

**REQUEST FOR BIDS**  
**MASON TRANSIT AUTHORITY - PROJECT 110**  
**JOHNS PRAIRIE FACILITY BUILDING ONE ROOF REPLACEMENT AND**  
**BUILDING TWO ROOF REPAIRS**

Mason Transit Authority (MTA) is seeking bids from qualified businesses for the Johns Prairie Building One roof replacement and Building Two roof repairs or replacement located at 790 E. Johns Prairie Rd, Shelton, WA 98584.

The bids are due Friday, May 6 , 2016 by 5:00 pm. The envelopes must be sealed and clearly labeled "Bids for Roof Replacement and Repairs". The bids must be mailed or delivered to 790 E. Johns Prairie Rd, Shelton, WA 98584

Award of a contract will be made to the respondent whose bids, in the opinion of MTA; best meets established criteria listed in the Request for Bids. MTA reserves the right to modify, delay or delete the intended project. MTA may also reject any or all offers, waive irregularities, or award the contract in whole or in part if deemed to be in its best interest of MTA.

Mason Transit Authority hereby notifies all respondents in regard to any contract entered into pursuant to this request, it will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, creed, age, or national origin in consideration for an award.

Bid documents may be downloaded at [www.masontransit.org](http://www.masontransit.org), requested by email at [mta@masontransit.org](mailto:mta@masontransit.org), by phone at 360-426-9434, or in writing to 790 E. Johns Prairie Rd, Shelton WA 98584.

ADVERTISED IN:           Mason Transit Authority Web Site [www.masontransit.org](http://www.masontransit.org)  
                                  Shelton Journal  
                                  Seattle Daily Journal of Commerce

**REQUEST FOR BIDS**  
**JOHNS PRAIRIE FACILITY BUILDING ONE ROOF REPLACEMENT AND**  
**BUILDING TWO ROOF RESTORATON**  
**FOR MASON TRANSIT AUTHORITY**

Mason Transit Authority (MTA) is requesting bids from interested businesses for the provision of roof replacement for Building One and Building Two roof replacement or repairs.

**Bid Proposals**

Bidders must submit a complete and concise response to the Request for Bids (RFB). All proposals received in response to this RFB will be retained by MTA. Bids should be prepared simply and economically, providing complete details of the bidder's abilities to meet the requirements of this RFB.

Responses will include a completed and signed Price Proposal submitted in a sealed envelope marked "Price Proposal".

To be considered responsive, bidder must, at the time of proposal opening, be an established business firm with all required licenses, bonding, facilities, equipment, and trained personnel necessary to perform the work as specified in this solicitation. Failure to comply with this requirement may be cause for rejection of the proposal.

**Incurred Costs**

MTA is not liable for any cost incurred by bidders prior to contract signing; nor shall it be responsible to any successful bidder for any costs associated with the preparation of a proposal or the negotiation of a contract for services.

**Site Visit**

A site visit by the bidder is considered a mandatory requirement. Bidders must inspect the site where the service is to be performed to obtain a full understanding of specifications outlined in Attachment " B". An appointment must be made prior to the site visit.

Site:	Mason Transit Authority
Address:	790 E Johns Prairie Road Shelton, Washington 98584
Contact for Appointment:	Marshall Krier (360) 426-9434

## **Proposal Content**

Bidders will complete and submit the following:

- Proposed materials for each element at Johns Prairie facility Building One and Two.
- Price proposal for each of the three elements.
- Management, performance and quality assurance demonstration.

## **Selection Criteria and Considerations**

The criteria for evaluation of proposals will be:

- Cost
- Experience in projects similar in size and scope
- Warranties of work performed
- References

## **Selection Process and Schedule**

<b><u>Action</u></b>	<b><u>Date</u></b>
Public Announcement for bids	April 8, 2016
Bids due	May 6, 2016
Bid Evaluation	May 9-13, 2016
Begin Contract Negotiations	May 16-20, 2016
Contract Approval	June 17, 2016

## **Award**

MTA will award a contract based upon the bids that will be most advantageous to MTA in terms of cost or price and other factors specified. The contract will be awarded for either:

- Replacement of roof for Building One and repairs to roof of Building Two
- Replacement of roof Building One and Two
- Replacement of roof Building One only

MTA may award a contract on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial bid should contain the bidders best terms from a cost or price and technical standpoint.

## **Contact Persons and Questions**

The Maintenance Manager, Marshall Krier, and Acting General Manager Danette Brannin, shall be the only two persons contacted regarding the RFB. Both managers can be reached at (360) 426-9434.

## **Pricing**

All bidders must bid on roof replacement for Building One and repair or replacement for Building Two: replacement of roof Building One and Two; and replacement of roof Building One only.

Bid prices shall remain in effect for a period of not less than ninety (90) days after the bid opening. The bid price shall include all that is necessary to complete the contract to include the furnishing of all labor, materials, equipment, disposals and any other assets the bidder may possess to facilitate the completion of the contract. Sales tax shall not be a determinant in calculating price in the analysis of the proposal. Partial bids will not be accepted and will be declared non-responsive.

## **Right to Reject Bids**

MTA reserves the right to reject any bid for any reason including, but not limited to, the following: any bid which is incomplete, obscure, irregular or lacking necessary detail and specificity; any bid which contains figures (price, percentage or others) that are not legible or subject to more than one interpretation; any bid accompanied by insufficient or irregular bid guaranty; any bid from bidders who (in the sole judgment of MTA) lack the qualification and/or responsibility necessary to perform the work properly; any bid which is not approved as being compliant with the requirements for Disadvantaged Business Enterprise participation and/or Equal Employment Opportunity; any bid for which a bidder fails or neglects to complete and submit any qualifications information within the time specified by MTA and as may be otherwise required herein; and, any bid submitted by a bidder who is not registered or licensed as may be required by the laws of the state of Washington.

MTA further reserves the right to reject any portion of any bid and/or to reject all bids. In consideration for MTA review and evaluation of its bid, the bidder waives and releases any claims against MTA arising from rejection of any or all bids.

## **AWARD OF CONTRACT**

Bids will be evaluated by MTA to determine which bid is the lowest responsive bid by a responsible bidder and which bid, if any, should be accepted in the best interest of MTA. MTA in its sole discretion reserves the right, but without obligation, to waive informalities and irregularities.

**Responsiveness.** MTA will consider all the material submitted by the bidder to determine whether the bidder's offering is in compliance with the bidding documents.

Responsibility. MTA will consider all material submitted by the bidder, and evidence it may obtain otherwise, to determine whether the bidder, its key personnel, and proposed subcontractors have the qualifications and experience to successfully complete projects of this type. The bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded this public works project. The bidder must:

- (a) At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
- (b) Have a current state unified business identifier number;
- (c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
- (d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);

Acceptance.

Within 90 days after the opening of bids, MTA will accept a bid, reject all bids, or take such other action as may be in its best interest. MTA reserves the right to request extension of the bid acceptance period. The acceptance of a bid will be evidenced by a written notice of award of contract delivered in person or by certified mail to the bidder whose bid is accepted.

**Incorporation of RFB and Proposal in Agreement**

This RFB and the bidder's response, including all promises, warranties, commitments, and representations made in the successful bids shall be binding and shall become contractual obligations, and will be incorporated by reference in the Service Agreement with the bidder.

**Equal Employment Opportunity**

In connection with execution of any contract entered into, the Contractor shall not discriminate against any employee or applicant for employment because of race, creed, marital status, age, color, sex, national origin, or disability. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, creed, marital status, age, color, sex, national origin, or disability. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

**Non-Discrimination**

MTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Sta. 252, 42 U.S.C. 2000d through 2000e-16, and all requirements imposed by or pursuant to Title 49, Code

of Federal Regulations, US Department of Transportation, Sub-Title A, Office of The Secretary, Part 21, Transportation, hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

### **Prevailing Wage**

This Contract is subject to Chapter 39.12 RCW, and amendments thereto and regulations issued thereunder, relating to prevailing wages, benefits and other requirements. Bidders shall examine and be familiar with such requirements. No claim for additional compensation will be allowed which is based upon a lack of knowledge or a misunderstanding of any such requirements by the Contractor or a failure to include in the bidder's bid price adequate increases in such wages over the term of this Contract. It is the Contractor's responsibility to ensure that the proper wages are paid and the appropriate documentation submitted to MTA. "The State of Washington prevailing wage rates applicable for this public works project, which is located in Mason County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. Based on the bid submittal deadline for this project, the applicable effective date for prevailing wages for this project is October 1, 2015. A copy of the applicable prevailing wage rates are also available for viewing at the office of MTA, located at 790 E. Johns Prairie Rd., Shelton WA 98584. Upon request, the MTA will mail a hard copy of the applicable prevailing wages for this project."

### **GRANT FUNDING**

The funding for this project is through a federally funded grant administered through Washington State Department of Transportation. Conditions of the grant require any contractor and subcontractor of any tier to be bound by section 9 through 31 and 39 of the Capital Construction Grant Agreement, a copy of which is attached hereto and incorporated by this reference. The successful bidder will be required to comply with these provisions and include these contract provisions in all contracts with subcontractors of any tier as well as materials suppliers.

### **FEDERAL CLAUSES AND CERTIFICATIONS**

The funding for this project is through a federally funded grant administered through Washington State Department of Transportation. Conditions of the grant require any contractor or subcontractor to be bound by the federal Clauses and Certifications specifically; Buy America, Debarment and Suspension, and lobbying. A copy of which is attached hereto and incorporated by this reference.

### **TAXES**

All applicable taxes, which the Contractor is required to pay, including sales tax, shall be included in the bidder's proposed price for the work under this Contract. No

adjustments will be made in the amount to be paid by MTA under this Contract because of any misunderstanding by or lack of knowledge of the Contractor as to liability for, or the amount of, any taxes for which the Contractor is liable or responsible by law or under the Contract or because of any increases in tax rates imposed by any federal, state or local government.

### **PROGRESS AND COMPLETION**

Time shall be strictly of the essence for this Contract. The submission of a bid shall constitute the bidder's acknowledgment progress and completion requirements have been taken into account in formulating a price for this work.

### **BID PRICE**

The bid price shall include everything necessary for the prosecution and completion of the work and fulfillment of the Contract including, but not limited to, furnishing of all materials, equipment, tools, plant and other facilities and all management, superintendence, labor and services, except as may be provided otherwise in the Contract documents.

### **PREVENTION OF ENVIRONMENTAL POLLUTION AND PRESERVATION OF PUBLIC NATURAL RESOURCES**

The Contractor shall comply with applicable portions of the following statutes, ordinances and regulations and such other regulatory measures dealing with the prevention of environmental pollution and the preservation of public natural resources as may be subsequently identified by MTA or other public agencies as applicable to the work.

Federal. Natural Environmental Policy Act of 1969, 42 USC 4321 et Seq.; Executive Order 11514; Clean Water Act, 33 USC 1251 et seq.

State. Water Pollution Control Act, Chapter 90.48 RCW; State Environmental Policy Act of 1971, Chapter 43.21C RCW and WAC Chapter 197-10; Noise Control Act of 1974, Chapter 70.107 RCW; Washington Clean Air Act, Chapter 70.94 RCW and WAC Chapter 1; Shoreline Management Act of 1971, Chapter 90.58 RCW.

Regional. Any applicable Air Pollution Control District regulations.

Mason County. Any applicable County ordinances and regulations.

## **BID GUARANTY**

The bid shall be accompanied by a bid guaranty bond, duly completed by a guaranty company authorized to carry on business in the state of Washington or, alternatively, by a certified or cashier's check drawn upon a banking institution with a branch office in the state of Washington, payable to the order of MTA, in an amount not less than five percent (5%) of the total bid. The surety signing the bid guaranty bond shall be registered with the Washington State Insurance Commissioner, and the surety's name shall appear in the current Authorized Insurance Company List in the State of Washington published by the Office of the Insurance Commissioner. Each surety's name must also appear on the United States Treasury Department's list of authorized sureties - Circular 570, as amended.

The amount payable to MTA under the bid guaranty bond, or the certified or cashier's check and the amount thereof, as the case may be, shall be forfeited to MTA in case of a failure or neglect of the bidder to furnish, execute and deliver to MTA the required performance bond and evidences of insurance and to enter into, execute and deliver to MTA the agreement on the form provided in the bidding documents within ten days after being notified in writing by MTA that the award has been made to and the agreement is ready for execution by the bidder.

## **COLLUSION**

If MTA determines that collusion has occurred among the bidders, none of the bids of the participants in such collusion will be considered. MTA determination shall be conclusive.



## ATTACHMENT A

### QUALIFICATIONS

Bidder must demonstrate their qualifications/experience in the following area:

#### **A. BUSINESS ORGANIZATION**

1. List the names and contact information for all principal owners of business.
2. List all names that Bidder has previously done business as.
3. What is the number of years that Bidder has been in business at the same business?
4. Provide a copy of your business license.
5. List any negative Better Business Bureau reports.
6. Describe your business' financial capacity to fulfill a contract for the described work.
7. What are the qualifications, training, experience and certification(s) of your staff that would fulfill a contract for this work?
8. List your company's training program, equipment and record for safety and fall protection.

#### **B. PERFORMANCE & QUALITY ASSURANCE**

1. Describe your company's experience with similar projects (list 5 projects).
2. Describe your company's quality assurance program.
3. Describe your company's problem resolution process. How do you deal with customer complaints? How quickly do you respond to correct issues of non-performance or unsatisfactory performance?
4. If selected as the winning bidder, by how many days from the contracted date would you be able to complete the work; list for each proposed element.
5. What is the warranty for your installation work?
6. List the warranty being provided for each item or material being provided.

**C. REFERENCES**

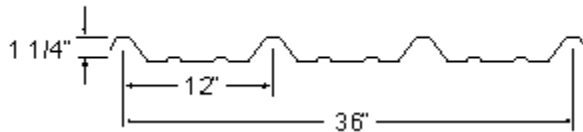
Include at least three professional references providing the company name, phone number, mailing address and contact person who had the direct responsibility of administering the contract with your company. These references should be jobs you have done within the last two years.

## ATTACHMENT B

### Specifications

#### Roofing Replacement:

MTA is requesting the existing roof for Building One and or Building Two be replaced through a complete tear off and replacement. Roofing material and job performance must meet the following specifications:



- Basis for design: Super Span® by AEP Span, Tacoma, WA. Installation of panels and accessories by installers with a demonstrable minimum of 5 years experience on panel projects of this nature. Bidder must be approved to install AEP Span warranted metal roof systems, regardless of system proposed.
- 36" panel coverage
- 1 1/4" trapezoidal ribs on 12" centers, applied over open framing
- Exposed fastened metal roof panel meeting or exceeding performance standards stipulated by ASTM E 1680 and ASTM E 1646.
  1. Manufacturer shall have a minimum of 10 years experience supplying metal roofing to the region where the work is to be done.
  2. Proposed manufacturer shall provide proof of \$2,000,000 liability insurance for their metal roof system and comply with current independent testing and certification, consistent with all performance standards of the specified AEP Span panel.
  3. Panel manufacturers without full supporting literature, Flashings & Details Guides, Guide Specifications and Technical Support shall not be considered equal to the specified product.
- High-quality 24ga Zinalume® coated steel conforming to ASTM A 792, with Dura Tech® 5000 PVF<sub>2</sub> coating.
- Alternate price: 26 gauge panel/minimum roof slope 1:12
- Lap panels away from prevailing wind direction.
- Panels must be fastened with manufacturer's required gasketed screws and sealed according to manufacturer's specifications with approved materials.

- Material must meet all applicable building codes for City of Shelton, Mason County, and the State of Washington.
- The project must also include replacement of all gutters, downspouts and flashings with Zincalume® coated steel with Dura Tech® 5000 PVF<sub>2</sub> coating. Specified manufacturer's standard flashing details will be used.
- All pipe flashings to be replaced with rubber boots that follow the roof contours. Boots to be sealed with manufacturer's approved sealer.
- Roof, gutter, downspout replacement materials must closely match the existing colors. Owner to select color from standard color chart.
- Roofing material shall be designed and installed to withstand all wind speeds, snow loads and any anticipated atmospheric weather conditions experienced in Mason County.
- Panel Warranty: 30 year on painted, 25 years on galvanized
- Energy Star Rating preferred (minimum SRI of 29)
- Materials delivered to the job site are to be properly packaged and staged to provide against transportation damage and weather.
- Extreme care must be exercised when unloading, storing and installing roofing system to prevent bending, warping, twisting, cutting and surface damage.
- All materials must be stored above ground on well supported platforms and provide proper ventilation of metal roofing and flashings to prevent condensation build up between panels and or flashing.
- Contractor is responsible for disposing of all old roofing material and removal from the job site.
- Cutting of panels must be performed with shears; saws, abrasive wheels only. Torch cutting is not permitted.

### **Building 2 Roof Repair Specifications:**

- MTA is requesting that all worn, damaged or missing panel fasteners be replaced #10 X1" hex head self tapping screw with gasketed washer or approved equal.
- All flashings and gutters are replaced with Zincalume® coated steel with Dura Tech® 5000 PVF<sub>2</sub> coating that closely matches the existing colors and design.
- All pipe flashings to be replaced with rubber boots that follow the roof contours. Boots to be sealed with manufacturers approved sealer.

- All existing translucent panels shall be removed and replaced with solid metal roofing panels. Material must match existing roof panels as closely as feasible. Replacement panels shall be appropriately fastened and sealed with butyl sealer or tape to prevent water intrusion.
- Warranty on all repairs shall be 2 years from acceptance.
- Contractor is responsible for disposing of all old roofing material and removal from the job site.

**ATTACHMENT C**  
**PRICE PROPOSAL**

**Required bid:**

Pricing for replacement of roof for Building One and repairs to roof of Building Two

\$ \_\_\_\_\_

Replacement of roof for Building One and Two

\$ \_\_\_\_\_

Replacement of roof for Building One only

\$ \_\_\_\_\_

Alternate price for 26 ga panels

\$ \_\_\_\_\_(Deduct)

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_