



CENTRAL LINN SCHOOL DISTRICT #552C

INVITATION TO BID

Project Number ITB 18-02-15

Flat Roof Life Extension

Central Linn Elementary School  
Central Linn High School

Central Linn School District  
PO Box 200  
Halsey, Oregon 97348

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## INVITATION TO BID

**PROJECT NUMBER ITB 18-01-20**

**Central Linn School District Flat Roof Life Extension for Central Linn Elementary School, 239 W. Second, St., Halsey, Oregon 97348, and Central Linn High School, 32433 Hwy. 228, Halsey, Oregon 97348**

**Notice is hereby given that the Central Linn School District 552C in Halsey, Oregon will receive sealed bids until 2:00 p.m. March 19, 2018, and publicly open and read aloud bids at that time on the same day at the district office, 32433 Hwy. 228, Halsey, Oregon. Bids must be clearly marked with "INVITATION TO BID 18-01-20" and must be received at address above prior to 2:00 p.m. in order to be accepted.**

**The Central Linn School District is seeking bids for Flat Roof Life Extension for Central Linn Elementary School and Central Linn High School. Contractor to provide all labor, materials, and equipment to extend the life of a "flat" roof for buildings. Pre-removal of pea gravel by the District is a possibility and should be noted in your bid. Contractor to verify square footage. Contractor shall use whatever methods they claim to be most effective both in durability and expected life as related to cost. Contractor shall clean up and haul away debris created by the roofing work. All work must be completed between June 18, 2018 and September 30, 2018.**

**Proposals shall be placed in an envelope which is sealed, and which clearly states the name of the bidder, the date of the proposal opening, and appropriate wording to indicate definitely the nature of the contents. Product data shall be included with complete bid submission. All bids shall be addressed and delivered to the attention of the Business Manager, Central Linn School District. Do not send proposals by FAX. Proposals submitted via FAX will not be accepted. The Central Linn School District is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities (OAR 445-050-0001 to 445-050-0090, State of Oregon). This contract is for public works subject to ORS 279C.800 to 279C.870 (the Oregon Prevailing Wage Rate Law). All bid proposals must be accompanied by a bid proposal deposit in cashier's check, or surety bond in an amount equal to ten percent (10%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the Central Linn School District. The Central Linn School District reserves the right to cancel this invitation or reject any and all bids submitted or to waive any minor formalities of this call if in the judgment of the School Board the best interest of the District would be served. 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.**

**PRE-BID CONFERENCE:**

The Central Linn School District recommends all contractors schedule an appointment for a pre-bid conference. Appointments may be scheduled between February 20, and March 2, 2018, by contacting Susan Beaudin, Executive Assistant, 541-369-2813 ext 3222 or emailing [susan.beaudin@centrallinn.k12.or.us](mailto:susan.beaudin@centrallinn.k12.or.us).

The district reserves the right to (1) reject any Bid not in compliance with all prescribed public bidding procedures and requirements, and (2) to reject for good cause any or all Bids that are not in the best interest of the District.

**BID TIME TABLES:**

Thursday, February 15	ITB Release Date
February 20 – March 2	Recommended Pre-Bid Conference by Appointment
Friday, March 9	Last day to submit written questions by 3:00 p.m. (Questions may be mailed to Superintendent Brian Gardner at PO Box 200, Halsey, OR 97348, or emailed to: <a href="mailto:brian.gardner@centrallinn.k12.or.us">brian.gardner@centrallinn.k12.or.us</a> or delivered to Superintendent Gardner at 32433 Hwy. 228, Halsey Oregon)
Thursday, March 15	Addendum – Answers to questions provided by 3:00 p.m.
Monday, March 19	Bids Due by 2:00 p.m.

**NOTICE OF INTENT TO AWARD CONTACT INFORMATION:**

All inquiries for information regarding Bid Submission and Procurement Procedures should be directed to:

Celeste Van Cleave

Phone: 541-369-2813 ext 3223

Fax: 541-369-3439

E-mail: [celeste.vancleave@centrallinn.k12.or.us](mailto:celeste.vancleave@centrallinn.k12.or.us)

**DATE OF RETURN:**

All bids must be delivered by Monday, March 19, 2018 by 2:00 p.m.

Central Linn School District  
Business Office  
PO Box 200  
Halsey, Oregon 97348

It is the sole responsibility of the firm to ensure that its bid is received prior to 2:00 p.m. on Monday, March 19, 2018. Late materials will not be considered. Any Bids received after the deadline shall be considered a “no bid”.

**PURPOSE:**

The purpose and intent of this Invitation to Bid is to establish a firm fixed price contract with one or more qualified sources to perform flat roof life extension at Central Linn Elementary School and Central Linn High School in accordance with the specifications and conditions stated herein.

**AVAILABILITY OF FUNDS:**

It is understood and agreed between parties herein that shall be bound hereunder only to the extent of the funds are approved and available for the purpose of this contract.

**AWARD:**

The award will be made to the Bidder who provides the most cost-effective solution that the district can afford. A simple cost/life ratio will be applied. Central Linn School District reserves the right to offer a contract either in whole or in part, whichever is deemed in the best interest of Central Linn School District. Central Linn School District reserves the right to reject any or all bids, in whole or in part, to waive any informality and to delete items prior to making the award, whenever it is deemed in the sole opinion of Central Linn School District to be in its best interest.

**DELIVER:**

All work is expected to be completed by September 30, 2018.

**EXTRA CHARGES:**

The bid price shall be for the complete delivery, ready for Central Linn School District use, and shall include all applicable charges; extra changes will not be allowed without written approval.

**DEFINITIONS:**

The following definitions shall apply to the various titles used in these Bid Documents:

**Owner:** Central Linn School District 552C  
PO Box 200  
Halsey, OR 97348

**Site:** Central Linn Elementary School  
239 W Second St.  
Halsey, OR 97348

Central Linn High School  
32433 Hwy. 228  
Halsey, OR 97348

**Bid:**

A competitive offer, which is binding on the offeror, in which price, delivery (or project completion), and conformance to specification and the requirements of the Invitation to Bid, will be the predominant award criteria.

**Bidder:**

An individual, firm, or corporation, who submits a Bid in response to a contracting agency's Invitation to Bid.

**Contractor:**

The individual, firm, or corporation awarded the Contract for the Work contemplated.

**Contract Documents:**

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral.

**Work:**

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the contract.

**Project:**

The Project is the total construction of which the Work performed under the Contract Documents may be whole or a part of which may include construction by the Owner or by separate contractors.

**Specifications:**

The Specifications are that portions of the Contract Documents consisting of the written requirements for materials, equipment systems, standards, and workmanship for the Work, and performance of related services.

**Product Data:**

Product Data are illustrations, stand schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**Sub-Contractors:**

The successful Bidder will be awarded the Contract. Subcontractors will report to this Contractor.

## **1.0 BIDDING PROCEDURE:**

### **1.1 EXAMINATION OF SITE AND CONTRACT DOCUMENTS**

Bidders shall carefully examine the construction Site to obtain first-hand knowledge of existing conditions. Submit Bid with the understanding that prior to submission of Bid, Bidder has become acquainted with the requirements of the Site and has obtained all information essential for completion of the work on or before the date specified. The Bidder shall not, at any time after the submission of Bid, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions. Nor shall Bidder claim any misunderstanding in regard to the nature, conditions, or character of Work to be done and shall assume all risks resulting from any changes in conditions which may occur during the progress of the Work unless specified in the Bid. Contractors will not be compensated for conditions which can be determined by examining the Site.

## **2.0 BIDS:**

### **2.1 BID FORMS**

The Bidder shall submit two (2) copies and one (1) original Bid. State the prices, either typed or written in ink, in words and numerals for proposed Work to be done by Bidder. In case of discrepancy, the written words shall be considered as being the Bid price. Completed forms shall contain no lineations, alterations, erasures, or recapitulation of Work to be done.

### **2.2 BID ASSURANCE**

The bidder is to agree not to withdraw their Bid for a period of 30 days after the scheduled closing time. If the Bid is accepted, Bidder shall execute an Agreement with the Owner and deliver the specified Performance and Payment Bonds.

### **2.3 BID SECURITY**

A. Bid shall be accompanied by a Bid Bond or certified check, payable to the Owner, of not less than 10 percent of the total Lump Sum Basic Bid in the Bid Form.

B. Submit Bid Security with the understanding it shall guarantee that Bidder will not withdraw the Bid for a period of 30 days after the scheduled closing time. If the Bid is accepted, Bidder shall execute an Agreement with the Owner and deliver the specified Performance and Payment Bonds. In the event of withdrawal of the Bid within said period, failure to execute an Agreement, or failure to deliver Performance and Payment Bonds within 10 days after receiving notice of acceptance of the Bid, the Bid Security will be forfeited.

- C. **The Bidder shall be liable to the Owner for the full amount of the Bid security as representing the damage to the Owner on account of the default of the Bidder in any particular hereof. The Bid Bond shall be satisfactory to the Owner and executed by a licensed bonding company doing business in the State of Oregon.**



**CENTRAL LINN SCHOOL DISTRICT BID SECURITY FORM**

**CENTRAL LINN SCHOOL DISTRICT  
STANDARD PUBLIC IMPROVEMENT CONTRACT**

**BID BOND**

We, \_\_\_\_\_, as "Principal,"  
(Name of Principal)

And \_\_\_\_\_, an \_\_\_\_\_ Corporation,  
(Name of Surety)

authorized to transact Surety business in Oregon, as "Surety," hereby jointly and severally bind ourselves, our respective heirs, executors, administrators, successors and assigns to pay unto the Central Linn School District ("Obligee") the sum of (\$\_\_\_\_\_)

\_\_\_\_\_ dollars.

WHEREAS, the condition of the obligation of this bond is that Principal has submitted its proposal or bid to the Obligee in response to Obligee's Invitation to Bid document for the project identified as: Flat Roof Life Extension which bid is made a part of this bond by reference, and Principal is required to furnish bid security in an amount equal to ten (10%) percent of the total amount of the bid pursuant to the Invitation to Bid document and ORS 279C.365(4) for competitive bidding or 279C.400(5) for competitive proposals.

NOW, THEREFORE, if the bid submitted by Principal is accepted, and if a contract pursuant to the bid is awarded to Principal, and if Principal enters into and executes such contract within the time specified in the Invitation to Bid document and executes and delivers to Obligee its good and sufficient performance and payment bonds required by Obligee, as well as any required proof of insurance, within the time fixed by Obligee, then this obligation shall be void; otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, we have caused this instrument to be executed and sealed by our duly authorized legal representatives this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PRINCIPAL: \_\_\_\_\_

SURETY: \_\_\_\_\_

By \_\_\_\_\_  
Signature

BY ATTORNEY-IN-FACT: \_\_\_\_\_

\_\_\_\_\_  
Official Capacity

\_\_\_\_\_  
Name

Attest: \_\_\_\_\_  
Corporation Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax