

**INVITATION TO BID
City of Sherwood
8074 – Marjorie Senior Center**

Sealed bids for furnishing all materials, equipment, labor, and services for the construction of the **8074 – Marjorie Senior Center** for the City of Sherwood will be received at City of Sherwood, Engineering Department, 22560 SW Pine Street, Sherwood, Oregon 97140 (Attn: Bob Galati, P.E., City Engineer) until the **Bid Closing at 2:00 PM (PDT) on Thursday, March 28, 2013**. Please title the envelope 8074 – Marjorie Senior Center. Bids will then be publicly opened and read aloud after 2:00 PM (PDT) at the Sherwood City Hall Community Room, 22560 SW Pine Street, Sherwood, Oregon. This project is subject to a pre-qualification process and only General Contractors pre-qualified bids will be accepted. No bids will be accepted after the **BID CLOSING** time.

First-Tier Subcontractor Disclosure forms must be received at the above mentioned location and date no later than **4:00 PM (PDT)**. Proposals without a completed First-Tier Subcontractor Disclosure form submitted will be considered non-responsive.

Bidders must be **pre-qualified** in accordance with the laws of the State of Oregon (ORS 279C.430) to do Building Renovation Improvements. Letters of pre-qualification (approval letter only) from the Oregon Department of Transportation (ODOT), Washington County Department of Land Use & Transportation, or any local municipality with a population equal to or greater than 18,000 persons is acceptable to the City. Proof of valid pre-qualification must be submitted to the City **by Tuesday, March 26, 2013 at 5:00 PM (PDT)** for the Bidder to retain appeal rights. Only bids from pre-qualified Bidders will be opened.

A **MANDATORY PRE-BID MEETING** will be held at the project site (21907 SW Sherwood Boulevard) on **Thursday, March 21, 2013 at 2:00 PM (PDT)**. A bidder's failure to attend the pre-bid meeting shall cause any bid submitted by that bidder to be deemed non-responsive and will be returned unopened.

Project Description

The Work to be done under this Contract consists of the construction of the following items:

1. Lobby renovations.
2. Restroom renovations.
3. Other miscellaneous items necessary for completion of work as shown on the plans.
4. Engineer's Estimate \$135,000 - \$145,000.

The Bidding Documents will be available on **Tuesday, March 19, by 5:00 PM (PDT)** for examination and/or purchased at Sherwood City Hall for a \$30.00 non-refundable fee, if documents are picked up or a \$35.00 non-refundable fee if documents are mailed. Bidding Documents are also available for free download on the City's website, www.sherwoodoregon.gov, on the Engineering Page under "Invitations to Bid" and are acceptable for Bid Submittal. Additional Information and Project Plans will be available on the City website on the Engineering Page under "Invitations to Bid" at the time of this posting.

Other locations Bidding Documents may be examined:

- DJC Plan Center (Electronic only), 503-224-0624, Email: plancenter@djcoregon.com
- Oregon Contractors Plan Center, 5468 SE International Way, Milwaukie, OR 97222

Parties purchasing Bidding Documents will be included on a Planholders list maintained by the City.

Parties downloading Bidding Documents from the City's website can request to be included on the official Planholders list by sending an email to engineering@sherwoodoregon.gov. Bidders are not required to be on Planholders list to submit a Bid for this project.

Addenda, clarifications and Notices will be posted online on the City's website. Potential Bidders are responsible for checking the website on a daily basis. Each addendum must be signed and submitted with the Bid to be considered a responsive bid offer. The City is not responsible for failure of bidders to receive notifications of changes or corrections made by the City and posted as stated above.

All questions or requests for clarification must be emailed **by 5:00 PM (PDT) on Friday, March 22, 2013**, six (6) days prior to bid opening to receive responses. All final responses will be posted on the City's website no later than three (3) days prior to Bid Opening. Bid Addenda shall not be issued less than 72 hours before the Closing unless the addendum also extends the closing.

This is a local public works and U.S. Department of Housing and Urban Development project subject to ORS 279C.800 to ORS 279C.870 and the Davis-Bacon Act.

This project is financed through the Community Development Block Grant Program with funds obtained through the U.S. Department of Housing and Urban Development (HUD). The contract will be subject to compliance with federal regulations. Attention is called to Federal Provisions for Equal Employment Opportunity, Section 3 requirements to encourage employment opportunities for low-income people, MBE/WBE outreach requirements, and Davis-Bacon federal prevailing wage rates as set forth in the contract documents.

Bids shall be accompanied by a certified check, cashier's check or bid bond payable to the City of Sherwood in an amount equal to ten percent (10%) of the amount bid.

The City of Sherwood may reject a bid that does not comply with prescribed public contracting procedures and requirements, including the requirement to demonstrate the bidder's responsibility under ORS 279C.375(3)(b), and that the City may reject for good cause, all bids after finding that doing so is in the public interest. City reserves the right to waive minor informalities in any bid.

For more information regarding this project, contact Bob Galati, at 503-925-2303 or by e-mail at galatib@sherwoodoregon.gov.

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