

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:**

RESOLUTION NO. 22-048

ISSUING A REQUEST FOR PROPOSALS (RFP) TO  
FIND A COMPANY TO PROVIDE VARIOUS ITEMS  
OF PLAYGROUND EQUIPMENT AND  
INSTALLATION

**WHEREAS**, the Lewis County Board of County Commissioners (BOCC) has identified a desire to expand the offerings of playground equipment at various Lewis County Parks; and

**WHEREAS**, qualified providers and installers are needed; and

**WHEREAS**, Lewis County is seeking proposals from qualified providers and installers; and

**WHEREAS**, publication to solicit for playground equipment providers and installers is needed to contract with a professional playground equipment provider and installer.

**NOW THEREFORE BE IT RESOLVED** that the Parks & Recreation Director is instructed to prepare an RFP, evaluate responses and purchase said products and services up to the previously authorized amount; and the BOCC Clerk of Board is instructed to proceed with all appropriate and necessary notifications to advertise for said purpose; and

**NOW THEREFORE BE IT FURTHER RESOLVED** proposals shall be submitted to Lewis County Parks & Recreation, 1909 South Gold St., Centralia, WA 98531, in sealed envelope marked "Playground" Attention: Connie Riker by 4 p.m. March 9, 2022.

DONE IN OPEN SESSION this 1st day of March, 2022.



## LEWIS COUNTY NOTICE FOR:

### Request for Proposals

### For Playground Equipment & Installation for 5 County Parks

Lewis County seeks sealed proposals for the purchase and installation of playground equipment for five of our county parks to take place this spring/early summer 2022.

Proposals must be in a sealed envelope marked "Playground" Attention: Connie Riker and be delivered to Lewis County Parks & Recreation, 1909 South Gold St., Centralia, WA 98531 by 4:00 p.m. March 9, 2022. Sealed bids will be opened at 9:00 a.m. March 10, 2022, at the same address of the Lewis County Parks & Recreation Office and will be evaluated based on completeness to specifications, price, quality and anticipated delivery date of all items.

For more information about the project specifications and submittal requirements, contact 360-740-2656, email [connie.riker@lewiscountywa.gov](mailto:connie.riker@lewiscountywa.gov) or visit [www.lewiscountywa.gov](http://www.lewiscountywa.gov) for an information packet.

DATED this 24th day of February, 2022.

A handwritten signature in blue ink, reading "Rieva Lester", is written over a horizontal line.

Rieva Lester, Clerk of the Board of County Commissioners  
Lewis County, WA

PUBLISH: The Chronicle – Feb. 24, 2022

Lewis County Web Site @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)





**Request for Proposal Packet for:**

**Lewis County Parks and Recreation**

**Playground Equipment and Installation**

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**OFFERED BY:**

LEWIS COUNTY  
DEPARTMENT OF PARKS AND RECREATION  
1909 S. Gold Street  
Centralia, WA 98531

**Bidding Instructions:**

Proposals must be sealed and clearly labeled as:

**"Playground Proposal"** and delivered by 4:00 PM on the due date. Proposals may be mailed or hand delivered to Lewis County Parks and Recreation Office:

**Mailing & Physical Address:**

Lewis County Parks & Recreation  
1909 S. Gold St.  
Centralia, WA 98531

**SEALED BIDS MUST BE DELIVERED BY OR BEFORE  
4:00 P.M. on Wednesday, March 9, 2022**

(Lewis County official time is displayed on Mitel phones in the Parks & Rec Office. **Bids submitted after 4:00 PM will not be considered for this project.**)

**DOCUMENT CHECK LIST**

## Section II: Specifications

Product information	
Park 1 – All Quantity 1 each	Brooks Towers Play System San Mateo Fitness Course Playground Rockwell Teeter Duo in ground rider Heavy Duty Arch Swing Set with 6 swings Shark Spring Rider Dino Rider Spring Rider Charlie Chomper Fun Bouncer JennSwing ADA Swing Seat
Park 2 – All Quantity 1 each	Terre Haute Fitness Course Playground Motorcycle Spring Rider Zebra Easy Rider Bronco Easy Rider
Park 3 – All Quantity 1 each	Honolulu Playground North Bethesda Fitness Course Playground Rockwell Teeter Duo in Ground Rider Heavy Duty Arch Swing Set with 6 swings Frog Molded Spring Rider Harry Hopper Fun Bouncer Bumbling Betsy Fun Bouncer JennSwing ADA Swing Seat Granite Manor Play System
Park 4 – will not be installed – we will distribute to various parks & install	Extra Heavy Duty Picnic Table 8 ft vinyl dipped diamond pattern – Qty 15 ADA Single-Sided Extra Heavy Duty Picnic Table 8 ft vinyl dipped diamond pattern – Qty 5 Extra Heavy Duty Bench without Back 8 ft vinyl dipped diamond pattern – Qty 20 Extra Heavy Duty Bench without back 15 ft vinyl dipped diamond pattern – Qty 3 Rockwell Teeter Duo in Ground – Qty 1
Park 5 – Quantity specified with each item	Heavy Duty Arch Swing Set with 6 swings – Qty 1 Mustang Easy Rider – Qty 3 JennSwing ADA Swing Seat – Qty 1 Steamboat Springs Playground – Qty 1 Pony Easy Rider – Qty 3 Bronco Easy Rider – Qty 3 Pink Pony Easy Rider – Qty 2 Horse Spring Rider – Qty 2
Technical requirements	Bidder will be provided with area and diagram/layout of equipment for installation of purchased equipment and installation will not include supplying the footing material. Colors will be specified at time of order.



## Section IV: Selection criteria

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### Selection information

RFP type – Sealed Proposal	Bid Opening Date – March 10, 2022 at 9:00 am PDT at the Parks & Rec Office 1909 South Gold St, Centralia, WA 98531
Additional criteria: Bids will be evaluated based on Completeness to Specifications, Price, and Anticipated Delivery Date of all items.	

## Section V: Terms and conditions

### Terms & Conditions

Terms and conditions	<i>County will pay no more than 50% of PRODUCT costs (not including installation) within 20 days of delivery of invoice after received with balance due (including installation costs) within 20 days of invoice sent after installation completion at each park. However, no more than 50% of total project installation costs for all parks will be paid until all installation is complete.</i>
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## Methodology for Risk Management Rates

### 1. Administrative Cost –

Administrative costs of workers comp, general liability and unemployment include attorney costs, insurance premiums, supplies and small tools, professional services, etc. These are program level indirect costs.

### 2. Contribution to Self Insurance Admin Budget –

Salaries, benefits, and operations for the administrative function (Risk Manager, Risk Assistant, Safety Officer) reside in Current Expense, Self Insurance (001-112). This department level indirect cost is allocated to the insurance programs: 45% to workers comp, 45% to general liability, and 10% to unemployment. This contribution is completed as transfers to Current Expense, and the cost is built into the rates for each of the three programs.

### 3. Actual Claims Cost –

The total claims cost is recouped for each fund (or Current Expense department) for the year prior to the rate development process, for the upcoming year. When setting rates in 2005 for 2006, claims from 2004 are used. Due to the timing difference of recouping prior years cost, a 5% inflation factor is added to the claims cost.

### 4. Reserve –

The need for a reserve component in the rate is determined each year, based on the desired target fund balance level in each of the programs.

### 5. Payroll Rate –

The self-insurance rates currently set up in the payroll system cannot be changed, as they are hard-coded in the system. These rates are insufficient to cover the cost of the workers comp and general liability programs at this time; the unemployment insurance payroll rate is currently sufficient. This projected payroll rate is backed out of the sum of the four rate components above, to arrive at the supplemental rate to be charged through an invoicing process.

# BOCC AGENDA ITEM SUMMARY

**Resolution:** 22-048

**BOCC Meeting Date:** March 1, 2022

**Suggested Wording for Agenda Item:**

**Agenda Type:** Legal Notice

Issuing a request for proposals (RFP) to find a company to provide various items of playground equipment and installation

**Contact:** Connie Riker

**Phone:** 360-790-6451

**Department:** IS - Internal Services (including SWWF and Facilities)

## Description:

The Lewis County Parks & Recreation Department is seeking a vendor to provide and install playground equipment at various Lewis County parks spring/summer 2022.

## Approvals:

User	Status
PA's Office	Pending

## Publication Requirements:

### Publications:

The Chronicle, The Lewis County Website

## Additional Copies:

Steve Wohld

## Cover Letter To: