

CITY OF VENETA
PUBLIC CONTRACTS FOR CONSTRUCTION SERVICES

INVITATION TO QUOTE AND QUOTE FORM
to be used for construction projects with an estimated cost of \$100,000 or less

REQUEST:

The City of Veneta is soliciting for written quotes from qualified contractors to Remodel two areas of Veneta City Hall, as described below and to be performed in accordance with the specifications contained in this solicitation.

FULL DESCRIPTION OF WORK/NEED:

1. Convert substation shower and locker room/storage area into expanded kitchen with the following;
 - a. Compact dishwasher, Owner Furnished Contractor Installed.
 - b. Large, two bin Stainless Steel kitchen sink in new P-lam countertop.
 - c. Full size refrigerator (relocated from existing break area)
 - d. Microwave (either built-in or suspended from upper cabinet)
 - e. Expanded counter area
 - f. Expanded cupboards
 - g. Retain a small bathroom using existing toilet & location, adding new lavatory and countertop.
2. Convert Room into 2 work stations with new desks and cabinetry with the following;
 - a. Add 3'0-4'0 escape window in Admin Office area, see Window Schedule A102.
 - (e) Window to be removed and replaced under (e) header.
 - Self-adhered flashing tape to seal nail flange to building paper, typical.
 - Siding (1x6 cedar) replaced to match Existing Conditions, no joints in short runs accepted.
 - Interior finishes to match existing color and style.
 - b. New desk tops to be surfaced with P-lam which matches (e) adjacent countertops.
 - c. Cabinetry specifications in Outline Spec. & Elevations on A103-A104 dated 9/1/15.
 - d. Architect shall approve shop drawings before fabrication.

SPECIFICATIONS:

1. See- Outline Specification for: City of Veneta, Breakroom & Office Remodel. Project # 1506

BACKGROUND/OTHER INFORMATION RELATED TO WORK:

1. See Drawings by Dustrud Architecture- dated 9-9-15

SELECTION CRITERIA:

City shall solicit responses from various contractors and select the contractor based on one or more of the following criteria: price, experience, specific expertise, availability, project understanding, contractor capacity, responsibility and similar factors.

SUBMISSION INSTRUCTIONS:

Quotes shall be for completion of the work described. The work must be completed as soon as practicable and prior to **February 19, 2016**.

Contractors shall submit written responses to this request for a quote by completing the quote form. Eligible quotes will have the last page of this document filled out completely.

Send quotes directly to Kay Bork, Community Development Director via mail or courier. No other form of submission will be accepted. Deliver to the Veneta Administrative Center located at 88184 8th Street in Veneta or mail to PO Box 458 Veneta, OR 97487. **Submissions are required to be delivered by 5:00 PM December 18, 2015.**

GENERAL PROVISIONS:

Quotes shall be considered bids and incorporated into a contract to complete the services. This procurement is being conducted under the City of Veneta's Public Contracting Rules as amended, from time to time, by Resolution.

The City reserves the rights to reject any and all quotes and to waive any defect in quoting upon a finding of the City that it is in the best interest of the City to do so. A performance and payment bond may be required for the project. This solicitation for quotes is being conducted in accordance with City procurement rules.

The City shall issue a notice to proceed as soon as practicable after all documents required of the contract are accepted.

CONTRACTOR QUALIFICATIONS AND REQUIREMENTS:

Contractor shall be responsible for all of the work described above. Exceptions shall be in writing.

Contractor must be capable of supplying a certificate of insurance that names the City, their agents, and employees as additional insured with respect to activities under this contract. Contractor shall provide proof of insurance for general commercial liability and automobile use. The limits of such insurance shall be as specified in the written agreement.

The contractor selected will be asked to sign a standard City of Veneta Public Services Agreement. A copy of the standard agreement accompanies this request.

Contractor must be a legal entity in the State of Oregon or allowed to work within the State of Oregon.

This contract is for a public work subject to ORS 279C.800 to 279C.870 [or Davis-Bacon Act 40 U.S.C. 276(a)], relating to the payment of prevailing wages.

CITY CONTACT:

For more information regarding this project, contact Kay Bork, Community Development Director at 541-935-2191.

Please provide Quote for the described work on the Quote Form provided on following page:

QUOTE FORM

Furnish all work **VENETA CITY HALL BREAKROOM REMODEL**

Quoter will provide the Work described for the following lump sum price of:

Quote provided above shall be honored through the _____ day of _____, 20____

Quoter predicts that the Work described will begin on _____

with an estimated completion date of _____

Submitted by:

Name of Business: _____

Street Address of Business: _____

Mailing Address of Business: _____

Phone: _____

Signature of Authorized Agent: _____

Date Signed: _____

Name of Authorized Agent: _____

Title: _____

Construction Contractor's Board No.: _____

Contractor's License Expiration Date: _____