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**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
Library Director

RESOLUTION 24-020

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AWARDING THE CONTRACT FOR THE HOMER PUBLIC LIBRARY
OFFICE TASK CHAIRS TO THE FIRM OF ARCTIC OFFICE PRODUCTS
OF ANCHORAGE, ALASKA IN THE AMOUNT OF \$19,833.75 AND
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE
THE APPROPRIATE DOCUMENTS.

WHEREAS, In accordance with the Procurement Policy the Request for Proposal was
advertised in the Homer News on November 16 and 30, 2023 and in the Anchorage Daily News
on November 26, 2023; and

WHEREAS, The Request for Proposal was listed with three plans rooms in the State
and on the City website; and

WHEREAS, Proposals were due by 4:30 p.m. on Thursday, January 11, 2024 and four
proposals were submitted; and

WHEREAS, The Proposals were reviewed in accordance to the criteria established and
determined that Arctic Office Products provided the overall best selection for the price for the
Office Task Chairs as identified in the Request for Proposal documents.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, awards the
Contract for the Homer Public Library Office Task Chairs to Arctic Office Products of Anchorage,
Alaska in the Amount of \$19,833.75 and authorizes the City Manager to negotiate and execute
the appropriate documents.

PASSED AND ADOPTED by the Homer City Council this 12th day of February, 2024.


CITY OF HOMER



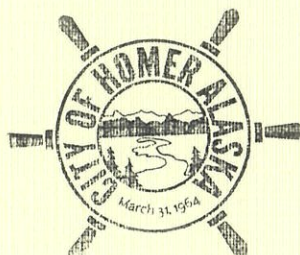
KEN CASTNER, MAYOR

39 ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK



44 Fiscal Note: Ordinance 23-43(S) appropriated \$44,030.19 from FY23 Community Assistance
45 Program (CAP) funds; \$44,030.19 remains. Ordinance 23-23(A-3) appropriated \$1,000 from
46 General Fund Capital Asset Repair and Maintenance Allowance (CARMA) Fund; \$1,000 remains.



MEMORANDUM

Resolution 24-020, A Resolution of the City Council of Homer, Alaska Awarding the Contract for the Homer Public Library Office Task Chairs to the Firm of Arctic Office Products of Anchorage, Alaska in the Amount of \$19,883.75 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Library Director.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: January 26, 2024
From: Special Projects Coordinator Carroll
Through: Rob Dumouchel, City Manager

Summary:

Council appropriated \$44,030.19 from the FY23 Community Assistance Program (CAP) funds to replace the chairs in the Homer Public Library. Staff have identified the best vendors for the purpose and are ready to award contracts.

Background:

In early 2023, library staff requested capital funding for replacing the 50 task chairs and 15 lounge chairs in the library. The chairs have been part of the original furnishings since the building opened in 2006 and are beginning to show their age.

In June, Council passed Ord. 23-43, which amended the FY 23 capital budget to accept a community assistance program payment from the state and appropriate the funds for various purposes. Among other things, the ordinance appropriated \$44,030.19 for replacing the chairs.

In November, staff issued a Request for Proposals and received four responses, which were evaluated by the selection committee on Jan. 19, 2024. Having read and discussed all the responses, the committee recommended splitting the contracts between two respondents, one for the task chairs and one for the lounge chairs.

The winning response for the task chairs comes to \$19,833.75 and the lounge chairs comes in at \$23,048.25, totaling \$42,882.00. The City will arrange for shipping, as this can be done cheaper in-house than through either of the respondents.

With Council's authorization, we will proceed to awarding contracts.

Recommendation:

Adopt resolutions awarding contracts for replacing the library chairs.



Arctic Office Products

Bryce Gardner
 100 W. Fireweed Lane 99503
 Tel: (907) 792-1110 Fax: (907) 279-4359
 bgardner@arcticoffice.com
www.arcticoffice.com

QUOTATION

Date: 1/24/2024

Rep: Bryce Gardner

1-23-24 Homer Library Update.sp4

Line #	Part Number	TAG	Mfg	Qty	Sell	Ext Sell
1	PLEASE REFERENCE			1	\$0.00	\$0.00

PLEASE REFERENCE HON OMNIA PUBLIC CONTRACT #R191804

MEMBER# 5200644

2	HIWMRA		HON	25	\$376.65	\$9,416.25
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Ign 2.0 Mid-back ReActiv

.W2 Weight Activated w/Seat Slider
 .N Armless
 .H Hard Caster
 .OS Charcoal
 \$(1) Grd 1 UPH
 .UR Contourett
 10 Black
 .BL Black Adjustable Lumbar
 .SB Standard Base
 .T Black

3	HIWMRA		HON	25	\$416.70	\$10,417.50
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Ign 2.0 Mid-back ReActiv

.W2 Weight Activated w/Seat Slider
 .A Height and Width Adj. Arm
 .H Hard Caster
 .OS Charcoal
 \$(1) Grd 1 UPH
 .UR Contourett

Line #	Part Number	TAG	Mfg	Qty	Sell	Ext Sell
	10	Black				
	.BL	Black Adjustable Lumbar				
	.SB	Standard Base				
	.T	Black				

4	Freight		GN2	1	\$0.00	\$0.00
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Freight FOB Seawide Express 4301 Industry Drive East, Suite B
 Fife, WA 98424-1833

\$ 19,833.75

Total Sell: \$19,833.75

Approved By: _____
Name

_____ **Title**

Date: _____

PO: _____



Line #	Part Number	TAG	Mfg	Qty	Sell	Ext Sell
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Validity

Quotes valid for 30 days unless otherwise specified.

Taxes

Prices do not include any sales, use, excise or any other tax. Any applicable taxes will be added at time of invoicing and buyer agrees to pay same.

Freight

Please ask your sales rep about lead times. Lead time for most furniture is 6 to 8 weeks unless otherwise noted.

Freight charges beyond Anchorage are not included unless otherwise noted.

Cancellations & Changes

In the event this proposal is accepted and becomes an order, it is understood and agreed that it cannot be canceled, except by mutual written consent. In the event of agreed cancellation a 40% of listed price restocking fee will be charged.

Delivery & Installation

In the event that delivery and installation are part of this proposal the following provisions apply:

1. Condition of Job Site - the jobsite shall be clean, free and clear of debris.
2. Job Site Services - Electricity, heat, lighting, hoisting or elevator service will be provided without charge to seller. Adequate facilities for offloading, staging, moving and handling of merchandise shall be provided.
3. Delivery During Normal Business Hours - Delivery and installation will be made during normal business hours. Additional labor cost resulting from after hours or weekend work performed at the buyers request will be paid by buyer.
4. Storage Space - Provided the merchandise does not arrive prior to requested date, adequate and safe storage space shall be provided by buyer. If the space provided is inadequate and requires excessive sorting or storage cost, such excess cost will be reimbursed by buyer.
5. Loss - After arrival at the job site any loss, theft or damage by weather, other trades or fire or other elements shall be the responsibility of the buyer and the buyer agrees to hold the seller harmless from loss for such reasons.
6. Receipt - Buyers or buyers representative must be present at time of delivery to sign for and acknowledge correctness of count and condition of goods being delivered.
7. Claims - Timely claims for transportation damage will be executed by seller and damaged merchandise will be repaired to the buyers satisfaction, or replaced; except in the event of direct shipments, which are the responsibility of the consignee.

Delays

In the event that construction delays or other causes not within the sellers control force postponement of the installation, the merchandise will be stored until installation can resume and will be considered accepted by the buyer for purposes of payment. In such event the buyer reserves the right to withhold 5% of invoice of said shipments against completion of the contract.

Warranty

All furniture is warranted to be free from defects in materials and workmanship for a period of one year from date of delivery unless otherwise noted. The warranty is made expressly in lieu of any and all other warranties expressed or implied.

Payment

Buyer agrees to pay each invoice within Fifteen days of invoice date. The buyer agrees to pay a finance charge of 1.5% per month on all delinquent invoices, as well as expenses, attorney fees and court cost which seller incurs by reason of any default by buyer, including non-payment. Title to subject merchandise shall pass from seller to buyer when goods are identified and delivered to carrier for transportation to buyers place of business. Failure of the buyer to present any written claim respecting any shipment within ten days of receipt thereof shall constitute waiver of all claims thereto.

No Other Agreements

There are no other agreements expressed or implied other than those specified herein and those set forth in the specifications, delivery and installation schedules etc. The terms and conditions set forth herein and the above mentioned.