



WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock RD SW, Olympia WA 98512 (360) 352-1614 • Fax: (360) 352-1696

Date: 04/11/2024

Request for Quote

Overview:

The purpose of this Request for Quote (RFQ) is to invite qualified vendors to submit a response and statement of qualifications for a contractor who can install restroom exhaust fans the necessary duct work required in the fire station.

Please submit an electronic copy of your response to the RFQ to the primary contact below no later than May 08, 2024:

Contact Information:

Primary Contact:
Administrative Assistant
Linda Patraca
Phone: 360-273-5582
Fax: 360-273-7684
linda.patraca@wtrfa.org

Alternate Contact:
Administrative Services Director
Shannon Hemminger
Phone: 360-352-1614
Fax: 360-352-1696
Shannon.hemminger@wtrfa.org

Billing:
Administrative Headquarters
10828 Littlerock Rd SW,
Olympia, WA 98512
Phone: 360-352-1614
payables@wtrfa.org

Timeline:

RFQ Released	April 11, 2024
RFQ Onsite Visit & Walk Through (<i>If applicable</i>)	Upon Request
RFQ Due	May 08, 2024
Finalist Notification	As reviewed by the WTRFA Governing Board

Project Synopsis:

Location: West Thurston Maytown Station 1-6

Address: 3131 Maytown Rd. SW, Olympia WA 98512

Phone: 360-273-5582 or 360-352-1614

Project Specifics:

1. Supply and install two restroom ceiling exhaust fans
2. Supply and install all duct work and materials for exhaust fans (circa 25' – 30')
3. Electrical timer switches are installed, unknown if they are wired in

RFQ Requirements and Parameters

- Bid quotes must be fully encompassing of the entire scope of the work as “turn key” which is including but not limited to;



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- A timeline of anticipated completion of the project shall be provided by the bidder.
- Prices shall include all fees associated with your proposed solution(s). All prices offered in the proposal shall be firm and will not increase for 30 days from the effective date of the proposed contract or quote.
- All work to be completed during normal business hours unless otherwise agreed upon between vendor and customer. When applicable, all work to be completed by 5pm is the expectation.
- Work will be done so as not to disrupt normal business operations for the agency.
- West Thurston Regional Fire Authority reserves the right to accept or reject any price adjustments within 30 days of request.
- Any price revisions shall be based on industry price changes and supported by documentation and adequate detail. Price revisions shall not be implemented without prior consent from the Administrative Services Director.
- Include all fees associated with your proposed solution(s) including but not limited to service fees, product, permits (if applicable), etc.
- All vendors are required to pay prevailing wages.
- Any and all warranties work product and workmanship shall be identified in the RFQ
- Successful bidders will be properly licensed, bonded and insured and operate in the State of Washington.