

STAFF TASK CHAIRS

PURPOSE

The City of Louisville Public Library (“Library”) is accepting proposals from qualified contractors (“contractor”) to purchase task chairs for the Library staff. Please review the following for complete information on the request for proposal process.

SOLVING A PROBLEM

The Louisville Public Library furnished its new building in 2006. Current staff chairs are worn and do not have some of the features that recent ergonomic analysis has determined as important for safety and comfort; most notably an adjustable lumbar support and an armless option.

SPECIFICATIONS AND PRICING

Based on current and anticipated future staff needs, the Library intends to purchase chairs that are economical, durable, and fully adjustable to meet a wide range of staff needs. Funds have been appropriated, and the Library intends to finalize this purchase in the third quarter of 2017. In addition, as a government entity, the City of Louisville Public Library may qualify for pricing under a government contract. Contractors should make every attempt to propose furnishings that fit the specifications and qualify for any special contract pricing.

The following table outlines the major features requested in the contractor’s proposal:

SEATS	<ul style="list-style-type: none"> ▪ Adjustable: <ul style="list-style-type: none"> ▶ Angle ▶ Depth ▶ Height ▶ Tension ▪ Adjustment controls must be located on the sides of the chair, not in the front (between the knees). ▪ Weight capacity of 300 pounds.
BACKS	<ul style="list-style-type: none"> ▪ Adjustable lumbar support ▪ Locking ▪ Mid- to high-back (approximately shoulder-height or taller) ▪ Mesh fabric
ARMS	<ul style="list-style-type: none"> ▪ Adjustable <ul style="list-style-type: none"> ▶ Height ▶ Width ▪ Padded or cushioned armrest ▪ Ability for end user maintenance staff to add/remove (kit) ▪ Pivot arms are not desired
BASES	<ul style="list-style-type: none"> ▪ Five-star configuration
WHEELS	<ul style="list-style-type: none"> ▪ Hard casters
FABRICS	<ul style="list-style-type: none"> ▪ Grade B or Grade 2

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At a minimum, the pricing proposal must include the following information:

QTY	Description	Features	Unit Price	Ext. Price	Estimated Lead Time
18	Staff Task Chairs, w/arms				
7	Staff Task Chairs, w/out arms				
7	Arm Kits				
1	Counter-height stool for Circulation Desk, w/arms				
1	Counter-height stool for Circulation Desk, w/out arms				
	Delivery & Installation				
	Grand Total				

ADDITIONAL FACTORS

Other factors that a contractor must address are:

- 1) Information on manufacturer warranties, as well as service provided by the contractor or manufacturer.
- 2) The Library will also want the opportunity to examine the proposed chairs prior to making a final decision. To facilitate prompt decision-making and to help ensure that a majority of staff has an opportunity to test the chairs, the Library is requesting that a sample of each proposed chair be delivered to the Library for a 1- to 2-week testing period.
 - a. A selection of proposed fabric samples must also be available during the on-site review process.
- 3) Three customer references, for similar services, must be included with the proposal.
- 4) Contractors must include three different options.

SUBMITTAL REQUIREMENTS

Contractors are not required to use a particular format for their proposal; only to provide all the information requested in a clear and concise manner. Three (3) copies of each proposal shall be submitted, and a copy shall be provided in MS Word or PDF on a CD or thumb drive (USB). The Louisville Public Library will receive proposals in response to this RFP until 3pm MST on Thursday, July 27, 2017. Proposals received after that time will not be reviewed. Proposals must be in a sealed envelope plainly marked with the project name "Request for Proposal for Staff Task Chairs," and shall be addressed as follows:

CONTACT INFORMATION	
Karen Freiter Louisville Public Library 951 Spruce Street Louisville, CO 80027	e-mail: karenf@louisvilleco.gov direct phone: 303-335-4815

The Library anticipates final selection by August 24, 2017. Upon final selection, the Library anticipates a contract will be signed by City Council within thirty (30) days.