

# Campus Wide Pole Light Additions

Solicitation #1514

Invitation to Bid

For General Contractor (GC) Services



Portland State  
UNIVERSITY

February 6, 2014

## **Contents**

|   |          |
|---|----------|
| <b>SECTION 1 - INVITATION TO BID DOCUMENTS</b>              | <b>1</b> |
| 1.1 NOTICE OF PUBLIC IMPROVEMENT CONTRACT OPPORTUNITY ..... | 1        |
| 1.2 BID FORM.....   | 4        |
| <b>SECTION 2 – DRAWINGS AND SPECIFICATIONS</b>              | <b>7</b> |
| 2.1 LOCATION PLAN .....                                     | 7        |
| <b>SECTION 3 – APPENDICES</b>                               | <b>7</b> |
| 3.1 INSTRUCTIONS TO BIDDERS.....                            | 7        |
| 3.2 SUPPLEMENTAL INSTRUCTIONS TO BIDDERS.....               | 7        |
| 3.3 SAMPLE PUBLIC IMPROVEMENT AGREEMENT.....                | 7        |
| 3.4 OUS GENERAL CONDITIONS, JULY 1, 2012 .....              | 7        |
| 3.5 SUPPLEMENTAL GENERAL CONDITIONS.....                    | 7        |
| 3.6 PSU CAMPUS MAP .....                                    | 7        |
| 3.7 DIVISION 1.....   | 7        |

## SECTION 1 - INVITATION TO BID DOCUMENTS

### 1.1 NOTICE OF PUBLIC IMPROVEMENT CONTRACT OPPORTUNITY

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 **Campus Wide Pole Light Additions** located on the Portland State University campus, Portland, Oregon (“Project”).

Contractor shall install nine (9) decorative pole lights at locations marked by stakes. See Appendix 3.8 for location plan with approximate locations marked.

These poles will be fed from existing pole lights as shown on plan/map. Contractor shall provide all labor and materials necessary for trenching and backfill, all conduits and wiring, all pole cages, as required to provide a complete installation. The only exception is that PSU shall provide the actual poles and light globes for installation.

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

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

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:

February 6, 2014 ..... Advertisement of Invitation to Bid  
**February 11, 2014 @ 11:30 AM local time.....Mandatory conference & pre-bid walk-through**  
**Meet on the second floor of the University Services Building located at 617 SW Montgomery Street, Portland, OR 97201**  
\*\*Note: Parking is difficult to find at PSU. Please schedule your time accordingly.  
February 13, 2014 @ 5:00 PM local time ..... Questions, substitution requests, solicitation protest deadline

February 14, 2014 ..... Final addendum published if needed  
**February 18, 2014 @ 11:00 AM local time.....Bids Due and Public Bid Opening**

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

February 18, 2014 ..... Notice of Intent to Award  
February 21, 2014 @ 5:00 PM local time ..... Selection protest period ends  
February 24, 2014 ..... PSU finalizes Agreement

**Schedule Milestones**

May 30, 2014 ..... Substantial Completion Date  
June 20, 2014 ..... Final 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 bid due date and time noted on the ITB schedule above. Faxed and/or e-mailed bids will not be accepted. Applicants who mail packages must include the project name and allow ample delivery time to ensure timely arrival.

**FOR DELIVERY:**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
CW Pole Light Additions ITB  
1600 SW 4<sup>th</sup> Avenue, Suite 260  
Portland OR 97201

**FOR MAIL: (Not Recommended)**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
CW Pole Light Additions ITB  
PO Box 751, Mail Stop: FAST-CAPS  
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 bid, 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](mailto: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 bid.

### **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: Cate Antisdell  
PROTEST - CW Pole Light Additions ITB  
1600 SW Fourth Avenue, Suite 260  
Portland OR 77201

#### **FOR MAIL: (Not Recommended)**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
PROTEST - CW Pole Light Additions 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 PUBLIC IMPROVEMENT CONTRACT  
BID FORM**

OUS CAMPUS: Portland State University

PROJECT: **CW Pole Light Additions**

BIDS DUE: February 18, 2014 @ 11:00 AM local time

BID OPENING: February 18, 2014 @ 11:00 AM local time

FROM: \_\_\_\_\_  
*Name of Contractor*

TO: The Oregon State Board of Higher Education, acting by and through Portland State University, Contracting and Procurement Services.

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 Base bid as follows:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

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

- Advertisement for Bids or Notice of Public Improvement Contract Opportunity
- Instructions to Bidders
- Supplemental Instructions to Bidders, if any
- Sample Public Improvement Agreement
- OUS General Conditions, 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 **May 30, 2014**. The final completion date shall be **June 20, 2014**.

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 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.

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 \*\*\*\*\***

**END OF SECTION 1**



## **SECTION 2 – DRAWINGS AND SPECIFICATIONS**

### **2.1 LOCATION PLAN**

## **SECTION 3 – APPENDICES**

### **3.1 INSTRUCTIONS TO BIDDERS**

### **3.2 SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

### **3.3 SAMPLE PUBLIC IMPROVEMENT AGREEMENT**

### **3.4 OUS GENERAL CONDITIONS, JULY 1, 2012**

### **3.5 SUPPLEMENTAL GENERAL CONDITIONS**

### **3.6 PSU CAMPUS MAP**

### **3.7 DIVISION 1**