CITY OF VENETA
PUBLIC CONTRACTS FOR CONSTRUCTION SERVICES

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

REQUEST:
The City of Veneta is soliciting for written quotes from qualified contractor to remodel two lobby areas and one work station within Veneta’s Administrative Center as described below and to be performed in accordance with the specifications contained in this solicitation.

PROJECT NAME: Lobby and Work Station Remodel 2018  DATED: March 12, 2018

FULL DESCRIPTION OF WORK/NEED:
Lobby Left-side:
   Construct a built in cabinet approximately 2’1” deep by 42” tall and 45” wide with six file drawers and 3 cubby boxes as shown on Attachment A. One cubby box to have vertical slates approximately 4” apart.
   Top of cabinet should be laminate with a rounded corner.

Lobby Right-side:
   Construct a built in cabinet approximately 17” deep by 42” tall and 15” wide with three file drawers.
   Construct laminate top for cabinet that extends to the wall on the left. Full dimensions of top to be approximately 17” deep by 60” as shown on Attachment B.

Work Station:
   Construct two built in work spaces. Both to be approximately 2’ 1” deep and 2’ 6 tall. Work space on left-hand side to be approximately 5’ 6 wide. Work space on right-hand side to be approximately 4’ 6” wide. Laminate tops to have rounded corners. Both work spaces to have two file drawers on the left side and a bank of three drawers, varying sizes, on the right side.

   Construct and install wall shelving units above both work spaces. Units to be approximately 5.75’ long, 2 ½’ tall and 1’ deep with center vertical divider. Shelves to be adjustable. See Attachment C.

   Construct stand alone, rolling work counter that measures 2’ 1” by 1’ 5” with flip up shelf. Note: City has one of these to be used for exact pattern.

SPECIFICATIONS:
Exact measurements and design to be finalized working with City staff.

File drawers to accommodate front-to-back viewing and lateral viewing, hanging files, with a mix of letter-size and legal-size to be determined.

Materials (wood, laminate, drawer handles and hardware) to be used shall be the same as existing built in cabinetry and work stations. Drawers should have solid sides and mechanism to keep hanging files and lateral bars from shifting out of place.
BACKGROUND/OTHER INFORMATION RELATED TO WORK:
City has had similar work done in other areas of the Administrative Center to be used as guideline for expectation of finished product. Drawings included in solicitation are not intended to be exact dimensions nor final design. Contractor is expected to assist City staff in finalizing plans and to determine exact dimensions for actual construction. Depending on noise level contractor may be asked to work after hours or on weekends. Contractor must be willing to communicate regularly with City staff and coordinate with staff to schedule on-site work.

SELECTION CRITERIA:
City shall solicit responses from various contractors and select the contractor based on one or more of the following criteria: price, experience, willingness to accommodate City’s schedule and communicate regarding work, availability, project understanding and completeness of required submittals, contractor’s willingness to assist with final design.

SUBMISSION INSTRUCTIONS:
Quotes shall be for completion of the work described. The work must be completed as soon as practicable and prior to July 31, 2018. Extensions shall be negotiated and confirmed in writing.

Contractors shall submit responses to this quote request by submitting in hard copy a completed quote form and questionnaire, both forms provided by the City and are attached. Incomplete submittals may deem the contractor ineligible for consideration.

Submittals should be addressed to the attention of Ann Frydendall and delivered to the Veneta Administrative Center located at 88184 8th Street in Veneta or mailed to PO Box 458 Veneta, OR 97487. No other form of submission will be accepted. Submissions are required to be received by 5:00 p.m. on April 13, 2018.

GENERAL PROVISIONS:
Quotes shall be considered bids and incorporated into an agreement 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.

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

CITY CONTACT:
For more information regarding this project, contact Ann Frydendall at 541-935-2191.
Please provide Quote for the described work on this Quote Form.

Contractor will provide all work as described in the invitation to quote for project entitled “Lobby and Work Station Remodel 2018” dated March 12, 2018 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: ________________________________