR PLAN
- 2) ADDITION OF N.I.C. FOR ITEMS NOT IN CONTRACT



FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



New Expansion & Renovation for:
KINGSPORT JUSTICE CENTER
200 Shelby Street, Kingsport, Tennessee



Cain Rash West
Architects

130 Regional Park Dr.
Kingsport, TN 37660
Phn (423) 349-7760
Fax (423) 349-7413
www.grcinc.com

THIS DRAWING AS PREPARED BY CainRashWest Architects SHALL BE USED FOR THE SPECIFIC IDENTIFIED PROJECT ONLY. THIS DRAWING IS THE PROPERTY OF CainRashWest Architects AND SHALL BE RETURNED PER THEIR REQUEST.

no.	date	rev.	description
1	04-05-24		REVISION NO. 1
2	05-20-24		CITY REVIEW COMMENTS
3	06-28-24		ADDENDUM 2
4	07-12-24		ADDENDUM 4
5	01-20-25		RFI #7

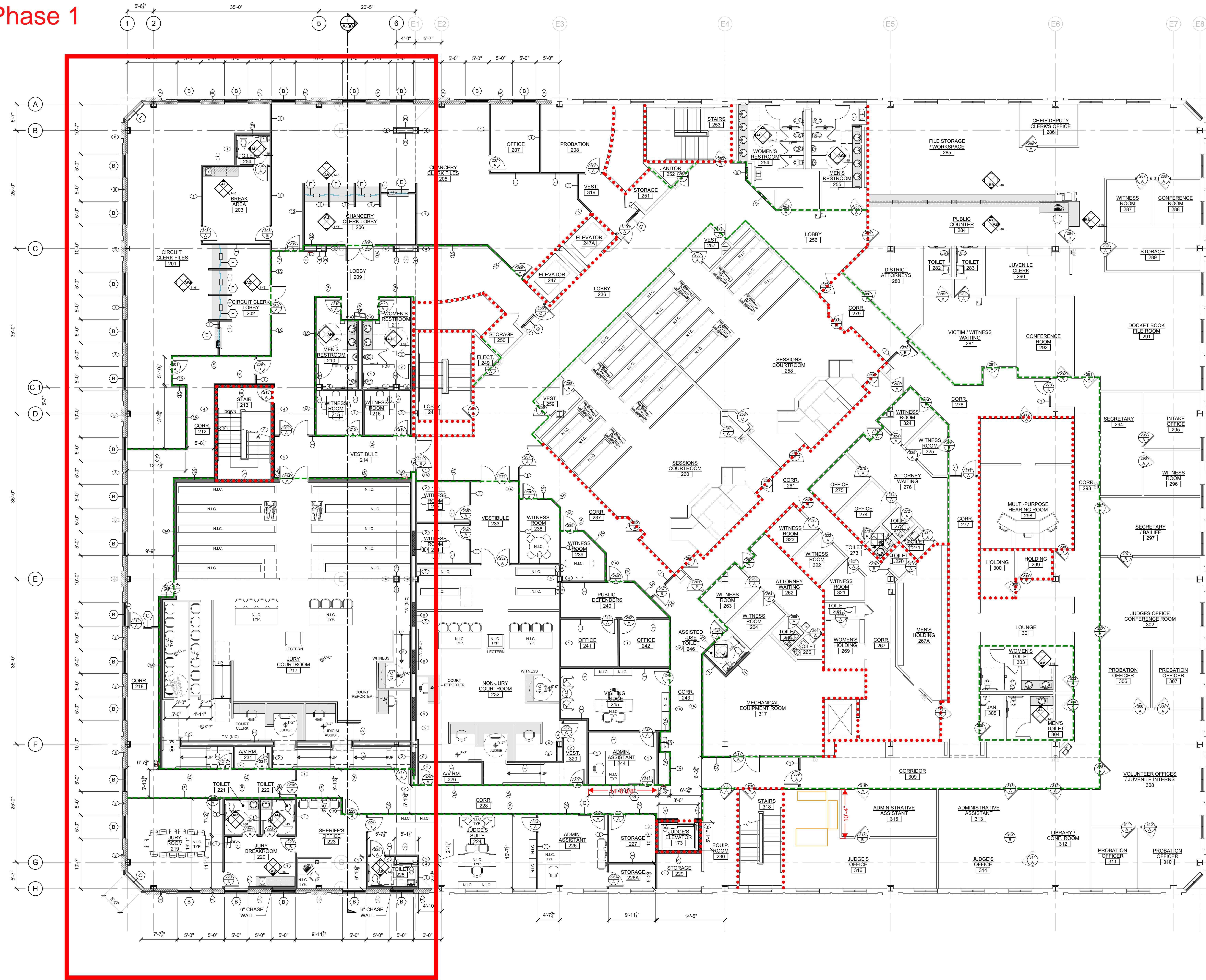
issued 12-19-23
checked CDR
drawn CDR/SVL
project no. 201829

FIRST FLOOR PLAN

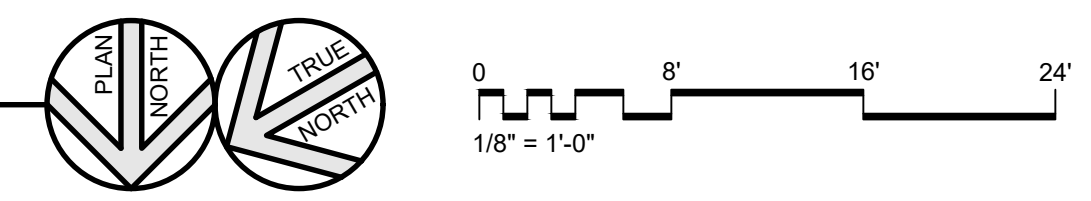
A-11

2/26/2025 3:44:53 PM file: A-11 - FIRST FLOOR PLAN - KINGSPORT CITY JUSTICE CENTER EXPANSION 01.23.25.DWG

Phase 1



SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



New Expansion & Renovation for:
KINGSPORT JUSTICE CENTER
200 Shelby Street, Kingsport, Tennessee



**Cain
Rash
West**
Architects

130 Regional Park Dr.
Kingsport, TN 37660
Phn (423) 349-7760
Fax (423) 349-7413
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2	06-28-24		ADDENDUM 2
3	07-12-24		ADDENDUM 4
4	07-19-24		ADDENDUM 5

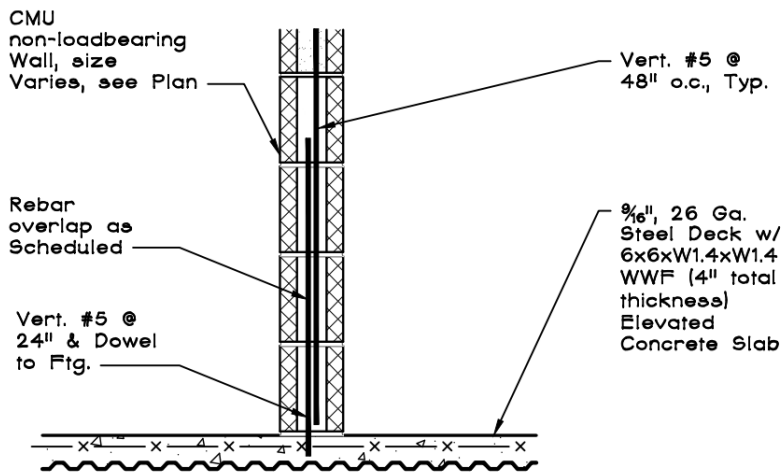
PROPOSAL
PRINT
4/23/2025
NOT FOR
CONSTRUCTION

issued 12-19-23
checked CDR
drawn CDR/SVL
project no. 201829

SECOND FLOOR
PLAN

A-12

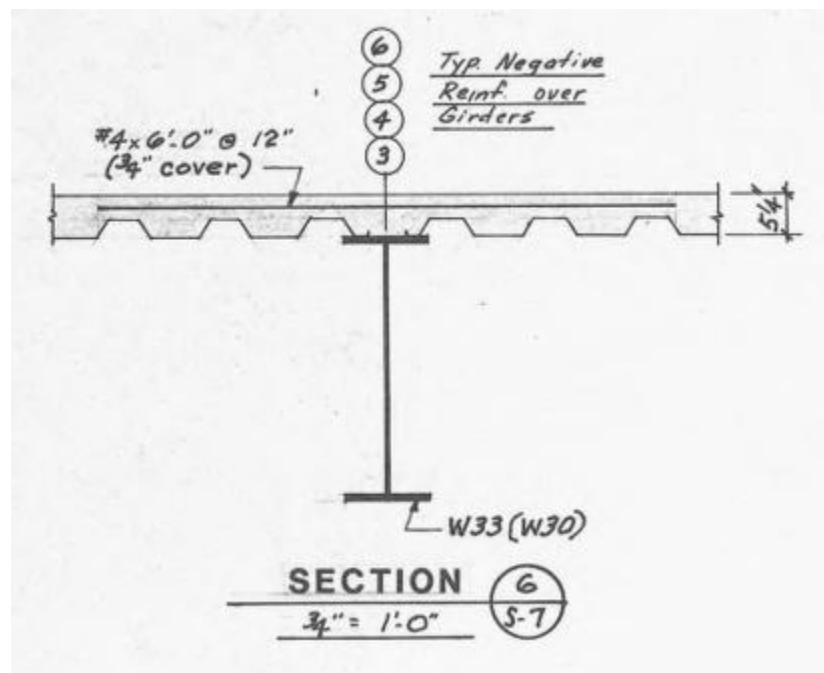
New Addition elevated floor slab detail:

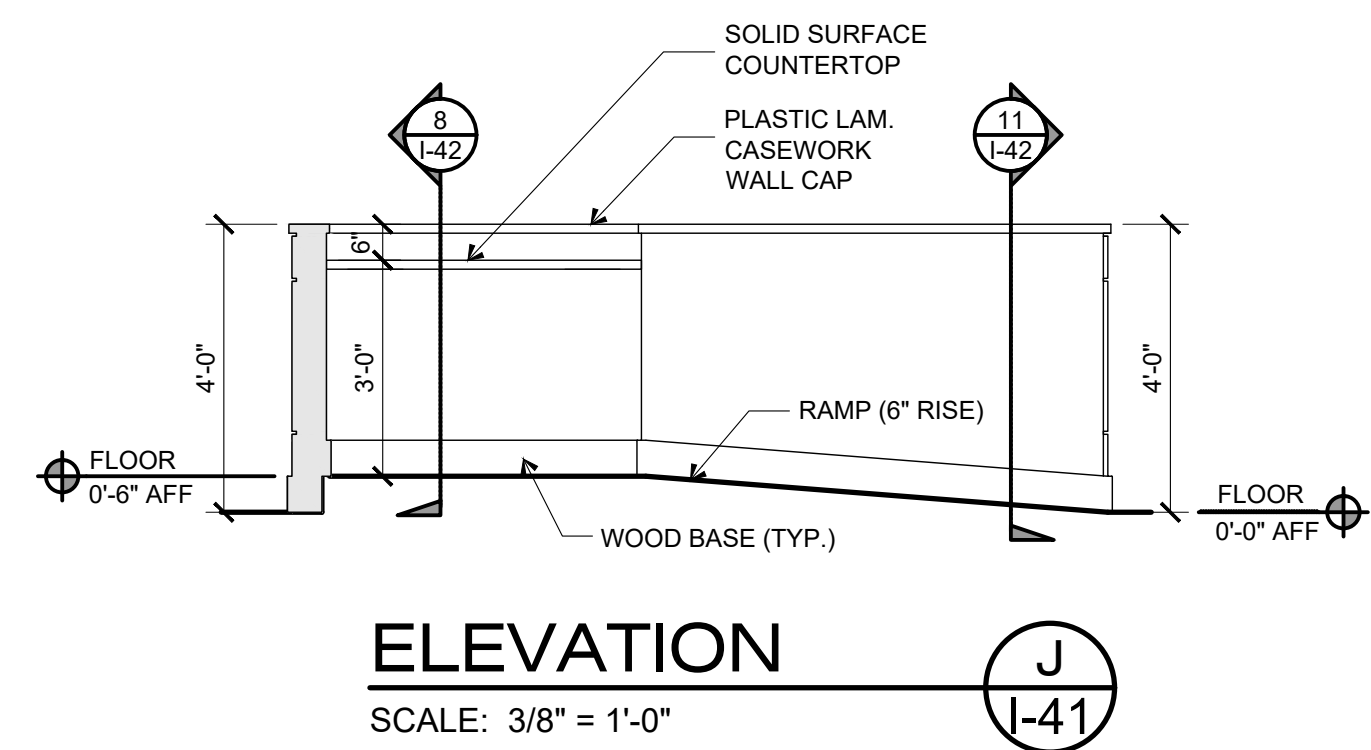


TYPICAL CMU WALL AT ELEVATED SLAB

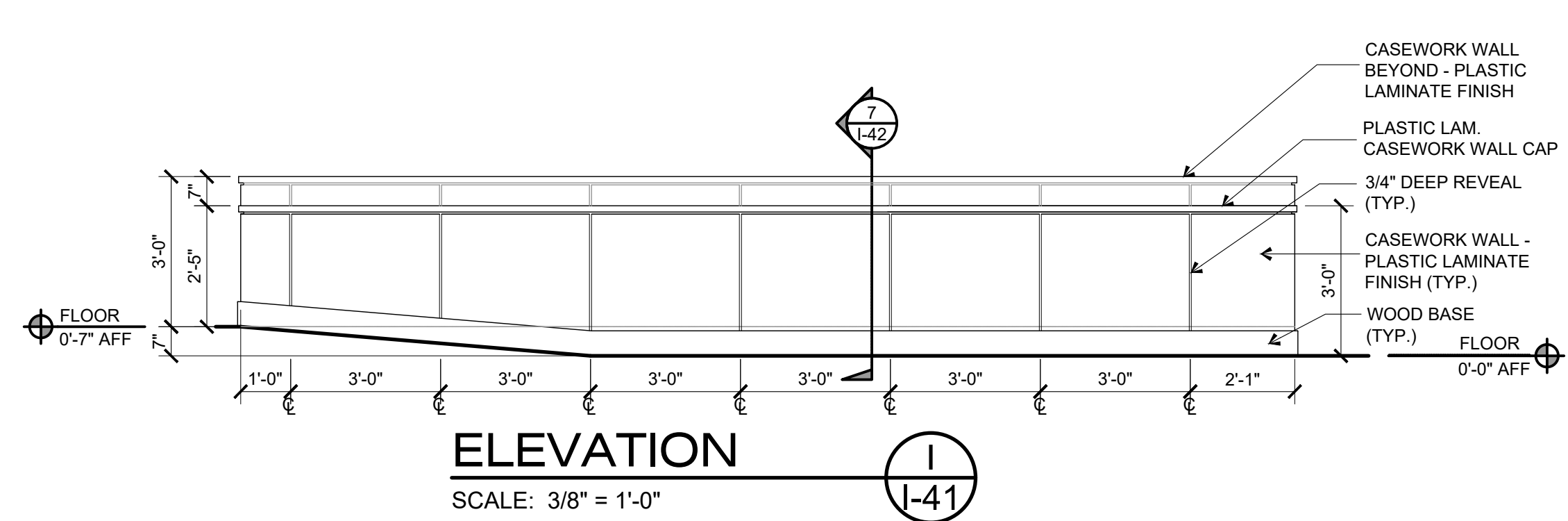
1" = 1'-0"

Existing Building elevated floor slab detail:

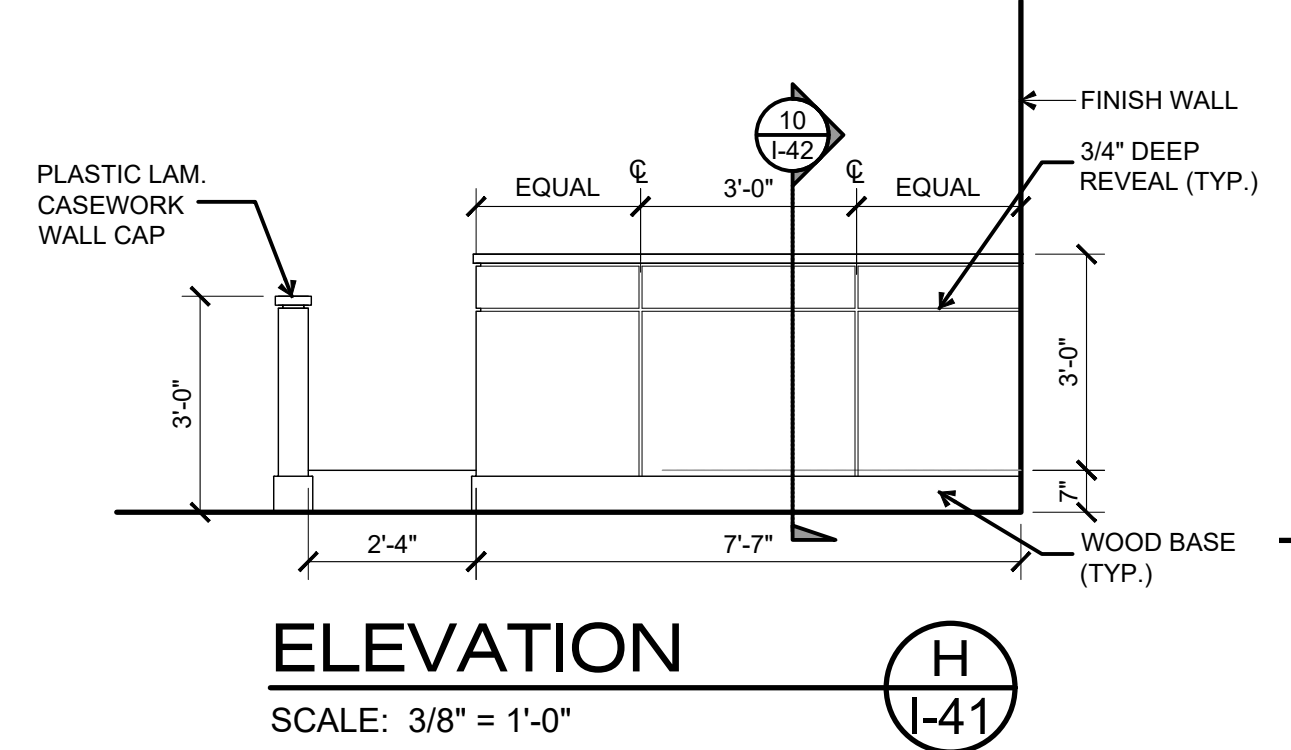




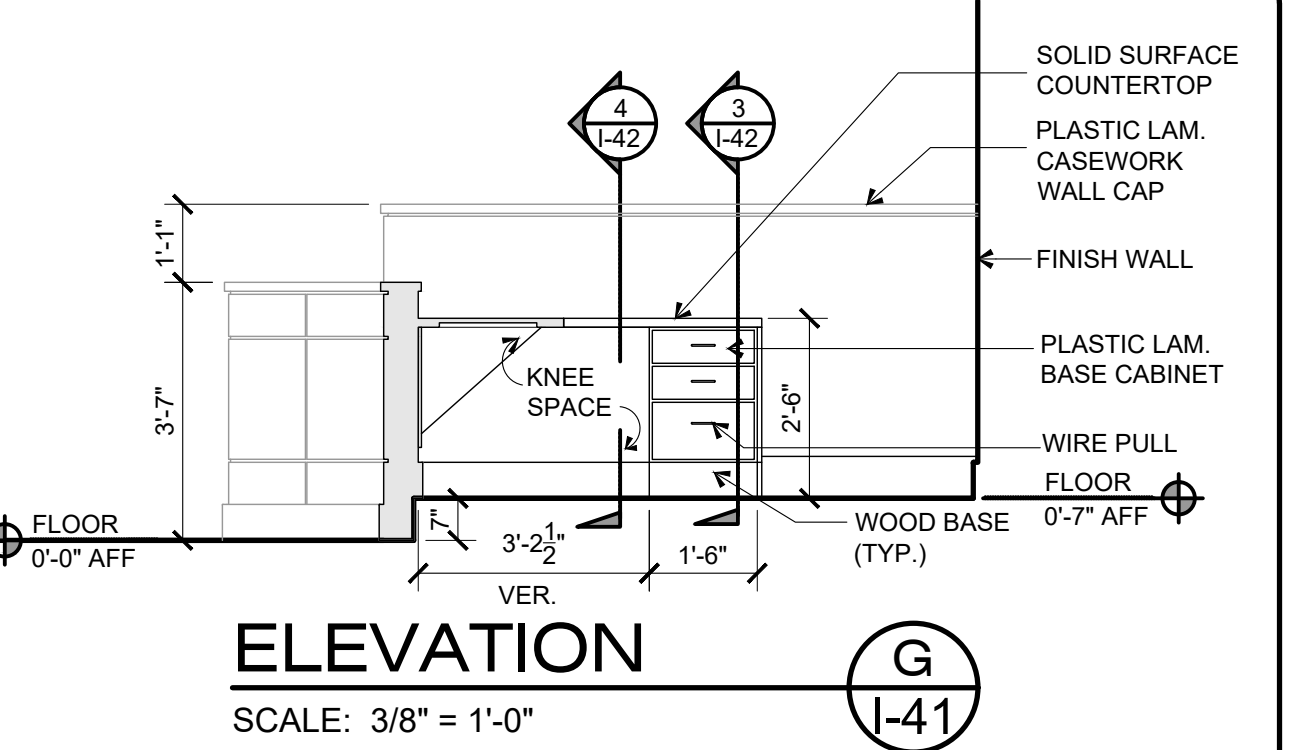
ELEVATION J
SCALE: 3/8" = 1'-0"



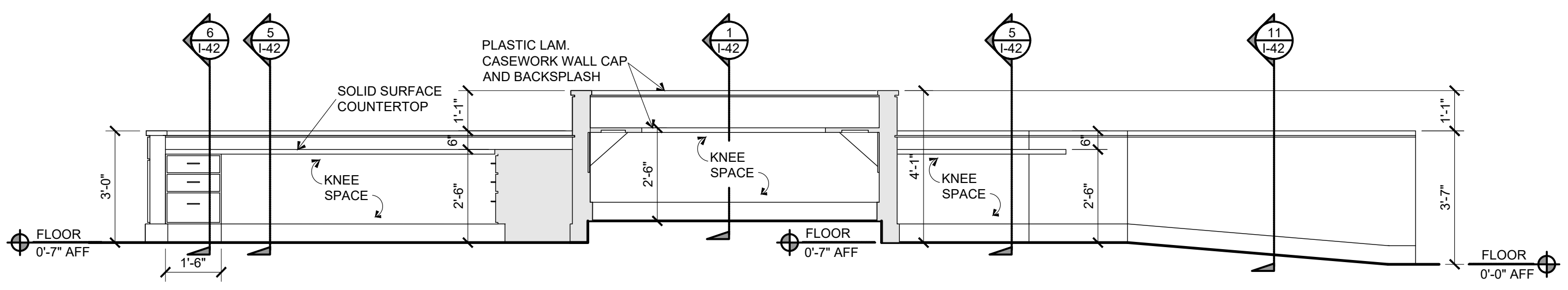
ELEVATION I
SCALE: 3/8" = 1'-0"



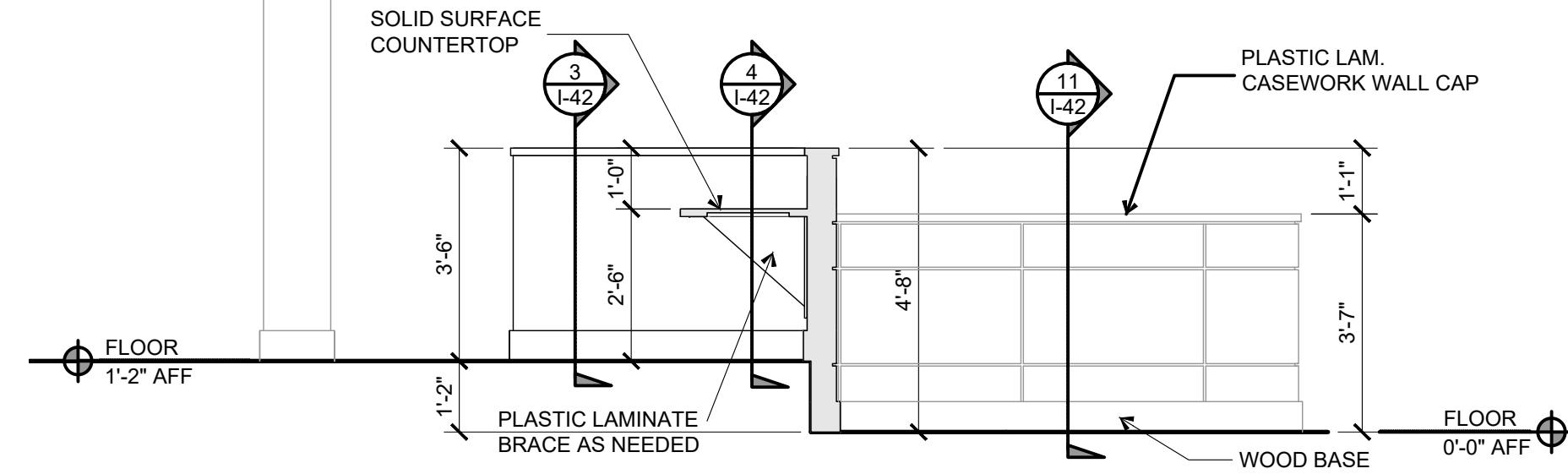
ELEVATION H
SCALE: 3/8" = 1'-0"



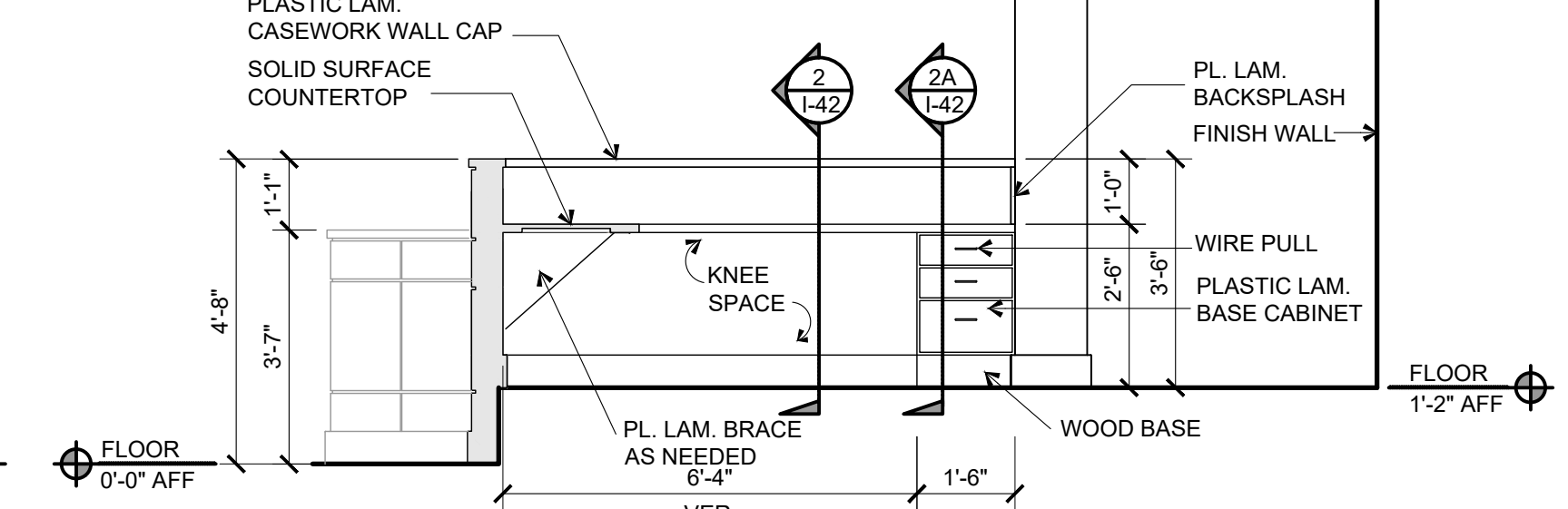
ELEVATION G
SCALE: 3/8" = 1'-0"



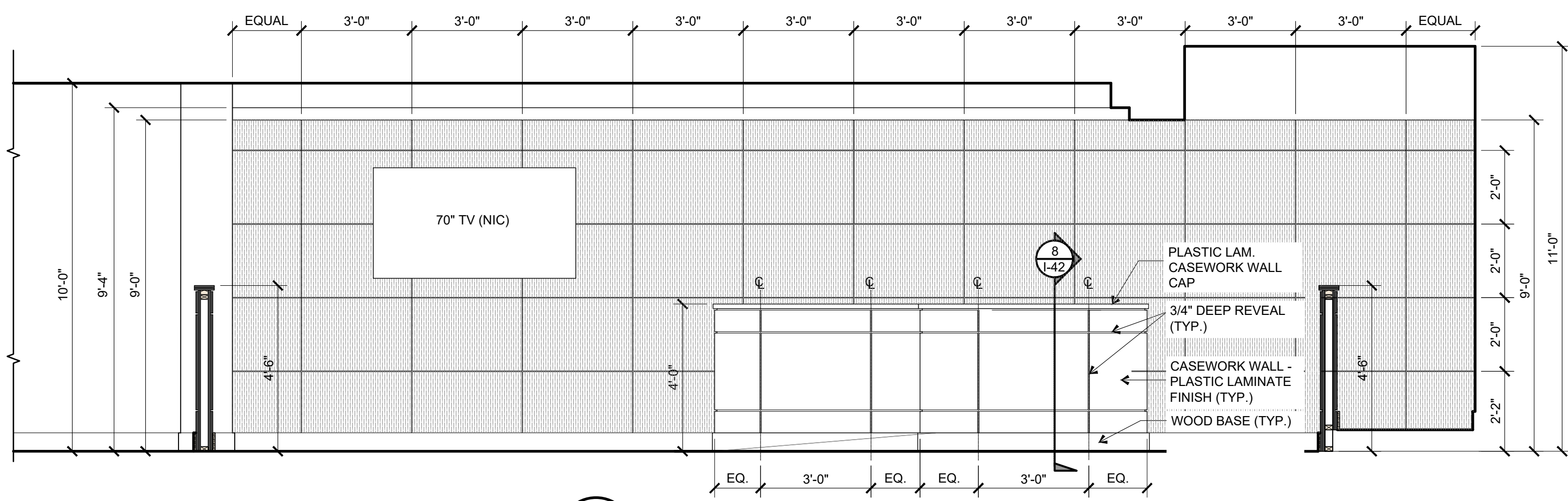
ELEVATION D
SCALE: 3/8" = 1'-0"



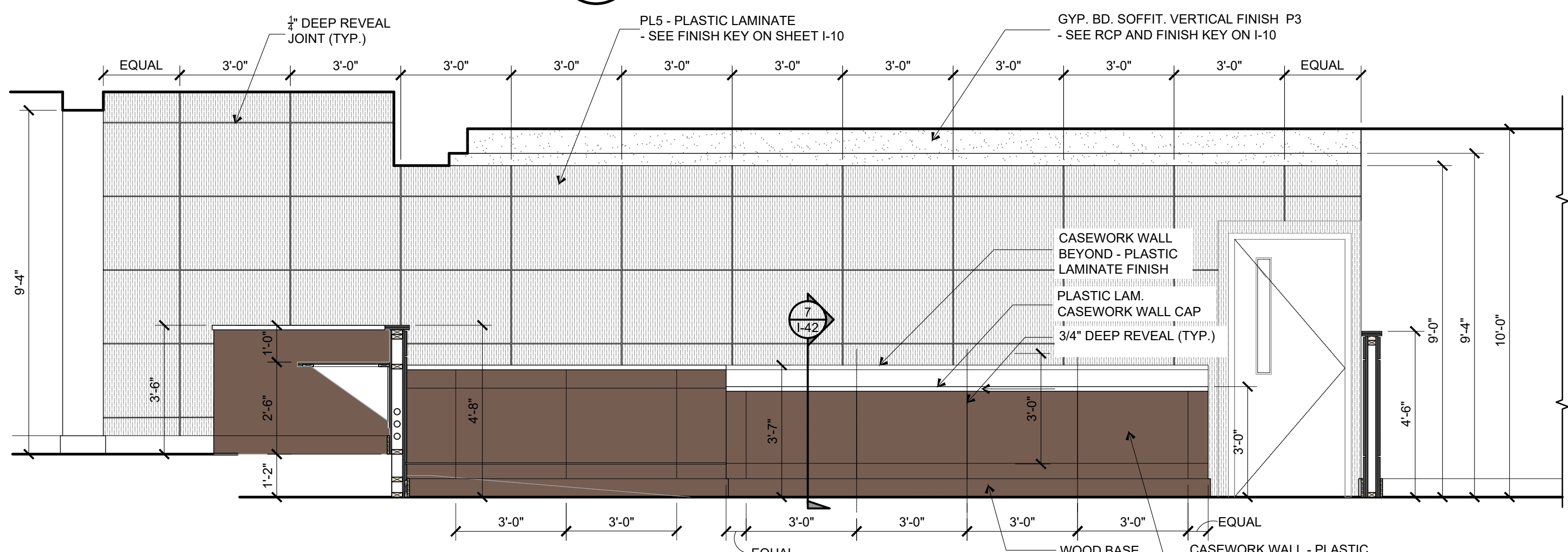
ELEVATION E
SCALE: 3/8" = 1'-0"



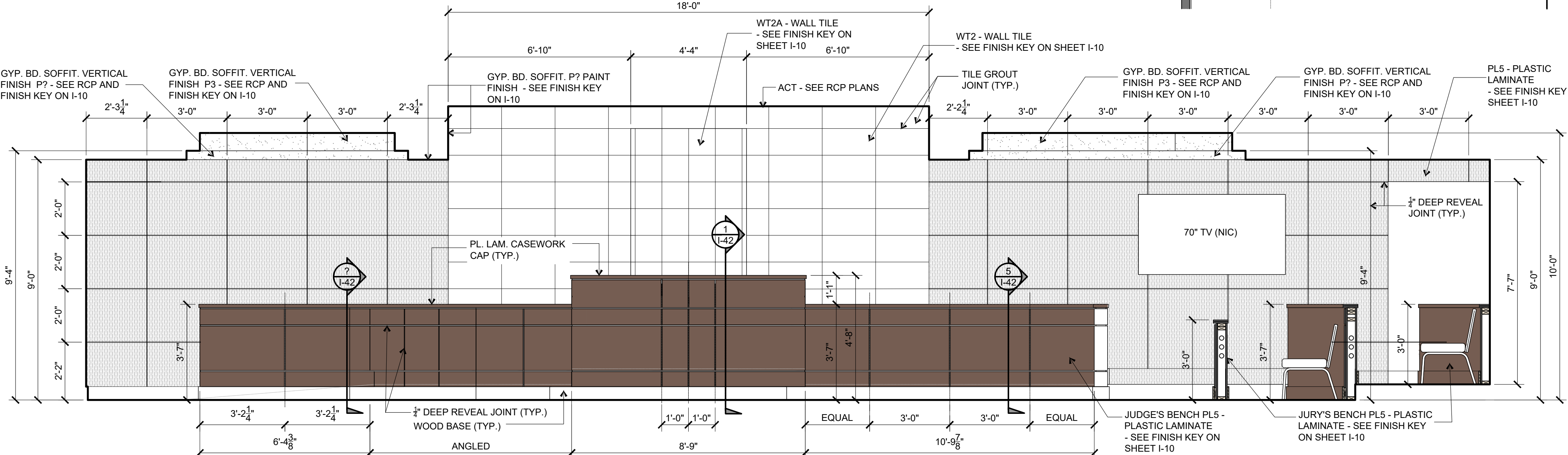
ELEVATION F
SCALE: 3/8" = 1'-0"



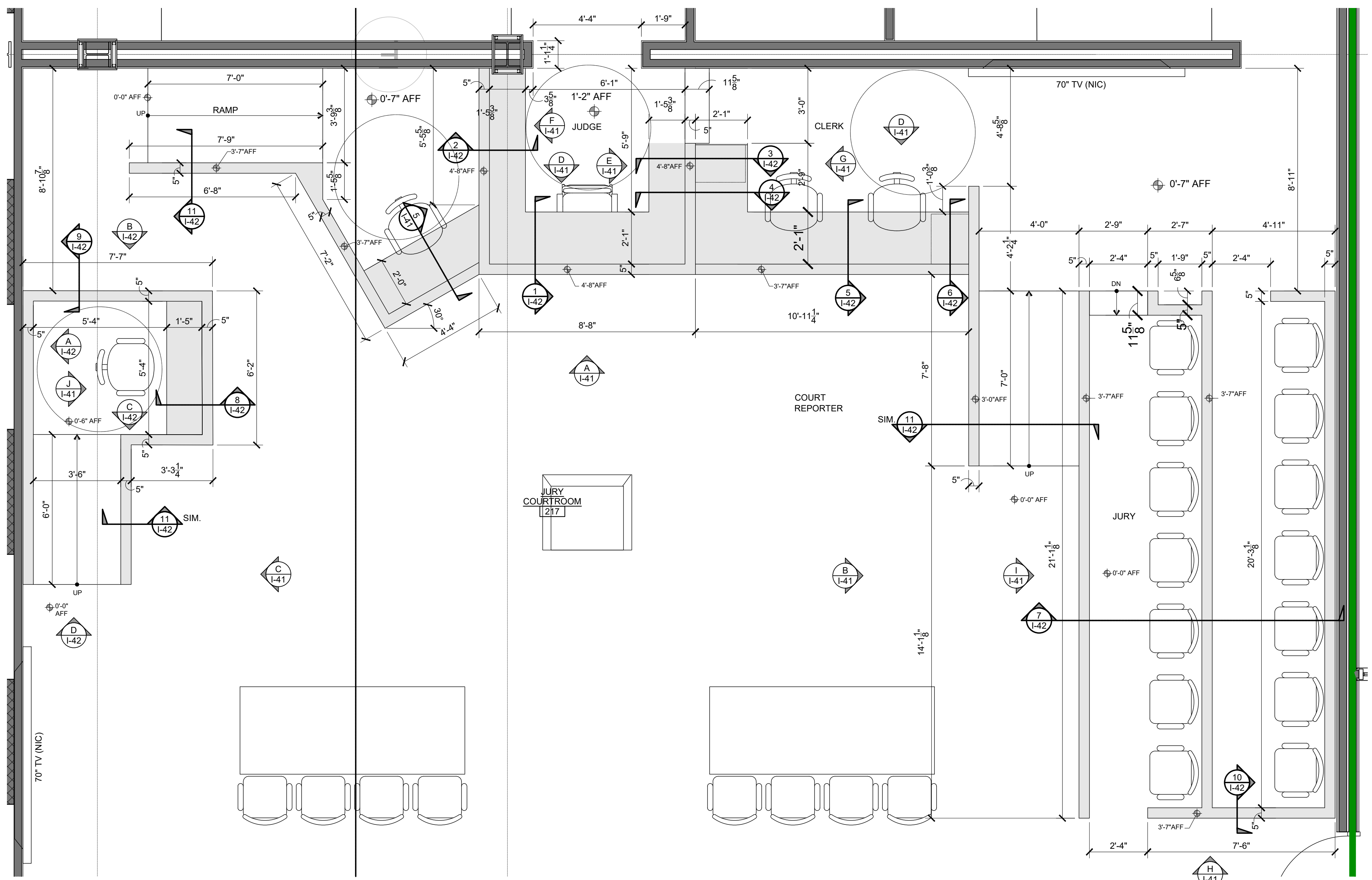
ELEVATION C
SCALE: 3/8" = 1'-0"



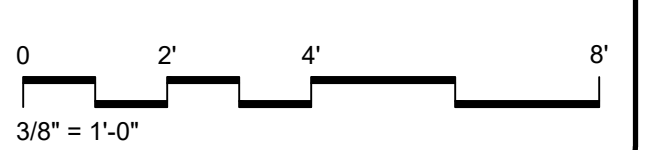
ELEVATION B
SCALE: 3/8" = 1'-0"



ELEVATION A
SCALE: 3/8" = 1'-0"



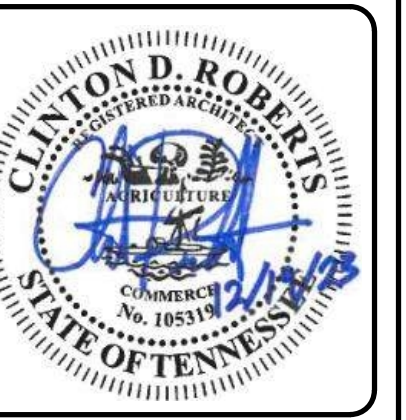
CASEWORK PLAN DETAIL
SCALE: 3/8" = 1'-0"



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no.	date	rev. description
1	00-00-20	REVISION DESCRIPTION TEXT



issued 12-19-23
checked CDR
drawn AMD/HK
project no. 201829

INTERIOR ELEVATIONS

I-41