

**City of Kirkland
123 5th Avenue
Kirkland, Washington 98033**

REQUEST FOR PROPOSALS (RFP)

**Furniture for City Hall Renovation
JOB NO. 15-16-FAC**

Release Date February 19, 2016

Proposals shall be accepted until 3:00 PM PST, March 4, 2016 at:

**City of Kirkland
Attn: Purchasing – Job # 15-16-FAC
123 5th Avenue
Kirkland, WA 98033**

**City of Kirkland
Request for Proposals
Furniture for City Hall Renovation**

Background Information

The City of Kirkland, Washington is located in the Seattle metropolitan area, on the eastern shore of Lake Washington and approximately 10 miles east of downtown Seattle. It has a population of 83,460, and is the thirteenth largest city in the State of Washington and the sixth largest city in King County, Washington. (King County includes the City of Seattle and has a population of 1.8 million.)

Since its incorporation in 1905, Kirkland has grown in geographic size and now occupies 18 square miles. The city's 2015-2016 final budget is 584 million. The city employs over 540 regular employees. The City of Kirkland is seeking the professional assistance of qualified firms to provide specified furniture to be placed in the renovated City Hall.

Purpose and Objective

The City of Kirkland requests the furnishings from a qualified firm to provide miscellaneous furnishings as outlined in the RFP, Attachment A and Attachment B. All furnishings will be purchased, received, and stored by the vendor and transported to the Kirkland City Hall for installation according to the phasing schedule outlined in attachment C. Upon completion of the project, all records, warranty information and all pertinent information shall be released to the City of Kirkland. The budget for this project is \$245,000 including all known alternates and Washington State Sales Tax.

Scope of Services

Specifically, the City requests a qualified vendor to provide the furnishings and storage, transportation and installation services for the City Hall Renovation Project as outlined in the RFP, Attachment A and Attachment B and installed within the proposed phased schedule outlined in Attachment C.

Proposed Timeline

Timeline dates are tentative and may be changed to meet the City's needs.

Feb. 19, 2016	Issue RFP for Furniture for City Hall Renovation
Feb. 24, 2016	Final day for submitting written questions for the RFP.
Feb. 26, 2016	City provides answers to all questions submitted by Feb. 24.
Mar. 4, 2016	Proposals due by 3:00 pm PST.
Mar. 9, 2016	Complete evaluation of the proposals and vendor reference checks.
Mar. 10, 2016	Vendor and City commence contract execution.

Questions

All questions are to be addressed to the project manager (see below). All questions must be submitted in writing prior to 5:00 pm PST, February 26. All questions and answers will be provided directly to those who have expressed an interest in submitting a proposal for this project. Questions and Answers will also be posted to the City's "Request for Proposals" webpage at www.kirklandwa.gov. Locate by clicking on "Business at the top of the webpage and then

"Request for Proposals" under "Doing Business with the City." Contact the Project Manager if you'd like to schedule a site visit.

Project Manager

Project Manager is: Chris Dodd, Facilities Services Manager
City of Kirkland – City Manager's Office
123 Fifth Avenue
Kirkland, WA 98033
E-mail: cdodd@kirklandwa.gov

Proposal Submittal Instructions

Proposals must be received by no later than **3:00 pm PST on March 4, 2016.**

We encourage that proposals be submitted by email. Emailed proposals should include "Proposal-Job #15-16-FAC" in the subject line and be addressed to: purchasing@kirklandwa.gov. (Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB).

As an alternate to email, proposals can be mailed or delivered to:

City of Kirkland
Attn: Barry Scott – Job #15-16-FAC
123 5th Avenue
Kirkland, WA 9803

If submitting a paper proposal, the original plus four (4) copies of all proposals in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope: Furniture for City Hall RFP. The vendor's name and address must be clearly indicated on the envelope.

Proposal Requirements

The sections and appropriate information described below must be included with any proposal.

SECTION A: Company/Product Information

This section will provide information about the vendor/company. Hereinafter vendor and company will have the same meaning.

SECTION B: Scope

A brief description of the firm's proposed approach to this project, including equipment and methods used and a project timeline/schedule including the construction phasing. The vendor should also be able to describe efforts taken to protecting these furnishings and for establishing accountability for the care and integrity of the furnishings. The vendor should also acknowledge have read and understand what is stated in the RFP, Attachment A, Attachment B and Attachment C.

SECTION C: Costs

In this section, the vendor is to detail all of the costs associated with the services requested in this RFP, Alternate 1, Alternate 2 and Alternate 3.

SECTION D: References

References are to be organizations that wherever possible include organizations that have utilized a similar scope of services within the past year.

SECTION E: Interviews

If necessary, the City may conduct interviews as part of the final selection process. Interviews will be scored separately.

Evaluation Criteria

Proposals will be evaluated according to the following criteria, listed in order of importance:

1. Experience and technical competence of the vendor and its personnel, considering the type of services required. Recent experience and expertise with similar projects.
2. Proposed cost to supply and install furnishings.
3. Capacity to perform the work within a reasonable timeframe, considering the firm’s current and planned workload.
4. Past record of performance on contracts with Kirkland, other government agencies or public bodies, and with private industry, including such factors as control of costs, quality of work, ability to adhere to schedules, cooperation, responsiveness, and other management and attitudinal considerations.

Component	Score
Responsiveness to RFP instructions	5 points
Experience and Competence	40 points
Proposed Cost	25 points
Ability to meet the schedule	10 points
References (Minimum of 3)	15 points
Unique Features	5 points
Total	100 points

Contract Requirements

The successful Vendor will be required to enter into a contract with the City substantially similar to that which is part of this RFP as Attachment A.



GENERAL SERVICES CONTRACT

This Agreement is made between the City of Kirkland, Washington (hereinafter the "City") and _____ (hereinafter the "Contractor").

I. SERVICES PROVIDED

The Contractor agrees to provide all necessary labor to perform the following services for the City:

II. CONDITIONS/ARRANGEMENTS

- A. Contractor will supply all materials, equipment, and skills necessary to provide the services identified above; except that the City shall provide:
- B. The Contractor is responsible for the payment of or procurement of all licenses, fees, taxes, bonds, insurance, and the like, which are or may be required of a self-employed entity performing a similar service.
- C. The services identified under this Contract, and all duties incidental or necessary thereto, shall be conducted and performed diligently and competently and in accordance with professional standards of conduct and performance.

III. DURATION

Contractor agrees to perform the services under this Agreement for a period of ____ years, commencing upon acceptance of this Agreement, and with the anticipated start date of _____. The City reserves the right to, at City's option, extend the agreement for up to _____ additional years.

IV. PAYMENT

- A. The City of Kirkland shall pay Contractor for completed services rendered under this Agreement, the maximum amount of \$_____. The compensation set forth in this paragraph shall constitute the sole compensation of the Contractor for the services under this Agreement.
- B. Contractor shall submit an invoice to the Department for services rendered. The invoice must show invoice number, detailed description of work performed, total amount due, and a signature, address, and telephone number of the Contractor. Payment will be made in the normal course of business following receipt of invoice. (Net 45 days.)

V. INDEPENDENT CONTRACTOR

Contractor is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Contractor agrees that Contractor is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on Contractor as a result of Contractor's status as an independent contractor. The Contractor is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance

or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Contractor, or any employee of Contractor.

VI. ASSIGNMENT

The Contractor shall not assign, transfer, convey, pledge, or otherwise dispose of this contract or any part of this Contract without written prior consent to the City.

VII. NONDISCRIMINATION

Contractor shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

VIII. TERMINATION OF CONTRACT

The City or the Contractor may terminate this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports or other material prepared by the Contractor pursuant to this Agreement shall be provided to the City. In the event of termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory services rendered prior to the effective date of termination.

IX. HOLD HARMLESS AND INDEMNIFICATION

Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

X. LIABILITY INSURANCE COVERAGE

Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

A. Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

F. Occurrence Basis

Any policy of required insurance shall be written on an occurrence basis.

XI. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

XII. NOTICES/FORMAL COMMUNICATIONS

Written notices, requests, or grievances to the City shall be made to: _____, Attention: _____
Kirkland City Hall, 123 Fifth Avenue, Kirkland, Washington 98033.

XIII. GENERAL ADMINISTRATION AND MANAGEMENT

The _____ for the City shall review and approve the Contractor's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Contractor, and shall coordinate all communications with the Contractor from the City.

XIV. ENTIRE AGREEMENT/MODIFICATION

This Agreement, together with all attachments or addenda, represents the entire and completely integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreement, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties hereto.

Agreed to and executed this _____ day of _____, 20_____.

CONTRACTOR

CITY OF KIRKLAND

(signature)

By: _____
Its: _____

Print Name _____

Date: _____

Address _____

City, Zip _____

Phone(s) _____

SS#/Tax ID# of Payee:

KIRKLAND CITY HALL RENOVATION

Public Furniture Package Renovation Construction

February 10, 2016

FURNITURE SPECIFICATIONS:

CH-1 Executive Task Chair with Arms

Description: Insight, high back, fully upholstered, task mechanism (synchro-tilt), polished aluminum, fixed conference arm with black plastic cap, polished aluminum base, Lariat faux leather seat and back

Manufacture: Stylex

Model Name: Insight

Model Number: IN28-27-65-B23

Finish:

Frame – Polished Aluminum

Arms- black

Upholstery: GRADE C

Manufacture: Maharam

Name: Lariat

Color: 024

Contact: All Stylex and Baltix Products - Lara Bergstrom Bennett & Assoc. Lara Bergstrom, email: lara@bennettassocs.com

Location and Quantity: **QTY (12)** City Council

CH-2 Conference Chair with Arms

Description: Insight, mid back, upholstered seat, Zinc color mesh back, conference mechanism (mid-pivot tilt), black urethane fixed conference arm, black base, Lariat faux leather seat

Manufacture: Stylex

Model Name: Insight

Model Number: IN16-16-51-32

Finish:

Frame – black

Mesh – Zinc

Upholstery: GRD C

Manufacture: Maharam

Name: Lariat

Color: 024

Contact: Contact: Lara Bergstrom Bennett & Associates Lara Bergstrom, email: lara@bennettassocs.com

Location and Quantity:

QTY (20) Council Chambers

QTY (60) Peter Kirk: **ALTERNATE 3**, (the entire quantity or partial quantity may be ordered at a later phase within the construction schedule pending budget review by KCH. Price the ALTERNATE)

CH-3 Stacking chair

Description: Zephyr, armless, black mesh seat and back, chrome frame

Manufacture: Stylex

Model Name: Zephyr

Model Number: Z50-101-CH

Finish:

Frame – polished chrome

Mesh seat and back – black

Note: Provide tandem ganging device for each chair.

Contact for Stylex and Baltix: Lara Bergstrom Bennett & Associates Lara Bergstrom, email:

lara@bennettassocs.com

Location and Quantity: Council Chambers QTY (90)

CH-3A Stacking and tandem ganging chair with arms

Description: Zephyr, with arms, mesh seat and back

Manufacture: Stylex

Model Name: Zephyr

Model Number: Z60-101-CH

Dimensions:

Finish:

Frame – Polished chrome

Mesh seat and back: black

Note: Provide tandem ganging device for all chairs

Location and Quantity: Council Chambers QTY (10)

CD: Chair Dolly

Description: Chair Dolly for CH-3 and CH-3A

Manufacture: Stylex

Model number: ZTD

Stacking Capacity: 18 Zephyr chairs

Location and Quantity: Council Chambers QTY (5)

CH-4 Lounge Chair

Description: Fully upholstered Lounge Chair with arms and metal base

Manufacture: Bernhardt

Model Name: b.1

Model Number: 4302-AS

Finish:

Frame – Nickel Plate

Upholstery:

Manufacture: Bernhardt

Name: Mighty

Color: 3814-200 Mist

Contact: Bernhardt contact- Kim Gunning kim@thegunninggroup.com

Location and Quantity: QTY (8) Lobby, QTY (5) Development Service Center

- CH-4** Lounge Chair **ALTERNATE 1** based on Lead time for end of April 2016 installation
Description: Fully upholstered Lounge Chair with arms and metal base
Manufacture: Keilhauer
Model Name: Grand Lounge
Model Number: 1311
Finish:
 Frame – PN00 Nickel Plate
 Upholstery:
 Manufacture: Keilhauer LDI Corporation
 Name: Enviroleather Sustain
 Color: Quarry Rock or Misty Gray (confirm color if adequate yardage)
Contact: Keilhauer rep - Esther Du Graff esther@dugraf.com

Location and Quantity: QTY (8) Lobby, QTY (5) Reception

- CH-5** Lounge Chair
Description: Upholstered Lounge Chair with 5-star swivel base with auto return to position
Manufacture: Kimball
Model Name: Bloom Chair
Model Number: K781XA
Finish:
 Frame – Brushed aluminum
 Upholstery: GRD B
 Manufacture: Maharam
 Name and Model #: Messenger
 Color: 458640-062 Ultramarine

Contact: Kimball contact - Theresa Comer Theresa Comer Theresa.Comer@kimball.com

Location and Quantity: QTY (2) Lobby, QTY (2) Customer Service, QTY (4) Lobby 102

- CH-6** Bar Height Stool
Description: Bar Height, (30" seat height), armless Stool with plastics shell 4-leg base
Manufacture: Source
Model Name: Jump Mini Stool
Model Number: 282-STL-B6
Finish -
 Frame – B-6 Chrome
 Shell – 2805 White
Note: these stools will be used at T-6, 42" high table

Contact: Source rep - Jolene Yelken at Resource 3 Northwest jolene@resource3nw.com

Location and Quantity: **QTY (8)** Development Services Center

CH-7 Chair

Description: Chair plastics shell and 5-star base with casters

Manufacture: Source

Model Name: Jump

Model Number: 280-H4C-2805-B6-C7B

Finish:

Frame – B-6 Chrome

Shell - 2805 White

Caster – C7B

Contact: Jolene @ Resource 3 Northwest Jolene Yelken jolene@resource3nw.com

Location and Quantity: **QTY (8)** Development Services Center

CH-8 Lounge Chair

Description: Fully upholstered Lounge Chair with arms and metal base

Manufacture: Keilhauer

Model Name: Cahoots Work Chair

Model Number: # 9011

Dimensions: 26.75" w x 25.5" d x 17.25" sh x 29.5" h

Finish:

Frame –

Upholstery: GRD B

Manufacture: Keilhauer

Name: Pinch

Color: P1431 Russian Sage

Contact: Esther Du Graf Esther Du Graf <esther@dugraf.com> (esther@dugraf.com)

:

Location and Quantity: **QTY (4)** Reception 235

T-1 Conference Table

Description: Flip Top Conference Table with C-legs, Power/data outlet (2) power and (2) data, plastic laminate with matching vinyl edge, (4) ganging devices, with Glides and factory installed hole to coordinate with Owner provided microphones.

Manufacture: Bernhardt Design

Model Name: Traction

Model #: S-YAC-F-F-9-660-TAA with VFF polished metal grommet

Size: 30" x 60" x 29"h

Finish:

Top –

Laminate: Formica 927-58 Folkstone (Graded into Bernhardt 660)

Edge: Match laminate edge

Base with glides – Polished Aluminum

NOTE: Verify cabling and power/data requirements with the owner/AV consultant prior to ordering. These tables will be hard wired and up to 5 tables to be daisy chained

Location and Quantity: **QTY (6)** (Council Chambers)

T-1A Conference Table

Description: Flip Top Conference Table with C-legs, Power/data outlet to accommodate (2) power and (2) data, plastic laminate with matching vinyl edge, (4) ganging devices, and metal modesty panel

Manufacture: Bernhardt Design

Model Name: Traction

Model #: S-YAC-F-F-9-660-TAB

Modesty Panel: Hinged Modesty Panel with Anodized Aluminum Finish

Size: 30" x 60" x 29"h

Finish:

Top –

Laminate: Formica 927-58 Folkstone (Graded into Bernhardt 660)

Edge: Match laminate

Base with Glides – Polished aluminum

NOTE: Verify cabling and power/data requirements with the owner/AV consultant prior to ordering. These tables will be hard wired and up to 5 tables to be daisy chained

Location and Quantity: **QTY (4)** Council Chambers

T-2 Conference Table

Description: Flip-top Conference Table with C-legs, Power/data outlet (2) power and (2) data, plastic laminate with matching vinyl edge, ganging device

Manufacture: Bernhardt Design

Model Name: Traction Table

Model #: S-YAC-F-F-9-660-TAB

Size: 30" x 60"

Finish:

Top –

Laminate: Formica 927-58 Folkstone (Graded into Bernhardt 660)

Edge: Matching edge band

Base – Polished aluminum

NOTE: Verify cabling and power/data requirements with the owner prior to ordering. These tables will be hard wired and up to 5 tables to be daisy chained

Location and Quantity: **QTY (13)** Peter Kirk Rm. 164

T-2 Conference Table **ALTERNATE 2**

Description: Wedge Flip-top Conference Table with C-legs, standard black locking casters, flush mount power/data outlet (2) power and (2) data, plastic laminate with matching vinyl edge, (4)

ganging device and cable access cut-outs and hinge door to allow routing cables through legs, wire manager. The flush mount access door should be in the center of the table in the

Manufacture: Baltix

Model Name: Flip-top Conference Color

Model #: ST-3060-F2-D135-E2-BW-CM-WM-TC

Size: 30" x 60"

Finish:

Top –

Laminate: Wilsonart D315-60 Platinum

Edge: Matching edge band

Base - Powder coat: color P10116 charcoal metallic

NOTE: Verify cabling and power/data requirements with the owner/AV consultant prior to ordering.

Contact: All Stylex and Baltix Products - Lara Bergstrom Bennett & Assoc. Lara Bergstrom, email: lara@bennettassoc.com

Location and Quantity: (same as above)

T-3 Coffee Table

Description: Round Coffee Table with Laminate top

Manufacture: Keilhauer

Model Name: Juxta

Model #: 47231-LB-PA00

Size: 30" diameter x 15"h

Finish:

Top – LB , laminate color: D431-60 white

Base - Polished Aluminum PA00

Location and Quantity: **QTY (1)** Lobby 102, **QTY (2)** Lobby 202, **QTY (1)** Reception Rm 235

T-4 End Table

Description: Square End Table

Manufacture: Bernhardt Design

Model Name: Accent

Model #: F-A21-8-X-4

Size: 21" x 21" x 18-1/2" h

Finish:

Top – Glacier White Corian

Base - Polished Stainless Steel

Location and Quantity: **QTY (3)** Lobby 202, Development Services **QTY (2)**

T-5 Occasional Table

Description: Round Occasional Table
Manufacture: Keilhauer
Model Name: Cahoots
Model #: 9081
Size: 17.25" diameter x 17.25"h
Finish:
 Top - Bronze
 Base - Polished aluminum

Location and Quantity: **QTY (1)** Lobby 202, **QTY (1)** Development Services 219

T-6 Conference Table
Description: Meeting Table with Slab ends, wire management up leg, (2) power/(2) data ports, wood veneer with "special location" of power/data box at end of the table.
Manufacture: Davis
Model Name: Prat
Model #: PR-4209-ZZ (special) Davis Quote: 33937
Size: 72" x 36" x 42"h
Finish:
 Veneer – ZZ502 Dark Zebrano
NOTE: Verify cabling and power/data requirements with the owner/AV consultant prior to ordering.

Location and Quantity: **QTY (2)** Development Service Center

T-7 Conference Table
Description: Meeting Table with Slab ends, wire management up leg, (2) power/(2) data ports, wood veneer with "special location" of power/data box at end of the table.
Manufacture: Davis
Model Name: Prat
Model #: PR-3009-ZZ (special) Davis Quote: 33937
Size: 72" x 36" x 42"h or 29"
Finish:
 Veneer – ZZ502 Dark Zebra
NOTE: Verify cabling and power/data requirements with the owner/AV consultant prior to ordering.

Location and Quantities: **QTY (2)** Development Service Center

End of Specificaiton