



SMALL PUBLIC WORKS ROSTER-INVITATION TO BID

Bainbridge Island Metropolitan Park and Recreation District, Aquatics Center

Tennis Court Resurface: 2020-202019

Date of Issue: 10/05/2020

Bid Due Date: 10/21/2020 4:00 P.M.

Submission of Proposal: All proposals should be sent to: (please note, office is closed to public due to COVID19)

All submissions should include;

BIDDER PROPOSAL

EXHIBIT B - STATEMENT OF CONTRACTOR'S QUALIFICATIONS

EXHIBIT C – CONTRACTORS BID SHEET

SIGNED DECLARATION -SEE PAGE 8 OF THIS DOCUMENT

Bainbridge Island Metropolitan Park and Recreation District
Attn: Amy Swenson
7666 High School Rd. NE.
Bainbridge Island, WA 98110
amy@biparks.org

Project Description:

Bainbridge Island Metropolitan Park & Recreation District is soliciting bids from qualified bidders to prepare existing surfaces and provide a new surface coating and line striping for four existing individual tennis courts at three different locations on Bainbridge Island.

Project locations:

Strawberry Hill Park 7666 NE High School Road – single court
Eagledale Park -5055 Rose Avenue NE - single court
Battle Point Park – 11299 Arrow Point Drive NE - two adjoined courts

Project Timeline:

December 31, 2020

Eligibility: To be eligible to bid on this Small Works Project, Contractor must be a current member of the MRSC Shared Public Work Roster <http://mrscrosters.org/>

Qualifications: A statement (exhibit B) of qualifications must be attached to bid

Bid Documents: Bidders may obtain or access plans, specifications and addenda for this project by visiting the District Website: <https://biparks.org/doing-business/>

Bid Opening: A formal bid opening will not be held. Upon selection of contractor, a summary of all bid received for this project will be posted on the Districts website. The successful bidder will have an official Notice of Award sent via email or mail.

Site Visit:

Contactors are to visit and inspect each facility listed below on their own reconnaissance in order to prepare their proposal.

Facility 1: Battle Point Park
Address: 11299 Arrowpoint Drive, Bainbridge Island, WA, 98110

Facility 2: Strawberry Hill Park
Address: 7666 High School Road NE, Bainbridge Island, WA. 98110

Facility 3: Eagledale Park
Address: 5055 Rose Ave NE, Bainbridge Island, WA. 98110

Description of work:

BRIEF SCOPE OF SERVICES (Additional detail listed in *Exhibit A – Scope of Work*): The scope of services will include, but not be limited to:

Remove, store, and re-install netting and other court components necessary to perform the work.

Properly prepare the existing surface for long-term adhesion. Contractor must demonstrate proper surface preparation to ensure long-term adhesion to the existing surface and any filler material used. The existing coating will be removed to a degree necessary for proper adhesion. The new coating shall be installed in accordance with manufacturers' specifications.

All areas shall be cleaned up and work completed and cured in the agreed upon timeframe between the bidder and District.

Responsible for all permits and inspections required by the city, county, state and federal codes.

Questions:

All bidder communication should be directed by email to the Project Managers email address:

Dharry@biparks.org

Project Budget:

The District has a Capital Improvement Project budget of \$28,000 for this project. The District is open to proposal packages in excess of \$28,000 and will assess the benefit of any additional options.

Bidder Responsibility Criteria: It is the intent of the District to award a contract to the low responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by the District 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. The Owner may conduct reference checks for Bidder whose bid is under consideration for award. The Owner may include itself as a reference if the Bidder has performed work for the Owner, even if the Bidder did not identify the Owner 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:** During the year 2020 or more recently, the Bidder shall have successfully and substantially completed at least three projects, similar in size, cost and scope to this project, that demonstrates an ability of the Bidder to manage and perform a project of the scope, complexity and high-end renovation features found in this project.

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 Owner within 48 hours of the bid submission deadline. The Owner 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 District.

Examination of Site & Conditions: The contractor, by filing a bid, acknowledges that he has examined or has had the opportunity but knowingly declined to examine, the premises 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 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 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 BCCA 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 BCCA. 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: It is the sole responsibility of the Contractor to assign the appropriate classifications to all laborers, workmen 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. The Contractor shall pay all laborers, workmen, and mechanics the prevailing wage for Kitsap County and shall file the required "Statement of Intent to Pay Prevailing Wages" in conformance with RCW 39.12.040. Following final acceptance of work, and before any final money is disbursed, each contractor and subcontractor must submit to the District an Affidavit of Wages Paid, certified by L&I.

If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing final payment

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

Right to Reject Bids: The District 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 District reserves the right to accept that proposal which is to the best interest of the District.

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 Owner 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 include 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: Owner 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 Owner 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 Owner, promptly make available for the Owner'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 Owner, the Bidder and proposed subcontractors shall attend a bid evaluation meeting with the Owner and shall bring to the meeting any documents requested by the Owner to assist the Owner 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 Owner may reject the bid as nonresponsive.

BID SUBMITTAL SHEET

SEE EXHIBIT C

CONTRACT EXECUTION

- A. The bidder agrees that if this proposal is accepted, it will, within fourteen (14) calendar days after notification of acceptance, execute a contract with the Owner, and will, at the time of execution of the contract, deliver to the Owner the 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 Owner, fails to execute the Public Works Contract or submit the Performance bonds and acceptable evidence of insurance as required within the time specified, Owner may revoke the award. All rights of said bidder about this project will be annulled to the extent allowed by law.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the District, return and in accordance with the District's instructions, either correct such work, or if such Work has been rejected by the District, remove it from the site and replace it with non-defective and authorized Work, all without cost to the District.

Permits and Codes: The Contractor shall give all notices required by and comply with all applicable laws, ordinances and codes of the local government. All construction work and/or utility installations shall comply with all applicable ordinances and codes including all written waivers.

Payment Processing: The District shall pay the Contractor after final acceptance of each work order within 30 days of submittal of the invoice provided the District has received approved L&I forms.

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.

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)