

**CITY OF FEDERAL WAY  
REQUEST FOR QUOTE  
OFFICE FURNITURE  
FOR THE  
PERFORMING ARTS & EVENT CENTER**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is requesting quotes for the purpose of office furniture for the Performing Arts & Event Center. 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 July 6, 2017.

Issue RFQ	June 14, 2017
Deadline for Submittal of Quotes	June 23, 2017
Notify Contractor Chosen	July 6, 2017

**III. INSTRUCTIONS TO PROPOSERS**

- A. All quotes shall be sent to:  
Theresa Yvonne, Executive Director  
City of Federal Way  
33325 8th Ave South  
Federal Way, WA 98003-6325  
(253) 835-2414
- B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ –PAEC Office Furniture. All quotes must be received by June 23, 2017 at which time they will be opened. Three (3) copies of the RFQ must be presented. No faxed or telephone quotes will be accepted.
- C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. 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.
- D. Contractor may also substitute used furniture in good condition but must specify clearly which items are used for comparison purposes.
- E. The Executive Director or representative will notify the contractor selected by July 6, 2017.

- F. All quotes must include the following information:
  - 1. A proposed budget based on the above outline of tasks, products and schedules.
  - 2. Proof of insurance.

#### IV. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote. The City reserves the right to purchase some or all of the items furnished in the 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. 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.
- E. 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.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- G. 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.

V. **SCOPE OF SERVICES**

A. Provide quotes on the following list of office furniture. Contractor may substitute brands listed for equal type, value of furniture.

Area	Name	Description	#
Offices	office Chair	Elan Task Chair	15
		Nova High Back	1
	Workstations	Classic Laminate Series	8
		Classic Laminate Series	4
		reception desk	1
		Storage Solutions	4
	office	Coat Rack	1
	guest chairs	Guest Seating with arms	5
	chairs	Nova Mesh Medium Back	16
dressing Rm	Chairs	Arc Stackable Stacking Chairs	32
dressing Rm	Chairs	Arc Stackable Stacking Chairs (no arms)	4
dressing Rm	lounge chair	Nova Tablet Arm Chair	2
		Egan Cabinet Presentation White Board	2
		2 Drawer Lateral file	2

B. Completion

**i. The Contractor shall provide all furniture and installation on or before July 30, 2017.**

VI. **COMPENSATION:**

A. Please present detailed information on the contractor’s proposed quote for the equipment specified above and for any variation for non-routine services, inclusive of Washington state sales tax, and any other applicable governmental charges. 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.

VII. **PUBLICATION.**

Name of Publication:

Dates:

Federal Way Mirror

June 16, 2017

Puget Sound Business Journal

June 16, 2017

City of Federal Way Website

June 14 2017 thru

[www.cityoffederalway.com](http://www.cityoffederalway.com)

June 23, 2017

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