

**City of Redmond, Washington**  
Purchasing Division, M/S: 3NFN  
15670 NE 85<sup>th</sup> Street  
PO Box 97010  
Redmond, WA 98073-9710

**IFB 10618-18**  
**Invitation For Bid**

**Clean and Replacement of Perk Filters**

**The City is soliciting bids from licensed contractors to clean and replace one thousand seventy-two (1072) Perk Filters at the City of Redmond Storm Vault located at 15699 Redmond Way, Redmond, WA 98052.**

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The City of Redmond, Washington requests interested parties to submit sealed bids for the above referenced Invitation For Bid (IFB).

**Scope of Work**

Provide labor and materials to clean and replace one thousand seventy-two (1072) perk filters at 15699 Redmond Way, in Redmond, WA. The complete Scope of Work for this project is included as Attachment A and shall be incorporated into this IFB by this reference.

**Term**

The projected work window is August 2018 – October 15<sup>th</sup>, 2018.

**Pre-Bid Meeting**

**10:00AM (local time) on Wednesday, July 18<sup>th</sup>, 2018.** Bidders that wish to conduct a site visit and walkthrough of the project area are welcome to attend a pre-bid meeting in-person at 15699 Redmond Way. Bidders may ask questions or receive clarification on any portion of this IFB by participating in this optional pre-bid meeting with City staff.

**Bid Due Date/Time**

**2:00PM (local time) on Thursday, July 26<sup>th</sup>, 2018.** The City of Redmond – Purchasing & Contracts Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Bids may be hand-delivered or mailed:

**Hand-Delivery or FedEx/UPS:**

Redmond City Hall  
Purchasing Division, MS: 3NFN  
15670 NE 85<sup>th</sup> Street  
Redmond, WA 98052  
(For hand-delivery, drop off on 1<sup>st</sup> floor at the Customer Service Desk)



Or

U.S. Mail:

City of Redmond  
Purchasing Division, MS: 3NFN  
PO Box 97010  
Redmond, WA 98073-9710

No emailed or faxed responses will be accepted. It is the bidder's responsibility to ensure that any mailed responses are received by Purchasing on time. Please place solicitation/IFB number on delivery envelope. There is no formal bid opening.

**Bid Requirements & Format**

All costs for developing responses to this IFB are the obligation of the bidder and are not chargeable to the City. The bidder must bear all costs associated with the preparation of the bid and of any oral presentation requested by the City. All responses will become property of the City and will not be returned. The City requests the following:

1. Bidders must complete and return Attachment B, Bid Submittal Sheet, which includes the following:
  - a. Bids must include a list of references (including project name, contact name, and telephone number/email address) of at least three (3) customer operations of similar scope and size, completed within the last three years. The City reserves the right to contact references without prior notification.
  - b. Bids must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
  - c. Bids must include a statement to the effect that the successful bidder understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A Redmond business license is required prior to performing any work, and the Contractor must maintain the business license in good standing throughout the term of its agreement with the City. A Redmond business license application can be found at: <http://www.redmond.gov/BusinessLicense>. If the Contractor's place of business is not located within the city limits but the Contractor will be physically coming into the city to conduct business or provide services, the Contractor will need a Redmond business license.
  - d. Bids must include a statement indicating the number of calendar days the bid shall be valid (the City's minimum number of days is 60).
2. Bids must include a proposed work schedule to allow for adequate notification during the performance of this work.
3. Bids must include all information requested and meet all specifications and requirements outlined in this IFB. Bids will be evaluated based upon the information submitted.



4. The City requires two (2) printed response copies. No bindings, cover page, or table of contents are required.

**Selection & Award**

This work shall be awarded to the bidder who provides the lowest responsible, responsive bid that, in the opinion of the City, meets all the specification criteria. Upon selection of the Contractor, the City will issue a purchase order to procure the identified labor and materials, as specified in the Scope of Work.

Terms of the agreement are outlined in this solicitation and include the following documents:

- IFB 10618-18/ALE
- Attachment A, Scope of Work
- Attachment B, Bid Submittal Sheet
- Attachment C, City of Redmond Standard Terms and Conditions
- Attachment D, Payment and Performance Bonds (if required)
- Attachment E, Map of Work Area

The City of Redmond reserves the right to reject any or all bids and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond and respondents to this request have no appeal rights or procedures guaranteed to them. The City of Redmond reserves the right to conduct any necessary interviews before final award.

**Insurance**

Before work may commence, the successful bidder will be required to provide a Certificate of Insurance and endorsement showing the City of Redmond as Additional Insured of not less than the following amounts:

**General Liability Limits:**

Bodily injury each occurrence: \$2,000,000  
Property damage each occurrence: \$2,000,000

**Automobile Liability Limits:**

Bodily injury each occurrence: \$1,000,000  
Property damage each occurrence: \$1,000,000

**Workers Compensation:**

Statutory limits

**Prevailing Wage and Retainage**

Any labor performed under this IFB falls within the definition of public work under Revised Code of Washington (RCW) 39.04, and wages must be paid prevailing wage rates. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the greater Redmond area can be obtained from the State Department’s website at <http://www.lni.wa.gov/TradesLicensing/PrevWage/>.

Subsequently, the City of Redmond will require the successful bidder to complete the following:



- 1) Before work may commence, provide proof of a valid Washington State License.
- 2) Before work may commence, file a “Statement of Intent to Pay Prevailing Wage” with the Department of Labor and Industries. The Contractor must furnish the City with an approved copy, as required by RCW 39.12. The City will withhold the sum of five percent (5%) of the amount of each progress payment to the Contractor as retainage in accordance with RCW 60.28. For contracts under \$35,000, retainage may be waived, under RCW 39.04.155.
- 3) Upon satisfactory completion of work, file an “Affidavit of Wages Paid” with the Department of Labor and Industries. Prior to the release of any retained funds, the Contractor must furnish the City with an approved copy. For contracts greater than \$35,000, retainage may be released provided the City has received certificates of release from the Department of Labor and Industries, the Department of Revenue, and the Employment Security Department.

### **Bonding Requirements**

#### **Bid Bond:**

- Not required.

#### **Payment and Performance Bonds:**

- For contracts under \$35,000, payment and performance bonds may be waived, under RCW 39.04.155.
- For contracts greater than \$35,000, payment and performance bonds are required for 100% of the contract amount (see Attachment D, Payment and Performance Bonds).
- For contracts between \$35,000 and \$150,000, at the Contractor’s request, the City may waive the payment and performance bonds and instead retain 10% of the contract, per RCW 39.08, for 30 days after the date of final acceptance, or until receipt of all necessary releases from the Department of Labor and Industries, the Department of Revenue, and the Employment Security Department.

### **Invoicing and Payment**

The Contractor shall invoice the City for each completed lump sum Bid Item, as shown on the Bid Submittal Sheet (Attachment B) for work satisfactorily completed. Payment shall be made in accordance with the prices specified on the Bid Submittal Sheet. The City will make payment to the Contractor within thirty (30) days after receipt and approval of said invoice(s).

### **Terms and Conditions**

Any forthcoming contract will be in accordance with City of Redmond Standard Terms and Conditions (Attachment C) and the requirements of this solicitation. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.

### **Public Disclosure Notice**

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the proposal that the respondent desires to claim as confidential or proprietary must be clearly designated, including page with particular content identified. The City assumes no obligation on behalf of the respondent to claim any exemption that is not clearly identified by the respondent as being confidential or proprietary. The City will try to respect all material identified



by the respondent as being confidential or proprietary but requests that respondent be highly selective of what they mark as such. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as confidential or proprietary, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

### **Cooperative Purchase Language**

The City of Redmond has entered into intergovernmental (interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the respondent or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the respondent to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this IFB) or 90 days post award (for one-time purchases).

### **Questions/Inquiries**

Please direct any questions concerning this IFB or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your bid.

#### **IFB Content:**

Alan Edmonds	MS: 3NFN
Sr. Purchasing Agent	15670 NE 85 <sup>th</sup> Street
Email: <a href="mailto:aedmonds@redmond.gov">aedmonds@redmond.gov</a>	PO Box 97010
Tel: 425-556-2184	Redmond, WA 98073-9710

#### **Technical Contact:**

Ernest Fix	MS: PWTB
Stormwater Maintenance/Ops Supervisor	18080 NE 76 <sup>th</sup> Street
Email: <a href="mailto:ecfi@redmond.gov">ecfi@redmond.gov</a>	PO Box 97010
Tel: 425-556-2758	Redmond, WA 98073-9710

