



CITY OF SUMNER
1104 Maple Street, Suite 260
Sumner, Washington 98390-1423
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Public Works Department
William L. Pugh P.E., Director

REQUEST FOR BIDS
SMALL PUBLIC WORKS PROJECT
Bids are due by 11:00 a.m., September 10th, 2010
Prevailing Wages Are Required To Be Paid

Your firm expressed interest in submitting a bid on the project referenced below. Please examine the enclosed sample contract documents and contract specifications carefully so that you will be familiar with the requirements of the Small Public Works Contract.

PROJECT TITLE: WOS02, City Hall Server Room HVAC System Replacement

Description of Work

Recover all remaining R-22 refrigerant from AC #17 and dispose of defective system in and environmentally safe manner. Relocate and install new properly sized ductless HVAC system with outdoor unit adjacent to south side of Police Department. Relocate and install new properly sized indoor section on wall east wall of server room away from critical systems. Install new properly size refrigerant line set to unify indoor and outdoor sections. Perform complete start up and testing with all necessary adjustments. Work to be performed by licensed commercial HVAC technicians with all trade related certifications. A 5-year part and 1-year labor warranty will also be required. Upon projection completion, a manufacturer's rep must certify final installation complies with manufacturer's installation specifications.

All work shall be completed in conformance with State Standards.

Project Location

City of Sumner City Hall

Site Visit

A mandatory site visit will be held on Wednesday, September 1, 2010 at 2 pm. on site at Sumner City Hall: 1104 Maple Street, Sumner, WA 98390, Second Floor Public Works Counter.

Engineer's Estimate

The base bid engineer's estimate is between \$ 10,000 and \$20,000.

Addenda

Bidders are responsible to check the City of Sumner website at www.ci.sumner.wa.us for the issuance of any addenda prior to submitting a bid.

Bid Submittal

Bids must be submitted on the enclosed Proposal (Exhibit A) and be completed in the itemized format for each item of work and material required to produce the finished product(s).

Bids must be faxed or e-mailed to Kathy Dorosz, Public Works Administrative Specialist, at 253.299.5539 or kathyd@ci.sumner.wa.us **no later than 11:00 a.m., September 10th, 2010.**

A formal bid opening will not be held. Upon selection of a contractor, a summary of all bids received for this project will be available on the City of Sumner website at http://www.ci.sumner.wa.us/Government/Public_Works_SmallWorks.htm .

Prevailing Wages

This project is subject to all provisions of RCW 39.12. A copy of the applicable prevailing wage schedule will be furnished upon request or can be obtained at Labor and Industries website at www.lni.wa.gov/TradesLicensing/PrevailingWage/RateDatabase/RatesTrade/default.asp.

No payment shall be issued until the City receives a "Statement of Intent to Pay Prevailing Wages" form, approved by the State Department of Labor and Industries from the Contractor and each and every Subcontractor. No final payment or release of any retainage will be made until the City receives an "Affidavit of Wages Paid" form, approved by the State Department of Labor and Industries from the Contractor and each and every Subcontractor.

Industrial Insurance (Workers Comp)

All Contractors and Subcontractors are required to pay industrial insurance for all employees involved in the performance of the work described herein. Failure to pay will be a breach and justify a demand on the contract bond. This obligation survives final acceptance. Industrial Insurance rates may be found on the web at www.lni.wa.gov/ClaimsInsurance/RatePremium/About/Rates/default.asp.

Insurance

Contractor shall procure and keep in force during the term of this contract Commercial General Liability insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Contractor performing any work under this contract, Contractor shall provide the City with a Certificate of Insurance evidencing the insurance required and, by endorsement to Contractor's liability policy(ies), naming the City of Sumner, its officers, employees and agents as Additionally Insured.

The Contractor agrees to repair and replace all property of the City and all property of others damaged by itself, its employees, and subcontractors, and agents.

It is understood that the whole of the work under this contract is to be done at the Contractor's risk and that he has familiarized himself with the conditions of excavation, backfill, materials, climatic conditions, and other contingencies likely to affect the work and has made his bid accordingly and that he is to assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

E-Verify

For contracts of \$35,000 or more the Contractor and any subcontractors shall comply with E-Verify as set forth in Sumner Municipal Code Chapter 3.30. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. The Contractor shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Contractor shall continue participation in E-Verify throughout the course of the Contractor's contractual relationship with the City. If the Contractor uses or employs any subcontractor in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subcontractor shall register in and participate in E-Verify and certify such participation to the Contractor.

City of Sumner Business License

A current City of Sumner Business License is required prior to performing work in the City of Sumner. You may obtain an application form by visiting our website at http://www.ci.sumner.wa.us/Government/Public_Works_SmallWorks.htm

Bid Award

In addition to the quoted price, the contract for this project will be awarded to the lowest responsible bidder based on the bidder's ability, capacity and skill to perform the required work within the specified time, the quality of the bidder's performance of previous contracts or services and the bidder's compliance with laws relating to the contracts or services.

The City of Sumner shall issue a contract to the successful bidder. Work may proceed when the following conditions have been met:

- The contract has been fully executed by both parties
- A Certificate of Insurance together with a CG2010 endorsement of equivalent has been found acceptable by the City Attorney
- A Contract Bond has been executed
- A Statement of Intent to Pay Prevailing Wages, approved by the State Department of Labor and Industries has been received from the Contractor and each and every Subcontractor

The City of Sumner reserves the right to reject any or all bids, waive technicalities or irregularities and to accept any bid if such action is believed to be in the best interest of the City.

Retainage

Pursuant to RCW 60.28, a sum of five percent (5%) of the monies earned by the Contractor will be retained.

Payment Schedule

Upon completion of the project, the City will process a payment to the Contractor in the amount of 95% of the total contract price, provided the City has received **all** approved Intent to Pay Prevailing Wages forms. The remaining 5% shall be held by the City for forty-five (45) days following the City's acceptance of the project, or until the City's receipt of **all** approved Affidavit of Wages Paid forms, required releases and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

Time of Completion

Work shall start ten (10) calendar days after execution of the contract and the issuance of a Notice to Proceed; and shall be completed within **fifteen (15)** working days.

Contact Person

Brian Cunningham, Information Systems Technician. Office phone; 253-299-5602 or by email at brianc@ci.sumner.wa.us