



INVITATION TO BID

I. Project **Fiber and Associated Material**

II. Contact Information Rich Sattler
Utility Manager
City of Sherwood
15527 SW Willamette Street
Sherwood, Oregon 97140
Telephone (503) 925-2319
SattlerR@SherwoodOregon.gov

III. Scope

The City is soliciting bids for materials to support the expansion of our broadband utility. The materials needed for the expansion is a multi-year duration project. It will be necessary for the bidders to plan for some storage capability as the City does not have room to receive all materials.

Included is a list of anticipated materials for our project. You will find 3 different tabs on the spreadsheet. Each spreadsheet is to be completed separately.

In addition is our Fiber Optic Network Design and Construction Specifications to aid in the completion of the material listing.

IV. Contract Pricing and Adjustments

As this is a multi-year duration project, it is the intent of the City to enter into an agreement with the lowest bidder. This agreement will be for one year, with the option to renew up to three (3) additional years for a total, not to exceed, four (4) years.

Prices shall be firm through the first year of the agreement, with the following exceptions:

- A. City shall be given immediate benefit of any price decreases.
- B. Bidder shall promptly notify the City of amount and effective date of any decreases.
- C. Any decrease shall apply to any item(s) requested on or after the effective date of decrease

Bidder may propose price adjustments in writing not less than 60 days prior to the anniversary date of the agreement. City shall have the option to either accept the price

increase effective on the anniversary date or terminate the contract. All bids for price increases shall be accompanied by documents showing an increase in Bidder's cost for each item for which a price increase is proposed.

V. Schedule

- Request for Quote Issued August 13, 2021
- Quotes Due at Public Works Department August 30, 2021 at 10:00 AM
(15527 SW Willamette St, Sherwood)

VI. Submittal Requirements

Bidder shall submit an electronic bid to Rich Sattler at sattlerr@sherwoodoregon.gov no later than 10:00 AM on August 30, 2021. Bids received after 10:00 AM will not be accepted.

Each bid must contain a statement as to whether the bidder is a Resident Bidder as defined in ORS 279A.120.

The City of Sherwood reserves the right to reject any or all bids submitted, or to waive any minor formalities of this request if, in the judgment of the City Manager, the best interest of the City would be served (ORS 279B.100).

VII. Other Information

Request for clarification: To ensure all bidders receive consistent and accurate information, questions regarding this bid will only be accepted through email. Questions will be responded to in email format and all bidders will be copied on the response. Deadline for questions will be August 19, 2021 at 12:00 PM.

Questions regarding this Invitation to Bid should be directed to:

Rich Sattler
Utility Manager
email: SattlerR@sherwoodoregon.gov

DATED this 13th day of August 2021.

CITY OF SHERWOOD



**Craig Sheldon
Public Works Director**

EXHIBIT A
BID SCHEDULE

Fiber and Associated Material

Please complete this page in addition to attached spreadsheets. Your bid will not be considered complete if this page is missing.

Description:	Total Amount
City Build of Materials:	\$
URA 1 – Build of Materials	\$
URA 2 – Build of Materials	\$

The undersigned Bidder submits the attached Bid Schedule with the understanding that the City reserves the right to increase, decrease, or completely eliminate quantities as requested. Also, the Bidder will supply materials, whether quantities changed (increased or decreased), or not changed, at the unit rate price stated in the attached spreadsheet.

Company Name: _____
Authorized Representative & Title: _____
Company Address: _____
Email Address: _____
Signature of Authorized Agent: _____
Date: _____

Bidder certifies that they _____ **are** or _____ **are not** a Resident Bidder as defined in ORS 279A.120.

Note: Any addenda issued must be signed and enclosed to the bid.