

KING COUNTY LIBRARY SYSTEM

WHITE CENTER LIBRARY FURNITURE PROJECT

SPECIFICATIONS

DECEMBER 23, 2015

Owner:

King County Library System
960 Newport Way N.W.
Issaquah, WA. 98027

SPECIFICATIONS

GENERAL INFORMATION

- A. The Vendor is to provide all labor, material, equipment, first thirty (30) day storage upon receipt, notifications, and order acknowledgement within three (3) business days, etc., necessary for the completion of the Work.
- B. Specifications can be downloaded from <http://www.kcls.org/about/bond>, click on Architects & Contracts/Current Project Bid Listing and click on the White Center Library Furniture Project.
- C. Questions regarding the Specifications should be directed in writing to Dri Ralph via fax at 425-369-3310 prior to December 30, 2015, at 9:00 AM. Answers to be posted on the KCLS website (<http://www.kcls.org/about/bond>) by **December 31, 2015, at 10:00 AM**.
- D. The Bid shall be on a unit price basis and is to include all costs associated with delivery, installation, freight, fuel sur-charges, etc. Sales tax is **not** to be included but will be added upon purchase by the King County Library System.
- E. Bidders are required to verify their unit pricing and totals. Incorrect addition may lead to disqualification of the Bid.
- F. Bidders - DO NOT ALTER BID SHEET – DOING SO COULD DISQUALIFY THE BID. This includes adding informational notes.
- G. Bidders are not required to bid on all items. Bidders are to enter “No Bid” on the line item(s) that the Vendor is not bidding.
- H. Only the amounts and information requested on the pricing sheets furnished will be considered as the Bid. Each Bidder shall Bid upon the Work exactly as specified.
- I. Award of the Contract will be made upon the best proposal by manufacturer. Price, additive or deductive options, unit pricing (including delivery and installation) that is to be locked in place for the specified amount of time from the date the proposals are due (or otherwise indicated), compliance to specifications, evidence of qualification, product availability and other factors will be considered in the award.
- J. A Certificate of Insurance will be required from the chosen Vendor. See pages 4-6.

- K. Bids are to be sealed in an opaque envelope bearing the name and address of the Bidder and addressed to the Owner. Mark the lower left corner of the envelope "White Center Library Furniture Bid". Bids may be mailed or hand delivered to: King County Library System, Attn: FMS Dept., 960 Newport Way NW, Issaquah, WA 98027-2702.
- L. Bids are due no later than: **January 6, 2016 by 9:00 AM.**
- M. Bids are to **include** the Pricing Sheets.
The format of the bid sheets is NOT to be altered in any manner (including adding informational notes); altering the bid sheets could disqualify the bid. Address any concerns as a question, see page 2-Section 1.0 "C".
- N. Bids are to **include** the Vendor Information Sheet (see page 7). Vendors and/or representatives are required to have current Washington State licenses
- O. There will be no public Bid opening.

2.0 CONSIDERATIONS

The King County Library System is seeking proposals from qualified vendors for the purpose of obtaining firm bids for furniture for the White Center Library.

3.0 VALIDITY

It is required that the unit pricing (including delivery and installation) be locked in place for the specified amount of time from the date the proposals are due (or otherwise indicated).

4.0 WARRANTY

- A. Equipment warranty shall be supplied by bidders. Bidders must define parts and labor warranty from date of delivery (plus manufacturer warranty).
- B. Vendor to provide a three-business-day (3-day) pick-up on warranty repairs.
 - 1. Repairs done at the library branch are to occur within one-half hour (1/2 hour) of the library branch opening up to the public.

5.0 DELIVERY & INSTALLATION

- A. Bidders shall include delivery lead-times.
- B. The successful Vendor(s) will make deliveries the week of April 18, 2016 to the White Center Library during regular business hours. See attached bid sheets for details.

- C. All costs associated with delivery, installation, freight, fuel sur-charges, etc should be included in the unit price on the proposal.

6.0 FURNITURE DESCRIPTION

See Attachment A – White Center Library furniture plan (.pdf format);
See Attachment B – Cut sheets
See Attachment C – Pricing Sheets

- 7.0 King County Library System reserves the right to reject all bids for any or no reason, to waive informalities and irregularities, to reject any bid not conforming to the intent and purpose of the Request for Proposals and to postpone the award of the Contract for a period of time not greater than sixty (60) days from the bid opening date.

8.0 INSURANCE

Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in Washington State the insurance to protect Contractor and Owner from the claims set forth below which may arise out of or result from Contractors operations under the Contract and for which Contractor may be legally liable, whether such operations be by Contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (a) Claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed;
- (b) Claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
- (c) Claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
- (d) Claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by Contractor, or (2) by another person;
- (e) Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
- (f) Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle.

The insurance shall be written for not less than One Million Dollars (\$1,000,000) or, in the case of subcontractors, a lesser amount as agreed between Owner and Contractor. Coverages shall include:

- (a) Contractual Liability Insurance with respect to the liability and indemnification provisions of this Contract;
- (b) Premises operations (including X, C and U coverages, as applicable);
- (c) Completed Operations and Product Liability Insurance for one (1) year beyond completion and acceptance of the Project.
- (d) Explosion, collapse and underground property damage hazard insurance;
- (e) Broad Form Property Damage Insurance;
- (f) Contractor's Protective Liability Insurance;
- (g) Workmen's Compensation including Occupational Disease and Employer's Liability Insurance in amounts and for coverage as required by statute;
- (h) Commercial Liability Insurance (including coverage for direct operations, sublet work, contractual liability and completed operations with limits not less than those stated below):
 - (i) Bodily injury--including personal injury: \$1,000,000 each person; \$1,000,000 each occurrence
 - (ii) Property Damage Liability: \$500,000 each occurrence; \$1,000,000 aggregate
- (i) Comprehensive Automobile Insurance (including coverage for owned, non-owned and hired vehicles with limits not less than those stated below):
 - (i) Bodily Injury Liability: \$1,000,000 each person; \$1,000,000 each occurrence
 - (ii) Property Damage Liability: \$100,000 each occurrence; \$100,000 aggregate

Maintenance of insurance by Contractor as specified in this Article shall in no way be interpreted as relieving the Contractor of any responsibility whatever and Contractor may carry, at its own expense, such additional insurance as it deems necessary. Contractor's insurance shall be primary and any duplicative insurance obtained by Owner shall be secondary.

Contractor shall submit certificates of insurance to Owner. The certificates shall include:

- (a) Name and address of the insured;
- (b) Name and location of the Project;
- (c) Types of insurance;
- (d) Policy numbers;
- (e) Expiration dates;
- (f) Limits of liability for bodily injury and for property damage;
- (g) Endorsements required to make policies conform with the insurance requirements;
- (h) An endorsement requiring the insurer to provide to the Owner prior written notice of thirty (30) days before the coverage under such policies may be canceled, materially modified, or nonrenewed; and

"King County Library System, its officers, agents, and employees" are named as Additional Insureds.

9.0 ADDRESS

White Center Library – 1409 SW 107th Street, Seattle, WA 98146-2120

VENDOR INFORMATION FORM

(Please Print All Information)

Receipt of the Question & Answer/Addenda (numbered _____ through _____) is hereby acknowledged.

Vendor Name: _____ **Contact Name:** _____

Address: _____ **Contact's e-mail:** _____

Phone Number: _____

Fax Number: _____

Washington State Tax ID Number: _____

Washington State UBI Number: _____

Authorized Signature

Printed Name

Title

Date