



# CITY OF TACOMA

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**THIS IS NOT AN ORDER**  
**All prices quoted shall be F.O.B.**  
**Destination, Freight Prepaid and Allowed**

All responses & inquiries must be  
plainly marked with this

## REQUEST FOR QUOTATION 6000037428

**Return Bids By 11:00 AM, 05/08/2014  
to:**

Kimberlie Williams-Kerner  
Purch Ass't KK  
TPU Administration Building North  
3628 S. 35th St.  
Tacoma WA 98409  
Ph. 253-502-8889  
Fax.253-502-8372

**Material will ship to:**

Power Warehouse  
3628 S 35th St (Rear)  
Tacoma WA 98409

### RFQ Information

Collective Bid #	TP14-0282N
Bid Issue Date	05/02/2014
Vendor Number	109226 WEB VENDOR FOR RFQ

### Vendor Information (vendor to complete)

Firm Name:	
Address:	
City/State/Zip	/ /
Phone/Fax	/
E-Mail	
Contact Name	
Payment Terms	%, days (e.g. 2% 10,N30)
Tacoma Bus. Lic. #	
Taxpayer ID #	

### SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS BID

x \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
NAME : \_\_\_\_\_  
TITLE : \_\_\_\_\_

Item #	Material# Description	Delivery Date	QTY	UM	Net Price	Total
	<p>PLEASE EXTEND NET PRICE AND PROVIDE NET TOTAL VALUE.</p> <p>IF YOUR COMPANY IS NOT AN AUTHORIZED DISTRIBUTOR IN TACOMA PUBLIC UTILITIES REGION FOR A PARTICULAR APPROVED MANUFACTURER, ANY BIDS PROVIDED IN SUCH A SITUATION WILL BE CONSIDERED NONCOMPLIANT.</p> <p>PLEASE CIRCLE OR UNDERLINE THE PART NUMBER AND MANUFACTURER QUOTED OR BID MAY BE CONSIDERED NON-RESPONSIVE. DELIVERY DATE WILL DEFAULT TO TWO WEEKS ARO IF VENDOR FAILS TO PROVIDE.</p> <p>NOTE: On the attached general terms and conditions, item # 9 does not apply to these stock items on this bid. Any equivalents submitted on this bid will be evaluated at a later date for future purchases.</p> <p>FREIGHT CHARGES MUST BE INCLUDED IN COST OF GOODS.</p> <p>ELECTRONIC BID SUBMITTALS VIA EMAIL WILL NOT BE ACCEPTED. SUBMITTALS MAY BE MAILED TO ADDRESS ON RFQ</p>					



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10	<p>OR FAXED TO 253-502-8372.</p> <p>WE ARE UNABLE TO VERIFY RECEIPT OF FAX DUE TO THE LARGE VOLUME OF FAXES RECEIVED.</p> <p>RESPONSES MUST BE SUBMITTED ON THE PROVIDED CITY OF TACOMA BID SOLICITATION FORM. VENDOR SIGNATURE IS MANDATORY.</p> <p>UNLESS SPECIFICALLY REQUESTED, ACCOMPANING VENDOR QUOTES WILL NOT BE REVIEWED.</p> <p>BID RESULTS WILL BE POSTED AT WWW.TACOMAPURCHASING.ORG</p> <p>TECHNICAL CONTACT: JENNI RENKEN, 253-502-8760</p> <p>PURCHASING RELATED QUESTIONS: KIMBERLIE WILLIAMS-KERNER, 253-502-8889</p>		200	EA		
	<p><b>21754</b></p> <p><b>HOOK,4-1/2IN,HOUSE</b></p> <p>HOOK, HOUSE, OVERALL LENGTH 4-1/2IN, USED IN CATV DROP INSTALLATIONS TO RECEIVE THE DROP WIRE, DROP WIRE CLAMP, OR WIRE GRIP AT THE HOUSE, AND SECURE THE VERTICAL DOWN WARD RUN OF CATV DROP WIRE OUTSIDE THE HOUSE.</p> <table><tr><td>Material #</td><td>Manf Part#</td><td>Manufacturer Name</td></tr><tr><td>21754</td><td>31-10809</td><td>DIAMOND</td></tr></table>					
Material #	Manf Part#	Manufacturer Name				
21754	31-10809	DIAMOND				



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Item #	Material#	Description	Delivery Date	QTY	UM	Net Price	Total
20	51007	<b>SPLICE CASE,96 SPLICES,FIBER OPTIC</b> SPLICE CASE, FIBER OPTIC, BUTT TYPE CLOSURE USED IN OUTSIDE PLANT NETWORK, NO SPECIAL TOOLS REQUIRED FOR CASE ENTRY, MADE OF THERMOPLASTIC MATERIAL, CONSISTING OF A DOME, A BASE, AND SEALED WITH A CLAMP AND AN O-RING, FOUR ROUND ENTRY PORTS AVAILABLE, TWO SMALL PORTS WILL ACCEPT CABLE FROM 0.3 IN. TO 0.9 IN., TWO LARGER PORTS WILL ACCEPT CABLES FROM 0.4 IN. TO 1.1 IN., CABLES ARE SEALED IN A WRAP-AROUND GEL BLOCK, THE GEL BLOCK CAN BE OPENED AND CLOSED REPEATEDLY WITHOUT THE NEED TO REMOVE OR REPLACE THE GEL, SPLICE CAPACITY WITH SINGLE FUSION SPLICING IS 96, CAPACITY WITH RIBBON SPLICING IS 144, NO GREASE IS REQUIRED, PROVIDES GROUNDING CAPABILITY, PROVIDES FLASH TEST CAPABILITY. *** NO SUBSTITUTE *** Material #            Manf Part#    Manufacturer Name 51007                FOSC-450-A4-4-24-1-A0V    TYCO		4	EA		
30	51005	<b>SPLICE TRAY,24-SPLICE,FO,FOR TYCO A4 CS</b> SPLICE TRAY, FIBER OPTIC, CAPACITY IS 24 SINGLE FUSION SPLICES, THE TYCO FOSC-ACC-A-TRAY-24 FITS AND MOUNTS IN THE TYCO FOSC 450 A4 SPLICE CASE, THE TUBES ARE SECURED WITH PROVIDED TIE WRAPS, TRAY HAS A DUST COVER PROVIDED, EACH TRAY HAS TWO SPLICE MODULES PROVIDED, TRAYS ARE HINGED ON ONE END TO ACCESS TO TRAYS ABOVE AND BELOW, CAN ALSO BE USED FOR RIBBON FIBER SPLICING. *** NO SUBSTITUTE *** Material #            Manf Part#    Manufacturer Name 51005                FOSC-ACC-A-TRAY-24    TYCO		2	EA		



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Item #	Material#	Description	Delivery Date	QTY	UM	Net Price	Total
40	35207	<b>SPLITTER,DROP,2-WAY,HORIZONTAL</b> SPLITTER, DROP, 2 WAY, MUST BE ABLE TO WITHSTAND OUTDOOR CONDITIONS INCLUDING SUNLIGHT, WATER, FREEZING, SHOCK, VIBRATION, AND HANDLING. HOUSINGS MUST PREVENT MOISTURE AND RF INGRESS OR LEAKAGE. MUST BE RATED FOR PASSING 5 TO 1000 MHZ. MUST ALSO PROVIDE A GROUND WIRE (14 GAUGE) CONNECTION POINT.  Material #      Manf Part#      Manufacturer Name 10003408      SV2G-1GHZ      SIGNAL VISION 10003409      SV2B-1GHZ      SIGNAL VISION 10004782      BSP1002D      Broadband Products Inc 10007212      CMC2002H      ANTRONIX 10007710      PCT-NGNII-2S      PCT INTERNATIONAL 10008216      BDS102H      TIMES FIBER COMMUNICATION 10008415      CMC2002H-A      ANTRONIX		300	EA		
50	39770	<b>ENCLOSURE,12"X12"X8",MDU,PLYWOOD BACK</b> BOX, APARTMENT, 12IN WIDE X 12IN HIGH X 8IN DEEP, DESIGNED TO HOUSE MULTI TAPS, SPLITTERS, LINE EXTENDERS AND OTHER EQUIPMENT. MUST HAVE 3/8 INCH TERMITE RESISTANT MOUNTING BOARD IN BACK OF EACH UNIT. GALVANIZED STEEL CONSTRUCTION, GRAY POWDER COATING, WALL MOUNTING BRACKET, NO KNOCKOUTS, SECURITY BOLT LOCKING WITH DIVERSIFIED STAR DESIGN AND PADLOCK PROVISION FOR EXTRA SECURITY, KEY CODE ____, NO KEYS TO BE SHIPPED. ** KEY CODE WILL BE PROVIDED TO VENDOR AFTER AWARD **  *** NO SUBSTITUTE ***  Material #      Manf Part#      Manufacturer Name 39770      MHL12128LKDXXXRKPLWMB-GR      MOORE COMMUNICATION SYSTEMS, LLC		10	EA		
60	21516	<b>HEADSET,QUICK DISC,EARBUD STYLE</b> HEADSET, TELEPHONE, MODULAR EQUIPPED, QUICK DISCONNECT, EARBUD STYLE. *** NO SUBSTITUTE ***		4	EA		



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Item #	Material# Description	Delivery Date	QTY	UM	Net Price	Total
	Material #      Manf Part#    Manufacturer Name 21516              TRI-STAR H81 P/N 2940811    PLANTRONICS					

Net Value	\$
Plus Tax at _____ %	\$
Total Amount	\$



City of Tacoma  
Community & Economic Development  
Office of Small Business Enterprise  
747 Market Street, Room 900  
Tacoma, WA 98402  
253-591-5224 or 253-573-2435

## PERSONNEL INVENTORY FORM

This form is to be completed and signed by a responsible official of the company and included in the submittal package .

Specification Number \_\_\_\_\_ Specification Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address/City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ EMail Address \_\_\_\_\_

Job Categories (Specify)	Total Employees		Non Minority		Total Minorities		Black		Asian		American Indian		Hispanic	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1. Officials & Managers														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
TOTALS														

Type or Print Name of Responsible Officer / Title

Signature of Responsible Officer

Date

Comments:

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SEE INSTRUCTIONS ON REVERSE SIDE

## **INSTRUCTIONS FOR COMPLETING PERSONNEL INVENTORY FORM**

***This form only applies to employees who will be working on this specific project.***

1. "Heading" the company name and address should reflect the unit actually doing business with the City of Tacoma. If this address is different from that of the Equal Employment Opportunity Officer that administers the EEO programs of the company, the Equal Employment Opportunity Officer's address should be noted in the "Comments" section at the bottom of the form. "Telephone" should contain the area code, telephone number and extension (if any) for the Equal Employment Officer or the responsible official.
2. "Job Categories" at the extreme left hand column of the form specifying "Job Categories" lists "Officials & Managers." You are to list in addition to Officials & Managers any appropriate job titles such as Sales Workers, Office/Clerical, Professionals, Technical, etc., as they apply to your own company and only as pertains to this specific project.
3. The "M" and "F" headings at the top of each column refer to "Male" and "Female."
4. The "Total Employees" column should list the total number of male employees under "M" and the total female number of female employees under "F" for each job category listed. They should be listed in a similar manner in the "Total" category at the bottom of the form. The "Total Employees" column should include all those employees listed under "Non-Minority" and "Total Minorities." "Non-Minority" should include all employees not listed in the minority columns.
5. "Total Minorities" should include all employees listed under the "Black," "Asian," "American Indian," and "Hispanic" columns. These columns should include only employees who are members of that particular minority group. Designation and definitions of ethnic/national origin status follow the instructions and definitions of the Federal EEO-1 Form of the U. S. Equal Employment Opportunity Commission.
6. "Totals" this line should reflect the total of all lines in each of the above columns.
7. The signature of your company's designated responsible official or similar official responsible for equal employment opportunity must appear in the designated space at the bottom of the form. Please PRINT OR TYPE the person's name on the top line across from the signature. This is required since some signatures are difficult to read.
8. "Comments" this section is to be used as needed for explanations to under utilization rate or lack of turnover, proposed expansion or reduction of staff or any other pertinent information you believe will help clarify or explain the data presented on the form. If you need additional space, please explain on a separate sheet of paper.
9. If you need assistance or have questions regarding the completion of this form, please call the SBE Office at 253-591-5224 or 253-573-2435.

**CITY OF TACOMA**  
**REQUEST FOR QUOTATION**  
**GENERAL TERMS AND CONDITIONS**

**1. Preparation/Submittal of Bids**

- A. All information requested of the Bidder/Proposer must be entered in the appropriate space on the form. Failure to do so may disqualify your bid/proposal.
- B. All information must be written in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid/proposal. Corrections shall be initialed in ink by the person signing the bid/proposal.
- C. Time of delivery must be stated as the number of calendar days following receipt of the order by the Bidder/Proposer to receipt of the goods or services by the City and may be a determining factor in the award of the contract.
- D. All bids/proposals must be signed by an authorized officer or employee of the Bidder/Proposer.
- E. The City of Tacoma will not be responsible for any explanation interpretation of the RFB/RFQ/RFP documents, except if made by written addendum.
- F. Bids/Proposals must be submitted by or prior to the RFB/RFQ/RFP date and time specified. The RFB/RFQ/RFP number, opening date and Buyer must be noted on the face of the envelope if submitted by mail or in person.
- G. Submission of a facsimile bid/proposal in lieu of a mailed bid/proposal is at the option of the Bidder/Proposer unless otherwise stated in the RFB/RFQ/RFP. The City accepts no responsibility for transmission errors if transmitted by fax.
- H. All bid/proposal prices must remain firm for acceptance by the City for a period of at least 60 calendar days from the RFB/RFQ/RFP opening date.

**2. Bid/ Proposal Withdrawal:** No bid/proposal can be withdrawn after having been formally opened by a representative from the City Purchasing Office.

**3. Shipping and Delivery:** F.O.B. Point/Freight: All prices quoted shall be F.O.B. destination, freight prepaid and allowed. Failure to meet this requirement may result in your bid/proposal being rejected as non-responsive. Deliveries will be accepted between 9:00 a.m. and 3:30 p.m., at the delivery address shown on the front of the RFB/RFQ/RFP, Monday through Friday (except on legal holidays of the City of Tacoma).

**4. Payment Terms:** Prices will be considered as net 30 if no cash discount is shown. Payment discount periods of twenty (20) calendar days or more will be considered in determining the apparent lowest responsible bid/proposal. Invoices will not be processed for payment nor will the period of the cash discount commence until receipt of a properly completed invoice and until all invoiced items are received and satisfactory performance of the contractor has been attained. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence upon the final approval for payment.

**5. Terms and Conditions:** All terms and conditions of the City of Tacoma Purchase Order form shall apply to contracts resulting from this RFB/RFQ/RFP.

**6. Taxes:**

- A. The City of Tacoma is exempt from Federal excise tax.
- B. The City of Tacoma is subject to Washington State Sales Tax.
- C. Section 6A.30.060 of the Tacoma Municipal Code (TMC) provides that all transactions with the City of Tacoma, wherever consummated, are subject to the City's Business and Occupation Tax. It is the responsibility of the Bidder/Proposer awarded the Contract to register with the City of Tacoma's Finance, Tax and License Division, 733 Market Street, Room 21, Tacoma, WA 98402-3768, 253-591- 5252. The City's Business and Occupation Tax amount shall not be shown separately but shall be included in the unit and/or lump sum prices bid.
- D. Do not include Washington State Sales Tax or Federal Excise Tax in the prices quoted. Bidder/Proposer is responsible to determine the correct sales tax rate to be paid and include it in the appropriate blank on the RFB/RFQ/RFP page.

**7. Increase or Decrease in Quantities/Extensions:** The City reserves the right to increase or decrease the quantities of any item under this contract and pay according to the unit price in the RFB/RFQ/RFP. Unless otherwise specified in the solicitation, contracts resulting from this RFB/RFQ/RFP are subject to extension by mutual agreement at the same prices, terms and conditions.

**8. Evaluation of Bids/Awards:**

A. The City reserves the right to: (1) award bids/proposals received based on individual items or groups of items, or on the entire list of items (2) to reject any or all bids/proposals or any part thereof, and if necessary, call for new bids/proposals (3) to waive any informality in the bids/proposals, and (4) to accept the bid/proposal that is the lowest and the best bid/proposal in the interest of the City of Tacoma.

B. The City reserves the right to correct ambiguities and obvious errors in the Bidder/Proposer's proposal. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern.

C. In the evaluation of bids/proposals, the Bidder's/Proposer's experience, delivery time, and responsibility in performing other contracts will be considered. In addition, the bid/proposal evaluation factors set forth in TMC Section 1.06.253 may be considered by the City as well as the tax revenue the City would receive from purchasing item(s) from a supplier or suppliers located inside or outside the boundaries of the City of Tacoma.

**9. Approved Equivalents:**

A. Unless an item is indicated "No Substitute," special brands, when named, are intended to describe the standard of quality, performance or use desired. Equivalent items will be considered by the City, provided that the Bidder/Proposer specifies the brand and model, and provides all descriptive literature, independent test results, product samples, etc., to enable the City to evaluate the proposed "equivalent."

B. The decision of the City as to what items are equivalent shall be final and conclusive. If the City elects to purchase a brand represented by the Bidder/Proposer to be an "equivalent," the City's acceptance of the item will be conditioned on the City's inspection and testing after receipt. If, in the sole judgment of the City, the item is determined not to be an equivalent, the item shall be returned at the Bidder/Proposer's expense and the contract canceled without any liability whatsoever to the City.

C. When a brand name or level of quality is not stated by the Bidder/Proposer, it is understood the offer is exactly as specified. If more than one brand name is specified, Bidder/Proposer must clearly indicate the brand and model/part number being bid/proposed.

**10. Warranties/Guarantee:** Bidder/Proposer warrants that all materials, equipment and/or services provided as a result of the RFB/RFQ/RFP shall be fit for the purpose(s) for which intended, for merchantability, and shall conform to the requirements and specifications of the RFB/RFQ/RFP; all items comply with all applicable safety and health standards established for such products by the Washington Industrial Safety and Health Act (WISHA), RCW Chapter 49.17, the U.S. Occupational Safety and Health Act (OSHA) and/or Consumer Products Safety Act, and all other applicable federal laws or agency rules; all items are properly packaged; and all appropriate instructions or warnings are supplied including any applicable MSDS sheets.

**11. Legal Disputes:** The sole venue of any legal action arising out of the Contract or any bids submitted in response to this RFB/RFQ/RFP shall be in the Pierce County Superior Court for the State of Washington and the interpretation of the terms of the Contract shall be governed by the laws of the State of Washington.

**12. Contract Compliance Forms:** TMC requires Bidder/Proposer's to submit proof and/or documentation of compliance with the City's requirements for equal economic opportunity and solicitation of Historically Underutilized Business subcontractors. If compliance forms are included with this RFB/RFQ/RFP, they must be fully and accurately completed and submitted at time of RFB/RFQ/RFP opening. Failure to do so may result in the bid/proposal being declared non-responsive. For compliance questions contact the City's Contract Compliance Office 747 Market Street, Tacoma, WA 98402, 253-591-5825.

**13. Code of Ethics:** TMC, Chapter 1.46, provides standards for certain unethical conduct by others including bidders and contractors. Violation of the City's code of ethics shall constitute a breach of contract, and will be grounds for termination of this contract.

**14. Prevailing Terms and Conditions:** Bidder/Proposer acknowledges and agrees that the terms and conditions stated herein shall control and prevail over any other conflicting terms and conditions Bidder/Proposer may present in connection with this Contract.