



Request for Quotation Construction Project

School District No. 1J,
Multnomah County, Oregon (Portland Public Schools)

FACILITIES & ASSET MANAGEMENT

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Quotation No. Q2018-2383

Marysville School – Supply and Install Ladders

QUOTATION DUE DATE: No later than 2:00 PM on March 16th, 2018
All late quotations shall be rejected.

School District No. 1J (“Portland Public Schools” or “District”) seeks quotations for the project named above and described in this Request for Quotation (“Request”).

Quotations should be emailed to jlillegard@pps.net.

QUOTATION PROVIDERS ARE RESPONSIBLE FOR REVIEWING ALL INSTRUCTIONS AND CONTRACT TERMS AND CONDITIONS CONTAINED IN THIS REQUEST.

Mandatory Pre-Quote Meeting:

A mandatory pre-quote meeting will be held on 02/27/18 at 8:30am at Marysville School located at 7733 SE Raymond Street in Portland, OR. The District shall accept Quotations only from those Quote Providers who attend this mandatory meeting and sign the attendance roster. This meeting will clarify information that is requested and allow Quote Providers an opportunity to ask questions about the project and related District processes.

By submitting a Quotation for this project, Quote Provider certifies that it is able to comply with the terms and conditions of the District contract, including insurance requirements and other federal, state, and local laws and regulations governing services purchased through the resultant District contract. Each Quote Provider further certifies that it has read and agrees to enter into a District contract using the form of agreement provided as Attachment A. Quote Provider further agrees that all material submitted for any portion of this Request shall become District property and will not be returned to the Quote Provider.

Quote Provider Information Sheet and Quotation

FAILURE TO SIGN AND SUBMIT ALL PAGES OF THIS "PROPOSER INFORMATION SHEET AND QUOTATION" MAY RESULT IN DISTRICT'S REJECTION OF THE QUOTATION

PROJECT: Woodstock – Replace Flooring

The undersigned hereby certifies that Quote Provider:

1. Has the authority and/or responsibility to submit a Quote and to represent the organization in all phases of this Quotation process.
2. The information provided is true and accurate to the best of their knowledge.
3. Shall furnish, in strict compliance with the Quotation and Contract Documents for the above Project, all labor, materials, equipment, apparatus, appliances, tools, transportation, and other facilities and services necessary to perform the Work described therein, and to perform said Work in strict compliance therewith, for the amounts set forth in this quote.
4. Is a Resident Bidder, Non-Resident Bidder, as defined in ORS 279A.120, and that it has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

ORS 279A.120(2) indicates in determining the lowest responsible bidder, a public contracting agency shall, for the purpose of awarding the contract, add a percent increase on the bid of a nonresident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides.

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120(1)(b))

"Non-resident bidder" means a bidder who is not a "resident bidder" as defined above. (ORS 279A.120(1)(a))

5. Understands any false statement may disqualify this Quotation from further consideration or be cause for contract termination.
6. Conforms its conduct to the applicable federal laws, executive orders and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities. All information and reports required by the U.S. or Oregon Governments, having responsibility for the enforcement of such laws, shall be supplied to the District upon request for purposes of ascertaining compliance with such laws, regulations, and orders.
7. Acknowledges receipt of Addenda Numbers _____ through _____ inclusive.
8. If awarded a contract as a result of this Request, agrees that it shall comply with all contract terms and conditions provided in the contract sample. A "no" answer may result in rejection of the quotation.

Yes No

9. Understands that its federal Tax Identification Number ("TIN") or Social Security Numbers ("SSN") is required pursuant to ORS 305.385 and will be used for the administration of federal, state, and local laws. Payment information will be reported to the Department of Revenue and Internal Revenue Service under the name and TIN or SSN provided below.

10. CERTIFIED BUSINESS YES NO

IF YES, PROVIDE CERTIFICATION NUMBER _____

"Certified Business" means a company certified by the State of Oregon Certification Office of Business Inclusion and Diversity (COBID) as a Minority Business Enterprise (MBE), a Women Business Enterprise (WBE), business owned by a Service Disabled Veteran (SDV) and/or an Emerging Small Business (ESB) pursuant to Oregon Revised Statutes Chapter 200; and/or

A company certified in the States of Oregon, Washington and California by the U.S. Department of Transportation (U.S. DOT) as a Disadvantaged Business Enterprise (DBE) pursuant to Code of Federal Regulations (CFR) Title 49, Subtitle A, Parts 23 and 26; and/or

A company certified by the State of Washington Office of Minority and Women's Business Enterprises (OMWBE) as a Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) pursuant to Washington Administrative Code, Title 326, Chapter 326-20.

I have read this Request, including all attachments. I certify that the above information is true and correct to the best of my knowledge. I further certify that I am authorized to provide this information, and that I have the authority to sign, enter into, and be bound by this Request and any resultant contract's terms and conditions on behalf of the business named below.

Business Name: _____

TIN or SSN: _____

Printed Name and Title of Authorized Signatory: _____

Signature: _____

QUOTE PROVIDER INFORMATION SHEET AND QUOTE PAGE 2 OF 3

The Base and Total Quote will be the sum of the following items and represents all work indicated on the Drawings and Specifications. Any quote that includes non-approved alternate product brands or that takes exception to the Specifications or Plans or contractual terms of the RFQ may be deemed non-responsive and may be rejected.

Quotation Breakdown:

Item	Description (to be completed by District personnel)	Amount
1	Contractor to supply and install access ladders per Attachment E – Bid Set Drawings dated 2/16/18. Work will include, but is not limited to, installing access ladders, painting, and electrical modifications. All work to conform to applicable standards and codes as well as PPS Design Standards.	
	TOTAL	

Alternate Quotation Breakdown:

Item	Description (to be completed by District personnel)	Amount
1		
	TOTAL	

Unit Cost Breakdown:

Item	Description (to be completed by District personnel)	Amount
	TOTAL	

Business Name: _____

TIN or SSN: _____

Printed Name and Title of Authorized Signatory: _____

Signature: _____

QUOTE PROVIDER INFORMATION SHEET AND QUOTE PAGE 3 OF 3

The Base Quote may be increased or decreased in accordance with unit prices specified herein, in the amounts indicated above in the Quote Schedule.

I have read this Quote including all specifications, terms, conditions, requirements. I understand its content and agree to be bound by its terms. I further certify that I have the authority to sign this offer.

Business Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Printed Name: _____

Signature: _____

Phone: _____ Fax: _____ Email Address: _____

TIN or SSN: _____

Is Contractor a non-resident alien? Yes No

Business Designation (check one): Sole Proprietorship Partnership
 Corporation-for profit Corporation-non-profit
 Limited Liability Corporation
 Other [describe here: _____]

Oregon Construction Contractor Board (CCB)#: _____ Exp. Date: _____

When a public contract is awarded to a non-resident bidder and the contract price exceeds \$10,000, the bidder shall promptly report to the Department of Revenue, on forms provided by the Department of Revenue, the Contract Price, terms of payment, Contract duration, and such other information as the Department of Revenue may require before final payment can be made on the Contract (ORS 279A.120(3)).

SECTION 1: SCOPE OF WORK

1.0.0 INTRODUCTION

1.1.0 DETAILED STATEMENT OF WORK

Marysville is missing access ladders for the mechanical equipment in the ceiling plenum. The scope of work associated with this RFQ includes the purchase and installation of new access ladders, painting, and electrical system modifications per Attachment E – Bid Set Drawings Dated February 16, 2018.

All work will conform to applicable codes and standards.

Contractor is responsible for obtaining, and funding, the required permits for this work.

Those goods and services comprising the material, labor, tools, equipment, appliances, machinery, systems, transportation and appurtenances necessary to perform and complete the contract, and such additional items not specifically indicated or described which can be reasonably inferred as belonging to the item described or indicated and as required by good practice to provide a complete, functioning, and satisfactory system or structure shall comprise the work (“Work”).

The Work to be performed under this solicitation shall be subject to, and performed in compliance with, all terms and conditions of the contract, including without limitation all plans, specifications, design standards, and drawings. The Attachments to this solicitation include the following:

Attachment A - Sample Contract

Attachment B - Current BOLI Wage Rates as of January 1st, 2018

Attachment C - General Conditions

Attachment D - Design Standards <http://www.pps.net/Page/1654>

Attachment E – Bid Set Documents Dated February 16, 2018

1.2.0 PROJECT TIME LINE

Anticipated Notice to Proceed: **06/19/18**

Anticipated Substantial Completion Date: **07/10/18**

Anticipated Final Completion Date: **07/20/18**

SECTION 2: QUOTATION INSTRUCTIONS AND REQUIREMENTS

2.0.0 QUOTATION FORMAT

Quotations shall be typewritten or prepared in ink and submitted on this quotation document. The Quotation must be returned by the Quote Provider in its entirety by the Due Date specified on the cover page.

2.1.0 QUOTATION REQUIREMENTS

The Quote Provider’s Signature Page must be completed and signed in each space provided. Quotations must be signed by a person authorized to sign for Quote Provider. If a Quotation is signed by an agent of the Quote Provider, a Power of Attorney showing the authority of the agent to sign must be submitted with the Quotation or the Quotation will be rejected.

2.2.0 PREVAILING WAGES

This project’s Work is subject to Oregon Bureau of Labor and Industries (BOLI) prevailing wage requirements. Quote Provider must comply with Oregon law relating to prevailing wages. Quote Provider shall include certified payrolls with each pay application to the District. For more information, refer to the BOLI website at <http://www.oregon.gov/BOLI>.

2.3.0 PRICE TO INCLUDE TOTAL COST FOR PROVIDING SERVICE

Any quotation provided in response to this Request must be complete and include all material, labor, and related costs necessary to complete the required work in accordance with the specifications and

contract terms and conditions.

2.4.0 CERTIFIED BUSINESS UTILIZATION REPORTING

The District has implemented an online Certified Business utilization tracking system. This web-based software system facilitates Certified Business utilization reporting for all construction, architecture, engineering, and related services contractors doing business with Portland Public Schools. The system is designed to streamline and automate subcontractor utilization reporting requirements and includes the following key features:

- Automated tracking of Certified Business utilization, using the COBID database
- Online verification of subcontractor payments
- Automated communication with contractors via email regarding reporting status

Prime contractors will be required to use the online system to submit first tier subcontractor data and monthly reports on progress payments to all subcontractors. Subcontractors will be required to use the online system to verify payments received from prime contractors, identify any further tiers of subcontractors, and submit monthly reports on progress payments to their own subcontractors. Prime contractors and subcontractors must access the system at least monthly, when prompted, to manage contract information and provide the required subcontractor and payment information. Prime contractors are responsible for ensuring that all subcontractors comply with the utilization tracking requirements.

The Certified Business utilization tracking system is online at <https://pps.diversitysoftware.com>. Access information will be provided to the designated point of contact for each contractor after contract award.

2.5.0 SECURITY CHECK AND IDENTIFICATION BADGES

Within seven days of notice by District, Contractor shall cause each of its employees doing Work on the project to report to District Security Services for a criminal history background check and fingerprinting, and for issuance of a District identification badge.

Contractor alone shall bear the cost* for this security check and badge issuance. The District will provide Contractor a packet with directions about this process, including information requiring the Contractor pay District Accounting Services before the security check and badging. This cost is non-reimbursable.

*Currently, \$82/person. Subject to change by the State of Oregon

2.6.0 CONFORMANCE TO SPECIFICATIONS

If this Quotation includes goods, materials, or services, the manufacturer names, trade names, makes, models, or catalog numbers used in the Quotation are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Quotations for equivalent items will be considered provided that such items are identified by manufacturer name, trade name, make, model, and catalog number.

Items purchased by the District shall conform to the specifications in this Request. If requested, the Quote Provider must include any required descriptive literature and warranty of the item(s) being quoted.

In case of conflict between this Request's specifications and the terms and conditions of the contract, the contract shall take precedence.

The apparent silence of this Request's specifications and the terms and conditions of the contract and as to any detail or the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only best commercial practice is to prevail and that only material and workmanship of first quality are to be used.

2.7.0 COLLUSION

In submitting its Quotation, the Quote Provider certifies that no officer, agent, or employee of the District has a pecuniary interest in its Quotation; that the Quotation is made in good faith without fraud, collusion, or connection of any kind with any other Quote Provider; and that the Quotation is competing solely on its own behalf without connection or obligation to any undisclosed person or firm.

2.8.0 Quotations shall remain valid for a period of 90 days following the Due Date.

2.9.0 All Quote Provider material submitted for any portion of this Request shall become the property of the District and will not be returned to Quote Provider.

SECTION 3: EVALUATION AND AWARD

3.0.0 REJECTION OF QUOTATIONS

The District reserves the right to

1. Waive technical defects, discrepancies, and minor irregularities.
2. Award any alternatives set forth in the Quotation documents in its sole discretion.
3. Reject bids if there is any alteration of the Quotation form, additions not called for, conditional bids, incomplete bids, or irregularities of any kind.
4. Reject any Quotation not in compliance with the Quotation documents, specifications, or prescribed public bidding procedures and requirements.
5. Reject all Quotations or cancel the award of a contract(s) at any time before execution of the contract by both parties if rejection of all Quotations or cancellation of the award is deemed to be in the District's best interest. In no event shall the District have any liability for the cancellation of award. The Quote Provider assumes the sole risk and responsibility for all expenses connected with the preparation of its Quotation and contract negotiations.

3.1.0 METHOD OF AWARD

Unless otherwise specified, award will be made to the lowest responsive and responsible Quote Provider whose quote will best serve the interests of the District. District may consider experience, expertise, product functionality, and suitability for a particular purpose under ORS 279B.110. However, if award is to be made based upon any criteria other than price, evaluation criteria and the weight given to each criteria will be provided with this Request for Quote. The award will be made by individual work item, by the lowest sum total of each work category, by a combination of these methods, or on an all-or-none basis as in the best interest of the District.

3.2.0 USE OF RECYCLED MATERIALS

Contractor shall use recycled and recyclable products to the maximum extent economically feasible during the performance of the Contract.

3.3.0 PREFERENCE FOR RECYCLED MATERIALS

As required by law, the District shall prefer materials or supplies manufactured from recycled materials if the recycled product is available and if it meets the specification requirements.

3.4.0 SUSTAINABLE PRACTICES AND PRODUCTS

The District supports and encourages the use of sustainable products by the Contractor. To contribute to a clean environment for present and future generations, Contractor shall use sustainable products to the maximum extent feasible during the contract term. Products and practices used by the Contractor shall be based on an evaluation of long-term environmental impact, social costs, and operational costs.

SECTION 4: GENERAL PROVISIONS AND INFORMATION

4.0.0 COMPLIANCE WITH APPLICABLE LAW

Contractor shall comply with all terms and conditions of the District contract, including insurance requirements, contained in this Request, as well as all federal, state, and local laws and regulations governing public contracts.

4.1.0 ONSITE REQUIREMENTS

Work performed on District property must conform to the requirements shown in the contract as Section 21 (When Work is Performed on District Property).

4.2.0 NO UNSUPERVISED CONTACT WITH STUDENTS

Quote Providers shall comply with the contract provisions relating to unsupervised contact with students in the contract, Section 22 (Unsupervised Contact with Students).