

**City of Federal Way  
REQUEST FOR QUOTE  
PARKS TRAFFIC GATES**

**I. PURPOSE OF REQUEST.**

The City of Federal Way ("City") is requesting quotes for the purpose of the supply of traffic gates for various Parks. 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 March 5, 2020.

Issue RFQ	2/11/2020
Deadline for Submittal of Quotes	3/03/2020 @2:00 p.m.
Notify Contractor Chosen	3/5/2020

**III. INSTRUCTIONS TO PROPOSERS.**

- A. All quotes shall be sent to:  
City of Federal Way  
Attn: Dana Almberg - Finance Department  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003-6325  
Office (253) 835-2527  
E-mail: [Dana.Almberg@cityoffederalway.com](mailto:Dana.Almberg@cityoffederalway.com)

RFQ packets will be available on the City website: <https://www.cityoffederalway.com/> in the bid section under "Park Traffic Gates" heading.

Questions or personal appointment to inspect an existing gate at Panther Lake Trail should be directed to Steve Ikerd at (253) 835-6911. Panther Lake Trail is located @ 550 SW Campus Drive, Federal Way, WA. for your own viewing anytime.

- B. All quotes must be received by 2:00 p.m., March 3, 2020 using the attached **Quote Sheet**. Quotes may be delivered or e-mailed.

**PLEASE CLEARLY WRITE ON THE LOWER LEFT-HAND CORNER OF THE SEALED ENVELOPE, OR IF YOU E-MAIL SHOW ON THE SUBJECT LINE "RFQ PARKS TRAFFIC GATES."**

- C. Quotes should be prepared simply and economically, providing a straight forward, 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 Parks Deputy Director or representative will notify the vendor selected by March 5, 2020.

**E. All quotes must include the following information:**

- Experience fabricating large custom traffic type gates.
- References; to include similar type projects that would demonstrate ability to build custom traffic gates.

IV. **SELECTION CRITERIA.** Each quote will be independently evaluated on factors 1 through 3.

<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 building work products of this type, meeting projected deadlines and experience in similar work.	25%
Total Criteria Weight	100%

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 any vendor.
- C. The City reserves the right to award the goods and service agreement to the next most qualified vendor, if the successful bidder does not execute an agreement 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 agreement 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 agreement is available for review. 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 vendor in preparing, submitting or presenting its response to the quote.

VI. **DEFINITIONS**

Owners; Park, Recreation & Cultural Services; City and/or City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than the required materials or methods.

Specifications shall mean these specifications and all addenda thereto.

## VII. **SCOPE OF SERVICES**

- A. All labor, tools, specialized equipment, materials, and knowledge to build a custom traffic gate per a general design style. (see attached drawings, photos and specifications)
- B. All work shall be performed under the supervision of a qualified fabricator.
- C. The vendor will ensure that employees comply with all applicable Federal and Washington State regulations and practices with respect to work performed for the City of Federal Way.
- D. Vendor will provide a shop drawing prior to the construction of any gate system.
- E. The Contract Administrator or appointed designee will inspect work performed by the vendor prior to shipping or receiving the product. In the event of work performance deficiencies, the Contract Administrator will notify the vendor. Notification may be verbal or written.
- F. Vendor will coordinate with the Contract Administrator when work is to be inspected during fabrication or prior to receiving said product.

## VIII. **SPECIFICATIONS**

- A. See attached drawings and photos are for general shape and specifications and adjusted accordingly for different widths at each location.
- B. Optional delivery cost.

## VIII. **COMPENSATION**

- A. Please present detailed information 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. Please provide specifics as to definitions of routine versus non-routines 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 only be made 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.

**Quote Sheet – Parks Traffic Gates**  
33325 8<sup>th</sup> Ave S. 98063-9718

Company name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**PROJECT:** The City of Federal Way Park Department is requesting quotes for the detail design and fabrication of multiple sizes of metal swing gates. The City anticipates installing up to 6 sets of gates over the next year as funding allows. A unit price for each set will be established to allow the City to order gates as needed through an agreed upon contract period. Gates to be galvanized and then painted with a quality exterior flat black.

**QUOTES:** Please submit the following unit price for the supply of each gate set per location:

***Unit price each:***

Celebration Park entry north \_\_\_\_\_ tax \_\_\_\_\_

Celebration Park entry south \_\_\_\_\_ tax \_\_\_\_\_

Celebration Park field 7 north \_\_\_\_\_ tax \_\_\_\_\_

Celebration Park field 8 south \_\_\_\_\_ tax \_\_\_\_\_

Town Square Park north \_\_\_\_\_ tax \_\_\_\_\_

Town Square Park south \_\_\_\_\_ tax \_\_\_\_\_

***Optional:*** Delivery cost: \_\_\_\_\_

**COMMENTS:**

**SELECTION CRITERIA:**

Responsiveness to quote - 25%, Ability and history to complete this type contract – 25%, Price – 50%

**All quotes must be received no later than 2:00 PM, March 3, 2020. Questions may be referred to Steve Ikerd at (253) 835-6911.** Please return quotes to: Dana AlMBERG at 33325 8<sup>th</sup> Ave S. Federal Way, WA 98003-6325 Office (253) 835-2526 or E-mail: [Dana.Almberg@cityoffederalway.com](mailto:Dana.Almberg@cityoffederalway.com)