

AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only  
( X ) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: PATH Indoor Sprinkler System

<p>Background:</p> <p>Authorization is sought for the issuance of an invitation to bid for installation of an indoor sprinkler system at PATH. This is part of the CDBG grant received for PATH. The system is necessary to make the indoor kitchen space compliant with fire codes.</p>	<p>Requested Action:</p> <p>Authorize issuance of invitation to bid for installation of PATH indoor sprinkler system</p>
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ATTACHMENTS: Draft of Invitation to Bid

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Heard (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( X ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: April 16, 2025

Action taken:

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Follow-up:

INVITATION TO BID

Project: Project PATH, Outdoor Kitchen Completion Project  
Element: #1, Indoor Sprinkler System Installation

Sealed bids for the construction of [Element #1 Indoor Sprinkler Installation] at the Project PATH Facility, operated by Stepping Stones Alliance, at 81535 Lind Rd, Hermiston, OR 97838 will be received by the Board of Commissioners of Umatilla County at the Umatilla County Courthouse, Pendleton, Oregon, on \_\_\_\_\_, 2025, until 10:00 A.M. Proposals will be publicly opened and read in Room 121, Umatilla County Courthouse, Pendleton, Oregon.

The indoor sprinkler system will be installed at the Project PATH Navigation Center building in order to make the indoor kitchen space compliant with fire codes. Contractor is expected to install a system to enable fire code compliance for the indoor kitchen in PATH’s Navigation Center.

A voluntary Pre-Bid walkthrough of the project site will be conducted with Umatilla County, Ducote Consulting, and Stepping Stones on \_\_\_\_\_

This project is funded partly by the Oregon Business Development Department’s Community Development Block Grant program, which is funded through US Housing and Urban Development.

Dated: \_\_\_\_\_

**Package Contents**

Instructions to Bidders	2 Pages
Proposed Sheet	1 Page



## INSTRUCTIONS TO BIDDERS

### 1.0 SUBMITTAL OF PROPOSAL

All proposals must be presented in a sealed envelope to the Umatilla County Board of Commissioners before 10:00 A.M., November 7, 2022. Bids submitted electronically or by fax will not be accepted.

1.1 COMPLETE PROPOSAL MUST BE RETURNED. Bidders shall fill in space provided on the right of specifications, ("Specifications Submitted"). The schedule shall be complete and your firm name and signature of an authorized person shall be in the space provided.

Bids may not be changed or withdrawn after the opening Bids.

Each Bid shall be identified on the exterior of the sealed envelope as follows:

"Bid For Project PATH, Outdoor Kitchen Completion, Element #1: Indoor Sprinkler Installation"

### 1.2 RIGHT TO REJECT BIDS

The Board of Commissioners reserves the right to reject any or all bids, accept the bid deemed most satisfactory to the County, or terminate this invitation to bid at any time.

1.3 Bids to be submitted by mail shall be addressed to:

Umatilla County  
216 S. E. 4th Street

Pendleton, Oregon 97801  
Attn: Board of Commissioners

### 2.0 CONTRACT AWARD

Award of the contract will be made to one bidder. Award will normally be made within 14 calendar days of opening. If a longer period of time is required, all bidders will be notified.

### 3.0 PAYMENT

Payment for the equipment herein specified will be made immediately after the 10<sup>th</sup> day of the month following full and satisfactory delivery.

### 4.0 WARRANTY SPECIFICATIONS

Bidder shall state all items under warranty and for how long in time and/or machine hours the warranty is good.

Bidder shall completely and adequately specify items, terms and conditions of warranty. If certain items are warranted by agencies other than bidder (or principal manufacturer), these items and

warranties shall be expressly identified on a separate sheet indicating terms and conditions. If no such listing is included in this bid, it shall be understood that all items are warranted by the bidder (or principal manufacturer) under the warranty to the attached as part of this bid. Failure to include warranty information in the bid documents may result in your bid being considered non-responsive.

#### 5.0 GENERAL CONDITIONS

1. All contractors and sub-contractors must be registered with the Oregon Construction Contractors Board (CCB) and have any relevant certifications for installing or constructing the elements in your proposal.
2. Federal Davis-Bacon Prevailing Wage Labor rules will apply to all contracts and subcontracts over \$2,000. Oregon state BOLI Prevailing Wage will apply to all contracts and subcontracts over \$50,000.
3. The Community Development Block Grant program requires all contractors to comply with Section 3 requirements, MWESB Reporting, and there is a set of contract clauses (**Attachment B**).
4. Materials shall be of good commercial quality for the intended service and shall be produced by use of current manufacturing processes.
5. The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exception (s) to Bid Conditions and Specifications", and shall be attached to the bid.

**Exhibit A: BID SHEET**

Unless otherwise denoted, an estimated date is to be inserted for Delivery Date.

All prices quoted must include equipment listed below.

Proposer is to submit detailed specifications and illustration sheets showing specific equipment to be furnished under this Bid.

BID for: Indoor sprinkler system

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Bidder certifies delivery will be completed within \_\_\_\_\_ calendar days after date of Notice of award.

Bidder \_\_\_\_\_

Address \_\_\_\_\_

By (Print) \_\_\_\_\_

By (Signed) \_\_\_\_\_

**Exhibit B: CDBG requirements**