

The City of Kirkland
Kirkland Public Safety Building
Request for Proposal – AV Services

Request for Proposal (RFP) for:

AUDIO-VISUAL EQUIPMENT & SERVICES



Job No. 04-14-PW

**City of Kirkland
Department of Finance & Administration
123 Fifth Avenue
Kirkland, WA 98033**

THE CITY OF KIRKLAND

REQUEST FOR PROPOSAL (RFP)

PUBLIC SAFETY BUILDING

AUDIO-VISUAL EQUIPMENT & SERVICES

1.0 INTRODUCTION

The City of Kirkland (COK) is accepting Proposals from Audio-Visual (AV) contractors to:

- Provision a complete Audio-Visual System as specified in project specs and bid plan
- Purchase and install all new equipment as specified on equipment list
- Commission equipment and provide on-the-job training in operation and maintenance of the systems for personnel designated by the COK

The chosen firm will be responsible for attending construction meetings as needed to accomplish the City's desired outcome for the A/V system.

2.0 PROJECT DESCRIPTION

The new Kirkland Public Safety Building, in the Totem Lake Business District, is the renovation of a 102,000 sq ft tilt-up concrete warehouse, one-story building, seeking LEED Silver Certification, and includes the following programmed spaces:

- COK municipal courts
- COK Police headquarters
- COK corrections facility
- A combination of gated and non-gated surface parking for 243 employee/fleet vehicles and 126 visitor vehicles

The Kirkland Public Safe Building is striving to serve the increasing number of City residence while reducing cost inefficiencies by bringing more city services to one location. The city's annexation of 30,000 residents in 2011 increased the total population of Kirkland to 80,000 residents.

3.0 SCHEDULE

The following is the projected schedule for contractor selection.

3.1 Selection of A/V Contractor

RFP Advertised	12/03/13 and 12/10/13
Questions due	12/16/13 by 2:00 pm PST
Responses to Questions Posted	12/17/13
Proposals Due	12/20/13 by 4:00 pm PST
Contract Award	01/06/14

4.0 SCOPE OF A/V SERVICES

The City is seeking an AV contractor to provide all equipment, install all equipment, commission all equipment, provide O&M documentation to owner, and train COK staff on all equipment. Additional detailed scope of work is provided in the bid plan and project specs including but not limited to: equipment list (attachment A), demonstration and acceptance testing and instruction/training periods.

4.1 Prevailing wage requirements will be met for all onsite installation work.

5.0 SELECTION AND AWARD PROCESS

The City of Kirkland is contracting for A/V services on the basis of a combination of qualifications as described below.

5.1 Cost for the scope of work

5.2 The firms' capability to meet the scope requirements of the project

5.3 Past performance on relevant projects and references

6.0 PROPOSAL FORMAT

All firms responding to this RFP shall meet the following qualifications:

- Provide a list of no more than three projects your firm has performed of similar size and scope
- Provide a list of three references with end user contact information for projects of similar size and scope completed within the last three years

- Provide a cost for the scope requirements. Also include your fees for meeting time, training, and commissioning. We are looking for the whole cost of the AV package, equipment provided, and installed.
- List any exclusion.

7.0 PROJECT SPECS & BID DOCUMENT ACCESS

The Public Safety Building construction plans and specifications are available for review on the Builders Exchange of Washington website at www.bxwa.com. The documents can be found under Posted Projects/Public Works/City of Kirkland/Projects Under Construction.

8.0 PROPOSAL SUBMISSION

Proposals must be submitted no later than **4:00 pm on Friday, December 20, 2013**.

We encourage that proposals be submitted by email. Emailed proposals should include "A/V Equipment & Services RFP" 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 – A/V Equipment & Services
123 5th Avenue
Kirkland, WA 98033

9.0 QUESTIONS

Questions regarding the scope of work, specifications or evaluation process must be submitted in writing and should be addressed to Andrew Sahl, Project Engineer at OAC Services Inc., via email to asahl@oacsvcs.com.

Questions regarding the RFP process should be addressed to Barry Scott, Purchasing Agent, at bscott@kirklandwa.gov or by phone to 425-587-3123.

10.0 CONTRACT

The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, the executed contract, any issued purchase orders and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

11.0 TERMS & CONDITIONS

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The City reserves the right to award any contract to the next most qualified financial institution, if the successful financial institution does not execute a contract within 30 days of being notified of selection.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the proposed contract is available for review (see attachment B). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the financial institution in preparing, submitting or presenting its response to the RFP.

12.0 COOPERATIVE PURCHASING

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts, provided that the supplier agrees to participate. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

KIRKLAND PUBLIC SAFETY BUILDING
KIRKLAND, WASHINGTON

SECTION 274116.10
AUDIO-VIDEO EQUIPMENT LIST

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. Section 270510: Common Work Results for Audio-Video Systems applies to this Section.
- C. Section 270528.33: Conduits and Backboxes for Communications Systems applies to this Section.
- D. Section 274116: Audio-Video Systems Basic Materials and Methods.
- E. Section 274116.20: Audio-Video Systems Narrative applies to this Section.

PART 2 - AV SYSTEMS NARRATIVE

2.1 GENERAL

- A. Provide the following equipment and necessary accessories as required by Section 274116.

2.2 COURTROOMS - C109 AND C111

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-80LE757U	80" LED Large Flat Panel	1	
2	Chief	LTMU	Large Monitor Wall Mount	1	
3	Crestron	DM-TX-200-2G-FLOOR	AV TX, HDMI & RGB, Decora Mount	2	
4	Crestron	DM-RMC-100-1	AV RX, STP, HDMI Only	1	
5	Crestron	DM-MD6X1	Presentation Switcher	1	
6			Camera/Remote Arraignment System	1	OFCI
7				0	
AUDIO SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
8	Community	DS5-W	Wall Mounted Speaker	4	
9	Extron	XPA-2001	70V Amplifier	1	
10	AKG	GN30ESP/CK80	PTT Gooseneck Microphone with Flange Mount	4	
11	BSS	BLU100	12x8 DSP	1	
11	Listen	LS-80-01	Stationary IR ALS System	1	
12	Shure	MX395	Low Profile Boundary Mic	2	
13	FTR	OFCI	Court Recording System	1	OFCI
14				0	
CONTROL SYSTEMS					

KIRKLAND PUBLIC SAFETY BUILDING
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SECTION 274116.10
AUDIO-VIDEO EQUIPMENT LIST

ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
15	Crestron	CNX-12B	Button Panel	1	
16	Crestron	DIN-AP2	Control System	1	
17	Netgear	FS728TP	Network Switch with POE	1	
18				0	
MISCELLANEOUS SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
19	Middle Atlantic	ERK-4425	Equipment Rack	0.33	
20				0	

2.3 HEARING ROOM - C110

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-80LE757U	80" LED Large Flat Panel	1	
2	Chief	LTMU	Large Monitor Wall Mount	1	
3	Crestron	DM-TX-200-2G-FLOOR	AV TX, HDMI & RGB, Decora Mount	2	
4	Crestron	DM-RMC-100-1	AV RX, STP, HDMI Only	1	
5	Crestron	DM-MD6X1	Presentation Switcher	1	
6				0	
AUDIO SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
7	Community	DS5-W	Wall Mounted Speaker	4	
8	Extron	XPA-2001	70V Amplifier	1	
9	AKG	GN30ESP/CK80	PTT Gooseneck Microphone with Flange Mount	4	
10	BSS	BLU100	12x8 DSP	1	
11	Listen	LS-80-01	Stationary IR ALS System	1	
12	Shure	MX395	Low Profile Boundary Mic	2	
13				0	
CONTROL SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
14	Crestron	CNX-12B	Button Panel	1	
15	Crestron	DIN-AP2	Control System	1	
16	Netgear	FS728TP	Network Switch with POE	1	
17				0	

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MISCELLANEOUS SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
18	Middle Atlantic	ERK-4425	Equipment Rack	0.33	
19				0	

2.4 MULTIPURPOSE ROOM - P103

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-80LE757U	80" LED Large Flat Panel	1	
2	Chief	LTMU	Large Monitor Wall Mount	1	
3	Sharp	LC-70LE650U	70" LED Large Flat Panel	1	
4	Chief	LTMU	Large Monitor Wall Mount	1	
5	Crestron	DM-TX-200-2G-FLOOR	AV TX, HDMI & RGB, Decora Mount	1	
6	Crestron	DM-RMC-100-1	AV RX, STP, HDMI Only	1	
7	Crestron	DM-MD6X1	Presentation Switcher	1	
8	Comp Research	232-ATSC+	CATV Tuner	1	
9	Sony	S590	Blu-ray Player	1	
10				0	

AUDIO SYSTEMS

ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
11	TOA	F-2322C	Full-Range Ceiling Speaker, 5", Back-can, 25/70.7 V Xfmr, 30 W, 8/16 Ohms	12	
12	TOA	A9120SM2	Audio DSP/Amplifier 120 watts	1	
13	TOA	D001T	Input Module	1	
14	Listen	LS-80-01	Stationary IR ALS System	1	
15				0	

CONTROL SYSTEMS

ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
16	Crestron	CNX-12B	Button Panel	1	
17	Crestron	DIN-AP2	Control System	1	
18				0	

KIRKLAND PUBLIC SAFETY BUILDING
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AUDIO-VIDEO EQUIPMENT LIST

MISCELLANEOUS SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
19	Middle Atlantic	ERK-4425	Equipment Rack	1	
20				0	

2.5 JURY ROOMS - C113, C116 AND C118

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-60LE650U	60" LED Large Flat Panel	1	
2	Chief	LTMU	Large Monitor Wall Mount	1	
3	AVC	Custom	Wall Input Panel	1	
4	Western Digital	WDBABZ0010BBK-NESN	Western Digital TV Live	1	
5				0	

AUDIO SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
6	Cambridge	Qt 600	6 Zone Control Module for up to 720 Emitters	1	
7	Cambridge	E-S-W-16-4	Standard white emitter 4 pack w/4 16' cables	2	
8				0	
9				0	
10				0	

2.6 BRIEFING ROOM - P200

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-70LE650U	70" LED Large Flat Panel	1	
2	Chief	LTMU	Large Monitor Wall Mount	1	
3	AVC	Custom	Wall Input Panel	1	
4				0	
5				0	

AUDIO SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE

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6	TOA	F-2322C	Full-Range Ceiling Speaker, 5", Back-can, 25/70.7 V Xfmr, 30 W, 8/16 Ohms	4	
7	TOA	A9120DH2	Audio DSP/Amplifier 120 watts	1	
8	TOA	D001T	Input Module	1	
9				0	
10				0	

2.7 READY ROOM - P307

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-70LE600U	70" LED Large Flat Panel	1	
2	Chief	LTMU	Large Monitor Wall Mount	1	
3	AVC	Custom	Wall Input Panel	1	
4				0	

2.8 FITNESS ROOM - P222

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-52LE640U	52" LED Large Flat Panel	2	
2	Chief	LTMU	Large Monitor Wall Mount	2	
3				0	

2.9 CATV

- A. Cable Television drops will be provided in the following areas: All conference rooms, Multipurpose room (2 monitors, AV system), Lieutenant's Offices, Chief's Office, Watch Office, Ready Room, Fitness Room (multiple monitor locations), Lunchroom, Patrol Entry, Juvenile Waiting Lounge, Court and Police Lobbies. The CATV distribution system will be designed to allow for local channel insertion in the dorm area.

The following capabilities and devices have been identified for these spaces:

Video Systems

- CATV distribution system for local cable - cable feed provided by others.
- Channel Insertion for Dorm Area

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Blond. Tongue	HDE-ASI	1-Channel HD-SDI Modulator	4	
2	Blond. Tongue	OCA-12	Combiner	1	
3	Blond. Tongue	BPF Series	Low Pass Filter	1	
4	Misc	Misc	Passive Components	1	

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5	Blond. Tongue	RMDA 5500	Amplifiers	2	
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2.10 INFORMATIONAL DISPLAYS -

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Sharp	LC-52LE640U	52" LED Large Flat Panel	5	
2	Chief	LTMU	Large Monitor Wall Mount	5	
3	Gefen	EXT-HD-DSP	Network Media Player	5	
4				0	

2.11 COURT CHECK-IN KIOSK - FUTURE

VIDEO / PROJECTION SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
1	Z-Band	HZ 4000-2	Modulator - Single Channel HD	4	
2	Blond. Tongue	OCA-12	Combiner	1	
3	Blond. Tongue	BPF Series	Low Pass Filter	1	
4	Misc	Misc	Passive Components	1	
5	Blond. Tongue	RMDA 5500	Amplifiers	2	

2.12 PAGING SYSTEM

AUDIO SYSTEMS					
ITEM	MANUFACTURER	MODEL	DESCRIPTION	QTY	NOTE
6	TOA	F-2322C	Full-Range Ceiling Speaker, 5", Back-can, 25/70.7 V Xfmr, 30 W, 8/16 Ohms	18	
7	TOA	A9120SM2	Audio DSP/Amplifier 120 watts	2	
8	TOA	D001T	Input Module	2	
9				0	

END OF SECTION



GENERAL SERVICES CONTRACT

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

(street, city, state, zip)

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. Additional services/program details:

C. _____

D. 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.

E. 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

The services of the Contractor shall commence on the _____ day of _____, 2014, and terminate on the _____ day of _____, 2016.

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. LIABILITY INSURANCE

The 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.

Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

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, Professional Liability and Commercial General Liability insurance:

1. The 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 Consultant 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.

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 he 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 him as a result of his 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 BY CONTRACTOR

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

The 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

This Agreement may be terminated by the City by giving ten (10) business days' written notice, with or without cause, to the Contractor. 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 its negligence or breach of any of its obligations in performance of this Agreement.

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. COMPLIANCE WITH LAWS

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

XI. 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. Written notices, requests, or grievances to the Contractor shall be made to the address provided by the contractor in this Agreement.

XII. ENTIRE AGREEMENT/MODIFICATION

This Agreement, together with the Request for Proposals and the Proposal, represents the entire and 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 _____, 2014.

CONTRACTOR

CITY OF KIRKLAND

(signature)
Print Name _____

By: _____

Date: _____