

**Jefferson County School District 509 J
Request for Proposal**

**HVAC Control System Retro-commissioning – Warm Springs K-8 Academy
and Madras Performing Arts Center**

DUE DATE & TIME

**July 8, 2020 no later than 2:00 p.m. PDT
No Late Responses Will Be Accepted**

SUBMIT TO:

Jefferson County School District
Lynn Evans, Human Resources and Operations Director
445 SE Buff St.
Madras, OR 97741

Support Services Office
445 SE Buff Street • Madras OR 97741
Telephone: (541) 475-6192

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I. REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be accepted by the Jefferson County School District at the Support Services Office, located at 445 SE Buff Street, Madras, OR 97741 no later than **2:00 p.m. July 8, 2020**.

The Jefferson County School District 509J (District) is seeking written proposals from qualified contractors to provide all labor, materials and equipment required for a retro-commissioning to the existing HVAC control system for the Warm Springs K-8 Academy and the Madras Performing Arts Center to provide energy efficient changes to the systems. Both buildings were built in 2014 and the HVAC systems have been ineffective and results frequently in inconsistent temperatures at the sites. We are asking for your proposal to provide solutions to this project. The proposal shall, at a minimum, meet the requirements laid out in the technical analysis studies for the two buildings.

This is a qualified bid process so while overall costs are a major factor, contractors who can provide the most experience and scope of services requested, will receive higher marks. The District invites interested contractors to complete and submit a proposal.

II. INFORMATION FOR NEW DESIGN

The successful responder shall propose energy efficient changes to existing HVAC control system. Quarterly training classes shall be offered at the contractor's location at no additional cost, provide the 2020-2021 training schedule in the RFP response.

Software adjustments should include full functionality for the following items.

- Programming (all programming shall be graphical with no line code programming allowed)
- Graphics
- Database creation
- No additional licensing fees to be required.

There shall be no additional software required for the owner to make future changes to the control system for the items shown above.

The updated control system needs to be web based. The control system shall be able to but not be limited to:

- Remotely Adjust the Room Temperature
- Monitor Room Temperatures
- Set Trends
- Have Optimum Start/Stop
- Graphic Displays
- Switch Between Heating and Cooling Set Points Automatically
- Capable of Multiple Users

Attachment #1 – Technical Analysis Study WS K-8 Academy and Attachment #2 Technical Analysis Study - Madras Performing Arts Center, provides additional information regarding the facility and current controls system.

III. MANDATORY PRE-PROPOSAL MEETING

There will be a mandatory pre-proposal meeting on July 1, 2020 at 2:00 p.m.

IV. PROPOSAL SUBMISSION REQUIREMENTS

The Contractor shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following minimum information:

1. Cover letter addressed to Lynn Evans, Human Resources and Operations Director, and signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include the name of the company and the person(s) representing this project, address, and telephone and fax numbers of the contractor and email address of the person(s) who are authorized to represent the proposer. (The letter should also include that the contractor has made no agreements with any company that places it as the sole contractor for such company).
2. The Contractor providing the primary service to the District shall demonstrate in-depth knowledge to complete the project on schedule and within budget.
3. Proof of CCB licensure and a Bond for Public Works in the State of Oregon.
4. Profile of the Company that includes articulation of experience with public sector accounts of similar size and scope of service.
5. Name(s), titles, and qualifications of proposed key personnel with experience in public sector accounts of similar size and scope of service.
6. Articulate a plan and ability to provide continued local service, delivery and support to meet the following scope of work, including examples of previous projects.
7. References of current clients.
8. This proposal requires you to include pages 11 to 15.
9. The Jefferson County School District 509J is an Equal Opportunity Employer. Each Contractor shall comply with federal, state and local Equal Employment Opportunity requirements.

V. MINIMUM QUALIFICATIONS

1. This project must be completed by mid-October or at a time that will be as minimally invasive to the schools as possible.
2. Must be able to supply proper Bonds.
3. Before entering into contract, the successful respondent shall furnish to the District a Certificate of Insurance verifying all of the following coverage's and identifying the Jefferson County School District as an "additional insured." The Design Builder shall be required to maintain and carry in force, for the duration of the contract, insurance coverage for the types and minimum liability.

VI. SELECTION PROCESS

1. Each proposal received will be evaluated to determine if it meets the stated requirements. Failure to meet these requirements may be cause for eliminating the proposal from further consideration.
2. The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.
3. Proposals will be evaluated on the following criteria:
 - a. Qualifications of the Contractor;
 - b. Qualifications of assigned staff;
 - c. System Design;
 - d. Ability to meet scope-of-work and service required;
 - e. Fees charged and cost effectiveness of the proposed services;
 - f. Interview and presentation;
 - g. Reference checks;
4. All submittals in response to this RFP are public records and available for inspection and copying upon request any portions of the RFP submittal marked as confidential will not be made public without consent of the Contractor prior to the award of the contract;

5. A review committee of qualified professionals will be appointed by the Human Resources and Operations Director or her designee. The review committee will evaluate the proposals received. The review committee will submit a recommendation to the Board of Directors.

VII. INSTRUCTIONS TO BIDDERS

PROPOSALS: Proposals shall be in accordance with the specifications and other contract documents on file in the Human Resources and Operations Office, phone 541-475-6192. All proposals shall be addressed to the attention of the Lynn Evans, Human Resources and Operations Director, Jefferson County School District 509J, 445 SE Buff Street, Madras, OR 97741. Proposals shall be placed in an envelope which is sealed and which clearly states the name of the bidder, the date of the bid opening, and appropriate wording to indicate definitely the nature of the contents. Do not send proposals by FAX. Proposals submitted via FAX will not be accepted.

RFP COSTS: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the District. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

CANCELLATION: The Jefferson County School District reserves the right to cancel this invitation or reject any and all proposals submitted or to waive any minor formalities of this call, if in the judgment of the School Board the best interest of the District would be served. No bidder may withdraw his/her bid after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding thirty (30) days.

LATE PROPOSALS: Proposals received after the scheduled closing time will be returned to the respondent unopened.

QUESTIONS AND CLARIFICATIONS: Questions, interpretations or clarifications of this RFP must be requested in writing. All questions should be directed to Lynn Evans, Human Resources and Operations Director at levans@509j.net. Oral instructions or information concerning the RFP given out by District employees or agents to prospective Respondents shall not bind the District.

EXTRA CHARGES: The proposal price shall be for the complete delivery, ready for Jefferson County School District 509J use, and shall include all applicable charges; extra changes will not be allowed. Proposals shall be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Special production such as bindings, colored displays, and promotional material are not necessary; however, the proposer should be prepared to present to a selection panel onsite at the District offices if deemed necessary. Emphasis should be on completeness and clarity of the content.

INSURANCE: Successful Respondent shall be required to provide the School District with a certificate of insurance verifying that the successful Respondent has all of the following insurance coverages and endorses the School District as an additional insured: commercial general liability insurance, automobile liability insurance, and worker compensation insurance, each in an amount not less than required by the School Districts Policies.

ADDENDA: The District shall make interpretations, corrections, or changes of the Bid Documents in writing by published Addenda. Any changes and/or addenda to this solicitation will be posted on the Jefferson County School District website at <http://jcsd.k12.or.us>. Addenda will not be mailed out and it is the responsibility of the prospective Bidder to consult the website regularly until Bid Closing to avoid missing any Addenda. Failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER: Successful Respondent must abide by a policy of Equal Employment Opportunity Affirmative Action.

EQUAL OPPORTUNITY EMPLOYER: The Jefferson County School District 509J is committed to providing equal

opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. (OAR 445-050- 0001 to 445-050-0090, State of Oregon). This contract is for public works subject to ORS 279C.800 to 279C.870 (the Oregon Prevailing Wage Rate Law).

LOCAL CONTRACTING: If the final evaluation scores are otherwise equal, the District prefers goods or services that have been manufactured or produced by a Local Business. The District desires to employ local businesses in the purchase, lease, or sale of any personal property, public improvements or services. The District wants the residents of the State of Oregon to benefit from optimizing local commerce and services, and the local employment opportunities they generate.

RESIDENT RESPONDENT: Respondents will be required to attest as to whether they are a resident or non-resident Respondent as defined in ORS 279A.120.

CONFLICT OF INTEREST: A Respondent submitting qualifications thereby certifies that no officer, agent or employee of the District who has a pecuniary interest in this RFP has participated in the contract negotiations on the part of the District, that the submission is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same RFP, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

CONFLICTS IN DOCUMENTS: In the event of a conflict or discrepancy among the Contract Documents, interpretations will be based on the following priorities:

1. Request for Proposal;
2. Addenda, with those of later date having precedence over those of earlier date;
3. Signed Change Orders;
4. Signed Agreement;
5. Modifications to the General Conditions;
6. State of Oregon General Conditions for Public Improvement Contracts;
7. AIA General Conditions;
8. Schedules.

CONFIDENTIALITY: All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the submittals for which Respondent requests exception from disclosure consistent with Oregon Law. Any portion of qualifications submission that the Respondent claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501, ORS 192.502 and/or ORS 646.461 et seq. If the entire submittal is marked as constituting a "trade secret" or being "confidential," at the District's sole discretion, such a Proposal may be rejected as non-responsive.

CONSERVATION: Jefferson County School District 509J seeks to acquire supplies and services that promote resource conservation and reduce both greenhouse gas emissions and energy consumption. Energy and water efficient products and services will be considered in all district contracts and procurements.

When contracting for services or construction that will include the provision of energy-consuming products, agencies shall specify products that comply with the applicable ENERGY STAR or other recognized efficiency rating programs. These products if financially feasible will be given preference over less efficient products.

AWARD: The award of this contract will be made by the District based on the Proposal, which, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District reserves the right to accept or reject any or all the Proposals, and waive as an informality any immaterial irregularities in the proposals received.

APPEALS AND PROTEST OF AWARD: Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Human Resources and Operations Director no later than 10:00 a.m. on the

seventh (7th) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted to the website.

APPEAL OF AWARD TO
HVAC Control System Retro-commissioning Warm Springs K-8 Academy and Madras Performing Arts Center RFP

Jefferson County School District 509J
Human Resources and Operations Department
445 SE Buff Street
Madras OR 97741

Protests submitted after that date would not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award. An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline. Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or specifications after the deadline established for submitting protests of solicitation terms and conditions.

RFP documents may be picked up by the following methods:

Calling: 541-475-6192

E-mailing: levans@509j.net

Downloading from our website at <http://www.jcsd.k12.or.us>

VIII. GENERAL CONDITIONS

We adhere to the State of Oregon General Conditions for all our construction projects. Any modifications to the General Conditions are listed under MODIFICATIONS.

MODIFICATIONS TO THE STATE OF OREGON GENERAL CONDITIONS: These modifications to the General Conditions are a part of and are incorporated in the Contract Documents and modify, delete, add, and replace provisions of the General Conditions. Provisions not altered remain in effect. All terms defined elsewhere in the Contract Documents shall have the same meaning in these Modifications to the General Conditions.

CONTRACTOR'S LIABILITY INSURANCE: The following new subparagraph is replacing paragraph 2 and 3 in the State of Oregon General Conditions Section G.3.4.1:

General Liability insurance is required by the District with a combined single limit, or the equivalent, of not less than \$1,000,000 each occurrence, \$2,000,000 for multiple claimants, for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the State of Oregon, Jefferson County School District (Agency) and their divisions, officers and employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract;

Automobile Liability insurance is required by the District with a combined single limit, or the equivalent, of not less than the Oregon Financial Responsibility Law (ORS 806.060), \$1,000,000 each accident or \$2,000,000 for multiple claims, for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to Jefferson County School District (Agency).

Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to Jefferson County School District (Agency) prior to its issuance of a Letter of Intent. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to State acceptance. If requested complete copies of insurance policies, trust agreements, etc. shall be provided to the State. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

LIQUIDATED DAMAGES: The following items are modified from the State of Oregon General Conditions: Paragraph E.2.4 (f) (h). The following items are modified from the Sample AIA documents: 3.3 Substantial Completion 3.3.3

IX. TIME TABLE:

Issuance of RFP	June 24, 2020	
Mandatory Pre Proposal Conference and Site Walk	July 1, 2020	2:00 p.m.
Last Questions Due	July 3, 2020	2:00 p.m.
Last Addendum Issued	July 3, 2020	4:00 p.m.
Proposal Due	July 8, 2020	2:00 p.m.
Intent to Award	July 10, 2020	
Award Contract	July 14, 2020	

The District reserves the right to deviate from this schedule.

X. CONTACT INFORMATION:

All inquiries for information regarding Proposal Submissions and Procurement Procedures should be directed to:

Lynn Evans, Human Resources and Operations Director
Phone: 541-475-6192
E-mail: levans@509j.net

XI. DATE OF RETURN: July 8, 2020 no later than 2:00 p.m.

It is the sole responsibility of the firm to ensure that their proposal is received no later than the above time.

Attn: Lynn Evans
Building
Jefferson County School District 509J, Business Office
445 SE Buff Street
Madras, Oregon 97741

XII. DEFINITIONS

The following definitions shall apply to the various titles used in these Documents:

Owner: Jefferson County School District 509J
445 SE Buff Street
Madras, OR 97741

Sites: Warm Springs K-8 Academy
50 Chukar Road
Warm Springs, OR 97761

Madras Performing Arts Center
412 Buff Street
MADRAS, OR 97741

XIII. PROPOSAL PROCEDURE

EXAMINATION OF SITE AND CONTRACT DOCUMENTS: Proposers shall carefully examine the documents and the construction Site to obtain first-hand knowledge of existing conditions. Submit Proposal with the understanding that prior to submission of Proposal, Bidder has become acquainted with the requirements of the Contract Documents, the Site, and has obtained all information essential for completion of the work on or before the date specified.

The Bidder shall not, at any time after the submission of Proposal, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions. Nor shall Bidder claim any misunderstanding in regard to the nature, conditions, or character of Work to be done under the contract, and shall assume all risks resulting from any changes in conditions which may occur during the progress of the Work. Contractors will not be given extra payments for conditions, which can be determined by examining the Site and Contract Documents.

INTERPRETATION OF DOCUMENTS: The Owner will not be responsible for oral clarification. Submit in writing to the Owner, all questions regarding the Contract Documents. Replies in the form of Addenda will be issued to all Bidders of Record and will become a part of the Contract.

CORRECT SIGNATURES: If the Bidder is an individual trading under their own or a fictitious name, the Proposal shall be signed by the Authorized Individual of the Contractor, and the exact mailing address and telephone number shall be given. If someone other than the Authorized Individual signs the Bid, then a notarized Certificate of Authority signed by the Authorized Individual of the Contractor shall accompany the Bid.

If the Bidder is a firm or partnership trading under an individual or fictitious name, the Proposal shall be signed by one or more partners with the exact names and mailing addresses of the firm or partnership members included.

If someone other than a partner signs the Proposal, then a notarized Certificate of Authority signed by all the partners shall accompany the Bid. If the Bidder is a corporation, the Bid proposal shall be signed by the President or Vice-President, or by an individual with a notarized Certificate of Authority shall accompany the Proposal.

Names, titles, telephone numbers, and business addresses of the president, secretary, and treasurer shall appear on the Certificate or Authority. The corporate Bidder shall include the name of the state under which it is Incorporated.

No agreement will be made with a Bidder who is a foreign corporation, or who is operating under a fictitious or assumed name, unless such Bidder has complied or agrees to comply with the proper qualifications and registration under the laws of the State of Oregon, and such compliance or agreement to comply has been communicated to the Engineer at the time of the Bid opening.

BID ASSURANCE: The Bidder is to agree not to withdraw their Bid for a period of 30 days after the scheduled closing time. If the Bid is accepted, Bidder shall execute an Agreement with the Owner and deliver the specified Performance and Payment Bonds.

BID SECURITY: Bid shall be accompanied by a Bid Bond or certified check, payable to the Owner, of not less than 10 percent (10%) of the total Base Bid. Bidders may use their own form for the Bid Bond. Submit Bid Security with the understanding it shall guarantee that Bidder will not withdraw the Bid for a period of 30 days after the scheduled closing time. If the Proposal is accepted, Bidder shall execute an Agreement with the Owner and deliver the specified Performance and Payment Bonds. In the event of withdrawal of the Bid within said period, failure to execute an Agreement, or failure to deliver Performance/Payment Bond within 10 days after receiving notice of acceptance of the Bid, the Bid Security will be forfeited.

The Bidder shall be liable to the Owner for the full amount of the Bid security as representing the damage to the Owner on account of the default of the Bidder in any particular hereof. The Bid Bond shall be satisfactory to the Owner and executed by a licensed bonding company doing business in the State of Oregon.

FIRST TIER SUB DISCLOSURE: Pursuant to ORS 279C370, all bidders must submit the attached First Tier Subcontractor Disclosure form within two working hours of bid opening or bid will be deemed non-responsive. This form needs to be submitted even if no subcontractors are proposed on this project, simply state that on the form.

BACKGROUND CHECKS: Background checks are mandatory for all employees and contractors working on the site. It is the responsibility of the contractor to alert the School District of any changes to the list of employees including sub-contractors.

PREVAILING WAGE: Successful bidder and every subcontractor must have a public works bond filed with the Construction Contractors Board before starting work on the project. ORS 279C.830(3).

Successful bidder must pay applicable prevailing wage rates. The applicable prevailing wage rates are those in effect at the time the initial specifications are first advertised for bid solicitations. Current applicable rates can be viewed at <http://www.oregon.gov/boli/WHD/PWR/Pages/PWR-Rate-Publications---2018.aspx>. ORS 279C.830(1); OAR 839-025-0020(4) and (5) Contractors are to use "Prevailing Wage Rates for Public Works Contracts in Oregon BOLI Rates" July 1, 2018 Rate Schedule.

ADVANCED PAYMENTS & DEPOSITS: Jefferson County School District 509J will not provide advanced payments/deposits for goods or services.

XIV. BOLI CONTRACTOR RESPONSIBILITIES

FILING A PUBLIC WORKS BOND WITH CONSTRUCTION CONTRACTORS BOARD: Contractors and subcontractors must file a \$30,000 public works bond with the Construction Contractors Board (CCB) before beginning work on a public works project. The public works bond must provide that the contractor or subcontractor will pay claims ordered by the bureau to workers on public works projects. Unlike other required payment and performance bonds, the public works bond remains in effect continuously and covers all public works projects worked on during the duration of the bond. ORS 279C.836(1) OAR 839-025-0020(4)(e)

Before allowing a subcontractor to start work on a public works project, the contractor must ensure the subcontractor has filed a public works bond with the CCB. This information can be found on CCB's website at www.oregon.gov/ccb (under the Contractor License Search section). ORS 279C.836(2)

Any person that is required to pay prevailing wages on a public project must file a public works bond with the CCB. This is the case even if the employer does not have a CCB license. For example, non-construction companies such as temporary employment agencies are not required to have a CCB license, but if they employ workers on a

public works project, they will have to pay those workers the appropriate prevailing wage rate and will therefore be required to file a public works bond with the CCB. ORS 279C.836(4)

An exemption from this requirement is allowed for certified disadvantaged, minority, women or emerging small business enterprises, for the first year of certification. Such an enterprise must provide the CCB with written notification of its certification. In addition, the business enterprise must notify the public agency and the prime contractor that a public works bond has not been filed by the business enterprise. ORS 279C.836(7)

In some cases of emergency, if declared in accordance with rules adopted under ORS 279A.065, the requirement for filing a public works bond with CCB may be excused. ORS 279C.836(9) Adopted ORS279A.065, ORS 279A.010(f)

Public works bond forms can be found on BOLI's website at www.oregon.gov/boli. Other forms, such as non-construction company forms and exemption forms, can be found on CCB's website at www.oregon.gov/ccb.

REQUIRED CONTRACT LANGUAGE: Every contract and subcontract must contain a provision that states the workers will be paid not less than the applicable prevailing wage rate for the type of work being performed. ORS 279C.830(1)(c); OAR 839-025-0020(3)

PAYMENT OF PREVAILING WAGES: Contractors and subcontractors must pay workers on public works projects no less than the applicable prevailing rate of wage for the type of work they perform. ORS 279C.840; OAR 839-025-0035(1) **Contractors are to use "Prevailing Wage Rates for Public Works Contracts in Oregon BOLI Rates" July 1, 2018 Rate Schedule.**

Except for CM/GC contracts, the rates in effect at the time the initial specifications are first advertised for bid solicitations are the rates that apply for the duration of that project. OAR 839-025-0020(4)(a) (See Section (7) of this rule for CM/GC related information.)

REQUIRED POSTINGS: Prevailing Wage Rates; Each and every contractor and subcontractor must post the applicable prevailing wage rates and fringe benefit plan information in a conspicuous place at the work site so workers have ready access to the information. ORS 279C.840(4); OAR 839-025-0033(1)

DETAILS OF FRINGE BENEFIT PROGRAMS: Contractors and subcontractors must post the details of all fringe benefit plans or programs if any contributions are made to a third party for fringe benefits. The posting should include a description of the plan, information about how to file a claim and where to obtain more information. ORS 279C.840(5); OAR 839-025-0033(2)

WORK SCHEDULE: Contractors and subcontractors must give workers the regular work schedule (days of the week and number of hours per day) in writing, before beginning work on the project. Contractors and subcontractors may provide the schedule at the time of hire, prior to starting work on the contract, or by posting the schedule at the work site, along with the prevailing wage rate information and any fringe benefit information. If an employer fails to give written notice of the worker's schedule, the work schedule will be presumed to be a five-day schedule. The schedule may only be changed if the change is intended to be permanent and is not designed to evade the PWR overtime requirements. ORS 279C.540(2); OAR 839-025-0034

CERTIFIED PAYROLL: Filing Requirements

Every contractor and subcontractor on a covered project must file certified payroll records with the contracting agency. Contractors and subcontractors must complete a certified payroll statement for each week a worker is employed on a public work. These certified payroll statements must be submitted once a month, by the fifth business day of the following month, to the contracting agency. ORS 279C.845; OAR 839-025-0010

CERTIFIED PAYROLL FORM: To help contractors and subcontractors satisfy the filing requirement, Form WH-38 is included in each PWR rate book, and can also be found on BOLI's website at <http://www.oregon.gov/boli/Pages/index.aspx>. BOLI does not require contractors and subcontractors to use this

form, but they must supply all information the form requests, and this information must be certified. Contractors and subcontractors using their own forms or reports can comply with the certification requirement by attaching and completing a copy of the certified statement from the WH-38 form to their filing

PROPOSAL FORM

JEFFERSON COUNTY SCHOOL DISTRICT 509J

PAGES 11 THROUGH 15 MUST BE RETURNED WITH PROPOSAL

HVAC Control System Retro-commissioning Warm Springs K-8 Academy and Madras Performing Arts Center

The following Bid Form shall be part of Contract Work.

The Undersigned, having visited the Site of the proposed construction and having become familiarized with the conditions affecting the cost of the Work and all requirements of the Contract Documents, hereby proposes and agrees to provide any and all labor, materials, equipment, transportation, and services, and perform all Work for the project **HVAC Control System Retro-commissioning Warm Springs K-8 Academy and Madras Performing Arts Center**. The Undersigned also agrees to perform all Work in strict accordance with Contractors Proposal and any Addenda issued prior to Proposal closing date.

The Undersigned further agrees not to withdraw the Proposal for a period of thirty (30) days after the scheduled closing time. If awarded the Contract, the Undersigned further agrees to be bound by the Agreement with the Owner.

Bidder has made inspection of Site: Yes _____ No _____

Bidder's Name _____

Bidder's Address _____

Federal Tax I.D. # _____

Responders must hold current State Licensing applicable to any work they may be performing.

City of Madras Business License # _____

State of Oregon CCB # _____ Expiration Date _____

Telephone _____

If Firm Is Corporation, State in Which Incorporated _____

Base bid HVAC Control System Retro-commissioning Warm Springs K-8 Academy and Madras Performing Arts Center: All materials, services, and equipment necessary for completion of the Work shown in Contractors Proposal.

The Bidder specifically agrees to the provisions required by ORS 279C.840 that are required by this Contract.

_____ \$ _____
Bid (Bid Price in Words) (Numerically)

_____ Date _____
Signature of Bidder

Signing Officer

Office Held _____ Date _____

If a Partnership, Members of Firm _____

**SIGNATURE PAGE
(MUST BE RETURNED WITH PROPOSAL)**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he or she:

1. Has read and understands all Proposal instructions, specifications, and terms and conditions contained herein;
2. Is an authorized representative of the Proposer, that the information provided in this Proposal is true and accurate, and that providing incorrect or incomplete information may be cause of Proposal rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein;
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to Proposer;
5. Proposer will provide its Federal Tax Identification number or Social Security Number with Proposal submission.

Authorized Signature: _____

Title: _____

Company Name: _____

Date: _____

FEIN ID# or SSN# (required) _____

ADDENDA RECEIPT: Acknowledge receipt of all addenda. This proposal includes all work indicated and specified in the following Addenda which were received during the time of bidding.

Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

Bonds Due at Time of Proposal Submission

Bid Bond
First Tier Subcontractor Disclosure Form

Pages 12-15 must be included with your bid submission. Page 16 must be delivered by 4:00 p.m. on day of submission.

Upon reward of Contract

Performance and Payment Bond

**PERFORMANCE BOND AND LABOR-MATERIAL PAYMENT BOND ASSURANCE
(MUST BE RETURNED WITH PROPOSAL)**

The successful Bidder guarantees they shall be bonded by Performance Bond and Labor-Material Payment Bond, each in an amount equal to 100% of the Contract. The bonds shall be satisfactory to the Owner and executed by a licensed bonding company doing business in the State of Oregon. The Bid shall include the cost of such Bonds. Deliver required bonds to Owner not later than the date of execution of the Agreement. Submit, with Bid, evidence satisfactory to the Owner that such bonds will be issued. The attorney who executes the required bonds on behalf of the surety shall affix to the bonds a certified and current copy of his/her power of attorney indicating the monetary limit of such power.

The surety requested to issue the Performance Bond will be

(Name of Surety Company - not insurance company)

Agent _____ Phone number _____

The Undersigned hereby authorizes said surety company to disclose any information to the Owner concerning the undersigned's ability to supply a Performance Bond in the amount of the contract.

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

(ORS 279C.370) Bids which are submitted by Bid Closing, but for which a required disclosure submittal has not been made by the specified Disclosure Deadline, are not responsive and shall not be considered for Contract award

AGENCY SUPPLIED INFORMATION:

PROJECT NAME: HVAC Control System Retro-commissioning Warm Springs K-8 Academy and Madras Performing Arts Center

BID CLOSING: Date: July 8, 2020 Time: 02:00 PM
Deliver Form To (Agency): Jefferson County School District 509J
Designated Recipient (Person): Lynn Evans Phone #: (541) 475-6192
Agency's Address: 445 SE Buff Street
Madras, OR 97741

INSTRUCTIONS:

The contracting agency will insert "N/A" above if the contract value is not anticipated to exceed \$100,000. Otherwise, this form must be submitted either with the bid or within two (2) working hours after the advertised bid closing date and time; but no later than the DISCLOSURE DEADLINE stated above.

Unless otherwise stated in the solicitation, this document shall not be submitted by facsimile. It is the responsibility of bidders to submit this disclosure form and any additional sheets, with the bid number and project name clearly marked, at the location indicated by the specified disclosure deadline. See "Instructions to Bidders".

List below the Name, Category of Work add Dollar Value for each first-tier subcontractor that would be furnishing labor, or labor and material, for which disclosure is required. Enter the word "NONE" if there are no first-tier subcontractors subject to disclosure. ATTACH ADDITIONAL SHEETS IF NECESSARY.

BIDDER DISCLOSURE:

	SUBCONTRACTOR NAME	CATEGORY OF WORK	DOLLAR VALUE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

The above listed first-tier subcontractor(s) are providing labor, or labor and material, with a Dollar Value equal to or greater than:

- a) 5% of the total Contract Price, but at least \$15,000. [If the Dollar Value is less than \$15,000 do not list the subcontractor above.]
- or
- b) \$350,000 regardless of the percentage of the total Contract Price.

Form Submitted By (Bidder Name): _____

Contact Name: _____ Phone #: _____