



## **REQUEST FOR PROPOSALS 2017-103**

### **PICNIC SHELTER**

#### **PRE-ENGINEERED, MANUFACTURED PICNIC SHELTER**

**SUBMISSION DEADLINE: TUESDAY, JANUARY 31, 2017 @ 3:00P.M.**

#### **SCOPE OF WORK**

Kitsap County is requesting proposals from qualified picnic shelter manufacturers to design, engineer, manufacture and deliver on-site to Wildcat Lake for purchase to Kitsap County, a 30'- wide x 36'- long picnic shelter as referenced in the specifications below.

#### **PROPOSED PROJECT SCHEDULE**

1. Notice of Award to be sent by February 7, 2017.
2. Shop drawings to be received by the County on or before February 14, 2017.
3. Allow review/approval time from Department of Community Development, approximately 30 business days, March 31, 2017.
4. Notice to Proceed to Manufacturer from the County by April 3, 2017.
5. Allow up to 80 days for manufacturing, with an anticipated delivery to be on or before June 23, 2017.

#### **PROJECT MINIMUM SPECIFICATIONS**

Supply and delivery of a picnic shelter. Assembly shall consist of loose building materials to be constructed on-site. Pre-assembled shelters constructed off-site will not be accepted as meeting the project minimum specifications:

1. Footprint of picnic shelter shall be 30' x 36'. (Building to be set on a 31' x 37' concrete slab.)
2. 6-3/16" x 6-3/16" square steel posts with anti-graffiti powder coat, forest green.
3. Roofing shall consist of peak and chamber glu-laminated beams, 2" x 6" tongue and groove fir roof decking, stained/sealed and gable roof, 4/12 roof pitch, Hi-Rib metal roof, forest green.
4. Minimum Wind load: 90 mph class C and Minimum Snow load: 30 psf.

5. Rain gutters. Schedule 40 aluminum.
6. 2 electrical boxes, located 40" from ground level.
7. Shop drawings and specifications are to be sealed and signed by a registered professional engineer in the state of Washington for review and approval by the County prior to the "Notice to Proceed" for fabrication. The sealed plans and calculations must be site specific for this project and must meet local codes and design loads. Seals allowing pre-manufactured structures to be constructed off-site will not be considered as equivalent.
8. Manufacturer is to provide technical support for the shelter installation.
9. Exact shipping date to be coordinated with the County.

**SUBMITTALS WILL BE EVALUATED AND RANKED ON THE FOLLOWING CRITERIA:**

- Ability to meet the minimum specifications
- Ability to meet the proposed project schedule
- Product literature and examples of similar picnic shelters constructed by manufacturer including pictures, location, shelter size and owner
- Design features and materials used to ensure a long-lasting and low maintenance picnic shelter
- Manufacturer is to provide technical support for the shelter installation
- Cost
- References

**Please direct questions and inquiries regarding the request for proposal to:**

Ric Catron, Parks Project Coordinator  
Kitsap County Parks Department  
Project Manager  
614 Division Street MS-1  
Port Orchard, WA 98366-4699  
360.337.5361  
rcatron@co.kitsap.wa.us  
M-Thurs 7:30 AM – 5:00 PM  
Alternate Fridays 8:00 AM-4:00 PM

Colby Wattling  
Kitsap County Administrative Services Department  
Buyer  
614 Division Street MS-07  
Port Orchard, WA 98366-4699  
360.337.7036  
cwattlingco.kitsap.wa.us  
M-Thurs 7:00 AM - 5:00 PM  
Fridays 8:00 AM- 12:00 PM

**Please mail or hand deliver two (2) copies of proposals to:**

**MAIL:**  
**Kitsap County Purchasing Office**  
**614 Division Street MS-07**  
**Port Orchard, WA 98366**

**HAND DELIVER:**  
**Kitsap County Purchasing Office**  
**619 Division Street**  
**Port Orchard, WA 98366**

**Proposals received after 3:00PM on January 31, 2017 will not be considered.**

Current solicitations and any addendum may be viewed by accessing the County's procurement web site at <http://www.kitsapgov.com/purchasing/bids.htm>

**2017-103 RFP  
PICNIC SHELTER**

**PROPOSAL SHEET**

**The undersigned Contractor proposes** to furnish Kitsap County all labor, equipment, materials associated with this project up to the point of delivery and to include technical support during the construction phase of this project, in accordance with the attached Scope of Work and Specifications:

**PROJECT COST** \$ \_\_\_\_\_

**WASHINGTON STATE SALES TAX (8.6%)** \$ \_\_\_\_\_

**TOTAL PROJECT COST** \$ \_\_\_\_\_

\_\_\_\_\_  
**Print company name**

**SIGNATURE** \_\_\_\_\_  
**Date** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**Tax ID #** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

Attachments:  
Proposal Sheet  
Addenda Receipt (if applicable)

**ADDENDA RECEIPT**

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

<u>Addendum Number</u>	<u>Date of Receipt of Addendum</u>	<u>Signed Acknowledgement</u>
1	_____	_____
2	_____	_____
3	_____	_____