

CITY OF LOVELAND, COLORADO

REQUEST FOR PROPOSAL

FOR

**INTERIOR & EXTERIOR FURNISHINGS
FOR
THE OLDE COURSE GOLF CLUBHOUSE**

Bid #2022-95



**REQUEST FOR PROPOSAL
INTERIOR & EXTERIOR FURNISHINGS
FOR
THE OLDE COURSE GOLF CLUBHOUSE AT LOVELAND**

The City of Loveland ("City") is requesting proposals for interior and exterior furnishings for The Olde Course Golf Clubhouse at Loveland. Proposals must be received electronically at bids@cityofloveland.org on or before 2:00 p.m. Mountain Time (MT) on Thursday, October 20, 2022.

Request for Proposal (RFP) documents will be available via Rocky Mountain E-Purchasing at www.bidnetdirect.com. If you are not registered with Rocky Mountain E-Purchasing, visit their website and select "Vendor Services." If you have questions about the registration process, contact Rocky Mountain E-Purchasing System at 800-835-4603.

The City will hold a mandatory pre-proposal meeting on October 12, 2022, 10:00 a.m. Mountain Time (MT) at The Olde Course Golf Clubhouse at Loveland, located at 2115 West 29th Street, Loveland, CO.

Questions concerning this Request for Proposal shall be directed to the City's Project Manager, Jake Rieder, at Jake.Rieder@cityofloveland.org.

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City's Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The City will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City's ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

"La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programasy actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexualo género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad al TitleSix@cityofloveland.org o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los ciudadanos de acuerdo con la Ley de Discapacidades para americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad en jason.smitherman@cityofloveland.org o al 970-962-3319.

COLORADO OPEN RECORDS ACT NOTIFICATION

The City of Loveland is subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

PROJECT DESCRIPTION AND BACKGROUND

The City is currently seeking proposals to add interior and exterior furnishings to the Olde Course Golf Clubhouse at Loveland located at 2115 W 29th St, Loveland, CO 80537. This proposal request includes seating and tables listed in the Furniture Requirements for locations shown on the attached drawings.

Questions concerning this Request for Proposal shall be directed to the City's Project Manager, Jake Rieder, or at Jake.Rieder@cityofloveland.org.

ANTICIPATED SCHEDULE/TIMELINE

Advertise request for proposal	September 29, 2022
Pre-Proposal Meeting	October 12, 2022, 10:00 a.m.
Last Day to Submit Questions	October 14, 2022
Proposals Due	October 20, 2022
Evaluation of Proposals	October 21-24, 2022
Anticipated Notice of Award	October 25, 2022

CONDITIONS OF PROPOSAL SUBMITTAL

All Proposals shall comply with the following conditions:

- 1.0 All firms must comply with the requirements, conditions, and specifications contained in this RFP.
- 2.0 A representative of your firm who has contractual authority must sign the proposal.
- 3.0 Multiple proposals will be accepted from any one firm if different brands are proposed.
- 4.0 Subcontractors may be included in proposals from more than one firm.
- 5.0 All submittals must be complete and comprehensive, but it is not necessary to include expensive displays or excess materials. All costs incurred in the preparation and presentation of the proposal shall be entirely borne by the firm and its subcontractors. Please avoid submittal of extraneous and unnecessary information and using binders, which make reproduction more difficult and expensive.
- 6.0 Prospective firms shall submit one (1) electronic copy to bids@cityofloveland.org of their proposal, which shall become the property of the City of Loveland. The City shall retain a minimum of one copy of the submittal permanently. Any banking, bonding, and insurance information will not become part of the City's permanent record and will be destroyed after evaluation is complete. The other copies will only be returned upon written request.
- 7.0 All questions and inquiries relating to this Request for Proposal should be addressed to Jake Rieder, Public Works Department – Facilities Management, City of Loveland, by email at Jake.Rieder@cityofloveland.org. No other City staff members should be contacted about this project.

- 8.0 The City reserves the right to waive any irregularities and to reject any and all proposals on any basis without disclosing a reason. Issuance of this proposal does not commit City of Loveland to award any contract or to procure any equipment, materials, or services.

9.0 CONTRACT DOCUMENTS

9.1 **Contract Documents.** The following documents as indicated by an "X" constitute the Contract Documents for this project. By submitting a proposal, the proposer certifies and represents that the proposer has been furnished with the Contract Documents, is familiar with them, and intends to be bound by them.

Furnished with Request for Proposal:

- ☒ Request for Proposal
- ☒ Services Contract
- ☒ Proposal Response Form
- ☒ Furniture Requirements and Scope of Work
- ☒ Floor plan showing furniture layout

- 9.2 **Preparation.** Each proposer must submit an original proposal on the form included with the Request for Proposal. No other proposal form will be considered by the City. The proposer shall sign the proposal response form appropriately prior to submitting the proposal for consideration. The proposal may be rejected if it shows any omissions, alterations of the form, additions not called for, conditional proposal, or any irregularities of any kind. Entries on the proposal response form shall be entered using dark black print or legibly written in dark ink. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail. Similarly, a standard unit of measure is to be used for proposal purposes.
- 9.3 **Proposer Qualifications.** No proposal shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that is in arrears to the City. If requested, proposers shall be required to submit satisfactory evidence that they have a practical knowledge of the particular materials and/or equipment proposed upon and that they have the necessary financial resources to provide the proposed materials and/or equipment called for as described in the attached Furniture Requirements and Scope of Work.
- 9.4 **Confidential Information.** Pursuant to the Colorado Open Records Act, C.R.S. §§ 24-12-201 *et seq.* ("Act"), all information contained in any bid or proposal is subject to public disclosure unless it meets one of the exceptions set forth in the Act. To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data ("Confidential Information"), the bidder must clearly mark all Confidential Information as such and provide a written, detailed justification with its bid or proposal of the protected nature of the Confidential Information under Colorado law. This justification must address, at a minimum, the specific competitive harm that may result from any disclosure, the intrinsic value of the Confidential Information to the bidder, and any safeguards the bidder uses to protect the Confidential Information from disclosure. By submitting a bid, the bidder agrees to hold the City harmless from any claim arising from the release of Confidential Information not clearly marked as such by the bidder or lacking written, detailed justification supported by Colorado law.

- 9.5 **Brochures.** Proposals shall include adequate brochures, latest printed specifications, and advertising literature describing the product offered in such fashion as to permit ready comparison with the City's specifications on an item-by-item basis where applicable.
- 9.6 **Terms of Payment.** Prices must be based upon payment in 30 days. Cash discounts must be stated on the proposal response form. In all cases, cash discounts will be calculated from the date of the invoice or the date of acceptance of the materials and/or supplies, whichever is later. Checks will be mailed to the Supplier at the invoice address noted on the proposal response form.
- 9.7 **Schedule Requirement/Delivery Time.** The delivery time, as stated in the proposal, shall be the time required to deliver the complete items from the date of the notice of contract award. Where multiple items appear on a proposal request, the proposer shall, unless otherwise required by the City, state delivery time for each item separately. If only a single delivery time is shown, it will be assumed that all items can and will be delivered on or before the time stated. The City reserves the right to reject any proposal in which the stated delivery time could delay the operational needs of the City, as determined by the City in its sole discretion.
- 9.8 **Freight.** The Supplier shall be responsible for all applicable freight charges. Freight charges must be included in the proposal prices rather than listed as a separate line item.
- 9.9 **FOB Destination.** All items shall be shipped FOB destination. The Supplier shall be liable for any and all losses or damages to the items until accepted by the City at the point of destination, at which time title to the items shall pass to the City. Such acceptance and passage of title shall be subject to the City's inspection of the equipment as set forth herein.
- 9.10 **Return Policy.** Please specify manufacturers' return policies. If possible, proposers should send a copy of the manufacturers' return policies with their response to the proposal for the City's files.
- 9.11 **Credit.** If a proposer places any dollar limitations for credit extended on a purchase order, the City will consider such limitations in the evaluation of the proposals. Any credit limits without justification may cause the City to disqualify the proposal. The City will not complete credit applications.
- 9.12 **Taxes.** The City is exempt from federal, state, city, and county sales/excise taxes.
- 9.13 **Signatures and Submittal.** All proposals shall be submitted in writing and signed by the proposer and his/her authorized agent and must include the proposer's address and telephone number. Each proposer shall sign the proposal with the proposer's usual signature and shall give the proposer's full business address. Proposals by partnerships shall be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. A complete list of partners shall be included with the proposal. Proposals by a corporation shall be signed in the official corporate name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation, and shall display the corporate seal. The names of all persons signing should also be typed or printed below the

signature. Proposing corporations shall designate the state in which they are incorporated, the address of their principal office, and the name and address of their agent for service of process. A proposal by a person who adds the word president, secretary, agent, or other designation without disclosing the principal will be rejected. The proposer's name stated on the bid shall be the exact legal name of the firm. Faxed proposals are not acceptable.

- 9.14 **Withdrawal/Amendments.** Proposals may be withdrawn, altered, and resubmitted at any time before the time set for opening the proposals. Proposals may not be withdrawn, altered, or resubmitted for a period of 30 days thereafter, and the proposal of the lowest and second lowest responsible proposers may not be withdrawn for a period of 60 days thereafter, or until execution of the Contract by the lowest responsible proposer, whichever occurs earliest. Proposals, amendments thereto, and withdrawal requests received after the time advertised for proposal opening will be void, regardless of when they were mailed.

10.0 PROPOSAL OPENING

- 10.1 **Receipt by City.** All proposals must be received at bids@cityofloveland.org before the date and time specified in the notice page above. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Please put the name of the RFP in the subject line of the email and name the attached proposal: Name of RFP-company name. Any proposal arriving after the deadline will not be considered. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the proposer. Please be aware that the City internal email server scans all emails with attachments and delays the receipt of those emails by up to 4 minutes so plan your time of submittal accordingly. Email inclusive of all attachments and artwork in the email cannot exceed 25 mb.
- 10.2 **Proposal Opening.** Proposals received will be read aloud at a public place as determined by the City on the proposal opening date.
- 10.3 **Proposal Results.** Following proposal opening, proposals will be posted by company name and proposal amount at www.bidnetdirect.com. The award will be posted at the same Internet address once available.

11.0 AWARD OF PROPOSAL

- 11.1 **Basis of Award.** The City reserves the right to award to the firm that best achieves the project needs and not necessarily the lowest cost proposal. Furthermore, the City reserves the right to reject all proposals and to waive any irregularities or informalities.
- 11.2 **Acceptance and Rejection of Proposals.** The City reserves the right to accept any and all proposals or parts thereof; to reject any and all proposals; and to waive irregularities and informalities. Proposals received after the time specified for bid opening will be returned unopened. The City reserves the right to inspect the proposals' facilities prior to contract award and to negotiate optional items with the successful proposer(s).

SERVICES CONTRACT

The selected firm is expected to sign the attached Services Contract if awarded the proposal. Any changes to the Contract requested by the firm should be noted in the proposal. See separate document entitled "Services Contract – Interior Lounge Furnishings for Loveland Public Library."

PREPARATION AND SUBMITTAL OF PROPOSALS

1. Proposals submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the Proposal to the City of Loveland. Please provide one (1) electronic copy to bids@cityofloveland.org of the Proposal.
2. Proposals shall include the following:
 - A. Cover Letter – A cover letter stating the name, address, telephone number and email address of the proposing firm, and bearing the signature of the person having the authority to make the Proposal for the firm.
 - B. Financial Stability Information – Provide information on the financial stability of your firm.
 - C. Vendor Information and Key Personnel Resumes – Please describe the firm's team for this project. Please include, at a minimum, resume information for each member of the project team. The primary contact for the firm should be clearly defined. For each team member, please include the following:
 - Role the individual will take on the project.
 - A description of the individual's background and experience, including any unique qualifications, related qualifications, specific roles in past projects, and relevant experience
 - Years of experience
 - Years of experience with the firm
 - A list of at least three (3) references from organizations for which similar goods and services have been provided. Include contact names, addresses, and telephone numbers.
 - D. Product Information – Provide catalog cut sheets with the specified item clearly marked as noted in the attached furniture requirements and scope of work. (i.e. S-1: Exterior Chair; S-2; etc.). The proposer shall describe to the City how it proposes to guarantee its products and services. The proposer shall provide a user manual containing all pertinent technical documentation, warranty information, and re-order information to the City upon completion of the project. If specifications are submitted with the proposal, the proposer's name should be clearly shown on each document.
 - E. Finishes – Provide samples of finishes AS PRICED and AS REQUESTED in the attached furniture requirements and scope of work.
 - F. Proposal Response Form – A completed Proposal Response Form.

- G. Unit Price Form – Provide pricing information identifying all components to be provided and return to the City. Please verify that all components have been addressed and that all quantities are correct. List pricing for all components including shipping and installation. Included with this proposal document is a floor plan showing the location and layout of the areas for the furnishings. The proposer is responsible for clarifying all quantities and crosschecking to the keyed plan. Provide lead times for all items, from placement of order, including quick ship programs. Please include all freight and installation costs as specified in the unit price schedule requested in your proposal. Building layouts are available in AutoCAD and may be requested through the Project Manager.
- H. Warranty & Maintenance Information – Provide complete warranty information for all proposed furniture items.
- I. Schedule/Delivery – Provide documented schedule noting critical dates for ordering product and verify if the specified times will meet the schedule requirements. The delivery and installation dates for this project are to be determined and coordinated with the City. Identify any products that cannot be obtained by your company or cannot be delivered within the projected schedule. The Supplier will be responsible for any storage/warehousing required as a result of any phasing of the project. The time for turn-around of all shop drawings and submittals required in the Furniture Requirements must be built into the schedule.
- J. Additional Information – Provide any additional information that will aid in the evaluation of your qualifications with respect to this proposal.

EVALUATION CRITERIA AND FACTORS

1. Evaluation – An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possesses the integrity and reliability that will ensure good faith performance.
2. Criteria for Selection of Vendor – The following is a partial list of the criteria that may be used to evaluate proposals:
 - Responsiveness of submittal to the Request for Proposal
 - Pricing
 - Warranty
 - Quality of the proposed furniture
 - Available maintenance and/or service
 - Delivery and/or completion time
 - Firm's references and past experience with the same or similar furniture or services
 - Anticipated future cost and experience

FURNITURE REQUIREMENTS AND SCOPE OF WORK

This RFP includes only those furniture items as defined in this RFP. All finishes for the furniture contained in this proposal must coordinate with the finishes for the facility and are subject to Project Manager's approval.

Space plans with designated locations are included with this Proposal. Quantities are estimates and are not guaranteed.

Proposer shall provide drawing layout for proposed furnishings with an itemized pricing for each of the components included in the layout. In addition, please provide pricing for each individual item. Proposer may provide more than one layout for the furnishings. The drawing layout included with this Proposal is a preferred optional layout. The proposal must include unit prices, which includes all costs necessary for the complete delivery, installation, trash removal off site, cleaning and final placement of such Unit Work.

All furniture items shall be new and guaranteed for materials and workmanship.

Basic specifications for all furnishings:

- Product shall meet ANSI/BIFMA standards for structural quality
- Product shall have the minimum warranty as specified in the specifications section below.
- Service parts shall be available in the Denver area market
- Installation shall be performed by factory-trained personnel
- Pricing shall include all installation and delivery charges

Floor plans are attached in the document titled "The Olde Course Golf Clubhouse – Floor Plan – Opt 1 and Opt 2 pdf."

SPECIFICATIONS FOR SEATING

Basic Specifications for the seating are as follows:

Seating S-1 – Exterior Seating – Seated height

Comparable manufacturers and modular seating product lines by one of the following:

- Superior Seating – Stackable Outdoor Seating
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for the seating:

- Stackable.
- Seating shall be high density composite or synthetic teak wood
- Seating frames shall be metal
- Finishes shall coordinate with facility finishes.

- Finishes shall match S-2
- Minimum warranty of 5 years on chair frame.
- Seating shall have option for arms.

Seating S-2 – Exterior Seating – Counter height

Comparable manufacturers and seating product lines by one of the following:

- Superior Seating – Stackable Outdoor Seating
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for the seating:

- Chair shall be Counter height
- Stackable
- Seating shall be high density composite or synthetic teak wood
- Seating frames shall be metal
- Finishes shall coordinate with facility finishes.
- Finishes shall match S-1
- Minimum warranty of 5 years on chair frame.
- Seating shall have option for arms

Seating S-3 – Exterior Seating – Wicker Outdoor

Comparable manufacturers and seating product lines by one of the following:

- Florida Seating
- Patioliving

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for the seating:

- Chair shall consist of metal frame.
- Vinyl to have UV inhibitors.
- Cushions to be mildew/bacteria resistant and UV inhibitors
- Finishes shall coordinate with facility finishes.
- Minimum warranty of 3 years on chair vinyl
- Seating shall have arms.

Seating S-5 – Interior Seating – Bench with Storage

Comparable manufacturers and seating product lines by one of the following:

- Coalesse Exponents Bench

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for the seating:

- Multipurpose guest seating to coordinate with tables (Table T-5 &6)
- Bench shall be wood with cushions.
- Cushions shall be, faux leather, vinyl, or fabric with stain protection (if specified).
- Finishes shall coordinate with facility finishes.
- Minimum warranty of 5 years on bench frame
- Bench shall have option for storage

SPECIFICATIONS FOR TABLES

Basic specifications for the tables are as follows:

Table T-1 – Exterior Tables – Square/Rectangle - Regular height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form.

The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables should be square
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be high density composite or synthetic teak wood.
- Tables shall have metal frames
- Tables shall have dark metal pedestal bases either round or square with adjustable leveling glides
- Minimum warranty of 5 years on frames
- Tables shall coordinate with Seating S-1, S-2

Table T-2 – Exterior Tables – Square/Rectangle - Regular height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables should be square
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be high density composite or synthetic teak wood.
- Tables shall have metal frames
- Tables shall have dark metal pedestal bases either round or square with adjustable leveling glides
- Minimum warranty of 5 years on frames
- Tables shall coordinate with Seating S-1, S-2

Table T-3 – Exterior Tables – Counter height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item*

numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements. The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables should be square
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be high density composite or synthetic teak wood.
- Tables shall have metal frames
- Tables shall have dark metal pedestal bases either round or square with adjustable leveling glides
- Minimum warranty of 5 years on frames
- Tables shall coordinate with Seating S-1, S-2

Table T-4 – Exterior Tables – Coffee Table Height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables can be square or rectangular
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be high density composite or synthetic teak wood.
- Tables shall have metal frames
- Tables shall have metal bases with adjustable leveling glides
- Minimum warranty of 5 years on frames
- Tables shall coordinate with Seating S-3

Table T-5 – Interior Tables – Square/Rectangle - Regular height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables should be square
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be solid surface
- Tables shall have dark metal pedestal bases either round or square with adjustable leveling glides
- Minimum warranty of 5 years on frames
- Tables shall coordinate with outdoor tables chairs

Table T-6 – Interior Tables – Square/Rectangle - Regular height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables should be rectangular
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be solid surface
- Tables shall have dark metal pedestal bases either round or square with adjustable leveling glides
- Minimum warranty of 5 years on frames

- Tables shall coordinate with outdoor tables chairs

Table T-7 – Interior Tables – Bar height

Comparable manufacturers and table product lines by one of the following:

- Superior Seating – Product Line – Street Side
- Wausau Tile – Product Line - Lorna

Contingent on meeting all specification requirements, as determined solely by the City, other acceptable manufacturers may be included. *Unless stated otherwise, any brand names and item numbers listed are for the sole purpose of providing reference to product quality and specification. Approved equals are acceptable; however, furniture must meet or exceed specifications identified in the furniture requirements.* The City will determine what is considered an approved equal, and reserves the right to reject any proposal based upon the quality of the proposed furniture item. Please list the manufacturer name and item number of product proposed on the Unit Price Form. The City will accept more than one proposal from a Supplier. The City may request samples of the proposed items. All samples requested, must be provided at Supplier's expense. Supplier will be responsible for the delivery and return of samples, including cost.

Specifications for this table:

- Tables should be rectangular
- Finishes to be selected from manufacturer's standards.
- Table surfaces shall be solid surface
- Tables shall have dark metal pedestal bases either round or square with adjustable leveling glides
- Minimum warranty of 5 years on frames
- Tables shall coordinate with outdoor tables chairs

PROPOSAL RESPONSE FORM

City of Loveland Interior Furnishings for Loveland Public Library

Proposer must submit entire form completed, dated and signed and attached to their pricing proposal for each proposed furnishings layout.

Proposer must also complete the following questions in addition to providing their pricing.

Please state your terms of payment and any discounts you might offer:

Please state return policy (attach manufacturer's policy):

Please note any exceptions you take to this bid, *e.g.*, minimum quantity requirements:

Please attach warranty information on each product in the Furniture Requirements.

Will your company provide an on-site representative for coordination during delivery and installation on this project?

PROPOSER'S INFORMATION:

Company Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

The Proposer hereby acknowledges receipt of Addendum Nos. ____, ____, ____, ____, ____, ____, to these specifications. (Insert number of each addendum received.)

Name and Title of Authorized Company Representative:

Name (Please print) Title

Signature

Dated this ____ day of _____, 2022.