

**City Of Woodland
City Council Meeting Agenda Summary Sheet**

Agenda Item: APPROVE BID AWARD TO PACIFIC BUSINESS SYSTEMS FOR PASS-THRU EVIDENCE LOCKERS FOR NEW POLICE STATION	Agenda Item #: <u>(G) Consent</u>
	For Agenda of: <u>7/1/2013</u>
	Department: <u>POLICE</u>
	Date Submitted: <u>6/25/2013</u>

Cost of Item: \$10,090.08
Amount Budgeted: _____
Unexpended Balance: _____

BARS #: 319.000.000.594.21.00.00 Description: Construction; Police Station

Department Supervisor Approval: Rob Stephenson, Police Chief /s/
Committee Recommendation: _____

Agenda Item Supporting Narrative (list attachments, supporting documents): BID DOCUMENTS FOR PASS-THRU EVIDENCE LOCKERS FOR NEW PD
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Summary Statement/Department Recommendation: The police department has "gone to bid" for equipment for the new police station. Specifically, bids were sought to provide pass-thru evidence lockers for the evidence room. Bids were opened on Friday, June 21 st , 2013, at 1:30 p.m. The low bidder was Pacific Business Systems of Portland, Ore. After reviewing the bid documents for completeness and adherence to the advertised specification, staff recommends that the bid be awarded to Pacific Business Systems.

BID SUMMARY

OWNER: City of Woodland

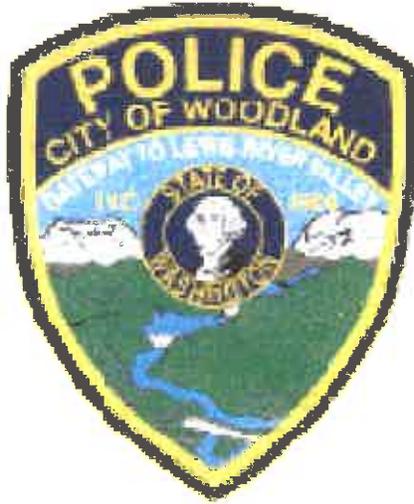
DATE OF BID OPENING: 6/21/13

PROJECT: Evidence Pass Thru Lockers

RECORDER: Mari Ripp

#	BIDDER	Addenda Acknowledged	Signed Proposal	Bidder Qualifications	ESD Coverage Letter	TOTAL COST
1	Allied Systems Products	nk	✓	✓	✓	11,862,72
2	Pacific Business Systems	✓	✓	✓	✓	10,090,08
3	Workpointe	✓	✓	✓	None	14,592,22
4						
5						
6						
7						
8						
9						
10						

*



PASS THRU EVIDENCE LOCKERS

PROPOSAL SUBMITTED BY:





www.webpacificbusiness.com

STORAGE, ACCESS & RETRIEVAL SYSTEMS

502 S.E. LINCOLN STREET PORTLAND, OR 97214-4533 (503) 231-7223 FAX (503) 231-0929

June 19, 2013

Donny Conner
Karia Hiler
Woodland Police Department
100 Davidson Avenue
Woodland, WA 98674

Dear Ms Conner and Hiler,

We are proud to provide our proposals for the High Density Storage System, Pass Thru Evidence Lockers, and Personnel/Duty Lockers. The quotation and recommendations that follow are based upon the information provided in the RFP.

We hope to work with you further as you implement this important project.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rhonda Valentine".

Rhonda Valentine (rhondaval@isdanet.net)
President, Pacific Business Systems
502 SE Lincoln St.
Portland, OR 97214
(503) 231-7223 ph
(503) 231-0929 fax

STATEMENT OF BIDDER QUALIFICATIONS

Project: Pass Thru Evidence Lockers

Name of Firm: Pacific Business Systems

Address: 502 SE Lincoln St. Portland, OR 97214

Payment Address: _____

Contact Telephone No.: (503) 231-7223

Contact Person for this Contract: Rhonda Valentine

Contact Address: _____

State of Washington Department of Licensing Contractor's Registration Number: PACIFBS870LQ

State of Washington UBI Number: 601-428-853

State of Washington Department of Employment Security Number: * See attached Letter

Washington State Excise Tax Registration No.: 601428853

Federal Tax ID Number: 931093549

How many years as a company have you provided commercial services? 21

Do you have any outstanding payment due to the Department of Revenue?
 Yes No If yes, please explain. _____

Do you have any outstanding payments due to the Department of Labor and Industries?
 Yes No If yes, please explain. _____

Do you have any outstanding payments due to the Department of Employment Security?
 Yes No If yes, please explain. _____

Are you listed on any debarment lists? Yes No

Are you on the list of parties excluded from the Federal procurement or Non-procurement programs? Yes No

By the signature below, Bidder confirms that all information provided is true and correct.

RValente Signature President Title 6/19/2013 Date

Print Name: Rhonda Valentine

SPECIFICATIONS

Project: Pass Thru Evidence Lockers

SPECIFICATIONS AND BID RESPONSE FORM (Page 1)

Place a check mark in front of each line item to verify inclusion in the bid.

1. Product solution must be constructed of durable steel with powder coated finish.
2. Product solution for Pass Thru Evidence locker must include: lift latch keyless locks on in-take side, single rear access door in evidence room, and front lock out system.
3. Product solution for Pass Thru Evidence locker dimensions for each unit:
Width: 36" Depth: 24" Height: 82" with 4" base.
4. Product solution for Pass Thru Evidence locker must have *similar* layout design, as shown in Part IV – Drawings, within dimension guidelines.
5. Product solution must meet all State of Washington and City of Woodland Building Code, and any other Codes, Ordinances and Laws applicable within the governing jurisdiction.
6. Overall height of storage solution must not exceed fire code. Ceiling height of room is 8 ft. Contractor is responsible to verify all code requirements.
7. Describe how the product solution in the proposal incorporates seismic safeguards.
8. The bid shall be accompanied with a detailed description including engineering drawing and technical data of the pass thru evidence locker system and equipment being bid. This drawing and data shall be in sufficient detail to provide a complete description of the pass thru locker system and equipment including accurate specification concerning weight, frame material and strength, overall length, width and height.
9. Product solution must include materials and installation into the designated space.
10. Product delivery and installation must be coordinated with William Scotsman Project Manager, Greg Pfeiffer or Public Works Director, Bart Stepp.
11. Contractor will be responsible for all required permits and inspections if required.
12. Product solution must identify and include reasonable maintenance/service plan by service location within the State of Washington. Identify the closest facility to Woodland, WA: PORTLAND, OR
13. Prevailing Wage Requirements apply to the installation of this system.

COMPANY NAME: Pacific Business Systems

SPECIFICATIONS
Project: Pass Thru Evidence Lockers

SPECIFICATIONS AND BID RESPONSE FORM (Page 2)

14. Bidders are required to provide only new, unused equipment, and provide engineering and technical data on the proposed lockers.
15. All warranties shall be clearly noted and included with the bid, minimum 1 year parts and labor required.
16. All components and accessories cataloged as standard by the vendor, unless superseded by these specifications, shall be provided with the system.
17. All equipment and components necessary for operation and normally supplied shall be furnished, even if not called out in the specifications.
18. Vendor is required to be an authorized dealer in the business of selling and servicing the equipment identified in the bid.
19. Bidder must identify product manufacturer's make and model number.
20. If applicable, bidder must provide two copies of operation and maintenance manuals covering proper maintenance and adjustments of equipment and mechanical systems, recommended preventative maintenance, and troubleshooting guide.
21. Product Delivery, Storage And Handling: Deliver Pass Thru Evidence Lockers in Manufacturer's original, unopened protective packaging.
- Prevent soiling, physical damage and wetting.
 - Protect equipment and exposed finishes during transportation, erection and construction against damage and stains.
 - Install each equipment item in accordance with Manufacturer's direction, referenced Codes and Specifications.
 - Install Pass Thru Evidence Lockers with clearances in accordance with referenced specifications.
 - Install Pass Thru Evidence Lockers equipment to facilitate safe and easy removal for maintenance and repair.
 - Replace/repair/repaint any material or building equipment damaged during the Pass Thru Evidence Lockers installation caused by Contractor and/or their Subcontractors.
22. Freight: F.O.B. Destination freight prepaid and included is required for destination to the City of Woodland, 200 E Scott, Woodland WA 98674. Vendor will be responsible for any damage in transit
23. Contractor to dispose of all debris, material, packaging, etc from site and for clean up following installation.

COMPANY NAME: _____

Pacific Business Systems

SPECIFICATIONS
Project: Pass Thru Evidence Lockers

SPECIFICATIONS AND BID RESPONSE FORM (Page 3)

24. What is the manufacturer, make and model number of units?

Manufacturer: TIFFIN METAL PRODUCTS

Base Model # ELK36247805XPAA, 5-Door Unit

Base Model # ELK36247812XPAA, 12-Door Unit

With: Evidence Locker Base, End Panel & Trim Starter

25. Provide names and contact information of three references for which similar storage units have been installed within the last 24 months. Attach additional sheets as needed.

Sandy Police Department, Juli Smith (503) 668-5566 / Personnel & Evidence Lockers

Troutdale Police Department, Sgt. Mark Shraake (503) 665-6129 / Personnel & Evidence Lockers

Coos Bay Police Department, Chief Gary McCullough (541) 269-8911 / Evidence & Weapon Racks Lockers

COMPANY NAME: Pacific Business Systems

SPECIFICATIONS
Project: Pass Thru Evidence Lockers

SPECIFICATIONS AND BID RESPONSE FORM (Page 4)

- This page of the bid form must be signed.
- Use ink and print legibly.
- Unit prices, when relevant, are mandatory and shall control.
- Initial and date any changes, erasures or cross-outs.
- Initial here RV to verify your Bid considers addenda: — through —

Having carefully examined all documents enclosed herein, the undersigned proposes to furnish and install Two (2) Pass Thru Evidence Lockers as set forth below:

Bid Price for Two (2) Pass Thru Evidence Lockers	\$ 9,360. ⁰⁰
Washington State Sales Tax 7.8%	\$ 730. ⁰⁸
TOTAL	\$ 10,090. ⁰⁸

Company Name: Pacific Business Systems

Company Address: 502 SE Lincoln St.

City/State/Zip: Portland, OR 97214

WA State UBI Number: 601-428-853

Phone: (503) 231-7223 Fax: (503) 231-0929

E-Mail: rhondaval@isdanet.net

Print Name of Signatory: Rhonda Valentine

Print Title of Signatory: President

Contractor Signature: 

Date: 6/19/2013 County & State of Signing: Multnomah, OREGON



Employment Security Department
WASHINGTON STATE

June 18, 2013

To Whom It May Concern,

Attached is a copy of the RCW 50.04.165 regarding corporate officer coverage for UI Tax purposes. The last paragraph highlighted in green states that if a corporation registered in WA State has only bona fide corporate officers it is not considered an employer. Thus it doesn't have to register with our department. Should you have any questions, please feel free to contact me.

Gary Kolonja

Gary Kolonja | UITA

Employment Security Department | Olympia AMC

PO BOX 9046 Olympia, WA 98507-9046

☎ 360-902-9237 | ▼ 360-902-9201 | ✉ Email: gkolonja@esd.wa.gov



Employment Security Department
WASHINGTON STATE

**Documentation for Section 19.*

"Employment Security Department Certificate of Coverage

Contractors must supply with their bid package a certificate of coverage from the Employment Security Department that states they are eligible to bid on this project.

RCW 50.04.165

Employment — Corporate officers — Election of coverage — Notification — Reinstatement of coverage. (Effective January 1, 2009.)

(1)(a) Services performed by a person appointed as an officer of a corporation under RCW 23B.08.400 are considered services in employment. However, a corporation, other than those covered by chapters 50.44 and 50.50 RCW, may elect to exempt from coverage under this title as provided in subsection (2) of this section, any bona fide officer of a public company as defined in RCW 23B.01.400 who:

(i) Is voluntarily elected or voluntarily appointed in accordance with the articles of incorporation or bylaws of the corporation;

(ii) Is a shareholder of the corporation;

(iii) Exercises substantial control in the daily management of the corporation; and

(iv) Whose primary responsibilities do not include the performance of manual labor.

(b) A corporation, other than those covered by chapters 50.44 and 50.50 RCW, that is not a public company as defined in RCW 23B.01.400 may exempt from coverage under this title as provided in subsection (2) of this section:

(i) Eight or fewer bona fide officers who: Voluntarily agree to be exempted from coverage; are voluntarily elected or voluntarily appointed in accordance with the articles of incorporation or bylaws of the corporation; and who exercise substantial control in the daily management of the corporation, from coverage under this title without regard to the officers' performance of manual labor if the exempted officer is a shareholder of the corporation; and

(ii) Any number of officers if all the exempted officers are related by blood within the third degree or marriage.

(c) Determinations with respect to the status of persons performing services for a corporation must be made, in part, by reference to Title 23B RCW and to compliance by the corporation with its own articles of incorporation and bylaws. For the purpose of determining coverage under this title, substance controls over form, and mandatory coverage under this title extends to all workers of this state, regardless of honorary titles conferred upon those actually serving as workers.

(2)(a) The corporation must notify the department when it elects to exempt one or more corporate officers from coverage. The notice must be in a format prescribed by the department and signed by the officer or officers being exempted and by another corporate officer verifying the decision to be exempt from coverage.

(b) The election to exempt one or more corporate officers from coverage under this title may be made when the corporation registers as required under RCW 50.12.070. The corporation may also elect exemption at any time following registration; however, an exemption will be effective only as of the first day of a calendar year. A written notice from the corporation must be sent to the department by January 15th following the end of the last calendar year of coverage. Exemption from coverage will not be retroactive, and the corporation is not eligible for a refund or credit for contributions paid for corporate officers for periods before the effective date of the exemption.

(3) A corporation may elect to reinstate coverage for one or more officers previously exempted under this section, subject to the following:

(a) Coverage may be reinstated only at set intervals of five years beginning with the calendar year that begins five years after January 1, 2009.

(b) Coverage may only be reinstated effective the first day of the calendar year. A written notice from the corporation must be sent to the department by January 15th following the end of the last calendar year the exemption from coverage will apply.

(c) **Coverage will not be reinstated** if the corporation: Has committed **fraud** related to the payment of contributions within the **previous five years**; is **delinquent** in the payment of contributions; or is **assigned the array calculation factor rate for nonqualified employers because of a failure to pay contributions when due** as provided in RCW 50.29.025, or for related reasons as determined by the commissioner.

(d) Coverage will not be reinstated retroactively.

(4) Except for corporations covered by chapters 50.44 and 50.50 RCW, personal services performed by bona fide corporate officers for corporations described under RCW 50.04.080(3) and 50.04.090 (2) are not considered services in employment, unless the corporation registers with the department as required in RCW 50.12.070 and elects to provide coverage for its corporate officers under RCW 50.24.160.



Manufacturer's Limited Warranty

Tiffin Metal Products Co. (TMP Co.) thanks you for your purchase of Sentinel® Storage Products, which are backed by the terms of this Limited Warranty.

5-YEAR LIMITED WARRANTY: TMP Co. warrants its storage products against defects in materials or workmanship for a period of five (5) years. The warranty period begins on the date installation of the storage products is completed, but in no event later than 90 days from the date of purchase from TMP Co. This Limited Warranty is assignable by the original purchaser of the storage products to the owner of the facility in which the storage products are installed.

TMP Co. shall repair or replace any storage products that become defective through normal use during the warranty period, or, at TMP Co.'s option, refund the purchase price of the affected storage products should TMP Co. determine that repair or replacement is not feasible. TMP Co. reserves the right to substitute similar storage products or replacement parts if the original storage products or parts are no longer available. In the first year of the Limited Warranty, labor is included as a covered cost. After the first year of the Limited Warranty, all labor costs incurred by TMP Co. will be charged at the then prevailing rate. TMP Co. shall be given reasonable access to inspect and/or repair any storage products alleged to be defective.

THIS LIMITED WARRANTY SETS FORTH THE SOLE AND EXCLUSIVE WARRANTY AND REMEDY REGARDING THE STORAGE PRODUCTS. TMP CO. MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, REGARDING THE STORAGE PRODUCTS, OR THEIR SELECTION OR USE, INCLUDING BUT NOT LIMITED TO COMPLIANCE WITH LAWS AND REGULATIONS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO OTHER PROMISE, REPRESENTATION, OR WARRANTY (UNLESS GIVEN IN WRITING SIGNED BY THE CEO OR GENERAL MANAGER OF TMP CO.) IS OR SHALL BE BINDING ON TMP CO.

LIMITATION OF LIABILITY: This Limited Warranty does not cover damage due to acts of God, misuse or abuse of the storage products, or improper installation, repair, maintenance, or modifications to the storage products performed by anyone other than TMP Co. Any liability of TMP Co. under this Limited Warranty shall not exceed the purchase price for the affected storage products. **IN NO EVENT SHALL TMP CO. BE LIABLE FOR SPECIAL, PUNITIVE, INCIDENTAL, CONSEQUENTIAL OR LIQUIDATED DAMAGES. TMP CO. SHALL NOT BE LIABLE FOR ANY DAMAGE TO ANY ITEM(S) STORED IN THE STORAGE PRODUCTS. TMP CO. SHALL NOT BE LIABLE FOR ANY DELAYS IN THE PERFORMANCE OF THIS WARRANTY DUE TO CIRCUMSTANCES BEYOND THE REASONABLE CONTROL OF TMP CO.**

This Limited Warranty and any claims thereunder shall be governed by Ohio law. If any provision of this Limited Warranty is determined to be invalid, illegal or unenforceable for any reason, it will be amended the minimum amount necessary to permit its enforcement.



450 Wali Street
Tiffin, OH 44883
Ph: 419-447-8414
Fax: 419-447-5175

SECTION 10 5113
METAL EVIDENCE LOCKERS

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Metal evidence locker units with hinged doors.
- B. Related Sections:
 - 1. Division 01: Administrative, procedural, and temporary work requirements.

1.2 REFERENCES

- A. ASTM International (ASTM) A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy Coated (Galvannealed) by the Hot-Dip Process.

1.3 SYSTEM DESCRIPTION

- A. Metal Lockers:
 - 1. Configuration: [Pass-through.] [Non-pass-through.]
 - 2. Mounting: [Surface.] [Recessed.]
 - 3. Contain multiple compartments of varying sizes as indicated on Drawings.
 - 4. Size: [18] [36] inches wide x 24 inches deep x 82 inches high including 4 inch high base.

1.4 SUBMITTALS

- A. Submittals for Review:
 - 1. Shop Drawings: Include dimensioned plans and elevations showing locker layout and relationship to adjacent construction.
 - 2. Product Data: Manufacturer's descriptive data.
 - 3. Samples: 3-1/4 x 1-1/2 inch paint samples [showing available colors.] [in each color.]
- B. Sustainable Design Submittals:
 - 1. Recycled Content.
 - 2. Regional Materials.

1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Minimum [10] [] years [documented] experience in work of this Section.
- B. Installer Qualifications: Minimum [2] [] years [documented] experience in work of this Section.
- C. Accessibility: Conform to [applicable accessibility code] [] for accessible locker units.

1.6 WARRANTIES

- A. Provide manufacturer's 5 year warranty against defects in materials and workmanship.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Contract Documents are based on Sentinel Law Enforcement Lockers by Tiffin Metal Products. (www.sentinellockers.com)
- B. Substitutions: [Under provisions of Division 01.] [Not permitted.]

2.2 MATERIALS

- A. Steel Sheet:
 - 1. ASTM A1008/A1008M.
 - 2. Recycled content: Minimum 30 percent recycled steel, with minimum 30 percent classified as post consumer.

2.3 FABRICATION

- A. Construction:
 - 1. Doors, frames, shelves, tops, bottoms, and exposed sides: Minimum 16 gauge steel.
- B. Frames:
 - 1. Formed and welded into integrated units with doors installed.
 - 2. Body parts flanged and angled to provide rigidity; assembled by welding, bolting, or riveting using corrosion-resistant bolts and aluminum or stainless steel rivets.
 - 3. Provide mounting holes for attaching lockers back-to-back and side-by-side.
 - 4. Interior of lockers constructed flush, without offsets and protrusions.
- C. Doors:
 - 1. Customer side:
 - a. Louverless, self-closing.
 - b. Door hinges: Stainless steel, continuous type, 180 degree opening.
 - c. [Keyless locking lift latch; locks when door is closed and latch is pushed up. Unlocked from control side.] [Keyed cam lock, with provisions for key drop in each door. Furnish [one key] [[] keys] per lock and [one master key.] [[] master keys.] Key as directed by Owner.]
 - 2. Control side:
 - a. Full-height door with 16 gauge steel three point latch bar with padlock provisions.
 - b. Control locking mechanisms not accessible from customer side.
 - 3. Number plates: Manufacturer's standard, sequentially numbered.

**** OR ****

- D. Doors:
 - 1. Louverless, self-closing.
 - 2. Door hinges: Stainless steel, continuous type, 180 degree opening.
 - a. [Keyless slam latch; locks when door is closed. Unlocked using master key. Furnish [one] [] master [key.] [keys.]] [Keyed, with provisions for key drop in each door. Furnish [one] [] [key] [keys] per lock and [one] [] master [key.] [keys.]]
 - 3. Number plates: Manufacturer's standard, sequentially numbered.

2.4 FINISHES

- A. Steel:
 - 1. Minimum 3 mil thick factory-applied baked-on textured powder coat finish.
 - 2. Color: [Custom] [] color [to be selected from manufacturer's full color range].

PART 3 EXECUTION

3.1 INSTALLATION

- A. Install in accordance with manufacturer's instructions and approved Shop Drawings.
- B. Set plumb, level, and aligned.
- C. Attach lockers to supporting construction with anchors best suited to substrate conditions.
- D. Bolt adjacent locker units together to provide rigid installation.

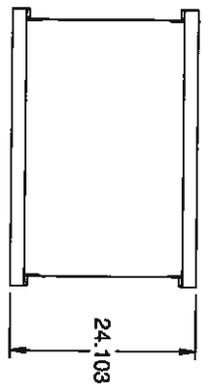
3.2 ADJUSTING

- A. Adjust doors and latches to operate correctly.

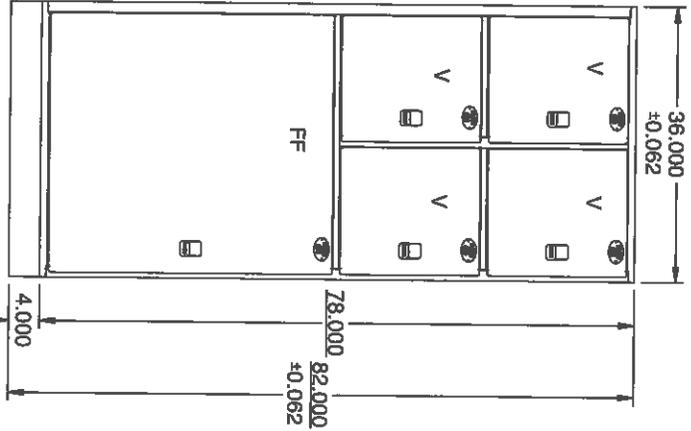
END OF SECTION

LOCKER: ELK36247805XPAA
 KEYLESS PASS THRU
 BASE: ELB362404AA

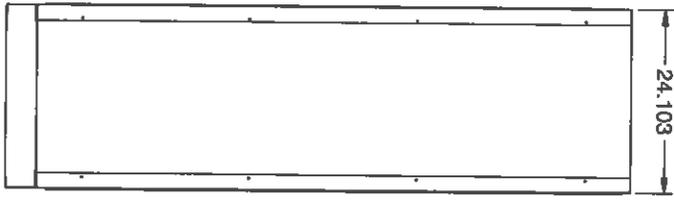
DOOR SIZES	
WIDTH	LENGTH
FF	33.125" 37.375"
V	15.875" 18.1875"



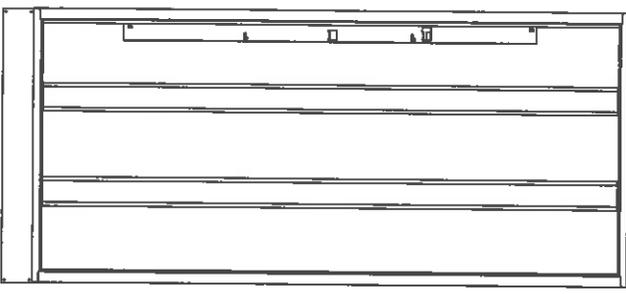
TOP VIEW



FRONT VIEW



SIDE VIEW



BACK VIEW

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TIFIN METAL PRODUCTS

SHOP DRAWING
 EVIDENCE LOCKER
 36" X 24" X 82"
 KEYLESS PASS-THRU

POWDER COAT

DATE: 03/22/2010
 DRAWN BY: CJP
 CHECKED BY: J...
 APPROVED BY: J...
 TIFIN METAL PRODUCTS



■ Tiffin Metal ■ Tiffin Outdoor

Call Toll-Free: 1-800-537-0983

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450 Wall Street
Tiffin, Ohio 44883

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