

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
DOOR AND WINDOW SPECIALTY SERVICE**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of obtaining door and window specialty service. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a contractor by *December 9, 2019*.

Issue RFQ	November 1, 2019
Deadline for Submittal of Quotes	November 15, 2019
Notify Contractor Chosen	December 9, 2019

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Dana Almberg, Administrative Assistant II, Finance Department
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2527

B. Any questions regarding this RFQ shall be directed to:

Autumn Gressett, Contract Administrator/Community Relations Liaison
City of Federal
Autumn.gressett@cityoffederalway.com
(253) 835-6914

C. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ –Door and Window Specialty Service. All quotes must be received by November 15, 2019 at 2:00 PM at which time they will be opened. Three (3) copies of the RFQ must be presented. No faxed or telephone quotes will be accepted.

D. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both

sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. The Parks Department Facilities Manager or representative will notify the contractor selected by December 9, 2019

F. All quotes must include the following information:

1. **The attached quote sheet with all sections completed.**
2. Specific experience of individuals relative to the proposed project.
3. The names of individuals from those firms who will be working on the project and their areas of responsibility.
4. References.

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%

	Total Criteria Weight 100%

Each quote will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.

- D. Sub-contractors are not to be hired under this contract without prior written approval from Contract Administrator.
- E. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- F. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- H. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

VI. SCOPE OF SERVICES

- A. Services shall include, but not be limited to service for the following types of door systems: Commercial door systems, exit devices and trim, proxy id secured doors, door openers and closers, latching, mullions, concealed vertical rods, cable devices.
- B. Contractor shall perform maintenance and repair services to include, but not be limited to, tune up and operation to ensure extended life and seamless operation of door and window systems.
- C. Contractor and employees shall be trained and skilled to perform all related services, and have experience with all types of commercial and residential door systems and all work shall be performed per manufacturer's recommendation and/or per direction from Contract Administrator.

- D. Contractor provided materials will be marked up at an agreed upon percentage rate above wholesale, per contract.
- E. City of Federal Way reserves the right to solicit quotes on any door/window and/or general contracting services that may exceed \$5,000.
- F. This is not a bid for locksmith services.

VII. COMPENSATION

- A. **Please present detailed information of your proposal on the attached quote sheet.** Supplemental documents on the contractor’s proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax, and any other applicable governmental charges will be accepted, **as long as a completed quote sheet is attached.** Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will be made only after the services have been performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:	Dates:
<u>Federal Way Mirror</u>	<u>November 1, 2019</u>
<u>Federal Way Mirror</u>	<u>November 8, 2019</u>