



Solicitation No. 2060

City of Springfield

Request for Competitive Price Quote

The City of Springfield is requesting Competitive Price Quotes for the project referenced below.

Project Number: P11008

Project Title: Springfield City Attorney's Office and Security Upgrade

Description: The City of Springfield is seeking qualified firms to make modifications to four existing areas in City Hall to create a new suite for three staff members of the City Attorney's Office and to enhance security and access control at City Hall as shown on the Plan Drawings and specifications included in the Quote Documents. Contractor shall be licensed and registered with the State of Oregon Construction Contractor's Board as a Contractor licensed to do the specified work.

Request for Competitive Price Quote documents are available for review and downloading at: <http://www.springfield-or.gov/dpw/CompetitiveQuotes.htm>. The Request for Competitive Price Quote consists of the following documents:

1. This Request for Competitive Price Quote Page
2. Instruction to Prospective Contractors
3. Quote Submittal
4. Substitution Request Form
5. Financial Responsibility Form
6. Minority, Women and Emerging Small Business/Disadvantaged Business Enterprise Form (MWESB)
7. Special Provisions
8. Construction Plans and Drawings
9. Contract Document (Sample)
10. Prevailing Wage Information
11. Performance Bond (Sample)
12. Payment Bond (Sample)
13. Addenda (if issued)

The City has estimated that the likely cost to complete this project will be over \$50,000 therefore, this project is subject to the Prevailing Wage Rate requirements as specified in ORS 279C.800 through 279C.870.

A pre-quote informational meeting will be held on April 18, 2018 at 9:30 a.m. local time in the Jesse Maine Meeting Room at City Hall.

All questions should be addressed to Terri White, Engineering Support Specialist, via e-mail at twhite@springfield-or.gov. Contact with any other City officials may be grounds for disqualification of quote. The deadline for submission of questions and any product substitution requests regarding this Request for Competitive Price Quote is April 24, 2018 at 12:00 p.m. (noon) local time.

Competitive Price Quotes should be clearly labeled as *P11008 - Springfield City Attorney's Office and Security Upgrade Request for Competitive Price Quote* and submitted to Terri White City of Springfield, Development and Public Works Department at 225 Fifth Street, Springfield, OR, 97477. **Quotes will be accepted until, but no later than, 2:00 p.m. local time, May 1, 2018.**

Any bidder requiring special assistance or auxiliary aids during the bidding and award process, should contact Terri White at 541-726-3628 or twhite@springfield-or.gov at least two (2) business days prior to the scheduled program, activity or meeting for hearing assistance or a sign language interpreter and at least five (5) business days prior to the event for all other meeting accommodations. Assistive listening systems are

available for the hearing impaired in the Municipal Courtrooms and City Council Chambers. TTY users dial Oregon Relay Services at 711. Requests for documents in alternate formats should be submitted at least ten (10) calendar days prior to the date the materials are needed to allow time for the City to respond to the request. At the discretion of the City, submission deadlines may be extended to accommodate a request for alternate formats.

Quotes may be submitted via the following methods:

- ✓ In person: To the person and address shown above.
- ✓ E-mail: twhite@springfield-or.gov
- ✓ United States Postal Service: To the person and address shown above.
- ✓ Other Delivery/Carrier Service, e.g.; Federal Express, United Parcel Service: To the person and address shown above.

For your quote to be considered responsive by the City of Springfield the following documents must be included with your submission. A complete submittal package will consist of the following documents:

- ✓ Quote Submittal
- ✓ Financial Responsibility Form
- ✓ Minority, Women and Emerging Small Business/Disadvantaged Business Enterprise Form (MWESB)

More detailed information regarding the submittal requirements can be found in Section 5 of the Instruction to Prospective Contractors.

The Contract will be awarded to the Prospective Contractor whose quote, in the opinion of the City, will best serve the City's interests. Consideration will be given to price as well as other applicable factors such as, but not limited to, experience, specific expertise, availability, project understanding, contractor capacity and responsibility as specified in ORS 279C.414(2). Prior to awarding the Contract, the City may, at its sole discretion, require Contractors and/or Subcontractors to demonstrate to the City's satisfaction that they have a complete and clear understanding of all requirements of the Prevailing Wage Rate Laws contained in ORS 279C.800 through 279C.870 and possess the expertise necessary for fulfilling their obligations pertaining to these requirements throughout the administration of the Contract. In determining competency, the City may consider Certified Payroll Reports submitted by the Contractor and/or Subcontractor for projects previously performed for the City, copies of Certified Payroll Reports submitted to other public entities, references from other public entities attesting to the Contractor's expertise, or an interview with the Contractor regarding their personnel resources and expertise or their ability to obtain the resources and expertise necessary to meet all contractual responsibilities in accordance with ORS 279C.375.

The City of Springfield encourages contractors, sub-contractors and vendors who are minority, woman-owned and emerging small businesses to participate in City projects.

The City of Springfield will require that each quote contain a statement as to whether the Prospective Contractor is a resident bidder, as defined in ORS 279A.120.

No quote will be considered by the City unless the Prospective Contractor has a current, valid certificate of licensure issued by the Construction Contractor's Board as defined in ORS 701 and, if performing work described in ORS 671.520, a current, valid certificate of licensure from the State Landscape Contractor's Board in accordance with ORA 671.520 as applicable at the time the quote is submitted. Contracts will not be awarded to any contractor whose name appears on the BOLI *Ineligible Contractor's List* or the Construction Contractor's Board *Not Qualified to Hold Public Contracts* list.

The City of Springfield may reject any or all quotes not in compliance with all prescribed Public Contracting Code procedures and requirements, including the requirement to demonstrate the Prospective Contractor's responsibility under ORS 279C.375, or waive minor irregularities not affecting substantial rights and may reject for good cause any or all quotes upon a finding of the City of Springfield it is in the public interest to do so and accept such quotes that in the opinion of the Springfield City Council are in the best interest of the City.