

# City of Redmond, Washington

Purchasing Division, M/S: 3SFN  
15670 NE 85<sup>th</sup> Street  
PO Box 97010  
Redmond, WA 98073-9710

## Invitation For Bid IFB 10560-16-14/MWS

### Hazmat Inspection, Testing and Reporting; Parks Dept. Buildings

*The City is interested in receiving bids for conducting hazmat inspection, testing of materials and submittal of a report for each specified Parks Dept. building with findings.*

The City of Redmond, Washington requests interested parties to submit bids for this Invitation For Bid. The City of Redmond is currently seeking bids for inspection, testing and reporting of hazmat findings in specified City buildings.

#### **Scope of Work: Attachment B, Scope of Work**

Provide labor and expertise to conduct hazmat inspection, testing and submittal of findings report for specified city buildings as identified in the Scope of Work.

#### **Bid Price Submittal**

Submit your bid price on Attachment A. City will award purchase order to lowest priced most responsive bid that is received.

#### **Solicitation documents:**

IFB 10560-16/MWS, Hazmat inspection, testing and reporting  
Attachment A, Bid Pricing Submittal Sheet  
Attachment B, Scope of Work  
Attachment C, Non-Public Works Consultant Agreement

#### **Pre-bid/walkthrough Meeting:**

A pre-bid/walkthrough meeting will be held on **Wednesday, January 11, 2017 at 8:30 AM**. Please meet at Grass Lawn Park, 148<sup>th</sup> Avenue parking lot (not NE 70<sup>th</sup> Street) and the City will provide transportation to the sites. **Please restrict attendance to no more than 2 individuals per company due to limited space. Please RSVP by Friday, January 6, 2017, 12:00 PM with attendees so adequate transportation can be planned.**

#### **Bid Due: 10:00 AM (local time) Wednesday, January 18, 2017.**

The City of Redmond – Purchasing Division must receive bids no later than said date and time. Responses may be mailed or hand delivered to the City of Redmond, Customer Service Center, Second Floor City Hall, 15670 NE 85<sup>th</sup> Street. Mail to: City of

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Hazmat, Parks Dept.

Redmond, Purchasing Dept., MS: 3NFN PO Box 97010, Redmond, WA 98073-9710, FAX (425) 556-2185. Faxed bids and emailed bids will not be accepted.

**Project Schedule:**

All bids shall provide a proposed work schedule to allow for adequate notification and staff scheduling during the performance of this work.

**Bid Requirements and Response Format:**

1. The City requests all responses include:
  - a. Respondents must complete and return Attachment A, Bid Pricing Submittal, of this Invitation For Bid.
  - b. A references list (including project name, contact name and telephone number) of at least three (3) recent customer operations of similar scope and size.
  - c. Bids must include a proposed work schedule to include all proposed major milestones.

**Additional Response Requirements include:**

1. By submitting a bid, the Contractor agrees to be governed by the terms and conditions set forth in this document. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.
2. Bids must include all information requested and meet all specifications and requirements outlined in this IFB. Bids will be evaluated based upon the information submitted and the quality of the service proposed.
3. The Contractor must bear all costs associated with the preparation of the bid and of any oral presentation requested by the City.
4. The Contractor will be required to obtain a City of Redmond business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.redmond.gov/insidecityhall/finance/buslicense/apply.asp>.
5. Bids must be signed by a person duly authorized to legally bind the company, partnership or corporation submitting the bid.

**Insurance:** The successful bidder will be required to provide a Certificate of Insurance and endorsement showing the City of Redmond as additional insured of not less than the following amounts:

**General Liability Limits:**

Bodily injury each occurrence:	\$2,000,000
Property damage each occurrence:	\$2,000,000

Automobile Liability Limits:

Bodily injury each occurrence: \$1,000,000  
Property damage each occurrence: \$1,000,000

Workers Compensation:

Statutory limits

**Bonds:**

No bonds are required on this project.

**Terms and Conditions:**

Any forthcoming contract will be in accordance with **Attachment C, Non-public works consultant agreement** and the requirements of this solicitation.

**Selection & Award:**

This purchase shall be awarded to the Contractor who provides the lowest responsible bid and best project schedule that, in the opinion of the City, meets all the specification criteria.

Upon selection of the Contractor, the city will issue a purchase order to procure the identified services as specified in the Scope of Work. Terms of the agreement are outlined in this proposal:

IFB 10560-16/MWS  
Attachment A, Bid Pricing Submittal Sheet  
Attachment B, Scope of Work  
Attachment C, Non-public works agreement

The City of Redmond reserves the right to reject any or all bids, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

The City of Redmond reserves the right to conduct interviews prior to award if it is in the best interest of the City for purposes of additional information or clarification.

The City of Redmond reserves the right to make multiple awards for this project if it is in the best interest of the City.

**Cooperative Purchases:**

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Supplier agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the

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public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Supplier or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Supplier to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this IFB) or 30 days post award (for one time purchases).

**Questions/Inquiries:**

Please direct any questions pertaining to this request to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your bid.

Mason Skinner  
Purchasing Agent  
Phone: (425) 556-2184  
Fax: (425) 556-2185  
mwskinner@redmond.gov