

**City of Bellingham  
43B-2016  
Bioretention Hydrologic Performance Equipment**



**BID INFORMATION:**

**Purchasing Telephone:**

**360-778-7750**

**Issue Date:**

**Monday, July 11, 2016**

**SPECIFICATION INFORMATION:**

**In writing only:**

[bids@cob.org](mailto:bids@cob.org)

**OPENING INFORMATION:**

**Date:**

**Monday, July 25, 2016**

**Time:**

**11:00 AM**

**Location:**

**Purchasing Office**

**Mailing Address:**

**2221 Pacific Street**

**Bellingham, WA 98229**

Sealed written responses must be received at the address above no later than the date, time and location indicated for the bid opening. It is the vendor's responsibility to deliver the document to the proper location by the assigned date and time. Do not address your bid to an individual. Bid envelopes should be clearly marked with the name and address of the submitter, include the bid number and solicitation name. The City accepts no responsibility for misdirected or lost documents prior to the receipt of the documents.

Use the forms provided within this bid document. Do not provide additional information on the bid form or reformat pages unless instructed to do so.

**CITY OF BELLINGHAM, WA**

43B-2016

**Bioretention Hydrological Performance Phase II Equipment**

Notice is hereby given that the City of Bellingham is requesting bids from vendors for Bioretention Hydrological Performance Phase II Equipment.

Interested vendors may view the solicitation documents on the City of Bellingham website at <https://www.ebidexchange.com/bellingham> or in person at the Purchasing Office, 2221 Pacific Street, Bellingham, Washington, Monday thru Friday, 8:00AM - 4:00PM.

Individuals with questions about the bidding process may contact the Purchasing Office at the above address or by calling 360-778-7750.

The Purchasing Office, must receive sealed bids no later than **11:00 AM on July 25, 2016.**

The City reserves the right to postpone making the award for a reasonable length of time, to reject any and all bids, or parts of bids as may be in the best interest of the City.

Contact Rose Kelleher, Buyer City of Bellingham for additional information at 360-778-7750.

Published: **July 11, 2016**

**City of Bellingham**  
**43B-2016**  
**Bioretention Hydrologic Performance Phase II Equipment**

**1.0 General**

**1.1 Scope**

It is the intent of this document to describe the City of Bellingham's requirements for the purchase and delivery of Bioretention Hydrologic Performance equipment; Solinst, Thel-mar, and Hydrological Services per the following.

**1.2 Questions**

1.2.1 Questions about the bid process and specifications must be in writing only to [bids@cob.org](mailto:bids@cob.org)

**1.4 Bid Pricing and Taxes**

1.4.1 Bid price must include all costs including but not limited to base price, taxes, freight, permits, licenses, etc., related and customary to this type of product.

**1.5 Award**

- 1.5.1 Product will be ordered upon City Council approval which is anticipated to be August 8, 2016.
- 1.5.2 The city reserves the right to award the bid by group, to multiple vendors.

**1.6 Delivery**

- 1.6.1 All equipment shall be delivered to:  
City of Bellingham Warehouse  
Attn: Eli Mackiewicz  
2221 Pacific Street  
Bellingham, WA 98229
- 1.6.2 All vendors must state the number of delivery days from the date of City Council approval to receiving dock.

**City of Bellingham**  
**43B-2016**  
**Bioretention Hydrologic Performance Phase II Equipment**

<b>ITEM</b>	<b>PART NUMBER</b>	<b>QUANTITY</b>	<b>PRICE PER EACH</b>	<b>EXTENDED AMOUNT</b>
Solinst Levellogger Edge 3001 LT, M5/F15		50	\$	\$
Solinst Barologger Edge 3001 LT, M1.5/F5		40	\$	\$
Solinst Rainlogger Edge 3002 with connection cable		8	\$	\$
Solinst Download Cable 3001 Optical Reader (USB) for Levellogger		4	\$	\$
Thel-Mar 6 inch weir with thumbwheel and bubble pipe		7	\$	\$
Thel-Mar 8 inch weir with thumbwheel and bubble pipe		9	\$	\$
Thel-Mar 12 inch weir with thumbwheel and bubble pipe		8	\$	\$
Hydrological Services TB-6 Rain Gauge and TB334 mounting plate		8	\$	\$

**City of Bellingham**  
**43B-2016**  
**Bioretention Hydrologic Performance Phase II Equipment**

State number of days delivery to city of Bellingham delivery dock from date of City Council approval	
<b>Total amount includes 8.7% sales tax and freight FOB destination</b>	<b>\$</b>

**City of Bellingham**  
**43B-2016**  
**Bioretention Hydrologic Performance Phase II Equipment**

The undersigned declares that before preparing this bid, they have carefully read the specifications, requirements, and terms & conditions and that this bid is made with full knowledge of the kind and quality of items to be furnished, and this bid is as stated on documents submitted in response to the Bid.

By signing this bid I duly swear that this bid herewith submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and I further say that I have not directly or indirectly induced or solicited any bidder to put in a sham bid, or any other person or corporation to refrain from bidding; and that I have not in any manner sought collusion to secure to myself an advantage over any other bidder or bidders.

I acknowledge receipt of all addenda (if any) and I acknowledge that I have verified this information by checking on the City's website for any addenda that have been issued.

COMPANY: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

SIGNATURE OF PERSON AUTHORIZED TO SIGN: \_\_\_\_\_

PRINT NAME OF SIGNER \_\_\_\_\_ TITLE \_\_\_\_\_

CITY OF BELLINGHAM BUSINESS REGISTRATION NUMBER \_\_\_\_\_

**Bid Procedures and Conditions  
for  
Material and Equipment**

**1. Delivery of Bid-Hard Copy.**

Bids must be submitted in hard copy in a sealed envelope. Electronic submittals will not be accepted. However, if the bidder's price is 45k or lower and it is noted in the bid document that fax or email will be allowed, the bid will be accepted. It is the bidder's responsibility to deliver its bid to the proper address by the assigned time. The City accepts no responsibility for misdirected or lost bids or supporting documents prior to the City actually receiving them. A vendor may withdraw its bid at any time prior to the scheduled closing only if done so in writing.

**2. Addenda.**

Addendum (Addenda) are written or graphic instructions issued by the City's Purchasing Office prior to the receipt of bids in accordance with these Bid Procedures and Conditions, which interpret, clarify, correct, modify, add, or delete portions of the Bid Documents. All addenda will be posted on the City of Bellingham website at <http://www.ebidexchange.com/bellingham>

**3. Plan Holder's List.**

The plan holder's list is the master list the City will use to notify bidders of changes in the bid documents. All changes to Bid Documents will be issued by the Purchasing Office in the form of an addendum. The City will notify planholders by email. The City will make a reasonable effort to notify bidders of changes; however the sole responsibility lies upon the bidder to inquire if a change has been issued prior the bid opening time and date. Please visit the website at <http://www.ebidexchange.com/bellingham> or call the Purchasing Office at 360-778-7750 to verify Addenda prior to submitting a bid.

**4. Questions/Objections.**

Bidders are requested to review the Bid Documents carefully, without delay, for defects and questionable or objectionable matter. Questions, objections or comments regarding the Bid Documents or bid process should be made in writing and received by the issuing office no later than five (5) business days' prior to bid opening so that any necessary addenda may be published and distributed to bidders prior to the bid submission deadline. Any interpretation or correction will be issued, with the City's approval as an Addendum. All communications should be in writing and addressed to the following: City of Bellingham, Purchasing Office, 2221 Pacific Street, Bellingham, Washington 98229 or [bids@cob.org](mailto:bids@cob.org).

**5. Bid Protest.**

If the City receives a written protest from a bidder, the City will not award a bid with anyone other than the protesting bidder without first providing at least two (2) full business days' written notice of the City's intent award the bid; provided that the protesting bidder submits notice in writing of its protest no later than two (2) full business days' following the bid opening. Any protest must be made in writing, signed by the protesting bidder or its authorized agent, and filed with the City's Purchasing Manager, 2221 Pacific Street, Bellingham, WA 98229, with a copy to the City Attorney, 210 Lottie Street, Bellingham, WA 98225. The protest shall contain all of the following information:

- a) The protestor's name, address, phone number, and email;
- b) The bid number and bid project name;
- c) A detailed description of the specific factual and legal ground(s) for the protest, including all exhibits referenced by the protestor; and
- d) The specific ruling and relief requested

Unless prohibited by law, the City reserves the right to reject all bids as a remedy to a protest or independently of protests. Failure to comply with these procedures shall render a protest untimely or inadequate and, consequently, may result in the City rejecting the protest solely on this basis. Any decision made by the City regarding the bid award, contract execution or bid rejection shall be final, subject to such judicial review as permitted under Washington law upon timely filing in the Superior Court of Whatcom County, Washington. This venue clause shall modify any other provision in these Bid Documents to the extent there is an inconsistency.

#### **6. City Business Registration.**

Bidders are required to possess a City of Bellingham Business Registration Certificate prior to bid award and will be required to pay business and occupation taxes. For additional information, check with the City's Finance Department, (360) 778-8000.

#### **7. Bid Preparation Costs.**

The City shall not be liable for any costs incurred by the bidder in bid preparation.

#### **10. Apparent Clerical Mistakes.**

- a) Any clerical mistake, apparent on its face in the bid, may be corrected by the Purchasing Manager before award. The Purchasing Manager first shall obtain from the bidder a verification of the bid intended. Examples of apparent mistakes are:
  - Obvious misplacement of a decimal point.
  - Obviously incorrect discounts (for example, 1 percent 10 days, 2 percent 20 days, 5 percent 30 days).
  - Obvious reversal of the price f.o.b. destination and f.o.b. origin; and
  - Obvious mistake in designation of unit.

- b) Correction of the bid shall be effected by attaching the verification to the original bid and a copy of the verification to the duplicate bid. Correction shall not be made on the face of the bid; however, it shall be reflected in the award document.
- c) Correction of bids submitted by electronic data interchange shall be effected by including in the electronic solicitation file the original bid, the verification request, and the bid verification.

**11. Additional Conditions.**

- The City reserves the right to award the solicitation by line item, or by group, and to multiple vendors.
- Estimated annual quantities are for comparison only and are not to be taken as firm or guaranteed order quantities.
- Results of the opening may be obtained from the Purchasing website at <http://www.ebidexchange.com/bellingham>
- All bids shall include Federal, State, and local taxes. Unless otherwise indicated in the Invitation, Washington State sales tax must be included on the proposal sheet as a separate line item. The City is exempt from Federal Excise Tax.
- Samples of items, when required must be furnished at no cost to the City. On request, samples will be returned at the vendor's expense provided they were not consumed in testing.
- Bids offering terms other than those shown herein shall be declared non-responsive and will not be considered. If it is determined that a vendor changed our specifications, it would be grounds for immediate disqualification on the grounds of being non-responsive.
- In case of error in the extension of prices, the unit prices will govern.
- Prices are to be stated in the units of issue in this invitation. Prices quoted shall be in U.S. funds and include applicable federal duty, brokerage fees, packaging and transportation cost to the f.o.b. point so that upon transfer of title, the commodity can be utilized without further cost, except that generated by the City.
- At the request of the City, and prior to award, the vendor may be required to demonstrate the product or equipment at a location chosen by the City, and in the presence of authorized City personnel, to prove any performance capabilities or features which may be in question.
- Assignment of award shall not be permitted unless authorized in advance by the City Council. This applies to bids 45k and over.
- The bid will be incorporated into the City's purchase order and the successful bidder will be bound by the bid and the purchase order terms and conditions.

- This award shall be subject to RCW 39.34 Interlocal Cooperation Act wherein other government agencies may purchase on the City proposal request, in accordance with the terms and prices stated, over the subsequent time period for which the vendor is willing to honor the solicitation price.
- Vendor's exception to the stated delivery time may cause the offer to be considered non-responsive by the City. Delivery date is defined as the date upon which delivery is required at the destination specified in the invitation.
- Unless otherwise stated in the Invitation the term "final destination" is defined as the unloading ramp or unloading point at the receiving address. Unless otherwise stated in the Invitation, the successful vendor shall prepay the necessary charges to cause his agent, or the common carrier, to off-load the goods from the delivering vehicle and place them on the unloading ramp or unloading point at final destination and to be free of any further charges. Unless otherwise stated, the vendor shall prepay all shipping charges to the receiving point.
- Unless otherwise stated in the specifications, general deliveries shall be made to the following address:
  - City of Bellingham
  - Warehouse Division
  - 2221 Pacific Street
  - Bellingham, Washington 98229
- In case of default by the vendor, for whatever reasons, the City of Bellingham may procure the material or equipment from other sources and hold the vendor responsible for any excess cost occasioned thereby. In case of default by the vendor on this proposal the vendor will not be allowed to submit proposals on subsequent proposals for the same material or equipment.

PURCHASING OFFICE, 2221 PACIFIC ST, BELLINGHAM WA. 98229  
PHONE 360-778-7750 FAX 360-778-7706

**CITY OF BELLINGHAM,  
WASHINGTON**  
Purchasing-Vendor Guide

# City of Bellingham, Washington

## Vendor Guide

### Welcome

We appreciate your interest in doing business with the City of Bellingham, Washington. We hope you will find this guide helpful in your business experience with the City. We strive to obtain the best quality, service, and price, while promoting good relationships, which are beneficial to the City and its vendors. Should you have any questions or require additional information, please contact us at the telephone number provided below.

### Purchasing Office Goals

- Provide City Departments and employees the highest level of purchasing service,
- Achieve maximum value for dollar spent,
- Provides fair and equal access for vendors interested in doing business with the City,
- Provides a level of fiscal control by issuing Purchase Orders
- Ensures conditions of City purchase orders are met by vendors performing under those conditions.

### Purchasing Office Information

The City of Bellingham Purchasing Office is comprised of the Superintendent of Purchasing, a Lead Buyer, and two additional Buyers. The Purchasing Office is located at 2221 Pacific Street.

Telephone number: 360-778-7750

Facsimile number: 360-778-7706

### Sales Calls and Contacts

The Purchasing Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding City holidays. Vendors are encouraged to schedule appointments. You may schedule an appointment by calling 360-778-7750.

Vendors are encouraged to forward product and service literature to the City of Bellingham, Attn: Purchasing, 2221 Pacific Street, Bellingham, WA 98229.

Please make the Purchasing Office your first contact. If consultation with other Departments is desired, the Purchasing Office will arrange interviews between the vendor's representatives and other City Departments. No one else outside the Purchasing Office can issued a City Purchase Order to purchase equipment and/or supplies over \$10,000. Do not deliver any equipment and/or supplies without a purchase order number.

## **Bid Notification**

On the City's website (<http://www.cob.org/services/business/purchasing.aspx>), under the Purchasing Office section, vendors can register for automatic notification of bid/quote offerings. Vendors are strongly encouraged to check the "Current Opportunities" section on a regular basis for opportunities to provide bids or quotes to the City.

## **What the City Of Bellingham Purchases**

The City of Bellingham purchasing activity is divided into three categories:

- **Public Works Projects**
- **Services (Professional and Non-professional)**
- **Materials, Supplies & Equipment**

## **Public Works Projects**

Public Works is all work, construction, alteration, repair or improvement that the City performs. Public Work examples, but is not limited to:

- Demolition
- Remodeling
- Renovation
- Maintenance
- Painting
- Road Construction
- Utilities Construction
- Offsite prefabrication of ducts, liners and certain steel products
- Production and delivery of sand, gravel, rock, concrete and asphalt

A purchase order is required prior to work beginning. In addition:

Written contracts are required on all public works project.

A Memorandum of Agreement is required when the total cost of the public work projects is less than \$5,000.00.

An alternative to the formal bid processing called the **Small Works Roster** process may be used on Public Works projects up to \$300,000.00. The process is the same as the formal bid process other than there is no advertisement required or Council approval and only vendors on the small works roster are eligible to bid on the project.

The City of Bellingham uses the Municipal Research Search Service Center (MRSC) **shared small works and consultant services rosters**. To be eligible to work on small public works projects or on-call consultant services with the City of Bellingham, please register your company at [www.mrscrosters.org](http://www.mrscrosters.org).

Any City of Bellingham applications previously submitted cannot be used. You must re-apply.

Questions on the new roster? Call 206-625-1300 or email [mrsrosters@mrsrosters.org](mailto:mrsrosters@mrsrosters.org). Questions for Purchasing at the City of Bellingham? Call 360-778-7750.

Vendors are required to be licensed by the State of Washington and provide references.

Prevailing Wages: Chapter 39.12 RCW is the Washington Public Works Act. This law requires workers be paid certain hourly wages for all public work and public service maintenance contracts, no matter what the dollar amount.

**Services (see above for shared services roster)**

Procurement of services is accomplished by the solicitation of proposals. A Request for Proposal (RFP) and sometimes a Request for Qualifications (RFQ) is conducted.

City departments may use an on-call service roster (see above for shared services roster) for specific types of services.

Requests for Proposals for services will be published in the Bellingham Herald. Publication may also be made in out-of-town or out-of-state publications and/or trade journals. Services costing less than \$10,000.00 require only phone or fax quotation. Service contracts are required for all services.

Living wage: The City has a living wage program that requires certain services to be paid at a pre-determined hourly wage established by the City. Criteria for the program are:

- Contract must be for more than \$10,000 in a twelve(12) - month period.
- Employees must be full time and must be over the age of 17.
- Employees must be non-union
- Contractor must have 4 or more employees
- Contractor must have been in business for more than one year.
- Non-profit organizations are excluded.
- Must be in one of the following categories:
  - Automotive repair and maintenance
  - Facility and building maintenance
  - Janitorial and custodial
  - Landscaping
  - Laundry
  - Office & clerical
  - Parking lot management
  - Pest control services
  - Recreation
  - Resident & day shelter
  - Security services
  - Shuttle transportation
  - Street & sidewalk cleaning
  - Towing

**Materials, Supplies, and Equipment**

The City of Bellingham purchases a wide variety of equipment and supplies every year. Among the items purchased are:

- Vehicles-cars and trucks
- Computer hardware
- Software
- Weapons
- Ammunition
- Fire Hose
- Office Equipment
- Communications Equipment
- Furniture
- Traffic Signs
- Audio/Visual Equipment
- Lawn Maintenance Equipment
- Chemicals
- Carpet
- Window coverings
- Copiers
- Hand Tools
- Power Tools
- Law Enforcement Equipment
- Books

### **Methods of Procurement**

The following methods of purchasing are utilized:

- **Purchases under \$10,000.00**

City Departments are authorized to make purchases up to \$10,000.00 without a purchase order. No competitive bidding is required. The vendor should verify the person's employment with the City by identification card or phone call to the employee's department. Equipment and/or supplies must be picked up by the employee or delivered to a City facility or work site and employee's name and department must appear on the invoice. Please note that employees using City-issued procurement cards or using Petty Cash may make some purchases in this method.

- **Purchases between \$10,000.00 and \$20,000 require three (3) telephone quotes.**

- **Purchases between \$20,001 and \$44,999 require three (3) written quotations.**

- **Purchases over \$45,000.00 require sealed bids.** Any purchase estimated to exceed \$45,000.00 must be formally bid. Bid information is posted on the City's official website. The bids are advertised in the Bellingham Herald newspaper

and, possibly, other publications. A formal bid date and time is established. The Purchasing Department conducts a public opening of the bids. City Council approves all formal bid awards.

### **Acting Without A Purchase Order Number**

All purchases over \$10,000 charged to the City require a purchase order number. If an individual calls and attempts to place an order over \$10,000, you are cautioned to request an authorized purchase order number and obtain the name and department of the individual. Invoices over \$10,000 must cite the purchase order number. A purchase order is your assurance that you will be paid.

Exception: There may be times during an emergency when an order must be placed after normal business hours or on weekends. Be assured that true emergency purchases at such times without purchase order numbers will be approved. You must obtain the individual's name and department and request identification if the order is placed in person. Department personnel are instructed to obtain a purchase order number from the Purchasing Office the following workday. The employee who places the order will send you an authorized purchase order number as soon as possible.

### **Specifications**

Written specifications are used in the bidding process to describe the required level of quality, quantity, delivery and scope of work. A bid form will accompany the specifications outlining certain terms and conditions governing City purchases. Specifications prepared by City departments are carefully reviewed by the Purchasing Office to eliminate undue restrictions and other limitations, which unnecessarily reduce competition. The purchase will be made from the lowest responsive, responsible bidder meeting the specifications.

Vendors may expend considerable time and money presenting a product or service to an individual City department in the hopes of being awarded a contract. Remember the purchase will likely be made by competitive bid, and the cost for design, demonstrations and layouts will not guarantee an order. Any assistance a vendor offers a department in developing specifications cannot be considered when the City makes the purchase. If you are called upon to provide expensive pre-bid services, you should consider contracting separately with the department for this service.

### **Terms and Conditions**

Bids and proposals will contain detailed terms and conditions, along with special terms and conditions pertaining to the specific bid or proposal. Vendors are advised to carefully read and understand the terms and conditions.

### **Delivery and Inspections**

Shipment is to be made to the City of Bellingham Free On Board (FOB) destination. Requirements for delivery are specified on all quotes, bids and purchase orders. Failure to meet the specified date may cause cancellation of the order. Variations from the specifications may make a shipment subject to rejection.

### **Award Results**

Quote and bid results are matters of public record. Quote and bid information can be obtained by accessing the City's website.

### **Change Orders**

The purchase order is part of the City's contract with the vendor. Any changes to the purchase order are not valid unless the City approves the change in writing.

### **Billing and Payment**

The City requires invoices in duplicate for each purchase order/agreement issued. The purchase order number must appear on all invoices, shipping tags, and all correspondence relevant to the order.

Payment is made after delivery and acceptance of the equipment and/or supplies as specified on the purchase order. Unless otherwise specified on the purchase order or agreement, invoices should be submitted to the department requesting the item.

Questions regarding payment should be made to the department requesting the item. You will need to reference the purchase order and invoice numbers when calling with questions.

### **Insurance**

In all instances in which vendor personnel enter City property to repair, install, service, construct, consult, etc., the City requires a certificate of insurance verifying coverage per City insurance requirements. Whenever insurance is required, the vendor will be notified of the requirements for coverage. Contact the Legal Department if you need further information on insurance requirements.

### **City Business License**

Vendors located in the City of Bellingham, performing services within the city limits, or delivering products are required to have a City business license. You can obtain your business license at [BLS@dor.wa.gov](mailto:BLS@dor.wa.gov). or contact the City of Bellingham Finance Department at 360-778-8010

### **Gifts and Gratuities**

The City maintains a strict policy prohibiting employees from accepting gifts and/or gratuities from any vendor or potential vendor. Vendors are requested to cooperate by not making offers of gifts and/or gratuities to employees.

### **Emergency Resource Directory**

The Purchasing Department maintains an Emergency Resource Directory that lists vendors that may be contacted in the event of a local disaster. If you believe your company may be able to provide such a resource, please check the Purchasing website to register as an emergency resource vendor.

### **Vendor Responsibilities**

- Prior to submitting a bid, carefully read all the bid/quote specifications, including the terms and conditions and instructions to bidders.
- Include everything that is required in your bid/quote package. Examples are descriptive literature or bonds.
- Mail or deliver your bid sufficiently in advance of the bid closing date and time to ensure timely receipt. Bids received after the closing date and time will not be opened or considered. The City is not responsible for US mail, UPS, FedEx, etc. deliveries.
- If you are awarded a contract, be certain that you comply with all contract requirements.

We look forward to doing business with you. We are interested in your thoughts and concerns about the City's purchasing process. Vendor feedback is valued. Please feel free to write or call with your comments or questions. When we conduct business with you, it is our desire to conclude each transaction in a respectful, fair and professional manner. We hope this guide has helped you to better understand the City's procurement program.

Scott Moses, Purchasing Manager