

YELLOWSTONE COUNTY, MONTANA
Invitation For Bid
Admin Building Furniture

1. Introduction

Notice is hereby given that Yellowstone County is seeking bids from qualified vendors for to provide new furniture and installation services for the Ostlund Building that is currently being renovated. The building is located at 2825 3rd Avenue North, Billings, MT 59101. Bids should include the cost of all materials, permits, labor and equipment necessary to complete the project.

For specifications of the furniture required, please see Exhibit A – New Furniture Package attached to the end of this solicitation. Participants are not limited to the manufacturer listed on the new furniture plans. Participants should, however, bid products with the same or similar style, finishes and quality.

Furniture delivery is needed on or before December 8, 2025. Please include installation services in pricing as well as estimated freight costs.

2. Bid Submission Requirements

Offerors shall submit five (5) hard copies of the bid in a sealed envelope. All bids must be labeled “**Admin Building Furniture**”. Bids may either be mailed or physically delivered to the following addresses.

Mail To:

Yellowstone County BOCC
PO Box 35000
Billings, MT 59107

Physically Deliver To:

Yellowstone County BOCC
Stillwater Building, Room 3101, 3rd Floor
316 North 26th Street
Billings, MT 59101

All bids must be received no later than 3:00 PM on Monday, September 29th, 2025. Bids received after this deadline will not be considered.

All bids must include a Bid Security made in favor of Yellowstone County in an amount equal to 10% of the total bid. The security may consist of a bid bond, cash, a cashier's check, a certified check, a bank money order, a certificate of deposit, a money market certificate, or a bank draft. The security must be: a) drawn and issued by a federally

chartered or state chartered bank or savings and loan association that is insured by or for which insurance is administered by the Federal Deposit Insurance Corporation; or b) drawn and issued by a credit union insured by the National Credit Union Share Insurance Fund; or c) a bid bond or bonds, original only, no photocopies, executed by a surety company authorized to do business in the State of Montana. Facsimiles, personal and/or business checks are not an acceptable form of security.

Timely bids will be opened and read aloud at 9:00 AM, on Tuesday, September 30th, 2025, in Room 3108 on the 3rd Floor of the Stillwater Building, 316 North 26th Street, Billings, MT 59101.

3. Timeline & Selection Process

Event	Date/Time
Publication Dates for IFB	Friday, September 19 th , 2025 Friday, September 26 th , 2025
Deadline for Bids	Monday, September 29 th , 2025, by 3:00 PM
Review of Bids by Selection Committee	Tuesday, September 30 th , 2025, through Thursday, October 2 nd , 2025
Notice of Intent to Award Posting	Tuesday, October 7 th , 2025
Notice of Award	Tuesday, October 14 th , 2025

Yellowstone County reserves the right to modify the above timeline as needed.

A selection committee will be formed and review all bids that meet the submittal requirements. The committee will review to ensure that minimum specifications are clearly met and make a recommendation of award which will be submitted to the BOCC. Bids that do not meet minimum specifications provided will be considered non-responsive.

The Board of County Commissioners intend to award the contract to the lowest responsive and best responsible bid. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

4. Amendments to Solicitation

Any interpretation, correction, or addition of this request will be published on the County website at <https://www.yellowstonecountymt.gov/purchasing/>.

5. Contact Information & Questions

Any questions regarding the project or bid submittal procedures should be submitted, in writing, to Matt Kessler, Purchasing Agent, at mkessler@yellowstonecountymt.gov.

6. Miscellaneous

Compliance With Laws

The successful bidder will be required to follow all the directives included in section 18-2-422 of the Montana Code Annotated concerning Montana Prevailing Wages for Building Construction 2025. Those directives are as follows:

- (1) The contractor and employers shall pay the standard prevailing wage rate, including fringe benefits, for each job classification as stated in the current prevailing wage rate schedules. The current schedules are available at the State of Montana website. It is the responsibility of the contractors to obtain and use the applicable Wage Rate Schedules.
- (2) each contractor and employer are required to maintain payroll records in a manner readily capable of being certified for submission under statute 18-2-423, for not less than 3 years after the contractor's or employer's completion of work on the project; and
- (3) Each contractor is required to post a statement of all wages and fringe benefits in compliance with 18-2-423.

Statute 18-2-423 is as follows: If a complaint is filed with the department alleging noncompliance with 18-2-422, the department may require the project to submit to it certified copies of the payroll records for workers employed on that project. A contractor or a subcontractor shall pay employees receiving an hourly wage on a weekly basis. If a wage violation complaint is filed with the department, the contractor or subcontractor shall provide the employee's payroll records to the department within 5 days of receiving the payroll request from the department.

The Contractor is required to comply with all other applicable provisions of Title 18, Chapter 2, and Part 4 of the Montana Code Annotated.

The successful bidder will be required to give preference to the employment of bona fide Montana residents in the performance of the work on this project.

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor

subjects Subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

Insurance Requirements

The Contractor shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County, as additional insured for this project against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence during the project and for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain for this project at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the project by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the project.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured throughout the project. In addition, Contractor will furnish to Yellowstone County, a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County, are named as an additional insured under the Contractors insurance policy for this project. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work on the project.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County, from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated there with (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence during this project. And for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

The Board of County Commissioners intend to award the contract to the lowest responsive and responsible bid. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

Board of County Commissioners
Yellowstone County, Montana

Mark Morse
Chair

Attest:

Jeff Martin
Clerk and Recorder

Admin Building Furniture

Bid Sheet

Use this bid sheet to provide bid information. **Please include an itemized price list for different furniture pieces along with this bid sheet.** If participants would like to present multiple options, please use multiples sheets and clearly label *Base Bid, Alternate #1, and so on.*

Vendor: _____

Bid Amount: \$ _____

Written Amount: _____

Warranty Details: _____

Estimated Delivery Date*: _____

Expected Installation Date: _____

***Estimate delivery date using October 14th as the date of order. This is the targeted date of award but may be subject to change.**

CHECK LIST

Please be sure you have completed the following prior to submitting your bid.

1. Read and understand the specifications.
2. Made yourself familiar with any State laws that pertain to the bid
3. Asked and received any answers to any questions regarding the bid procedure, specifications or general information.
4. Addressed and mailed or delivered your bid to be received at the correct address by the time and date indicated in the Invitation to Bid.

- END OF IFB -

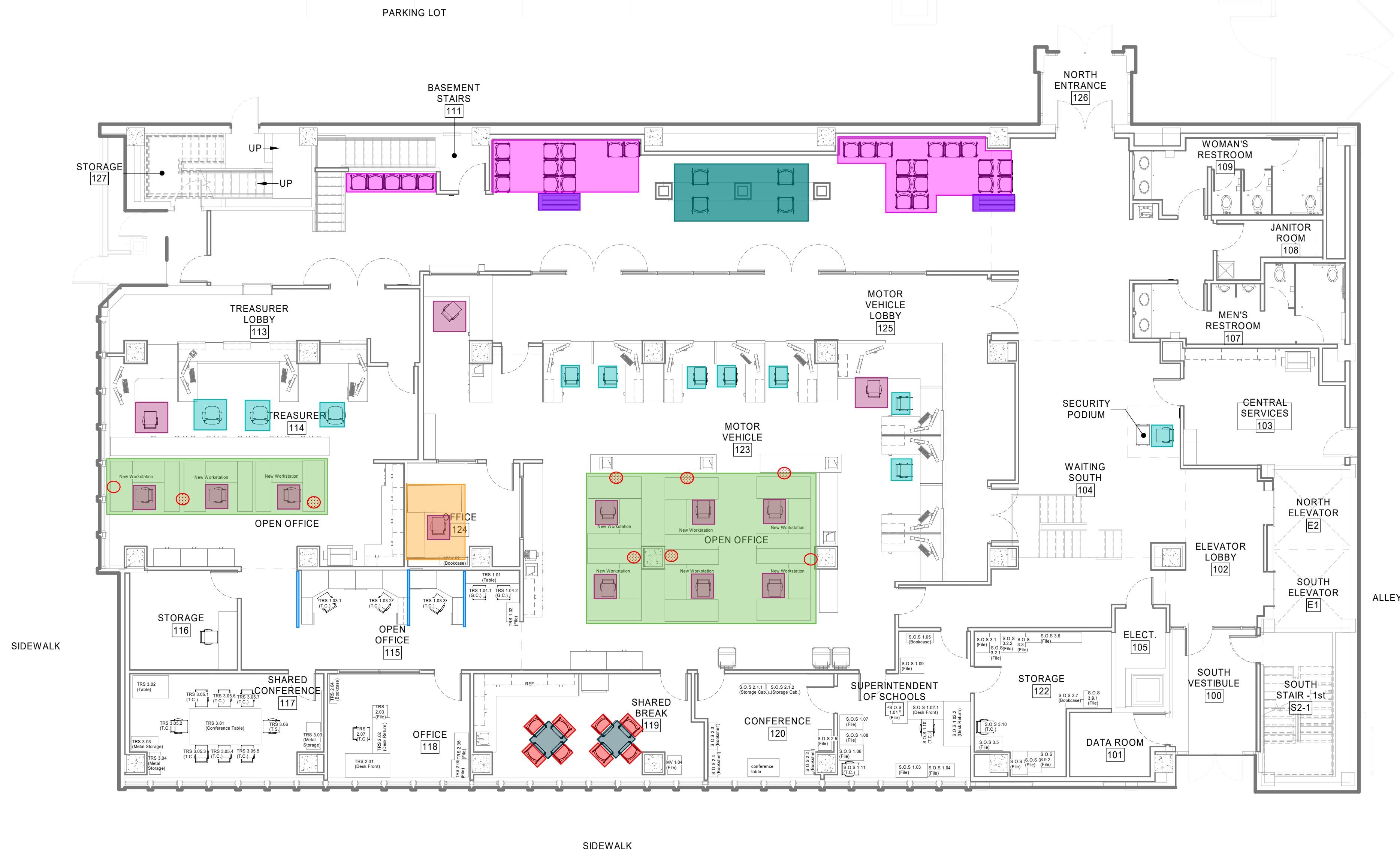
hello.

YELLOWSTONE COUNTY

NEW FURNITURE PACKAGE

Plans and New Furniture— 06.30.2025

Cushing
Terrell



LEGEND

- TASK CHAIR - S1
- TASK STOOL - S2
- WORKSTATION - WS1
- PRIVACY PANEL - PP1
- OFFICE DESK: SMALL - D1
- OFFICE DESK: LARGE - D2
- TABLE - T1
- BREAK ROOM CHAIR - S3
- COUNTER STOOL - S4
- SLED BASE CHAIR (GANGING) - S5
- BENCH - B1
- OUTLET
- JUNCTION BOX IN CEILING FOR FUTURE USE - POWER POLE

General Notes:

1. See attached spreadsheet for product information.
2. CAD drawings are available by request. See attached file release form.
3. Furniture symbols shown are placeholders only. Furniture dealer must provide furniture plan drawings showing accurate sizes and configurations.
4. Existing furniture is shown for reference only.

1
FP101
1-FIRST FLOOR - FURNITURE PLAN
1/8" = 1'-0"



NORTH REF



LEGEND

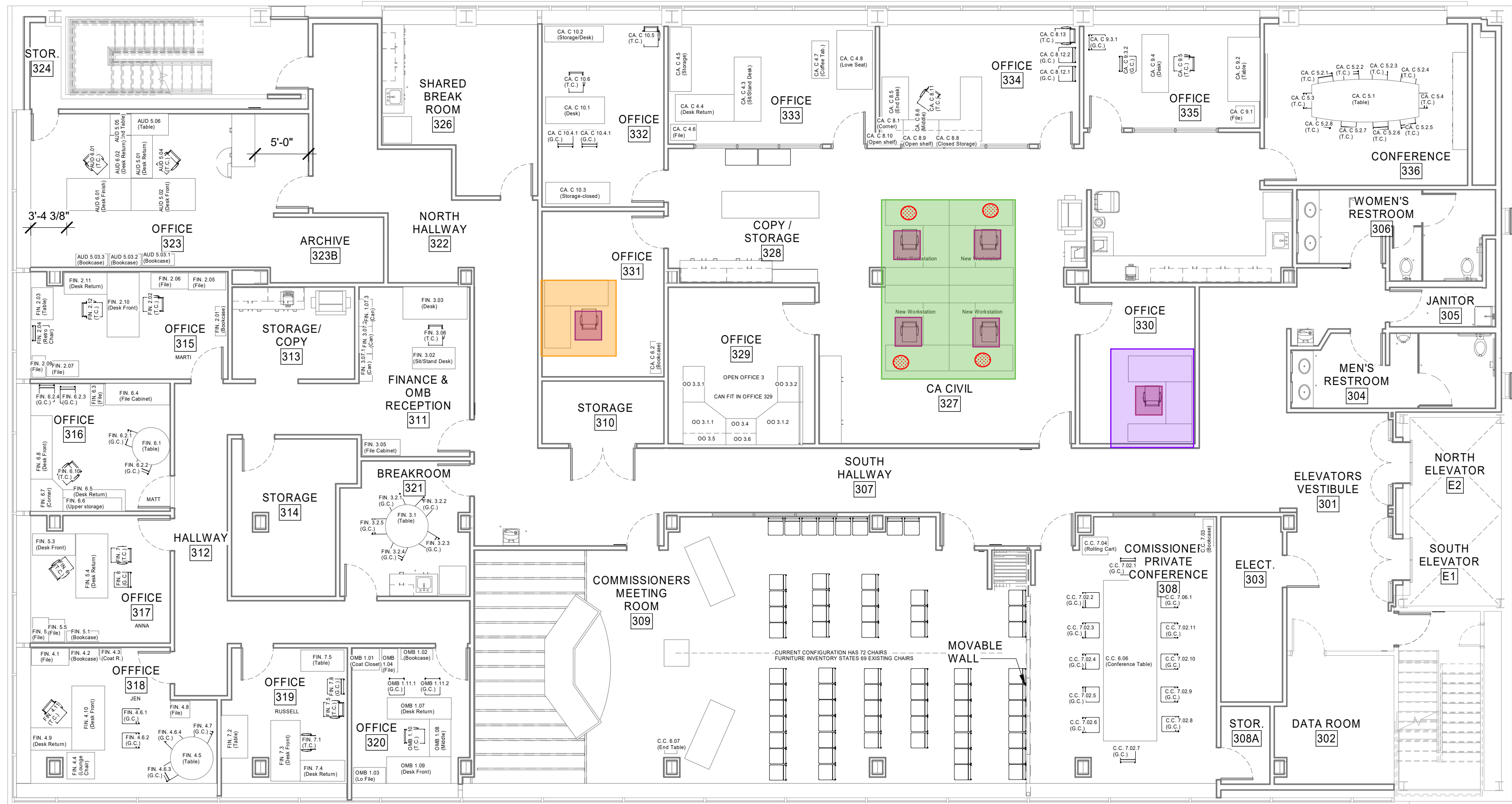
- TASK CHAIR - S1
- TASK STOOL - S2
- WORKSTATION - WS1
- PRIVACY PANEL - PP1
- OFFICE DESK: SMALL - D1
- OFFICE DESK: LARGE - D2
- TABLE - T1
- BREAK ROOM CHAIR - S3
- COUNTER STOOL - S4
- SLED BASE CHAIR (GANGING) - S5
- BENCH - B1
- OUTLET
- JUNCTION BOX IN CEILING FOR FUTURE USE - POWER POLE

General Notes:

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1
FP102
2-SECOND FLOOR - FURNITURE PLAN
1/8" = 1'-0"





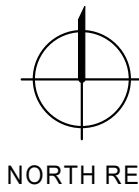
LEGEND

- TASK CHAIR - S1
- TASK STOOL - S2
- WORKSTATION - WS1
- PRIVACY PANEL - PP1
- OFFICE DESK: SMALL - D1
- OFFICE DESK: LARGE - D2
- TABLE - T1
- BREAK ROOM CHAIR - S3
- COUNTER STOOL - S4
- SLED BASE CHAIR (GANGING) - S5
- BENCH - B1
- OUTLET
- JUNCTION BOX IN CEILING FOR FUTURE USE - POWER POLE

General Notes:

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- Existing furniture is shown for reference only.

1
FP103
3-THIRD FLOOR - FURNITURE PLAN
1/8" = 1'-0"



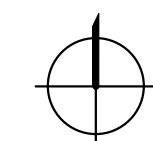


LEGEND

- TASK CHAIR - S1
- TASK STOOL - S2
- WORKSTATION - WS1
- PRIVACY PANEL - PP1
- OFFICE DESK: SMALL - D1
- OFFICE DESK: LARGE - D2
- TABLE - T1
- BREAK ROOM CHAIR - S3
- COUNTER STOOL - S4
- SLED BASE CHAIR (GANGING) - S5
- BENCH - B1
- OUTLET
- JUNCTION BOX IN CEILING FOR FUTURE USE - POWER POLE

General Notes:

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NORTH REF

1
FP104

4-FOURTH FLOOR - FURNITURE PLAN

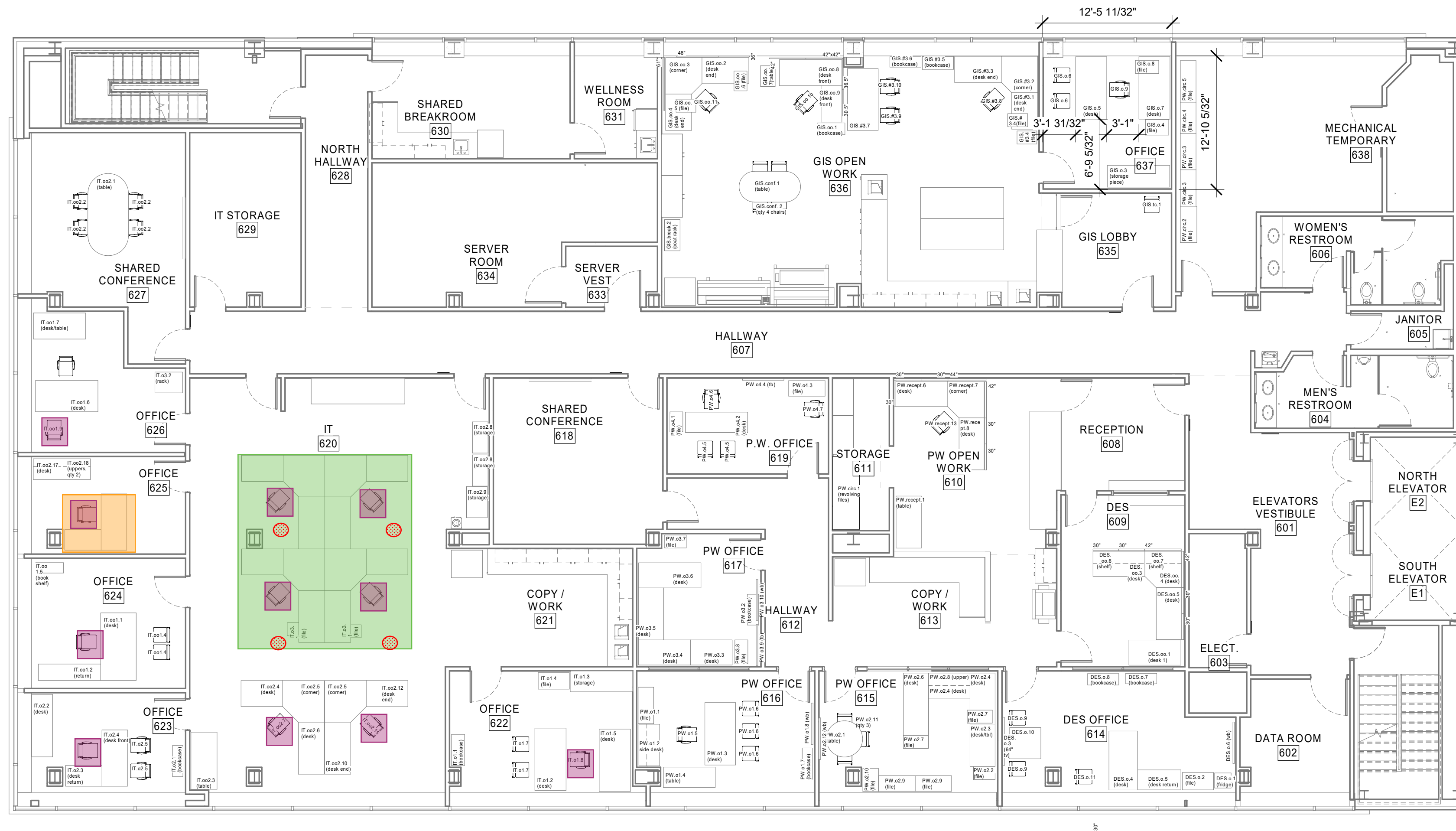
1/8" = 1'-0"

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CONFORMED SET

11.05.2024
PROJ# | YC23_ADMRENO
DESIGNED BY | LAST NAME
DRAWN BY | LAST NAME
REVIEWED BY | LAST NAME
REVISIONS4th FLOOR FURNITURE
PLAN

FP104

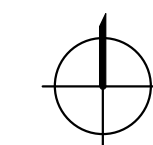


LEGEND

- TASK CHAIR - S1
- TASK STOOL - S2
- WORKSTATION - WS1
- PRIVACY PANEL - PP1
- OFFICE DESK: SMALL - D1
- OFFICE DESK: LARGE - D2
- TABLE - T1
- BREAK ROOM CHAIR - S3
- COUNTER STOOL - S4
- SLED BASE CHAIR (GANGING) - S5
- BENCH - B1
- OUTLET
- JUNCTION BOX IN CEILING FOR FUTURE USE - POWER POLE

General Notes:

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3. Furniture symbols shown are placeholders only. Furniture dealer must provide furniture plan drawings showing accurate sizes and configurations.
4. Existing furniture is shown for reference only.










NORTH REF

1
FP105
6-SIXTH FLOOR - FURNITURE PLAN
1/8" = 1'-0"

FURNITURE SCHEDULE











YELLOWSTONE COUNTY | ADMIN RENOVATION
YC23ADMNRENO

COLOR CODE	PHOTO	MANUFACTURER	PRODUCT DESCRIP	FINISH IMAGES	FINISH & FABRIC	SIZE	LOCATION	NOTES	QTY	UNIT COST	EXTENDED COST
Task Seating											
S1	 	SitOnIt	Task Chair - Focus Low Back Task Chair Height adjustment, Non-Upholstered Arms, Flex Adjustable Seat, Adjustable Lumbar Support.		Back: Black Mesh Seat: Wipeable Black Upholstery Base: Metallic Trim: Black		Treasurer: 4, Motor Vehicle: 9, Human Resources: 6, CA Civil: 6, Clerk and Recorder: 8, IT:11	Casters for Carpet.	44		\$ -
S2	 	SitOnIt	Task Stool - Focus Midback Stool Height adjustment, Non-Upholstered Arms, Flex Adjustable Seat, Adjustable Lumbar Support.		Back: Black Mesh Seat: Wipeable Black Upholstery Base: Metallic Trim: Black		Treasurer: 3, Motor Vehicle: 7, Security Podium: 1, Clerk and Recorder: 4	Casters for Carpet.	15		\$ -
Cubicle Items											
WS1	 	AIS - Affordable Interior Systems, Inc.	Workstation - <i>Image is basis of design and concept ideas.</i> General Note: Full steel frame construction for panels and storage. Panels: No higher than 50"H with an additional 8"H glass panel running down the core - no larger than 3" Thick Panel, Cleanseem cnnnection for panels, no visible fasteners or connections, Acoustical fabric on panels. Worksurfaces: L-shaped 30"d worksurface, 1" thick worksurface with 2mm polypropylene edge, Worksurfaces to be cantilevered off panels. Storage: Steel construction with laminate fronts. Lockable Box-Box-File and Nonlocking File-File, all to be keyed individually. Wire Management: Include wire manager to attach to underside of worksurface. Power: Quad electical per station above the worksruface.		Panels: Acoustical Fabric, Grade 1. Worksurface: To be selected from manufactures Grade 3 or lower standard finishes. Edge: Square Powdercoat: Steel frame to be painted, color to be selected. Tackboard: Grade 1 Grommets: To be Selected. Cable Mgmt: White Hardware: Bar Pull Convenience Power: White power strip and tray undermounted to worksurface Glazing: Double sided frosted glass	Footprint for each cube to be 6' x 8' with panels no higher than 58" (panels + glass).	Treasurer: 3, Motor Vehicle: 6, Clerk and Recorder: 4, CA Civil: 4, IT: 4	See Plan for where power poles could be used.	21		\$ -
PP1		AIS - Affordable Interior Systems, Inc.	Privacy Panel - <i>Image is basis of design and concept ideas.</i> General Note: Full steel frame construction for panels. Panels: To be 72"H and no larger than 3" Thick, Cleanseem cnnnection for panels, no visible fasteners or connections, Acoustical fabric on panels.		Panels: Acoustical Fabric, Grade 1.	72"H x 72W x 3"D	Treasure: 3 runs of panels.		3		\$ -











FURNITURE SCHEDULE

YELLOWSTONE COUNTY | ADMIN RENOVATION
YC23ADMNRENO

COLOR CODE	PHOTO	MANUFACTURER	PRODUCT DESCRIP	FINISH IMAGES	FINISH & FABRIC	SIZE	LOCATION	NOTES	QTY	UNIT COST	EXTENDED COST
Private Office - Small											
D1		HON	<p>38000 Series Desk with Return and Upper Storage - <i>Images are basis of design and concept ideas.</i></p> <p>Steel Construction with Laminate Top and Fronts.</p> <p>Desk: L-shaped worksurface with the front 30"d and return 24"d. It is to be a 1" thick worksurface with 2mm polypropylene edge to match. The front to have a full modesty panel. Return to have half modesty panel.</p> <p>Storage: Lockable Box-Box-File and Nonlocking File-File below desk. Hutch along the return of desk with open storage above and tackable surface below - this hutch to be no higher than 45" above the desk top.</p> <p>Wire Management: Include wire manager to attach to underside of worksurface.</p> <p>To include at least 2 grommets.</p>		<p>Panels: Acoustical Tackable Fabric, Grade 1.</p> <p>Worksurface: To match Wilsonart Loft Oak with matching edge banding to adjoining finish</p> <p>Edge: Square</p> <p>Frame/Modesty Panels: Same Laminate as Worksurface.</p> <p>Tackboard: Grade 1</p> <p>Grommets: White</p> <p>Cable Mgmt: White</p> <p>Hardware: Bar Pull</p> <p>Convenience Power: White power strip and tray undermounted to worksurface</p>	Footprint - 6' x 8' <i>Dimensions are basis of design.</i>	Motor Vehicle: 1, Human Resources: 2, CA Civil: 1, IT: 1	Bar Pull for sorage hardware. Locking pieces to be keyed individually.	5		\$ -
Private Office - Large											
D2		HON	<p>38000 Series Desk with Return and Upper Storage - <i>Images are basis of design and concept ideas.</i></p> <p>Steel Construction with Laminate Top and Fronts.</p> <p>Desk: U-shaped worksurface with the front 30"d, bridge 20"d and back 24"d. It is to be a 1" thick worksurface with 2mm polypropylene edge to match. The front and bridge to have a full modesty panel with a half height modesty panel on the back.</p> <p>Storage: Lockable Box-Box-File and Nonlocking File-File below desk. On backside of desk, hutch with cabinet doors above and tackable surface below - this hutch to be no higher than 45" above the desk top.</p> <p>Wire Management: Include wire manager to attach to underside of worksurface.</p> <p>To include at least 2 grommets.</p>		<p>Panels: Acoustical Tackable Fabric, Grade 1.</p> <p>Worksurface: To match Wilsonart Loft Oak with matching edge banding to adjoining finish</p> <p>Edge: Square</p> <p>Frame/Modesty Panels: Same Laminate as Worksurface.</p> <p>Tackboard: Grade 1</p> <p>Grommets: White</p> <p>Cable Mgmt: White</p> <p>Hardware: Bar Pull</p> <p>Convenience Power: White power strip and tray undermounted to worksurface</p>	Footprint - 10' x 6' <i>Dimensions are basis of design.</i>	Human Resources: 1, CA Civil: 1, Clerk and Recorder: 1	Bar Pull for sorage hardware. Locking pieces to be keyed individually.	3		\$ -
Break Room											
T1	 	KI	<p>Break Room Table - <i>Image/manufacturer is basis of design and concept idea.</i></p> <p>Standard base and edge with a square top.</p>		<p>Tabletop: KI - To Be Selected</p> <p>Base/Frame: KI - Warm Grey Textured (Matte)</p>	36"W x 36"D x 29"H	Motor Vehicle/Treasurer: 2		2		\$ -
S3	 	KI	<p>Single Chair - <i>Image/manufacturer is basis of design and concept idea.</i></p> <p>Legs: Four Leg</p> <p>Chair: Poly seat and back</p>		<p>Seat: KI - Surf's Up</p> <p>Base/Frame: KI - Warm Grey Textured (Matte)</p>	21.75"w x 22.25"d x 33.25"h, sh: 17.5"	Motor Vehicle/Treasurer: 8		8		\$ -

FURNITURE SCHEDULE

YELLOWSTONE COUNTY | ADMIN RENOVATION
YC23ADMNRENO

COLOR CODE	PHOTO	MANUFACTURER	PRODUCT DESCRIP	FINISH IMAGES	FINISH & FABRIC	SIZE	LOCATION	NOTES	QTY	UNIT COST	EXTENDED COST
1st Floor Lobby Seating											
S4	 	KI	Counter Stool - <i>Image is basis of design and concept ideas.</i> Legs: Café Stool Chair: Poly seat and back	 	Seat: KI - Surf's Up Base/Frame: KI - Warm Grey Textured (Matte)	20"w x 20"d x 39.25"h, sh: 23.5" <i>Dimensions are basis of design.</i>	Lobby: 4		4		\$ -
S5	 	KI	Single Chair - <i>Image is basis of design and concept ideas.</i> Legs: Sled base with ganging glides. Chair: Poly seat and back	 	Seat: KI - Surf's Up Base/Frame: KI - Warm Grey Textured (Matte)	24.75"w x 20"d x 33.25"h, sh: 17.5" <i>Dimensions are basis of design.</i>	Lobby: 32	Supply 500 extra ganging clips for future.	32		\$ -
B1	 	Vitra	Metal Bench - <i>Image is basis of design and concept ideas.</i> Frame: Metal base		Frame: Black	46"w x 15-18"d x 16.5"h <i>Dimensions are basis of design.</i>	Lobby: 2	Bench must be able to support a minimum of 750 lbs.	2		\$ -
Misc. Costs											
			Shipping, installation, etc.								\$ -
										TOTAL:	\$ -