



## CITY OF COOS BAY

### Invitation to Bid For On Call Electrical Services

The City of Coos Bay is soliciting bids to contract with two experienced and licensed electrical contractors to perform as needed on call electrical services for repair and maintenance to City of Coos Bay buildings and facilities. The bids will remain subject to acceptance for 90 days after bid opening. All bids must provide for the services requested in the scope of work, comply with all provisions of this document as well as local and state laws, codes or regulations as they apply to electrical contracting.

#### SUBMISSION OF QUOTE

To receive consideration, quotes must be submitted in accordance to the following instructions:

1. All quotes shall be in a sealed envelope and delivered to the

City of Coos Bay  
Public Works Department Office  
500 Central Avenue  
Coos Bay OR 97420

2. The envelope must be clearly marked **"On Call Electrical Services."**
3. Submit three (3) copies of the proposal by 3:30 p.m. December 4, 2014.
4. The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.
5. If you have any questions, please contact Randy Dixon, Public Works Operations Administrator, at 541-269-8918 or email [rdixon@coosbay.org](mailto:rdixon@coosbay.org)

#### GENERAL INSTRUCTIONS

The City of Coos Bay invites qualified contractors to submit proposals for the On Call Electrical Services. It is expected workmanship includes one year warranty.

## **BID REQUIREMENTS**

The successful bidder must be bonded or bondable and insured, must hold appropriate electrical license from the State of Oregon, and must execute a contract with the City for as needed on call electrical services.

## **QUALIFICATION EVALUATION CRITERIA**

Cost Proposal: The cost component of each bid will be evaluated with respect to the probable cost to the City of doing business with each bidder; cost proposals will be evaluated for realism and reasonableness of the overall cost and individual cost element estimates.

## **PROJECT INFORMATION**

Project Identification: On Call Electrical Services  
Project Location: City of Coos Bay buildings and facilities  
Owner: City of Coos Bay, 500 Central Ave, Coos Bay, OR 97420

## **PROJECT REPRESENTATIVES**

Randy Dixon, Public Works Operations Administrator  
Jim Hossley, Public Works Director

## **PROJECT SCOPE**

The City of Coos Bay is soliciting bids for up to two (2) experienced and licensed electrical contractors to perform as needed on call electrical repair and maintenance on City of Coos Bay buildings and facilities. This contract will be for a two year period.

The licensed electrician, hereinafter referred to as "Contractor," will be required to perform services specified herein. The Contractor will be expected to enter into a service contract with the City of Coos Bay, hereinafter referred to as "the City," consistent with the terms of this Invitation To Bid (ITB) and Contractor's submitted bid.

During the life of the contract, the City of Coos Bay will typically require electrical repair and maintenance services for its municipal facilities including, but not limited to, City Hall, Visitor Information Center, Public Works shops, Parks buildings and grounds, Street lights, Library, Fire Halls, Egyptian Theater, and museums. Some work is of a scheduled nature and other work is of an emergency nature. Service shall be provided by the Contractor on an as needed basis. By seeking bids from contractors, the City does not represent that it will utilize the successful bidders' services any guaranteed number of times over the life of the contract. The successful contractor(s) recognizes and acknowledges that the contractor(s) will not be employed as the exclusive contractor(s) or agent(s) to perform electrical services. The City reserves the right to use non on-call electrical contractors as it deems necessary.

As part of the service contract, Contractor will be required to meet the Insurance Requirements included with this ITB. The Contractor must comply with all local and State

laws, rules, and regulations for an electrician; possess a valid State of Oregon Electrician's License; and provide their state contractor licensing information. The Contractor shall continuously employ at least one full-time general supervising electrician.

All routine, non-emergency plumbing services together with all emergency services will be initiated by the City using work order authorization to the contractor. The work order will include a scope of work. No work shall commence without a fully executed work order authorization signed by the City's management. If the Contractor and the City enter into a work order whose term expires on a date that is later than the date that the service contract expires, then the terms, conditions, and provisions of the service contract (together with any and all amendments and attachments thereto) shall automatically extend through and until the Contractor has fully performed all requirements of the work order.

The City requires that the Contractor be "on call" on a 24-hour basis with the ability to respond within one-hour, including holidays, for any emergency that may occur. Response time to emergencies and routine requests is expected to be timely, and proposals will be reviewed based in part on the Contractor's ability to provide such "on call" service and by written commitment to respond timely to both scheduled and emergency situations.

It shall be the responsibility of the Contractor to supply all necessary tools and equipment to perform the work as requested to the extent that supplies, materials and parts are required to perform the work. The Contractor shall be responsible for obtaining such supplies, materials and parts if not provided by the City of Coos Bay. Such supplies, materials and parts shall be of good quality and the cost of such shall be billed as reflected in the bid document.

All job cost estimates must be prepared using prices established in the **Pricing** section. Billing invoices for completed jobs must use the prices established in the **Pricing** section and must show mark-up on materials. Copies of material invoices must be included with the billing invoices. Work order number must be included on the billing invoices along with work address and the name of the City representative responsible for the work. Changes and additions must be approved by City representative who authorized the original work order.

#### **COMPLIANCE WITH RULES**

Bidders responding to this ITB must follow its procedures and requirements; except as otherwise provided in the ITB, the applicable provisions or Oregon Administrative Rules shall apply where the City of Coos Bay Contract Rules do not address. Failure to comply with or complete any part of this ITB may result in rejection of your bid.

#### **SCHEDULE OF REQUEST FOR QUOTES**

<b>Mandatory Pre-Bid Meeting:</b>	<b>None</b>
<b>Bid Due:</b>	<b>3:30 p.m.; December 4, 2014</b>
<b>Bid Opening:</b>	<b>3:30 p.m.; December 4, 2014</b>
<b>City Council Award Bid</b>	<b>December 16, 2014</b>
<b>Contract Finalized:</b>	<b>December 30, 2014</b>

## **BID WITHDRAWAL**

Any bid may be withdrawn at any time before the "Bid Due" date and time by providing a written request for the withdrawal to the Public Works Department. A duly authorized representative of the firm shall make the request. Withdrawal of a bid will not preclude the bidder from filing a new bid.

## **APPEALS**

Bidders who disagree with the procurement process and wish to appeal the bid or the award of contract, may submit an appeal in writing to the City Manager's Office within five (5) business days of the bid due date.

Address:                      City of Coos Bay  
                                    Rodger Craddock, City Manager  
                                    500 Central Avenue  
                                    Coos Bay OR 97420

## **OWNERSHIP OF DOCUMENTS**

Any material submitted by a bidder shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

## **CONFIDENTIALITY OF INFORMATION**

All information and data furnished to a vendor by the City and all other documents to which the vendor's employees have access during the preparation and submittal of the bid shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

## **PUBLIC RECORD**

All bids and information submitted by bidders are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all bids and information submitted by bidders will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

## **INDEMNITY**

Vendor shall hold harmless, indemnify, and save the City, its officers, employees, and agents from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason or any act or omission of the vendor or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

## EMPLOYMENT STATUS

Contractor shall perform the work required by this contract as an independent contractor. Although the City reserves the right to determine and modify the schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means and manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.

Contractor represents and warrants that the Contractor is not an employee of the City of Coos Bay and meets the specific independent contractor standards of ORS 670.600. Contractor is not an officer, employee, or agent of the City. Contractor shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, the City will not withhold from such compensation or payments any amounts to cover Contractor's federal or state tax obligations. Contractor is not eligible for any Social Security, unemployment insurance, or workers compensation, from compensation paid to Contractor under this contract except as a self-employed individual.

## INSURANCE

The Contractor shall maintain during the life of this contract the following minimum public liability and property damage insurance which shall protect the City and Contractor from claims for injuries including accidental death, as well as from claims for property damages which may arise from the performance of work under this contract, and the limit of liability for such insurance shall be as follows:

### Level 5 of insurance requirement (Construction contracts over \$50,000)

<b>Commercial General Liability</b> per occurrence *to include a Waiver of Subrogation	1,000,000
<b>Umbrella/Excess Insurance</b> per occurrence	\$2,000,000
<b>Automobile Liability</b> per occurrence	\$1,000,000
<b>Workers' Compensation</b> *to include a Waiver of Subrogation	Statutory Limit
Applicable Federal (e.g., Longshoremen's)	Statutory Limit
Employer's Liability	\$500,000
<b>Builders Risk Insurance and Installation Floater</b>	See Below

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement.

Coverage provided by the contractor must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

The Contractor shall provide certificates of coverage, including applicable endorsements, for such policies within ten (10) days of execution of the Contract. The City shall be named as an additional insured on the policy; provided, however, that each party shall be liable for injuries or claims arising solely out of that party's acts or omissions and no claim as an "additional insured" shall be made against the other party's carrier for injuries or claims solely from or arising out of that party's acts or omissions. There shall be no cancellation, material changes, reduction of limits, or intent not to renew the insurance coverage without 30 days written notice from the Contractor's insurers to the City.

## BID SHEET (page 1)

As work will be performed on publicly owned/operated structures, please note that Prevailing Wages for both the State of Oregon and Coos County apply. If your estimate for individual work orders exceeds \$50,000, the estimate must include a wage factor for apprentice hours (1 to 1,000) to be worked during the duration of the project. The full rate tables for both journey and apprentice can be found at:

[http://www.oregon.gov/boli/WHD/PWR/Pages/July\\_2014\\_Index.aspx](http://www.oregon.gov/boli/WHD/PWR/Pages/July_2014_Index.aspx)

[http://www.oregon.gov/boli/WHD/PWR/docs/October\\_1\\_2014\\_Amendment.pdf](http://www.oregon.gov/boli/WHD/PWR/docs/October_1_2014_Amendment.pdf) The City of

### **Pricing**

*Hourly rates charged for work ordered under this agreement will be:*

Item	Unit	Master	Journeyman	Apprentice	Helper
<b>Straight Time (M-F) 8 a.m. – 5 p.m.</b>	<b>Per Hour</b>				
<b>Overtime (M-F) 7 p.m. – 7 a.m.</b>	<b>Per Hour</b>				
<b>Saturdays and Sundays</b>	<b>Per Hour</b>				
<b>Holiday – City Observed</b>	<b>Per Hour</b>				
<b>Supplies, Materials, Parts</b>	<b>Mark-up Percent</b>	_____ %			

***Copies of material invoices are to be included with billing statements.***

### **Trip Charges**

*The City does not pay trip charges or travel time for non-emergency service work.*

*Emergency call-out trip charge, if any: \$ \_\_\_\_\_*

### **Emergency Call-out**

*When the Contractor responds to an emergency call-out:*

*A minimum of (if any) \_\_\_\_\_ hours of the assigned technician's applicable rate.*

*Maximum time to respond to emergency call-out, \_\_\_\_\_ minutes/hours.*

*If emergency repairs require more than eight (8) hours, the Contractor will be expected to assign personnel to minimize overtime charges.*

**BID SHEET (page 2)**

**Contractor Contact and Signature:**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY-STATE-ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Submitted by** (the person legally authorized to bind company to this bid)

\_\_\_\_\_  
Print name of firm and signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## REFERENCES

Provide references for at least three (3) clients from the last five (5) years for plumbing services related to governmental, institutional, commercial, and/or industrial settings.

ORGANIZATION NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ SERVICE DATES \_\_\_\_\_  
TYPE OF WORK \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
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