	REQUEST FOR PROPOSAL: Roofing on all four (4) balconies and Satellite removal/disposal from southside balcony	
	NUMBER: 2021-150-165-001	SUBMITTAL DATE: June 4, 2021
	DIVISION: Administration	CONTACT PERSON: Brad Woods bwoods@srhd.org

REQUEST FOR PROPOSAL

RFP-2021-150-165-001

June 4, 2021


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Spokane Regional Health District Request for Proposal

INTRODUCTION

The Spokane Regional Health District (SRHD) is located Spokane Washington. Located in Eastern Washington, Spokane is the second largest city in Washington State and has a population of 522,798 as of 2019. SHRD is one of 35 public health agencies serving 39 counties in Washington and is the first accredited through the Public Health Accreditation Board. SHRD operates under a Board of Health which is made up of nine elected officials and three appointed citizens.

STATEMENT OF PURPOSE

SRHD is soliciting proposals for the following:

1. Removal of current roofing materials and disposition of all materials on all four (4) balconies. Repair of Sub roof decking to ensure proper sloping and assuage ponding.
2. Furnish and installation of new TPO roof on all four (4) balconies. Installation of protective walkways and walk pads on all four (4) balconies for service of existing lighting, HVAC, and A/C maintenance.
3. Removal and disposal of two (2) satellite dishes on the south side balcony. Repair and patching of roof and exterior wall/columns prior to new roof installation.

RFP COORDINATOR

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Brad Woods
 Facilities Manager
bwoods@srhd.org

SCOPE OF WORK

The primary project objective is to remove the current roofing materials, furnish and install a TPO roof using a single-ply roofing membrane made up of single layer synthetics and reinforcing scrim with a thickness of at least 0.060 and up to 0.080 inches and rated for a high welding temperature to resist seam failure, and meet wind loads in accordance with Chapter 26 to 30 of ASCE 7 or provisions of the alternate all heights method in Section 1603.6 on all four (4) balconies that are approximately 12'x104'=1,248 sq. ft. each for a total of 4,992 sq. ft.

On the South Side Balcony, there are two (2) satellite dishes that need to be dismantled and removed prior to the old roof being removed and the new roof being installed. Once the satellites have been dismantled, completely remove all wiring from the satellite dishes, repair and patching all areas prior to new roof installation.

South Side Balcony – Satellite Removal

1. Disconnect power and remove power cables from the satellite dishes.
2. Disconnect satellite dishes from building and repair and patch holes in wall/concrete.
3. Dismantle satellite dishes, remove and dispose of materials.
4. Remove the footplate from the roof and patch and repair all holes prior to new roofing installation.



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All Four Balconies:

1. Remove/Strip and dispose all current roofing material on all four (4) balconies.
2. Reconstruction or repair of roof decking to ensure proper sloping and assuage ponding.
3. Reposition the height, and seal and retrofit all roof drains and vents, and install new metal drain covers.
4. Furnish and install all pipe boots and seal roof curbs.
5. Furnish and install wind vented retrofit roof system consisting of TPO roof membrane. Please note due to existing HVAC and lighting equipment on the roof, there will be higher levels of foot traffic and the possibility of oil or chemical spillage. This will need to be considered in selection of specific material for roofing and protective walkways and walk pads.
6. All seams and transitions shall be heat welded and placed over ½” high density decking board,
7. Furnish and install new flashing.
8. Furnish and install .32” white aluminum coping to match existing building coping. Furnish and install 4’ (four feet) wide, protective service walkways and walk pads from the roof hatches to and around existing HVAC, mini-split A/C system and lighting and roof drains.
9. Product shall include a manufacturer’s 20-year labor and material warranty.
10. Proposer shall be responsible for roof installation to be done in such a manner to prevent areas of ponding, if ponding is an exception to the warranty, OR,
11. New roof warranty shall not exclude ponding under warranty.
12. All permits’ fees shall be included in bid.
13. Clean up and removal of all debris results from work performed shall be included in bid.

EXAMINATION

Examine substrates, areas, and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of the Work.

1. Verify that roof openings and penetrations are in place, curbs are set and braced, and roof-drain bodies are securely clamped in place.
2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
3. Verify that surface plane flatness and fastening of steel roof deck complies with requirements in Section 053100 "Steel Decking."
4. Verify that minimum concrete drying period recommended by roofing system manufacturer has passed.
5. Verify that concrete substrate is visibly dry and free of moisture, and that minimum concrete internal relative humidity is not more than 75 percent, or as recommended by roofing system manufacturer, when tested according to ASTM F2170.
 - i. Test Frequency: One test probe per each 1000 sq. ft. (93 sq. m), a portion thereof, of roof deck, with not less than three tests’ probes.
 - ii. Submit test reports within 24 hours after performing tests.
6. Verify that concrete-curing compounds that will impair adhesion of roofing components to roof deck have been removed.
7. Verify that joints in precast concrete roof decks have been grouted flush with top of concrete.
8. Verify that minimum curing period recommended by roofing system manufacturer for lightweight insulating concrete roof decks has passed.
9. Verify any damaged sections of cementitious wood-fiber decks have been repaired or replaced.
10. Verify adjacent cementitious wood-fiber panels are vertically aligned to within 1/8 inch(3.2 mm) at top surface.

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Proceed with installation only after unsatisfactory conditions have been corrected. **Change orders for additional reconstruction should be submitted at this time.**

PREPARATION

1. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing system installation according to roofing system manufacturer's written instructions. Remove sharp projections.
2. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
3. Perform fastener-pullout tests according to roof system manufacturer's written instructions.
 - a. Submit test result within 24 hours after performing tests.
 - i. Include manufacturer's requirements for any revision to previously submitted fastener patterns required to achieve specified wind uplift requirements.
4. Repair of Sub roof decking and supports to ensure proper sloping.
5. Install sound-absorbing insulation strips according to acoustical roof deck manufacturer's written instructions.

INSTALLATION OF ROOFING, GENERAL


1. Install roofing system according to roofing system manufacturer's written instructions, FM Approvals' RoofNav SPRI's Directory of Roof Assemblies listed roof assembly requirements, and FM Global Property Loss Prevention Data Sheet 1-29.
2. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at end of workday or when rain is forecast. Remove and discard temporary seals before beginning Work on adjoining roofing.
3. Install roof membrane and auxiliary materials to tie into existing roofing to maintain weather tightness of transition and to not void warranty for existing roofing system.
4. Coordinate installation and transition of roofing system component serving as an air barrier with air barrier specified under Section 072713 "Modified Bituminous Sheet Air Barriers." Section 072715 "Nonbituminous Self-Adhering Sheet Air Barriers." Section 072726 "Fluid-Applied Membrane Air Barriers."

INSTALLATION OF SUBSTRATE BOARD

1. Install substrate board with long joints in continuous straight lines, with end joints staggered not less than 24 inches (610 mm) in adjacent rows.

INSTALLATION OF VAPOR RETARDER

2. Polyethylene Film: Loosely lay polyethylene-film vapor retarder in a single layer over area to receive vapor retarder, side and end lapping each sheet a minimum of 2 and 6 inches (50 and 150 mm), respectively.
3. Self-Adhering-Sheet Vapor Retarder: Prime substrate if required by manufacturer. Install self-adhering-sheet vapor retarder over area to receive vapor retarder, side and end lapping each sheet a minimum of 3-1/2 and 6 inches (90 and 150 mm), respectively.
4. Built-Up Vapor Retarder: Install two glass-fiber felt plies lapping each felt 19 inches (483 mm) over preceding felt.
5. Completely seal vapor retarder at terminations, obstructions, and penetrations to prevent air movement into roofing system.

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INSTALLATION OF INSULATION

1. Coordinate installing roofing system components, so insulation is not exposed to precipitation or exposed at end of each workday.
2. Comply with roofing system and roof insulation manufacturer's written instructions for installing roof insulation over metal, wood, and concrete decking.

INSTALLATION OF COVER BOARDS


1. Install cover boards over insulation with long joints in continuous straight lines with end joints staggered between rows. Offset joints of insulation below a minimum of 6 inches (150 mm) in each direction.
2. Install slip sheet over cover board and beneath roof membrane.

INSTALLATION OF MECHANICALLY FASTENED ROOF MEMBRANE

1. Mechanically fasten roof membrane over area to receive roofing according to roofing system manufacturer's written instructions.
2. Unroll roof membrane and allow to relax before installing.
3. For in-splice attachment, install roof membrane with long dimension perpendicular to steel roof deck flutes.
4. Accurately align roof membrane and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
5. Mechanically fasten or adhere roof membrane securely at terminations, penetrations, and perimeter of roofing.
6. Apply roof membrane with side laps shingled with slope of roof deck where possible.
7. In-Seam Attachment: Secure one edge of TPO sheet using fastening plates or metal battens centered within seam, and mechanically fasten TPO sheet to roof deck.
8. Seams: Clean seam areas, overlap roof membrane, and hot-air weld side and end laps of roof membrane and sheet flashings to ensure a watertight seam installation.
 - i. Test lap edges with probe to verify seam weld continuity.
 - ii. Apply lap sealant to seal cutedges of roof membrane and flashing sheet.
 - iii. Verify field strength of seams a minimum of twice daily, and repair seam sample areas.
 - iv. Repair tears, voids, and lapped seams in roof membrane that do not comply with requirements.
9. Spread sealant bed over deck-drain flange at roof drains, and securely seal roof membrane in place with clamping ring.

INSTALLATION OF BASE FLASHING

1. Install sheet flashings and preformed flashing accessories and adhere to substrates according to roofing system manufacturer's written instructions.
2. Apply bonding adhesive to substrate and underside of sheet flashing at required rate and allow too partially dry. Do not apply to seam area of flashing.
3. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.
4. Clean seam areas, overlap, and firmly roll sheet flashings into the adhesive. Hot-air weld side and end laps to ensure a watertight seam installation.
5. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.

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INSTALLATION OF WALKWAYS

1. Roof-Paver Walkways: Install walkway roof pavers according to manufacturer's written instructions.

PERFORMANCE STANDARDS

FIELD TEST /QUALITY CONTROL


2. Contractor will engage a qualified testing agency to perform tests and to inspect substrate conditions, surface preparation, roof membrane application, sheet flashings, protection, and drainage components, and to furnish reports to SRHD.
3. Contractor will engage a qualified testing agency to perform the following tests:
 - a. Flood Testing: Flood test each roof area for leaks, according to recommendations in ASTM D5957, after completing roofing and flashing but before overlying construction is placed. Install temporary containment assemblies, plug or dam drains, and flood with potable water.
 - b. Infrared Thermography: Testing agency shall survey entire roof area using infrared color thermography according to ASTM C1153.
 - c. Electrical Capacitance/Impedance Testing: Testing agency shall survey entire roof area for entrapped water within roof assembly according to ASTM D7954/D7954M.
 - d. High-Voltage Spark Testing: Testing agency shall survey entire roof area, flashings, and parapet walls to locate discontinuity in the roof membrane using an electrically charged metal "broom head."
4. Final Roof Inspection: Contractor, SRHD Facilities Manager, and technical personnel to inspect roofing installation on completion, and Contractor to prepare final inspection report.
5. Repair or remove and replace components of roofing system where inspections indicate that they do not comply with specified requirements.
6. Additional testing and inspecting, at Contractor's expense, will be performed to determine if replaced or additional work complies with specified requirements.

***Cost of retesting is Contractor's responsibility.

PROTECTING AND CLEANING

1. Protect roofing system from damage and wear during remainder of construction period. When remaining construction does not affect or endanger roofing system, inspect roofing system for deterioration and damage, describing its nature and extent in a written report, with copies to SHRD Facilities Manager, Administrative Officer, and Deputy Administrative Officer.
2. Correct deficiencies in or remove roofing system that does not comply with requirements, repair substrates, and repair or reinstall roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
3. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

See Exhibit A – for photos of each balcony and satellites.

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CONTRACT TERM

The required services to be performed under this RFP shall commence based on the jointly agreed upon schedule outlined in the submitted and accepted bid where the project completion date is prior to November 30th. **Exceptions to delays will be considered for supply or labor shortages.** All work to be performed shall be completed as indicated on the Scope of Work and attachments.

The terms of the agreement will be negotiated with the selected bidder. The contract will be monitored for acceptable services rendered throughout the contract term. SRHD will have the option to cancel the contract in whole or in part during the contract term, for any reason or no reason, without penalty, with a thirty (30) day written notice. The Bidder will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

Spokane Regional Health District shall have the right to terminate the contract at any time by giving the contractor a thirty-day written notice.

REQUEST FOR PROPOSAL SCHEDULE

Below is the schedule for the RFP process (*which is subject to change*):

Date	Description
May 10, 2021	Issue Date of RFP and posted on SRHD website
May 14 – 21, 2021	Mandatory site -visit
May 24, 2021	Deadline for submission of questions
May 28, 2021	Addendum for questions posted on srhd.org website
June 4, 2021	Request for Proposal submission deadline by 1:00pm (PST)
June 30, 2021	BOH to approve and SRHD Contract Awards

***A Mandatory Pre-Bid Site Walkthrough** to visit the proposed job site and take notes or any other such steps as may be reasonably necessary to ascertain any conditions that may affect the work or the cost thereof. Due to COVID-19 guidelines, we are needing to limit the number of people during the site visit to ten (10) and are requesting that bidders contact the **RFP Coordinator** to schedule a time to come tour the areas of the renovation during the dates listed in the above schedule.


Bidders are responsible for having ascertained pertinent local conditions, such as equipment, condition, locations, accessibility and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of the specifications.

ADDITIONAL INFORMATION

Spokane Regional Health District reserves the right to make written requests for additional information from a Contractor/Vendor to assist win understanding or clarifying a Bid Proposal. All responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must always be available on site.

All local, state, and federal regulations are to be followed. Any fines assessed to Spokane Regional Health District due to the lack of these regulations being followed will be the responsibility of the successful bidder.

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After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor employees, and other related personnel who will be physically required to work at the Spokane Regional Health District, providing the following information for each person:

Name
Employer's Company Name

Spokane Regional Health District reserves the right to request a criminal background check on any employee of the Contractor. SRHD also, in its discretion, may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at SRHD.

SUBMISSION REQUIREMENTS

Proposals can be either sent electronically or mailed USPS to:

Electronic Submission: bwoods@srhd.org

Mailing USPS:

Spokane Regional Health District
Attn: Brad Woods, RFP 150-165-01 Roofing-Administration
1101 W. College Ave
Spokane, WA 99201

Preparation of Envelopes

Place a copy of the Proposal in a sealed envelope. On the front of the envelope place the following information:

"SEALED PROPOSAL - IMPORTANT" "RFQ #2021-150-160-001"
"DUE: June 4, 2021." YOUR COMPANY NAME

Submission of Proposals

Submit one (1) paper original of the Proposal to:

Spokane Regional Health District 3rd Floor – Administration
1101 W. College Ave Spokane, WA 99201

Due Date

It is the responsibility of the Bidder to be sure the Proposals are sent sufficiently ahead of time to be received no later than:

Friday, June 4, 2021 by 10:00a.m. (PST)

Bidders mailing Proposals should allow normal mail delivery time to ensure timely receipt of their Proposals. SRHD reserves the right to not consider Proposals received late.

Bids will be opened on June 4, 2021, however due to COVID guidelines, we will not be able to have an audience during the opening of the bids. SRHD will send out the final results through an email later that afternoon to all bidders by 5:00p.m. (PST). If proposals are above \$100,000, the proposal will need to be approved by the Board of Health meeting on June 24, 2021 prior to be awarded.



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Preparation of Proposal


Proposals shall be submitted on 8-1/2 x 11" paper with tabs separating the major sections of the Proposal. Use recycled paper and both sides of paper sheets whenever practicable. The major sections of the Proposal are to be submitted in the order noted below:

1. Table of Contents
2. Contractor Certification (**attached form**)
3. Contractor's Administrative Information (**attached form**)
4. Representation and Certifications (**attached form**)
5. Bidder Qualification Statement (**attached form**)
6. Bid Deposit (**attached form**)
7. Contractor's Bid Deposit Surety Bond (**attached form**)
8. Contractor's Performance and Payment Bond to dual Obligor's (**attached form**)
9. Scope of services and proposed project schedule
10. Fees and compensation
11. Exceptions to Contract Requirements
12. Responsible Bidder

Proposals shall provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal but should assist the Bidder in preparing a thorough response.

1. Table of Contents

Include a table of contents that identifies the material by section, page number and a reference to the information to be contained in the proposal.

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**Contractor Certification
Wage Law Compliance-Responsibility Criteria
Washington State Public Work Contracts**

FAILURE TO RETURN THIS CERTIFICATION AS PART OF THE BID PROPOSAL PACKAGE WILL MAKE THIS BID NONRESPONSIVE AND INELIGIBLE FOR AWARD.


I hereby certify, under penalty of perjury under the laws of the State of Washington, on behalf of the firm identified below that, to the best of my knowledge and belief, this firm has **NOT** been determined by a final and binding citation and notice of assessment issued by the Washington State department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46.49.48 or 49.52 within three (3) years prior to the date of the Call for Bids.

Bidder Name: _____
Name of Contractor/Bidder – Print full legal entity name of firm.

By: _____
Signature of authorized _____ Print Name of person making certification for firm.

Title: _____ **Place:** _____
Title of person signing certificate _____ Print city and state where signed.

Date: _____

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CONTRACTOR’S ADMINISTRATIVE INFORMATION

1. PERSON/ENTITY

- a. Name as registered with the State of Washington:
- b. Physical Address:
- c. Mailing address including zip code:
- d. Remit to Address including zip code:
- e. Telephone number including area code:
- f. Fax number including area code:
- g. E-mail address for business correspondence:
- h. Washington State Contractors License Number:
- i. Federal Tax Identification Number (**attach copy of W-9**):
- j. Washington State UBI Number:
- k. State Industrial Account Identification Number:

2. INSURANCE COMPANY:


- a. Name of company:
- b. Mailing Address including zip code:
- c. Insurance Agent Name:
- d. Insurance Agent Telephone number including area code:
- e. Insurance Agent Fax number including area code:

3. BONDING COMPANY:

- a. Surety Name:
- b. Surety Mailing address including zip code:
- c. Bonding Agent Name:
- d. Bonding Agent Mailing Address including zip code:
- e. Bonding Agent Telephone number including area code:
- f. Bonding Agent Fax number including area code:

Person/Entity Name: _____ Signature of Bidder: _____

Company: _____ Date: _____

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REPRESENTATIONS AND CERTIFICATIONS

Pursuant to RCW 9A.72.085, I _____, declare under penalty of perjury under the laws of the State of Washington that the following Representations and Certifications are true and correct:

REPRESENTATION: I am the _____ (position) for _____ (company name), (hereinafter "Firm"), and have been duly authorized to make all such representations and certifications herein on behalf of the Firm. Any reference herein to "I," "me," or "we" means the Firm.

ANTI-KICKBACK REPRESENTATION: No Officer or employee of Spokane Regional Health District, having the power or duty to perform an official act or action related to this submittal, has, nor will they acquire any interest in this submittal, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this submittal.

REPRESENTATION: In submitting this bid I represent that the bid documents have been read and understood, that the site has been visited and or that I have become familiarized with the local conditions under which the work is to be performed, that by signature of this proposal I acknowledge all requirements and that I or authorized representatives of the Firm have signed all certificates contained herein.

REPRESENTATION: In submitting this bid I acknowledge and agree to the requirements and conditions applicable to bid deposits in the form of a cash bid deposit or surety bond bid deposit.

NON-COLLUSION: That the Firm and all associated members, officers, and employees of such Firm have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this bid is submitted.

I CERTIFY that pursuant to RCW 39.04.350(1)(d) and RCW 39.06.101, no final determination of violation of RCW 50.12.070(1)(b), OR 82.32.070(1)(b) has been made by the Washington State Department of Employment Security, Labor and Industries or Revenue respectively dated within two years of the date of closing of this bid. I understand further that no bid may be submitted, considered or contract awarded for a public work to any person or entity that has a determination of violation of the above referenced statues within two years from the date that a violation is finally determined and the date of this bid closing.

I CERTIFY that the Firm is not in violation of RCW 39.04.350(1)(f), all necessary members, officers, and employees of the Firm have:
CHECK ONE:

_____ Completed the appropriate training on prevailing wage and public works requirements prior to contract award; or

_____ Completed three or more public works projects and has held a valid Washington business for three or more years.

A copy of evidence of such training or exemption from the Department of Labor and Industries has been attached to this Representation and Certification Form.

I CERTIFY that pursuant to RCW 29.06.020, if selected, I will verify the responsibility criteria for all subcontractors as set forth in RCW 39.04.350(1).

I CERTIFY that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this Firm to a contractual agreement. I realize the final funding for any service is based upon budge levels and the approval of Spokane Regional Health District.

I CERTIFY that by signing the signature page of this bid, I am deemed to have signed and have agreed to the provision of this declaration.



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Name: _____
Person/Entity submitting bid(print)

Signature: _____

Title: _____

Date: _____

Place Signed: _____

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BIDDER QUALIFICATION STATEMENT

The following statement of experience, personnel, equipment, and general qualifications of the Bidder are submitted with the assurance that the owner can rely on its accuracy and truthfulness. If more space is required for your answers, please attach a continuation sheet(s) to the corresponding bid response page referencing the item number.

1. The company has been in business continuously from (month and year) _____.
2. The company has ad experience comparable to that required under the proposed contract:
 - a. As a prime contractor for _____ years.
 - b. As a subcontractor for _____ years.
3. The following is a partial list of work completed that was on an order of magnitude equal to or greater in scope and complexity to that required under the proposed contract.

<u>Year</u>	<u>Owner & Person to contact</u>	<u>Phone No.</u>	<u>Location</u>	<u>Contract Value</u>
-------------	--------------------------------------	------------------	-----------------	-----------------------


4. A list of supervisory personnel currently employed by the Bidder and available for work on the project (Construction Manager, principal foreman, superintendents, and engineers) is as follows:

<u>Name</u>	<u>Title</u>	<u>Years of Experience</u>
-------------	--------------	----------------------------

5. Please attach a resume of the qualifications, previous employers, and experience of the project manager who is proposed to be assigned to the project. If a resume is not included in the bid documents the bidder agrees to furnish a resume within 24 hours of notice by SRHD.
6. Following is a listing of all projects the company has undertaken in the last five years, which have resulted in:
 - a. Arbitration or litigation
 - b. Claims or violations being filed by the Federal Government or the Washington State Department of L & I, Employment Security or Revenue.
 - c. Liens being filed by suppliers or subcontractors.

Person/Entity Name: _____ Signature of Bidder: _____

Company: _____ Date: _____

	REQUEST FOR PROPOSAL: Roofing on all four (4) balconies and Satellite removal/disposal from southside balcony	
	NUMBER: 2021-150-165-001	SUBMITTAL DATE: June 4, 2021
	DIVISION: Administration	CONTACT PERSON: Brad Woods bwoods@srhd.org

BID DEPOSIT

FORM OF BID DEPOSIT – CHECK ONE: Please submit this sheet with the bid deposit.

CASH. Attached is the deposit behind this sheet.

SURETY BOND: Attach bid bond behind this sheet. *IT IS STRONGLY RECOMMENDED THAT YOU USE THE ATTACHED FORM.*

BID DEPOSIT REQUIRED: No bid may be considered for public work unless it is accompanied by a bid deposit in the form of a surety bond, postal money order, cash, cashier’s check, or certified check in an amount equal to five percent (5%) of the amount of the bid proposed. If the bidder to whom the contract is awarded fails to enter into the contract and furnish the contractor’s bond as required within ten (10) days after notice of the award, exclusive of the day of notice, the amount of the bid deposit shall be forfeited to SRHD and the contract awarded to the next lowest and responsible bidder.

If the deposit is “cash” and is in the form of a postal money order, cashier’s check, or certified check, the checks are to be made payable to Spokane Regional Health District. Cash bid deposits are to be accompanied by this form. Cash bid deposits of all unsuccessful bidders shall be returned after the contract is awarded and the required contractor’s bond and proof of insurance given by the successful bidder is accepted by SRHD.

If the bid deposit is in the form of a surety bond it must be of a corporate surety license to do business in the State of Washington. SRHD strongly recommends the use of the attached SRHD Bid Deposit Surety Bond Form. If SRHD’s Bid Deposit Surety Bond Form is not used, the bidder is warned to take special care in assuring that the form used does not materially alter, qualify, or conflict with the terms and conditions set forth in the SRHD Bid Deposit Surety Bond Form. The failure to furnish a bid bond in compliance with SRHD Bid Deposit Surety Bond Form shall make the bid non-responsive and shall cause the bid to be rejected by SRHD.

Person/Entity Name: _____ Signature of Bidder: _____

Company: _____ Date: _____



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DIVISION: Administration	CONTACT PERSON: Brad Woods bwoods@srhd.org

Bond No: _____

**CONTRACTOR’S BID DEPOSIT SURETY BOND
to Spokane Regional Health District, Spokane, Washington**

We, _____, as Principal, existing under and by virtue of the laws of the State of Washington and authorized to do business in the State of Washington, and _____, as Surety, organized and existing under the laws of the State of _____, are held and firmly bound unto the Spokane Regional Health District, a Washington health district, as Obligee, in the penal sum of 5% of the total amount bid, not to exceed \$_____, for the payment of which we jointly and severally bind ourselves, and our legal representatives and successors.

WHEREAS, the Principal has submitted a bid for **Balconies Roof Replacement #2021-150-164-001**.

NOW THEREFORE, the condition of the obligation is such that if the Obligee shall accept the bid of Principal and make timely award to the Principal according to the terms of the bid documents; and the Principal shall, within ten (10) days after notice of the award, exclusive of the day of notice, enter into the contract with the Obligee and furnish the contractor’s bonds (performance and payment bonds) with Surety satisfactory to the Obligee in an amount equal to 100% of the amount of the bid proposed including additives, alternatives and Washington State sales tax, then this obligation shall be null and void; otherwise if the Principal fails to enter into the contract and fails to furnish the contractor’s bonds within ten (10) days of notice of award, exclusive of the day of notice, the amount of the bid deposit shall be forfeited to the Obligee, payable by Surety, but in no event will the Surety’s liability exceed the face amount of this bid bond.

This bond may be executed in two original counterparts and shall be signed by the parties duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL (CONTRACTOR)

SURETY

Principal Signature Date

Surety Signature Date

Printed Name

Printed Name

Title

Title

Name, address, and telephone of local office/agent of Surety Company is:



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BOND NO: _____

CONTRACTOR'S PERFORMANCE AND PAYMENT BOND TO DUAL OBLIGEEES

KNOW ALL MEN BY THESE PRESENTS, that _____

(Contractor), as Principal, and _____

(Bonding Company), as Surety, a corporation of _____,

whose principal office is located at _____, are firmly bound

unto the State of Washington and Spokane Regional Health District, a public health district in the State of Washington, as Obligees, to fulfill the obligations of the Principal and the Surety under the Contract to which reference is hereafter made, in the amount of

\$_____ (including Washington State sales tax) for

payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, Principal has by written Bid dated _____ offered to enter into a Contract with Spokane Regional Health District for Contract Number _____ pursuant to the terms and conditions set forth in the Contract Documents dated _____.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall faithfully perform all the provisions of the Contract on its part, and pay all laborers, mechanics, subcontractors and material suppliers, and all persons who supply such person or persons or subcontractors with provisions and supplies for the carrying on of such work, and indemnify and hold harmless the Obligees from all loss, cost or damage which it may suffer by reason of the failure to do any of the foregoing, then this obligation shall be null and void; otherwise it shall remain in full force and effect. All persons who have furnished labor, materials or supplies for use in and about the work provided for in the Contract shall have a direct right of action under this bond, to the extent and in the manner set forth in RCW 39.08. The said Surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the WORK or to the SPECIFICATIONS. No final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied. SIGNED AND SEALED THIS ____ DAY OF _____ YEAR 20__.

 SURETY

 Signature

 Typed Name

 Title


 PRINCIPAL

 Signature

 Typed Name

 Title

(SEAL)

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Scope of Services and Proposed Project schedule

Describe the Bidder’s understanding of the scope of services to be provided. Provide a description of how the Bidder will approach this work including how the proposing Bidder will manage the design process, installation, and overall project schedule.

FEES AND COMPENSATION

- Bidders shall provide clear pricing of all labor and materials for each attachment and summary total page.
- All applicable taxes should be included in their proposal. If an increase or reduction in the total dollar volume of the order would modify the discount structure of the offer, state the break points for the various discount percentages.
- Bidder should state the costs for warehousing and handling product, should a significant delay in the project arise after the product has been manufactured. Costs for warehousing any early deliveries will be borne by the Bidder or manufacturer.
- The Bidder’s proposal should delineate the payment terms of the agreement, early payment discounts, progress payments, down payments, prepayments required, etc.
- Bidder shall identify all subcontracted personnel or work contained in the proposal and describe the Bidder’s third-party vendor selection process.

SRHD processes invoices for payment on a weekly basis. Once the vendor invoice is received, SRHD submits an electronic file to Spokane County who prints our checks. SRHD receives the printed checks and mails them by Friday of the same week.

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE


Materials submitted in response to this competitive procurement shall become the property of SRHD.

All received Proposals shall remain confidential until the award of contract is awarded, accepted, signed and posted to our SRHD.org website. Thereafter, the Proposals shall be deemed public records as defined in RCW 42.56, “Public Records.”

Any information in the Proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on it. Marking the entire Proposal exempt from disclosure will not be honored.

SRHD will consider a Bidder’s request for exemption from disclosure; however, SRHD will decide predicated upon state law and regulations. If any information is marked as proprietary in the Proposal, it will not be made available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP Coordinator.

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REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addendum/or addenda will be provided to all who receive the RFP. For this purpose, questions received, and the associated answers shall be provided as an addendum to the RFP.

SRHD also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

SRHD encourages participation in all its contracts by Bidders certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE). Bidders may contact OMWBE at 360/664-9750 to obtain information on certified Bidders.

ACCEPTANCE PERIOD

Proposals shall remain in effect for forty-five (45) days for acceptance by SRHD from the due date for receipt of Proposals.

RESPONSIVENESS

The Bidder is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

SRHD also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

MOST FAVORABLE TERMS

SRHD reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially with the most favorable terms that can be proposed. There will be no best and final offer procedure. SRHD reserves the right to contact a Bidder for clarification of its Proposal.

The Bidder should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Proposal.

COSTS TO PROPOSE

SRHD will not be liable for any costs incurred by the Bidder in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.


REJECTION OF PROPOSALS

SRHD reserves the right at its sole discretion to reject all Proposals received without penalty and to not issue a contract as a result of this RFP.

AWARD OF CONTRACT

This RFP does not obligate SRHD to award a contract or to contract for services specified herein.

Spokane Regional Health District will award to the lowest, responsible bidder and the bid results will be published.

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STATE CONTRACTS WHERE APPLICABLE WILL BE CONSIDERED AS A PROPOSAL.

All contracts that are over \$100,000 must be presented to the Board of Health for approval prior to awarding a contract. The Board of Health has the authority to reject and/or approve all contracts for Spokane Regional Health District.

RESPONSIBLE BIDDER CRITERIA

To be considered a “responsible” bidder and qualify to be awarded a contract, the Bidder must:

1. Be a registered contractor at the time of bid submittal.
2. Have a current Unified Business Identifier (UBI) number.
3. Have industrial insurance/workers’ compensation coverage.
4. Have General Liability Insurance
5. Have Builders Risk Insurance
6. Have Automobile Insurance coverage.
7. Have an Employment Security Department number.
8. Have a state excise tax registration number.
9. Not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3)
10. Not have any apprenticeship violations, if applicable.
11. Proof of ability to provide Performance Bond.
12. Certify through a sworn statement that they are not willful violator of labor laws in reference to RCW 49.48.082
13. Have received training, provided by the Department of Labor and Industries or a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages. However, bidders that have completed 3 or more public works projects and maintained a valid business license in Washington for at least 3 years are exempt from this requirement.

If a bidder fails to supply information requested concerning responsibility within the time and manner specified in the bid documents, SRHD may base its determination of responsibility on any available information related to the supplemental criteria, or it may find the bidder not responsible.


If SRHD determines a bidder to be not responsible, it must provide, in writing, the reasons for the determination. A bidder can appeal the determination within the period specified in the bidding documents by presenting additional information to SRHD. SRHD must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, SRHD may not execute a contract with any other bidder until two business days after the bidder determined to not be responsible has received the final determination.

DETERMINING THE LOWEST RESPONSIBLE BIDDER

Contracts requiring competitive bidding shall be awarded to the lowest responsible bidder for purchase of materials, equipment, supplies or services.

Other evaluation criteria includes:

- Time to completion
- Demonstrated Safety measures
- Demonstrated Quality measures
- Organizational References

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SRHD may adopt relevant supplemental bidder responsibility criteria for the project. The bidding documents must include the adopted supplemental criteria and:

1. A basis for evaluation.
2. A deadline for bidder to submit responsibility documentation; and
3. A deadline for bidder to appeal a “not responsible” determination.
4. A potential bidder may request changes to the supplemental criteria, and SRHD will evaluate the request.

If SRHD agrees to change the criteria, it must issue an addendum. Favoring local businesses in the award of a contract is not allowed.

NOTIFICATION TO BIDDERS

After an award recommendation has been determined, both successful and unsuccessful Bidders will be notified via email.

DEBRIEFING OF UNSUCCESSFUL BIDDERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Bidder. Discussion will be limited to a critique of the requesting Bidder’s Proposal. Comparisons between Proposals or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone.

CONTRACT TERMS

Business Registration Requirement

Spokane Regional Health District will not award an agreement with any business that does not have a valid Washington State business license. The Bidder shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration.

Retainage Requirement


The Bidder has the option to secure a retainage bond of five percent (5%) of the total agreement amount or SRHD shall withhold this amount from periodic payments in alignment with RCW 60.28.011. In addition, the Bidder can request one hundred percent (100%) reduction in retainage once both parties agree that ninety-five percent (95%) of the contracted work has been completed and paid.

SRHD shall release retainage, less any claim amounts, within sixty (60) days from the date of project completion.

Bid Bonds Requirement

A bid bond of five percent (5%) is required when submitting the proposal for RFP 2021-150-165-001. The bid bond deposit can be made in the form of a surety bond, postal money order, cash, cashier’s check, or certified check in the amount equal to five percent (5%) of the amount of the bid proposed. If the bidder to whom the contract is awarded fails to enter into the contract and furnish the contractor’s bond as required within ten (10) days after notice of the award, exclusive of the day of notice, the amount of the bid deposit shall be forfeited to SRHD and the contract awarded to the next lowest and responsible bidder.

If the deposit is “cash” and is in the form of a postal money order, cashier’s check, or certified check, the checks are to be made payable to Spokane Regional Health District. Cash bid deposits are to be accompanied by the Bid Deposit Form. Cash bid deposits of all unsuccessful bidders shall be returned after the contract is awarded and the required contractor’s bond and proof of insurance given by the successful bidder is accepted by SRHD.

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If the bid deposit is in the form of a surety bond it must be of a corporate surety license to do business in the State of Washington. SRHD strongly recommends the used of the attached SRHD Bid Deposit Surety Bond Form. If SRHD’s Bid Deposit Surety Bond Form is not used, the bidder is warned to take special care in assuring that the form used does not materially alter, qualify, or conflict with the terms and conditions set forth in the SRHD Bid Deposit Surety Bond Form. The failure to furnish a bid bond in compliance with SRHD Bid Deposit Surety Bond Form shall make the bid no-responsible and shall cause the bid to be rejected by SHRD.

A low bidder who claims error and fails to contract is prohibited from bidding on the same project if rebid but may be relieved from forfeiture of bond.

Performance Bonding

The contractor shall provide a Performance Bond in the amount of 1% of the contract value. Performance bonds guarantee that the contractor will perform the work according to the conditions and requirements of the construction contract. Performance bonds also protect the owner from substandard work, or work that does not meet the contract requirements.

These bonds are held by the project owner as obligee, with the GC or a subcontractor as the principal. The project owner makes a claim against a performance bond if there is a question about the quality of the work or whether the work will be finished according to the contract requirements. A GC can also make a claim on a subcontractor’s performance bond for the same reason.

Anti-Kickback

No officer or employee of the Spokane Regional Health District having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from or to any person involved in the contract.

Disputes

This contract shall be performed under the laws of Washington State. Any litigation to enforce this contract or any of its provisions shall be brought in Spokane County, Washington.

Special Provisions to Contract Requirements

Spokane Regional Health District draft form of Agreement is attached as *Exhibit “X”* and incorporated herein by reference. Any exceptions to the requirements of the draft form of Agreement shall be noted in the proposal. The Bidder should pay attention to the insurance and indemnification requirements as well as to the standard public works requirements (i.e., prevailing wage) set forth therein. SRHD shall have no obligation to accept any exceptions and may reject any proposal noting exception to its contract requirements.

Prevailing Wage (Per 29 CFR 5.5(a))

1. The prevailing wages and fringe benefits to be paid.
2. Frequency of payment (once per week).
3. Posting of the US DOL wage determination and Davis Bacon poster at the site of work
4. Any amount to be withheld or retained from the contract before final payment.
5. Maintaining payroll records.
6. Submitting a weekly, certified copy of the payroll to the SRHD.
7. Notice that falsification of any prevailing wage payroll records may subject the contractor of subcontractor to civil or criminal prosecution under section 1001 of Title 189 and Section 231 of Title 31 of the United State Code.



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8. Notice that the contractor’s records shall be made available for inspection, copying, or transcription by authorized representatives of federal and state agencies.
9. Rates of pay for apprentices and trainees.
10. Compliance with Copeland Act requirements (anti-kickback rules).
11. Subcontracts. The contractor shall inform all subcontractors of the Davis-Bacon requirements and the prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses.
12. Contract termination
13. Disputes concerning labor standards.
14. Certification of eligibility to participate in federal contracts.
15. All contractors and subcontractors must submit a certified payroll and statement of compliance to SRHD on a weekly basis during the project.

Non-Discrimination

In the performance of this proposal, the Bidder shall comply with the provisions of Title VII of the Civil Rights act of 1964 (42 USC 20000e), Section 504 of the Rehabilitation Act of 1973 (29 USC 794f), Chapter 49.60 RCW, the Age Discrimination in Employment Act, and the Americans with Disabilities Act (P.L. 101-336), as now or hereafter amended.

Non-discrimination requirements include, but are not limited to:

1. Non-Discrimination in Employment: The Bidder shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans’ status, or the presence of any sensory, mental, or physical disability. The Bidder shall take affirmative steps to ensure that employees are not discriminated against during employment. Such steps shall include, but are not limited to employment, upgrading, demotion, or transfer; recruitment or selection for training including apprenticeships and volunteers.
2. Non-Discrimination in Client Services: The Bidder shall not deny any individual any services to other benefits provided under this Agreement, on the grounds of race, color, sex, religion, national origin, sexual orientation, creed, marital status, age, Vietnam era or disabled veterans’ status, or the presence of any sensory, mental, or physical disability.


Liability

The Bidder shall indemnify, defend, and hold harmless SRHD, its officers and employees from all claims, demands, or suits in law or equity arising from the Bidder's negligence or breach or its obligations under the contract. The Bidder's duty to indemnify shall not apply to liability caused by the sole negligence of SRHD, its officers and employees. The Bidder's duty to indemnify for liability arising from the concurrent negligence of SRHD, its officers and employees and the Bidder, its officers and employees shall apply only to the extent of the negligence of the Bidder, its officers, and employees. The Bidder's duty to indemnify shall survive termination or expiration of the contract. The Bidder waives, with respect to SRHD only, its immunity under RCW Title 51, Industrial Insurance.

Insurance Coverage

During the term of the contract, the Bidder shall maintain in force at its own expense, each insurance coverage noted below:

1. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.
2. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$5,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity

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provided under this contract. It shall provide that SRHD, its officers and employees are additional insureds but only with respect to the Firm's services to be provided under this contract; and

3. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 per single accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.
4. Professional Liability Insurance with a combined single limit of not less than \$2,000,000 each claim, incident, or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

NOTE: There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Bidder or its insurer(s) to SRHD.

As evidence of the insurance coverages required by this contract, the Bidder shall furnish acceptable insurance certificates to SRHD at the time it returns the signed contract. The certificate shall specify all parties who are additional insured, and include applicable policy endorsements, and the deductible or retention level, as well as policy limits.


DELIVERABLES

1. Furnish and install a new TPO rubber roof using a single-ply roofing membrane made up of single layer synthetics and reinforcing scrim with a thickness of up to 0.080 inches and rated for a high welding temperature to resist seam failure on all four (4) balconies that are approximately 12'x104'=1,248 sq. ft. each for a total of 4,992 sq. ft.
2. Reposition the height, and seal and retrofit all roof drains and vents, and install new metal drain covers.
3. Furnish and install all pipe boots and seal roof curbs,
4. Furnish and install wind vented retrofit roof system consisting of "cool" roof membrane. Please note due to existing HVAC and lighting equipment on the roof, there will be higher levels of foot traffic and the possibility of oil or chemical spillage. This will need to be considered in selection of specific material for roofing and protective walkways and walk pads.
5. All seams and transitions shall be heat welded and placed over ½" high density decking board,
6. Furnish and install new flashing.
7. Furnish and install .32" white aluminum coping to match existing building coping.
8. Furnish and install 4' (four feet) wide, protective service walkways and walk pads from the roof hatches to and around existing HVAC, mini-split A/C system and lighting and roof drains.
9. Clean up and removal of all debris results from work performed.
10. Two (2) satellite dishes will be dismantled and removed prior to the old roof being removed and the new roof being installed. Once the satellites have been dismantled, completely remove all wiring from the satellite dishes, repair and patching all areas prior to new roof installation.

CHECK POINTS

Prior to advancing to the next phase of the construction process, the Project Manager will review and approve work at the following points:

1. Inspect South Side Balcony – After Satellite and wiring removal to inspect contact site for any damage that needs to be repaired or corrected prior to covering with new roofing materials.
2. Inspect After Removal/Stripping and disposing all current roofing material on all four (4) balconies. Inspect concrete and sub-roofing materials for damage and areas that may need repairs.
3. Inspect After Repositioning the height, sealing and retrofitting all roof drains and vents, and installing new metal

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drain covers to ensure proper drainage.

Exhibit A – Photos of balconies and satellites

South Side Balcony





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South Side Balcony



North Balcony



West Side Balcony



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East Side Balcony

