June 18, 2009

Commonwealth of Kentucky
Court of Justice

REQUEST FOR BIDS

Movable/Rolling File Storage System
For the Circuit Court Clerk Area

Pendleton County Judicial Center

PENDLETON CO. FISCAL COURT
233 MAIN STREET
FALMOUTH, KY. 41040

CONTACT:DEBBIE BLANKENSHIP, AOC FACILITIES
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BID DATE: SEPT 2ND, 2009 BID LOCATION: PENDLETON CO. JUDICIAL CENTER
BID TIME: 11:00 AM EASTERN 64 RIDGEWAY AVE
FALMOUTH, KY. 41040

SECTION I. PROJECT DETAILS and SPECIFICATIONS

General Description of Project: This Request for Bids is for providing and installing a new high-use, all steel Movable/Rolling File Storage System at this judicial facility. This project includes all materials, equipment, labor, transportation, and other provisions for a Movable/Rolling File System that meets the specified capacity, the specified size, the latest (if applicable) Addendum, the specified floor loading, and all applicable codes, regulations, and statutes, related to, but not limited to fire protection and ADA. The vendor/contractor shall, for no additional costs, execute all coordination, modifications, replacements, or rebuilding which is necessary to insure compliance with design guidance and applicable codes, laws, and regulations. Award shall be based on the basis of best value.

Qualified Bidders are limited to those contractor/vendors which have:

- At least five (5) years of experience providing, installing, maintaining, and repairing Movable/Rolling File Systems comparable to those described herein.
- Have completed a "CERTIFICATE OF BIDDER'S TOUR OF FACILITY" on file by the Project Officer.
- Five (5) referenced prior contract names, places, descriptions of work like or similar to this proposal. One (1) of the referenced contracts shall be no less than five (5) years prior to the date of the submission.
- Must be a responsible bidder pursuant to KRS 45A.110.

Qualified Manufacturer: The manufacturer shall have a minimum of ten (10) years experience in the production of movable/rolling file system(s) specified herein.

On-Site Pre-Bid Meeting: Qualified bidders shall have attended the On-Site Pre-Bid Meeting and shall complete at that meeting a "CERTIFICATE OF BIDDER'S TOUR OF FACILITY" (See back of this document for copy of certificate).

Bid Pricing: Qualified bids shall remain in effect 90-days from submission.

Pre-Bid Contacts by Potential Bidders: Authorized contact by potential bidder is limited to obtaining information only from contact. Any other contacts may disqualify bidders' response to this Request for Quotation.

Qualified Sealed Bids with supporting documents (Statements of experience, manufacture(s) submitted prior to bid date and time include:

- A lump-sum bid for all includes all materials, equipment, labor, transportation, and other provisions as described in this Request for Quotation which states that bid remains valid for a period of no less than 90-days from submission and is signed by an authorized representative of the qualified bidder
- Proof of insurance.
- Statement of experience.
- Statement of prior contracts.
- A signed CERTIFICATE OF BIDDER'S TOUR OF FACILITY on file by the Project Officer.
- Certificate of Liability Insurance

Unqualified Bids: The Owner and/or AOC reserves to reject bids for reasons which include but are not limited to:

- Bids not received by the date and time listed in the Request for Quotation.
- Bids which do not include completed items as described above in "Qualified Bids" paragraph.
- Electronic submissions (Email, FAX, telephonic).
- Bid which are excessively high or low.

General Design Requirements:

- File systems adjacent to windows shall allow window access for cleaning.
- Provide the correct aisle dimensions to other existing rooms or aisles.

- All vendors are required to follow all codes.
- All vendors are required to read “Request For Bids”

Vendors Responsibilities:

- for all site dimensions.
- for the correct amount of shelving needed according to the size of unit that will fit in space provided.
- size of system needed should fit in space provided.
- entire system shall be able to secure at the end of each day.
- for confidential data to be kept secured while system is in use.
- unit shall be for legal filing
- amount of storage space needed.
- how many moveable file dividers the system will need per shelf opening.
- how many access aisles will be needed.
- how the system shall be layout basic on space provided.

Vendors Bid Submittals

- general description of moveable/rolling file systems
- location of files
- required height, depth, and lineal feet of files< Verify height of file systems comply with minimum clearances to fire detection/suppression equipment
- shelving, divider, and partition requirements
- roll-out reference shelving requirements
- all metal end panels
- locking provisions , for entire system and confidential data
- minimum number of keys provided
- color(s) AOC will select color
- shall provide the correct amount roll-out reference shelves for each system according to size of unit.
- to bid on a roll file system only.

Pre-Installation/Construction Requirements

- Field verify all measurements
- Verify adequate floor loading.
- Submit shop drawings which include, but are not limited to plans, elevations and section of installed components.
- Submit color options to Administrative Office of the Courts, Department of Court Facilities, for selection.

Drawings:

Vendors shall provide (floor plans) of plan how file system will be installed.

Required Coordination

- After award of contract, but prior to contract effective date, the vendor shall meet with the Project Representative or his or her designee at the facility. The contractor will bring to this meeting, a list of all equipment and supplies they intend to use to execute the work, schedules, and proposed work plan.
- The contractor is required to continually inform and coordinate with the Project Officer, or his or her designee, the Contractor's general work plan, schedule, and persons assigned to perform work.
- The Project Officer or his or her designee shall inform the Contractor of any areas, which are undergoing work by other trades which may affect work.

Workmanship:

- All work shall be performed in a neat, orderly, and professional manner and comply with applicable local, state, and federal laws and codes.
- Special care shall be taken to insure that all tools, fixtures, equipment, and/or food and beverages or containers are:
    - Not left in unattended work areas.
    - Disposed of properly.
    - Returned to designated storage area when work is complete.

Damage to Facility: The Contractor/Vendor is responsible for any and all costs incurred by the Owner or Construction Budget, under the domain of the Construction Manager or General Contractor, because of damage caused by the Contractor/Vendor for this work.

Execution of Work: The Contractor/Vendor shall proceed with work upon receiving a Schedule and a Notice to Proceed. Failure of Contractor to obtain further compensation of unanticipated work is not allowed.

Court of Justice Rule of Administrative Procedure Compliance The Rules of Administrative Procedure of the Court of Justice, Part X, Real Property Management (AP Part X) have the force and effect of law in the Commonwealth of Kentucky. AP Part X, Sections I, II and III establish policy and procedures concerning the development of Court of Justice (COJ) Capital Projects, COJ Support Facilities, and COJ Administrative Facilities within the Commonwealth of Kentucky which are approved by, and supported with, COJ Administrative Office of the Courts (AOC) administered funds. The development process includes, but is not limited to, the preparation and approval of COJ program documents and funding, construction documents, procurement of professional and construction services, design oversight, financial oversight and regulatory authority, and the oversight of site selection and property procurement procedures.

Contracts for Court of Justice funded projects must comply with Appendix E of Section I of the Construction Program Development (May 2007).
See: http://courts.ky.gov/aoc/facilities/facilitiesprojectdevelopment.htm

SYSTEM SPECIFICATIONS

Component compatibility: All components shall be manufactured by the same firm for use in the specified file system or shall be approved by the manufacture in writing for use with the movable/rolling file system(s) specified herein.

System Components for High-Use Movable/Rolling File Storage System

Railing

- Shall extend completely under total moving run of modules and extend for future expansion if so indicated on drawing(s).
- shall be installed level, even on uneven flooring, in accordance with Manufacturer's recommendations.
- Variance shall not exceed .0625-inches within each module or between adjacent rails.
- Railing shall be mechanically anchored to floor.
- Grout for voids and leveling shall be provided and installed in accordance with manufacture's recommendation.

Floor Covering is provided by others. Contractor shall coordinate installation so as not to impede floor covering installer.

Decking and Ramp shall be provided and installed in accordance with Manufacture's recommendation with no gaps between flooring and rails. Ramps shall be steel which is finished with same material as deck.

Low-Profile Carriages shall be:

- Welded steel construction which is not distorted under full loads (minimum 750 lbs pr/linear foot).
- Length and number shall be used in determining capacity.
- Carriage spices shall be mechanically fastened with bolts and shall result in rigid, straight and square runs of carriages that do not vibrate while operating.
- Maximum frame height of 4 inches.
- Shelving provisions shall allow shelf to be securely anchored in each carriage, with no binding.
- Recessed carriages are not allowed.
- One inch (1") bumpers shall be provided and mounted to carriage face as to protect any stored materials and to cushion stops from carriage movements.
- Carriages shall not encroach into minimum code specified distance to installed fire detection and/or suppression equipment.

Wheels

- Each carriage shall have a minimum of two (2) wheels of the same size per rail.
- Wheels shall be a minimum of 3.5 inches in diameter Steel or Cast Iron.
- Wheel bearing dynamic load rating shall be a minimum of 3,300 pounds.
- A minimum of two (2) guide rails shall be provided for each carriage.
- A minimum of four (4) guide wheels shall be installed in each carriage.

Guidance System

- Gapless for as provided by system manufacturer.
- Solid steel drive shaft minimum size shall be .75 inch.
- Drive shaft shall be positioned near carriage center for even power application with no “windup” or tension buildup when operating carriage.
- Drive system shall drive all wheels on one (1) side of carriage(s).

System Operation

- Gearing Effort shall range from 1-pound of effort with 1:20 ratio and 6.2 inches of travel per revolution to 1:11 ratio and 2.1 inches of travel per revolution.
- Operation handles shall be three (3) spoke design, with a push-pull button that fixes carriages in place.
- Key locks shall be installed and keys shall be provided.
- Operation handles shall be installed on accessible end(s) of carriage assembles.
- System operation shall be in compliance with the Americans with Disabilities Act (ADA) and other applicable codes.

Shelves, Partitions and Signage

- Provide and install shelves, partitions and signage..

Finishes

- Color selection shall be made by the Administrative Office of the Courts, Department of Court Facilities.
- Finish shall be factory-applied Powder Coat Paint, with texture to minimize fingerprints and light reflection.
- All steel components of system provided and install shall receive identical finish.
- Finish shall be 100-percent non-emissive with no lead, formaldehyde, methanol, or other solvent.
- Touch-up paint shall be provided to the user.

Installation

- Remove and replace all components which are blemished or otherwise damaged or not fully functional.
- Protect all components against damage until acceptance by the AOC Project Officer.
- Food and beverages containers shall not be placed in system or system area.
- Any spills or stains associated with the installers or installation shall be cleaned thoroughly.
- All work shall be thoroughly cleaned prior to final inspection by AOC Project Officer.

Performance

- Drifting or rolling of stopped carriages is not permitted.
- Play or looseness between drive wheels and wheel axles is not permitted.
- Protect all components against damage until acceptance by the AOC Project Officer.
- All work shall be thoroughly cleaned prior to final inspection by AOC Project Officer.

Warranty (from acceptance of system by Project Officer)

- At no cost, the Manufacturer shall provide a Limited Lifetime Warranty which shall cover all defective parts and workmanship for a period of no less than one (1) year for labor and lifetime for all structural aspects.
- Prior to any work on completed and/or operational systems, vendor/contractor shall coordinate date(s), time(s) and duration of activities with user. "Drop-In" service visits are not allowed.
- Contractor/Vendor shall provide Owner with any and all written/printed guarantees and warranties of all work.

CERTIFICATION OF BIDDER'S TOUR OF FACILITY

FACILITY NAME

BIDDER'S COMPANY NAME

COMPANY REPRESENTATIVE TOURING FACILITY

I VERIFY THE ABOVE REPRESENTATIVE HAS TOURED ALL AREAS OF THE FACILITY IDENTIFIED IN THIS BID.

ADMINISTRATIVE AGENCY REPRESENTATIVE DATE

COURT OF JUSTICE REPRESENTATIVE DATE