

REQUEST FOR BIDS PACKET
GRANT INTEGRATED SERVICES 24 PANEL CUBICLE INSTALLATION AND SET UP
May 7, 2015

Grant County, Washington, by and through Grant Integrated Services and the Board of County Commissioners, is seeking to purchase 24 cubicle stations, with installation, equivalent to Compatico brand panels (specifications are set below).

1. Request for Bid (RFB) Submittal Requirements

Submittals must:

- a. Include a Cover Letter that includes the company/agency name and mailing address, as well as the name, phone number, and email address of the individual who will be serving as the contact for the bid;
- b. Be comprised of one(1) original and one (1) copy in a sealed envelope clearly marked with the project title "GRANT INTEGRATED SERVICES 24 CUBICLE INSTALLATION AND SET UP";
- c. Be received by the County via mail, recognized carrier, or hand delivery on or before 4:00 p.m. on Friday, May 22, 2015 to:

Bernadine Warren, Chief Operations Officer
Grant Integrated Services
840 E. Plum Street
Moses Lake, WA 98837

- d. Meet all requirements/minimum specifications and additional terms, conditions, etc. as set forth in this document.
- e. Be typed/computer generated, or written in such a manner as to be clearly legible; any bid that contains illegible information and/or dollar amounts subject to interpretation will render the entire bid to be designated "non-responsive" as it will not allow the County to confidently compare bid prices; and
- f. Show numerical dollar amounts with decimal and commas as appropriate. Any required pricing breakdown that indicates "no bid" or is left blank will render the entire bid to be designated as "non-responsive" as it will not allow the County to confidently compare bid prices.

Submittals must not:

- a. Be late; or
- b. Be submitted via email or facsimile.

Mathematical calculations/totals on all bids will be checked by Grant County, and the County has the authority to correct any mathematical errors it identifies. For this reason, bids that appear to be higher or lower than others immediately upon bid opening may not be accurate. Grant County will not post the bid results until after the mathematical verification and totals check has been completed on each bid. Should any mathematical errors in submittals be identified, the County will notify the affected responders and the bid posting will reflect any necessary changes to the bid total(s).

In the event of a low bid tie between bidders after verification of mathematical calculations/totals, a random method – such as a coin toss – to determine the low bidder will be utilized.

2. RFB Submittal Opening

RFB submittals will be opened on Friday, May 22, 2015 at 4:05 p.m. in the Grant Integrated Services' main office located at 840 E. Plum Street, Moses Lake, WA, 98837.

Please note that costs of preparation and/or delivery of the submittal will be borne by the submitting company/agency.

3. Walk-Thru

A voluntary (not mandatory) walk-thru is scheduled for Friday, May 15, 2015 at 9:00 a.m. at Grant Integrated Services, 840 E. Plum Street, Moses Lake, Washington, to view the installation area, make note of existing electrical set up, take measurements, etc.

Should you have any questions regarding the RFB submittal process, please contact me at (509) 765-9239 or via e-mail at bwarren@grantcountywa.gov.

Sincerely,

Grant Integrated Services
Bernadine Warren
Chief Operations Officer

APPENDIX A
Notice to Vendors

Sealed bids plainly marked "Grant Integrated Services 24 Cubicle Installation and Set Up" will be received by Grant County at the Grant Integrated Services main office at 840 E. Plum Street, Moses Lake, WA 98837 until 4:00 p.m. on May 22, 2015 for furnishing, delivering and installation of 24 cubicles, cabinets and overhead bins.

Submittal requirements for the Request for Bids, which includes the Grant Integrated Services' requirements for the cubicle set up, may be obtained at:

(1) The office of Grant Integrated Services located at 840 E. Plum Street, Moses Lake, Washington; or

(2) From the Grant County website at www.grantcountyweb.com; scroll to the bottom portion of the left sidebar entitled "Grant County Quick Links". Select the link entitled "Request for Bid"; this will bring you to a listing of current/recent Grant County RFBs listed by project title. Click on the .pdf you are interested in under *Grant Integrated Services 24 Cubicle Installation and Set Up*.

NOTE:

It is the responsibility of RFB respondents/vendors to access the County's RFB website for any and all updates, addendums, corrections, or any other changes and/or other communications regarding this RFB/RFB Packet prior to the RFB deadline.

GENERAL CONDITIONS

1. The attached specifications are for the purpose of providing details regarding the type of product desired by Grant County. Equal or similar products from reputable manufacturers and suppliers are permitted. Grant County shall be the final determiner of product equivalence.

2. The Bidder has 15 days from the date of award to sign and return the contracts. Failure to sign and return the contracts may result in the loss of the contract to the Bidder. No performance bond is required for this bid proposal.

3. Grant County shall pay State sales and use taxes on all products purchased. The Bidder shall not include taxes in the bid price and shall show state sales taxes as a separate item.

4. Grant County is a political subdivision of the State of Washington and is exempt from paying all Federal excise taxes. The Bidder shall furnish Federal excise tax exemption certification when applicable. All other taxes and costs of business shall be borne by the Bidder and included in the base price.

5. All products shall conform to applicable Federal and State safety and health laws, rules and regulations.

BID EVALUATIONS

1. Bid evaluations shall include, but not be limited by, the following criteria:
 - a. Price
 - b. Quality of product
 - c. Conformance to specifications
 - d. Prompt service and parts availability
 - e. Bidder's previous contract experience
 - f. Public's best interest

SUBMISSIONS

1. Bidders are advised to submit the following with each bid item:
 - a. Descriptive literature.
 - b. Complete operating dimensions and sketches of the proposed units.
 - c. Desirable options and costs

2. The Bidder may submit any other information that may assist Grant County in evaluating the bid.

WARRANTY

The Bidder must state the warranty period on all items bid. Grant County may require a minimum warranty period. Within the warranty period the successful Bidder shall replace all parts and perform all repairs which are required or made necessary due to defective design, materials, workmanship, or non-conformance with the specifications.

LATE DELIVERY

No penalty for late delivery will be assessed against the Bidder. However, the Bidder is advised that the failure to deliver the equipment before the promised date will be a consideration used at succeeding bid proposal evaluations.

Non-Collusion Declaration

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association, or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

The Bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

Receipt is hereby acknowledged of pages 1 – 10.

In compliance with Chapter 39.34.030(5)b RCW a public notice for this solicitation for bids has been posted on Grant County’s website: at www.grantcountyweb.com; scroll to the bottom portion of the left sidebar entitled “Grant County Quick Links”. Select the link entitled “Request for Bid”; this will bring you to a listing of current/recent Grant County RFBs listed by project title. Click on the .pdf you are interested in under *Grant Integrated Services Cubicle Set Up*.

The Bidder will allow Grant County to purchase additional contract items at the original bid prices offered:

Yes____ No____

The Bidder will allow other public agencies to purchase additional contract items at the original prices offered (*RCW 39.34*):

Yes____ No____

The Bidder will allow modifications on contract items for additional purchase requests (*subject to wholesale price adjustments agreeable to each public agency*):

Yes____ No____

The Bidder agrees to provide extended purchase options thru June 30, 2015:

Yes____ *No____

*If “No” is checked please show acceptable extended purchase period:

The Bidder understands Grant County accepts no responsibility for the payment of any additional purchase requests made by other public agencies:

Yes____ No____

The Bidder understands Grant County is not required to purchase additional contract items:

Yes____ No____

Signature of Authorized Official(s)

PROPOSAL MUST BE SIGNED → _____

Please Print Name of Authorized Official

Firm Name _____

Address _____

City, St, Zip _____

Voice (____) _____ Fax (____) _____

Email _____

State of Washington License No. _____

Federal ID No. _____

Note:

(1) This proposal form is not transferable and any alteration entered hereon without prior permission from Grant County will be cause for considering the proposal irregular and subsequent rejection of the bid.

(2) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following proposal in your communication:
Grant Integrated Services 24 Cubicle Installation and Set Up.

PROPOSAL BID ITEMS

Furnish, deliver, and install:

24 Cubicle Set Up

Compatico or equivalent brand panels

TAAC Panels (Acoustic panels and tackable surface) in one panel in each station

Panels will include a wire management system and will include power within panels

“L” desk setups with 66 x 30 desks and 42 x 24 returns

Two (2) two-drawer under mounted locking file cabinets

Locking overhead storage per station

All locks matching per station

Fully adjustable keyboard trays

Neutral color options

Option to include additional overhead hutch 36 inches wide

Option to include tear down and disposal of existing cubicles

Please list specifications, price per unit, and total cost. Include freight or delivery charges and estimated sales tax as a separate line.

Grant Integrated Services is responsible for any electrical set up or modification to the building's electrical system to bring power to the panels. Bidder will include an outline of necessary electrical set up or modification needed in the submission (i.e. power at wall, panel system will not require additional modification; power at wall, panel system will require wiring run through ceiling and brought down to each set of four cubicles; power in the floor, panel system will require relocation of power outlets; etc.).

Bids should be outlined as follows:

Item, quantity, cost per item, total cost per item.

Subtotal, shipping or delivery fees, sales tax, grand total.

CONTRACT
(INFORMATIONAL COPY ONLY)

THIS AGREEMENT, made and entered into this _____ day of _____, 2015, between the Board of County Commissioners of Grant County, State of Washington, acting under and by virtue of Chapter 36.77 of the Revised Code of Washington, as amended, hereinafter called the County, and _____, for itself, its heirs, executors, administrators, successors and assigns, hereinafter called the Contractor.

WITNESSETH:

That in consideration of the payments, covenants, and agreements, hereinafter mentioned, and attached and made a part of this agreement, to be made and performed by the parties hereto, and the parties hereto covenant and agree as follows:

DESCRIPTION OF WORK:

1. The Contractor shall do all work and furnish all tools, materials, labor and equipment necessary to improve and complete **Grant Integrated Services 24 Cubicle Installation and Set Up**, located in Grant County, Washington, as proposed in a bid opened **4:05 PM, Friday, May 22, 2015** in accordance with and as described in the herein attached plans and standard specifications, and in full compliance with the terms, conditions, and stipulations herein set forth and attached, now referred to any by such reference incorporated herein and made part hereof as fully for all purposes as if here set forth at length, and shall perform any alterations in or additions to the work covered by this contract and every part thereof and any force account work may be ordered as provided in this contract and every part thereof.
2. The Contractor shall provide and be at the expense of all materials, labor, carriage, tools, implements and conveniences and things of every description that may be requisite for the transfer of materials and for constructing and completing the work provided for in this contract and every part thereof.
3. The County hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this contract and every part thereof. The County further agrees to employ the Contractor to perform any alterations in or additions to the work covered by this contract and every part thereof and any force account work that may be ordered and pay for same under the terms of this contract and the attached plans and specifications.

4. The Contractor for himself, and for his heirs, executors, administrators and assigns, and successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

5. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

IN WITNESS WHEREOF, the said Contractor has executed this instrument, and the said Board of County Commissioners of aforesaid County has caused this instrument to be executed by and in the name of said Board by its Members, duly attested by its Clerk, the day and year first above written, and the seal of said Board to be hereunto affixed on the date in this instrument first above written.

_____, 2015

Signature

Print Name

Firm Name

Address

City State Zip

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

_____ day of _____, 2014

Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS
OF GRANT COUNTY, WASHINGTON**

Chairman

Commissioner

Commissioner