



REQUEST FOR PROPOSAL (RFP)

PROJECT: NOAA MOC-P Emergency Generator Fuel Tank Replacement
LOCATION: 2002 Marine Science Dr. Newport, OR
MANDATORY SITE MEETING: By Appointment
BID DUE: Friday, 5/31/2024, 2:00PM

Quotations on this project will be accepted by Hand Delivery, Mail, and PDF via email.

SUBMIT TO: Port of Newport C/O Executive Director Phone: (541) 265-7758
600 SE Bay Boulevard Fax: (541) 265-4235
Newport, OR 97365 Email: jim@portofnewport.com

QUESTIONS TO: Jim Durkee 541-270-0545

TERMS AND CONDITIONS:

- Schedule for Work:** Start: TBD Completion: TBD
Contractor to provide estimated work duration and schedule.
- General Description:** Replacement of 2,000 gallon, above ground diesel fuel tank for emergency generator.
- Scope of Work:** Provide all labor, permits, materials, tools, lift equipment, supervision (min one company employed, full time foreman), submittals, manuals and, incidentals necessary to complete all work implied by the attached scope of work you are quoting. Any deviations taken by bidder to the terms, conditions, plans, specifications, codes, etc of this RFQ shall be clearly stated and included as an attachment to the Bid Form.
- Bid Breakdown:** Please use attached Bid Form. Your proposal cannot be considered unless the Bid Form has been completed in its entirety. Lump sum bids shall be inclusive of all taxes, freight, insurance, overhead, permits, fees, and profit.
- Proposal Selection:** The Port Executive Director or appointed contact will evaluate each submitted proposal and report to the Port Commission with a recommendation if required. If required, the Port Commission shall make the final selection and reserves the right to reject any proposal not in compliance with all prescribed public bidding procedures and requirements. The Port Commission may reject for good cause any or all proposals upon finding that it is in the public interest to do so. The Port will analyze information provided by all proposers. The successful proposer will be selected based on the following:
 - Approach and evaluation of the experience of the individuals who would be performing the work for the Port.
 - The results of reference checks including the ability to meet RFQ requirements.
 - Responsiveness to proposal specifications and required information.
 - Fee for services performed.
- Drawings and Specifications:** If applicable, the bidder is provided with documents, which are thought to be necessary in preparing a proposal. Bidder is responsible for requesting any other documents/drawings from references in the scope of work that would be necessary to prepare a complete proposal.

7. **Temporary facilities:** If applicable, field office, telephone, office equipment, and storage are to be provided by the contractor. Contractor is responsible for receiving and storing materials, clean-up and removal of any waste generated by this scope of work daily. Restrictions for parking will apply.
8. **Safety:** Successful bidder will always comply with all OR-OSHA & OSHA safety requirements while on Port property. Contractor will be responsible for all employee safety training, safety meetings, record keeping and safety compliance.
9. **Insurance:** Upon acceptance, contractor will provide proof of proper business licensing and registration in Lincoln County, Oregon, and will maintain all required licensing and permits required by Local, State or Federal jurisdictions to perform the services of this agreement. Contractor will provide proof of business liability insurance with a minimum of \$2,000,000 liability coverage and always maintain required liability insurance for services and their responsible employees while on Port owned property. Contractor will be fully responsible to maintain all employee workmen's compensation insurance as mandated by Local, State and Federal requirements. Contractor shall name the Port of Newport as an Additional Insured and provide a Certificate of Insurance confirming Liability and Workers Compensation with a 30-day Notice of Cancellation, prior to starting any work. Contractor shall pay all payroll and withholding taxes and any other sums that is required by Local, State or Federal agencies.
10. **Prevailing Wages:** The Contractor may be required to pay prevailing wage rates depending upon the final total price of the project, in conformance to ORS 279C.800 thru 279C.870. A current copy of Prevailing Wage Rates for Public Works contracts in Oregon is available from the State of Oregon, Bureau of Labor and Industries and is also included in Section 40 of these specifications.
11. **Boli Fee:** The Port, if required, will pay a fee to the Bureau of Labor and Industries pursuant to the provisions of ORS 279C.825. The fee is one-tenth of one percent of the price of this contract, but not less than \$100.00 nor more than \$5,000.00, regardless of the contract price.
12. **Nondiscrimination & Affirmative Action:** The Port of Newport is an equal opportunity employer and provider and requires all Proposers to comply with policies and regulations concerning equal opportunity. The proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.
13. **Environmental And Natural Resources Laws To Be Observed:** In compliance with ORS 279C.525, the following is a list of federal, state and local agencies, of which the Port has knowledge, that have enacted ordinances or regulations relating to environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Department of Agriculture, Forest Service, Soil Conservation Service, Department of Defense, Army Corps of Engineers, Department of Energy, Federal Energy Regulatory Commission, Environmental Protection Agency, Health and Human Services, Department of Housing & Urban Development, Department of Interior, Bureau of Land Management

STATE AGENCIES:

Department of Agriculture, Soil and Water Conservation Commission, Department of Energy, Department of Environmental Quality, Department of Fish and Wildlife, Department of Forestry, Division of State Lands, Water Resources Department

LOCAL AGENCIES:

Bureau of Reclamation, Geological Survey, U.S. Fish and Wildlife Service, Department of Labor Occupation

Safety and Health Administration, Water Resources Council, City Councils, Board of County Commissioners.

14. **Public Safety During Construction:** Pedestrian safety and traffic control shall be provided for by Contractor in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.
15. **Street/Sidewalks Closure requirements:** If applicable, street and sidewalk closures shall be kept to a minimum during construction. Access to local businesses shall always be maintained to pedestrian traffic. Any disruptions to pedestrian traffic to local businesses shall be coordinated between the Contractor and business owner to their mutual satisfaction. Contractor shall notify City Engineer and Emergency Services before closing any streets.
16. **GSA Security Requirements:**

IDENTITY VERIFICATION OF PERSONNEL (MAY 2007)

- A. The Government reserves the right to verify identities of personnel with routine access to Government space. The Lessor shall comply with the agency personal identity verification procedures below that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.
- B. The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.
- C. Lessor compliance with subparagraphs 1 through 4 below will suffice to meet the Lessor's requirements under HSPD-12, OMB M-05-24, and FIPS PUB Number 201.
 1. The Government reserves the right to conduct background checks on Lessor personnel and contractors with routine access to Government leased space.
 2. Upon request, the Lessor shall submit completed fingerprint charts and background investigation forms for each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors, who will provide building operating services requiring routine access to the Government's leased space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space.
 3. The Lessor must provide Form FD-258, Fingerprint Chart (available from the Government Printing Office at <http://bookstore.gpo.gov>), and Standard Form 85P, Questionnaire for Public Trust Positions, completed by each person and returned to the contracting officer (or the contracting officer's designated representative) within 30 days from receipt of the forms. Based on the information furnished, the Government will conduct background investigations of the employees. The contracting officer will advise the Lessor in writing if an employee fails the investigation, and, effective immediately, the employee will no longer be allowed to work or be assigned to work in the Government's space.

SCOPE OF WORK

1. SCOPE:

To provide all labor, supervision, equipment, materials, expendables, submittals, applicable taxes, freight to jobsite, and incidentals necessary to complete all work implied as follows:

1.1 SUMMARY

- A. Place temporary fuel tank, plumb it to generator. Filter and transfer fuel from old tank to temporary tank.
- B. Remove and dispose of old fuel tank and any unusable fuel.
- C. Install new fuel tank, plumb to generator, and transfer fuel from temporary tank to new tank.

1.2 SUBMITTALS

- A. OM for new tank and attachments.

1.4 QUALITY ASSURANCE

- A. Minimum one year workmanship warranty in addition to any equipment manufacturer warranties.

PART 2 - PRODUCTS

2.1 PLUMBING

- A. 316 stainless pipe and fittings.

2.3 TANK

- A. 2,000-gallon UL 2085 tank, Overfill Alarm, Desiccant Breather, Leak Gauge, Overfill prevention valve, emergency vent.

2.4 Electrical

- A. Conduit and wiring for overfill alarm.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify suitability of existing concrete pad for new AST.

3.2 PREPARATION AND INSTALLATION

- A. Comply with manufacturer's instructions and recommendations on installation of AST and attached components.

3.4 GENERAL ITEMS INCLUDED IN THIS SCOPE OF WORK:

1. NOAA MOC-P is a federal facility. For projects less than 30 days in duration and at contractor's own expense, contractor will provide Form FD-258, Fingerprint Chart completed by the local authority for each employee regularly entering the facility buildings unescorted.

2. Contractor to provide names of short duration trades persons and delivery vehicles submitted prior to entry. All persons are subject to security check-in at NOAA main gate.
3. The NOAA MOC-P federal facility is a working office and warehouse facility. All attempts at reducing impact to administrative personnel during working hours 6:00am – 5:00pm will be made. Submit a preliminary work schedule for all affected areas prior to mobilization.
4. Mobilization of equipment and materials and de-mobilization of equipment and excess materials off site.
5. Contractor is responsible for protecting all areas adjacent to their work from any damage due to their scope of work. All damage will be cleaned up and/or be repaired by contractor.
6. Contractor is responsible for offloading, storing and weatherproofing materials on job site, and responsible for the necessary equipment needed to unload materials.
7. Provide all equipment, scaffolding, cranes, and hoisting needed to complete scope of work.
8. Provide safe working surroundings for own employees and other trades, ensure safe passage of persons around area of service.
9. All work to be performed in accordance with O.S.H.A. standards and requirements.
10. If applicable, provide M.S.D.S. for all materials prior to mobilization.
11. Participate in job scheduling, contractor meetings, and safety meetings scheduled by Port of Newport.
12. If applicable, conduct weekly jobsite safety meetings and provide Port of Newport with a record of Safety Meeting Minutes.
13. Work, access, parking, and noise are confined to the limits as defined by project representative.
14. If applicable, onsite job boxes or trailers are to be authorized by the Port of Newport and maintained by contractor.
15. Provide complete set of as-built drawings or work reports to Port of Newport, at the end of the project. If applicable, contractor to provide all warranty certificates and electronic copy of operational and maintenance manuals.
16. Work will not be accepted as complete until punch list is totally accepted by the Port of Newport.
17. Daily cleanup and final cleanup is required.

3.5 WORK SPECIFICLY EXCLUDED FROM THIS SCOPE:

1. NONE

3.6 ATTACHMENTS:

1. Work site location map

3.7 ADDITIONAL PROVISIONS:

1. NONE

IMPORTANT:

This Document must be filled out and returned to Port of Newport as your quote for this project

PROJECT: _____

BIDDER:

Pricing Breakdown if Applicable:

(Attach separate sheet if necessary)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL BASE PRICE	\$ _____

Alternates (if applicable):

(Attach separate sheet if necessary)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

- * Price includes all materials FOB job location.
- ** Price includes all licensing, bonding, insurances, permits and taxes.
- *** Price is held for minimum 90 days.
- **** Please list on separate sheet, any additional alternates or value engineering pricing.

Quotation is in compliance with the entire project Drawings, Specifications and/or Work Scope? Yes No

Clarifications:

(Attach separate sheet if necessary)

Estimated Schedule:

Preparation of Shop Drawings/submittals _____ work days

Fabrication, delivery of material to jobsite _____ work days

Work performance on jobsite _____ work days

Average Crew Size at 40 hr work week: _____ workers

All Inclusive Labor Rates for Extra Work (or Attach Labor Rate Schedule):

Superintendent \$ _____/hour.

Foreman \$ _____ /hour.
 Craftsman \$ _____ /hour.
 Helper \$ _____ /hour.
 Markup on cost of Materials _____ %

Provide a list of equipment rates (if applicable):

Equipment Item	Rate	Per

List of lower tier suppliers/subcontractors (if applicable):

Name or description of material or work to be performed	Approximate Value

_____ **(Initial)** Receipt of Addendum Numbers _____ is hereby acknowledged.

_____ **(Initial)** I acknowledge the terms and conditions as stated in the Request for Quotation form received from Port of Newport as part of the contract documents, and hereby incorporate them into this quotation.

_____ **(Initial)** I acknowledge the terms, conditions and minimum limits and have included all costs for insurance in this quotation.

_____ **(Initial)** I acknowledge the requirements of Oregon Prevailing Wage Law ORS 279C.800 and have if applicable incorporated all costs associated into this quotation.

Submitted By:

 Name Company

 Telephone # FAX/Email

 Address

Signature

Date

The Port of Newport reserves the right to accept or reject any or all quotations and may at its discretion select the contractor that is deemed to provide the best value to the Port of Newport.