

REQUEST FOR PROPOSAL

LARGE SCALE PRIVACY VINYL FOR INTERIOR GLASS WALLS

RESPONSE DUE:	January 7, 2021, at 3:00 PM PST
ACCEPTANCE PLACE (Delivery/Mail):	South Sound 911 955 Tacoma Ave S., Suite 102 Tacoma, WA 98402
EMAIL/FAX RESPONSE:	<u>Email response (only) to Specifications@SouthSound911.org</u>
RESPONDENT QUESTIONS DUE:	December 14, 2020 at 3:00 PM PST
PRE-BID MEETING INFO:	None
PACKAGE LABEL (Delivery/Mail):	Label <u>must</u> include the solicitation number
LATE SUBMITTALS:	Late submittals will not be accepted
PUBLIC OPENING:	There will be no public opening
View complete RFP documents at https://southsound911.org/budget-finance/purchasing/bids View standard terms and conditions at https://southsound911.org/budget-finance/purchasing/	
The authorized points of contact for this RFP:	Mary Schindler Mary.Schindler@SouthSound911.org 253-798-7232 253-798-7874 (Fax)
	Janet Caviezel 253-798-2970 Janet.Caviezel@SouthSound911.org

Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-798-39



I. GENERAL INFORMATION

South Sound 911 is a voter-approved, consolidated public safety answering point (PSAP) providing 911, dispatch, records management and technology services for law enforcement, fire and emergency medical service (EMS). South Sound 911 serves most of Pierce County, Washington, including the City of Tacoma, City of Lakewood, City of Fife, City of Puyallup, West Pierce Fire & Rescue, and Pierce County, including the contracted cities served by the Pierce County Sheriff’s Department. South Sound 911’s mission is to provide a modern, unified emergency communications and response system to protect and serve our communities and partner agencies. South Sound 911 is governed by an 11-member Board of Directors of elected officials with representation reflective of the agency’s customer base.

South Sound 911 is seeking a contractor to **design, fabricate, and install privacy vinyl film on glass walls** in South Sound 911’s new facility currently under construction in Tacoma, Washington. Information about the facility may be found on South Sound 911’s website: <https://southsound911.org/public-safety-communications-center/>.

This is a two part solicitation. Respondent submittals will be comprised of a detailed proposed solution and a separate budget document. Proposed solutions will be evaluated on price, experience, qualifications, and technical merits.

All proposals received will be evaluated by a South Sound 911 Selection Advisory Committee (SAC). South Sound 911 reserves the right to award in the best interest of South Sound 911, including to award to more than one Respondent, to waive irregularities, or to not award a contract at all. South Sound 911 also reserves the right to issue a new Request for Proposal.

The apparent successful Respondent(s) will be expected to enter into a contract with South Sound 911 that allows for cooperative purchasing by other governmental entities. Contractor and sub-contractor personnel who will be on site at South Sound 911 will be required to pass a criminal background check.

PUBLIC WORKS

Portions of this work, including fabrication and installation ([WAC 296-127-01394](#)), are classified as a public works project, and all Washington State requirements will be adhered to, including payment bond, performance bond (RCW 39.08.010 and RCW 39.08.030), retainage (RCW 60.28.011), and prevailing wages (Chapter 39.12 RCW). Prevailing wages for this project will be based on the Response Due Date below, for Pierce County.

Respondents must comply with RCW 39.04.350 and 39.06.020 bidder responsibility criteria for public works projects.

Respondents are responsible for identifying the appropriate wage classification and prevailing wage for personnel assigned to perform the contract, as well as completing and submitting required State forms, with copies of submission to South Sound 911.

A. PROJECTED CALENDAR OF EVENTS

The tentative schedule of events concerning this RFP is as follows, but may be altered:

Publish and issue RFP	Dec. 7, 2020
Pre-Proposal Questions	Dec. 14, 2020
Pre-Proposal Answers Posted	Dec. 17, 2020
Response Due Date	Jan. 7, 2021, 3 p.m. PST
Proposals evaluated.....	Jan. 8-13, 2021
Contract Negotiations.....	Jan. 14-19, 2021
Award Recommendation.....	Begins at the end of the negotiation process
SS911 Policy Board Approval	Next meeting held, if required
Award Date	Same date as Board meeting
Work commences	TBD
Work is completed.....	TBD

B. ANSWERS TO RESPONDENT INQUIRIES

Any questions concerning the RFP must be submitted in writing to Mary Schindler, by email to Mary.Schindler@SouthSound911.org by 3:00 p.m. Pacific Standard Time (PST), Monday, December 14, 2020. South Sound 911 will not be responsible for unsuccessful electronic submittals. No further questions will be accepted after 3:00 p.m. PST on that day. The answers to the questions submitted will be an Addendum and will be posted to the following website: <https://southsound911.org/budget-finance/purchasing/bids/> by end of business Thursday, December. 17, 2020. It is the Respondent's responsibility to check the website.

South Sound 911 will not be responsible for unsuccessful submittal of questions, and no further written questions will be accepted after the deadline stated above. South Sound 911 also reserves the discretion to group similar questions into one single answer or not to respond, in its discretion, including and not limited to when the information is confidential.

All communications concerning this acquisition should be directed to Mary Schindler. Unauthorized contact regarding the RFP with any South Sound 911 employees may result in disqualification.

C. RFP REVISIONS

In the event it becomes necessary to revise any part of the RFP, addenda will be issued to all persons/firms who receive the RFP, and a notice will be posted on the designated website [<https://southsound911.org/budget-finance/purchasing/bids/>] that an addenda has been issued.

D. RESPONSIVENESS

Proposals must provide ninety (90) days for acceptance by South Sound 911 from the due date for receipt of proposals. All proposals will be reviewed by South Sound 911 to determine compliance with the requirements and instructions specified in this RFP. The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. South Sound 911 reserves the right, in its sole discretion, to waive irregularities deemed by South Sound 911 to be immaterial.

E. PROPOSAL FORMAT

Respondents may choose to submit proposals by hard copy with electronic copy on portable storage device or to submit proposals by email.

Hard Copies with Electronic Copy: One (1) hard copy original delivered to the South Sound 911 Budget and Finance Department, 955 Tacoma Avenue South, Suite 102, Tacoma, WA 98402. The original of the proposal is required on standard 8 ½ by 11 inch paper. One electronic copy: One (1) electronic copy in PDF format on a portable storage device. Electronic copies shall be submitted in portable document format (pdf) or image file formats. Documents must be capable of being opened, read, and disseminated to accommodate the solicitation process. If electronic copies are submitted in multiple documents, the documents must be numbered in compilation order to mirror hard copy submittals. Document must be printable on 8 ½ by 11 inch paper

Emailed proposals shall be submitted to Specifications@SouthSound911.org. This is a dedicated email address for receipt of proposals and bids only. (For other communications regarding this specification, see authorized contact information on the cover page.) The subject line of the email **must** contain the words "Specification 2020-003-320 Proposal."

Emailed proposals shall be in portable document format (pdf) or image file formats. Documents must be capable of being opened, read, and disseminated to accommodate the solicitation process. South Sound 911 email size limit is 10 MB. If a proposal requires multiple emails, the subject line must index the series (e.g., 1 of 2). Attachments must be in portable document format (pdf) or image file formats. If multiple attachments are

submitted, they must be numbered in compilation order to accommodate printing in the correct sequence. Document must be printable on 8 ½ by 11 inch paper.

South Sound 911 will not be responsible for unsuccessful submittal of documents. The response shall be entirely self-contained. For example, links to web pages or other documents not contained in the submittal are unacceptable. The order and sections of responses should match those listed in Section K below.

F. COSTS TO PREPARE PROPOSAL

South Sound 911 is not liable for any costs incurred by the Respondent for the preparation of a proposal submitted in response to this RFP, for conducting any presentations to South Sound 911, or any other activities related to responding to this RFP.

G. PROPOSALS PROPERTY OF SOUTH SOUND 911

All proposals, accompanying documentation and other materials submitted in response to this RFP shall become the property of South Sound 911 and will not be returned.

H. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

To the fullest extent permitted under law, all proposals received shall remain confidential until the evaluation is completed and the vendor is selected and approved. Thereafter, proposals shall be deemed public records.

See Standard Terms and Conditions Sections 1.17 and 2.25.

I. SOUTH SOUND 911 TERMS AND CONDITIONS

The standard terms and conditions published on the purchasing page of the [South Sound 911 website](#) are part of this specification and are binding on all respondents submitting responses to a request for bids, proposals, qualifications and information.

J. CONTRACT OBLIGATION

The apparent successful Respondent(s) will be expected to enter into a contract with South Sound 911, which is substantially the same as the sample contract and its general terms and conditions. See the purchasing page on the South Sound 911 webpage.

K. POST-EVALUATION

1. Notification of Selected Responses

Respondents will be notified when a selection has been made of responses that are eligible for further evaluation, if applicable, or when a selection has been made of apparent successful Respondent(s). Failure to include a fax number or e-mail address may result in no notification.

2. Protest Procedures

Respondents submitting a protest to this procurement shall follow the procedures described herein. All protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to the Respondent under this procurement.

All protests shall be in writing and signed by the protesting party or an authorized agent. The protest shall state all facts and arguments on which the protesting party is relying. All protests shall be addressed to the South Sound Executive Director.

Only protests stipulating an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document shall be considered. Protests not based on procedural matters will not be considered.

In the event a protest may affect the interest of any other Respondent, such Respondent(s) will be given an opportunity to submit their views and any relevant information on the protest to the South Sound 911 Executive Director.

Upon receipt of a protest, a protest review will be held by the South Sound 911 Executive Director to review the procurement process utilized. This is not a review of responses submitted or the evaluation scores received. The review is to ensure that procedures described in the procurement document were followed, all requirements were met, and all Respondents were treated equally and fairly.

Protests shall not be accepted prior to notification of selected Respondents. Protests shall be received within two (2) business days from the date of the notification. The South Sound 911 Executive Director or his/her delegate will then consider all the information available to him/her and render a written decision within five (5) business days of receipt of the protest, unless additional time is required. If additional time is required, the protesting party will be notified of the delay. No contracts will be entered into until such written decision is issued.

L. PROPOSAL CONTENT TO BE SUBMITTED

The following information shall be submitted.

1. Cover letter

2. Proposal Signature Page and Certification of Wage Payment Compliance — complete and submit

3. Proposal and Budget

Provide a detailed proposal and budget for all deliverables listed in **Section II Project Background**. The deliverables set forth in this RFP should not be considered a complete list of all required elements. It is expected vendors will articulate how their response meets the deliverables set forth in this RFP.

4. Experience and Qualifications

- a) History - Provide a brief description and history of available resources and a list of relevant products and technologies Respondent has utilized while delivering similar services as outlined in the Scope of Work and Requirements.
- b) Qualifications and Experience - Provide information that highlights Respondent's abilities to successfully complete and provide the services (including graphic artists, project managers, and installers) outlined in the scope of work and requirements.

5. References

Provide contact information for five (5) references for similar projects completed which demonstrate Respondent's ability and experience. Information should include, at a minimum:

- Company name
- Contact's name and title
- Telephone number
- E-mail address
- Description of services provided
- Project (Installation) Address
- Photos of the completed, installed work

6. Conflicts of Interest

The Respondent shall document any conflict(s) of interest due to other clients, contracts, or property interest. Include a sworn statement certifying that no member of ownership, management, or staff has vested interest in any aspect of this project (Non-Collusion Affidavit).

- (1) Provide a statement that no assistance in preparing the response was received from any current or former employee of South Sound 911 whose duties relate(s) to this RFP, unless such assistance was provided by a South Sound 911 employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFP.

- (2) State if the Respondent or any employee of the Respondent is related by blood or marriage to a South Sound 911 employee. If there are such relationships, list the names and relationships of such parties. Include the position and responsibilities within the vendor's organization of such vendor employees.
- (3) State whether any of the individuals to perform work on the contract is a current or former South Sound 911 employee.

7. Required Supplemental Information

a) Financial Information

- (1) Status of Firm —if a corporation, list the state and date of incorporation.
- (2) If other than a corporation, list all general partners, joint ventures, persons or entities with an interest of ten percent (10%) or more in the Firm, indicating the title, if any, and the percentage of the interest of each.
- (3) Failure to Complete Prior Projects
Disclose whether Respondent has ever failed to complete work as outlined in the Scope of Work or similar project, within the past two (2) years. If so, list the entity for which the project was to be performed and explain why the work was not completed.

b) Litigation - State the case number and party names of all litigation the Respondent has been named in that has been filed since January 1, 2011. The Respondent may omit any employment-related cases. It is not sufficient to state that litigation has no effect on this procurement. FAILURE TO DISCLOSE will result in disqualification of the Respondent and, if applicable, may be grounds for termination of any contract entered with the Respondent. If none, so state.

c) Include any supplemental information the Respondent thinks will be valuable to South Sound 911 in evaluating the qualifications of the Respondent to provide the services and/or goods described in this RFP.

M. AWARD CRITERIA

It is the intent to award at least one contract for the tasks listed in these specifications. The Respondent who can comply with the provisions and specifications herein, and provided such proposal is reasonable and is in the best interests of South Sound 911 to accept, will be offered an award. South Sound 911 reserves the right to award more than one contract, in the best interests of South Sound 911.

South Sound 911, however, reserves the right to reject any and all proposals, waive minor deviations or informalities, not award a contract, or issue a subsequent RFP.

N. ADDITIONAL INFORMATION FOR RFP EVALUATION PROCEDURES

1. Request for Clarification

As part of the evaluation process, and at the discretion of the Selection Advisory Committee (SAC), Respondents may be asked to clarify specific points in their proposal[s]; however, under no circumstances will Respondents be allowed to make changes to their proposals.

2. Interviews

The SAC may request an interview with the Respondents who score the highest. If a Respondent declines the request for an interview for any reason, the Respondent may be eliminated from further consideration.

O. SELECTION PROCESS AND EVALUATION CRITERIA

Responses to this RFP will be evaluated and ranked by a Selection Advisory Committee comprised of South Sound 911 personnel and other experts chosen at the discretion of South Sound 911. This evaluation process will be based on criteria listed below. The relative weight is intended as a general indication as to which criteria is most important to South Sound 911 and a general guide to the evaluators who participate in the process. South Sound 911 reserves the right to give each criterion such weight as it deems appropriate.

- Cost of Proposal 20%
The evaluation process is not designed to simply award the contract to the lowest cost proposal but, rather, is intended to help with the selection process to choose the best combination of attributes, including price, based on the evaluation factors.
- Understanding of Project 40%
Proposals will be scored for understanding of South Sound 911's needs by evaluating Respondent's description of the proposed solution. The solution should include a detailed description of the process, equipment, software, and services Respondent will provide.
Other criteria considered in this area will be whether the Respondent has grasped pertinent issues, identified potential problem areas, understands the deliverables, and understands and accepts South Sound 911's terms, conditions, and schedule requirements.
- Experience and Qualifications 40%
Respondent's qualifications and past similar experience will be scored for applicability to South Sound 911's needs. Respondent will provide a minimum of five (5) references. Respondent's references will be checked in addition to past contract performance.

II. PROJECT BACKGROUND

A. PROJECT REQUIREMENTS / PROBLEM STATEMENTS

The purpose of this RFP is to obtain proposals from qualified persons as to their costs, ability, and qualifications to design, produce and install large-scale vinyl privacy film on glass.

B. PROPOSAL REQUIREMENTS

Proposals must provide a written, clearly labeled, response to each and every section below, including identifying areas which do not apply. Responses which reference separate documents must indicate document name and page/location of the referenced information for each requirement. Responses must be entirely self-contained. For example, links to web pages or other documents not contained in the submittal are unacceptable.

- Details on the proposed material(s) to be used.
- Details on the proposed process, including those which contribute to the proposal cost (i.e., included number of design revisions).
- Vendor's requirements regarding site access for installation.
- Proposed timeline for artwork design, production, and installation, including required lead time(s). Anticipated installation date is TBD, but is estimated for March/April 2021.

C. PROJECT ASSUMPTIONS, DESIGN DECISIONS

Demountable glass walls are being installed by a third-party at 3580 Pacific Avenue; Tacoma, WA 98418. For reference, original plan drawings and measurements are provided as **Exhibit A**.

The awarded vendor is responsible for the accuracy of all measurements. As dimensions may have changed during construction, the selected vendor must conduct a site visit(s) to collect and verify measurements for all areas planned for privacy film prior to production. Glass walls are currently scheduled for installation by the end of February 2021.

The design concepts selected by South Sound 911 staff are provided as **Exhibit B** and are envisioned as being tinted and/or transparent vinyl, print or cut, or a mixture of techniques. There are three designs, one for each of the facility's three floors. Proposals must allow for alternate plans or design variations on select walls/locations if the assigned design is not conducive.

South Sound 911 requires preliminary design proofs, prior to field measurements, for design planning, feedback and alteration, and to determine installation location(s). Final proofs are required after field measurement verification and prior to fabrication.

South Sound 911 has not identified a specific vinyl product or film; however, the materials used must be durable, scratch-resistant, peel-resistant, and smooth (bubble- and dimple-free).

D. PROPOSAL BUDGET

The proposal budget must be submitted as a separate document clearly labeled as "Proposal Budget" including the solicitation title, specification number, and the Respondent's name.

Budget must include separate lines for each of the following:

- Cost for artwork/design
- Cost for production of vinyl artwork – include recommended materials and alternates, if available
- Cost for on-site installation – including any pre-production site visits for field measurements

(Continued, next page)

- Other related costs not already stated
- Total cost or minimum and maximum cost range
- Detailed information for warranties or other guarantees for materials and installation

****Proposal and Budget must contain all components listed above.****

SOUTH SOUND 911 PROPOSAL SIGNATURE PAGE

All proposals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Hard copy proposals submitted by delivery must be sent to South Sound 911, 955 Tacoma Avenue South, Suite 102, Tacoma, WA 98402.

**PROPOSAL FOR SPECIFICATION NO. 2020-003-320
LARGE SCALE PRIVACY VINYL FOR INTERIOR GLASS**

The undersigned Respondent hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The Respondent agrees, by submitting a proposal under these specifications, that, in the event, any litigation should arise concerning the submission of proposals or the award of contract under these specifications, or Request for Proposals, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

SOUTH SOUND 911 STANDARD TERMS AND CONDITIONS

The undersigned Respondent agrees, by submitting a proposal under these specifications, that the undersigned has read and understands the standard terms and conditions for South Sound 911 solicitations and services.

NON-COLLUSION and RESPONSIBLE BIDDER CRITERIA SWORN STATEMENT – PUBLIC WORKS

The undersigned Respondent agrees that by submitting a proposal under these specifications, the undersigned is in compliance with responsible bidder criteria in RCW 39.04.350. Further, contractor will verify that any first tier subcontractor(s) is in compliance of same. Further, contractor will verify that a subcontractor of any tier that hires other subcontractors have verified responsibility criteria for each of its subcontractors at the time of subcontract execution (RCW 39.06.020).

AFFIDAVIT

The undersigned Respondent, being first duly sworn, on oath, hereby certifies that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person or entity not herein named; and bidder/Respondent has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a proposal; and that Respondent has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Respondent's Registered Name

Address

City, State, Zip

(Area Code) Telephone Number / Fax Number

E.I.No. / Federal Social Security Number Used on Quarterly Federal Tax Return, U.S. Treasury Dept. Form 941

Signed and sworn before me on this ___ day of _____, 20____.

Notary Public in and for the State of _____,

County of _____,

My commission expires: _____

Signature of Person Authorized to Enter into Contracts for Respondent

Printed Name and Title

Date

WA Unified Business Identifier (UBI) / State Business License (if licensed other than WA, please also specify the state)

State Contractor's License Number (See Ch. 18.27, R. C. W.)

↑ Place Notary Stamp or Seal Here ↑

Addendum No. 1 _____ Addendum No. 2 _____

Addendum No. 3 _____ Addendum No. 4 _____

THIS PAGE MUST BE COMPLETED, SIGNED, NOTARIZED, AND RETURNED WITH BID



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date December 7, 2020, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State or country

Check One:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH BID