Grant County
Central Services
P O Box 37
Ephrata WA 98823
(509) 754-2011 Ext-3276

REQUEST FOR BIDS PACKET (Page 1 of 16)
GRANT COUNTY PARKING LOT REPLACEMENT
Project Number FM1611

August 31st, 2016

Grant County, Washington, by and through the Board of County Commissioners, is seeking to enter into a contractual agreement with the qualifying low bidder for the demolition and replacement of a parking lot ("G") located immediately adjacent to the Grant County Courthouse at 37 C street NW, Ephrata WA.

Each bid shall specify each and every item as set forth in this Request for Bid (RFB) Packet. Any and all exceptions must be clearly stated in the bid submittal. Sections within this RFB Packet are categorized as follows:

(1) General RFB Information;
(2) Bid Preparation and Submission;
(3) Vendor Information;
(4) Project Requirements and Scope of Work;
(5) Price and Payment Proposal Instructions;
(6) Post Bid Submittals; and
(7) Vendor Checklist.
Appendix A – *Grant County Bid Proposal Form*
Appendix B – Site Map
Appendix C – Prevailing wage rates at the time of this posting

Failure to set forth any item in the RFB Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all bids and to waive any informality.

If your company is interested and qualified, please submit one original and one (1) copy of your bid in a sealed envelope clearly marked with the project title "Grant County Courthouse Parking Lot Replacement Project FM1611" by 2:30 p.m. (PST) on September 19th, 2016 to:

Tom Gaines, Director of Central Services
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Late bids and/or bids submitted *via* e-mail or facsimile will not be accepted.

Tom Gaines
Director of Central Services
tgaines@grantcountywa.gov

Bids will be opened at 2:30 p.m. (PST) on September 19th, 2016 in the Grant County Commissioners' offices, located on the 2nd floor of the Grant County Courthouse Annex located at 35 C Street NW in Ephrata, Washington.

Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies, including those that are minority and woman-owned.

Should you have any questions about the bid process and/or instructions, please contact me. I may be reached directly at ext. 3276. Thank you in advance for your courtesies.

Sincerely,

Tom Gaines
Director of Central Services

cc: Board of County Commissioners

Important dates / requirements	Date	Yes	RCW / Notes
RFB Published	Aug 31st 2016		MRSC roster members
Technical Questions Deadline	Sep 12th 2016		by 5 p.m.
Response Deadline	Sep 14th 2016		by 5 p.m.
Submission Deadline	Sep 19th 2016		No Later Than 2:30 p.m.
Bid Opening	Sep 19th 2016		2:30 pm BOCC Offices
Notification	Sep 20th 2016		Notification from L&I (on or about April 5th)
Bonds Required		XX	Section 5.1b / RCW 39.08.010
Insurance Required		XX	Section 5.1c
Prevailing Wage		XX	Section 5.3b / RCW 39.04.010 / WAC 296-127-010(5)(b)
Retainage Required		XX	Section 3.3/ RCW 60.28.011
Bid Guarantee		XX	Section 1.6b / RCW 36.32.250

Work shall commence as soon as possible after contracts, bonds, and insurance are provided.

1. GENERAL RFB INFORMATION

1.1 RFB Notices and Posting Location

To locate RFB notices, postings, etc. on the County's website for this project, access the County's website at www.grantcountywa.gov and scroll to the bottom portion of the left sidebar entitled "Grant County Quick Links". Select the link entitled "Request for Bid"; this will bring you to a listing of current/recent Grant County RFBs listed by project title. Click on the .pdf you are interested in under the *Grant County, Washington Parking Lot Replacement Project* # FM1611.

1.1a Note: It is the responsibility of RFB respondents/vendors to access the County's RFB website for any and all updates, addendums, corrections, or any other changes and/or other communications regarding this RFB/RFB Packet prior to the RFB deadline.

1.2 Objective of this RFB

The purpose of this Request for Bids is to secure the demolition and replacement of Parking lot ("G"), immediately adjacent to the Grant County Courthouse located in Ephrata, Washington pursuant to the requirements and scope of work set forth within this RFB packet. Parking lot "G" is approximately 11,000 square feet in size; Contractor is responsible for accurate measurements in regards to his/her bid.

1.3 RFB Organization

The RFB is composed of six (6) sections, organized as follows:

Section 1 – GENERAL RFP INFORMATION
RFB Notices, Posting Location
Objective of this RFB
RFB Organization
RFB Official Contact(s)
Questions Regarding the RFB
Bidder Responsibility Criteria (RCW 39.04.350)

Section 2 – BID PREPARATION AND SUBMISSION
2.1 General Information
2.2 Bid Submittal, Format, Misc.
2.3 Bid Evaluations
2.4 Bid Preparation Instructions

Section 3 – VENDOR INFORMATION
3.1 Signature and Representations
3.2 Company Information
3.3 Subcontractor(s)
3.4 Warranties

Section 4 – PROJECT REQUIREMENTS AND SCOPE OF WORK
4.1 General Overview
4.2 Advanced Coordination/Timeliness
4.3 Drug, Alcohol, and Weapons-Free Worksite
4.4 Method of Measurement
4.5 Completion of Work

Section 5 – PRICE AND PAYMENT PROPOSAL INSTRUCTIONS
5.1 Fees and Insurance
5.2 Indemnification
5.3 Price Proposal

Section 6 – POST BID SUBMITTALS
6.1 Claims of Error
6.2 Bid Protests
6.3 Determination of Non-Responsible Bidder

Section 7 – PROPOSAL CHECKLIST

1.4 RFB Official Contact(s)

Upon release of this RFB, all vendor communications must be directed to the RFB Official Contacts listed below. Unauthorized contact regarding this RFB with other County employees may result in disqualification. Any oral communications are discouraged and will be considered unofficial and non-binding on the County. Vendors may only rely upon written statements issued by the appropriate RFB Official Contact:

Tom Gaines
Director of Central Services
509-754-2011 ex. 3276
tgaines@grantcountywa.gov

1.5 Questions Regarding the RFB

Vendors who request a clarification of the RFB requirements may submit written questions to the appropriate RFB Official Contact by mail, or e-mail. The deadline for receipt of technical questions is September 12th, 2016 at 5:00 p.m. (PST). Questions received and answers to those questions will be posted on the County's website (see Section 1.1 above) on or before September 14th, 2016 by 5:00 p.m.

1.6 **Bidder Responsibility Criteria (RCW 39.04.350)**

A responsive bidder must meet the bidder responsibility criteria as set out in RCW 39.04.350, *Bidder responsibility criteria – Supplemental criteria*:

1.6a Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:

1.6b A bid bond at five (5%) of the proposed bid price as required by RCW 36.32.235 shall accompany the bid.

1. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
2. Have a current state unified business identifier number;
3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);

2. BID PREPARATION AND SUBMISSION

2.1 General Information

2.1a All respondents should read the entire RFB Packet carefully. Failure to comply with instructions may result in a bid being disqualified from consideration by the County.

2.2 Bid Submittal, Format, Misc.

2.2a All bid submittals, consisting of one original and one (1) copy, must be received by the County *via* mail, recognized carrier, or hand delivery **no later than 2:30 p.m. (PST) on September 19th, 2016**, as displayed on Grant County's official time/date stamp located in the Office of the Board of County Commissioners. Late bid submittals and/or bid submittals submitted *via* e-mail or facsimile will not be considered.

2.2b All bids must be received by the County in a sealed envelope clearly marked with the project title "Grant County Parking Lot Replacement Project FM1611" and be directed to:

Tom Gaines, Central Services Director
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

2.2c Costs of preparation and presentation of the bid will be borne by the vendor.

2.2d Bids must be typed/computer generated or written in such a manner as to be clearly legible; any bid that contains illegible information and/or dollar amounts subject to interpretation will render the entire bid to be designated "Non-responsive" as it will not allow the County to confidently compare bid prices.

2.2e A cover letter is required, as set forth in Section 3.1 below.

2.2f Bids should contain straightforward and concise descriptions of the vendor's capabilities to satisfy the requirements of this RFB Packet. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

2.2g Grant County requires a signed, completed Grant County bid form with each qualifying bid submittal packet. The Grant County *Bid Proposal* form is located in Appendix A.

2.2h Bids must include itemized breakdowns of all costs and include all fees as directed.

2.2i Bids must show numerical dollar amounts with decimal and commas (as appropriate). Any required pricing breakdown that indicates "No Bid" or similar wording or is left blank will render the entire bid to be designated "Non-responsive" as it will not allow the County to confidently compare bid prices.

2.2j Mathematical calculations/totals on all bids will be checked by Grant County, and the County has the authority to correct any mathematical errors it identifies. For this reason, bids that appear to be higher or lower than others immediately upon bid opening may not be accurate. Grant County will not post the bid results until after the mathematical verification and totals check has been completed on each bid. Should any mathematical errors in submittals be identified, the County will notify the affected responders and the bid posting will reflect any necessary changes to the bid total(s).

2.2k In the event of a low bid tie between qualifying vendors after verification of mathematical calculations/totals, a random method – such as a coin toss – to determine the low bid will be utilized.

2.2l A request for awarding a contract/agreement to be signed by the qualifying low bidder will be made by the Grant County Central Services Director to the Board of County Commissioners as set forth in Section 2.3a.4 below.

2.2m This request does not constitute an offer of employment or to contract for services.

2.2n The County reserves the option to reject any or all bids, wholly or in part, received by reason of this request.

2.2o The County reserves the option to retain all bids, whether selected or rejected. Once submitted, the bids and any supplemental documents become the property of the County.

2.2p All bids shall remain firm for ninety (90) days following the closing date for receipt of proposals.

2.3 Bid Evaluations

2.3a The County will evaluate bids and determine responsiveness as follows:

Grant County Central Services will perform an initial screening of each bid to determine responsiveness. A bid deemed responsive is one that materially conforms to the instructions/requirements of this RFB Packet, including the bidder meeting the requirements of a responsible bidder pursuant to RCW 39.04.3560

The County reserves the right to reject or accept any bid with immaterial irregularities.

Bid pricing must be itemized and submitted on all required items set forth in Section 4, Project Requirements and Scope of Work, and be completed on The Grant County *Bid Proposal* form, which serves as Appendix A to this RFB.

Once Grant County Facilities & Maintenance has determined that a bid is responsive and mathematical calculations on the bid have been checked and/or corrected pursuant to paragraph 2.2j above, it will be compared to other responsive bid(s). All bids regardless of alternates will be awarded on the "base" bid information.

2.3b The responsible individual/company (pursuant to RCW 39.04.350) with the lowest responsive bid as set forth in this section will be named as the apparent successful bidder and recommended to the Board of County Commissioners for award of the contract.

2.4 Bid Preparation Instructions
Bids must conform to all the requirements of this RFB Packet.

3. VENDOR INFORMATION

Bid submittals shall contain the following information and conform to the following requirements:

3.1 Signature and Representations

All bids must include a cover letter signed by an official of the company authorized to bind the company to the bid and pricing.

3.1a The signed cover letter must contain the following statements, without alteration:

The bid's pricing shall be valid and binding for Ninety (90) days following the RFB response due date and will become part of any contract with the County unless revisions, additions and/or deletions are expressly negotiated.

It is acknowledged that this bid is subject to public disclosure under the Public Records Act and may be released in total as public information in accordance with Washington law. Any and all information believed to be proprietary and exempt from public disclosure has been plainly and clearly marked or otherwise identified.

3.2 Company Information

Provide the company name, address, telephone number, federal employer tax number and Washington state business registration number. Provide the name, title, address and telephone number of the contact person authorized to represent the company and to whom correspondence should be directed.

3.3 Subcontractors

Indicate and specify whether or not subcontractor(s) will be used for demolition of the old parking lots, the replacement of pavement, and/or clean up and disposal, etc.

Contractor assumes liability that, in accordance with Washington law, all subcontractors are required to file intents and affidavits for prevailing wage work just as the prime contractor shall do. Furthermore it is understood that five percent (5%) retainage is withheld until a Notice of Completion is accepted by the following agencies with notification given to Grant County: the Washington State Department of Labor & Industries, Employment Securities, and the Department of Revenue. Only after Grant County is notified of this acceptance by all three agencies will the retainage be released.

3.4 Warranties

Provide all warranty and exclusion of warranty language for the product(s).

4. PROJECT REQUIREMENTS AND SCOPE OF WORK

4.1 Grant County has a need to replace parking lot "G" located immediately adjacent to the Courthouse and Annex buildings on their south elevation. This parking lot is somewhat irregular in shape and exact dimension are the responsibility of the contractor.

The contractor shall provide all material, labor, equipment, supervision, and whatsoever else is necessary to accomplish the following:

Demolish all existing pavement in the area identified for paving.
Demolition & removal of any and all debris
All Grading including minimum 2" of top course
Removal of excess material if required
Crushed Rock (top course), Compaction, Sterilization,
Minimum 2.5 inches of HMA
Provide for striping of the parking lot.
Provide for 10 rubberized parking stops to be supplied by the striping contractor.

All soft and spongy places shall be removed and all depressions filled with suitable material which shall be thoroughly compacted in layers not exceeding six (6) inches in thickness.

4.2 Advanced Coordination/Timeliness - This project is safety and facility access sensitive and will require advanced coordination with the Central Services Director to complete the project in a timely manner while ensuring the safety of operations and continuation of access to the facility by the public.

4.3 Drug, Alcohol, and Weapons-Free Worksite – Due to the safety and security requirements of the Courthouse facility, each contractor/subcontractor must take reasonable action to ensure that its owners/employees maintain a presence at the worksite that is free from substance abuse and the carrying of weapons.

4.4 Specific measurements for bid shall be the responsibility of the contractor and will not be given *via* e-mail or phone conversations. ***Measurements in this RFB are only approximate.***

4.5 Completion of Work – Prior to the County's acceptance of the work, the prime contractor must complete and/or ensure that all subcontractor work is completed to finish quality and that all surplus and/or rejected materials and unsightly objects such as stones, stumps, limbs, roots, concrete, etc. have been removed from the site, properly disposed of, and that all cleanup has been accomplished and the site is of a neat appearance.

5. PRICE AND PAYMENT PROPOSAL INSTRUCTIONS

5.1 Fees and Insurance

5.1a Propose all fixed fees and/or hourly rates of pay, as appropriate, for implementation of services as described within the RFP.

5.1b On the forms included in the Contract Provisions, the Contractor shall furnish both performance and payment bonds as required by RCW. Each bond shall have a penal sum in the full amount of the Contract price, including sales tax. The labor and material payment bond shall remain in force until the Contract Completion Date, and for such period of time thereafter during which the law allows claims to be filed and finally resolved by litigation. In addition to securing the faithful performance of all Contractors obligations under the Contract, the performance bond shall remain in force for a period of at least two years after the Substantial Completion Date, with respect to defective workmanship, equipment, and materials, and shall otherwise secure all other obligations of the Contractor throughout all periods of limitation and repose. The Contractor shall be required to provide extended warranties for specific materials or equipment as indicated

further in the Contract Provisions. The required performance bond and labor and material payment bond shall each be issued by a corporate surety company acceptable to the Owner and authorized to do business in the state in which the work is located.

5.1c Within five (5) business days after final signatures are obtained on the contract, the individual/agency shall provide the County with a certificate of liability insurance naming Grant County and its employees and officers as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County. Proof of insurance should be included with bond documents required in contract

5.2 Indemnification

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

5.2a Violation of statute, ordinance, or regulation;

5.2b Willful, intentional or other wrongful acts, or failures to act;

5.2c Negligence or recklessness;

5.2d Furnishing of defective or dangerous products;

5.2e Premises liability;

5.2f Strict Liability;

5.2g Violation of civil rights; and/or

5.2h Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals

or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the contract are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the contract and the remaining language shall be given full force and effect.

5.3 Price Proposal

5.3a Payment will be made for all items complete and accepted on the unit or lump sum prices as stated in the proposal and measured and previously stated. The sum of each payment shall be full compensation for all materials, labor, and other costs to the Contractor.

5.3b Contractor is aware that this project is a "public work" as defined by RCW 39.04 and WAC 296-127 and is subject to the prevailing wage laws of the State of Washington. The qualifying low bid Contractor will be required to produce Certified Payroll Records to Grant County upon request. A five percent (5%) retainage will be withheld as referenced in Section 3.6.

5.3c Interested parties may contact the Central Services Director to schedule a walkthrough or to answer any questions.

5.3e The proposal shall include the cost of all material, labor, engineering, permitting, bonds, surveying, grading, saw cutting, clean up, M.O.T. (Maintenance of Traffic), hauling, disposal of all material removed, mobilization, and all other fees and costs. If any of these items are not included, the bid will be considered non responsive.

5.3f The contractor shall provide a warranty and the proposal shall describe in detail the duration, terms and conditions of the proposed warranty. The proposal shall include the contractor's complete terms and payment schedule. Grant County will inspect all work.

6. POST BID SUBMITTALS

6.1 Claims of Error

6.1a Any claim of bid error by a respondent that occurs within twenty-four (24) hours of bid opening must be:

1. Submitted in writing;

2. Marked "URGENT";
3. Addressed to the County's Project Manager, Tom Gaines;
4. Delivered to and in the care of the Office of the Board of County Commissioners, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington;
5. Identify the project bid and date of bid opening; and
6. Request authorization for withdrawal of the bid.

6.1b Grant County will automatically approve, in writing, any such timely and properly reported bid error and request for bid withdrawal it receives. The withdrawn bid will be identified as such in the County's records and the submitted packet will remain a public record within the County's records pursuant to Washington State's Public Disclosure Act.

6.1c Grant County reserves the right to give consideration to any claim of bid error not meeting the criteria set forth in Section 6.1 paragraph 6.1a if doing so is believed by the County to be in the best interest of the County and the public it serves.

6.2 <u>Bid Protests</u>

6.2a The deadline for appealing a determination that a bidder is not responsible as set forth in Section 1.8 above must occur within twenty-four (24) hours of the bid opening and be:

1. Submitted in writing;
2. Marked "URGENT";
3. Addressed to the County's Project Manager, Tom Gaines;
4. Delivered <u>to and in the care of</u> the Office of the Board of County Commissioners, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington;
5. Identify the project bid and date of bid opening; and
6. Identify the purported non-qualifying bidder and the applicable sections of RCW .04.350 which render that bidder non-qualifying.

6.2b Grant County will have three (3) working days to make a determination as to the apparent qualifying low bidder's meeting or not meeting the requirements of RCW 39.04.350 and the reason(s) for the determination.

6.3 <u>Determination of Non-Responsible Bidder</u>

6.3a Should Grant County determine that a bidder does not meet the requirements of a responsible bidder pursuant to RCW 39.04.3560, it will provide, in writing, the reason(s) for the determination. The bidder may appeal the determination within three (3) working days by presenting additional information to Grant County. The County will consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible,

then Grant County may not and will not execute a contract with any other bidder until two (2) business days after the bidder determined to be not responsible has received the final determination.

7. VENDOR CHECKLIST

A complete proposal will include:

____ Checks of the County website for any and all amendments to the RFP Packet and/or other notices;
____ A signed cover letter containing required information;
____ The provision of all vendor/company information requested;
____ One original and one copy in a sealed envelope, properly labeled; and
____ Completed/signed Grant County *Bid Proposal* form.

APPENDIX A
(Page A-1)

Project Name: **Grant County Courthouse Parking Lot Replacement** Project No.: **FM1611**

Name of Firm: _____

GRANT COUNTY
DEPARTMENT of CENTRAL SERVICES
35 C STREET NW
EPHRATA WA, 98823
509-754-2011 EXT. 3267

B I D P R O P O S A L

In compliance with the contract documents, the following bid proposal is submitted:

1) BASE BID for furnishing all labor, materials, equipment, and all else whatsoever necessary to demolish and remove asphalt and miscellaneous material and provide services and material in order to properly replace the parking lot located at the Grant County Courthouse, "G" Project # FM1611.

$_____
(Do not include Washington State Sales Tax)

Parking Lot Replacement	$_____
Striping / Parking Blocks"	$_____
Washington State Sales Tax @8%	$_____
TOTAL	**$_____**

****COMPLETE ALL FIELDS AND SIGN****

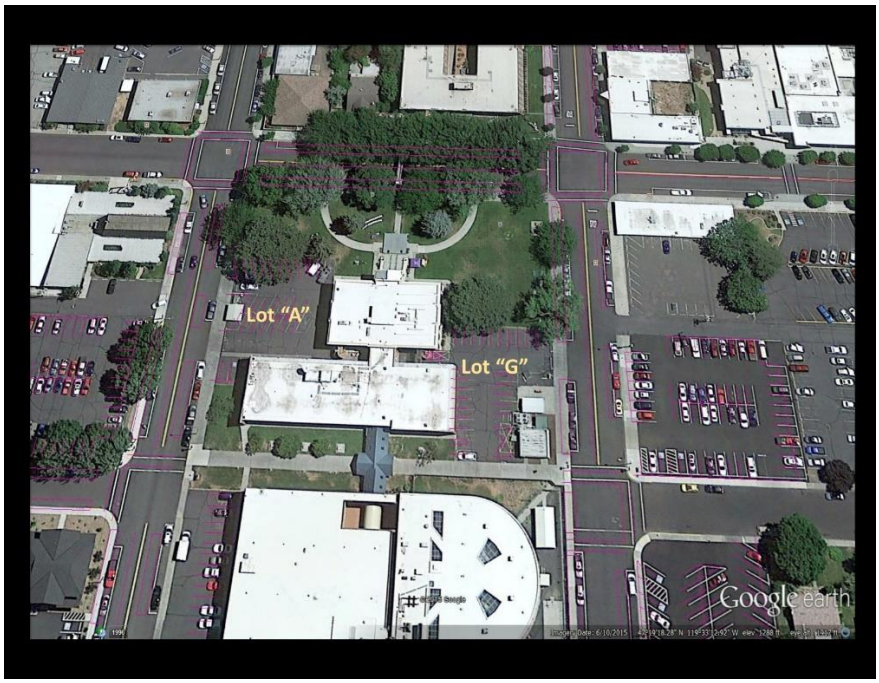
SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

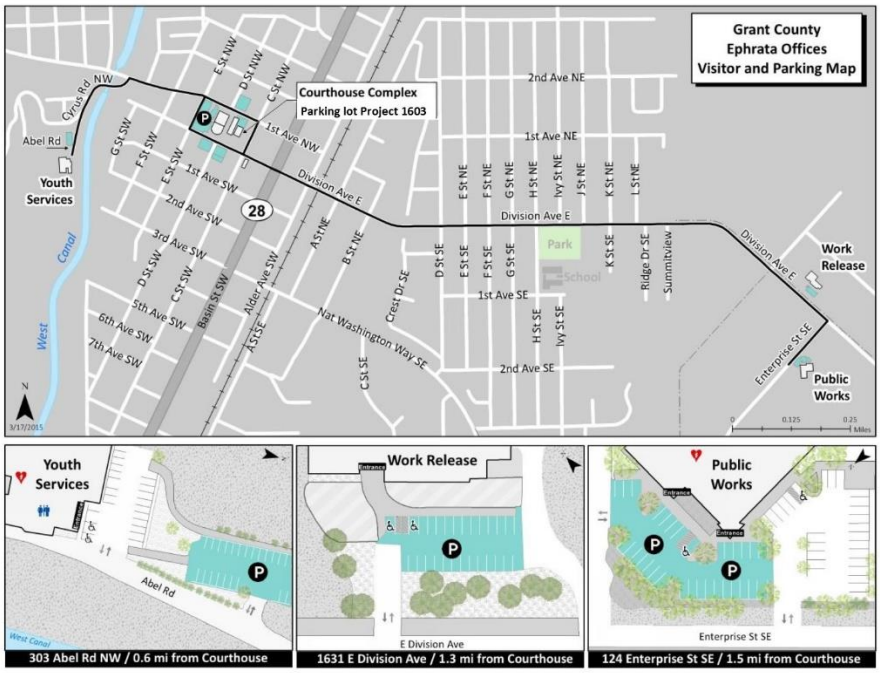
Grant County reserves the right to accept or reject any or all bid prices within sixty (60) days of the bid date.

APPENDIX B
(Page B-1)

GRANT COUNTY COURTHOUSE PARKING LOT "G" REPLACEMENT

Project Number FM1611





http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp

Effective Date: 8/31/2016 Get Wages Dow nload Wages Apprentice Wages

Benefit Code Key for 8/31/2016

County	Trade	Job Classification	Wage	Holiday	Overtime		Note
Grant	Laborers	Asphalt Raker	$37.55	7B	1M		
Grant	Laborers	Asphalt Roller, Walking	$37.28	7B	1M		
Grant	Laborers	Compaction Equipment	$37.28	7B	1M		
Grant	Laborers	Form Cleaning Machine Feeder, Stacker	$37.01	7B	1M		
Grant	Laborers	Form Setter, Paving	$37.28	7B	1M		
Grant	Laborers	General Laborer	$37.01	7B	1M		
Grant	Laborers	Grade Checker	$39.54	7B	1M		
		Vibrators, All	$37.55	7B	1M		

For any other prevailing wage rates not included in this RFB Download your specific rates and the Labor and Industries "prevailing wage" web site by following the link below.

http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/