

FERN RIDGE SCHOOL DISTRICT 28J

88834 Territorial Rd
Elmira, OR 97437

INVITATION TO BID

Renovations of Fern Ridge Middle School

Bids Due: Thursday, May 21, 2015

Time Due: 2:00 pm, PST

Business Manager:

Olivia Meyers Buch

Phone: (541) 935-2253

Email: omeyers@fernridge.k12.or.us

INVITATION TO BID

The FERN RIDGE SCHOOL DISTRICT 28J (District) invites qualified Respondents to submit bids to construct the renovations of Fern Ridge Middle School. Bids are due by 2:00 pm, PST, on Thursday, May 21, 2015. The District reserves the right to reject any or all bids; this invitation to bid does not obligate the District to accept or contract for any expressed or implied services. The successful bidder must comply with the District's equal opportunity requirements.

SCOPE OF WORK

The scope of the project is to relocate the administration area to the front of the building, renovate the existing administration area into classrooms, enclose the open library, add seismic upgrades to the gymnasium structure, and improve the drainage around the existing play structure. The successful bidder will perform all work described in the construction documents for the project.

WALKTHROUGH

There will be a mandatory, pre-bid walkthrough to give prospective bidders a better understanding of the project. The mandatory walkthrough will be at 2:30 pm on Tuesday May 12th, 2015, at the District Office at 88834 Territorial Road, Elmira, OR, 97437. The meeting will begin in the conference room at the District Office followed by a walkthrough of the middle school. All bidders must attend the meeting to qualify to submit bids on the project.

SUBMISSION REQUIREMENTS

To qualify as a responsive submission, the submittal must be fully completed. An authorized representative must sign the Statement of Assurances in ink. Submittals can be mailed or hand delivered to Fern Ridge School District 28J, 88834 Territorial Rd, Elmira, OR 97437. Responses must be received by 2 pm on May 21st, 2015.

BID OPENING

Bids will be accepted until 2:00 pm PST on Thursday, May 21st, 2015. Bids must be received on or before that time; postmarks or other proof of dispatch ARE NOT acceptable as delivery by the time set. Bids will be opened at the district office after the bid time closes. Pursuant to ORS 279C.370, for contracts with an estimated value of more than \$100,000, contractors will have until 4:00pm PST on May 21st, 2015 to submit disclosure of the first tier subcontractors, if any.

BID FORM

Each bidder must identify whether the bidder is or is not a resident bidder, as defined in ORS 279A.120. No bidder or subcontractor can be considered if the bidder or a subcontractor is on the current list of contractors ineligible to receive public works contracts as published by the Commissioner of the Bureau of Labor and Industries (BOLI).

No offer will be considered by the District unless the offeror has acknowledged that Contractor agrees to be bound by and will comply with the provisions of ORS 279C.838, 279C. The District shall pay the required prevailing wage fee to BOLI.

No offer will be considered by the District unless the offeror is registered with the Oregon Construction Contract Board. The Contractor need not be licensed for asbestos abatement. Every Contractor and subcontractor must have a public works bond filed with the Commissioner of the Bureau of Labor and Industries before starting work, unless exempt.

Each bidder must certify that there has been no discrimination against minority, women or emerging small business enterprises in obtaining any subcontracts. Bidders are encouraged to include minority, women or emerging small business enterprises as subcontractors.

Instructions for First-Tier Subcontractor Disclosure: Bidders are required to disclose information about certain first-tier subcontractors when the contact value for a public Improvement is greater than \$100,000. Specifically, when the contract amount of a first-tier subcontractor furnishing labor or labor and materials would be greater than or equal to:

- i. Five percent of the project Bid, but at least \$15,000; or
- ii. \$350,000 regardless of the percentage.

The Bidder must disclose the following information about that subcontract either in its Bid submission, or within two hours after Bid Closing:

- A. Subcontractor's name;
- B. Category of work that the subcontractor would be performing, and
- C. Dollar value of the subcontract.

If the Bidder will not be using any subcontractors that are subject to the above disclosure requirements, the Bidder is required to indicate "NONE" on the accompanying form.

THE DISTRICT MUST REJECT A BID IF THE BIDDER FAILS TO SUBMIT THE DISCLOSURE FORM WITH THIS INFORMATION BY THE STATED DEADLINE (OAR 137-049-0360)

SPECIFICATIONS AND ADDENDA

Any addenda will be posted at the same location as the bid document, labeled as "ADDENDUM" and numbered in order of issuance. Requests for notification can be made by sending an email to the Business Manager.

SELECTION PROCESS

Anticipated selection process:

- Bids will be reviewed for completeness after opening. Incomplete bids will be set aside.

- Completeness determinations will be made within 24 hours of bid closure.
- Notice of intent to award will be issued within 24 hours of bid openings
- Any protest of this solicitation must be submitted within seven days of the issuance of the solicitation. Any protest of the intent to award must be filed within two business days of the issuance of the notice of intent.

Any protest must be filed in writing with the District. The protest must indicate the nature of the objection, and must be sufficiently detailed for a neutral observer to discern the specific matter being objected to. Protests will be reviewed by the District and, if not resolved, will be submitted to the District's Board of Directors. The decision of the Board of Directors is final.

The District will select the lowest cost Responsible Bidder. To be considered a Responsible Bidder, a bidder must submit a bid that demonstrates Bidder's qualifications to perform the work in terms of staff qualifications, past related experience, and references. Bidders who cannot demonstrate satisfactory performance of at least two similar projects in similar circumstances will not be considered qualified.

The selected Respondents and all others who submitted Bids will be notified of the District's selection.

Additional Notes:

In evaluating the bids and selecting a Respondent, the District reserves the following rights:

- To reject any bid not in compliance with the bid document or applicable procedures and requirements, and may reject for good cause any or all bids when it is in the public interest to do so;
- To issue subsequent requests for bids, if desired;
- Not to award a contract and cancel the process;
- To waive any minor irregularities or informalities in any bid;
- To negotiate with any Respondent to further amend, modify, refine, or delineate its bid, and the contract price as it is affected by such negotiation of scope of work, and specific contract terms;
- This Invitation to Bid does not constitute an offer to contract.
- There is no expressed or implied obligation for the District to reimburse responding bidders for any expenses incurred in preparing, submitting, or presenting Bids in response to this request.

END OF PAGE

**ATTACHMENT A
INVITATION TO BID RESPONSE**

Respondent Information

Bidder Name: _____

Office Address: _____

Office Phone Number: _____

Contact Name/Title: _____

Contact Email: _____

Contact Phone and Email: _____

Construction Contractor's Board License #: _____

1. Please include a signed Statement of Assurances (Attachment B).
2. Please include a pricing proposal, in the form of completion of a signed Attachment C.
3. Please include a completed subcontractor disclosure form, Attachment D. You must enter "NONE" if there are no subcontractors that need to be disclosed.

Summary:

Please complete and submit information requested in Attachment A, B, C and D.

**ATTACHMENT B
STATEMENT OF ASSURANCES**

1. The undersigned attests that he/she has the authority and/or responsibility to represent the organization submitting this Bid in all phases of the Invitation to Bid process and in this Statement of Assurances. The undersigned understands that any false or substantially incorrect statement in the Invitation to Bid may disqualify this Bid from further consideration or be cause for termination of any future Contract.
2. Respondent understands that this Invitation to bid is considered an integral part of the Request for Bid, and terms shall be binding on the Respondents. Failure of the successful bidder to accept these obligations in a Contract as authorized by the Statement of Assurances may result in cancellation of an award.
3. Respondent understands that in responding to this Invitation to Bid, Respondent certifies that the organization he/she represents is in compliance with all Oregon Tax laws described in ORS 305.380(4) and agrees to comply with all applicable federal, state, and local laws, regulations and requirements related to the Invitation to Bid and performance of any resulting Contract, including but not limited to those referenced in this Invitation.
4. Respondent certifies that Respondent can meet the insurance requirements check marked in Appendix D of the proposed Contract (Insurance Coverage Required) and that Respondent understands that such coverage must be kept active during the entire term of the Contract, if selected. The Respondent is a (check one) ___ resident Respondent or ___ nonresident Respondent of the State of Oregon as defined in ORS 279A.120.
5. Respondent, if selected as Contractor, agrees to be bound by and will comply with the provisions of ORS 279C.838 and 279C.840.
6. The Representative’s Signature below is certification that there has been no discrimination against minority, women or emerging small business enterprises in obtaining any subcontracts.

I, the undersigned, have read and thoroughly understand the Invitation to Bid instructions and all other conditions of Invitation to Bid issued by the FERN RIDGE SCHOOL DISTRICT 28J and agree to abide by and fulfill the requirements thereof if awarded the Contract as a result of this Invitation to Bid.

Respondent Name: _____

Authorized Representative’s Signature: _____

Type or Print Name & Title: _____

Date: _____

**ATTACHMENT C
PRICING PROPOSAL**

1. The undersigned (check one of the following and insert information requested),

NAME of FIRM: _____

_____ A corporation organized and existing under the laws of the State of _____; or

_____ A partnership registered under the laws of the State of _____; or

_____ An individual proprietorship doing business under an assumed business name registered under the laws of the State of _____.

after having carefully examined the bidding documents and **addenda numbered _____ through _____** inclusive, as well as the work site and conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, and all other work, required by and in strict conformance with the above documents, necessary to complete the project for the stipulated sum of:

Base Bid: Fern Ridge Middle School

TOTAL (Figures): \$ _____ Dollars

TOTAL (Words): \$ _____ Dollars

2. The undersigned agrees to maintain the proposal price for a period of 30 calendar days after bid opening.
3. The undersigned agrees, if awarded a contract, to complete all work as shown in the Contract Documents by the substantial completion date listed below.
4. The undersigned agrees that, prior to commencement of the Work, and within 7 calendar days of Notice of Intent to Award, to:
- A. Enter into and execute a contract for the work in the form of Fern Ridge School District, "Construction Contract".
 - B. Deliver to the Owner duly executed AIA Document G705, "Certificate of Insurance," or ACORD form 25S.
 - C. Deliver to the Owner duly executed AIA Document A312, "Performance Bond and Payment Bond."
5. The undersigned certifies that this Bid has been prepared independently and is not made in the interests of any undisclosed party. It is submitted without collusion or intent to limit independent, competitive bidding. The Bidder has in no way induced or solicited other Bidders to submit false bids, or to refrain from bidding.

6. The undersigned agrees that the provisions of ORS 279C.515 to 279C.545 and 279C.800 to 279C.970 pertaining to prevailing wage rates will be included in the Agreement if applicable.
7. Indicate below whether Bidder is Resident or Non Resident bidder. "Resident Bidder" means a bidder that has paid unemployment taxes or income taxes in Oregon during the twelve calendar months immediately preceding submission of bid, has a business address in this state and has stated in the bid whether the bidder is a "Resident Bidder" pursuant in 279C.365.
8. The undersigned certifies that you visited the site and thoroughly investigated all existing conditions.
9. Security Deposit
 - A. Bids shall be accompanied by a security deposit as follows: Bid Bond of a sum no less that 10 percent on AIA A310 Bid Bond Form
 - B. Endorse the Bid Bond in the name of Fern Ridge School District as obligee, signed and sealed by the principal (Contractor) and surety
 - C. The security deposit will be returned after delivery to the Fern Ridge School District of the required Performance and Payment Bond by the accepted bidder
 - D. Include the cost of the bid security in the Bid Amount
 - E. If no contract is awarded, all security deposits will be returned.
10. Start of construction after contract execution and permitting is June 15, 2015. Substantial Completion is August 28, 2015. Final Completion is September 4, 2015. (Unless Dates changed by Addenda)
11. If applicable the first tier subcontractor disclosure form is due 2 hours after bid closing.
12. Submittals are due promptly after Letter of Intent. A Pre-Construction Meeting will be held prior to commencement, Weekly Construction meetings are required.

SIGNATURES

Oregon Construction Contractor's Board No. _____ Federal Tax ID: _____

Address: _____

Telephone: _____

Signature: _____

Printed Name: _____ Date: _____

Title: _____

**ATTACHMENT D
FIRST TIER SUBCONTRACTOR DISCLOSURE FORM**

List below the name of each subcontractor that will be furnishing labor or will be furnishing labor and materials and this 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.

Subcontractor Name	Category of Work	Dollar value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Failure to submit this form by the disclosure deadline (Thursday, May 21, 2015 at 4:00 pm PST) will result in a nonresponsive bid. A nonresponsive bid will not be considered for award.

Respondent Name: _____

Authorized Representative's Signature: _____

Type or Print Name & Title: _____

Date: _____