

I. INVITATION TO BID
CITY OF SHORELINE SMALL WORKS PROJECT

BID #: 2372

PROJECT TITLE: Paramount School Park Phase III:
Picnic Shelter/Irrigation

BID DUE DATE: August 5, 2004 at 11:00 AM EXACTLY

Project Description: The City of Shoreline (hereafter referred to as “City”) seeks a Contractor to furnish all labor, materials, and equipment necessary to complete the project referenced above. The work shall include, but not limited to, furnishing and installing a prefabricated picnic shelter with concrete slab, and installing picnic furnishings. Additive work includes utilities work to shelter, expanding the existing irrigation system, and landscape work.

Bid Notice: Sealed bids will be received by the Shoreline City Clerk’s Office at the Shoreline City Hall, 17544 Midvale Avenue North, Suite 100, Shoreline, WA 98133-4921. Bids are due no later than 11:00 AM EXACTLY, Pacific local time, according to the clock in the City Clerk’s Office, August 5, 2004, at which time bids will be opened and publicly read.

Estimated Construction Cost: \$70,000 - \$80,000 – Base Bid

Site Visit: The project site is open and accessible. Bidders are strongly encouraged to inspect the project site. The site is located at Paramount School Park at 835 NE 155th Street in the City of Shoreline. No pre-bid meeting will be held.

Schedules: This project must be physically complete within forty-five (45) working days following the issuance of the written Notice to Proceed to the Contractor.

Project Manual and Bid Documents: Plans, specifications, addenda, and the bidders (plan holder) list for this project may be viewed or ordered on-line from Builder’s Exchange at www.bxwa.com/bxwa_toc/public/shoreline.html. Bidders must register to be notified of addendum and new documents on this project. The Bidders List and bid documents are kept and maintained by the Builder’s Exchange of Washington, Inc. Registration for the bidders list can be made on-line, by phone 425-258-1303, or at Builder’s Exchange, located at 2607 Wetmore Avenue, Everett, WA 98201. It is the Bidder’s responsibility to check for addenda and other new documents on-line. Contract documents and addenda area also available for examination only, at the Construction Market Data Plan Center in Renton and Kirkland

Bid Bond: A Bid Bond is not required for this project.

If required, all bids must be accompanied by a Bid Bond, cashier's check, or certified check on a solvent bank, payable to the City of Shoreline, in the sum of five percent (5%) of the bid amount. All Bid Bonds shall be furnished by a corporate surety company authorized to do business in the State of Washington. The surety must be approved and appear on the most current revision of the U.S. Treasury Circular 570 and be a company acceptable to the City. Said bond or check will be held as a guarantee that the successful Bidder will, within ten (10) days from the date of notification of award, enter into a Contract and furnish an approved Contract Bond. Should a Bidder fail to enter into a Contract within ten (10) days after notification of award, his/her Bid Deposit shall be forfeited to the City. Checks and Bid Bonds of all other Bidders will be returned as soon as practicable after bids are opened.

Warranty Bond: A Warranty bond is required for this project.

If required, the amount of the Warranty Bond will be specified within the Contract Bond and shall be in effect for one (1) year from the date of final acceptance and any lien period, and once all required releases have been received by the applicable State agencies, whichever date is later.

Qualifications of Bidders: The City of Shoreline participates with a number of other local agencies in using the Shared Small Works Roster that is administrated by the City of Lynnwood. This Invitation to Bid is being issued in accordance with RCW 35.22.620 which permits the use of a Small Works Roster to solicit bids. Only qualified contractors who have filled out an application to be on the Shared Small Works Roster and have been accepted may submit bids.

Questions: Bidders shall submit questions no later than three working days prior to the scheduled bid opening date. Where a response or addendum from the City can not be obtained prior to the bid opening, it is understood that the Bidder has made provisions for a more costly method before submitting the bid. Where conflicts or omissions occur in Plans, Specifications, or other related Contract Documents (such as manufacturer's instructions, reference standards, and regulatory agencies and codes), Bidder shall assume more stringent requirements and verify with the City before beginning work. All questions in regards to the bidding process shall be addressed in writing to Purchasing either by fax at 206-546-7870 or email at purchasing@ci.shoreline.wa.us. All other questions shall be addressed in writing to John Vicente, Project Manager, either by fax at 206-546-2726 or e-mail at jvicente@ci.shoreline.wa.us. Questions via phone will not be accepted.

Timelines and Schedules: These are estimated, although not guaranteed by the City, and are provided for background information.

Invitation to Bid:	July 15, 2004
Pre-Bid Conference:	None Scheduled
Last day on which questions can be submitted regarding the project:	August 2, 2004
Bid Due Date: Time	August 5, 2004, 11:00 AM, Exactly, Pacific Local

Notice of Award:

August 12, 2004

Mandatory Contract Return Date:

Contractors must return signed contracts and insurance documents within 10 (ten) calendar days after receiving a Notice of Award or receipt of the materials from the City. Failure to return could result in rejection of award, and the City would proceed to the next low bidder for award.

Start Date:

No later than September 20, 2004

Completion Date:

The project must be completed within forty-five (45) Working Days following construction start or September 20, 2004, whichever comes first.

The City expressly reserves the right to reject any or all bids and the right to waive any informalities or irregularities and to further award the Contract to the lowest, responsive, responsible bidder as best serves the interest of the City.

The City of Shoreline, in accordance with Title VI of the Civil Rights Acts of 1964, 78 Stat. 252, 42 U.S. Code. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, Part 21, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin and sex in consideration of an award.

Cathy Robinson
Purchasing Officer