

# Systems and Space Inc.

## Proposal to Improve Space Management and Storage Capacity



*We have set the standard in customer care - Because we understand the composition and characteristics that are intrinsic to space management and capacity planning.*

### Alameda Police Department Alameda PD - Men's Locker Room

April 4, 2017

**Submitted To: Don Owyang**  
Captain  
Alameda Police Department  
1555 Oak Street  
Alameda, CA 94501

**Submitted By: Matt Meyer**  
Systems Planner  
**Systems & Space, Inc.**  
500 Boulder Court, Suite B  
Pleasanton, CA 94566  
(925) 426-1955

# Partners in Progressive Storage Solutions

*This proposal will demonstrate to you that selecting SSI as your storage solution partner will create smarter storage initiatives and help uncover the space needed to grow.*

## Who Is Systems & Space?

SYSTEMS & SPACE, INC. (SSI) is a premier provider of space, storage and filing solutions for today's business environment. Since 1988 we've been developing complete storage and space management strategies and solutions – for all types of businesses. We are experts at individual systems analysis, systems hardware, engineering and implementation. Our mission is to deliver your project on time, within budget – and trouble free.

## Executive Summary

SYSTEMS & SPACE, INC., is pleased to present this proposal to the space management team at your company. The attached detailed architectural drawings outline your specific requirements and our solution. This proposal is available for acceptance 30 days from the cover date.

## Why Systems & Space, Inc.?

In order to complete this project on time, with high quality results, it is essential to select a company that can work within your timelines, budget and meet your planning requirements, now and for the long term.

## SSI possesses the capability to ensure the success of this project because:

- SSI understands the scope of your specific planning requirements
- SSI engineering, project management experience and system planning are unparalleled in the industry
- SSI has a longstanding partnership with Spacesaver Corporation
- SSI offers extended warranty programs to preserve your investment for years to come.

The SSI management team is committed at every level to the success of your project.

## Why Spacesaver?

SPACESAVER is the industry leader in high-density mobile file systems. Spacesaver has been in business since 1972 and has more installations than all of its competitors. For material protection, storage efficiency, durability, reliability, security, safety, and accessibility, Spacesaver is the state of the art solution for all your storage requirements.

## Design

This proposal includes an architectural drawing to allow for visual acceptance. The drawing outlines room dimensions, system dimensions, stored media - existing plus increased capacities and storage weight.

## Floor Loading

Floor load data that applies to the project is subject to interpretation by a certified structural engineer. SSI is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed.

SYSTEMS & SPACE, INC. can assist with the floor load assessment process. We will work directly with your structural engineer or we can provide a certified structural engineer and consulting. A complete analysis, including any required building modifications, designs and supporting structural calculations, will be prepared for a fixed fee. The fee will be determined by the complexity of the project and pricing will be submitted at your request.

## Delivery, Installation, Training and Warranty

Components and materials will be shipped approximately 6-8 weeks upon receipt of purchase order and completed checklist. A field service supervisor and job crew leader will be assigned prior to the system installation. They will remain with the project until completion to control all scheduling, freight, elevator access and all phases of the installation to assure complete satisfaction with minimal disruption to your staff. Spacesaver warrants that all equipment shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation – to assure complete satisfaction. This proposal is based on installation utilizing a Monday-Friday workweek and non-union hours of 8:00 AM – to 5:00 PM. Should you require different hours, other options are available. SSI will provide unlimited training to all users to assure optimal use of your system.

## Extended Warranty Programs

Extended warranty programs are available to protect and preserve your investment. These programs include 1<sup>st</sup> priority service response and covered check-up appointments throughout the years. For more information, simply ask your Systems Planner.



**Business**



**Government**



**Healthcare**



**Justice**



**Library**



**Museum**

**Systems & Space Inc. Guarantees the Success of Your Project!**

Drawing No.	Description	Investment
17078-R2	<b>Men's Locker Room</b> – (99) Spacesaver Freestyle Lockers – 84”H x 18”W x 24”D; (4) Locker Benches – 9.5”W x 48”L x 17.5”H; (1) Locker Bench – 9.5”W x 10”L x 17.5”H.	
17079-SMRM-R1	<b>Women's Locker Room – Small</b> – (5) Spacesaver Freestyle Lockers – 72”H x 18”W x 24”D; (1) Locker Bench – 9.5”W x 36”L x 17.5”H.	
17079-LGRM-R1	<b>Women's Locker Room – Large</b> – (18) Spacesaver Freestyle Lockers – 72”H x 18”W x 24”D; (1) Locker Bench – 9.5”W x 48”L x 17.5”H.	
17080-R1	<b>Women's Civilian Locker Room</b> – (6) Spacesaver Freestyle Lockers – 72”H x 18”W x 24”D; (8) Spacesaver 2-Tier Freestyle Lockers – 72”H x 15”W x 18”D; (1) Locker Bench – 9.5”W x 36”L x 17.5”H.	
	<b>TOTAL FOR ABOVE SCOPE OF WORK:</b>	<b>\$193,121.14</b>
17081-R4-3-29-17	<b>Men's Employee Locker Room</b> – (8) Spacesaver Freestyle Lockers – 84”H x 30”W x 24”D; (1) Locker Bench – 24”W x 24”L x 17.5”H; Demolish and replace existing locker base.	
	<b>TOTAL FOR ABOVE SCOPE OF WORK:</b>	<b>\$21,540.16</b>
<b>**SEE DRAWINGS FOR ALL CONFIGURATIONS, DIMENSIONS AND ACCESSORIES**</b>		
	<b>Electrical</b> – Safe off, Mobilization, Layout, Homeruns, Connections, Load Center/Breakers and Panel Work	<b>\$24,877.78</b>
	<b>VCT Flooring</b> – Furnish and Install VCT Flooring in all Locker Rooms (EXCEPT FOR MEN'S EMPLOYEE LOCKER ROOM)	<b>\$10,598.70</b>
	<b>Existing Locker Relocation</b> – Relocating Existing Men's Locker Room Lockers to Gun range for availability of use during construction.	<b>\$3,982.09</b>
	<b>Full Length Mirrors</b> – Furnish and Install full length mirrors. (5) – 24”W x 60”L; (4) – 24”W x 48”L	<b>\$3,083.29</b>
	<b>*TOTAL FOR THE ENTIRE PROJECT WITH ABOVE SCOPE OF WORK*</b>	<b>\$257,203.16</b>

*The Investment includes all materials, tax, freight and installation for the Spacesaver system.*

CITY OF ALAMEDA'S NJPA MEMBER NUMBER: [926](#)

ALAMEDA POLICE DEPARTMENT'S NJPA MEMBER NUMBER: [48328](#)

**NJPA Contract Purchases**

The NJPA has awarded KI/Spacesaver with a national competitively bid contract governed by a national municipal contracting agency.

When purchasing under the NJPA contract, please use the following guidelines in preparing your purchase orders:

The purchase order will be made payable to: **Systems & Space, Inc.**

Please include the following information on your purchase order: **NJPA/KI Contract Number: 031715-KII**

Remit purchase order to: **Systems & Space, Inc.  
500 Boulder Court, Suite B  
Pleasanton, CA 94566**

CALIFORNIA STATE CONTRACTOR'S LICENSE NUMBER 599899

DIR CONTRACTOR'S REGISTRATION NUMBER 1000007450

**Payment Terms**

\*Progress Payments

\*Balance due upon completion

**X**

**Client Approval**

**Print Name**

**Date**

## Systems & Space Inc. Guarantees the Success of Your Project!

### Critical Path to Installation: 6-Week Standard Lead Time

Order placed – (see attached checklist)

- Week 1 – Systems Ordered by SSI
- Week 5 – Product Ships from Manufacturer
- Week 6 – SSI receives product and begins installation based on date set with Alameda Police Department

### Installation Information:

1. Company Name \_\_\_\_\_

2. Contact name at installation area \_\_\_\_\_

3. Street Address \_\_\_\_\_

4. Suite, Bldg., or Floor \_\_\_\_\_

5. City, State, Zip Code \_\_\_\_\_

6. Contact Phone # \_\_\_\_\_ Pager/Cell # \_\_\_\_\_

7. Fax # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### Billing Information:

8. Company Name: \_\_\_\_\_

9. Accounting Department Contact Name \_\_\_\_\_

10. Billing Address \_\_\_\_\_

11. Suite, Bldg., or Floor \_\_\_\_\_

12. City, State, Zip Code \_\_\_\_\_

13. Contact Phone # \_\_\_\_\_ Pager/Cell # \_\_\_\_\_

14. Fax # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### Acknowledgement Information:

15. Company Name \_\_\_\_\_

16. Contact name to send order Acknowledgement to \_\_\_\_\_

17. Street Address \_\_\_\_\_

18. Suite, Bldg., or Floor \_\_\_\_\_

20. City, State, Zip Code \_\_\_\_\_

21. Contact Phone # \_\_\_\_\_ Pager/Cell # \_\_\_\_\_



Systems Planner: Matt Meyer

Project #17078

**Checklist for Ordering & Developing Spacesaver System**

- Review and sign off on drawings
- Choose shelving colors from Spacesaver Color Selector: \_\_\_\_\_
- Choose end panels from WilsonArt Laminate book: \_\_\_\_\_
- Attach purchase order and deposit to proposal
- Sign and date acceptance areas on proposal
- Client's Move Date: \_\_\_\_\_
- General Contractor's Name: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Mobile # \_\_\_\_\_ Email \_\_\_\_\_
- Finished Floor Covering Type: Carpet or Tile (Circle one)
- Finished Floor Covering Installation Date: \_\_\_\_\_
- If project is Existing Construction, is client considering replacing Finished Floor Covering?  
 Yes / No                      Tile or Carpet                      (Circle one)
- Is there a Construction/Move schedule available?                      Yes or No
- Project Completion Date: \_\_\_\_\_
- Non union hours of Installation are Monday through Friday 8:00 AM to 5:00 PM.  
 After 5 PM and anytime on Saturday and Sunday is overtime.
- Security: Do SSI personnel need access badges, escorts, etc?
- Parking: Are permits required? Yes or No



**X**

**Client Approval**

**Print Name**

**Date**

Systems Planner: Matt Meyer

Project #17078

**NOTICE: This proposal contains information that is proprietary to Systems & Space, Inc. and is intended for the use of City of Alameda – Alameda Police Department only. No part of this proposal or the enclosed CAD drawings may be used, reproduced or disclosed to any other party without prior consent of Systems & Space, Inc.**

## **TERMS & CONDITIONS FOR PRODUCTS, SYSTEMS & INSTALLATIONS**

1. **GENERAL:** These terms & conditions shall apply to sales from SYSTEMS & SPACE, INC. to BUYER and to any quotation by SYSTEMS & SPACE, INC. for sales. These terms & conditions shall not be superseded by any terms & conditions in BUYER'S order. **If a Contract Agreement will be issued in lieu of, or in addition to execution of this proposal, Buyer agrees to include this proposal as an Exhibit to the Contract Agreement.**
2. **PRICING:** This proposal is valid for 60 days from the date of the proposal.
3. **PAYMENT TERMS:** The Buyer shall issue a Progress Payments to SYSTEMS & SPACE INC. and balance due upon completion. If the BUYER issues a purchase order for goods and/or services, the BUYER shall state the deposit amount on BUYER'S purchase order. A monthly finance charge of 1 ½% per month shall accrue to the BUYER on all outstanding invoices beyond 30 days.
4. **ENGINEERING DATA:** The proposal, drawings and/or specifications of any quotation are confidential engineering data, and represent SYSTEMS & SPACE, INC.'S investment in engineering skill and development, and remain the property of SYSTEMS & SPACE, INC. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to SYSTEMS & SPACE, INC. All specifications and dimensions of proposal, drawings are approximate, and are subject to changes during detailed engineering.
5. **DELIVERY:** Shipping or delivery dates are approximate. SYSTEMS & SPACE, INC. shall not be liable for delays in or failure of delivery due to changes requested by BUYER, or causes beyond its control. At the request of BUYER, BUYER shall make payment as though shipment has been made as specified and for any expenses incurred by SYSTEMS & SPACE, INC. due to BUYER'S request in delaying shipment.
6. **STORAGE:** If product is stored for more than 30 days at SYSTEMS & SPACE, Inc. due to delays in delivery caused by BUYER, SYSTEMS & SPACE INC. will charge BUYER at the rate of 1% of BUYER's invoice per month pro-rated daily.
7. **SPECIALS:** Special items not considered as standard inventory by SYSTEMS & SPACE, INC. and/or manufactured by SYSTEMS & SPACE, INC. to BUYER'S specifications or job requirements, will become the sole property of the BUYER and will not be accepted for return.
8. **INSURANCE:** SYSTEMS & SPACE, INC. carries Workers' Compensation insurance with statutory limits as required by law. In addition, SYSTEMS & SPACE, INC. carries General Liability Insurance with \$1M occurrence/\$2M general aggregate/\$2M completed operations, and Auto Liability with \$1M combined single limit. Upon request, entities shall be named as Additional Insured under endorsement CG D2 48 080 05.
9. **CANCELLATION:** On all cancelled orders, BUYER shall compensate SYSTEMS & SPACE, INC. for its performance, commitments and damage as follows: BUYER shall pay SYSTEMS & SPACE, INC. a cancellation fee not to exceed the original purchase price.
10. **CONSTRUCTION AREA:** BUYER shall provide SYSTEMS & SPACE, INC. with a free and clear construction site. All materials and/or construction shall be removed from the area. BUYER will furnish SYSTEMS & SPACE, INC. with adequate electrical power to efficiently operate the power tools required for the installation.
11. **UNLOADING, SPOTTING AND STORAGE:** BUYER shall provide SYSTEMS & SPACE, INC. with adequate unloading facilities, and sufficient access to those facilities to insure SYSTEMS & SPACE, INC.'S efficient unloading procedure. Adequate aisles shall be provided by the BUYER to provide efficient handling of the materials from the unloading of storage area to the construction site.
12. **COMMENCEMENT OF INSTALLATION AT JOB SITE:** SYSTEMS & SPACE, INC. will not be obligated to commence work at job site until receipt of written notice from BUYER that BUYER'S building is ready for use and necessary utilities and equipment are supplied there as well.
13. **CHANGES IN WORK:** Should the BUYER order changes in the work, such orders and adjustments shall be made in writing to SYSTEMS & SPACE, INC. The contract price shall be adjusted according to the changes in the work specified.
14. **COMPLETION:** Installation shall be deemed completed upon use of any equipment by BUYER.
15. **FLOORS:** BUYER is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed.
16. **SURVEYS, PERMITS AND REGULATIONS:** BUYER shall procure and pay for all permits, inspections, and/or structural calculations required by any governmental authority for any part of the work performed by SYSTEMS & SPACE, INC., except if otherwise stated.
17. **TESTING:** All material and equipment for testing the installation shall be provided at BUYER'S expense. At the time that SYSTEMS & SPACE, INC. states to the BUYER that the work is complete, the BUYER will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the BUYER shall accept the same and deliver to SYSTEMS & SPACE, INC. a signed statement of acceptance. If the BUYER fails to so notify SYSTEMS & SPACE, INC. or if the BUYER fails to make such inspection, the work shall be conclusively deemed accepted by the BUYER.
18. **LABOR RELATIONS:** SYSTEMS & SPACE, INC. is a non-union contractor. Unless specifically outlined in the project specifications and/or bid documentation, our bid will not be based upon compliance with the terms and conditions of any labor agreements. Any requirement to comply with labor agreements identified after submission of this bid will require an increase in our contract amount to reflect this change. Our proposal is based upon an eight (8) hour workday during normal business hours (unless otherwise specified). No provisions have been made for overtime or shift premium pay.
19. **LEGAL ACTION:** In the event that any legal action is initiated regarding the breach of any terms or conditions of this agreement, the prevailing party shall be entitled to receive in addition to any damages suffered, their court costs and attorney's fees incurred.

**X**

**Client Approval**

Systems Planner: Matt Meyer

**Print Name**

**Date**

Project#17078

# References

*Companies who have entrusted SYSTEMS & SPACE, INC.*

