

**Request for Proposals
By the City of Homer, Alaska
for the Homer Public Library Office and Lounge Chairs**

Sealed proposals for the Homer Public Library Office and Lounge Chairs will be received until 4:30 p.m., Thursday, January 11, 2024 at the office of the City Clerk, City Hall, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska, 99603. The time of receipt will be determined by the City Clerk's time stamp. **All proposers must submit a City of Homer Plan Holders Registration Form to be on the Plan Holder's List.**

The successful proposer(s) will be contracted to furnish the necessary labor, materials, equipment, tools and supervision to provide and deliver office chairs and lounge chairs for the Homer Public Library. Potential proposers can submit for both styles of chairs or just one style.

The Request for Proposals package and Plan Holder registration form is available on the City website: <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

Please direct all technical questions in writing regarding this proposal to: Dave Berry, Library Director, dberry@ci.homer.ak.us.

For information or questions regarding the submission of proposals please contact the City Clerk's Office, 907-235-3130 or visit the city website.

Proposals received after the time specified or proposals received from proposers not listed on the Plan Holders List will be considered non-responsive and shall not be considered. The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the City's needs.

Dated this 8th day of November, 2023

CITY OF HOMER



Robert Dumouchel, City Manager

Advertise:

Homer News: November 16 & 30, 2023 Ad#23-089

Anchorage Daily News: November 26, 2023 Ad#23-090

Request for Proposal
By the City of Homer, Alaska, for
Chairs for the Homer Public Library

The City of Homer is accepting sealed proposals for seating, to include rolling office chairs and soft lounge chairs, for the Homer Public Library. Proposers can submit for both styles of chairs or either one alone.

Office chairs are to be black or grey in color, durable, long lasting materials with mesh seating and backs. Selection should include chairs with arms and without. Chairs with arms should be adjustable.

Lounge chairs are to be in the autumn color palette, comfortable, durable materials that will withstand heavy use and clean easily, with arms. Rolling is optional for lounge chairs.

Schedule

1. Proposals due: Thursday, January 11, 2024 @ 4:30 p.m.
2. Notice of Award: Tuesday, January 23, 2024
3. Delivery/Installation of Furniture: No later than Monday, June 3, 2024

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the organization's needs.

Please direct questions regarding this proposal in writing to Dave Berry, Library Director dberry@ci.homer.ak.us no later than 10 days prior to proposal due date so any responses can be submitted to all proposer's listed on the plan holders list in writing.

Introduction

Homer Public Library opened its current building on September 16, 2006. The original furniture includes 15 Coriander Designs, Whidbey lounge chairs and 50 Herman Miller Aeron chairs. While this furniture has held up well, it is due for replacement. The chairs are heavily used by the general public and endure a great deal of wear and tear. Following are pictures of the current chairs for reference and information.



The existing lounge chairs are Whidbey chairs from Coriander Designs and are placed in the fireplace lounge and along the windows of the library.





The existing office chairs are mostly Herman Miller Aeron chairs, and are used in the meeting room, at the computer terminals and in study carrels.



Specifications		
	Office Chairs	Lounge Chairs
Color	Black or dark gray	Mix of autumn colors
Casters	Yes	Optional
Back	Full-length back with some degree of recline	Full-length back
Armrests	To accommodate a range of patrons, we are seeking 25 chairs with adjustable armrests and 25 chairs without armrests	Yes
Minimum weight capacity	275 lbs. with options for persons of size	
Approximate Seat Height	16"-22"	
Materials	Durable. Mesh preferred over foam cushions	Durable and easy to clean (vinyl or similar)

Required Contents for Proposals

All proposals should include the following information:

1. Specifications of the chairs, indicating that they meet the requirements outlined in the table above. Design plans, photographs and/or links to the manufacturer's documentation are strongly encouraged.
2. Price, including shipping to the Homer Public Library located at 500 Hazel Avenue, Homer, Alaska
3. Warranty and support, if applicable.
4. A timeline for delivery.
5. Proposers are welcome to include a range of cost proposals and/or different brands and models.

Procedure for Submitting Proposals

One original and two copies of proposals in a sealed envelope must be received by the City Clerk's Office, City Hall, City of Homer no later than 4:30 pm, Thursday, January 11, 2024. Proposals must be identified as shown below. Proposals received after the time specified or proposals received from proposers not listed on the Plan Holders List will be considered non-responsive and shall not be considered. The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in

the proposals, and to award the contract to the respondent that best meets the City’s needs. The City of Homer does not accept proposals by electronic means.

Proposals can be submitted in two ways:

1. In-person at the City Clerk’s Office, City Hall, 491 E Pioneer Avenue, downstairs
2. By mail to:

City Clerk’s Office
City of Homer
Attn: Homer Library Chair RFP
491 E. Pioneer Ave.
Homer, AK 99603

Evaluation Criteria and Selection Process

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice of award.

A selection committee will evaluate the proposals and make a recommendation to the library director and city manager. Evaluators may discuss factual knowledge of and may investigate a proposer’s prior work experience and performance, including projects referenced in the proposal or available written evaluations, and may contact listed references or other persons with knowledge of a proposer’s past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation.

Submissions will be evaluated and scored in accordance with the following criteria. In order to be considered, the chairs must be usable by a wide variety of body types and mobility considerations. All other criteria will be scored proportionally:

Scoring Rubric			
Criterion	Points awarded (out of 100)	Percentage of total score	Weighted points awarded
Accessibility for a wide variety of users	Y/N	--	
Durability		40%	
Cost (including shipping)		35%	
Appearance		20%	
Ease of repair		5%	
TOTAL		100%	