

SOUTHERN OREGON UNIVERSITY

INVITATION TO BID (ITB)

ITB #2024-06

ADMINISTRATOR: Southern Oregon University

PHONE: (541) 552-6700

FAX: (541) 552-6138

Education-Psychology Pre-School Flooring Replacement

ISSUE DATE: May 21, 2024

ITB DUE DATE: June 12, 2024 **3:00 PM**

Web Viewers Note: There may be attachments to this ITB.
Please contact the Procurement Analyst listed to obtain any necessary attachments.

NO ORAL BIDS WILL BE ACCEPTED

NO LATE BIDS WILL BE ACCEPTED

Preferred Submittal Location:

<https://sou.bonfirehub.com/portal>

Alternative Submittal Location:

Southern Oregon University
Service Center
Computer Services – East Wing
1250 Siskiyou Blvd
Ashland, OR 97520
Phone: (541) 552-6700

SCHEDULE OF EVENTS

Invitation to Bid Issue Date	May 21, 2024
Deadline for Protest of ITB Specifications And Requests for Clarification	May 24 – 3:00 pm
Optional Pre-Bid Meeting SOU Education-Psychology Bldg., 370 South Mountain, Ashland	May 28 - 3:00 pm
Deadline for Contractor Questions	June 3 - 3:00 pm
SOU Response to Questions (Addendum, if required)	June 4 - 3:00 pm
Bid Deadline	June 12 - 3:00 pm
Construction Period:	Aug 5, 2024 – Aug 21, 2024

Any changes to schedule dates will be posted on the website
<https://sou.bonfirehub.com/portal>

Table of Contents

Introduction and Background	Page 4
Bidding Requirements	Page 5
Minimum Specifications	Page 6
Instructions to Bidders	Page 7
Attachment A: Bidder Certification	(1) page
Attachment B: SOU Sample Services Agreement	(9) pages
Attachment C: Drawings	(2) pages
Attachment D: Project Specifications	(14) pages
Attachment E: Asbestos Survey Report	(3) pages

I. INTRODUCTION AND BACKGROUND

Project Overview

Southern Oregon University (SOU) began as Ashland Academy in 1872, and today serves as a regional University and center for education, culture and scholarship. The main campus is located in Ashland, Oregon, combining quality education with a spectacular location. Surrounded by rugged mountains, rivers, and lakes, the beautiful 175-acre campus is home to 6,100 students from around the world.

SOU is a four-year public university specializing in liberal arts, sciences, and select graduate and professional programs. Our faculty and staff create a dynamic environment that engages students in the process of learning. Our strong commitment to each student provides a personalized approach that is both academically challenging and personally supportive. Our rich liberal arts and sciences curriculum is balanced with career-focused preparation. With 100 areas of study including 35 majors, we are committed to making the educational experience unique and enriching for all of our students.

SOU's values are reflected in our mission statement:

Southern Oregon University is a regionally-engaged learning community committed to being the educational provider of choice for learners throughout their lives. We inspire curiosity and creativity, compel critical thinking, foster discovery, and cultivate bold ideas and actions. We achieve student success, professional preparation, and civic engagement through service excellence, evolving technologies, and innovative curriculum. We foster access, equity, inclusion and diversity in thought and practice. We prepare our learners to be responsible, engaged citizens in our democracy. We promote economic vitality, sustainability, cultural enrichment, and social well-being in our region, the state, the nation, and the world.

SOU is committed to the values of Diversity, Equity, Inclusion and Sustainability. One of the ways that SOU has memorialized this dedication is through its Sustainability and Equity in Purchasing Policy and associated Procedure.

SOU would like your proposal to include information about how your company mitigates the environmental impact of its services, such as greenhouse gas emissions, amount of waste generated, water and energy use, or other areas related to your services.

Additionally, please also include information on your supplier diversity strategy as well as your corporate values statement. We believe Diversity, Equity, Inclusion enriches and encourages all of us to engage with the world and to deliver impactful solutions.

You can view SOU's Sustainability and Equity in Purchasing Policy at the following link:

<https://inside.sou.edu/assets/policies/Sustainability-and-Equity-in-Purchasing-Policy.pdf>

Project Description

This project includes all labor, materials and equipment required to remove and replace the floor coverings at the pre-school in the SOU Education-Psychology (Ed-Psych) Building. Ed-Psych is located at 370 South Mountain Avenue in Ashland, OR.

The work scope includes:

- **Removal of approximately 3,700 square feet of existing Vinyl Composition Tile (VCT), sheet vinyl and carpet floor coverings. Note that there are multiple layers of existing floor coverings in some locations.**
- **Clean and prep the concrete substrate.**
- **Install approx. 2,800 square feet. of new VCT per drawing and specifications.**
- **Install approx.. 900 square feet. of new Carpet Tile per drawing and specifications.**
- **Install approximately 300 lineal feet of new 4-inch rubber base.**
- **Contractor to field verify all dimensions and quantities.**
- **Furnishings & equipment will be removed by SOU prior to the start of work.**

Refer to the Attachment C (drawings) and Attachment D (specifications) for detailed information.

Pre-Bid Meeting

An optional pre-bid meeting will be held at the job site (370 South Mountain Avenue) on **Tuesday, May 28, 2024 at 3:00 pm**. Meet at the west building entrance.

Construction Schedule

The space is available for demolition and construction from **August 5, 2024 to August 21, 2024**.

Bidding Requirements

Contract Documents

The Contractor will be bound by all provisions of ITB 2024-06 including the Bidder Certification Form (Attachment A), SOU Professional Services Agreement (Attachment B), Drawings (Attachment C), Specifications (Attachment D) and Asbestos Survey Report (Attachment E). If you are unable to comply with the terms and conditions specified without any material modifications, then you should not submit a bid for this Project.

Bid Submittal

1. Bidders shall **submit proposals on company letterhead**, signed by an officer of the company authorized to commit the company.
2. List the products (VCT, carpet tile, adhesives) proposed for use on this project
3. If the bid amount exceeds \$50,000 confirm that Oregon BOLI Prevailing wage rates are included in the bid.
4. Acknowledge receipt of Addenda (if any).
5. List (3) Owner references for comparable projects that your company has completed within the last 5 years.

Bonding Requirements

Bid bonds, performance bonds and payment bonds **will not be required** for this project.

Contractor Experience and Licensure

Bidders must be an Oregon licensed commercial contractor and must have successfully completed a

minimum of three (3) projects of comparable size and complexity within the last five (5) years to be eligible to bid on this project. Bidders must be registered with the Oregon Construction Contractors Board and have the required Public Works Bond on file with the Construction Contractors Board (CCB) prior to submitting a Bid. Failure to be registered and have the bond in place will result in the rejection of your Bid as non-responsive. All subcontractors must file a Public Works Bond with the CCB prior to starting work on the project, unless exempt.

The prime bidder and all subcontractors must be currently licensed to practice in each of their respective areas of expertise by the State of Oregon Construction Contractor's Board (CCB). The prime bidder shall have the required Public Works Bond on file with the CCB prior to submitting a bid. Failure to be registered and have the bond in place will result in the rejection of your bid as non-responsive. All subcontractors must file a Public Works Bond with the CCB prior to starting work on the project, unless exempt.

Prevailing Wages Required if Bid Amount Exceeds \$50,000

Oregon Bureau of Labor and Industries (BOLI) wage rates (ORS 279C.800 through ORS 279C.870) apply to this project **if the total bid exceeds \$50,000**. See SOU General Conditions, Sections C.1 and C.2, regarding wage rate compliance and payroll certification requirements. Workers shall be paid the applicable prevailing wage rates in accordance with ORS 279.838 and 279C.840. Oregon BOLI Prevailing Wage Rates per the January 5, 2024 schedule and including the April 5, 2024 amendments apply to this project if the total bid amount exceeds \$50,000.

Prevailing wage rates are available at <http://www.oregon.gov/BOLI>. If a contractor fails to pay for labor or services, SOU can pay and withhold these amounts from payments due the Contractor (ORS 279C.5.15). The Contractor and their subcontractors shall provide a written schedule to employees showing the number of hours per day and days per week the employee may be required to work (ORS 279C.520). The Contractor and their subcontractors must promptly pay for any medical services they have agreed to pay (ORS 279C.530).

Project Term

The term for the contract awarded pursuant to this ITB shall be for a period effective from the date of contract execution and extending until completion of the project as detailed herein. SOU, at its sole discretion, may choose to amend any ensuing contract for additional work.

Time is of the essence for this project. Preparations for the fall 2024 school term will commence immediately after completion of the flooring work, not later than August 21, 2024.

Specifications

Refer to Attachment B (Services Agreement), Attachment C (Drawings), Attachment D (Specifications) and Attachment E (Asbestos Survey Report).

Technical Questions:

Email technical questions to sou-rfp@sou.edu

or

Fax technical questions to (541) 552-6138; be sure to reference ITB #2024-06 on your fax cover sheet

SOUTHERN OREGON UNIVERSITY INSTRUCTIONS TO BIDDERS

All bids are subject to the provisions and requirements of the applicable Oregon Revised Statutes, Oregon Administrative Rules, and Southern Oregon University Policies.

BID PREPARATION

BID FORMAT: Bids must be typewritten or prepared in ink and must be submitted on the Contractor's letterhead and signed by an officer of the company. Bids may be submitted on the Bonfire Procurement Portal: <https://sou.bonfirehub.com/portal>. Bids may also be submitted to the SOU Service Center via e-mail, mail, or in person.

NO ORAL OR FACSIMILE BIDS WILL BE ACCEPTED.

CONFORMANCE TO ITB REQUIREMENTS: Bids must conform to the requirements of the ITB. Bid prices must also reflect consideration of all terms and conditions contained in the ITB, including, but not limited to, the Southern Oregon University Standard Contract Provisions for Goods and Services Contract (Attachment A). Failure to comply with all requirements may result in bid rejection.

ADDENDA: Only documents issued as addenda by the SOU Service Center serve to change the ITB in any way. No other direction received by the bidder, written or verbal, serves to change the ITB document. NOTE: IF YOU INTEND TO SUBMIT A BID, YOU SHOULD CONSULT THE BONFIRE WEBSITE TO ASSURE THAT YOU HAVE NOT MISSED ANY ADDENDA ANNOUNCEMENTS. BIDDERS ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF ADDENDA IN THE SPACE PROVIDED ON THE BID FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF ALL POSTED ADDENDA WILL RENDER THE BID NON-RESPONSIVE AND THE BID WILL BE REJECTED.

DELINQUENT OREGON TAXES: Bidders must certify, under penalty of perjury, that they are not in violation of any Oregon tax laws. No contract for the purchase of goods and/or services will be awarded to a proposer who cannot so certify.

DEVIATIONS: Any deviation from ITB specifications, terms and conditions may result in bid rejection.

SIGNATURE ON BID: The Bid Form must be signed in ink by an authorized representative of the bidder. Signature on these documents certifies that the bid is made without connection with any person, firm or corporation making a bid for the same goods and/or services and is in all respects fair and without collusion or fraud.

Signature on these documents also certifies that the bidder has read, fully understands, and agrees to be bound by the ITB, which includes the SOU procurement policies, Instructions to Bidders, Southern Oregon University's Standard Contract Provisions, and all Attachments and Addenda to the ITB. No consideration will be given to any claim resulting from bidding without comprehending all requirements of the ITB.

BID MODIFICATION: Modifications or erasures made before bid submission should be initialed in ink by the person signing the bid. Bids, once submitted, may be modified in writing before the time and date set for bid closing. Any modifications should be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior bid. Bidders may not modify bids after bid closing time.

BID WITHDRAWALS: Bids may be withdrawn in writing on company letterhead signed by an authorized representative and received by the SOU Service Center prior to bid closing time. Bids may also be withdrawn in person before bid closing time upon presentation of appropriate identification.

CANCELLATION: SOU reserves the right to cancel or postpone this ITB at any time or to award no contract and to do so for any reason.

PROTEST OF BID SPECIFICATIONS AND REQUESTS FOR CLARIFICATION: A bidder who believes bid specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the SOU representative identified below. A bidder who does not understand the bid specifications may also submit a request for clarification, in writing, to the SOU representative identified below. To be considered, protests and requests for clarification should be submitted via email, facsimile, or in person to the SOU representative identified below, and they must be received by the SOU representative by the date listed in the SCHEDULE OF EVENTS.

No information obtained in any conversation with any SOU personnel will serve to change the requirements of the ITB.

The purpose of the period for protests and requests for clarification is to permit SOU to correct specifications, prior to the opening of bids. This period allows SOU to make needed corrections through the issuance of addenda, prior to the opening of bids. SOU will consider all properly made protests and requests for clarification, and, if appropriate, amend the ITB.

Protests or requests for clarification submitted to anyone other than the SOU representative listed below may not be considered. SOU is not responsible for any protests or requests that are not submitted by the due date and time specified in the Schedule of Events. Protests should be marked as follows:

Bid Specification Protest for ITB #2024-06, Closing Date: (June 12, 2024 3:00 PM)

Submit Protests and Requests for Clarification to:

Southern Oregon University
Service Center, Computer Services Building – East Wing
1250 Siskiyou Blvd
Ashland, OR 97520
E-Mail: sou-rfp@sou.edu
Voice: (541) 552-6700
Fax: (541) 552-6138

REQUIRED SUBMITTALS: It is the proposer's sole responsibility to submit information in fulfillment of the requirements of this ITB. If pertinent information or required submittals are not included within the bid, it may cause the bid to be rejected or have an adverse impact on evaluation.

BID SUBMISSION: Bids may be submitted to the SOU Service Center in one of the following methods. No oral or telephone quotes will be accepted.

Preferred Method. Complete bids (including all attachments) may be submitted online at <https://sou.bonfirehub.com/portal>. The bids must be electronically received by the Closing Date and Time indicated by the Schedule of Events.

Alternative Method. An original and electronic copy (on alternative electronic storage device) of the complete bid may be mailed or hand-delivered to the SOU Service Center per the contact information provided below prior to the Closing Date and Time indicated by the Schedule of Events. The envelope/package containing the response must be clearly marked **“Response to ITB #2024-06.”**

The original bid must be signed by an authorized representative of the proposer. Alterations or erasures shall be initialed in ink by the person signing the bid. Bids may not be submitted by telephone or fax.

It is the responsibility of the bidder to ensure that bids arrive by the Closing Date and Time. **LATE BIDS WILL NOT BE ACCEPTED.** Bids may be hand delivered, or mailed to:

Hand Delivery: *(Including UPS, FEDEX)*

Southern Oregon University
Service Center
1250 Siskiyou Boulevard
Computer Services Building – East Wing
Ashland, Oregon 97520

Mailing Address:

Service Center
Southern Oregon University
1250 Siskiyou Boulevard
Ashland, Oregon 97520

SOU shall not be responsible for identifying or considering any bid not properly marked and not submitted in a timely manner.

BID OPENING: Bids will be opened at the scheduled opening time at SOU Service Center (unless otherwise specified), 1250 Siskiyou Blvd, Computer Services Building - East, Ashland, OR. Bidders may be present; however, award decisions will not be made at the opening. Only names of those companies that submitted bids will be announced.

BID EVALUATION AND AWARD

Post-Selection Review and Protest of Award: Owner will name the apparent successful Bidder in a “Notice of Intent to Award” that will be posted on the procurement website.

Identification of the apparent successful Bidder is procedural only and creates no right in the named Bidder to award of the contract. Competing Bidders shall be given seven (7) calendar days from the date on the award notice to request and review documents regarding the selection process and to file a written protest of award. Any protest must comply with OAR 580-061-0145. Any award protest must be received in writing at the SOU Service Center. Contact information for the Service Center is listed above.

Owner will consider any protests received and:

(A) reject all protests and proceed with final award of, and any contract language negotiation with, the apparent successful Bidder and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Bidder; OR

(B) sustain a meritorious protest(s) and reject the apparent successful Bidder as nonresponsive if such Bidder is unable to demonstrate that its Bid complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Owner may name a new apparent successful Bidder; OR

(C) reject all Bids and cancel the procurement.

The SOU Service Center will timely respond to any protests after receipt. The decision shall be final.

Acceptance of Contractual Requirements: Failure of the selected Bidder to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of Owner.

Enclosures:

Attachment A – Bidder Certification

Attachment B – SOU Professional Services Agreement Sample

Attachment C – Drawings

Attachment D – Specifications

Attachment E – Asbestos Survey Report