City of Redmond, Washington

Purchasing Division, M/S: 3SFN
15670 NE 85th St.
PO Box 97010
Redmond, WA 98052

Invitation For Bid

The City is currently seeking bids from local qualified suppliers to provide quarterly and annual inspection, testing and maintenance service for City of Redmond generators.

IFB 10445-14/MWS
REVISION A
(ADDITION OF PREVAILING WAGES)

The City of Redmond, Washington requests interested parties to submit bids for the above referenced Invitation for Bid.

Scope of Work:
The City of Redmond is currently extending an invitation for bid for three quarterly inspections, one annual inspection and maintenance and one annual load test for City of Redmond generators as specified in **Scope of Work**, **Attachment A** Bids are to be completed on the Bid Pricing Submittal Sheet, included as **Attachment B.**

The contractor shall furnish all labor, materials, tools, equipment, supplies, vehicles, and trained personnel/supervisors inspection and maintenance services.

Terms and Conditions:
Any agreement issued from this solicitation shall be governed by the requirements of this solicitation and the City of Redmond's Standard Terms and Conditions, **Attachment C.**

Successful bidder will upon notification of award, shall provide a Certificate of Insurance and endorsement adding the City of Redmond as additional insured or not less that the following limits.

General Liability:	
Bodily injury each occurrence:	$1,000,000
Property damage, each occurrence:	$1,000,000
Automobile Liability Limits:	
Bodily injury each occurrence:	$1,000,000
Property damage each occurrence	$1,000,000
Workers Compensation	
Statutory limits	

Potential Term:
The initial agreement term shall be for a term of one year, and the City of Redmond reserves the right to exercise the option for four additional one year periods. Pricing shall be firm and fixed for the initial term of the agreement.

Agreement renewal/Extension:
Should the City of Redmond exercise the option to extend the agreement performance period, the City may discuss price adjustment. Any price adjustment will be in accordance with the Consumer Price Index (CPI) for the most recent completed year at Bureau of Statistics, All Urban Consumers: Seattle-Tacoma-Bremerton, WA. (http://data.bls.gov).

Quotation Requirements & Response Format: The attached Bid Pricing Submittal Sheet (**Attachment B**) lists the location, size of the generators and types of service required.

RESPONSE FORMAT
In order to facilitate the accurate evaluation of proposals, all suppliers should structure their proposals in the following manner:

- **Completed Bid Pricing Submittal Sheet (Attachment B).**
- **Ability to meet scope of work requirements**
- **List of three references to include jobs performed that are similar in nature to City of Redmond identified needs. References are to include a contact person and telephone number.**

Agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: www.redmond.gov/insidecityhall/finance/buslicense/apply.asp.

Due Date/Time:
Bids are due at 2:00 PM (local time) on Wednesday July 16, 2014. The City of Redmond – Purchasing Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, Redmond, WA 98052, FAX (425) 556-2185. It is the responsibility of the sender to verify receipt of faxed proposals.

Selection & Award:
All interested suppliers are requested to complete the attached Bid Pricing Submittal Sheet (**Attachment B**) and send it and any other narrative information that would describe your company and the service to be provided, to the City of Redmond at the stated address by the deadline given.

It is the city's intent to award a purchase agreement to the supplier, in City's opinion, that best meets the City's selection criteria. Selection criteria shall include, but not be limited to bid semi-annual inspection price, annual maintenance price and proposed hourly billing rates for straight time and overtime. References may be checked as part of the evaluation process.

The City of Redmond reserves the right to reject any or all bids, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of

Redmond, and the respondents to this formal request have o appeal rights or procedures guaranteed to them.

Prevailing Wage:
As the labor necessary to perform this service falls within the definition of a public work under the Revised Codes of Washington (RCW 39.04.010), wages must be paid per published prevailing wage rates. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality where this agreement will be performed (as determined by the Industrial Statistician of the Department of Labor and Industries) can be obtained from the department's website at www.lni.wa.gov/prevailingwage/.

Subsequently, the City of Redmond will require the supplier to:

1) Furnish proof of insurance (The Accord form) along with an agent signed Endorsement, naming the City of Redmond as additional insured, before work may commence, unless already on file for 2009.
2) Unless approved copy is already on record with the City, file a "Statement of Intent to Pay Prevailing Wages" (L & I form #700-029-000) with the State of Washington, Department of Labor and Industries and furnish the City with an approved copy. Upon satisfactory completion of work and the City's receipt of the approved form 80% of the contracted amount will be eligible for payment.
3) File and "Affidavit of Wages Paid" (L & I Form #F700-007-000) with the State of Washington, Department of Labor and Industries and furnish the City with an approved copy. Upon receipt of the approved form, the retained 20% will be eligible for release to supplier.

Cooperative Purchase:
The City of Redmond has entered into intergovernmental (Inter-local) purchasing agreements pursuant to RCW 39.34 with other governmental agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Supplier/Contractor agrees to make the same bid terms and price, exclusive of freight, available to other governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Supplier/Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept any responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the supplier to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this IFB or 30 days post award.

Questions/Inquiries:
Please direct any questions pertaining to this request to the City agent listed below. No other city official or employee is empowered to speak for the city with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Mason Skinner
Purchasing Agent
Phone: (425) 556-2184
Fax: (425) 556-2185
E-Mail: mwskinner@redmond.gov