



Procurement Division
Public Services Building
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2019-03

Issue Date: January 15, 2019

Project Name:	County Park Roofing Replacement Project		
Quote Due Date/Time:	February 12, 2019, 2:00 PM		
Procurement Analyst:	Tralee Thorn	Phone:	503-742-5453
		Email:	tthorn@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“COUNTY PARKS ROOFING REPLACEMENT PROJECT” IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at www.clackamas.us/bids/terms.html.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (www.clackamas.us/bids/index.html) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

2. SCOPE

Clackamas County Parks is soliciting bids from qualified contractors to remove existing composition roofing materials from 3 park buildings, and replace with metal roofing: Barton Park South Restroom – clerestory style roof with lean-to; Barton Park Area 2 Shelter – low pitch gable roof with 8 skylights; and Feyrer Park Campground Restroom – clerestory style roof with lean-tos.

Scope of Work:

- Remove and dispose of old composite roofing materials
- Make reasonable repairs to roof sheeting prior to installing new roofing
- Install 2 new skylights on Area 2 shelter
- Install permanent roof safety anchors
- Install new roofing felt and metal roofing, including all appropriate trim, flashing, ridge caps, and other standard roofing components
- Install/extend gutters on upper sections of clerestory roofs, tie into existing downspout systems
- Clean up and restore any damage done to site

Site Location:

Barton Park is located near Highway 224 between Carver and Estacada along the Clackamas River. The project site can be viewed by going to the Barton park entrance area located at 19009 SE Barton Park Road, Boring, Oregon 97009.

Feyrer Campground is located 1 mile South East of Molalla along the Molalla River. The project site can be viewed by going to the Feyrer Park entrance area located at 16185 Feyrer Park Road, Molalla, Oregon 97038.

The following items are included and incorporated within this RFQ:

- Barton South Restroom Roof
- Barton Park Area 2 Shelter Roof
- Feyrer Campground Restroom Roof
- Metal Roofing

Project Inspection:

Please contact the Parks Operations Manager, Tom Riggs, if you wish to set up an appointment to view the existing buildings prior to submitting a proposal. Contact Info: Tom Riggs 503-781-3137 or email to: TRiggs@clackamas.us. Upon award, the Contractor shall provide information for the person assigned to superintend the work. All work and materials are subject to field observations at all times by the owner.

Key Dates:

Project commencement may begin upon issuance of the Notice to Proceed ("NTP")

Substantial Completion: April 30, 2019

Final Completion: May 30, 2019

Engineers Estimate: \$33,000**3. Sample Contract**

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of **Public Improvement** contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ.

4. Quote

Quotes should be short and concise with the following information:

- A. Not-to-exceed price to complete the project-complete Schedule of Values attached;
- B. Proposed schedule to complete the project;
- C. Proposed roofing materials specifications;
- D. Firm experience with similar project types;
- E. Clackamas County Certifications Form; and
- F. Any additional information that Clackamas County should take into consideration for the project or qualifications.

5. Evaluation

The quote received from the lowest responsive responsible Quoter will be awarded a contract. The "lowest responsive responsible Quoter" is the lowest Quoter who has substantially complied with all requirements of the Request for Quote and who can be expected to deliver promptly and perform reliably in the determination of Clackamas County.

CLACKAMAS COUNTY CERTIFICATIONS
RFQ #2019-03

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name: _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: _____

Oregon Business Registry Number: _____

CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (www.clackamas.us/bids/index.html) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

Schedule of Values.

Roofing Replacement Projects

<i>Item and Description</i>	<i>Lump Sum Price</i>
Mobilization	
Removal/Disposal of old roofing	
Skylight/gutter/anchor point installation	
Roofing materials and installation	
Total Lump Sum Bid	

Company:

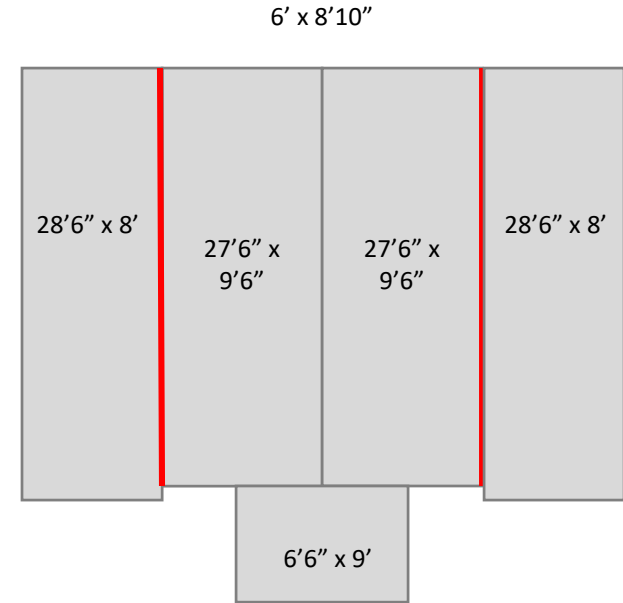
Name:

Signature:

Date:



Existing roof shingles



Barton South Restroom Roof

Approximately 1,040 square feet of roof, 5 sections, estimated 3:12 pitch

Replace with metal roofing, make roof repairs as needed

Need to add upper gutters (red lines) the length of roof both sides (~27'6" each)



Interior roof structure



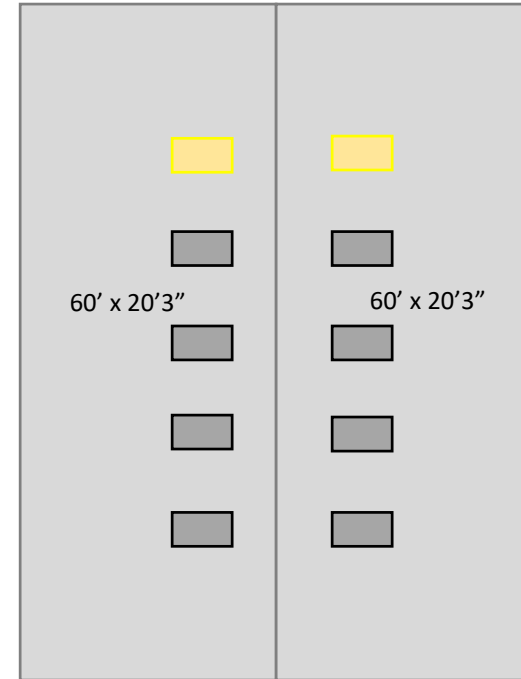
No good exterior photo available, but similar construction to Feyrer restroom roof

** All measurements approximate.
Actual measurements to be verified by contractor*



Barton Park Area 2 Shelter Roof

- Approximately 2,430 square feet of roof, 2 sections, with 8 skylights
- Install two new 2' x 4' skylights similar to existing
- Remove and replace old roofing with new metal roofing
- Repair sub-roof as needed



 Existing Skylight

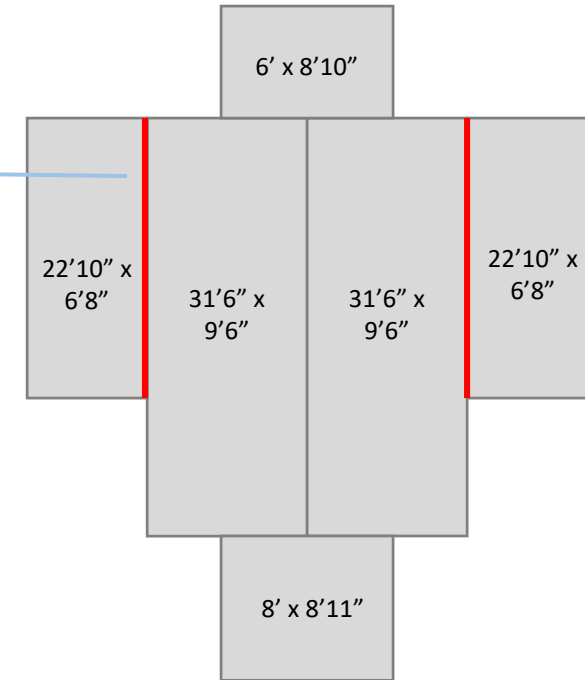
 New Skylight

** All measurements
approximate.*

*Actual measurements to
be verified by contractor*



Gutter extensions



Feyrer Campground Restroom Roof

Approximately 1,025 square feet of roof, 6 sections, estimated 3:12 pitch

Remove old roofing and replace with metal roofing, make roof repairs as needed

Need to extend upper gutters (red lines) the length of roof both sides (~31'6" each)



** All measurements approximate.
Actual measurements to be verified by contractor*



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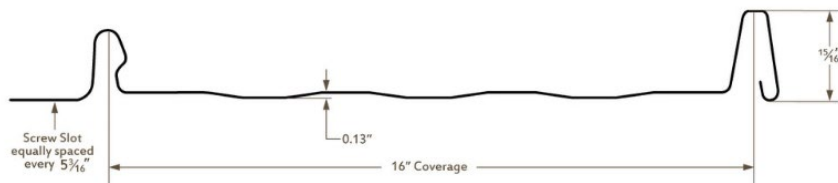
LOC SEAM



[View Image Gallery >>](#)

LOC-SEAM METAL ROOFING

Loc Seam is especially popular with insulated buildings because concealing the fasteners greatly reduces the chance that a failed washer will result in an expensive leak. A "concealed fastener" panel not only reduces maintenance concerns by protecting fasteners from the elements, but the smooth design allows debris from trees to wash or blow off the roof easier – reducing frequency of roof cleanings.



Metal Roofing

Metallion Industries Loc Seam, 16" concealed fastener panels in Weathered Copper color

This will match roofs on other structures in the park
(Parks may consider comparable products based on product specs, compatibility, and color match)

To be installed over new roofing felt, minimum 15#

Permanent safety/maintenance anchor points to be installed on roof peaks

- OSHA Rated for permanent installation and use with fall protection, and compatible with ridge cap
- Minimum of 1 anchor point for every 20' of ridgeline or portion thereof
- Specific product to be used subject to approval of Parks