

CALL FOR BIDS

NOTICE IS HEREBY GIVEN that the Public Utility District No. 1 of Okanogan County will receive sealed bids until 2 p.m., December 16th 2020 at the offices of the District at 1331 Second Ave N, Okanogan, Washington, or by mail at P.O. Box 912, Okanogan, WA 98840. This bid is for Power Transformers per specifications which may be obtained from the offices of the District in Okanogan, Washington.

All bids shall include time of delivery. Delivery will be a factor in determining acceptance of any bid. Bid prices shall be firm for a minimum of sixty (60) days. Bid prices shall exclude all Federal and State taxes. Unit prices shall also exclude taxes.

All bids to be delivered in a sealed envelope and shall be prominently labeled “**12/16/20 MVA Power Transformers – Bid No. 443-20**” on the outside of that envelope and address to Roy Schwilke, Purchasing Agent.

Bids will be publicly opened and read in the District office at 1331 Second Ave N, Okanogan, Washington, on **December 16, 2020 at 2 p.m.**

The District reserves the right to reject any or all bids, to waive informalities and to accept any bid deemed to be in the best interest of the District.

Each bid shall be accompanied by a certified or cashier’s check payable to the order of the Commissioners of Public Utility District No. 1 of Okanogan County, for a sum not less than five percent (5%) of the amount of the bid or accompanied by a bid bond in an amount not less than five percent (5%) of the bid with a corporate surety licensed to do business in the State of Washington. This Call for Bids shall be considered to be in conformity with R.C.W. 54.04.070 and 54.04.080 and Chapter 220, Laws, Executive Session 1971, and the terms of said laws are incorporated herein by this reference.

PUBLIC UTILITY DISTRICT NO. 1
OF OKANOGAN COUNTY

By: _____
Roy Schwilke
Purchasing Agent

(509) 422-8484

INSTRUCTIONS TO BIDDERS

BID PROCEDURES

ISSUED BY: Public Utility District No. 1 of Okanogan County
1331 Second Ave N
P.O. Box 912
Okanogan, WA 98840

ADDRESS OFFER TO: Okanogan County PUD
1331 Second Ave N
P.O. Box 912
Okanogan, WA 98840
Attention: Roy Schwilke, Purchasing Agent

MARK: Mark each envelope **“12/16/20-MVA Power Transformer - Bid No. 443-20”**

BID ACCEPTANCE: Okanogan County PUD reserves the right to reject any and all bids and accept a bid which in their judgment will, under all circumstances, best serve the interests of the District.

1. Bids must be submitted on the prescribed form included with the Material Specifications. Erasures or other changes in the bid must be initialed and dated by bid preparer.
2. Bids must include Material Safety Data Sheets for all chemicals used.
3. Bid shall be submitted in sealed envelopes bearing on the outside the Bidder's name, address and title for which bid is submitted.
4. Bidders shall submit the manufacturer's catalog numbers of materials listed on bid schedule.
5. No bid will be accepted if freight charges are not part of the bid.
6. Project dates are important factors in awarding a bid. The final delivery date shall accompany all items on each bid schedule.
7. **Please contact Kyle Richter (Systems Tech) at (509) 422-8423 with questions.**

GENERAL REQUIREMENTS

1. Sealed Bids

Bids must be received at the District's office, 1331 Second Ave N, P.O. Box 912, Okanogan, Washington 98840, as per the attached Call for Bids. No bids will be considered which are received after the time specified. Bids may be sent in by mail or turned in personally.

2. Examination of Documents

Each Bidder shall thoroughly examine and be familiar with the contract drawings, engineering specifications, and all other contract documents. Submission of a proposal shall constitute an acknowledgment upon which the District may rely that the Bidder has thoroughly examined and is familiar with each of the contract documents.

3. Interpretation of Contract Documents

Should a party find discrepancies in or omissions from the District's requirements, or should he be in doubt as to their meaning, he shall, at once notify the Purchasing Agent of the District and, if required, an addendum will be mailed or delivered to each Bidder. All such addenda shall become a part of the contract documents.

4. Manner of Submitting Proposals

Proposals must be submitted on the forms furnished by the District and must be delivered in a sealed envelope addressed to the District. The name and address of the Bidder, the date and hour of the opening of bids, and the name of the project must appear on the envelope in which the proposal is submitted. Proposals must be completed in ink or typewritten. No alterations or delineations will be permitted, unless made before submission, and initialed and dated.

5. Withdrawal or Modification of Proposal

The Bidder may, without prejudice to himself, withdraw, modify or correct a proposal after it has been deposited with the District; provided, a request for such withdrawal, modification, or correction is filed with the District in writing before the time set for opening bids.

6. Bid Bond

Each bid must be accompanied by a certified check or cashier's check for five percent (5%) of the amount of the bid price payable to the District, or an approved bid bond by a surety company authorized to do business in the State of Washington. The check or bid bond of the successful Bidder will be returned after the award of the contract and acceptance of a performance bond. All other checks and bonds will be returned immediately after the award of the bid.

7. Performance Bond

The successful Bidder will be required to provide a payment and performance bond with a surety to do business in the State of Washington, in an amount not less than 100% of the

contract price. An example of an acceptable payment and performance bond is included in the Appendix of this Bid Document.

8. Failure to Execute Contract

In the event the successful Bidder fails to furnish an approved Payment and Performance Bond and to sign the Contract within ten (10) days after notification by the District, an amount equal to five percent (5%) of the amount of the bid shall be forfeited to the District as liquidated damages. Said liquidated damages shall be paid from the Bid Bond.

9. Taxes

Bids shall reflect the exemption of federal excise tax. Washington State sales tax shall not be included in the bids.

Sales Tax Reporting:

- A. The amount of tax reported and paid by the Bidder to the Washington State Department of Revenue due to any and all payments made to the Bidder for the work performed under this Contract shall be coded to the proper local or county authority by using the proper tax code location. Additionally, the Bidder shall require all subcontractors performing work under this contract to use the proper tax code location in reporting tax to the Washington State Department of Revenue for the payments they receive from the Bidder.

10. Contract Documents

The contract documents, together with all necessary forms and other documents for Bidders may be examined at or obtained from the District office, 1331 Second Ave N, P.O. Box 912, Okanogan, Washington 98840.

11. Minor Irregularities

The District reserves the right to waive minor irregularities or minor errors in any proposal, if it appears to the District that such irregularities or errors were made through inadvertence. Any such irregularities or errors so waived must be corrected on the proposal in which they occur before the acceptance thereof by the District.

12. Escalation Clause

Bids will not be accepted if an escalation clause is submitted as part of the bid.

13. Rejection of Bids

The District reserves the right to reject any or all proposals without cause. The District further reserves the right to accept the bid that, in its sole and absolute judgment will, under all circumstances, best serve the interest of the District.

14. Corrections, Interpretations and Addenda

Any omissions, discrepancies or need for interpretations should be brought to the attention of the Purchasing Agent. The Purchasing Agent may issue written addenda to clarify questions that arise.

Before submitting the bid, it is the Bidder's responsibility to verify if any addenda have been issued for the project.

15. Postponement of Opening

The District reserves the right to postpone the date and time announced for opening of bids. Such postponement may be made at any time before the time announced for the opening of bids, and the District will give written or faxed notice of any such postponement to each Bidder.

16. Payment

Invoice shall be approved for payment only after acceptance by the District. Invoices will be paid within 30 days of receipt of invoice.

17. Right to Inspect

The District reserves the right to perform any test necessary to verify conformity with the specifications.

It is understood that the Bidder does not represent the District and has no authority to obligate the District for any payment or benefit of any kind to any person.