

**AGREEMENT TO PROVIDE FURNITURE FOR THE LARAMIE COUNTY
EMERGENCY MANAGEMENT AGENCY (EMA) OFFICE**
between
LARAMIE COUNTY, WYOMING and INDOFF INCORPORATED.

This Agreement is made and entered into by and between Laramie County, Wyoming, 310 W. 19th Street, Suite 300, Cheyenne, Wyoming, 82001 (“COUNTY”) and Indoff Incorporated located at 6207 Brimmer Road, Cheyenne, WY 82009 (“CONTRACTOR”).

I. PURPOSE

The CONTRACTOR is to provide desks and chairs along with delivery and installation for the EMA office as requested in the RFP issued by the Laramie County.

II. TERM

This Agreement shall commence on the date last executed by the duly authorized representatives of the parties to this Agreement, and shall remain in force until the project is completed by CONTRACTOR and accepted by COUNTY as set forth in the Agreement.

III. PAYMENT

COUNTY shall pay CONTRACTOR for services upon receipt of the CONTRACTOR’S invoice to the COUNTY as detailed in the RFP attached hereto as Exhibit A, which is fully incorporated herein. The total payment to CONTRACTOR under this Agreement shall not exceed \$29,875.81 (proposal amount), unless negotiated by both parties in writing. Payment will be made to CONTRACTOR for materials upon invoice. No payment shall be made before the last signature is affixed to this Agreement. Payments shall be in accordance with Wyo. Stat. § 16-6-602 (as amended). This project is being paid for with Federal ARPA Funds (ALN #21.027).

IV. RESPONSIBILITIES OF CONTRACTOR

- A. CONTRACTOR shall supply, deliver and install desks and chairs for the Laramie County EMA Office.
- B. CONTRACTOR shall work closely with COUNTY in coordinating the purchase, delivery and installation, CONTRACTOR will work with COUNTY as needed in accordance with such individuals or curriers as deemed appropriate by COUNTY.
- C. CONTRACTOR agrees to retain all required records for three (3) years after the County makes final payment and all other matters relating to the Agreement are concluded. CONTRACTOR agrees to permit access by the COUNTY or any of its duly authorized representatives to any books, documents, papers and records of the CONTRACTOR, which are directly pertinent to this specific Agreement for purposes including but not limited to audit, examination, excerpts, and transcriptions.

V. GENERAL PROVISIONS

A. Termination: This Agreement may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of this agreement; (b) by either party, with thirty (30) days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

B. Entire Agreement: This Agreement (5 pages), and the attached RFP (14 pages) and the attached Proposal (6 pages) represent the entire and integrated agreement and understanding between the parties and supersede all prior negotiations, statements, representations and agreements, whether written or oral.

C. Assignment: Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

D. Modification: This Agreement shall be modified only by a written agreement, duly executed by all parties hereto.

E. Invalidity: If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if the COUNTY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this Agreement are fully severable.

F. Applicable Law and Venue: The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, First Judicial District, sitting at Cheyenne, Wyoming. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement to CONTRACTOR and to COUNTY in executing this Agreement. This provision is not intended nor shall it be construed to waive COUNTY's governmental immunity as provided in this Agreement.

G. Contingencies: CONTRACTOR certifies and warrants no gratuities, kickbacks or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this Agreement.

H. Discrimination: All parties agree they will not discriminate against any person who performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.

I. ADA Compliance: All parties agree they will not discriminate against a qualified individual with disability, pursuant to law as set forth in the Americans With Disabilities Act,

P.L. 101-336, 42 U.S.C. § 12101, *et seq.*, and/or any properly promulgated rules and regulations relating thereto.

J. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 *et seq.*, by entering into this Agreement. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

K. Indemnification: To the fullest extent permitted by law, CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected and appointed officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with work performed by or on behalf of CONTRACTOR for COUNTY except to the extent liability is caused by the sole negligence or willful misconduct of COUNTY or its employees. CONTRACTOR shall carry liability insurance sufficient to cover its obligations under this provision and provide COUNTY with proof of such insurance.

L. Third Parties: The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to the Agreement, and shall inure solely to the benefit of the parties to this Agreement.

M. Conflict of Interest: COUNTY and CONTRACTOR affirm, to their knowledge, no CONTRACTOR employee has any personal beneficial interest whatsoever in the agreement described herein. No staff member of CONTRACTOR, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity, which would constitute a conflict of interest relative to this Agreement.

N. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

O. Limitation on Payment: COUNTY's payment obligation is conditioned upon the availability of funds, which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services and equipment provided by CONTRACTOR the Agreement may be terminated by COUNTY at the end of the period for which funds are available. COUNTY shall notify CONTRACTOR at the earliest possible time of the services, which will or may be affected by a shortage of funds. At the earliest possible time means at least thirty (30) days before the shortage will affect payment of claims, if COUNTY knows of the shortage at least thirty (30) days in advance. No penalty shall accrue to COUNTY in the event this provision is exercised, and COUNTY shall not be obligated or liable for any future payments due or for any damages as a result of termination under this provision.

This provision shall not be interpreted or construed to permit COUNTY to terminate this Agreement in order to acquire similar services from another party.

P. Notices: All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such parties' address listed herein, or when personally delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

Q. Compliance with Law: CONTRACTOR shall comply with all applicable laws, regulations and ordinances, whether Federal, State or Local.

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**AGREEMENT TO PROVIDE FURNITURE FOR THE LARAMIE COUNTY
EMERGENCY MANAGEMENT AGENCY (EMA) OFFICE
between
LARAMIE COUNTY, WYOMING and INDOFF INCORPORATED.**

Signature Page

LARAMIE COUNTY, WYOMING

By: _____ Date _____
Chairman Laramie County Commissioners

ATTEST:

By: _____ Date _____
Debra Lee, Laramie County Clerk

CONTRACTOR: INDOFF INCORPORATED

By: Deanna Lies Date 7/11/2023
Name: Deanna Lies
Title: Branch Manager

This Agreement is effective the date of the last signature affixed to this page.

REVIEWED AND APPROVED AS TO FORM ONLY:

By: [Signature] Date 7/11/23
Laramie County Attorney's Office

REQUEST FOR PROPOSAL
For
Office Furniture Replacement
Laramie County Government Archer Complex

Closing Date: July 6, 2023

Purpose of RFP

Laramie County is soliciting competitive sealed proposals from qualified vendors for the purchase of furniture within the Emergency Operations Center (EOC)/Training Room at the Laramie County Emergency Management Agency. This project is being funded with Federal ARPA funds (ALN # 21.027) and will require that the selected bidder be registered in sam.gov.

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1.0 PURPOSE & OVERVIEW

Laramie County is soliciting competitive sealed proposals from qualified commercial business furniture contractors to assist with replacement of Emergency Operations Center (EOC)/Training Room furniture at the Laramie County Emergency Management Agency (EMA) located at the Archer Complex, 3962 Archer Parkway, Cheyenne, WY 82009.

2.0 SCOPE OF SERVICES

Scope of Work: To replace existing tables and chairs at the Laramie County Government Archer Complex. The replacement is in the County Emergency Management EOC/Training Room.

- A. The selected respondent shall provide all materials, labor and the necessary tools and supervision and ensure the work is completed safely and properly.
- B. Furniture cost, delivery, and installation need to be included within proposal. County EMA staff will be removing all old furniture prior to new furniture arrival. Coordination between Laramie County EMA and furniture delivery and installer is necessary.
- C. Services to be provided under this RFP include but are not limited to:
 - a. Supply furniture and chairs per Laramie County EMA approved selection.
 - b. Delivery of furniture
 - c. Installation of furniture
- D. Services to be excluded are:
 - a. Removal of old furniture
- E. Proposal to include all, if applicable, Permits and Insurance as required by Laramie County
- F. Include timeline estimate for the project start and finish dates.
- G. Contractor shall ONLY repair, replace, upgrade or install work as instructed.
- H. All installation and repair work must be done and left in a clean and workable condition.
- I. Bidders shall visit the site and carefully examine the area in question as to conditions that may affect proper execution of the work.
- J. Contractor shall work with Laramie County EMA to determine order and timing for work in select secure areas.
- K. No claims for extra costs will be allowed because of lack of full knowledge of the existing conditions unless agreed to in advance with Laramie County or Laramie County's representative.
- L. The person(s) provided by the respondent to complete work shall be fully qualified to provide said services.
- M. All work provided by the respondent shall be in conformance with local, State and Federal rules and regulations.

Specifications:

- A. Furnish written guarantee from furniture manufacturer covering all materials and labor for 2 years installed under this contract.

- B. Tables – Quantity 25 – shall be top flip up 90° for compact storage, 30x60, modesty panel, power module, under mounted power module w/ 2 USB & 2 power outlets, and locking swivel casters.
- C. Chairs – 50 Mesh back nesting chairs with arms and wheels.
- D. Chairs – 5 Mesh back nesting chairs with wheels without arms
- E. All necessary costs must be included in bid.
- F. All specifics mentioned in item B and C are flexible if equivalent items are available from vendor.

Additional Notes:

- Bidders shall visit the site and carefully examine the areas in question as to conditions that may affect proper execution of the work.
 - All dimensions and quantities shall be determined or verified by the contractor.
 - No claims for extra costs allowed because of lack of full knowledge of the existing conditions unless agreed to in advance with Laramie County or Laramie County’s representative.
 - Lump sum base bid. The bidder agrees to accept as full payment, as herein specified, bid based upon the undersigned’s own estimate of quantities and costs.
- A. The respondent shall provide the following information for each proposed system:
 1. A complete proposal including all related costs for providing the equipment, supplies and installation as outlined above.
 2. Delivery of all equipment, supplies, and installation.
 3. Enter into a written contract for work with Laramie County.
 4. Contractor shall comply with all applicable Federal and State statutes and regulations as well as local ordinances.
 - B. The person or persons provided by the respondent to complete work shall be fully qualified to provide said services.
 - C. All work provided by the respondent shall be in conformance with local, State and Federal rules and regulations.
 - D. All equipment shall be responsive to the needs of the County, shall be performed in accordance with County programs, policies and procedures, and shall utilize appropriate methods and techniques.
 - E. All records, including digital information, video tapes and audio tapes, related to the contract services performed for the County shall be subject to the Wyoming Public Records Laws and shall be maintained and made available in accordance with those laws and public records policies and procedures of the County. Records shall be made

available to the County without question upon request of the County, in accordance with the requirements of law. Citizen requests for such records shall be processed through the County. All records, including all types of electronic records, related to the contract and services performed there under shall be the property of the County at the end of the contract, or at the end of the County's fiscal year, or upon demand of the County, whichever occurs first. The County shall specify the minimum records to be maintained by the respondent. The respondent may maintain additional records at its discretion.

3.0 GENERAL TERMS & CONDITIONS

3.1 RFP Closing Date

Proposals must be received by the Laramie County Maintenance Department located at 309 W. 20th Street, Suite 1900, Cheyenne, WY 82001 no later than **2:00 p.m., local time, on July 6, 2023**. Proposals received after this time will not be considered. Tours of the proposed site can be arranged providing the tour has been scheduled in advance with the Laramie County EMA Director.

3.2 Delivery of Proposals

All proposals shall be sealed and delivered or mailed to (faxes and emails will not be accepted):

Jerry Pribble
309 W. 20th Street, Suite 1900
Cheyenne, WY 82001
Jerry -- 307-633-4341 or
Jason -- 307-633-4388

3.3 Pre-proposal Information

No specific pre-proposal meeting will be held. Each respondent shall contact the Laramie EMA Director, Jeanine West 307-633-4333 to discuss the proposal with the County if needed and for tours.

3.4 Public RFP Opening

Only the names of the firms submitting proposals will be read aloud at the RFP opening to occur on **Thursday July**

6, 2023 at 2:15pm at the address listed above. The proposals will be available for inspection during normal business hours in the Laramie County EMA Office within three (3) working days of the closing date, by appointment.

A complete tabulation of proposals will be available after it is completed.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public RFP openings or meetings should contact the Laramie County EMA Department in Cheyenne at, (307) 633-4333 at least five (5) days prior to the date.

3.6 Proposal Form

- A. See **Submittal Requirements** for complete details.
- B. Each respondent shall submit THREE (3) complete sets of the proposal form, one marked “ORIGINAL” and TWO (2) marked “COPY”. The proposal shall be submitted on an exact copy of the attached proposal form.
- C. The proposal form must be signed by an official authorized to legally bind the respondent to all RFP provisions contained herein.
- D. Terms and conditions differing from those in this RFP may be cause for disqualification of the proposal.

3.7 Questions Concerning RFP

Questions concerning any portion of this RFP should be directed in writing to the Laramie County EMA Director named below, who shall be the official point of contact for this RFP. Mark cover page or envelope(s) "Questions on Laramie County EMA Office Furniture Replacement project."
Submit questions to:

Jeanine West
Laramie County EMA Director
3962 Archer Parkway
Cheyenne, WY 82009
307-633-4333

3.8 Clarification and Addenda

It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable) through the Director named above. The County will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

If it becomes necessary to revise or amend any part of this RFP, notice may be obtained by accessing the County web site. Respondents in their proposal must acknowledge receipts of amendments. **Each respondent should ensure that they have received all addenda and amendments to this RFP before submitting their proposal. Please check the Laramie County web site at <http://www.laramiecounty.com> for any addenda.**

3.9 Award

The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall proposal(s). The County is therefore not bound to accept a proposal on the basis of lowest price. In addition, the County at its sole discretion, reserves the right to cancel this RFP, to modify the quantities of product we purchase, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the County to do so. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's best interest.

3.10 Contract

The contents of this RFP and all provisions of the successful proposal deemed pertinent by the County may be incorporated into a contract and become legally binding. A separate contract document will be issued.

The County Commissioners are the sole Contracting Officer for Laramie County, Wyoming, and only he/she or his/her designee is authorized to make changes to any contract.

The County shall be responsible for only those orders placed by the County on an authorized signed Purchase Order or Price Agreement. The County shall not be responsible for any order, change, substitution or any other discrepancy from the Purchase Order or Price Agreement. If there is any question about the authenticity of a Purchase Order, Price Agreement or change order, the respondent should promptly contact the Laramie County EMA Director at (307) 633-4333.

3.11 Disclosure of RFP Content

All material submitted becomes the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to this RFP. Selection or rejection of any proposal does not affect this right.

3.12 Respondent's Responsibility

A respondent, by submitting a proposal represents that:

- A. The respondent has read and understands the RFP in its entirety that and the proposal is made in accordance therewith, and
- B. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the County, and;
- C. Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain site and/or local conditions and requirements affecting the full performance of the contract and to verify any representations made by Laramie County upon which the respondent will rely. If the respondent receives an award because of its proposal submission, failure to have made such investigations and

examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

3.13 Payment Terms

The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate person(s) (to be designated at time of contract) of the invoice(s) or receipt of all products or services ordered.

3.14 Conflict of Interest Disclosure Form

All respondents shall complete and have notarized the attached disclosure form of any potential conflict of interest that the respondent may have due to ownership, other clients, contracts, or interest associated with this project.

3.15 Minor Irregularities

The County reserves the right to waive minor irregularities in proposals, providing such action is in the best interest of the County. Minor irregularities are defined as those that have no adverse effect on the County's best interests and will not affect the outcome of the selection process by giving the respondent an advantage or benefit not enjoyed by other respondents.

3.16 Deviations

All proposals must clearly and with specific detail, note all deviations to the exact requirements imposed upon the respondent by the General Terms & Conditions. Such deviations must be stated upon the Proposal Form; otherwise, Laramie County will consider the subject proposals as being made in strict compliance with said General Terms & Conditions to respondents; the respondent being held therefore accountable and responsible. Respondents are hereby advised that Laramie County will only consider proposals that meet the exact requirements imposed by the General Terms & Conditions; except, however, said proposals may not be subject to such rejection where, at the sole discretion of Laramie County, the stated deviation is considered to be equal or better than the imposed requirement and where said deviation does not destroy the competitive character of the RFP process by affecting the amount of the proposal such that an advantage or benefit is gained to the detriment of the other respondents.

3.17 Waiver of Claims

Once this contract expires, or final payment has been requested and made, the awarded respondent shall have no more than 30 calendar days to present or file any claims against the County concerning this contract. After that period, the County will consider the respondent to have waived any right to claims against the County concerning this agreement.

3.18 Selection Criteria

Each proposal shall be evaluated using the following criteria:

1. Proper submittal of **ALL** documentation as required by this proposal
2. Overall scope and quality of the proposed project
3. Meeting or exceeding the requirements of the RFP
4. Quality and compatibility of the work proposed
5. Ability to accomplish project in a timely manner
6. The benefits to Laramie County as it pertains to:
 - a. Related experience in the areas covered in the RFP
 - b. Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work and ability to meet schedules
 - c. Experience, ability and overall quality of past and current projects

3.19 Termination / Cancellation of Contract

The County reserves the right to cancel the contract without cause with a minimum thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations for any deliverables entered into prior to the termination of the contract (i.e. reports, materials, statements of accounts, etc., required and not received). Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract.

3.20 Incurred Expenses

This RFP does not commit Laramie County to award a contract. Nor shall Laramie County be responsible for any cost or expense which may be incurred by the respondent in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the respondent prior to the execution of a contract agreement.

3.21 Presentations by Respondents

Laramie County, at its sole discretion, may ask individual respondents to make oral presentations and/or demonstrations without charge to the County.

The County reserves the right to require any respondent to demonstrate to the satisfaction of the County that the respondent has the fiscal and managerial abilities to properly furnish the services proposed and required to fulfill the contract. The demonstration must satisfy the County and the County shall be the sole judge of compliance.

Respondents are cautioned not to assume that presentations will be required and should include all pertinent and required information in their original proposal package.

3.22 Minimum Specifications

The specifications listed in the Scope of Service are the minimum required performance specifications for this RFP. They are not intended to limit competition nor specify any particular respondent, but to ensure that the County receives quality services.

3.23 Respondent's Personnel

The respondent shall be responsible for ensuring that its employees, agents and subcontractors comply with all applicable laws and regulations and meet all federal, state and local requirements related to their employment and position. The respondent certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as amended. During the performance of the contract, the respondent agrees to the following:

The respondent shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap or national origin, except when such condition is a bona fide occupational qualification reasonably necessary for the normal operations of the respondent.

The respondent agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent, in all solicitations or advertisements for employees placed by or on behalf of the respondent, shall state that such respondent is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. The respondent shall include the provisions of the foregoing paragraphs above in every subcontract or purchase order so that the provisions will be binding upon each respondent or vendor. The respondent and any subcontractor shall pay all employees working on this contract not less than minimum wage specified in the Fair Labor Standards Act (29 CFR 510-794) as amended. Any information concerning the County, its products, services, personnel, policies or any other aspect of its business learned by the respondent or personnel furnished by the respondent in the course of providing services pursuant to the Agreement, shall be held in confidence and shall not be disclosed by the respondent or any employee or agents of the respondent or personnel furnished by the respondent, without the prior written consent of the County.

3.24 Claim Notice

The respondent shall immediately report in writing to the County's designated representative or agent any incident which might reasonably be expected to result in any claim under any of the coverage mentioned herein. The respondent agrees to cooperate with the County in promptly releasing reasonable information periodically as to the disposition of any claims, including a resume' of claims experience relating to all respondent operations at the County project site.

3.25 Proposal Acceptance/Rejection

The County reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with competing respondents, and to waive any informalities, defects, or irregularities in any proposal, or to accept that proposal or proposals, which in the judgment of the proper officials, is in the best interest of the County.

4.0 SUBMITTAL REQUIREMENTS

Proposals shall include all of the information solicited in this RFP, and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. Proposals shall be organized and sections tabbed in the following order. The respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All proposals shall include at minimum:

Tab 1 – Respondent’s Profile

A brief profile of the firm, including a brief history of the company and related work experience.

Tab 2 - Completed Proposal Form (use attached form)

Tab 3 – References

List at least three (3) recent references where the equivalent projects have been conducted within the past five years.

Tab 4 – Conflict of Interest Disclosure Form

All respondents shall properly complete, have notarized and attach with their proposal the attached notarized disclosure statement. The Officers and Significant Stakeholders form shall also be completed and be submitted behind this tab.

Tab 5 - Other Information

Include any additional information you believe will assist the County in the selection process of qualified respondents. Please be succinct.

5.0 Disclosures

The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such

in the proposal. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie County will notify the vendor to permit the vendor to defend the proprietary nature of the information.

If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the issuing office. If a respondent fails to notify the issuing office of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission, the respondent shall submit a response at its own risk and under such conditions. If the respondent is awarded a contract, then such respondent will not be entitled to additional compensation, relief, or time by reason of the error or its later correction.

The successful respondent will be expected to enter into a contract with Laramie County upon terms acceptable to the County.

Following the award of the contract, responses to this proposal are subject to release as public information unless specific parts of the response can be shown to be exempt from the laws of the State of Wyoming. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. Laramie County assumes no obligation or responsibility for asserting legal arguments on behalf of potential respondents.

If a respondent believes that parts of a proposal are confidential then the respondent must so specify. The respondent must mark in bold red letters the term “**CONFIDENTIAL**” on that part of the response, which the respondent believes to be confidential. The respondent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. Laramie County will be the sole judge as to whether a claim is general and/or vague in nature. All parts of proposals, which are not marked as confidential, will be automatically considered public information after the contract is awarded. The successful proposal may be considered public information even though parts are marked confidential.

Proposals must be signed by a person authorized to commit the respondent to provide the services requested in this RFP. Submission of a signed proposal will be interpreted to mean the respondent has agreed to all terms and conditions set forth in all of the sheets which make up this RFP.

Laramie County accepts no obligations for the costs incurred in responding to this RFP in anticipation of being awarded a contract. Laramie County reserves the right to reject any and all submitted proposals. It is understood that all proposals become the property of Laramie County and will be available for public inspection. No obligation is made by retention of these proposals, nor is Laramie County committed to awarding a contract as a result of this RFP.

Each respondent must disclose any existing or potential conflict of interest relative to the performance of the requirements of this proposal. Examples of potential conflicts may include an existing business or personal relationship between the respondent, its principal or any affiliate

or subcontractor, with Laramie County or any other entity or person involved in any way in the project that is the subject of this RFP. Similarly, any personal or business relationship between the respondent, the principals, or an affiliate or subcontractor, with any employee of Laramie County or its suppliers must be disclosed. Any such relationship that might be perceived or represented as a conflict should be disclosed. Failure to disclose any such relationship or reveal personal relationships with Laramie County employees may be cause for contract termination. Laramie County will decide if an actual or perceived conflict should result in proposal disqualification. By submitting a response to this RFP, all respondents affirm that they have not given, nor intend to give, any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, tip, favor, or service to a Laramie County employee or representative in connection with the procurement.

Governmental Immunity

Laramie County does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 *et seq.*, by issuing this RFP or by entering into any subsequent agreement. Further, Laramie County fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFP or any subsequent agreement.

Indemnification

To the fullest extent permitted by law, the successful respondent agrees to indemnify and hold harmless Laramie County, its appointed officials, elected officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with any work performed by or on behalf of respondent for Laramie County pursuant to any agreement with Laramie County.

Termination

The selection may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of the RFP or any subsequent agreement; (b) by either party, with thirty days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

Force Majeure

Neither the respondent nor Laramie County shall be liable to perform under this RFP or subsequent agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

The submission of a proposal shall be considered acceptance to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

PROPOSAL FORM

TO:

Jerry Pribble
309 W. 20th Street, Suite 1900
Cheyenne, WY 82001
(307)633-4341

The undersigned hereby declares that [firm name] _____

_____ have carefully examined the specifications furnished within: RFP Laramie County Emergency Management’s Department Furniture for which proposals were advertised to be received **on or before July 6, 2023. At 2:00 pm**, and further declare that [firm name]

_____ will furnish the said work according to specifications.

Proposed Cost

Total Estimated Cost for Project: \$ _____

The above prices are all inclusive; County shall pay no other forms of compensation. The County reserves the right to add additional related services that were not known at the time of the publishing of this RFP to any resulting contract, upon negotiations with awarded contractors that is mutually agreeable.

Have you supplied the Submittal Requirements outlined above? _____ YES _____ NO

Laramie County reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the County.

I hereby certify that I have read and understand the requirements of this Request for Proposals and, that I as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.

Company _____

By _____ (Print name)

Signature _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

E-Mail Address: _____

DUNS# _____ Fed. I.D. # _____

CONFLICT OF INTEREST & DISCLOSURE FORM
I HEREBY CERTIFY that

I (*printed name*) _____
am the (*title*) _____
and the duly authorized representative of the firm of (*Firm Name*) _____
_____ whose address is _____

And I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Building Code Regulations of Laramie County, nor has any outstanding past due debt to Laramie County; and,

This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public - State of _____

My Commission expires _____

(Printed, typed or stamped commissioned name of Notary Public)

Indoff

QUOTE

Date: April 28, 2023

Expiration Date: May 28, 2023

Serving all your office needs:
Printing, Office Supplies,
Promotional Products, and Furniture

To: Cheyenne/Laramie County Emergency Management Agency
Attn: Jeanine West

Description	Qty	Price/Each	Total Sell
30 x 60 Rectangular Top, Gray	25	\$ 136.88	\$3,421.88
Flip Top Base, Black	25	\$ 329.06	\$8,226.56
Modesty Panel, Black	25	\$ 41.73	\$1,043.13
Power Module, Under Mounted Power Module w/ 2 USB & 2 Power Outlets	25	\$ 151.41	\$3,785.31
Ganging Hardware	30	\$ 14.54	\$436.13
Mesh Back Nesting Chair with Arms, Black	50	\$ 195.48	\$9,773.75
Mesh Back Nesting Chair with NO Arms, Black	5	\$ 182.81	\$914.06

SubTotal \$27,600.81

OPTIONAL Installation \$2,275.00

Total Sell Price \$29,875.81

CURRENT ESTIMATED LEAD TIME 4-5 WEEKS



Thank you for your business!

6207 Brimmer Road, Cheyenne, WY 82009, 307-634-1900,
Toll Free FAX: 866-632-4238, deanna.lies@indoff.com

Indoff



6207 Brimmer Road • Cheyenne, WY 82009
Phone: 307.634.1900 Fax: 307.634.1925 Cell: 307.399.0609
deanna.lies@indoff.com www.indoff.com

July 5, 2023

Laramie County Government
Attn: Jerry Pribble
309 W. 20th Street, Suite 1900
Cheyenne, WY 82001

Dear Mr. Pribble,

Indoff was founded in 1971 and is nationwide (www.indoff.com). We have served the needs of both Industry and the Office for 50 years. Our "divisions" - Commercial Interiors and Business Products - are capable of fulfilling almost any need a business may have. We serve all industries. Indoff maintains relationships with hundreds of manufacturers, wholesalers and service providers in order to offer the right solution to our customers.

Our branch office located in Cheyenne, WY has been in business since 2004 as a full time supplier to the community. This offices has more than 19 years of furniture and office product background. We currently provide services to over 500 customers throughout the State of Wyoming including private industry, school districts, and city, county and state government.

Our installers pride themselves on customer satisfaction and installation solutions of all major product lines to meet each customer's office needs. Our dedicated team of qualified personnel ensures integrity and quality to successfully complete any job to meet or exceed expectations in an efficient manner.

Enclosed find our bid package along with accompanying documents. Please do not hesitate to contact us with any questions.

We appreciate this opportunity and look forward to serving you.

Sincerely,

Dee Lies
Branch Manager

Solutions Unlimited



Dee Lies

Branch Manager, Business Products, Furniture Specialist, Project Manager

OVERVIEW

A Branch Manager, Sales Professional and Project Manager for Indoff, Incorporated, and Mrs. Lies has over 12 years of experience in the business products and furniture industry. Her professional expertise includes: project management, project scheduling, space planning, furniture selection & specification, and custom furniture design. She currently provides services to over 500 customers throughout the State of Wyoming including private industry, school districts, and city, county and state government.

EXPERIENCE

Indoff, Incorporated

2004-Present

Branch Manager covering the State of Wyoming. Specializing in office products, promotional products, printing, and office furniture. She provides a hands on approach for all details from: plan concept, design and development, budget development, product specifications, order entry, and project scheduling, delivery and installation and project punch list.

SKILLS

Solution and detail oriented. Highly organized and able to see the big picture but still keep the end result in focus. Possesses a wealth of information in a wide range of office products and furniture.

PROJECT HIGHLIGHTS

- **Basin Electric Electric Power Cooperative** - Furniture specifier and supplier. Office furniture, warehouse furniture, seating, workstations, break room furniture
- **Magpul Industries Corp** - Furniture specifier and supplier. Workstations, conference rooms, and seating
- **HollyFrontier Cheyenne Refining, LLC/HF Sinclair** - Specify and supply all furniture
- **Fat Boys Tire & Auto** - Specify and supply all furniture
- **Protection & Advocacy Systems, Inc** - Office furniture specifier and supplier
- **Platte County School District #1** - Office furniture and seating
- **State of Wyoming - Education Department** - Office furniture design and installation
- **State of Wyoming - Department of Family Services** - Panel design and office furniture
- **Blue Cross Blue Shield of Wyoming** - Office furniture and seating
- **City of Cheyenne** - Office Furniture
- **Spradley Barr Motors, Inc/Ken Garff** - Reception, office furniture and seating
- **US Army Corp of Engineers** - Office furniture and seating
- **Carpet One Commercial Flooring** - Guest chairs, seating and office furniture

Indoff, Inc.

6207 Brimmer Road, Cheyenne, WY 82009
307-399-0609 (Cell) 307-634-1900 (Phone)
deanna.lies@indoff.com



Dee Lies

Branch Manager, Business Products, Furniture Specialist, Project Manager

REFERENCES

Matthew Hubbs, Planner/Scheduler/Maintenance

HF Sinclair
300 Morrie Ave
Cheyenne, WY 82001
307-771-8807

Carey Ryerson, Director of Manufacturing Operations

Magpul Industries Corp
7201 Commerce Circle
Cheyenne, WY 82007
Tel. 303-828-3460

Dena Becket, Administrative Supervisor/LRS

Basin Electric Power Cooperative
347 Grayrocks Road
Wheatland, WY 82201
Tel. 307-322-9601

Jeanne Thobro, Executive Director

Protection & Advocacy System, Inc
7344 Stockman St
Cheyenne, WY 82009
Tel. 307-632-3497

Indoff, Inc.

6207 Brimmer Road, Cheyenne, WY 82009
307-399-0609 (Cell) 307-634-1900 (Phone)
deanna.lies@indoff.com



PROPOSAL FORM

TO:

Jerry Pribble
309 W. 20th Street, Suite 1900
Cheyenne, WY 82001
(307)633-4341

The undersigned hereby declares that [firm name] Indoff, Inc

have carefully examined the specifications furnished within: RFP Laramie County Emergency Management's Department Furniture for which proposals were advertised to be received on or before July 6, 2023. At 2:00 pm, and further declare that [firm name] Indoff, Inc

will furnish the said work according to specifications.

Proposed Cost

Total Estimated Cost for Project: \$ 29,875.81

The above prices are all inclusive; County shall pay no other forms of compensation. The County reserves the right to add additional related services that were not known at the time of the publishing of this RFP to any resulting contract, upon negotiations with awarded contractors that is mutually agreeable.

Have you supplied the Submittal Requirements outlined above? YES NO

Laramie County reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the County.

I hereby certify that I have read and understand the requirements of this Request for Proposals and, that I as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFP.

Company Indoff, Inc
By Dee Lies (Print name)
Signature Dee Lies
Address 6207 Brimmer Road
City Cheyenne State WY ZIP 82009
Telephone 307-399-0609 Fax 1-866-632-4238
E-Mail Address: deanna.lies@indoff.com
DUNS# 054946025 Fed. I.D. # 43-0964848



CONFLICT OF INTEREST & DISCLOSURE FORM
I HEREBY CERTIFY that

I (printed name) Deanna Lies
am the (title) Branch Manager
and the duly authorized representative of the firm of (Firm Name) Indoff, Inc.

whose address is 6207 Brimmer Road
Cheyenne, WY 82009

And I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Building Code Regulations of Laramie County, nor has any outstanding past due debt to Laramie County; and,

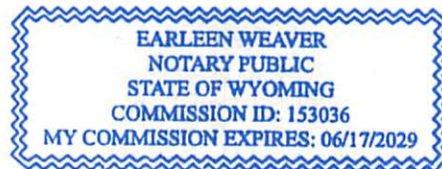
This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: Deanna Lies
Printed Name: Deanna Lies
Firm Name: Indoff, Inc
Date: 7/5/2023

Sworn to and subscribed before me this 5th day of July, 2023.
Notary Public - State of Wyoming
My Commission expires 06/17/2023

(Printed, typed or stamped commissioned name of Notary Public)





Warranty

Rocky Mountain Furniture Group Ltd. stands behind the products we sell.

This warranty covers parts and components with exclusions and limits. Rocky Mountain Furniture Group will replace products and components covered under this warranty that are found to be defective in material or workmanship. If replacement option is not available credit may be issued. The warranty applies to the original purchaser from the purchase date and covers normal commercial use during a single shift (8-hour day, 40-hour work week).

Exclusions:

This warranty does not apply to or cover:

- Items subjected to abuse, misuse, neglect, alteration, or incorrect installation.
- Use of products for purposes other than original design including use for rental purposes.
- Variances or natural changes that may occur in the color and texture of fabric, leather, wood, or other materials. *Due to changes in fabrics, including styles, patterns, colors, and dye lots, replacement fabric may not match.*
- Damage incurred from shipping or storage, natural and manmade disasters.
- Labor or transportation charges incurred during the warranty period.

Warranty Period and Limitations:

Category	Warranty Period
Laminate and laminate case goods (PL, PLE, PL Plus, Elements) <i>Exceptions: glides (10 yrs.), slides (10 yrs.), hinges (10 yrs.), non-moving metal parts (10 yrs.)</i>	LIFETIME
Flip Top-Tables, flex, nesting, café/coffee, conference tables <i>Exceptions: non-moving metal parts (10 yrs.), casters (3 yrs.)</i>	LIFETIME
Electric Height Adjustable Table Bases <i>Exceptions: non-moving metal parts (10 yrs.), non-electrical components (5 yrs.), electrical components (2 yrs.)</i>	LIFETIME (tabletop)
Plastic Folding Tables <i>Limitations: Max weight capacity: 350 lbs. Do not place items with temperatures greater than 104°F (40°C) on table surface</i>	Five (5) years
LED task Lights <i>Exceptions: Ballasts (3 yrs.), bulbs (not warrantied)</i>	LIFETIME
Electronic Components, Power Modules	Two (2) years
Glass Products	Two (2) years
Solero Panels <i>Exceptions: Fabric materials (3 yrs.), moving parts (5 yrs.)</i>	Fifteen (15) years
Lateral Metal Filing Storage	LIFETIME
Mobile Metal Pedestal Storage	Five (5) years
Seating <i>Exceptions: Mechanism, base, pneumatic cylinder, plastic/wood components (5 yrs.), upholstery material, foam cushions, seat pad (2 yrs.). Unless noted, maximum supported weight on all seating: 250 lbs.</i>	LIFETIME

Warranty and Service Claim Requirements:

Rocky Mountain Furniture Group will not pay for 3rd party repair service.

To process warranty or service claims please contact customer support (orders@rmf-group.com) & provide the following:

- Original purchase order number and date of purchase
- Model number of item and detailed description of the problem and/or part needed.
- Photos of the complete product, packaging material, defect or demonstration of the problem. Additional photos as required. Claims may be denied if carton or packing material has been discarded.



ROCKY MOUNTAIN FURNITURE GROUP
Visit us online: rmf-group.com | Phone: 303-595-9090
12000 E 45th Ave #109 Denver, CO 80239

INDOFF, INCORPORATED

Unique Entity ID M5XKJ7HQ8SK9	CAGE / NCAGE 62865	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date May 9, 2024	
Physical Address 11816 Lackland RD Saint Louis, Missouri 63146-4237 United States	Mailing Address 11816 Lackland RD Saint Louis, Missouri 63146-4237 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Missouri 01	State / Country of Incorporation Missouri / United States	URL http://www.indoff.com

Registration Dates

Activation Date May 12, 2023	Submission Date May 10, 2023	Initial Registration Date Aug 17, 2001
--	--	--

Entity Dates

Entity Start Date Apr 20, 1971	Fiscal Year End Close Date Dec 31
--	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?
No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

Business Types		
Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Subchapter S Corporation
Profit Structure For Profit Organization		