

REQUEST FOR QUOTES

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

REGARDING:

Ergonomic Task Chairs and Stools

QUOTES DUE:

Thursday, May 18 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 stools 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 2017-06, JBE reserves the option to place additional orders of products with similar specifications, through June 30, 2018. Additional orders are not guaranteed, nor are they exclusive.

2.0 BID SPECIFICATIONS

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

2.1 TASK CHAIRS – 37 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 Lbs.
- User Weight Capacity: 250 Pounds

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

2.2 TASK CHAIRS- BIG AND TALL – 2 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 Lbs.
- User Weight Capacity: 350 Pounds

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

2.3 STOOLS – 3 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
- Adjustable Footrest for Proper Support and Circulation
- Approximate Size:
- Seat: 17.9"W X 16.9"D, Back: 17.1"W X 16.5"H
- Approximate Seat Height: 23" – 33"
- User Weight Capacity: 250 Pounds

The above dimensions depict the approximate size for the stools.

3.0 TIMELINE

3.1 Time is of the Essence.

Delivery of the chairs is required No Later than June 26, 2017.

4.0 DELIVERY LOCATIONS & BREAKDOWN:

The chairs and stools 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

18 Task Chairs

2 Big & Tall Task 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

10 Task Chairs

Delivery To:

Attn: Ellen Scott, Judicial Services Manager, Sr., (805) 614-6407
Superior Court of Santa Barbara County
312 East Cook Street
Santa Maria, CA 93454

4.3 **LOMPOC COURTHOUSE**

9 Task Chairs

3 Stools

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, May 18th by 5:00 pm, Pacific Time.
- 5.2 Bids shall be submitted via email to sbsolicitation@sbcourts.org
- 5.3 Questions shall be directed to sbsolicitation@sbcourts.org no later than Tuesday, May 16th 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:
http://www.sbcourts.org/gi/Purchasing/2017-06-AttachmentB_Specs.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:

http://www.sbcourts.org/gi/Purchasing/2017-06-AttachmentA_Cost.pdf

Price quoted shall include all applicable fees.