

**RESOLUTION 25-215**

**A RESOLUTION TO APPROVE THE PURCHASE OF FURNITURE 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 Fire Station Furniture; 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 furniture from Fire Station Furniture in the amount of \$41,207.33

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of September 2025.**



\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney



**REQUEST:**            *Approval of Resolution 25-215*  
**SUBMITTED BY:**   **Graig Temple, Fire Chief**  
**DATE:**                **September 2, 2025**  
**RE:**                    **To award RFP Vendor for Fire Station 4 Furniture**

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**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 furniture items 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 budget for Fire Station 4; however, funding was not included in the FY26 budget line, so this correction will be made in Budget Amendment #1 under Capital Projects FF&E.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 25-215 to award the furniture purchase to the vendor Fire Station Furniture in the amount of \$41,210.33.

CITY OF SPRING HILL, TENNESSEE  
CONTRACT DOCUMENTS  
&  
SPECIFICATIONS  
FOR  
SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE



July 25, 2025

REQUEST FOR PROPOSALS  
For Spring Hill Fire Department – Fire Station 4 Furniture

City of Spring Hill, Tennessee

Sealed Bids will be received by the City of Spring Hill, Tennessee, for Spring Hill Fire Department at City Hall, 199 Town Center Parkway (**for hand delivery or courier service**), P.O. Box 789 (**for regular mail service**) Spring Hill, Tennessee 37174, on or before August 21, 2025 at 2:00pm. The envelope containing the bid must be sealed and plainly marked "Bid for Spring Hill Fire Department Fire Station 4 Furniture"

Bids must be made on the Bid Form and in accordance with Instructions to Bidders furnished by the City of Spring Hill.

The defined terms appearing in the General Specifications apply to all Contract Documents.

The City reserves the right to reject any or all Bids, to waive irregularities and/or informalities in any Bids, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

INSTRUCTIONS TO BIDDERS  
SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE

**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 2:00 p.m. on August 21, 2025, and publicly opened and read aloud on the aforesaid date. The envelopes containing the Bids must be sealed and addressed to April Goad, City Recorder, 199 Town Center Parkway (**for hand delivery or courier service**), P.O. Box 789 (**for regular mail service**), Spring Hill, TN 37174 and plainly marked "Bid for Spring Hill Fire Department – Fire Station 4 Furniture".

**2. PREPARATION OF THE BID**

All Bids shall be made on the Bid Form attached hereto and shall give the amount 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 plainly marked "Bid for Spring Hill Fire Department Fire Station 4 Furniture". If forwarding 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 in accordance with the provisions hereof and may waive any informalities or reject any and all Bids.

Any Bid may be withdrawn prior to 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 explanation shall be in writing (email) addressed to April Goad, Recorder at [agoad@springhilltn.org](mailto: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.

Any and 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 of 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 in order 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.

In the event that the City shall require 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 is capable of commencing performance as required in the Bid Documents.
- (b) Such additional information as will satisfy the City that the Bidder is adequately prepared to fulfill the Contract.

The Bidder may satisfy any or all of 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 of its 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.

## **9. METHOD OF AWARD**

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. In particular, 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**

The City of Spring Hill will not discriminate in the purchase of all goods and services on the basis of 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 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.

## **11. COMPLIANCE WITH PUBLIC CHAPTER 775 – TCA, TITLE 12, CHAPTER 4, PART 1**

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

## **12. TENNESSEE PUBLIC RECORDS ACT**

Any and all documents submitted to the City of Spring Hill that are associated with this contract 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.

## SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE

### **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 VENDOR EXPERIENCE**

- Bidder must have experience providing furniture to Fire Station Projects
- Furniture is expected to be heavy duty and commercial grade
- A minimum list of three (3) references within the last 3 years of fire departments that furniture has been supplied. Include contact name of the department and phone number
- Preference will be made to bidders supplying products - Made in the U.S.A

### **3.00 MINIMUM SPECIFICATIONS**

- Furniture
  - Custom tables with department specified artwork
    - Table Sizes will be as follows:
      - (1) 48x72 Conference table, oval shape with gray top and artwork
      - (1) 48x96 Conference table, boat shape with gray top and artwork
      - (1) 36x120 Dining table, rectangle with wood finish, gloss resin and artwork
  - Dining Room Chairs:
    - (12) Steel Frame Chairs
    - Black steel with Natural Wooden Seat (no padding or upholstery)
    - Minimum 500lb weight capacity
  - Dining Room Barstools
    - (4) Steel Frame Barstools
    - Black Steel with Natural Wooden Seat (no padding or upholstery)
    - Swivel Seat
    - Counter Height (25")
    - Laser Engraved Artwork to Seat Back
  - Theater Recliners
    - (12) Theater Style Recliners with cup holders
    - Large size to accommodate staff up to 6'7"
    - Tested to minimum of 400 lbs
    - Black medical grade vinyl material
    - Custom logo embroidered in headrest
    - Dimensions shall not exceed
      - 41.25"W
      - 39"D
      - 44.5"H
  - Heavy Duty Recliner (Battalion)
    - (1) Recliner (no cup holders)
    - Large Size to accommodate staff up to 6'7"
    - Tested to minimum of 400 lbs
    - Black Medical grade vinyl material
    - Custom logo embroidered in headrest
    - Dimensions shall not exceed
      - 42.5" W
      - 42"D

- 45.5"H
- Bed Frames
  - (13) Twin XL Heavy-gauge steel
  - Tested to 600lbs
  - Bedbug resistant; Powder Coat finish
- Office Chairs - Conference
  - (8) Heavy Duty Executive style – high back rolling chairs
  - 500 lb weight capacity
  - Adjustable lumbar support
  - Padded armrests (flip up capability)
  - Black mesh back support and black fabric cushion
- Office Chairs – Offices
  - (6) Heavy Duty Executive style – high back rolling chairs
  - 400 lb weight capacity minimum
  - Custom embroidery to center headrest
  - Lumbar support
  - Black bonded leather material
- Artwork
  - Provide cost for artwork; using city supplied pictures, drawings, vectors, images etc.
- Shipping
  - Provide cost for shipping to:
    - Spring Hill Fire Administration, 440 Beechcroft Rd., Spring Hill, TN 37174

**4.00 BID COST FOR SPRING HILL FIRE DEPARTMENT FIRE STATION 4 FURNITURE.**

Directions: Enter total bid per item group in the far-right column. If unable to supply the item listed enter N/A in the line. Note: Substitutions to the specifications are NOT allowed. If your product does not meet the minimum specifications above you must not bid on those items.

<b>Table 48x72 (1)</b>	\$	<u>2099.99</u>
<b>Table 48x96 (1)</b>	\$	<u>2399.99</u>
<b>Table 36x120 (1)</b>	\$	<u>2999.99</u>
<b>Dining Room Chairs (12)</b>	\$	<u>1679.88</u>
<b>Dining Room Barstools (4)</b>	\$	<u>1439.96</u>
<b>Theater Recliner (12)</b>	\$	<u>11,999.88</u>
<b>Recliner (Battalion) (1)</b>	\$	<u>1049.99</u>
<b>Bed Frames (13)</b>	\$	<u>5199.87</u>
<b>Office Chairs – Conference (8)</b>	\$	<u>3839.92</u>
<b>Office Chairs – Offices (6)</b>	\$	<u>2759.94</u>
<b>Artwork Charges</b>	\$	<u>750.00</u>
<b>Shipping Charges</b>	\$	<u>7621.37</u>
<b>Notes / Bulk Discounts</b>	\$	<u>-2630.45</u>
_____		
_____		
_____		
<b>TOTAL BID</b>	\$	<u>41,210.33</u>

**[Signatures on next page]**

Respectfully submitted,

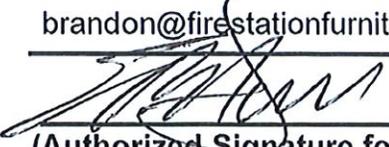
**Bidder:** Working Fire Furniture & Mattress Co, Inc. dba FireStationFurniture.com

**Address:** PO Box 1310

Mebane NC 27302

**Phone:** 855-956-3473

**Email:** brandon@firestationfurniture.com

**By:**   
(Authorized Signature for Bidder)

**Name:** E. Brandon Dunn

**Title:** President

**Date:** 08/04/2025



# Quote

WORKING FIRE FURNITURE & MATTRESS CO.,  
 INC.  
 PO Box 1310  
 Mebane NC 27302 US  
 sales@firestationfurniture.com  
 +18559563473

<b>DATE</b>	<b>EXPIRATION</b>	<b>QUOTE #</b>
5/16/2025	8/15/2025	14426
		<b>PO #</b>

**BILL TO**  
 Graig Temple  
 Spring Hill Fire  
 440 Beechcroft Rd  
 Spring Hill TN 37174

**SHIP TO**  
 Graig Temple  
 Spring Hill Fire  
 440 Beechcroft Rd  
 Spring Hill TN 37174

ITEM LIST	QTY	EACH	AMOUNT
<b>DB-HBSLA-EMB</b> Duty-Built® Custom Embroidered High-Back Swivel Office Chair w/Loop Arms	6.00	459.99	2,759.94
<b>DB-MEEOC</b> Duty-Built™ 500 lb. Rated Mesh Executive Ergonomic Office Chair	8.00	479.99	3,839.92
<b>DB-VSDC-W</b> Duty-Built® Vertical Slat Dining Chair - Wood Seat Blk/Nat	12.00	139.99	1,679.88
<b>DB-HCBS-WW</b> Duty-Built® CUSTOM Logo Wood-Back Swivel Counter-Height (25") Stool/Wood Seat	4.00	359.99	1,439.96
<b>TD-Cus-L</b> Laminate-Top Custom Logo Table 48x72 Oval Grey top	1.00	2,099.99	2,099.99
<b>TD-Cus-L</b> Laminate-Top Custom Logo Table 48x96 Boat Grey top	1.00	2,399.99	2,399.99
<b>TD-Cus-W</b> Solid-wood Custom Logo Table 36x120 Gloss Gold leaf	1.00	2,999.99	2,999.99
<b>TD-Cra</b> Crate fee for shipping custom table	1.00	500.00	500.00
<b>FSF-Art-TAB</b> Art setup fee for custom logo table	3.00	250.00	750.00
<b>N-SHB</b> Duty-Built® Steel Half Bunk Bed	13.00	399.99	5,199.87
<b>DB-PTRN-B-EMB</b> Duty-Built® Custom Embroidered PRO Plus Theater-Style Recliner - Blk	12.00	999.99	11,999.88
<b>UFFN-R-B-EMB</b> Duty-Built® Custom Embroidered Ultimate Firefighter Recliner - Rocking/Black	1.00	1,049.99	1,049.99

## Terms & Conditions

Quote is valid for 60 days from quote date. Beyond 60 days, quote must be updated before placing order.

The shipping quote for some products is valid for less than 60 days, and an updated quote may be needed before we can process your order. This may change the total amount of your Estimate.

Our supplier agreement prohibits us from selling or delivering product to residential customers.

**Order acknowledgement:** Any changes to this order must be received and acknowledged no more than 3 business days after receipt of the order approval.

Order may be subject to a price increase after receipt of signed quote, order contract or receipt of signed purchase order.

**Cancellation:** If you wish to cancel an order, please notify us as quickly as possible. Generally, we are NOT able to cancel an order once it is placed. Once an order has been processed for shipping, it cannot be canceled. If we can cancel the order on eligible items before they ship, you will not be charged a restocking fee. If the order has shipped, you will be responsible for a 35% restocking fee and all applicable shipping costs (out and return). If a shipment is refused, you will be responsible for a 35% restocking fee and all applicable shipping costs.

**Deliveries:** Customers must be prepared for deliveries. Customer is responsible for offloading the furniture upon delivery. Drivers may assist with moving the boxes to the back of the trailer but will not offload or transport the boxes into the facility. Lift gates are not available with the carriers that we use for delivery. If you are not willing or able to unload the furniture, you can request a quote for "white glove" delivery. This cost will be the responsibility of the customer. It is your responsibility to let us know if any potential issues with accessing your delivery location - remote island, gated access, low bridges, restricted access, etc. If you fail to notify us of any potential accessibility issues, you will be responsible for any added costs incurred during the delivery.

**Postponed Delivery/Installation:** Some orders may be postponed/held without penalty. For those that can't be, any order postponed 30 days or longer from the original estimated ship date, without 60 days prior notice may be subject to storage charges of \$300 per trailer/container per month and a one-time handling charge of \$360 per trailer/container. Any order postponed with less than 14 days' notice will be subject to additional shipping, handling, and storage charges of up to \$1,000 per trailer/container per week. Payment will be due per the original terms. We will make every effort to reschedule postponed deliveries on customer's requested date. Due to other delivery commitments, we cannot guarantee delivery on the date you requested.

**Payment terms:** Terms are Net 30 days from invoice date when approved. Some customers may be required to pay a deposit before ordering. Payment may be made by check, ACH or credit card. When paying with credit card a 3% processing fee will be added to the total.

**Collection costs:** Customer agrees to pay all costs of collection, including reasonable attorney fees, collection fees and court costs in the event customer fails to pay any charges when due.

**Warranty:** Warranty varies from item to item, please check the individual item for specifics on that product's warranty.

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# Quote

WORKING FIRE FURNITURE & MATTRESS CO.,  
 INC.  
 PO Box 1310  
 Mebane NC 27302 US  
 sales@firestationfurniture.com  
 +18559563473

<b>DATE</b>	<b>EXPIRATION</b>	<b>QUOTE #</b>
5/16/2025	8/15/2025	14426
		<b>PO #</b>

**BILL TO**  
 Graig Temple  
 Spring Hill Fire  
 440 Beechcroft Rd  
 Spring Hill TN 37174

**SHIP TO**  
 Graig Temple  
 Spring Hill Fire  
 440 Beechcroft Rd  
 Spring Hill TN 37174

ITEM LIST	QTY	EACH	AMOUNT
<b>Discount</b>			
Bulk Discount	1.00	-2,630.45	-2,630.45

<b>SUBTOTAL</b>	34,088.96
<b>SHIPPING</b>	7,121.37

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<b>TOTAL USD</b>	<b>41,210.33</b>
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\* Office chairs are estimated to ship in 6-8 weeks from artwork approval.

\* Built Firehouse Strong® furniture in non-standard finishes ships in an estimated 8-10 weeks.

\* Custom wood tables ship in an estimated 10-12 weeks.

\* Delivery to a business address is made by common carrier and does not include lift gate due to the table size. Customer will be responsible for unloading. Large protective crate is included in shipping cost.

\* NOTE - shipping times are estimates only and may vary based on the current supply chain and production capabilities. Actual delivery times are determined by the carrier and can vary based on the geographic location of the delivery.