



**Everett Public Facilities District**  
2000 Hewitt Avenue, Suite 200  
Everett, WA 98201  
p 425.322.2600  
f 425.322.2601

## **REQUEST FOR PROPOSAL**

**Angel Of The Winds Arena  
Everett, Washington**

**Suite Furniture**

Section 1: General..... 2

Section 2: Suite Furniture ..... 3

Section 3: Safety Standards ..... 5

Section 4: Manufacturer..... 5

Section 5: Information supplied by bidders ..... 5

    5.1 Company Profile..... 5

    5.2 Customer Support..... 5

    5.3 References ..... 5

    5.4 Costs ..... 5

Section 6: Diversity Inclusion..... 6

Section 7: Project Timeline..... 6

Section 8: Acceptance or Rejection of Proposal..... 7

Section 9: General Information & Timeline ..... 7

## Section 1: General

---

The Vendor is to provide Suite Furniture, meeting the specifications listed herein for use at Angel Of The Winds Arena in Everett, WA. Angel Of The Winds Arena is owned by the Everett Public Facilities District (EPFD) and is managed by Oak View Group (OVG360).

There will be a pre-bid site visit on May 22, 2024, at 10AM.

- Contractors should contact Curtis Giboney, Technical Services & Special Projects Manager, at [Curtis.Giboney@oakviewgroup.com](mailto:Curtis.Giboney@oakviewgroup.com) & Danielle Lothrop [Danielle.Lothrop@oakviewgroup.com](mailto:Danielle.Lothrop@oakviewgroup.com) to confirm the number of individuals from your firm planning to attend.

## Section 2: Suite Furniture

---

SCOPE OF WORK –

- A. The purpose of this document is to design and describe the scope of work and options for complete Suite Furniture.

B. Work under this Contract includes all designs, materials, tools, transportation services, supervision, coordination, etc., necessary to complete the Suite Furniture replacement project. The Suite Furniture will include the following:

a. Suites 1-10 Upper Suite Level

i. 30 quantities of Single Seat Lounge Chair

1. Overall Dimensions: 27.5" D x 30.5" W x 31" H
2. Seat Dimensions: 20" D x 23.5" W x 18" H
3. Arm Height: 25.5"
4. Fabric Grade C or higher
5. Quilted back with plain seat

ii. 40 Quantities of Barstool

1. Overall Dimensions: 22" D x 17.5" W x 46" H
2. Seat Dimensions: 16.5" D x 17.5" W x 30.5" H
3. Fabric Grade C or higher
4. Wood frame with fabric seat

iii. 10 Quantities of Round Coffee Table

1. 27.5" diameter x 14.5" H

b. Suites 11-20

i. 10 Quantities of Two Seat Lounge Chair

1. Overall Dimensions: 27.5" D x 56" W x 31" H
2. Seat Dimensions: 20" D x 47.5" W x 18" H
3. Arm Dimensions: 25.5" H
4. Fabric Grade C or higher
5. Quilted back with plain seat

ii. 20 Quantities of Single Seat Lounge Chair

1. Overall Dimensions: 27.5" D x 30.5" W x 31" H
2. Seat Dimensions: 20" D x 23.5" W x 18" H
3. Arm Height: 25.5"
4. Fabric Grade C or higher
5. Quilted back with plain seat

iii. 40 Quantities of Barstool

1. Overall Dimensions: 22" D x 17.5" W x 46" H
2. Seat Dimensions: 16.5" D x 17.5" W x 30.5" H
3. Fabric Grade C or higher
4. Wood frame with fabric seat

iv. 10 Quantities of Round Coffee Table

1. 27.5" diameter x 14.5" H

C. The Contract also includes:

1. Pre-Installation meetings on site.
2. Verification of dimensions and conditions at the job site.
3. Coordination with other contractors and trades.
4. Preparation of submittal information.
5. Installation in accordance with contract documents, manufacturer's recommendations, and all applicable code requirements.
6. Initial tests and adjustments, written report, and documentation.
7. Instruction to operating personnel regarding maintenance and upkeep: provisions of manuals.
8. Maintenance services; warranty.
9. Removal and Disposal of old Suite Furniture.
10. Prevailing Wages for all labor in this contract.

All documents provided by either the Owner, Operator or Architect are for reference only. All dimensions, weights and layouts are to be confirmed by the vendor and incorporated into the shop drawings. The vendor is responsible for providing a complete and working system as intended. Any item or items missing from information provided to the vendor does not relieve the vendor from the responsibility of providing what is required for a complete system.

#### DESCRIPTION OF WORK

Submit design for suite furniture for:

1. Suites 1-10
  - a. (3 each) Lounge Chairs
  - b. (1 each) Round Coffee Table
  - c. (4 Each) Bar Stool
2. Suites 11-20
  - a. (1 Each) 2 Seat Love Seat
  - b. (2 Each) Lounge Chairs
  - c. (1 Each) Round Coffee Table
  - d. (4 Each) Bar Stool
3. Removal of all old suite furniture.

#### QUALITY ASSURANCE

- A. Manufacturer and Integrator must have at least 5 years of experience in the design, fabrication and installation of all equipment indicated in this RFP.
- B. Provide corporate financial data for the past three years including bonding capacity.
- C. Provide a list of installation contacts over the past three years for installations of a comparable size and scope.
- D. Provide Project Manager by name and resume who will lead the project. Also, please indicate what subcontractors will be used with their experience.
- E. To be considered as eligible to submit a Proposal, Vendor must be legally licensed under applicable laws in the State of Washington.

#### SUBMITTALS

- A. Submit Rendering of complete design, schematic, photos of sample furniture and up to 3 fabric samples.

#### WARRANTIES AND SERVICE AGREEMENT

- A. Installer/Manufacturer shall warrant equipment free of defects in materials and workmanship for at least five years after the date of Substantial Completion. Defects occurring in labor or materials within a five-year warranty shall be rectified by replacement or repair.

- B. Contractor to provide Owner with exact beginning and ending dates of warranty period. Include the name of the person to call for service and telephone number. This information to be part of project record drawings.
- C. Contractor to provide a final site visit and verification that product is operational, and all items are functioning correctly at the end of the warranty period. The contractor shall not be responsible for correcting items that have been changed or altered by the owner or end user.

## **Section 3: Safety Standards**

---

The product shall meet or exceed all UL and OSHA safety and quality requirements.

## **Section 4: Manufacturer**

---

1. Approved products named in the specifications are pre-qualified but are not intended to exclude from consideration an equivalent product of a financially sound, established manufacturer that meets or exceeds all specified requirements and contract conditions.
2. Proposed substitutions must be equivalent in construction, appearance, dimensions and functions, and the manufacturer must have an established reputation in the line of product proposed.
3. Bidders should describe where specifications for material provided differ from these specifications.
4. The Everett Public Facilities District and Oak View Group, whose decision will be final, will determine acceptable equivalents.

## **Section 5: Information supplied by bidders.**

---

### **5.1 Company Profile**

---

The bidder should provide information about the company, including years of operation and client/employee growth.

### **5.2 Customer Support**

---

Describe the firm's ability to support the schedule and delivery requirements. Describe the firm's customer support program for resolution of warranty items.

### **5.3 References**

---

The bidder shall provide a list of at least five (5) references for similar types of facilities that have utilized the equipment being offered within the last five years.

### **5.4 Costs**

---

The bidder shall provide a list of costs in accordance with Section 2.

## Section 6: Diversity Inclusion

---

### Introduction Overview:

Oak View Group has a long-standing commitment to diversity and inclusion. We recognize that diversity is a vital component of our company's future success, not just as a value, but as a business philosophy central to our operations. As one of the world's leading Facility Management companies, we have a responsibility to reflect the customers and audiences we serve in all aspects of our business. To that end, we are committed to creating a best-in-class model for diversity and inclusion within the industry.

### Supplier Diversity:

Oak View Group is committed to providing equal access and meaningful opportunities to all vendors. Our supplier diversity program is designed to maximize the inclusion of minority, women, veterans and small disadvantaged business enterprises and individuals (Diversity Suppliers) in our supply chain. If the supplier is not diverse, they may be asked to report on relevant subcontracting (Tier II) activity with diverse suppliers. Supplier shall submit these reports at the frequency specified by Oak View Group.

### Company Ownership:

Is your company publicly or privately held? YES\_\_\_\_ NO\_\_\_\_

If your company is publicly held, please provide the stock symbol that your company's stock is traded under.

Please fill out below as it applies to your company's diversity status:

Women Business Enterprise (>=51% owned and controlled) YES\_\_\_\_ NO\_\_\_\_

Minority Business Enterprise (>=51% owned and controlled) YES\_\_\_\_ NO\_\_\_\_

Veteran Business Enterprise (>=51% owned and controlled) YES\_\_\_\_ NO\_\_\_\_

Other (Specify)\_\_\_\_\_

If Diverse, is your business certified? YES\_\_\_\_ NO\_\_\_\_

If certified, by which organization/council? \_\_\_\_\_

### Tier II (Subcontracting)

If your company does not have diversity status, please describe how a partnership with a diversity supplier would work. Oak View Group encourages Suppliers to explore all available opportunities to partner with diverse suppliers who offer products and services sought in connection with this RFP. Oak View Group expects any such arrangements to augment, and not duplicate, the responsibilities and efforts of supplier and other suppliers engaged in the provision of the RFP. Please describe your company's efforts with respect to Tier II.

## Section 7: Project Timeline

---

The schedule of the Suite Furniture shipment and installation must be coordinated with the facility management personnel. The commissioning date of the Suite Furniture shall be no later than August 17th, 2024.

## **Section 8: Acceptance or Rejection of Proposal**

---

The EPFD reserves the right to reject any and/or all Proposals when such rejection is in the interest of the EPFD to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the EPFD, not in a position to perform the contract. EPFD also reserves the right to waive any information, technicalities, or irregularities in bidding. The contract will be awarded based on three factors which are described below. Each factor will be rated, and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The EPFD reserves the right, however, to award contract to its best interest or to reject all bids.

Price = 20 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Equipment = 30 Points. Points will be awarded based on the quality, reliability, and overall functionality of the vendor's product.

Capacity = 20 Points. Points will be awarded based on prior experience in performing similar work and the vendor's ability to meet the implementation date required

Design Functionality = 30 points. Points are awarded based on the overall aesthetic fit given the use and functionality of the suites.

## **Section 9: General Information & Timeline**

---

Contact:

Please keep your contact to OVG360 / Angel Of The Winds Arena limited to email so that we can share your responses easily with members of our evaluation group and simply track discussion points.

Please include the name of your company and "Angel Of The Winds Arena Suite Furniture RFP" in the email subject line of any correspondence (example: Angel of The Winds Arena Suite Furniture RFP).

OVG360 / Angel Of The Winds Arena may contact you by phone for clarification on your responses.

All communication should be sent to:

Corey Margolis – General Manager, Angel Of The Winds Arena – Oak View Group  
[Corey.Margolis@oakviewgroup.com](mailto:Corey.Margolis@oakviewgroup.com)

Curtis Giboney – Technical Services & Special Projects Manager, Angel Of The Winds Arena – Oak View Group  
[Curtis.Giboney@oakviewgroup.com](mailto:Curtis.Giboney@oakviewgroup.com)

Danielle Lothrop- Director of Sales and Partnerships, Angel Of The Winds Arena- Oak View Group  
[Danielle.Lothrop@oakviewgroup.com](mailto:Danielle.Lothrop@oakviewgroup.com)

Timeline:

Monday, May 13, 2024,	Request for Proposal issued to vendors
Wednesday, May 22, 2024,	Pre-Bid walkthrough at 10am
Friday, May 31, 2024,	Last day for clarification questions
Friday, June 14, 2024,	Responses from vendors due at 12:00 PM Pacific.
Thursday, June 28, 2024	Notification to vendors on contract award (time TBD)

Proposal Instructions:

Sealed bid proposals will be received at the offices of Oak View Group, 2000 Hewitt Avenue, Suite 200, Everett, WA 98201, until 12:00 P.M. on June 14, 2024. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly and read aloud in the presence of the bidders or their representatives at an appointed time.

Envelopes containing Proposals shall be labeled as stated below and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of bidder.
- Addressed to Everett Public Facilities District.
- Submit proposal in duplicate plus one original. (Oral, telephone, and digital modifications will not be considered.)

The EPFD will negotiate a contract with the most qualified vendor at a price that the EPFD determines is fair and reasonable. In making its determination, the EPFD will consider the value of the services to be rendered and the scope, complexity, and professional nature of the services provided. If the EPFD cannot negotiate a satisfactory contract with the vendor selected at a fair price, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process is terminated.