

REQUEST FOR PROPOSAL: Audio Visual for Training Room

Notice to Proposers:

- Sealed proposals will be received by Graham Fire & Rescue until 1:00 p.m. on January 7th, 2019.
- Proposals must be submitted on the form provided by the District. (Attached)
- Proposals shall be submitted in a sealed envelope which is plainly marked with “**Audio Visual Training Room**” and addressed to:
Graham Fire & Rescue
23014 70th Ave E
Graham, WA 98338
- Proposals that are hand delivered may be dropped off to Graham Fire & Rescue Headquarters station between 9:00am – 4:00 pm, Monday – Friday.
23014 70th Ave E
Graham WA 98338
- Faxed or E-mailed proposals will not be accepted.
- **Proposals shall not be accepted after 1:00 pm on January 7th, 2019 regardless of postmark date.**

Questions: All questions and clarifications regarding this Request for Proposal can be answered by e-mailing tmason@grahamfire.org or contacting Assistant Chief Tom Mason at 253-847-8811.

No Contact Policy: After the date and time established for receipt of proposal, any contact initiated by any proposer with any Graham Fire Department representative, other than the Training Division representative for Graham Fire & Rescue, concerning this Request for Proposal is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction or any future award.

Scope of Work

Graham Fire & Rescue intends to add audio visual equipment to Graham Fire & Rescues Training Room at Station 91 (10012 187th St E Puyallup WA 98375). The Training room is roughly 40’x30’ and can be used as a combined or uncombined training room, divided by an accordion folding door. Visual display will need to be one 85 inch or larger television monitor mounted to the wall and one 58 inch or larger television monitor on mobile roll away cart. Audio speakers should be located throughout the room with ability to control volume, mute zones as a combined or uncombined room. The amplifier will need to zone rooms for combined and uncombined and the ability to mute microphone. The integrated media presentation control center will need to have the ability to input from a personal computer, wireless connection and cable television.

Proposal Requirements

- **A list or drawing indicating description of equipment, sizes and design to be used.**
- Comply with any Pierce County permitting requirements

Work to be completed:

- Remove and dispose any existing cables or old audio visual equipment.
- Furnish and install television display monitors.
- Furnish and install amplifier.
- Furnish and install audio speakers.
- Furnish and install integrated media presentation control center.
- Furnish and install new cables/connectors for the system.
- Furnish and install new bracketry or racking for the system.
- Program and calibrate system.

Additional Requirements:

- It is the contractor's responsibility to make sure all of the required permits are issued before work begins.
- It is the contractor's responsibility to make sure all of work is completed by licensed professionals if required by Pierce county or State code.
- All Washington State and Pierce County codes and requirements must be adhered to.
- It shall be the contractor's responsibility, prior to commencing any work on the project, to provide to Graham Fire & Rescue a statement of an intent to pay prevailing wages in accordance with RCW 39.04.040 (1)(b); such statement must first be approved by the Department of Labor and Industries prior to submitting said statement to Graham Fire & Rescue.
- During the performance of any contract awarded as a result of this request for proposal, Graham Fire & Rescue must reserve 5% of moneys earned by the contractor, as retainage and in accordance with RCW 60.28.011; the contractor must be aware that Graham Fire & Rescue will retain this 5% retainage until such time as the contractor provides an affidavit of wages paid to Graham Fire & Rescue, in accordance with RCW 39.12.040 (1)(b).
- Prior to entering into any contract awarded as the result of this request for proposal, it shall be the contractor's responsibility to obtain and provide to Graham Fire & Rescue a performance bond in accordance with RCW 39.08.010, which states that the contractor shall (1) faithfully perform all the provisions of such contract; (2) pay all laborers, mechanics, and subcontractors and material suppliers, and all persons who supply such person or persons, or subcontractors, with provisions and supplies for carrying on the work required by the contract; and (3) pay any taxes, increases and penalties incurred on the project under Titles 51, 52 and 82 RCW, if required by the conditions of the bond.
- At the option of the contractor or the general contractor/construction manager as defined in RCW [39.10.210](#), Graham Fire & Rescue may, in lieu of the bond, retain ten percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under chapter [60.28](#) RCW, whichever is later.
- If applicable, proposers shall include a complete detailed specification list, Manufacturer's warranty and any samples of catalog pages. Pricing must cover any freight and delivery charges. Sales tax shall be excluded on the initial bid.

Evaluation Process

An evaluation committee will independently evaluate each bid to determine the strengths, weaknesses and total cost. This will serve as the primary basis for the selection to award the contract. Some established priorities that the evaluation committee will be identifying during the selection process include, but are not limited to:

- Reliability and ease of maintenance;
- Customer service and support;
- Any applicable warranties;
- Price - initial and ongoing;
- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services

Minority and women-owned firms and veteran-owned firms shall be afforded equal opportunity to compete for the above public contract for services.

Contract Award

Graham Fire & Rescue reserves the right to qualify, or reject, any or all proposals as deemed to be in the best interest of the District. Graham Fire & Rescue reserves the right to accept or reject any or all proposals and to waive any irregularities or technicalities in any proposal when it is in the best interest of the District. Graham Fire & Rescue reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the Request for Proposal.

Cost Summary & Company Information

All pricing to include testing, inspections, labor, freight & delivery fees and travel for services.

Grand Total \$ _____
*Sales Tax not included

Please attach a list or drawing indicating description of equipment, sizes and design to be used

Any Exceptions or Deviations to the request for Proposal shall be explained below: (if additional space is needed, please use a separate sheet of paper)

The undersigned proposer certifies this proposal is made in good faith, and without collusion or connection with any person or persons bidding on this project.

The undersigned proposer states this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are discrepancies or differences between conditions of the vendor's proposal and the Request for Proposal prepared by the District, Graham Fire & Rescue will prevail.

Vendor's designated person(s) who can be contacted for any additional information or questions during the evaluation of the proposal.

Name of Authorized Representative _____

Phone Number _____

E-Mail _____

Name of Firm _____