



REQUEST FOR QUOTATION (RFQ)

PROJECT: Electrical Upgrades and Improvements at Port Dock 5 Hoist Dock
LOCATION: 600 SE Bay Blvd, Newport, OR
BID DUE: 20 June 2018; 5:00PM

Written quotations on this project will be accepted by Hand Delivery, Mail, Fax, PDF via email.

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

QUESTIONS TO: Aaron Bretz, Director of Operations

TERMS AND CONDITIONS:

- Schedule for Work:** Start: 01 July 2018 Completion: 28 July 2018
Time is of the essence. All attempts at improving the schedule shall be made by the contractor.
- General Description:** Add 4 weather proof 110v GFCI outlet boxes with 4 receptacles each to both ends of the pier, and increase capacity where necessary.
- Scope of Work:** Provide all labor, material, tools, lift equipment, supervision (minimum one contractor 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 the 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 costs including but not limited to taxes, freight, insurance, overhead, permits, fees, and profit.
- Proposal Selection:** The Port Manager 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, and 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 the written information provided by all Proposers. The successful Proposer will be selected on the basis of the following:
 - Approach and evaluation of the past experience of the individuals who would be performing the work for the Port.
 - The results of reference checks, including the ability to meet permit requirements.
 - Responsiveness to proposal specifications and required information.
 - The total fee for services requested.
- Drawings and Specifications:** If applicable, bidders will be 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 are necessary to prepare a complete proposal.

7. **Temporary facilities:** If applicable, any field office, telephones, office equipment, and storage are to be provided by the contractor. Contractor is responsible for receiving and storing materials and for clean-up and removal of any waste generated by this scope of work on a daily basis. Restrictions for parking will apply.
8. **Safety:** The successful bidder shall comply with all OR-OSHA & OSHA safety requirements at all times while on Port property. Contractor will be responsible for all of their own 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 project. Contractor will provide proof of business liability insurance with a minimum of \$2,000,000 liability coverage and maintain required liability insurance at all times 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 any and all payroll and withholding taxes and any other sums that are 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.
11. **BOLI Fee:** The Port, if required, will pay a fee to the Bureau of Labor and Industries (BOLI) 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, veteran status, or physical handicaps.
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:** Street and sidewalk closures shall be kept to a minimum during construction. Access to local businesses shall be maintained at all times 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 the City Engineer and Emergency Services before closing any streets.

**PORT DOCK 5 HOIST DOCK ELECTRICAL UPGRADES
COMMERCIAL MARINA
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 described and implied as follows:

A. Relocation and upgrade of electrical infrastructure:

1. Install four 20 amp 110V receptacle boxes with 4 GFI outlets each at both ends of the pier.
2. Receptacle boxes shall be weather resistant.
3. Receptacles shall be fed from two different sources, one from each end of the pier.
4. There shall be a separate circuit for each 2 receptacles.
5. All mounting hardware shall be stainless steel; junction boxes may be pvc or another corrosion resistant material, but all hardware shall be made of stainless steel.
6. All work is to be done while maintaining existing power to the hoist dock with a scheduled outage of not more than 2 hours to cut over electrical power.

B. General items included in this scope of work:

1. Mobilization of equipment and materials and de-mobilization of equipment and excess materials off Port property.
2. Contractor is responsible for protecting all areas adjacent to their work from any damage due to their scope of work. All damage shall be cleaned up and/or be repaired by contractor.
3. Contractor is responsible for offloading, storing and weatherproofing materials on job site, and responsible for the necessary equipment needed to unload materials.
4. Provide all equipment, scaffolding, barges, cranes, and hoisting needed to complete the scope of work.
5. Provide safe working surroundings for contractor's employees and other trades; ensure safe passage of persons around area of service.
6. All work to be performed in accordance with O.S.H.A. standards and requirements.
7. If applicable, provide the Port with S.D.S. for all materials prior to mobilization.
8. Participate in all related job scheduling, contractor meetings, and safety meetings scheduled by the Port of Newport.
9. If applicable, conduct weekly jobsite safety meetings and provide the Port of Newport with a written record of Safety Meeting Minutes.
10. Work, access, parking, and noise are confined to the limits as defined by the Port's representative.
11. If applicable, onsite job boxes or trailers are to be authorized by the Port of Newport and maintained by contractor.
12. Provide complete set of as-built drawings and work reports to the Port of Newport at the end of the project. If applicable, the contractor shall provide all warranty certificates and electronic copies of operational and maintenance manuals.
13. Work will not be accepted as complete until the project punch list is totally accepted by the Port of Newport.
14. Daily cleanup and final project cleanup is required.

C. Work specifically excluded from this scope of work:

1. Excavation.

D. Attachments:

1. Photos of junction boxes and conduit running beneath the pier surface.
2. Overhead image of the work site and project.

E. Additional Provisions:

1. Power to the hoist dock will be maintained with outages of not more than two hours, and at a frequency of not more than once per week. All scheduled outages shall be coordinated with the Commercial Marina Harbormaster.

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 sheets, if necessary)

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

Alternates (if applicable):

(Attach separate sheets, if necessary)

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

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

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

Clarifications (if "no"):

(Attach separate sheets if necessary)

Estimated Schedule:

Preparation of Shop Drawings/submittals _____ work days

Fabrication and delivery of materials to jobsite _____ work days

Work performance on jobsite _____ work days

Average Crew Size at 40 hour 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 documented 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 the 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 signed

In accordance with State of Oregon statutes and regulations, 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.