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City of Aspen Falls
Aspen Falls, California

REQUEST FOR PROPOSALS

Sealed Request for Proposals, **plainly marked "Office Bid" on the outside of the envelope**, addressed to the Finance Director, 500 S Aspen Street, Aspen Falls, CA 93463 will be accepted until **2:00 pm on February 14, 2012.**

This Request for Proposals to bid on providing office furniture, carpet, and blinds may be obtained from the Finance Director, on the fourth floor, at the above address, by calling (805) 555-1014, or from www.aspenfalls.com.¹

Please continue below for the complete RFP.

Introduction

The City is soliciting Request for Proposals for office furniture, carpet, and blinds.

Objective

The Public Works Directors Office is accepting bids for the purchase and installation of office furniture for three offices. In addition, the director wishes to purchase and install new carpeting in the offices, as well as to purchase and install window treatments in the form of blinds.

Specifications of the offices include:

- One 10 X 20 office, with two 3' x 5' windows
- One 10 x 10 office, with two 3' x 5' windows
- One 10 x 8 office, with two 3' x 5' windows

Office furniture for each office shall include: one desk, one credenza, one lateral filing cabinet with two drawers, and one high back ergonomic desk chair, plus two side arm chairs. The furniture manufacturers provided shall be on the state contract for approved vendors. Blinds shall have 1" aluminum slats, minimum of 18 gauge. Carpeting shall be 18" x 18" carpet tiles, a minimum of 22 ounces in weight, with attached self-adhesive, padded backing and shall be from a pre-approved manufacturer and have a selection of colors and patterns. For further specification guidelines, please contact the Finance Director at jneal@aspenfalls.org or at (805) 555-~~1014~~.

The Finance Director must receive all bids no later than February 14 at 2:00 p.m. Bids will be opened and read aloud on February 14 at 2:05 p.m., in the Aspen Falls Conference Room. All interested parties may attend. Bids received after this time shall not be accepted.

¹ Click the link for Departments and then click Finance.

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It is understood that the City of Aspen Falls reserves the right to reject any and/or all bids as it shall deem to be in the best interest of the City. No bid may be withdrawn for a period of 60 days subsequent to the opening of the bids.

Proposal must be accompanied by a ten percent (10%) Certified Check or a ten percent (10%) Bid Bond to the order of the Aspen Falls Public Works Office for the amount fixed in the specifications as evidence that the bidder will accept same and carry out the conditions of the contract in case of award.

Background

Aspen Falls is a California community of approximately 75,000 local residents. Aspen Falls has a City Manager, and a Council form of government. Aspen Falls' main website is www.aspenfalls.org. Other websites will be listed at the department level for the bidders.

Qualifications

The successful bidder must have demonstrable skills in the purchase, delivery, and installation of office furniture, blinds, and carpet. Additionally, the successful bidder must be able to warrant the materials for a period specified by the manufacturer or 1 year whichever is greater.

Submission Requirements

Please submit 3 copies of your proposal including the following information:

Description of the firm (i.e., name, contact information, experience, year founded, relevant URLs/pictures, other names the company uses now or has ever used to do business, a list of similar client projects completed in the last two years), summary describing the project scope and costs, and at least 3 references.

Additionally, please provide a description of: 1) lead time required for purchases to be delivered and installed post change orders, 2) product specifications, and 3) manufacturers' warranties. Provide any information you consider pertinent to your firm's consideration.

Provide the price in words and figures.

The undersigned agrees that he/she on behalf of Vendor has read in its entirety the Request for Proposals and agrees to the terms and conditions set forth herein. Vendor further agrees that this Proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation, or other legal entity. Vendor agrees no officer, agent, or employee of the Owner is directly or indirectly interested in these Proposals submitted by Authorized Agent.

Lastname_Firstname_w08_Office

Print Name & Title _____

Signature _____

Date _____

Company _____

Address _____

City/State/Zip _____

Telephone _____ Fax _____

Selection and Evaluation Criteria

After receipt of proposals, the City will evaluate the proposals and will use the following criteria in its evaluation: 1) qualifications of the vendors—relevant experience of the firm and reputation of the firm based on references, especially as it relates to customer service, 2) product reputation, and 3) proposed cost.

A review committee will rank the firms and the Finance Director will begin negotiations with the top ranked firm. Should the Finance Director be unable to reach agreement she is authorized to proceed with negotiations with the next ranked firm. Should the City be unable to contract with any of the qualified firms or be unsatisfied with the submissions, the Finance Director is authorized to re-advertise the project.

Submissions to this RFP are to be delivered **by 2:00 pm on February 14, 2012**, to:

City of Aspen Falls
Finance Department
500 S Aspen Street
Aspen Falls, CA 93463

Please direct any questions to:

Janet Neal
Finance Director
(805) 555-1014
jneal@aspenfalls.org

The City of Aspen Falls reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposals and to omit and/or alter any item or items that it may deem to be in the best interest of the City. The City also reserves the right to cancel this request for proposals at any time.

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