



Invitation to Bid

PLEASE BID THE FOLLOWING:

Project Information:

Name: **System Integrator 2023-2026**

Bid Submittal Deadline:

Time: **10:00 am** Date: **March 21, 2023**

This project will be accomplished as a **UNIT PRICED PUBLIC WORKS PROJECT** and will be subject to Washington State Prevailing Wage Law.

The City of Kelso in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, or national origin in consideration for an award.

BID SUBMITTAL OPTIONS:

All proposals must be submitted on the regular form furnished with the specifications in a sealed envelope clearly marked with the name of the bidder, the name of the project, and the date and time of the bid opening and **MUST BE RECEIVED** by the date AND time noted – anything after will not be accepted.

Mail	Email	In Person
City of Kelso Engineering Department Attention: Nina Caulfield PO Box 819 Kelso, WA 98626	Not Available	City Hall 203 S. Pacific Ave. Suite 205 (2 nd Floor) Kelso, WA 98626

QUESTIONS:

Project Details	Bid Documents
Nina Caulfield Project Compliance and Contract Specialist ncaulfield@kelso.gov 360.577.3373	Nina Caulfield Project Compliance and Contract Specialist ncaulfield@kelso.gov 360.577.3373

Invitation to Bid

Bids will be reviewed by the Engineering Department in Kelso City Hall, 203 S. Pacific Ave, 2nd Floor, Kelso, Washington. **Bids are to be submitted to the Engineering Department on the forms provided for this purpose.** However, you may feel free to submit your company specific quote form in conjunction with the provided form. Bids delivered to locations other than as indicated above or received after the designated date and time will not be accepted.

The City will not be responsible for any errors in submissions. Bidders will not be allowed to alter submissions after the submittal deadline. No bidder may withdraw his/her bid after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding forty-five (45) days. If it is determined to be in the best interest of the City, the City reserves the right to request an extension of bid prices during the review process.

The project will be awarded to the lowest responsible bidder whose bid is responsive conforming to the solicitation. Receipt of official communication from the City will evidence the award of a project. No other act of the City shall constitute award of a project.

BIDDER RESPONSIBILITY

Responsible bidders, as defined in RCW 39.04.010 and 39.04.350, must meet the following criteria:

- Be a registered contractor
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance/workers' comp coverage
- Have an Employment Security Department (ESD) account
- Have a state excise tax registration number
- Not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3)
- Not have any apprenticeship violations, if applicable
- Certify through a sworn statement that they are not a willful violator of labor laws in reference to RCW 49.48.082 within the past three years.
- Have received training, provided by the Department of Labor and Industries or by a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages. (See ESSHB 1673.) However, bidders that have completed three or more public works projects and maintained a valid business license in Washington for at least three years are exempt from this requirement.

SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA

It is the intention of the City that the following requirements are to be considered the minimum standards for a service company to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

- On staff programmer with 5 years programming experience with RS View 32, RS View Runtime, RS Logix 5000, 5555, 5572, Studio 5000 program design software, Factory Talk View SE, FT View Enterprise, WIN 911 Pro Interactive, Grandstream modem, Win911 Factorytalk Module, NOC PLC CONTROLLER MODULE, Allen Bradley Micrologic PLCs.
- Available response time for emergencies (to minimize downtime and adverse impacts on operations). City will receive priority scheduling.

- Ability to provide dedicated support and training to Kelso system operators during regular and emergency operations on a high priority basis.
- Resumes of key staff showing experience and qualifications of in diagnosing, servicing and repairing the following systems.
 - Water and Sewer Pump Station Controls
 - Mechanical and Electronic Flow Meters
 - SCADA systems
 - Telemetry Systems
 - Ethernet Radios
 - Variable Frequency Motor Drives
 - Reduced Voltage Soft Starters
- Ability to meet City and State licensing and bonding requirements
- Services provided shall be performed by qualified and trained service personnel that are directly employed by the service company. Subcontracting portions of the services requested in this specification shall not be allowed without prior consent.

BONDS

Per the City's procurement guidelines, each bid must be accompanied by a bid proposal deposit in the form of a certified check or bidder's bond made payable to the City of Kelso in an amount not less than five percent (5%) of the total bid and shall not be conditioned in any way to modify the minimum five percent (5%) required.

A Retainage Bond or 5% contract retainage is required.

100% Payment and Performance bonds are required. For contracts \$150,000 and less, the contractor may elect a 10% contract retainage in lieu of the P&P Bond requirement. A form for this retainage option will be provided upon request of the awarded contractor.

PREVAILING WAGES

This project is a Public Work as defined in RCW 39.04.010. The Awarded Contractor shall comply with all state laws relating to employment and wages. The hourly wages to be paid laborers, workers, or mechanics shall not be less than the prevailing rates for an hour's work in the same trade or occupation in Cowlitz County. The State of Washington prevailing wage rates applicable for this public works project may be found at the following website address of the Department of Labor and Industries, and is made part of this contract:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

The applicable effective date for prevailing wages for this project is the bid submittal date. A copy of the applicable prevailing wage rates is also available for viewing at the offices of the City. Upon request, the City will mail a hard copy of the applicable prevailing wages for this project. The cost of filing Prevailing Wage forms with the State Department of Labor and Industries shall be at no additional cost to the City.

Work under this contract can generally be classified into two categories:

1. That which is ongoing in nature and considered maintenance or operations, such as component failure. For this work Intents shall be filed at the beginning of the contract term with Affidavits filed at the end of each contract year.

2. Work that is, in whole or part, a specific project or a “call-out”, including budgeted improvements Citywide. For this work Intents and Affidavits must be filed for each individual project or “call-out”. For projects or “call-outs” under \$2,500 including tax and if no subcontractors were used a combined Intent/Affidavit can be requested.

No payment will be made on this contract until the contractor and each and every subcontractor has submitted a ‘Statement of Intent to Pay Prevailing Wages’ that has been approved by the Department of Labor and Industries. No final payment nor release of retainage will be made until the contractor and each and every subcontractor has submitted an ‘Affidavit of Wages Paid’ following L&I filing requirements, and that has been approved by the Department of Labor and Industries. Contractor is responsible for filing forms pursuant to L&I requirements.

ADDITIONAL TERMS AND CONDITIONS

The City of Kelso reserves the right to reject any or all bids, waive informalities or irregularities and to accept any bid for the project, which appears to serve the best interest of the City.

Upon notice of award, contractor will obtain a City of Kelso business license.

<http://bls.dor.wa.gov/cities/Kelso.aspx>

The service company shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required within this specification, due to failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.

No obligation to contract – This bid does not obligate the City to contract for the work, service(s), or product(s) specified herein. Owner reserves the right to cancel or reissue this bid in whole or in part, for any reason. Services being bid by the City are nonexclusive in nature, and may be awarded to other Contractors at the sole discretion of the City. The Owner does not guarantee to purchase any specific quantity or dollar amount.

Quantities are estimated only and shall be bid on a MORE OR LESS basis. For the purpose of comparison, bids shall be made in the quantities listed in this specification. Listed quantities shall not be considered firm estimates of requirements for the year, nor shall the City be bound or limited to the quantities listed. Payment will be made only for quantities actually ordered, delivered, and accepted, whether greater or less than the stated amounts.

Unit prices shown on the Bid or contract shall be the price per unit of sale (e.g., GAL, LF, EA) as stated on the bid form. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the Bid evaluation and contract administration and shall remain in effect for twelve (12) months from the date of award. The conditions under which price increases may be granted shall be expressed in Bid documents and contracts or agreements.

If a Bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this solicitation, the Bidder has a duty to immediately notify the City of such concern and request modification or clarification of the Bid document.

Invitation to Bid Details

Date of Request:	3/7/23
Name of Project:	2023-2026 System Integrator
Proposed Start Date:	On or before April 10, 2023
Duration of Project:	3 years from contract execution (one year extension avail.)
Location of Project:	Kelso WA 98626

Pre-bid Walk Through:

Scheduled upon request.

Scope of Work:

The City of Kelso, Public Works Department is requesting proposals for a service provider for Systems Integrator/Programmer/Electrician Services for the Water Treatment Plant, Sewer Pumping Stations, Water Pumping Stations, Reservoirs and associated facilities.

The Contractor must obtain, schedule and purchase all required permits, licenses and inspections when required. In addition, the contractor shall ensure that they, and any subcontractor performing work under this contract shall comply with all applicable laws and regulations pertaining to this contract.

It is anticipated that the annual dollar volume for this work will be approximately \$25,000 per year in parts and labor. This amount may fluctuate depending on budget, projects schedule, and need.

While on site, contractor will be preauthorized to perform repairs up to a limit of \$750.00 billable above the agreement price. NOTE: This preauthorized amount will allow the technician to complete small repairs while on site to avoid costs associated with a return visit.

The City reserves the right to furnish all materials.

General Information:

Work Hours

- › **Normal Business Hours:** Scheduled service, maintenance and repairs shall typically occur during the business hours of 6:30 am to 4:00 pm Monday – Friday for Water Treatment Plant and 6:30 am to 5:00 pm Monday – Thursday for Public Works with a response time of 48 hours from notification to the Contractor.

- **Outside Normal Business Hours:** Service, maintenance and repairs occurring during the hours after 5:00 pm and before 7:00 am, Monday – Friday, weekends, and holidays, with a response time of 4 hours from notification to the Contractor.
- **Emergency Service:** Service with one hour response time from notification to the Contractor, on a 24 hour, 7 days per week basis.

Base Bid

This bid form contains estimated quantities of a miscellaneous service call made three separate times during the three different hour classifications to provide a basis of comparison among bids while also providing initial contract rates.

#	Bid Item	Bid Qty	Bid Unit	Unit Price	Total Price
Normal Business Hours					
1.	One journey electrician.	4	Hr. Rate	\$	\$
2.	One apprentice electrician.	4	Hr. Rate	\$	\$
3	Standard truck or van.	4	Hr. Rate	\$	\$
4	Bucket or high lift truck	4	Hr. Rate	\$	\$
5	Mark up on materials	\$500	%	\$	\$
Outside Normal Business Hours					
1.	One journey electrician.	4	Hr. Rate	\$	\$
2.	One apprentice electrician.	4	Hr. Rate	\$	\$
3	Standard truck or van.	4	Hr. Rate	\$	\$
4	Bucket or high lift truck	4	Hr. Rate	\$	\$
5	Mark up on materials	\$500	%	\$	\$
Emergency Service					
1.	One journey electrician.	4	Hr. Rate	\$	\$
2.	One apprentice electrician.	4	Hr. Rate	\$	\$
3	Standard truck or van.	4	Hr. Rate	\$	\$
4	Bucket or high lift truck	4	Hr. Rate	\$	\$
5	Mark up on materials	\$500	%	\$	\$

Subtotal \$ _____

8.1% WA State Sales Tax \$ _____

Base Bid Total \$ _____

Your bid shall be considered non-responsive and therefore, void if:

- Not submitted on this form
- Figures are illegible
- Minimum bid requirements are not met (when applicable)
- This bid form is not signed

Project No.: Name:
Agr 2023-2026 System Integrator

Bid Date: Bid Time:
March 21, 2023 10:00 am

The undersigned hereby certifies that they have examined the location of the project and have read and thoroughly understand the plans and specifications governing the work.

The undersigned hereby agrees to construct the project in accordance with the above bid proposal.

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

ADDENDA RECEIPT ACKNOWLEDGEMENT

Receipt of the following Addenda to the Drawings and/or Specifications is hereby acknowledged.

ADDENDUM NO(S).	DATE(S) OF RECEIPT	SIGNED ACKNOWLEDGMENT

Failure to acknowledge receipt of addenda may be considered an irregularity in the proposal.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States and the State of Washington that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

Name of Bidder (Company)

E-mail

Physical WA State Mailing Address

Telephone

City State and Zip

ESD Account No.

Washington Registration Number

Expiration Date

Name of Bidder's Representative

UBI No.

Signature of Bidder's Representative

Date

Supplemental Bidder Responsibility Form

It is the intention of the City that the following requirements are to be considered the minimum standards for a service company to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

Are you able to meet the response time requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Provide staff programmer with 5 years programming experience, certification for Allen Bradley Micrologic and qualifications, with examples, of available staff (add additional page(s) as necessary) which highlights their knowledge of RS View 32, RS View Runtime, RS Logix 5000, 5555, 5572, Studio 5000 program design software, Factory Talk View SE, FT View Enterprise, WIN 911 Pro Interactive, Grandstream modem, Win911 Factorytalk Module, NOC PLC CONTROLLER MODULE, Allen Bradley Micrologic PLCs, pump stations, meters, SCADA, telemetry systems, ethernet radios, variable frequency motor drives, and reduced voltage soft starters:</p>		
<p>Provide professional license numbers for the above employees:</p>		