

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

TO: Scott Niehaus, Village Manager
FROM: Carl Goldsmith, Director of Public Works
DATE: May 7, 2024 Agenda Date: May 2, 2024
TITLE: Village Hall Board Room seating
SUBMITTED BY: Scott Neetz, Facilities Supervisor *SN*

RESULTS:

Date Bids Were Published N/A Bidding Closed N/A
Total Number of Bids Received 1
Total Number of Bidders Meeting Specifications 3
Bid Security Required Yes X No
Performance Bond Required Yes X No
Were Any Bids Withdrawn Yes X No

Explanation:

Waiver of Bids Requested? X Yes No
If yes, explain: Staff sought proposals from qualified vendors per the attached memorandum.
Award Recommended to Lowest X Yes No
Responsible Bidder?
If no, explain:

FISCAL IMPACT:

Amount of Award: \$52,603.00
Funding Source: 101.120.113.75620

BACKGROUND/RECOMMENDATION:

The Sourcewell Purchasing Alliance is a program that affords member communities an opportunity to participate in a program whereby a service or commodity is publicly bid by a Lead Agency and the results of that competitive solicitation is available to all 90,000 public agencies. Authorize the Village Manager to execute a proposal from KI furniture OT53837BZ1 Sourcewell #121919-KII Dock Delv. for seating in the Village Hall Board Room in the amount of \$52,603.00

Has Recommended Bidder Worked for Village Previously X Yes No
If yes, was quality of work acceptable X Yes No
Was item bid in accordance with Public Act 85-1295? Yes X No
Waiver of bids - Public Act 85-1295 does not apply X Yes No

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX _____ Date _____
Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.



April 18, 2024

TO: Scott Niehaus, Village Manager
THROUGH: Carl Goldsmith, Director of Public Works
FROM: Scott Neetz, Facilities Supervisor
SUBJECT: Board Room Seating

A handwritten signature in blue ink, appearing to be "g", is written next to the "THROUGH" line.

BACKGROUND

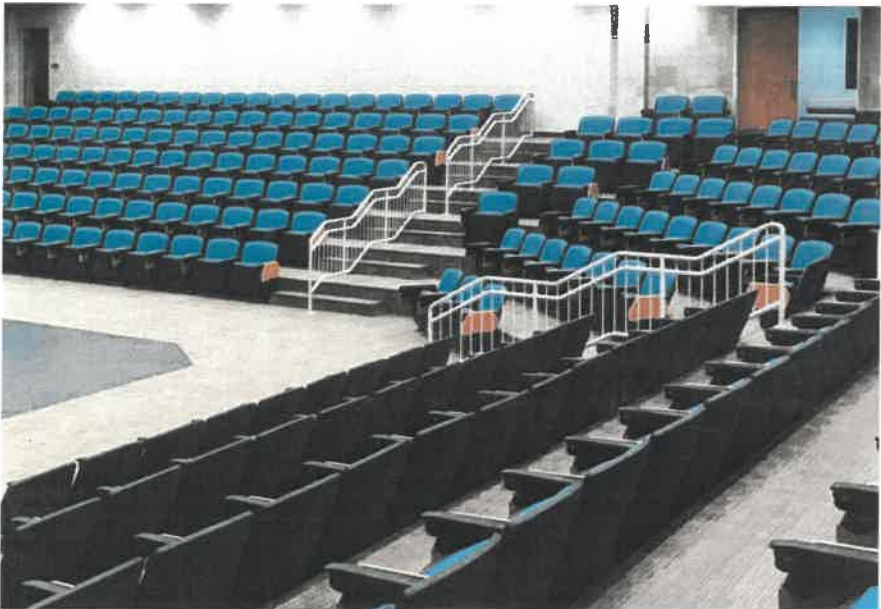
In an effort to provide and maintain a functioning, comfortable work environment, the Board Room seating is in need of replacement. The auditorium style seating in this meeting area is falling apart and the upholstery is wearing out. Hardware, bushings and folding mechanisms continue to fail resulting in repairs.

Replacement parts for these chairs are non-existent and prove to be difficult in repairing. New auditorium chairs will provide a safe and functioning seat for meeting in this room and update the space dramatically.



KI is a sourcewell member which "allows us local dealer access with national buying power through cooperative purchasing. They keep taxpayer dollars in the community while saving time and money

during the procurement process by utilizing Sourcewell contracts to buy equipment, office supplies, technology, and other goods.” -Sourcewell



RECCOMENDATION

Staff is recommending the Village Board approve the purchase of new seating from KI furniture solutions. Funding for this project would come from the Village Hall Repairs and Improvements account.

Contractor	Total Proposal
KI Furniture solutions	\$52,603.00
Total Fiscal Impact:	\$52,603.00



QUOTATION: 24TLW-677904/C

Village of Lombard: Auditorium Seating

CREATED 2/19/2024 | REVISED 5/2/2024 | Valid Through 5/31/2024





Village of Lombard: Auditorium Seating

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 24TLW-677904/C

CREATED 2/19/2024 | REVISED 5/2/2024 | Valid Through 5/31/2024

PRODUCT TOTALS	\$51,103.00
See Quote Detail Summary	\$1,500.00
GRAND TOTAL	\$52,603.00

Requested Delivery Date: To be Determined

Sales Team:

Beth Ann Faber
Sales Specialist
bethann.faber@ki.com
319.538.4237

Sold To
To be Determined

End User
To be Determined

Ship To
To be Determined

Installation
To be Determined



Client Notes:

FS: Lead time begins after all color selections, verified field dimensions, and approved drawings are received

FS: Manufacturing lead time is 8-10 weeks and is subject to change based on quantities, manufacturing capacity, and surface material selections.

Installation (Union) is included in quote



QUOTATION

CREATED 2/19/2024
VALID THROUGH 5/31/2024
Prepared By Tracy Westenberg
Quote Filename Village of Lombard: Auditorium Seating - 24TLW-677904/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.1	Lancaster Auditorium Seating Lancaster Auditorium Seating	104	\$201.00	\$20,904.00	
Seat and Back Assembly COM Fabric (Pending Testing & Approval) 3" Foam on Seat 2" Foam on Back Plastic Outer Back Panel Plastic Seat Bottom Plastic Arm Caps Standard KI Finishes (See Finish Selection Guide) Floor Mounted Upright (With or Without Slope) Lead Time: No Lead time available Ships from - No Warehouse specified.					
1.2	Pallas P0 Fabric Pallas P0 Fabric on Seat and Back	104	\$41.50	\$4,316.00	
Complies with California Tech. Bulletin 117 Lead Time: No Lead time available Ships from - No Warehouse specified.					
1.4	Tablet Arm Tablet Arm	4	\$63.50	\$254.00	
Laminate Tablet Arm 15mm Thick Baltic Birch Plywood Core with .040 High-Pressure Laminate on Face and .020 HPL Backer Sheet 10" x 15-1/2" (131 Sq in.) Standard KI Finishes (See Finish Selection Guide) Clear Lacquer Edge 36" Minimum Row to Row Spacing Lead Time: No Lead time available Ships from - No Warehouse specified.					
1.5	Designated Aisle Seat ADA Transfer Arm (Flip-up Arm)	1	\$105.00	\$105.00	
Required at 5% of Aisle Seats Includes ADA Indicator Sticker Plastic End Panels Not Available Lead Time: No Lead time available Ships from - No Warehouse specified.					
1.6	Plastic End Panels Plastic End Panels	23	\$8.00	\$184.00	
Constructed of Injected Molded Polypropylene Standard KI Finishes (See Finish Selection Guide) Plastic End Panel Option not available on Designated Aisle Seats Lead Time: No Lead time available Ships from - No Warehouse specified.					
1.7	Installation Installation / KI Services	1	\$24,440.00	\$24,440.00	
Project to be completed in one complete and continuous phase Cost includes all waste removal from site KI not responsible for hardwiring of furniture to the power source KI not responsible for connection of phone and data lines to the building All areas where installations are to be performed are to be complete and free of other trades, products, tools, and equipment Additional charges may apply when unusual unloading conditions exist and/or if stair carry is required Failure to comply with any of the above can result in additional costs Based on standard union wages performed during regular business hours Monday-Friday Removal and Disposal of Existing Included Lead Time: No Lead time available Ships from - No Warehouse specified.					



QUOTATION

CREATED 2/19/2024
VALID THROUGH 5/31/2024
Prepared By Tracy Westenberg
Quote Filename Village of Lombard: Auditorium Seating - 24TLW-677904/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.8	Field Measurement Service	1	\$900.00	\$900.00	
<p>Field dimensions taken using Total Station w/ laser & TachyCAD software for fast & efficient on-site surveying & data capture Completed VFD request form & pictures for visual confirmation of room condition required to schedule the service Site needs to be free of clutter and have adequate lighting All walls, risers, steps, floor slopes, etc. need to be completed to take accurate measurements Travel by driving, within 500 miles from Green Bay, WI</p> <p>MK: Option Lead Time: No Lead time available Ships from - No Warehouse specified.</p>					
1.9	Quote Notes	1	\$0.00	\$0.00	
<p>Please Note The Following Conditions:</p> <p>Modified Products require an estimated 2 -4 weeks additional manufacturing lead-time Modified offer a 1 year warranty FSC and/or LEED requirements are not included in quote unless otherwise specified Procurement of COM (Customer Ordered Material) is the responsibility of the client Additional fees may be incurred to expedite orders missing key information within KI stated lead-times Open Market; Standard terms and conditions apply</p> <p>Lead Time: No Lead time available Ships from - No Warehouse specified.</p>					
WorkGroup Product Subtotal				\$51,103.00	

Quote Summary

Product SubTotal: \$51,103.00
Freight \$1,500.00
Estimated Sales Tax: See Notes
Quote Total: \$52,603.00

NOTES:

- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- Lead time begins after all color selections, verified field dimensions, and approved drawing are received.
- Should KI be awarded a Purchase Order, Subcontract or any document with terms and conditions issues for this project, all language would be subject to review and potential negotiation prior to any acceptance or performance by KI. KI writes you to reserve the right to negotiate any terms and conditions to come to a mutually agreeable subcontract.

**Final Considerations:**

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Tracy Westenberg
Market Code: 1=1=Higher Education

Opportunity #: 0

Quote Filename: Village of Lombard: Auditorium Seating -
24TLW-677904

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.