

# REQUEST FOR QUOTES

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**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA BARBARA**

**REGARDING:**

*Ergonomic Task Chairs and Side Chairs*

**QUOTES DUE:**

*Thursday, March 28* NO LATER THAN *5:00* P.M. PACIFIC TIME

## 1.0 INTRODUCTION

The Superior Court of California, County of Barbara (“JBE”) is soliciting quotes from qualified vendors to provide ergonomic task chairs and side chairs according to the Bid Specifications stated below in section 2.0. In addition to the task chairs and stools listed in Section 2.0, Bid Specifications, if an award is made under this RFQ 181901, JBE reserves the option to place additional orders of products with similar specifications, through June 30, 2020. Additional orders are not guaranteed, nor are they exclusive.

## 2.0 BID SPECIFICATIONS

The chairs must be new with the standard manufacturer’s warranty.

### 2.1 TASK CHAIRS – 40 TOTAL:

- Breathable Grid Back With Mesh Support
- Built In Lumbar Support
- One Touch Pneumatic Seat Height Adjustment
- Multi-Function Control Seat with Seat Slider
- Back Height Adjustment
- Height and Width Adjustable Arms with Pads
- Heavy-Duty Base with Carpet Casters
- Approximate Size:
- Seat Size: 20”W X 19” D X 3.5” H
- Back Size: 19” W X 16” H
- Adjustable Height: 18” – 22”
- Max Overall Size: 39” H X 26.5”W X 25.25” D
- Weight: 54 - 64 Lbs.
- User Weight Capacity: 300 Pounds

*The above dimensions depict the **approximate** size for the task chairs.*

### 2.2 TASK CHAIRS- BIG AND TALL – 4 TOTAL:

- Breathable Grid Back With Mesh Support
- Built In Lumbar Support
- One Touch Pneumatic Seat Height Adjustment
- Multi-Function Control Seat with Seat Slider
- Back Height Adjustment
- Height and Width Adjustable Arms with Pads
- Heavy-Duty Base with Carpet Casters
- Approximate Size:
- Seat Size: 22” W X 25” D
- Back Size: 22” W X 23” H
- Adjustable Height: 18” – 23”
- Weight: 54 - 74 Lbs.
- User Weight Capacity: 400 Pounds

*The above dimensions depict the **approximate** size for the task chairs.*

### 2.3 SIDE CHAIRS – 4 TOTAL:

- Breathable Grid Back With Mesh Support
- Stacking
- Black in Color
- Glide Casters (no wheels)
- Approximate Size:
- Seat: 19.0"W X 17.0"D, Back: 18.0"W X 16.0"H
- Approximate Total Dimensions: 22"D x 25"W x 34"H
- User Weight Capacity: 300 Pounds

*The above dimensions depict the **approximate** size for the side chairs.*

### 3.0 TIMELINE

#### 3.1 Time is of the Essence.

Delivery of the chairs is required No Later than April 26, 2019.

### 4.0 DELIVERY LOCATIONS & BREAKDOWN:

The chairs must be delivered fully assembled. Inside delivery is required at each court location. All packaging must be removed from courthouse premises

#### 4.1 SANTA BARBARA COURTHOUSE

**16 Task Chairs**

**2 Big & Tall Task Chairs**

**4 Side Chairs**

**Delivery to:**

Attn: Stephanie Robbins, Human Resources Manager (805) 882-4545  
Superior Court of Santa Barbara County  
Figueroa Courthouse  
118 East Figueroa Street  
Santa Barbara, CA 93101

#### 4.2 SANTA MARIA COURTHOUSE

**19 Task Chairs**

**2 Big & Tall Task Chairs**

**Delivery To:**

Attn: Bethany Morales, Human Resources Technician, (805) 614-6405  
Superior Court of Santa Barbara County  
312 East Cook Street  
Santa Maria, CA 93454

4.3 **LOMPOC COURTHOUSE**

**5 Task Chairs**

**Delivery To:**

Attn: Carmen Hay, Judicial Services Supervisor (805)737-5444  
Superior Court of Santa Barbara County  
115 Civic Center Plaza  
Lompoc, CA 93436

**5.0 SPECIAL INSTRUCTIONS:**

- 5.1 Bid Due Date: Thursday, March 28<sup>th</sup> by 5:00 pm, Pacific Time.
- 5.2 Bids shall be submitted via email to [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org)
- 5.3 Questions shall be directed to [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org) no later than Tuesday, March 26<sup>th</sup> by 3:00 pm, Pacific Time.

**6.0 RFQ ATTACHMENTS**

6.1 **Administrative Rules Governing RFQs**

These rules govern this solicitation and should be read carefully by Bidder. They may be found at:

<http://www.sbcourts.org/gi/Purchasing/TermsConditions/RFQAdministrativeRules.pdf>

6.2 **Purchase Order Terms and Conditions**

Bidders are encouraged to review carefully the Purchase Order Terms and Conditions. JBE will issue a purchase order as the result of any contract award, if made, under this RFQ. The Purchase Order Terms and Conditions may be found at:

<http://www.sbcourts.org/gi/Purchasing/TermsConditions/POTermsConditions.pdf>

**7.0 SUBMISSION REQUIREMENTS AND ATTACHMENTS**

Bids must be submitted in the format described below. Bidder failure to meet the submission requirements may be cause for disqualifying a bid from further consideration.

7.1 **Bid Submission Deadline**

Bids must be received on or before the bid due date.

7.2 **Required Documents**

- A. Bidder must submit with its quote, a copy of a California seller's permit issued under Revenue and Taxation Code 6066 et seq.
- B. General Certification Form which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/GeneralCert.pdf>
- C. Darfur Certification which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/DarfurAct.pdf>
- D. Bidder must submit with its quote, a completed copy of **Attachment B, Specifications Checklist**, which may be found at:  
<https://www.sbcourts.org/gi/purchasing/181902-AttachmentB-SpecificationsChecklist.pdf>

7.3 **Optional Documents** (*if applicable*)

- A. Bidder DVBE Declaration (if applicable) which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/DVBEBidderDeclaration.pdf>
- B. DVBE Declaration (if applicable) which may be found at:  
<http://www.sbcourts.org/gi/Purchasing/TermsConditions/DVBE-Declaration.pdf>

7.4 **Cost Proposal**

The Bidder must complete and submit **Attachment A, Cost Proposal** for the Goods and Services described in the Bid Specifications. The Cost Proposal must include the cost per unit separated by line item from the cost of labor, and shall include the project total. Attachment A, Cost Proposal may be found at:

<https://www.sbcourts.org/gi/purchasing/181902-AttachmentA-CostProposal.pdf>

Price quoted shall include all applicable fees.