REQUEST FOR PROPOSAL
RFP No. 2021-002

Project Name: Kittitas Seedlings Office Furnishings
Project Location: 220 East Helena Ave., Ellensburg, WA 98926
Issue Date: January 25, 2021
Proposal Close Date: February 4, 2021
Proposal Close Time: 4:00pm
Proposal location: Electronic Submission

INSTRUCTIONS TO PROPOSERS

In order to more fairly evaluate all proposals, Contractors are asked to please include updated quantities and include the manufacturer/s of the quoted furnishings.

1. Thirteen (13) L shaped desks, natural wood laminate, double pedestal, 30” x 60” desk with 24” x 42” return.
2. Three (3) 36” x 65 ½ “ tall steel bookshelves
3. Four (4) 42” x 65” tall locking double door storage cabinets
4. Proposal will include all freight, delivery, installation, and applicable taxes.
5. Safety programs shall be the responsibility of the Contractor. This includes but is not limited to job site safety issues and compliance with Washington State Department of Labor and Industry requirements.
6. Contractor shall secure and clean up the worksite at the conclusion of each workday to eliminate unauthorized building access and to reduce the exposure of ESD105/EPIC employees and clients to construction materials and debris. ESD105/EPIC shall not be responsible for lost or stolen tools, equipment or materials.

The lowest responsive Proposer shall:
   a. Have a current state unified business identifier number;
   b. If applicable, have industrial insurance coverage for the Bidder’s employees working in Washington as required in Title 51 RCW;
   c. Have an Employment Security Department number as required in Title 50 RCW;
   d. Have a state excise tax registration number as required in Title 82 RCW, and
   e. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unregistered or unlicensed contractors) or RCW 39.12.065(3) (prevailing wage violations).

Other Requirements:
c. The proposal shall comply with all Federal statues relating to non-discrimination. These include but are
not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the
basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20
U.S.C. §§1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of
the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the
basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107),
which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972
(P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the
Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L.
91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) §§
523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended,
relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of
1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or
financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which
application for Federal assistance is being made; and (j) the requirements on any other non-discrimination
Statue(s) which may apply to this Contract.

Terms and Conditions: The owner shall notify the contractor of its intent to award and will issue a contract to
proceed with such work. If the contractor does not proceed with such work within 30 days and upon written
notice from the owner this contract will be terminated, and no compensation will be due the contractor.
Payments for products and services shall be mutual agreed to upon acceptance of proposal and agreements for
progress payments defined prior to the start of the work. All acceptance and final payments are subject to
review and acceptance by the owner. Warranties shall be provided at conclusion of work for products and
services as outlined.

Educational Service District 105 Contact: Clementina West

Phone: 509-853-1106

E-mail: clementina.west@esd105.org

Educational Service District 105
33 South 2nd Avenue
Yakima, WA 98902
## PROPOSAL FORM

<table>
<thead>
<tr>
<th>Project Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location:</td>
<td></td>
</tr>
<tr>
<td>Bid Date:</td>
<td></td>
</tr>
<tr>
<td>Bid Time:</td>
<td></td>
</tr>
<tr>
<td>Bid location:</td>
<td></td>
</tr>
</tbody>
</table>

**Proposal To Educational Service District 105:**
The undersigned declares that proposer has carefully examined the Request for Proposals and has made such site examinations necessary to determine the nature of the site and conditions to be encountered. The undersigned hereby proposes to furnish necessary material, labor, and perform all work as indicated:

**Base Proposal**

<table>
<thead>
<tr>
<th>Dollars</th>
<th>($ )</th>
</tr>
</thead>
</table>

**In-kind Contribution**

<table>
<thead>
<tr>
<th>Dollars</th>
<th>($ )</th>
</tr>
</thead>
</table>

[Do not include sales tax]

**Proposer Signature:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Phone**

Owner reserves the right to waive proposal informalities and irregularities, and award to bidder deemed in the best interests of the Owner.