

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
ORCHESTRA CHAIRS, MUSIC STANDS AND EQUIPMENT
FOR THE
PERFORMING ARTS & EVENT CENTER**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of Orchestra Chairs, Music Stands and equipment 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 Orchestra. 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. 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.

D. The Executive Director or representative will notify the contractor selected by July 6, 2017.

E. All quotes must include the following information:

1. List of projects completed within the past 5 years, with references. Provide phone and/or e-mail addresses for reference contacts.
2. Proof that at least 5 jobs in the past 5 years have a minimum contract value equal to or greater than the project listed herein.
3. A proposed budget based on the above outline of tasks, products and schedules.
4. Proof of insurance.

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. 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.

VI. SCOPE OF SERVICES

- A. Provide quotes on 50 musicians' chairs and 2 cellos chairs with carts for transport and storage.
 - i. Chairs should meet the following specifications.
 - 1. Black padded (2"(5cm)) contoured seat cushions engineered for musicians to sit in comfort for 6 hours at a minimum.
 - 2. Generously sized seat and back for proper support.
 - 3. Heights available to accommodate most musicians.
 - 4. Chair glides and accepts folding tablet arm, sousaphone holder, tuba rest.
 - 5. 16-gauge, square-tube framing and 14-gauge rear crossmember.
 - 6. Black powder-coat paint finish.
 - 7. High-quality fabric
- B. 52 Black lightweight but durable music stands with carts for transport and storage that meet the following specifications:
 - i. Desk Dimensions: 20" x 13-1/2" (51 cm x 34 cm) desk
 - ii. Height Adjustability: 25-1/2" to 49" (65 cm to 124 cm), desk lip to floor
 - iii. Weight: no more than 5.5 lbs
- C. 52 clip-on music stand lights that meet the following specifications:
 - i. 6" long light head with six energy-efficient LEDs and two brightness levels
 - ii. Optical grade lens spreads light evenly and integrated fin shields light from audience

- iii. Flexible gooseneck and padded clip
- iv. Powered by an AC adapter cord or batteries (included)
- v. Durable case to store lights when not in use.

D. 1 Conductor podium, stand and mic.

E. Completion

i. The Contractor shall complete all work on or before August 11, 2017.

VII. 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.

VIII. PUBLICATION.

| Name of Publication: | Dates: |
|---|------------------------------------|
| Federal Way Mirror | June 16, 2017 |
| Puget Sound Business Journal | June 16, 2017 |
| City of Federal Way Website www.cityoffederalway.com | June 14 2017 thru June 23, 2017 |