

University Center Building, Student Health & Counseling Expansion Abatement

Solicitation #1507

Invitation to Bid

Open to OUS Retainer Contractors Only

For General Contractor (GC) Services



Portland State
UNIVERSITY

September 27, 2013

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SECTION 1 - INVITATION TO BID DOCUMENTS

1.1 NOTICE OF PUBLIC IMPROVEMENT CONTRACT OPPORTUNITY

THIS OPPORTUNITY IS ONLY AVAILABLE TO CONTRACTORS WITH A CURRENT OREGON UNIVERSITY SYSTEM (OUS) RETAINER CONTRACT FOR CONSTRUCTION RELATED SERVICES.

The State Board of Higher Education acting by and through Portland State University (“Owner”) is accepting sealed bids for a public improvement project at the Office of Facilities and Property Management, 617 SW Montgomery Street, Suite 202, Portland, Oregon for the **University Center Building Student Health and Counseling Abatement** project located at 527 SW Hall Street, Portland, Oregon (“Project”).

Abatement is to take place in two zones as designated on the Floorplan in Appendix 2.1.

Zone “A”: Demolish grid and ceiling tiles. Remove asbestos containing materials fireproofing overspray to the beam and encapsulate fireproofing with blue tint.

Zone “B”: Demolish grid and ceiling tiles. HEPA Vacuum asbestos containing materials debris above ceiling tiles. Dispose of ceiling tiles. Remove asbestos containing materials fireproofing overspray to beam and encapsulate the asbestos containing materials fireproofing with blue tint.

Provide third party air monitoring including OWA samples, negative air exhaust, and all clearances.

Contractor is to provide Department of Environmental Quality permits.

A **mandatory pre-bid conference examination of the site and conditions** will be conducted. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Prime bidders who arrive more than 5 minutes after start of time of the meeting (as stated in the solicitation and by the OUS representative’s watch) or after the discussion portion of the meeting (whichever comes first) will not be permitted to submit a bid on the project.

Bids will be received on a lump-sum basis for all of the work.

Bids will be opened and publicly read aloud by the Owner’s representative or designee.

All bidders must comply with requirements of the prevailing wage law in ORS 279C.800 through ORS 279C.870. All bidders must be registered with the Construction Contractor’s Board at the time of bid submission. No bid will be considered unless fully completed in the manner provided in the “Instructions to Bidders” and upon the Bid Form provided. OUS encourages bids from Minority, Women, and Emerging Small Businesses.

The project schedule is identified below. Any changes to the dates shall be noted in a subsequent Addendum.

ITB schedule is as follows:

September 27, 2013.....Advertisement of Request for Proposals
October 1, 2013 @ 9:00 AM local time.....Mandatory conference & pre-bid walk-through
Meet at 2nd floor of the University Services Building
located at 617 SW Montgomery, Portland, OR 97201
**Note: Parking is difficult to find at PSU. Please
schedule your time accordingly.
October 3, 2013 @ 5:00 PM local time Questions, substitution requests, solicitation
protest deadline
October 7, 2013Final addendum published if needed
October 10, 2013 @ 10:00 AM local timeBids Due and Public Bid Opening

The following dates are tentative and subject to change without notice:

October 10, 2013Notice of Intent to Award
October 15, 2013 @ 5:00 PM local time.....Selection protest period ends
October 16, 2013PSU finalizes Agreement

Schedule Milestones

October 27, 2013Substantial Completion Date
November 30, 2013Final Completion Date

Owner reserves the right to accept or reject any or all Bids received in response to the ITB, to request either wholly or in part new Bids, or to negotiate with any Bidder considered qualified in any manner deemed to be in the best interest of Owner.

RESPONSE DATE

To be considered for selection, Bids must arrive at Portland State University’s Facilities and Property Management office by the Bids Due date and time noted on the schedule above. Faxed and/or e-mailed bids will not be accepted. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address of the Facilities and Property Management Office is:

FOR DELIVERY:
Contracts Staff
PSU Facilities and Property Management
617 SW Montgomery, Room 202
Portland OR 97201

FOR MAIL: (Not Recommended)
PSU Facilities and Property Management
PO Box 751
Mail Stop FPM
Portland OR 97207-0751

EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT

By submitting a Bid, the Bidder certifies conformance to the applicable federal, state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State or local Governments, having responsibility for the enforcement of the foregoing, shall be supplied to the Owner upon request for purposes of investigation to ascertain compliance with the foregoing.

The Owner is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and Owner strongly encourages its contractors to use these businesses in providing services and materials for Owner contracts and projects.

Pursuant to OAR 580-061-0030, by submitting a proposal, the bidder certifies that the bidder has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR-061-0040, bidders are hereby notified that the OSBHE has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that bidder and their employees are required to adhere to Owner's policy prohibiting sexual harassment in their interactions with members of Owner's community.

PROTESTS

1. Solicitation Protests:

Prospective Bidders may submit questions, requests for clarification or change or protests of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) in writing to Portland State University Construction Contracts Staff via email proposals@pdx.edu. These must be received by the protest deadline listed above. Such requests for clarification or change or protests must include the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and conditions.

Questions and requests for clarification or change that are timely received will be answered via addenda. Protests will be answered directly with the protesting bidder. Any changes arising from questions, requests for clarification or change or protests will be made only via addenda to the ITB. Responses from Owner not contained in an official addendum to the solicitation will not be binding on Owner. Bidders are encouraged to check on the status of all addenda prior to submission of their proposals.

2. Selection Protest:

Any Bidder who responds to this solicitation and claims to have been adversely affected or aggrieved by the selection of competing Bidders may submit a written protest to:

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - SHAC Expansion Abatement ITB
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - SHAC Expansion Abatement ITB
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

The written protest must be received by the protest deadline listed above.

Protests will be answered directly to the protesting Bidder. Selection protests must comply with and will be addressed pursuant to OAR 580-061-0145.

ADDENDA

This solicitation will be modified only by documents issued as addenda by Owner. No other direction or comments received by bidders, written or oral, will serve to change the solicitation document.

1.2 BID FORM

**OREGON UNIVERSITY SYSTEM
STANDARD RETAINER CONTRACT
BID FORM**

OUS CAMPUS: Portland State University

PROJECT: University Center Building Student Health and Counseling Abatement ITB

BID CLOSING: October 10, 2013, 10:00 AM local time

BID OPENING: October 10, 2013, 10:00 AM local time

FROM: _____
Name of Contractor

TO: The Oregon State Board of Higher Education, acting by and through Portland State University Facilities and Project Management, 617 SW Montgomery Street, Portland, Oregon 97201.

1. The Undersigned (*check one of the following and insert information as requested*):

- ___ a. An individual doing business under an assumed name registered under the laws of the State of _____; or
- ___ b. A partnership registered under the laws of the State of _____; or
- ___ c. A corporation organized under the laws of the State of _____; or
- ___ d. A limited liability corporation/company organized under the laws of the State of _____;

hereby proposes to furnish all material and labor and perform all Work hereinafter indicated for the above project in strict accordance with the Contract Documents for the Basic Bid as follows:

_____ Dollars (\$_____)

and the Undersigned agrees to be bound by each of the following documents:

- Advertisement for Bids or Notice of Retainer Contract Opportunity
- Instructions to Bidders
- Supplemental Instructions to Bidders, if any
- Sample Retainer Contract Supplement
- OUS General Conditions for Retainer Contracts, July 1, 2012
- Supplemental General Conditions, if any

- Plans and Specifications
- Drawings and Details
- Prevailing Wage Rates
- Payroll and Certified Statement Form
- Any ADDENDA numbered ____ through ____, inclusive (*fill in blanks*).

2. RESERVED

3. RESERVED

4. The substantial completion date shall be **October 27, 2013**. The final completion date shall be **November 30, 2013**.

5. The Undersigned certifies that: (1) This Bid has been arrived at independently and is being submitted without collusion with and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit independent bidding or competition; and (2) The contents of the Bid have not been communicated by the Undersigned or its employees or agents to any person not an employee or agent of the Undersigned or its surety on any Bond furnished with the Bid and will not be communicated to such person prior to the official opening of the Bid.

6. The undersigned **HAS, HAS NOT** (*circle applicable status*) paid unemployment or income taxes in Oregon within the past 12 months and **HAS, HAS NOT** (*circle applicable status*) a business address in Oregon.

7. The Undersigned agrees, if awarded a contract, to comply with the provisions of ORS 279C.800 through 279C.870 pertaining to the payment of the prevailing rates of wage.

8. Contractor's CCB registration number is _____. As a condition to submitting a bid, a Contractor must be registered with the Oregon Construction Contractors Board in accordance with ORS 701.035 to 701.055, and disclose the registration number. Failure to register and disclose the number will render the bid unresponsive and it will be rejected, unless contrary to federal law.

9. The successful Bidder hereby certifies that all subcontractors who will perform construction work as described in ORS 701.005(2) were registered with the Construction Contractors Board in accordance with ORS 701.035 to 701.055 at the time the subcontractor(s) made a bid to work under the Contract.

10. The successful Bidder hereby certifies that, in compliance with the Worker's Compensation Law of the State of Oregon, its Worker's Compensation Insurance provider is _____, Policy No. _____, and that Contractor shall submit Certificates of Insurance as required.

11. Contractor's Project Manager for this project is: _____,
Office Phone: _____ Cell Phone: _____.

12. The Undersigned certifies that it has not discriminated against minority, women, or emerging small businesses in obtaining any subcontracts for this project.

13. Accompanying herewith is Bid Security which is equal to ten (10) percent of the total amount of the Basic Bid.

14. The Undersigned further agrees that the Bid Security accompanying the Bid is left in escrow with the Board; that the amount thereof is the measure of liquidated damages which the Owner will sustain by the failure of the Undersigned to execute and deliver the above-named Agreement Form, Performance Bond and Payment Bond, and, that if the Undersigned defaults in either executing the Agreement Form or providing the Performance Bond and Payment Bond within twenty (20) calendar days after receiving the Contract Documents, then the Bid Security may become the property of the Owner at the Owner's option; but if the Bid is not accepted within thirty (30) calendar days of the time set for the opening of the Bids, or if the Undersigned executes and timely delivers said Agreement Form, Performance Bond and Payment Bond, the Bid Security shall be returned.

15. The Undersigned agrees, if awarded the Contract, to execute and deliver to Owner, within twenty (20) calendar days after receiving the Contract Documents, an Agreement Form and a satisfactory Performance Bond and Payment Bond, each in an amount equal to one hundred (100) percent of the Contract sum, using forms provided by the Owner. The surety requested to issue the Performance Bond and Payment Bond will be:

_____.

(name of surety company - not insurance agency)

The Undersigned hereby authorizes said surety company to disclose any information to the Owner concerning the Undersigned's ability to supply a Performance Bond and Payment Bond each in the amount of the Contract.

By signature below, Contractor agrees to be bound by this Bid.

NAME OF FIRM _____

ADDRESS _____

FEDERAL TAX ID _____

TELEPHONE NO _____

FAX NO _____

SIGNATURE 1) _____

Sole Individual

or 2) _____

Partner

or 3) _____

Authorized Officer of Corporation

(SEAL)

Attested: Secretary of Corporation

*Payment information will be reported to the IRS under the name and taxpayer ID # provided above.
Information not matching IRS records could subject Contractor to 31 percent backup withholding.*

******* END OF BID *******

SECTION 2 – DRAWINGS AND SPECIFICATIONS

2.1 FLOORPLAN

SECTION 3 – APPENDICES

3.1 INSTRUCTIONS TO BIDDERS

3.2 SAMPLE RETAINER CONTRACT SUPPLEMENT

3.3 OUS GENERAL CONDITIONS FOR RETAINER CONTRACTS, JULY 1, 2012

3.4 SUPPLEMENTAL GENERAL CONDITIONS

3.5 PSU CAMPUS MAP

3.6 DIVISION 1