

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD)

INVITATION TO BID

MCEDD Remodel; 802 Chenoweth Loop Road, The Dalles, OR

Issue Date: June 7, 2019

SUBMITTAL DEADLINE: *June 28, 2019*

MCEDD is requesting bids from qualified General Contractors for a small commercial interior remodel at 802 Chenoweth Loop Road, The Dalles, OR 97058. The remodel is expected to be completed by December 2019.

Drawings were prepared by Alice Hellyar Architect, PLLC. Attached as Exhibit D.

A. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. All proposals must be submitted no later than June 28, 2019, at 2:00 p.m. at the following address:
Mid-Columbia Economic Development District
515 E. 2nd Street, The Dalles, OR 97058

The outer envelope in which proposals are tendered should be marked "MCEDD Remodel"

2. Three (3) copies of sealed proposals are required. These submissions shall become the property of MCEDD without obligation. Submissions should include:
 - Bid Form (Exhibit A)
 - List of First Tier Subcontractors to be used, if any (Exhibit B).
 - Representation regarding Debarment, Suspension and Other Matters (Exhibit C)

B. SUBMITTAL CONDITIONS

By submitting a response, the Bidder certifies that:

- The Bidder and each person signing on behalf of any Bidder certifies that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by MCEDD, has a direct or indirect financial interest in the Response, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Bidder's response to this solicitation; and
- The Bidder has examined all parts of the Invitation to bid, including all requirements and contract terms and conditions thereof, and.
- The Bidder will comply fully with the specifications for the Project.
- The Bidder can meet any and all registration and certification requirements.

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such in the context of public records requirements, MCEDD shall make available for disclosure as public record any and all information submitted

as a result of this invitation for bid. MCEDD is not required to obtain the permission from any bidder to release said information.

C. OBJECTIVES AND SCOPE OF SERVICES

The project involves a small commercial interior remodel at 802 Chenowith Loop Road, The Dalles, OR 97058. The remodel is expected to be completed by December 2019. Details listed in Exhibit D.

D. DISADVANTAGED, MINORITY, WOMEN, & EMERGING SMALL BUSINESSES (DMWESB)

MCEDD encourages the participation of Disadvantaged, Minority-Owned, Women-Owned, and Emerging Small Businesses certified by the State of Oregon, and businesses certified as Small Disadvantaged Businesses by the Small Business Administration. Bidders may not discriminate in the award of a subcontract because the subcontractor is a minority, women or emerging small business enterprise. By submitting a Response, the Bidder specifically certifies, under penalty of perjury, that the Bidder has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

E. REQUEST FOR CLARIFICATION/ ADDITIONAL INFORMATION

Requests for clarification or additional information should be submitted in writing to MCEDD's Executive Director at 515 East Second Street, The Dalles, OR 97058.

F. EVALUATION CRITERIA

MCEDD will evaluate bids in relation to the lowest cost responsive, responsible bidder. Responsive bidders must be available to meet the schedule for the project (completion by December 2019).

Following Award, the Contractor selected will be expected to enter into an Agreement with MCEDD with all necessary provisions, provide a copy of Contractor's License, provide a copy of Contractor's Commercial General Liability and Builder's Risk insurance with MCEDD listed as additional insured, provide a copy of Contractor's Worker's Compensation policies and provide all other information necessary to enter into the Agreement.

MCEDD reserves the right to reject any and all bids received as a result of the Invitation to Bid, to waive any irregularities and to accept the bids deemed to be in the best interest of MCEDD. Preparation and submission of a bid is at the proposer's sole risk and expense.

EXHIBIT A- Bid Form

For: MCEDD Remodel, 802 Chenoweth Loop Road, The Dalles, OR 97058

A. Bid From:

Bidder Name:

Bidder Address:

Phone Number:

B. Bidder Organization Type

Limited Liability Company

Individual

Partnership. List all general partners' names:

Corporation. List the state in which the corporation is organized

Other: _____

C. Bid Amount

1. Lump Sum Base Bid for all Work, excluding Alternates
2. Additional Bid Amount for Alternate 1: new outlets in room 116
3. Additional Bid Amount for Alternate 2: new half wall in room 119

Attach Sheet for itemized bid details, providing additional details on the breakout of labor, materials, electrical, and subcontractor costs if applicable.

D. Schedule

List proposed schedule for work to be completed

E. Statement of Qualifications and References

Oregon Contractor's License(s)

List License Number, Classification and Expiration Date

F. Bidder's Representations: Bidder, represents that a) Bidder and all Subcontractors, regardless of tier, has the appropriate current and active Contractor's licenses required by the State of Oregon and the Bidding Documents; b) they have carefully read and examined the Bidding Documents for the proposed Work on this Project; c) they have examined the site of the proposed Work and all Information Available to Bidders; d) they have become familiar with all the conditions related to the proposed Work, including the availability of labor, materials, and equipment. Bidder hereby offers to furnish all labor, materials, equipment, tools, transportation, and services necessary to complete the proposed Work on this Project in accordance with the Contract Documents for the sums quoted. Bidder further agrees that it will not withdraw its Bid within 60 days after the Bid Deadline, and that, if it is selected as the apparent lowest responsive and responsible Bidder, that it will, within 10 days after receipt of notice of selection, sign and deliver to MCEDD the Agreement in triplicate and furnish to MCEDD all items required by the Bidding Documents. If awarded the Contract, Bidder agrees to complete the proposed Work within the schedule outlined in the Bid.

Declaration

I, _____ (*name*), hereby declare that I am the _____ (*title*) of _____ (*bidder name*) submitting this Bid Form; that I am duly authorized to execute this Bid Form on behalf of Bidder; and that all information set forth in this Bid Form and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date. I further declare that this bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid. I declare, under penalty of perjury, that the foregoing is true and correct.

Signature

Date

Exhibit B- First Tier Subcontractors

This form must be submitted with the Bid or within two working hours after the advertised bid closing time.

PROJECT NAME: MCEDD Remodel

List below the name of each subcontractor that will be furnishing labor or will be furnishing labor and materials and that is required to be disclosed, the category of work that the subcontractor will be performing and the dollar value of the subcontract. Enter "NONE" if there are no subcontractors that need to be disclosed.

Form submitted by (bidder name):

Signature

Date

EXHIBIT C: Representation Regarding Debarment, Suspension and Other Matters

The Bidder certifies to the best of its knowledge and belief that neither it, nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or responses to any federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification, had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have, within a five-year period preceding the date of this certification, had one or more public contracts terminated for any reason related to contract performance.

If Bidder is unable to attest to any of the statements in this certification, Bidder shall attach an explanation. The inability to certify to all of the statements may not necessarily preclude the Bidder from award of a contract under this procurement.

Signature

Date