



**PUBLIC WORKS PROJECT**

**INVITATION TO BID**

**SPOKANE REGIONAL HEALTH DISTRICT 1<sup>ST</sup> FLOOR RENOVATION**

**OFFICE INTERIOR PAINTING – 1101 WEST COLLEGE AVENUE, SPOKANE, WA**

**Bid Date Requested: 06/13/2024**

**Bid Due Date: 06/28/2024**

**Submission of Proposal:** Bidders are required to make their bids on the Bid Proposal form provided by the SRHD and return it no later than 4:00pm on the Bid Due Date. **Email Bids** to Jeremy Morago at the Spokane Regional Health District at [jmorago@srhd.org](mailto:jmorago@srhd.org).

**Project Description:** Interior office painting, see attached plans/drawings.

**Project Timeline:** Work is to commence immediately after Notice of Award, July 26, 2024, and be substantially completed **no later than 90 days from award date. If the bidder is unable to meet this timeline it will result in the withdrawal of the award.**

**Bid Opening:** No formal bid opening will be held. Upon selection of a contractor, each bidder will be notified if they are the successful bidder. The successful Bidder will have an official Notice of Award sent via mail.

**Non-Mandatory Pre-Bid Meeting:** A pre-bid meeting and site walk-through will be held from **9:00 a.m. to 10:00 a.m. on Tuesday, June 18<sup>th</sup>, 2024**, at the following location: 1101 West College Avenue, Spokane, WA. SRHD strongly urges all Bidders to attend. **This will be the only opportunity for Bidders to visit the site or make inquiries regarding the project specifications as dimension drawings are approximates.**

**Project Specifications:**

1. Scope of Work
  - a) The contractor shall provide all necessary equipment, materials, tools, and labor to prepare, patch (as needed), and apply paint, two separate finish coats unless otherwise stated, to selected areas in specifications.
  - b) The Bidder shall, before submitting the bid, carefully examine the proposal, plans, and specifications. The Bidder shall inspect in detail the site of the proposed work and be familiar with all the local conditions affecting the contract. If successful, the Bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. SRHD will, in no case, be responsible for any changes in anticipated profits resulting from such failure or neglect.
2. Materials
  - a) All paint must be delivered in the original containers with the seals unbroken and labels intact. All materials shall be used only as specified by the manufacturer's direction label on the container. The paint manufacturer shall specify thinners and accessory materials.
  - b) Manufacturer's names and catalog numbers referred to are used to establish the type and quality of materials and are not meant to limit competition.

- c) Accent walls to be painted **Sherwin Williams “Requisite Gray” (SW 7023) and Balanced Beige (SW 7037) in semi-gloss specified in attached drawings.**
  - d) All other walls to be painted **Sherwin Williams “Pure White” (SW 7005) in semi-gloss.**
  - e) Door frames to be painted to match existing color.
  - f) All drywall ceilings to be painted as specified in attached drawings.
  - g) Equal products of the following manufacturers may be used, subject to the approval of SRHD:
    - i. Benjamin-Moore and Company
    - ii. Miller Paint
    - iii. Rodda Paint
  - h) The contractor shall furnish all ladders, planks, staging, scissor lift, ropes, etc., required for the proper execution of the work, erect and place same in such a manner as not to interfere with normal operations, and be maintained at all times in a manner to meet OSHA Safety Requirements and not be a hazard to SRHD personnel. Upon completion of the work, all equipment shall be dismantled and removed from the job site.
3. Storage
- a) All materials used on the job shall be stored in a place designated by the SRHD. Such storage place shall be kept clean, and all damage thereto, or its surroundings, shall be made good by the contractor. Adequate exits from the building shall be maintained in all areas to meet Fire Marshal’s regulations.
4. Surface Preparation
- a) Perform all preparation, including patching, removing existing anchors, and cleaning procedures in strict accordance with the paint manufacturer’s instructions and as herein specified for each particular substrate condition. Contractor shall provide drop cloths or plastic sheeting over entire floor area to capture any accidental spills.
  - b) Remove all hardware, hardware accessories, machined surfaces, plates, lighting fixtures and similar items in place and not to be painted or provide surface protection prior to surface preparation and painting operations. Remove, if necessary, for the complete painting of the items and adjacent surfaces. Following completion of painting of each space or area, reinstall the removed items by workers skilled in the trades involved.
  - c) Clean surfaces to be painted before applying paint or surface treatments. Schedule the cleaning and painting so that contaminants from the cleaning process will not fall onto wet, newly painted surfaces.
5. Application
- a) Apply paint in accordance with the manufacturer’s directions; use applicators and techniques best suited for the type of material being applied.
  - b) Apply additional coats when undercoats, stains, or other conditions show through the final coat of paint, until the paint film is of uniform finish, color, and appearance.
  - c) Apply each material at not less than the manufacturer’s recommended spread rate.
6. Cleaning
- a) At the end of each workday, remove all masking, empty cans, rags, rubbish, and other discarded paint materials from project site. After completing painting, clean adjacent paint-spattered surfaces.
7. Compliance with Regulations
- a) The contractor shall comply with all applicable local, state, and federal laws and regulations. The contractor shall have Safety Data Sheets (SDS) for all products utilized in the course of this project. The contractor’s workers shall be trained in utilizations of SDS and have the SDS available in the event of an emergency.

**Bidder Responsibility Criteria:** It is the intent of the SRHD to award a contract to the low responsible Bidder. Before being awarded, the Bidder must meet the following Bidder responsibility criteria to be

considered a responsible Bidder. The Bidder may be required by the SRHD to submit documentation demonstrating compliance with the criteria. The Bidder must:

- (a) Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
- (b) Have a current Washington Unified Business Identifier (UBI) number;
- (c) If applicable:
  - i. Have Industrial Insurance coverage (workers' compensation) coverage for the Bidder's employees working in Washington as required in Title 51 RCW;
  - ii. Have an employment security department number as required in Title 50 RCW; and
  - iii. Have a Washington Department of Revenue state excise tax registration number as required in Title 82 RCW;
- (d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);

The public works contractor must verify responsibility criteria for each first-tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors.

**Supplemental Bidder Responsibility Criteria:** In addition to the Bidder Responsibility Criteria above, the Bidder must also meet the following relevant supplemental bidder responsibility criteria applicable to the project. SRHD may conduct reference checks for Bidder whose bid is under consideration for award. SRHD may include itself as a reference if the Bidder has performed work for the SRHD, even if the Bidder did not identify the SRHD as a reference. If reference checks indicate concerns about the Bidder's performance on projects which may include but not be limited to the quality of construction, management of subcontractors, timeliness, and safety record.

1. Bidder Experience: The successful Bidder shall have a minimum of two (2) years successful experience in the painting business. The actual work shall be done by qualified and experienced workers under the supervision of any experienced supervisor who has been doing this type of work for two (2) years.

**Documentation to be Submitted for Meeting Supplemental Bidder Responsibility Criteria:** As evidence that the Bidder meets the Bidder responsibility criteria above, the apparent low Bidder must submit documentation as may be required below to the SRHD within 48 hours of the bid submission deadline. The SRHD reserves the right to request such documentation from other Bidders also.

1. Bidder Experience: The Bidder shall submit a list of at least three interior building renovation and/or tenant improvement projects meeting the criteria for this item noted above. The list shall include the name of the project, a description of the project, a comparison of features of the work that are similar to the work of this project, the owner's name and contact information, the date the project was substantially complete, and the total construction cost for the project.

**Signature:** A bid by a corporation or company shall include the printed name of the corporation or company, the printed name and title and the signature of the President, Secretary, or other officer authorized to bind the corporation or company. A bid by a firm shall include the printed firm name and member or agent name. Any person signing the proposal as an agent for another, or others, must also file legal evidence of his authority to do so. The business mailing address and telephone number must be provided.

**Conflicts of Interest:** Proposals must be prepared without the assistance of any officer or other person employed by or connected in any manner with the SRHD.

**Examination of Site & Conditions:** The contractor, by filing a bid, acknowledges that he/she has examined or has had the opportunity but knowingly declined to examine, the premises and site so as to

compare them with the drawings and specifications, and to have satisfied himself/herself as to the facilities and difficulties attending the execution of the proposed contract (including local conditions, uncertainty of weather and all other contingencies) before the delivery of his proposal, and no allowance shall be subsequently made on behalf of the contractor by reason of any error or neglect on his/her part.

**Withdrawal of Proposal:** Proposals may only be withdrawn by written and signed request and only if such request is received prior to the opening of the bids. No bid will be received or considered after the time set for the opening of the bids.

**Performance & Payment Bonds:** No bid bond is required. Both a Performance and Payment Bond shall be required on contracts greater than \$35,000. For contracts \$35,000 or less the contractor shall have an option to choose 50% retainage or bonds.

**Insurance:** The contractor shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and property damage. Said policy shall name the SRHD as an additional insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the SRHD. The contractor shall procure and maintain automobile liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. The automobile liability insurance shall cover all owned, non-owned, hired, and leased vehicles.

**Prevailing Wage:** Payment of Prevailing Wage is required for this project. It is the sole responsibility of the contractor to assign the appropriate classifications to all laborers, workers or mechanics that will perform any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification. Current prevailing wage data can be obtained by the contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335.

**Equal Opportunity:** SRHD encourages Minority, Women and Disadvantaged Business Enterprises to participate in the competitive bid process. SRHD does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.

**Right to Reject Bids:** SRHD reserves the right to postpone making the award for a reasonable length of time, accept a proposal of the bidder submitting the lowest responsible bid, to reject any or all bids, republish the call for bids, revise or cancel the work to be performed and to waive any irregularities or informalities. The SRHD reserves the right to accept that proposal which is to the best interest of the SRHD.

**Preparation of Bids:** Bidder shall comply with the following instructions in preparing its bid.

- A. Complete Bid Form: Bids must be submitted on the enclosed Bid Proposal Form
- B. Fill in Blanks: All blank spaces on the Bid Form must be filled in by the Bidder. Bidder must submit a bid amount for all Alternates, Additives, Deductives, unit prices, and other prices indicated on the Bid Form. When bidding on items for which there is no charge, Bidder shall write "No Charge" "Zero" or "0.00" in the space provided on the Bid form. If Bidder fails to submit a bid price for any item, notes "no bid" or similar language for any item or does not fill in all blank spaces on the Bid Form, the bid may be rejected as non-responsive
- C. Sign Bid Form: The Bidder shall manually sign the Bid Form in ink by an authorized representative of the Bidder

### **Bid Prices:**

- A. Sales Tax: The bid shall include all taxes imposed by law except Washington State Sales Tax. Sales Tax shall not be included in the bid price except as noted below:
  - 1. Retail sales tax upon sales and rentals to prime contractors for tools, equipment, and material primarily for use by the contractor rather than for resale as a component part of the finished structure shall be included in the Bid Price. A proportionate amount of State sales tax will be added to each progress payment, collected from the SRHD, and paid to the State by contractor.
- B. Insurance and Bonds: Bidder shall include in its bid the cost of all insurance and bond costs required by the contract documents to complete the base bid work and all additives and alternates.

**Submission of Bids, Deadline:** Bidders must submit their bids on the Bid Form included with the Bid Documents prior to the deadline established in the advertisement for Bids. Any bid received after the bid submission deadline will not be accepted or considered.

### **Bid Evaluation:**

- A. Non-Responsive Bids: Bids which are incomplete, conditioned, or qualified in any way, contain erasures or alterations, include alternate bids or other items not called for in the Bid Form and in the Bid Documents, are not in conformity with the law or with these instructions, or include any other irregularity shall be rejected as nonresponsive.
- B. Waiving irregularities: The SRHD reserves the right to reject any or all bids, and to waive as an informality any immaterial irregularities in the bids received.
- C. Award of Additives, Alternates, Deductives: The low bid shall be determined by the sum of the base bid plus any combination of Additives, Alternates and/or Deductives that the SRHD decides, in its sole discretion, to include in the contract award. The summation of extensions including any applicable Additives, Alternatives, Deductives, and sales taxes will be used to fix the awarded contract price and the amount of the payment and performance bonds.
- D. Bid Evaluation Documentation and Meeting: In order to verify that the Bidder has adequately incorporated all elements of the Work and the requirements of the contract documents in its bid prices, the Bidder shall, upon request of the SRHD, promptly make available for the SRHD's review a complete itemization and breakdown on its Total Bid amount, a description of the Bidder's understanding of the work, and a proposed schedule. Prior to award, upon request of the SRHD, the Bidder and proposed subcontractors shall attend a bid evaluation meeting with the SRHD and shall bring to the meeting any documents requested by the SRHD to assist the SRHD in evaluating the bid and the Bidder's understanding of the Project. In the event the Bidder refuses to provide the requested information or attend the bid evaluation meeting, the SRHD may reject the bid as nonresponsive.

**BID SUBMITTAL SHEET**

Pursuant to and in compliance with the Bid Documents the undersigned Bidder agrees to perform the Work for the following Total Bid amount for the above referenced project:

Description	Bid Amounts	
	Dollars	Cents
<b>Interior Painting, including all labor and materials, as specified</b>		

**CONTRACT EXECUTION**

- A. The Bidder agrees that if this proposal is accepted, it will, within fourteen (14) calendar days after notification of acceptance, work with the SRHD to execute a contract and will, at the time of execution of the contract, deliver to the SRHD Performance and Payment Bond (if applicable), Intent to Pay Prevailing Wages, and all Certificates of Insurance required therein, and will, to the extent of its proposals furnish all machinery, tools, apparatus, and other means of construction and do the work in the manner, in the time, and according to the methods as specified in the contract documents.
- B. Failure to Execute Contract: If the successful bidder, upon award of contract by the SRHD, fails to execute the Public Works Contract or submit the Performance bonds and acceptable evidence of insurance as required within the time specified, the SRHD may revoke the award. All rights of said bidder with regard to this project will be annulled to the extent allowed by law.

**DECLARATION:**

- A. Familiarity with Bid Documents and Site: The undersigned bidder certifies to have personally and carefully examined the Bid Documents issue for the above-referenced project, and the site where the Work is to be performed and the conditions affecting the Work, consistent with the Instructions to Bidders.
- B. Compliance with Applicable Laws and Regulations: Bidder agrees that if awarded the contract, Bidder will comply with the requirements of all applicable federal, state, and local laws and regulations, **including those related to public works projects.**

Bidders Business Name		
Type of Business		
Physical Business Address		
City	State	Zip Code
State of Washington Numbers for the following:		
Contractor Registration No.:	UBI No:	Employment Security Dept. No:

**OFFICIAL AUTHORIZED TO SIGN FOR BIDDER**

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature:	Date:
Print Name and Title	Location or Place Executed: (City, State)