



Request for Quote PR2402287R

NEW SIMTEK MODULAR, LLC - Modular Shoot House Kit

Solicitation Introduction and Priority Statement:

The Washington State Department of Corrections is issuing this Competitive Solicitation pursuant to RCW 39.26. Pursuant to this Competitive Solicitation, the Department intends to conduct a competitive procurement to purchase Modular Shoot House Kit estimated to be valued at less than \$150,000. Because it is estimated to be less than \$150,000, the agency intends to award the contract to the lowest responsive and responsible bid from a small business (as defined in RCW 39.26.010(22)(a) or veteran-owned business, unless none of these businesses are responsible and responsive to this solicitation.

Bid Responsiveness: The Department will review bids on a pass/fail basis to determine whether the bid is 'responsive' to this Competitive Solicitation. This means that the Department will review each bid to determine whether it meets all the material terms of the solicitation. Also, all quote documents including completed specification check sheet, any amendments requiring signature and this completed RFQ must be received on or before the bid due date and time in order for the bid to be considered responsive.

Bidder Responsibility Analysis: For responsive bids, the Department will make reasonable inquiry to determine the responsibility of any bidder, i.e., whether the bidder is capable of performing the contract. The Department will determine responsibility on a pass/fail basis. This can include reference checks, financial stability, and other evidence that the bidder can meet performance requirements.

Posting Date.....May 2, 2024

Bids are due..... May 29, 2024 (No later than 3:00 pm PDT)

Procurement Coordinator.....Shannon Lambe
(360) 628-3266
shannon.lambe@doc1.wa.gov

Email (preferred) bids to.....shannon.lambe@doc1.wa.gov

Deliver via Standard Mail to.....Washington State Department of Corrections

Community Response Unit
Attn: Michael Poston
1016 S 28th St
Tacoma, WA 98409

IMPORTANT:

All correspondence must be submitted via email (or mail) with **PR2402287R** in the subject line or delivered in a sealed package with the following information on the outside:

- RFQ number
- Bid due date and time
- Procurement coordinator's name
- Name and address of bidder's company

The Procurement Coordinator is the SOLE POINT OF CONTACT for this solicitation. All communication between suppliers and DOC shall be with the Procurement Coordinator only.

Description of Requirement

DOC is seeking quotes for the purchase and delivery of **SIMTEK MODULAR, LLC - Modular Shoot House Kit**. Specifications can be found in Appendix A.

Delivery shall be made to the following address: Washington State Department of Corrections
Community Response Unit
Attn: Michael Poston
1016 S 28th St
Tacoma, WA 98409

Acceptance of Terms

The Bidder/Supplier is required to read and understand all information contained within this entire RFQ. By responding to this RFQ the Bidder/Supplier confirms acceptance of, and agreement with, DOC General Terms and Conditions and all the general and specific provisions, requirements, stipulations, and specifications described in this RFQ.

DOC General Terms and Conditions are not automatically printed or sent out with this RFQ. To view them please visit: <https://doc.wa.gov/about/business/docs/contracts/general-terms-and-conditions.pdf>

Special terms or requirements

See Solicitation Introduction and Priority Statement.

Bidder Notice

Emailed and/or mailed quotes will be accepted. Please quote net prices at which you agree to furnish any or all of the described goods and services F.O.B. destination, freight prepaid and included.

The State reserves the right to accept or reject quotes on each items separately or as a whole. By signing the pricing agreement below the vendor affirms having read the conditions noted in this document; agrees thereto, and has stated hereon the prices at which he will furnish and deliver.

Washington’s Electronic Business Solution (WEBS)

The DOC posts all bidding opportunities for purchased goods and services to the State of Washington Department of Enterprise Services (DES), Washington’s Electronic Business Solution (WEBS) system. Bidders will be able to download all bids and amendments through the WEBS system. If your firm is not currently registered and would like to receive future bidding opportunities, you will need to register free of charge with the WEBS system. Your firm can register by going online to: <http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

Appendices/Attachments

Appendix A. Specifications

Amendments

Any changes made prior to the due date and time will be done through a written amendment posted in WEBS. Any oral communication is NOT binding to the Purchasing Activity.

Solicitation Timeline

Date RFQ issued	May 2, 2024	
Question period ends	May 10, 2024	1:00 pm PDT
Answers provided by	May 15, 2024	3:00 pm PDT
Complaint period ends	May 22, 2024	3:00 pm PDT
Bids due	May 29, 2024	3:00 pm PDT
Bid review	May 30, 2024	TBD
Apparent successful bidder announced	No sooner than Jun 4, 2024	TBD
Debrief period ends	Three (3) business days after the apparent successful bidder is announced.	5:00 pm PDT
Protest period ends	No sooner than three (5) business days after the apparent successful bidder is announced.	5:00 pm PDT
Awarded purchase order released	No sooner than Jun 11, 2024	TBD

Questions

All questions regarding this solicitation must be submitted in writing. Answers/responses will be posted to WEBS.

Complaints, Debriefing and Protests

A vendor may file a complaint in writing regarding this solicitation within five (5) business days of the bid response deadline for: unnecessarily restricting competition, unfair/flawed evaluation or scoring process, or the solicitation requirements are inadequate or insufficient to prepare a response. Complaints will be responded to in a timely manner and posted to WEBS, along with any changes made to the solicitation (if applicable). Complaint may not be raised again during the protest period. Complaints must meet the following requirements:

- a) Must be in writing.
- b) Must be sent to the procurement coordinator prior to the deadline.
- c) Should clearly articulate the basis for the complaint.
- d) Should include a proposed remedy.

After the announcement of the apparent successful bidder, DOC will offer a three (3) day debriefing conference period to any bidder upon request. Participation in a debriefing conference is a prerequisite to submitting any protest.

Bidders will have 5 business days after their debriefing conference to file any protest. The protest may only be for one or more of the following reasons:

- a) A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- b) Errors in computing the scores; or
- c) Non-compliance with procedures described in the procurement document or agency protest process

Evaluation and Award Criteria

- Responsiveness - Bidder conformed to all solicitation requirements.
- Responsibility - Bidder is qualified and capable of fulfilling contract obligations.
- Pricing or cost factors - Pricing of responsive bids are evaluated.
- Non-cost factors - Non-cost factors such as *non-PCB or other certification preference* of responsive Bids will be evaluated.

In support of the state's economic and environmental goals, we encourage you to consider the following elements in responding to our bids. These are not a factor of award (unless specified in this document):

- Using environmentally preferable products and products that exceed EPA Guidelines
- Supporting a diverse supplier pool, including small, mini, micro, and veteran owned businesses.
- Including products made or grown in Washington

Failure to complete and return all documents or attachments will cause your bid to be found incomplete and non-responsive.

Purchase Card Acceptance

DOC is committed to utilization of the Washington State purchasing cards for vendor payments. This allows for expedited payment of goods and services received.

Are purchasing (credit) cards accepted? Yes_____ No_____

Offer/Bid

Vendor Name: _____ Tax ID: _____(NOT SSN)

Address: _____

City/State/Zip: _____ Facsimile: () _____

Supplier Contact: _____ Telephone: () _____

Email Address: _____

Is this company a small business (as defined in RCW 39.26.010(22)(a) or veteran-owned business? Yes No

Duration of warranty coverage - Parts: _____ (days) Labor: _____ (days)

Bidders are encouraged to offer a discount for prompt payment of invoice which will be utilized in determining the lowest responsive/responsible Bidder. To be considered in the state’s evaluation, period of entitlement must be thirty (30) calendar days or greater.

Attention Supplier: Any prompt payment discount must be referenced on the invoice submitted to the agency.

VENDOR GUARANTEES DELIVERY F.O.B. DESTINATION WITHIN _____ DAYS OF RECEIPT OF ORDER	Supplier Will Allow _____% Discount for payment within 30 days Net 30	Name/Title (please print)	
SHIPMENT WILL BE MADE FROM _____ VIA _____		Signature	Date

Pricing Agreement

REQ. ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1.	MFG: <u>NEW SIMTEK MODULAR, LLC</u> MODEL NO. <u>KIT #4 (see Appendix A)</u> MFG: _____ MODEL NO. _____	1	EA		
2.	Delivery	1	EA		

Total _____

In submitting this bid, the authorized signatory of the Bidder's Certification acknowledges having read and understood the entire RFQ document and amendments incorporated prior to the bid due date, and agrees to comply with its terms and conditions, as written, including any Certifications and Assurances. The authorized signatory also agrees to fulfill the offer for categories made in this bid and any subsequently awarded contract.

CONTRACTOR CERTIFICATION FOR COMPETITIVE PURCHASES
CONTRACTOR CERTIFICATION EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Corrections is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers. A scoring preference* in the bid evaluation of 5% will be given to any bidder who provides evidence as set forth herein

**The preference is applied for evaluation purposes only. If awarded, the vendor’s pricing would be as bid.*

I hereby certify, on behalf of the firm identified below, as follows **(check one)**:

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: _____ Name of Contractor/Bidder – Print full legal entity name of firm

By: _____ Signature of authorized person

Title: _____ Title of person signing certificate

Date: _____

_____ Print Name of person making certifications for firm

Place: _____ Print city and state where signed

Zero PCB Preference Evaluation

DOC PCB purpose statement

Polychlorinated biphenyls, commonly known as PCB's, have adverse effects on human health and the environment. Accordingly, the State of Washington including the Department of Corrections through its procurements of goods is trying to minimize the purchase of products with PCB's and to incentivize its vendors to sell products and products in packaging without them.

PCB Evaluation Clause

Pursuant to RCW 39.26.280 a scoring preference* in the bid evaluation of 5% will be given to any bidder who provides evidence as set forth herein, that the products and/or product packaging in quoted in this RFQ, do not contain any PCBs. In the event products and/or product packaging are tested, and no products or product packaging contain zero PCBs, a preference of 5% will be given to bidders who provide evidence that the products and/or product packaging, identified for PCBS testing quoted in this RFQ contain the least amount of PCBs possible. The method for testing products and/or packaging for PCBs must be per the U.S. Environmental Protection Agency (EPA) Analytical Method 1668c.

**The preference is applied for evaluation purposes only. If awarded, the vendor's pricing would be as bid.*

Add-On Option

- a) By mutual agreement the quantity of items purchased may be increased within six (6) months of the date of award provided the original purchase price, terms, conditions, and specifications remain the same.
- b) All subsequent purchases shall be effected by issuance of a purchase order by the Contract Administrator.
- c) Contractor will not process orders referencing a state Purchase Order from an unauthorized purchaser. Contractor in violation of this requirement may be subject to cancellation of purchase order add-on privileges.