

ACQ-2013-0517-RFQ COA III
COURT OF APPEALS DIVISION III- REQUEST FOR QUOTES (RFQ)
PERIMETER FENCING, WALKING SECURITY GATES AND VEHICLE SECURITY GATE

May 17, 2013

The Washington State Court of Appeals, Division III (COA-III) located at 500 N Cedar ST, Spokane, WA 99201 is soliciting quotes for the purchase and installation of a perimeter fence, three secured walk gates and a vehicle security gate for the employee parking lot. The *equipment* must meet the requirements identified in the Vendor Response Form.

COA-III will evaluate the responses based upon price. The RESOLUTION OF COMPLAINTS AND PROTESTS procedures that are attached will be followed for this procurement.

The COA-III reserves the right without penalty and at its sole discretion to:

- a. Reissue this solicitation with any changes the COA-III deems appropriate; or
- b. Accept either one or both parts of the solicitation as outlined in the Vendor Response Form.
- c. Take no further action under this solicitation.

Please fill out the attached Response Form or a reasonable facsimile and return by mail, fax, hand delivery, or email to:

Ms. Sam Dressler
Court of Appeals, Division III
500 N Cedar ST
Spokane, WA 99201-1905
509-456-3082
FAX #509-456-4288
Email: Sam.Dressler@courts.wa.gov

Your response must contain only the Vendor Response Form. No other cover page (other than a fax cover page) or material should be returned. All responses must be received by May 31, 2013 12:00 PM (noon) pacific time.

If you have any questions about this solicitation, please contact the person referenced above.

Vendor Response Form

Vendor Information:

Vendor Name:	
Contact Name:	
Street Address:	
City, State, Zip:	
Telephone No.:	
Fax No.:	
Email Address:	

Please provide equipment, installation and removal Cost for equipment and services that meet the following specifications:

1. 6' black ornamental steel fence with 3-rail panels. The fence material should be Montage Plus, Majestic design, made by Ameristar Fence Products or an equivalent quality product.
2. Three matching black ornamental steel 4' walk gates will be required, with keyed entry. One of the walk gates shall have an electronic fob reader mechanism for easy passage and allow for keyed entry. The electronic reader will need to be connected to the court's existing security entry system.
3. Remove and dispose of existing 6' chain link fence and posts on the east and south property boundary.
4. One 20' black vehicle roll back security gate of high commercial quality will be required.
5. The vehicle security gate triggering mechanism (fob reader) should be connected to the court's existing security entry system to gain access. All electrical connections, wiring, asphalt and concrete work required shall be included in the proposal submitted.
6. Remove and dispose of existing steel gate materials at the parking lot entrance.
7. The bid shall include labor at the prevailing wage.
8. The proposal should separate the cost for the perimeter fencing, walk gates and chain link fence removal (items 1-3 above) from the vehicle security gate installation and removal of existing parking lot gate (items 4-6 above).

Shipping, delivery, and taxes must be included.

Cost: perimeter fencing, walk gates and chain link fence removal	\$
Cost: vehicle security gate installation and removal of existing parking lot gate	\$
Total Cost:	\$

RESOLUTION OF COMPLAINTS AND PROTESTS

COMPLAINTS

Vendors must raise all relevant concerns regarding specifications or RFQ requirements before the proposal due date. Failure to do so will preclude a Vendor from filing subsequent protest based upon those aforementioned issues.

NOTIFICATION TO UNSUCCESSFUL PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified via email at the email address given in the Vendor Response Form.

DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Firms which submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The request for a debriefing conference must be received by the RFQ Coordinator within twenty-four hours after the notification of the successful firm is emailed to the Firm. The debriefing will be held within three business days of the request.

Discussion will be limited to a critique of the requesting Firm's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

PROTEST PROCEDURE

This procedure is available to Firms who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Firm is allowed three days to file a protest of the acquisition with the RFQ Coordinator.

Firms protesting this procurement shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Firms under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQ Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COA-III policy.

Upon receipt of a protest, a protest review will be held by the COA-III. All available facts will be considered and a decision will be issued by the COA-III within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the COA-III's action; or
- Find only technical or harmless errors in the COA-III's acquisition process and determine the COA-III to be in substantially compliance and reject the protest; or
- Find merit in the protest and provide the COA-III options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.