



# Kitsap 911 EOC Sound Dampening

## Scope of Work

**Bid Proposals Due September 18 at 1200.**

This is a small public works project that involves construction, alteration, repair, or improvements of real property. The vendor must pay prevailing wages to their employees and file a letter of intent with WA Department of Labor and Industries.

This project is being put forth by competitive bid on the MRSC per RCW 39.04.151.

### Overview

Kitsap 911 is seeking quotes for replacement of sound-dampening wall treatments in Room 111 and 112 of the main Kitsap 911 building located at 911 Carver Street W, Bremerton, WA 98312. The replacement is for only the lower 80 inches of the current fabric wrapped panels with felt panels. The upper existing panels will remain in place. The design will be a match of what was done in another room at the site.

### Existing Conditions

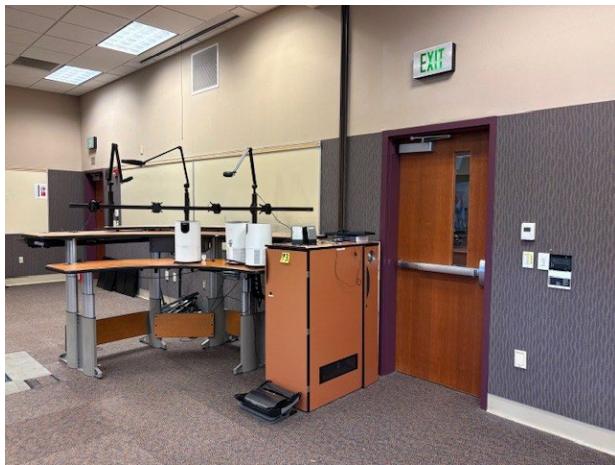
The site is in the interior of the steel frame building on the main floor with a door that offers immediate access to the outdoor secured parking lot. The existing sound dampening system is a fabric wrapped panel anchored by plastic rails one half inch thick. Please refer to the attached plans for measurements. The room has an accordion dividing wall that divides it into two separate rooms. The room will not be in use during installation and is available for a site visit.



**Photo 1: South Wall Part A.** In all photos just the purple fabric system, any AV components, and the white boards will be replaced by the new felt panels. This photo shows the accordion wall in the stored position on the left edge.

**Photo 2: West Wall Part A.** All white boards, AV equipment and purple-gray sound dampening fabric and panels will be removed.





**Photo 3. North Wall Part A.** The accordion door track that it anchors to when extended can be seen in the center of the photograph. This track is mounted on top of the existing sound dampening panels and likely we will cut away the existing panels rather than taking down the track but this is yet to be finalized.



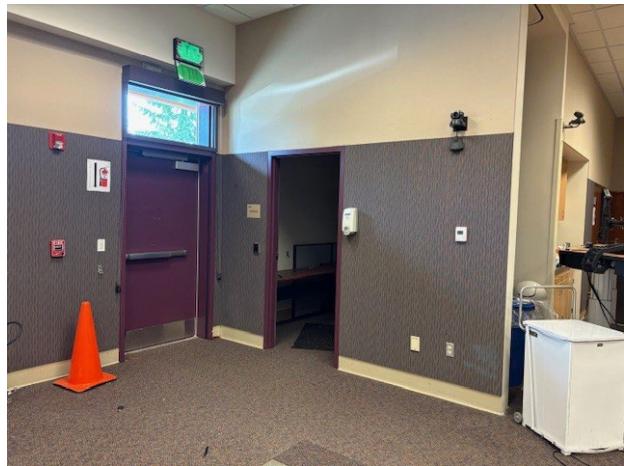
**Photo 4. North Wall Part B.**



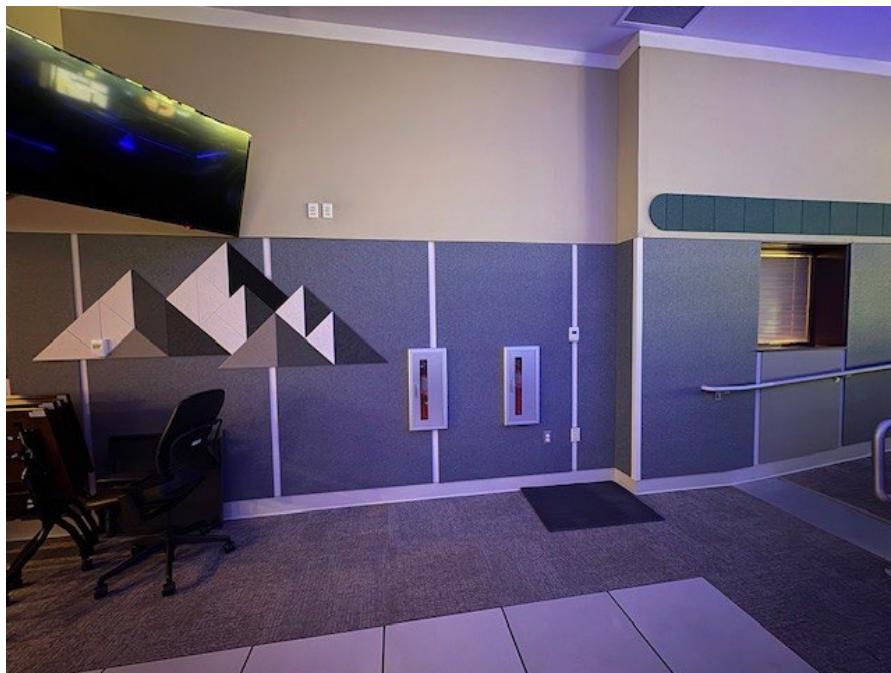
**Photo 5. East Wall.**



**Photo 6. South Wall Part B**



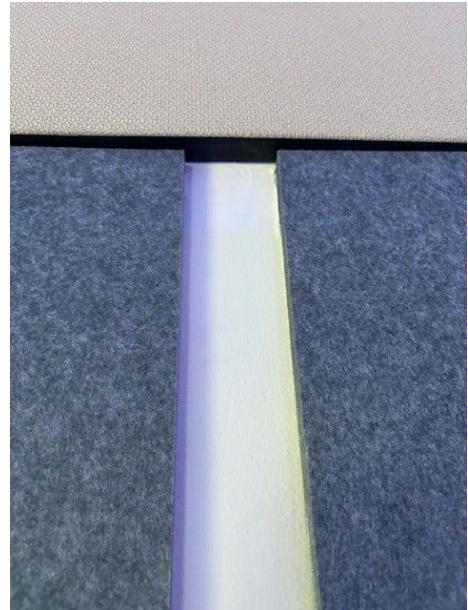
**Photo 7 West Wall Part B**



**Photo 7: Finished Dispatch Floor.** This is the design we intend to replicate in the EOC room. The vendor does not have to include the Mountain felt design or installation in the quote.



**Photo 8: Current Transition.** This is the current transition between the upper fabric panels and the lower panels we want to replace with felt and new black tracking.



**Photo 9: Finished Transition.** This is a photo of the lower track piece that needs to be replaced on the upper fabric panel to “finish” the transition between the upper panel and the new lower panel. The vendor’s quote should include the cost to replace these tracks.

### Quotes

The quotation shall include:

- Name, telephone number and e-mail address of the person authorized to agree to the scope of work, terms, and conditions.
- Name, telephone number and e-mail address for existing customers to serve as references.
- Confirmation that insurance described in Attachment A will be provided.
- Itemized cost to complete the work described herein including the cost of materials including the replacement track, labor, site visit to layout the design on the wall prior to installation and installation, etc.
- Anticipated start and end dates scheduling after October 15, 2025.

### Scope of Work

The design plans provided in Attachment B call for installation of a half inch thick felt panel system in the main dispatch floor room of the building. The design calls for commercial installation of 48" by 80" felt panels to be installed vertically separated by 2-inch gaps as seen in photo 7 above. The vendor will not have to install the felt mountain design in the photo. The preferred product is half inch [Polysorb PS-49](#) “Quartz” or “Medium Gray” depending on availability. The felt panels will be installed above the 6" base cove and below the beige existing fabric panels.

Kitsap 911 will prepare the site by (do not include these in your bid):

- Remove the existing sound dampening fabric system and acoustic panels. The rails for the purple/gray portion will be removed. The lower rail holding the beige system will be left for the bidder to remove and replace.
- Removing all wall finishes such as face plates, white boards, AV equipment, wall finishes, fire extinguisher boxes, and fire alarm klaxon covers
- Repairing and painting the wall where the wall shows through on the 2-inch gaps after vendor has marked the gaps on the wall.
- Cutting around the accordion door track or an alternative solution.

The vendor's quote should include:

1. Wall preparation and/or minor repair to eliminate ridges or compromise adhesion with the new felt panels assuming the damage incurred by removing the existing panels consists of staple or nail holes, some areas of torn dry wall paper, and minor dents but no major missing drywall or large holes.
2. Providing the half inch thick felt per the design. The panels provided will be of the same level of quality and acoustic absorption as those provided by [Polysorb Acoustical Panels](#).
3. Providing new black track for the existing upper fabric panel system and installing it as seen in Photo 9 above.
4. Installation of the felt panels.
5. Using felt strips as trim around any rough edges such as where the accordion door track is.
6. Clean up and disposal of excess unusable scrap materials

Kitsap 911 will re-install the wall finishes such as face plates, white boards, AV equipment, wall finishes, fire extinguisher boxes, and fire alarm klaxon covers.

### **Materials and Equipment Provided by Vendor**

The vendor will include the cost of all materials and equipment required to install and complete the project in the bid.

### **Estimated Budget for the Project**

The estimated budget for Items 1-5 listed above is \$30,000 including tax.

### **Site Visit**

To arrange for the site visit, please contact Barrie Hillman at [bhillman@kitsap911.org](mailto:bhillman@kitsap911.org) or by calling 360-307-5803.

### **Contract Requirements**

Kitsap 911 will use a professional services contract for this project which includes the insurance requirements in Attachment A.

- Retainage Percentage or Performance Bond: If the project is less than \$50,000, Kitsap 911 will opt to include a 10% retainage in lieu of a performance bond.
- **Criminal History – all vendor employees working at the Kitsap 911 primary site located at 911 Carver Street must complete and pass a criminal history check.** Vendor employees that do not meet the criminal history requirements will not be allowed to work on site. The Criminal History check must be completed prior to contracting.
- Payment – 20% deposit with the balance due upon Kitsap 911's Executive Director's approval of the installation.

- Change orders: a change order will be utilized if the change falls outside the scope of work included in the contract and must be approved by Kitsap 911's Executive Director.

#### **Bidding Process**

It is the bidder's responsibility to thoroughly review the scope of work and plans to verify measurements and their understanding of the project.

**Interested applicants shall submit quotations to [bhillman@kitsap911.org](mailto:bhillman@kitsap911.org) or delivery to 911 Carver Street W, Bremerton, WA 98312 not later than 12 PM on September 18, 2025.**

Bids are not required to be sealed and can be emailed only.

***Questions should be sent to Barrie Hillman at [bhillman@kitsap911.org](mailto:bhillman@kitsap911.org).***

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Barrie Hillman  
**Executive Assistant**  
**Kitsap County 911 – CENCOM**  
**911 Carver Street**  
**Bremerton, WA 98312**  
**Phone: (360) 307-5803, Fax: (360) 792-5982**  
**E-Mail: [bhillman@kitsap911.org](mailto:bhillman@kitsap911.org)**

# Attachment A - INSURANCE

**Insurance Term-** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**No Limitation-** Contractor maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit Kitsap 911 recourse to any remedy available at law or in equity.

## Minimum Scope of Insurance

Contractor shall obtain insurance of the types and coverage described below:

- Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. Kitsap 911 shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Kitsap 911 using an additional insured endorsement at least as broad as ISO CG 20 26.
- Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

## Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- Professional Liability insurance shall be written with limits of no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**Other Insurance Provision-** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect Kitsap 911. Any Insurance, self-insurance, or self-insured pool coverage

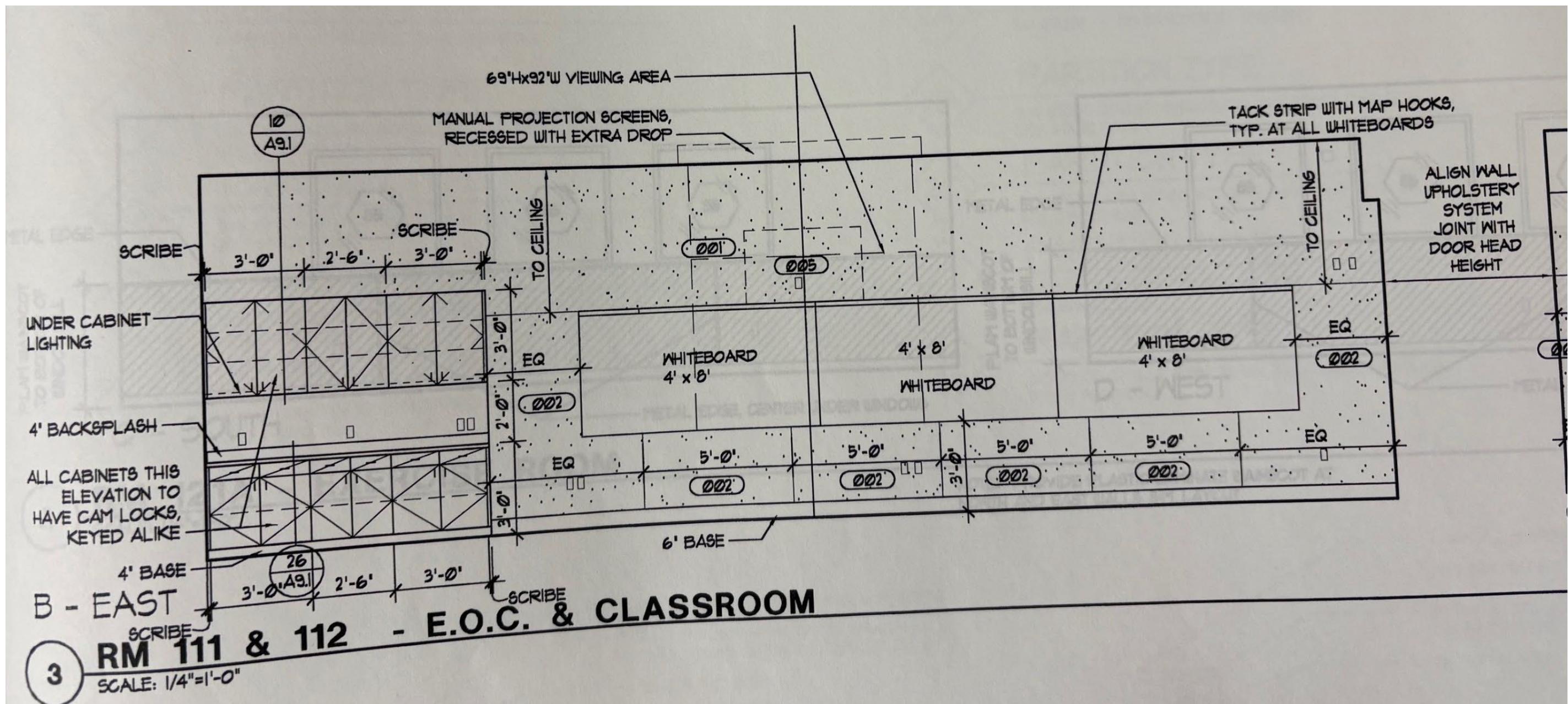
maintained by Kitsap 911 shall be excess of the Consultant's insurance and shall not contribute with it.

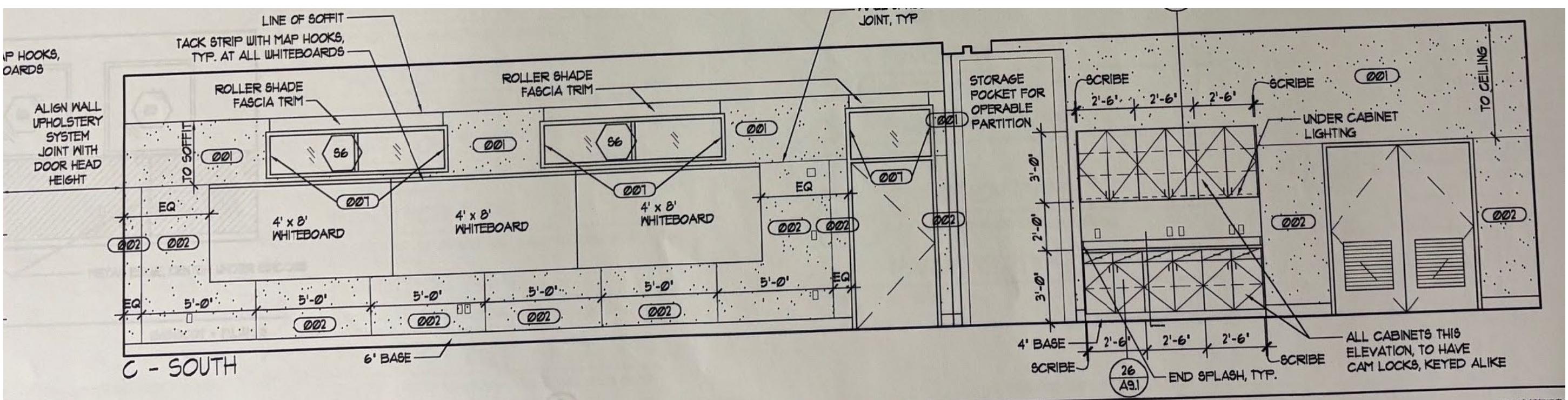
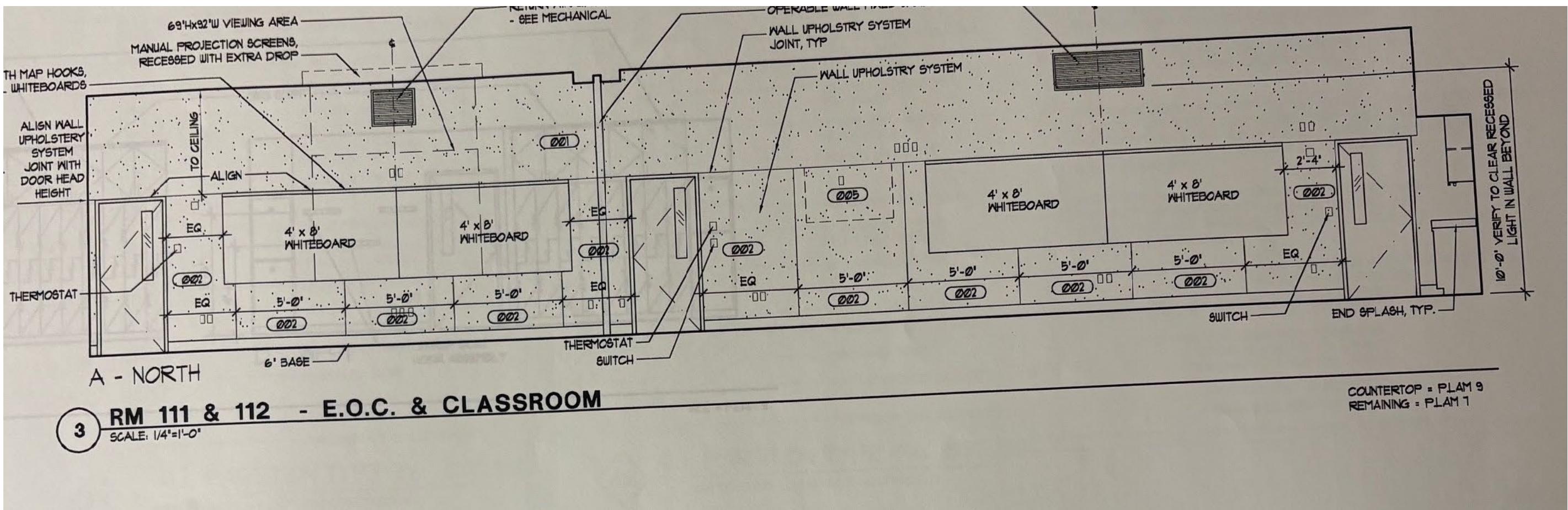
**Acceptability of Insurers-** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

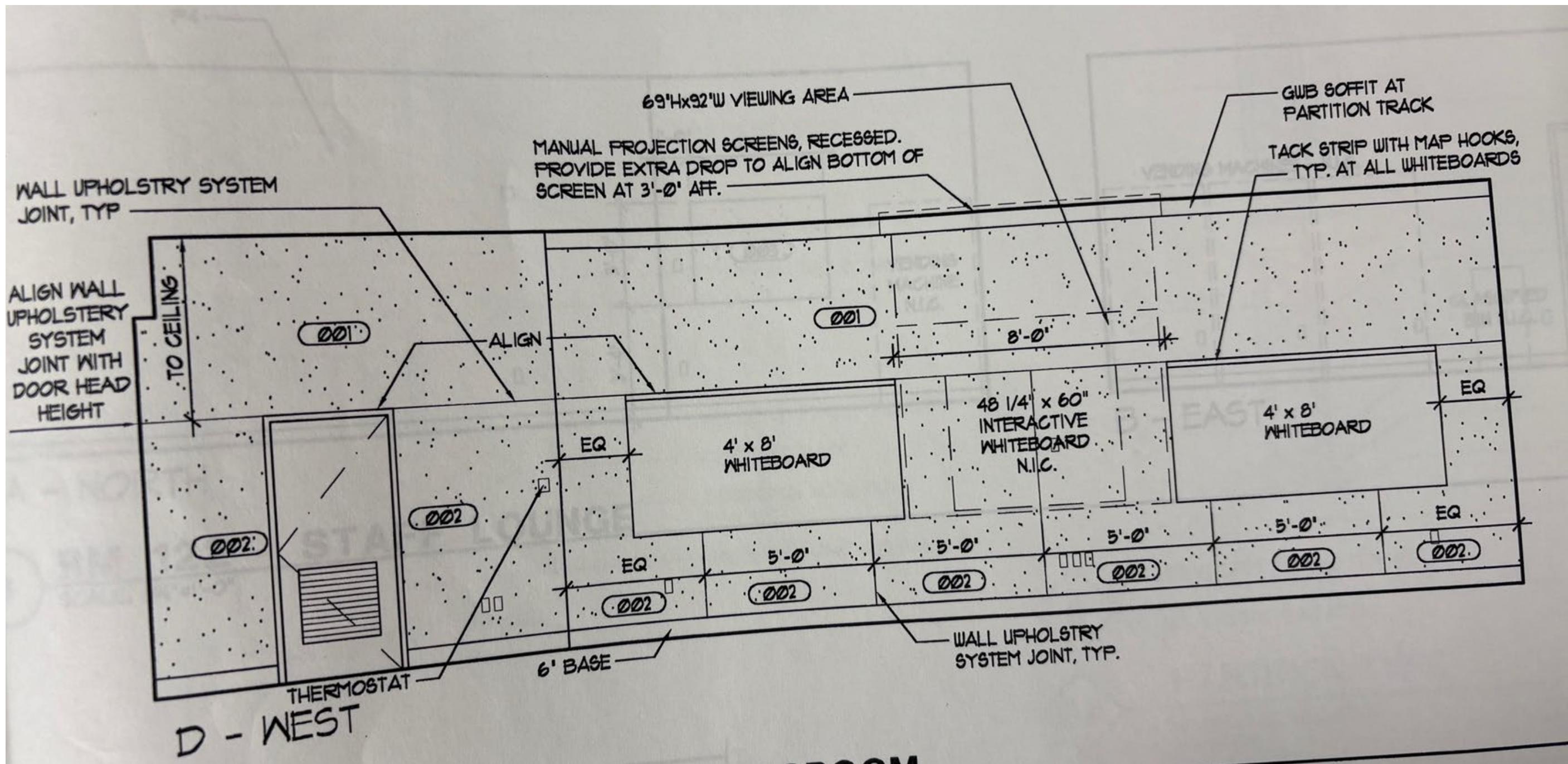
**Verification of Coverage**

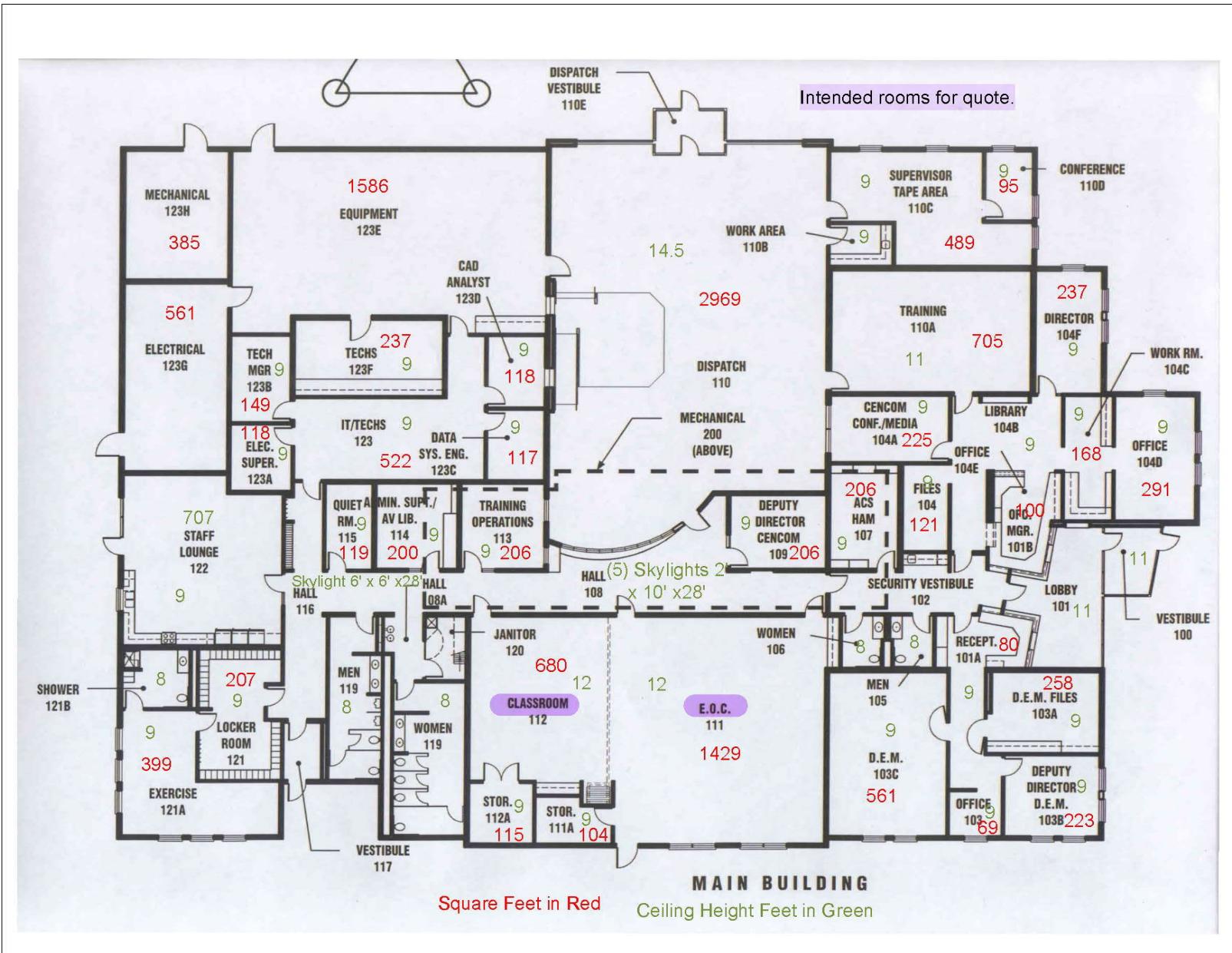
Consultant shall furnish Kitsap 911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

## Attachment A – BUILDING PLANS & DESIGN PLAN









**Design:**

