

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of replacing the Federal Way Community Center’s gymnasium curtain and drive motor system. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm by April 15, 2017.

Issue RFP	March 17, 2017
Deadline for Submittal of Proposals	March 31, 2017
Preliminary Selection of Firm	April 7, 2017
Notify Firm Chosen	April 15, 2017

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Federal Way Community Center
Attn: Kimberly Shelton
876 South 333rd St.
Federal Way, WA 98003
(253) 835-6932

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP” Gymnasium Curtain

C. All proposals must be received by March 31, 2017 at which time they will be opened. No faxed or telephone proposals will be accepted.

D. Proposals 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.

E. The Community Center Supervisor, Kimberly Shelton or representative, will

notify the firm selected by April 15, 2017.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

IV. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	30%
2. Price.	40%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

V. TERMS AND 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 from any proposer.
- C. The City reserves the right to award any 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 proposal.

- 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 ninety (90) 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 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 RFP, and which is not approved by the City Attorney's office.
- F. 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 26 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.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES.

The Federal Way Community Center has two gymnasium curtains that are run independently via remote control that separate gym bay A from B and B from C. We would like two separate quotes, one with the goods and services to replace one curtain and one quote to replace both curtains at the same time.

The current curtains and overhead drive structure specs are:

Vinyl curtains, top roll 66.92 ft. wide by 28.75 ft. high with 8 ft. of vinyl at 19 oz. The overhead drive structure has 2 motors that plug in electronically. Photos are included:



The Federal Way Community Center is looking for a comparable unit that will allow us to separate the gymnasium bays safely and effectively via remote control. We have no preference on whether the curtain is one entire piece or two separate pieces, so long as the quoted product and company has a proven track record of durability, reliability and the price is competitive. Your two separate proposals (for the replacement of one or both curtains) should include:

- Detailed description and pricing of the curtain(s) and all parts needed for it to operate.
- If customization is required, list detailed description and pricing. This may include adding electrical outlets or other customizations.
- Delivery Costs.
- Installation Costs.
- Ongoing Maintenance or Service Costs.
- Warranty Details.

VII. COMPENSATION.

- A. Please present detailed information on the firm's proposed fee schedule 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-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 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.

VIII. PUBLICATION.

Name of Publication: Federal Way Mirror Dates: March 17 – 31, 2017

This bid will be emailed directly to vendors who provide this product and who service the Federal Way, WA area.