



SPRINGFIELD UTILITY BOARD INVITATION TO BID

7/24/20

Bid Number:	09.20
Bid Title:	Conduit Install / Directional Boring
Bids Due:	8-4-20 by 2:00 p.m. Bids will not be received after this date and time.
Where to send Bids:	Email: electricbids@subutil.com - or - Mail: Sandi Weston Springfield Utility Board Electric Division 1001 Main St. Springfield, OR 97477 <i>It is the bidder's responsibility to confirm bid has been received.</i>
Mandatory Pre-Bid Conference/Walk Through:	Wednesday, 7/29 @ 10:30 a.m. Meet at 2345 6 th St., Springfield, OR – RSVP to sandiw@subutil.com
Performance Dates:	By August 21, 2020
Board Approval Required:	August 12, 2020 (If required)
Project Point of Contact:	Dave Kandle 541-736-3296 Office daveka@subutil.com
Bid Questions:	Sandi Weston 541-744-3706 Office sandiw@subutil.com

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1. SCOPE OF WORK

See Attachment No. 1

2. INVITATION TO BID AND INSTRUCTIONS TO BIDDERS

Complete plans, specifications and any additional information relative to this project are available on the internet at www.subutil.com for free or at SUB Electric Division, 1001 Main St, Springfield, Oregon 97477. Interested parties may also secure printed bid sets by calling 541-744-3706 between the hours of 8:00 am and 3:00 pm weekdays, or email request to sandiw@subutil.com.

The plans, bid document, scope of work and specifications are considered by SUB to be complete, clear, and understandable. Any requirement indicated in any of these documents and not in the other(s) shall be construed to govern as though the same appeared in both documents.

Bidders are notified that they are expected to examine the plans, specifications, general conditions, and thoroughly familiarize themselves with the field conditions, the character of the proposed work, the amount and quality of materials required as well as with Federal, State, and local laws, pertinent to this improvement.

Bidders shall make their own investigation of said conditions and make their own tests considered necessary to determine conditions and the character of materials to be modified. Bidders shall obtain explanations and clarifications as to design and application requirements from SUB before submitting their proposal.

Prior to submitting proposal(s), bidders shall contact SUB for clarification, irregularities, or apparent errors, which may be contained in the bid documents. SUB reserves the right to waive minor irregularities or errors contained in the submitted bid, if the intent is clear. However, failure on the bidder's part to request clarification as stipulated above shall obligate the Bidder to abide by SUB's decision as to the intended meaning of any portion of the provision. SUB reserves the right to reject any or all bids.

3. MANDATORY PRE-BID CONFERENCE/JOB WALK THROUGH

Check if applicable:

All prospective bidders are invited to attend a mandatory pre-bid job walk through at: 10:30 a.m. on 7/29/20. Participants will meet at 2345 6th St, Springfield, Oregon.

The purpose of this meeting will be to discuss questions relative to the bid documents, bidding procedure and project specifications. The walk through will allow prospective bidders an opportunity to inspect the field conditions and nature of work to be performed.

Statements made by SUB representatives at this meeting are NOT binding upon SUB unless confirmed by written addendum.

4. **SUBMITTING A BID**

Bids shall be received in a sealed envelope marked with the job name and bid number and addressed to:

Sandi Weston
Springfield Utility Board
Electric Division
1001 Main St
Springfield, OR 97477
OR
emailed to electricbids@subutil.com

The proposals will be opened and read aloud publicly on: 08-04-20 @ 2:00 pm at the Electric Service Center, located at 1001 Main St, Springfield, OR 97477.

Bids will not be received after this date and time. Any Addendums will be posted on website immediately. The website address is www.subutil.com/bids-proposals.

The instructions to bidders, specifications including all addendum, any required bonds and the completed price proposal must be submitted together prior to the time of opening of bids. Response shall be made on the enclosed forms. Failure to do so may result in disqualification. Proposals shall be signed by an officer or duly authorized representative of the bidder.

5. **ACCEPTANCE OF BID**

Acceptance of bids and award of contract will follow procedures provided in Chapters 279A, 279B, and 279C and in accordance with applicable SUB Public Contracting Policies, Sections 3-7-1 through 3-7-12.

The Bidder acknowledges the right of SUB to reject all bids and to waive any informality or irregularity in any bid received. In addition, the Bidder recognizes the right of SUB to reject a bid if the Bidder failed to furnish the data required by the Bidding Documents, or if the bid is in any way incomplete or irregular. SUB may reject, for good cause, any or all bids upon a finding of SUB that it is in the public interest to do so.

The entire response must arrive at the place and by the time specified for bid opening. Bidder is responsible for confirmation of delivery of offer. SUB reserves the right to award the contract or purchase solely on the emailed offer. However, upon SUB request, the bidder shall promptly submit its complete original signed offer.

The Bid will remain subject to acceptance for a period of 60 days after the Bid Opening or such longer period of time that the Bidder may agree to, in writing, upon request by SUB.

6. CONTRACT AWARD

If applicable, the members of Springfield Utility Board will vote on the award of contract at the regularly scheduled Board meeting on **Wednesday, August 12, 2020**. Bidder will be informed of contract award by SUB. Bidder shall not perform any contract work until informed by SUB of award.

7. QUALIFICATIONS

The Contractor performing work on this project shall have a current, valid certificate of licensure issued by the Construction Contractor's Board in accordance with ORS 701 and, if performing work described in ORS 671.520, a current, valid certificate of licensure from the State Landscape Contractor's Board in accordance with ORS 671.560 as applicable in place at the time the bid is presented. Contracts will not be awarded to any contractor whose name appears on the BOLI *Ineligible Contractor's List* (ORS 279C.860) or the Construction Contractor's Board *Not Qualified to Hold Public Contracts list* (ORS 701.227(4)).

In accordance with ORS 279C.365, SUB will require that each bid must contain a statement as to whether the bidder is a resident bidder, as defined in ORS 279A.120.

SUB encourages contractors, sub-contractors and vendors who are minority, woman-owned and emerging small businesses to participate in SUB projects.

SUB may reject any or all bids not in compliance with all prescribed public bidding procedures and requirements, including the requirement to demonstrate the bidder's responsibility under ORS 279C.375(3), or waive minor irregularities not affecting substantial rights and may reject for good cause any or all bids upon a finding of SUB it is in the public interest to do so and accept such bids that in the opinion of SUB are in the best interest of SUB.

Note: If applicable to this project, the First-Tier Subcontractor Form must be completed in full and submitted by the specified deadline or the bid will be rejected.

8. BIDDER'S EXAMINATION/UNDERSTANDING

The undersigned Bidder having examined the Specifications and Contractual Documents and having satisfied themselves as to all conditions to be encountered, hereby proposes to furnish all labor, material and equipment and perform all work necessary to complete the Project in accordance with this Bid, the Contract Plans, City of Springfield Standard Construction Specifications, 1994 Edition, and all subsequent modifications, the Special Provisions, and all other Contractual Documents at the prices and on the terms herein contained.

The unit price Bids are submitted with the understanding that the quantities stated are approximate and are given only as the basis of calculation for comparison of Bids and determining that the unit prices are balanced and that final payment for all unit price items will be based on actual quantities.

It is understood that in the instance of a discrepancy between the unit price and the extension (total price extension) the unit price shall govern. The extension shall be determined by multiplying the unit price by the number of units (approximate quantity).

Bidders shall determine for themselves all the conditions and circumstances affecting the projected cost of the proposed work by personal examination of the site, specification documents, and by such other means they may deem to be necessary. It is understood and agreed that in the event SUB has obtained information from data at hand regarding underground or other conditions or obstructions depicted in the specification documents, there is no expressed or implied agreement that such conditions are fully or correctly shown, and the Bidder must take into consideration the possibility that conditions affecting the cost or quantity of work may differ from those indicated.

The Bidder is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, and performance of the work.

9. EVALUATION CRITERIA

The following factors will be evaluated to determine award (factors are not prioritized):

- a) The dollar amount of the bid.
- b) Verification of Bidder's references and company background.
- c) Compliance with specifications.

Bids or proposals are only an offer to contract, made by the Bidder. A contract is formed only if Springfield Utility Board accepts the offer. The purchase or contract will be awarded to the lowest responsible bidder who: has substantially complied with all prescribed bidding procedures and requirements; has met the standards of responsibility; is capable of meeting the specifications and is in compliance with applicable SUB policies.

In making the award the Board will consider the time of completion, the experience and responsibility of the bidders as well as the extension of estimated quantities at the unit prices. SUB reserves the right to reject any or all bids or to waive irregularities not affecting substantial rights. SUB reserves the right to contract with one or more suppliers.

10. FINANCIAL STATEMENT

During the evaluation process, bidders may be requested to submit a current corporate financial statement including income statement and balance sheet for the latest year ending period.

11. INSPECTION FOR THE PROJECT

The contractor will be required to maintain adequate, competent supervisory personnel on the project at all times to be responsible for all work being performed in accordance with specification, whether an inspector from SUB is available or not.

SUB will not maintain full-time on-the-job inspection personnel. SUB or its authorized representative will make periodic inspections and will be available for consultation and/or inspection of specific items at any time during regular working hours or with reasonable notice from the Contractor.

The Contractor shall inform and allow SUB to make the necessary inspection before obscuring any item of work that will be concealed by subsequent construction. Should the Contractor fail to so comply, SUB will require the contractor to adequately expose such items to allow complete inspection. All restoration work related to such inspections shall be accomplished at the Contractor's own expense and to the satisfaction of Springfield Utility Board or authorized representatives.

Should SUB or authorized representative find faulty work of any item at any time during the contract, the Contractor will be required to correct such work to the satisfaction of SUB. Failure by SUB or authorized representative to find and identify faulty work shall not constitute acceptance.

12. GENERAL TERMS AND CONDITIONS/INSURANCE/ INDEPENDENT CONTRACTOR

The bid will be accepted and the contract awarded in conformance with the Oregon Public Contracting Law, Section VII of SUB's Policies.

The bid will also be subject to:

- a) Exhibit A - Independent Contractor status; and
- b) Exhibit B - Standard Public Contract Provisions; and
- c) Exhibit C - SUB's Insurance Coverage Requirements

(Exhibits A, B, and C are also located at www.subutil.com/bids-proposal)

Contractor shall comply with all applicable terms and conditions of Exhibits A, B, and C.

13. PROPRIETARY

SUB is a municipal corporation of the State of Oregon. Any documents submitted to SUB are subject to the Oregon Public Records Law. Bidder shall identify any information submitted as part of the Bid which Bidder deems as proprietary. To the extent permitted by the Oregon Public Records Law, SUB shall undertake to maintain such documents designated as proprietary and not be subject to public disclosure. It is understood, however, that whether the documents are proprietary or not or subject to public disclosure is a decision which may be made by the District Attorney or a court rather than SUB.

14. PROTEST PROCEDURE

- a. Procedure. Bidders requesting a change in the Request for Proposal or protesting the award of this procurement shall follow the procedures described herein. Request or Proposals that do not follow these procedures shall not be considered. This procedure

constitutes the sole administrative remedy available to Bidders under this Procurement.

- b. Request for Change. If it should appear to a Bidder that the work to be done is not sufficiently described or explained in the Contract Documents, or that the Contract Documents are not definite and clear, the Bidder shall make written inquiry regarding same to the individual shown, in the manner instructed and within the timeframe indicated in the Invitation to Bid/Request for Proposal. Questions received will be evaluated and if, in the judgment of SUB, the response does not alter or amend the requirements or scope of the Invitation to Bid/Proposal, but merely clarifies existing information, the response will be posted on SUB's website at www.subutil.com/bids-proposals. If, in the judgment of SUB, additional information or interpretation is necessary, such information shall be supplied in the form of an Addendum to all individuals, firms, and corporation listed on the Plan Holders List and those individuals that attended the Pre-Bid meeting and provided contact information on the sign-in sheet. Such addenda shall have the same binding effect as though contained in the main body of the Contract Documents. SUB is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by SUB.
- c. Solicitations Specifications. Time for Submission of Request for Change or Protest. Request for change or protest of solicitation specifications shall be presented to SUB, in writing, no later than four (4) days prior to closing. Such requests for change or protest shall include the reason for the request or protest, and any proposed changes to specifications or provisions. No request for change or protest of the content of solicitation of specifications or contractor provisions shall be considered after the deadline established for submitting such request or proposal.
- d. Extension of Closing Date. If any request or change or protest is received in accordance with Sections (b) or (c) above, the proposal closing date may be extended if SUB determines an extension is necessary to allow consideration of the request or protest an issuance of any addenda to the solicitation documents.
- e. Notice of Award/Protest. SUB's written notice of Intent to Award shall constitute a final decision of SUB to award the contract or proceed with the purchase if no written protest of the contractor selection or contract is filed with SUB within four (4) calendar days following issuance of the Intent to Award. Only protests stipulating an issuance of fact concerning a matter of bias, discrimination or conflict of interest, or non-compliance with procedures described in the procurement document or SUB policy shall be considered. Protest not based on procedural matters will not be considered. All protests must be in writing and signed by the party or an authorized agent of the bidder. The protest must state all facts and arguments on which the protesting party is relying. All protests shall be addressed to Purchasing, Springfield Utility Board, 1001 Main Street, Springfield, OR 97477. If a protest of contractor

selection or contract award is timely filed by an actual aggrieved proposer, the award documents shall constitute a final decision by SUB only upon issuance to the protesting proposer of a written decision denying the protest and affirming the selection of award.

15. PERMITS, FEES AND ADHERENCE TO CODE

Unless otherwise agreed to by SUB and contractor, the Contractor shall obtain and pay for all permits, licenses and certificates of inspection necessary for the execution of the work; shall give all notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work; and shall pay all fees required by law.

If the Contractor observes that the drawings and specifications are at variance therewith, SUB shall be promptly notified in writing, and any necessary changes shall be made. If the Contractor performs any work that is contrary to such laws, ordinances, codes, rules and regulations, the Contractor shall be responsible to make all changes as required to comply therewith and shall bear all costs arising therefrom.

16. CONTRACTING AND EMPLOYMENT REGULATIONS

SUB requires that all Contractors/Suppliers comply with Oregon Revised Statutes (ORS) wherever and whenever said statutes are not in conflict with requirements set forth under the Charter of the City of Springfield and the policies of SUB. The term "comply with Oregon Revised Statutes" shall be interpreted to mean statutes as they appear at the time of bidding. Prospective bidders should avail themselves to the frequent changes that are made in said Statutes to comply with the law. The Statutes are listed online at www.leg.state.or.us/ors.

The Equal Opportunity Clause required by Executive Order 11246, Part II, Section 202, dated September 24, 1965, as amended and contained in the Office of the Federal Contract Compliance, Rules and Regulations, Chapter 60, Section 60.1.4(a), Regulation 41 CFR 60-20 entitled "Sex Discrimination and Executive Order 11625", promoting the use of minority business enterprises, are incorporated herein by reference.

Additionally, contractors who are selected will be required to agree, as a material provision of the Contract, to require their employees to comply with SUB's policies prohibiting discrimination, harassment, retaliation, and workplace violence toward SUB's employees. Copies of SUB's policies applicable to this requirement are available upon request.

17. ASSIGNMENT

Contractor shall not assign or sublet this contract or any part thereof without the previous written consent of SUB. Any assignment shall be evidenced by a written subcontract which shall be subject to the approval of SUB, and shall, at a minimum, bind such assignee or other subcontractor to all of the terms and conditions of this contract.

18. TERMINATION FOR FAILURE TO COMPLY

Failure to comply with any local, state and federal laws and regulations shall constitute a breach of contract and shall be grounds for contract termination. Damages or costs resulting from noncompliance shall be the responsibility of Contractor.

19. SAFETY

In connection with the performance of work, Contractor shall abide with all current safety regulations of the Occupational Safety and Health Administration (OSHA) and those of SUB. SUB's Environmental & Safety Manager may do periodic safety inspections.

20. ENVIRONMENTAL MATTERS

In compliance with ORS 279C.525, the Contractor is made aware that the following federal, state, and local agencies have enacted ordinances or regulations relating to the prevention of environmental pollution or the preservation of natural resources which may affect performance of SUB contracts. This is not intended to be a complete listing of agencies. Other agencies may have enacted ordinances or regulations that may apply.

If the Contractor is delayed or must undertake additional work by reason of existing ordinances, rules or regulations of agencies not cited in the Contract or due to the enactment of new or the amendment of existing statutes, ordinances, rules or regulations relating to the prevention of natural resources occurring after the submission of the successful quote, the contracting agency may, at its discretion, terminate the Contract, complete the work itself; use non-agency forces already under contract with the City, require that the underlying property owner be responsible for cleanup, solicit quotes for a new contractor to provide the necessary services or issue the Contractor a change order setting forth the additional work that must be undertaken.

If the Contractor encounters a condition not referred to in the Invitation to Bid documents, not caused by the Contractor or any subcontractor employed on the project and not discoverable by a reasonable pre-bid visual site inspection, and the condition requires compliance with the ordinances, rules or regulations referred to under this regulation, the contractor shall immediately notify SUB of the condition.

FEDERAL AGENCIES

Department of Agriculture

Forest Service

Soil Conservation Service

Department of the Army Corps of Engineers

Coast Guard

Department of Health and Human Services

Department of the Interior

Bureau of Indian Affairs

Bureau of Land Management

Fish and Wildlife Services

Office of Surface Mining

Reclamation and Enforcement

Bureau of Reclamation

Department of Labor

Occupational Safety and Health Administration

Mine Safety and Health Administration

Department of Transportation

Federal Highway Administration

Bureau of Outdoor Recreation
Department of Commerce

Environmental Protection Agency

STATE AGENCIES

Department of Agriculture
Department of Energy
Department of Environmental Quality
Department of Fish and Wildlife
Department of Forestry
Department of Geology and Minerals

Department of Human Services
Land Conservation and Development Commission
Division of State Lands
State Soil and Water Conservation Commission
Water Resources Department
Oregon Department of Transportation

LOCAL AGENCIES

Common Council, City of Springfield
Environmental Services, City of Springfield
Board of Commissioners, Lane County
Lane Regional Air Protection Agency
Willamalane Park & Recreation District
Rainbow Water District

Planning Commission, City of Springfield
Development Services Department, City of Springfield
Planning Commission, Lane County
Springfield Utility Board
Springfield Downtown & Glenwood Urban Renewal
Districts

21. CLEAN UP

It is the Contractor's responsibility to maintain the working area in a clean and professional manner and to clean up all waste or excess material, packaging or any other debris that has been created by work each day. If Contractor does not comply with verbal request from SUB to clean his working area within 24 hours, then SUB may take the option to perform the clean-up and charge the contractor for all costs incurred.

In the event a dangerous situation is left at the end of a work day, SUB may take immediate action to eliminate the hazard and charge the contractor for all costs incurred.

22. WARRANTY

Contractor warrants to SUB, that for a period of one (1) year from the date of completion, work performed by Contractor will be free from defects in material and workmanship. The contractor agrees to repair or replace, at Contractor's expense, any material or workmanship which shall be determined by SUB, to have been thus defective. This warranty shall not apply to any work that has been subject to misuse, negligence, or accident by SUB.

23. CHANGE ORDERS

Contractor shall submit written Change Order requests for work not covered in the Scope of Work to the Project Manager for review prior to any work to begin. The cost of any change to the Scope of Work shall be a quoted fixed price. If Change Order Price Proposal was listed in Bid, cost shall be consistent with the price and percentage quoted. SUB reserves the right to negotiate or reject the Contractor's cost proposals. SUB may also initiate written Change Orders. Charges for changes shall be at the mutual agreement of the parties. The form to be

used for all change orders follows. The Contractor shall not proceed with work until both parties have signed the Change Order.

Contractor's invoice shall detail each Change Order by number. The Contractor shall attach invoice documentation of labor, materials and equipment used to perform the change order work.

24. PAYMENTS TO CONTRACTOR

PROGRESS OF WORK

At a regular time each month, the general contractor may submit request for partial payment based upon an estimate of the amount of work completed. This request may also include an estimate of the amount and value of acceptable material to be incorporated in the completed work that has been delivered and acceptably stored on the job site. Upon verification and approval by SUB, the sum of these values shall be referred to as the "value of completed work". With these estimates as a base, a progress payment will be made to the contractor within 15 working days.

Payment shall be equal to the value of completed work, less amounts previously paid, less other amounts that may be deductible or owing and due to SUB for any cause, and less five percent, the amount to be retained in protection of SUB's interests. The amount retained from any given progress payment will be such that, when added to the sum of amounts previously retained; will equal not more than five percent of the value of completed work.

Progress payments shall not be construed as an acceptance or approval of any part of the work covered thereby, and they shall in no manner relieve the contractor of responsibility for defective workmanship or material.

The estimates upon which the progress payments are based are not represented to be accurate estimates, and all quantities shown therein are subject to correction in the final estimate. If the contractor uses such estimates as a basis for making payments to subcontractors, this is at the contractor's own risk, and the contractor shall bear all loss that may result.

25. FINAL PAYMENT

Payment of amounts retained in accordance with Oregon Revised Statutes may be withheld for a period of 30 days after all work is completed and accepted.

In the event of any assertion by any other parties of any claim or lien against SUB, arising out of contractor's performance: SUB shall have the right to retain out of any payments due or to become due contractor, an amount sufficient to completely protect SUB for any and all loss, damage or expense until the situation has been remedied or adjusted by contractor to the satisfaction of SUB. If no claims are filed against the Contractor within the specified 30 days, all amounts due to the Contractor will be promptly paid 30-day after final acceptance by SUB.

The contractor, in relations with any and all subcontractors, shall comply with ORS Chapter 279C.580.

26. DRUG TESTING REQUIREMENTS

Pursuant to ORS 279C.505 (2) and OAR 137-049-0200 (1)(c)(B), the Contractor certifies by its signature that it has a Qualifying Drug Testing program in place for its employees that include, at a minimum, the following:

- A) A written employee drug testing policy
- B) Required drug testing for all new Subject Employees or, alternately, required testing of all Subject Employees every 12 months on a random selection basis, and;
- C) Required testing of a Subject Employee when the Contractor has reasonable cause to believe the Subject Employee is under the influence of drugs.

A drug-testing program that meets the above requirements will be deemed a "Qualifying Employee Drug Testing Program". An employee is a "Subject Employee" only if that employee will be working on the Project job site.

The Contractor at the time of contract execution shall represent and warrant to the Owner that its Qualifying Employee Drug Testing Program is in place and will continue in full force and effect for the duration of the contract. The Owner's performance obligation (which includes, without limitation, the Owner's obligation to make payment) shall be contingent on the Contractor's compliance with this representation and warranty.

27. DOCUMENTS ATTACHED

- Attachment 1 – Scope of Work
- Drawings

28. CONTRACT CHANGE ORDER *(Example)*

CONTRACT CHANGE ORDER

DATE: _____ CONTRACT #: _____ CHANGE ORDER #: _____

FOR: _____

PURCHASE ORDER #: _____ JOB/PHASE CODE TO BE ADJUSTED: _____

LOCATION _____

WORK TO BE PERFORMED _____

QUOTED PRICE _____ -OR-

ESTIMATED TIME & MATERIALS* _____

**BASED UPON BID PRICE FOR TIME & MATERIALS. COPIES OF SUPPLIER INVOICES SHALL BE SUBMITTED.*

VALID ONLY WHEN SIGNED BY BOTH THE CONTRACTOR AND SPRINGFIELD UTILITY BOARD

Contractor

Date

SUB

Date

REFERENCES

On a separate, attached page(s), bidder shall supply background information about their companies, including length of time in business and number of similar jobs that were completed during the last five years.

Bidder shall supply a minimum of three (3) references of work that was recently completed with similar project scope.

Owner _____

Location / Description _____

Contact Name / Phone Number _____

Completion Date _____

Owner _____

Location / Description _____

Contact Name / Phone Number _____

Completion Date _____

Owner _____

Location / Description _____

Contact Name / Phone Number _____

Completion Date _____

Owner _____

Location / Description _____

Contact Name / Phone Number _____

Completion Date _____

**SPRINGFIELD UTILITY BOARD
PRICE PROPOSAL**

Bid #09.20 - Conduit Installation / Directional Boring / 2345 6th St.

Having carefully examined SUB's Scope of Work, Instruction to Bidders, and Specifications and having visited the job site and carefully examined conditions affecting the work, I propose and agree to furnish all material FOB Destination, Springfield, Oregon. Price Proposal to include all equipment, materials and labor for the work described in strict accordance with the specifications for the following lump sum price:

ITEM	UNIT	DESCRIPTION	PRICE
1	Lump Sum	All labor, materials, tools and equipment necessary to prepare and complete specified work.	
2	Man Hour	Change Order <i>Labor rate per individual man hour including overheads that may be required to perform changes to the original scope of work approved by Change Order and documented by original employee timesheet.</i>	

[] Check box if exception(s) are taken to the item description, specifications and/or scope of work. Detail changes on an attached page(s) marked "EXCEPTIONS" if additional space is needed. Number exceptions with corresponding item.

I attest that my company is a resident of the State of _____ as defined in ORS 279A.120(1)(b).

Construction Contractors Board Registration _____

Federal Identification # _____

Worker's Compensation Coverage Company & Policy # _____

Company Name: _____

Mailing Address: _____

Phone: _____

Name & Title (please print or type) _____

Authorized Signature: _____

E-mail: _____