

Request for Quote KPD 2020-002

The Kingman Police Department (KPD) is Issuing a Request for Quote for the purchase of 13 office chairs to match those of existing chairs in the office which are HON Ignition 2.0 and HON Endorse. In order to keep costs down, the Kingman Police Department will put the chairs together, and does not need an added service. The Kingman Police Department Delivery expectation includes Driver to push boxes to back of trailer for KPD personnel to offload.

This request for quote is also available through the City of Kingman’s Vendor Registry service at <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=b06d442c-a30f-49f8-bf2a-16496e624205> or by going to the City of Kingman website [www.cityofkingman.gov](http://www.cityofkingman.gov), clicking “Procurement Opportunities once hovering over the Government tab at the top of the page. A vendor new to this system would need to follow the steps to register.

Basic Required Equipment	Quantity
HON HIWMM/Ignition 2.0 Mid-back w/ Mesh/ilira back with the following chair features/functions/colors .Y2 Advanced Synchro Tilt .A Arm: Height and Width Adj. Arm .H Hard Castor .IM Mesh:Black \$(1) Gr 1 UPH .AI Attire 10 Color:Onyx .AL Adjustment Lumbar .SB Standard Base .T Frame: Black	Eleven (11)
HON HLWMBT/Endorse Big & Tall Mid- back w/ Mesh/ilira back with the following chair features/functions/colors .Y4 Synchro Tilt .A Arm: Height and Width Adj. Arm .A Castor: All Surface .IM Mesh:Black \$(1) Gr 1 UPH .AI Attire 10 Color:Onyx .AL Adjustment Lumbar .SB Standard Base .N No Head Rest	Two (2)
Shipping Costs	
Delivery or Freight Costs	
Applicable Taxes	
Please include any other necessary costs not stated above.	

## Request for Quote KPD 2020-002

Any other additional documentation that you feel is important to the process can be submitted with your quote. If there are any amendments to build specs, potential bidders will be notified in writing.

Quotes should include all applicable costs to include equipment, shipping/delivery charges, and applicable sales tax. Please notate the estimated shipping date from a receipt of a purchase order. **Quotes shall be submitted no later than Friday, March 13<sup>th</sup>, 2020 at 5 p.m.**

Kingman PD will accept quotes to be delivered by the following methods:

**Hand Delivered or mailed** to the Kingman Police Department 2730 E. Andy Devine Ave., Kingman AZ 86401, or  
**Email** to [jsochocki@cityofkingman.gov](mailto:jsochocki@cityofkingman.gov), or  
**Fax** to 928-753-2542 to Jennifer Sochocki's attention

Quotes will be reviewed by Kingman Police Department staff and awarded based on the following criteria in order of the priority levels below:

**Priority 1:** Quality/Likeness to Existing KPD Chairs in the submitted proposal

**Priority 2:** Lowest responsive, responsible bidder

A selection will be completed promptly and a purchase order will be issued as soon as possible to facilitate the award to the selected vendor in order to meet our deadlines.

The City of Kingman has updated its procurement code which allows for preference in purchasing for "Resident Bidders" when considering the award of bids when considering cost. Resident bidders are City of Kingman within City Limits vendors, or they may be Arizona-based non-City of Kingman vendors.

Bidders should include a statement of qualification for any preference in purchasing on the quote or within the documentation provided with the quote.

Questions or concerns should be directed to Jennifer Sochocki at [jsochocki@cityofkingman.gov](mailto:jsochocki@cityofkingman.gov) or cell 928-303-9863.

### **Conditions:**

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is of a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

**Substitution for Specifications:**

The City of Kingman will accept substitutions for specifications, but please note that the City of Kingman must approve and verify the substitution. Whenever in the specifications any materials or process are indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent." The bidder may offer any material(s) or process(es) which shall be equal in every respect to that so indicated or specified provided; however, that if the material(s), process(es) or article(s) delivered by the bidder must furnish the material(s), process(es) or article(s) specified, or one that, in the opinion of the City of Kingman, is equal.

**Exceptions to Specifications:**

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

**Warranty:**

Bidder shall state on the Bid Sheet the conditions and durations of the warranty being offered and include pertinent information in detail on an attachment to the bid. For bidding purposes, only standard warranty coverage will be considered. Additional warranty coverage may be offered at the time of the bid, but will not be considered as part of the bid and shall not be included in any bid prices.