

Specifications And Bid Documents



10' X 20' Communications Shelter

Bids must received no later than 3:00 p.m. on Thursday August 22nd

Skagit 911
2911 East College Way, Suite A
Mount Vernon, WA, 98273

CALL for SEALED BIDS

10' X 20' COMMUNICATIONS SHELTER

Skagit 911 is seeking bids for furnishing a 10' X 20 Communications Shelter.

Sealed bids will be received until 3:00 p.m. Pacific Daylight Time, Thursday, August 22nd, 2019 at the Skagit 911 Administrative Office located at 2911 East College Way, Suite A, Mount Vernon, WA 98273, at which time all bids will be publicly opened and read aloud. Any bid received after that time will be returned unopened. Bids may not be electronically submitted.

**The bid container must be clearly marked "10' X 20' COMMUNICATIONS SHELTER".
No Exceptions!**

Specifications and bidding documents are on file and may be obtained at the Skagit 911 Administrative Office at the above address or electronically on the Skagit 911 website www.skagit911.us.

Prospective bidders shall examine the information contained herein and shall comply and conform strictly to the conditions and instructions set forth in this document. **There will be no pre-bid conference.** Questions regarding this proposal should be directed to Mike Voss, Skagit 911: email mvoss@co.skagit.wa.us. Inquires and replies will be sent out to all registered bidders.

In order to receive addenda, bidders should register by 3p.m. Thursday, August 15th, 2019 Pacific Daylight Time. To register, email Mike Voss at the above email address with the following information:

- **Company Name**
- **Company Address**
- **Contact Person**
- **Phone Number**
- **Contact Person's Email Address**

Skagit 911 reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined to be in the best interest of Skagit 911. Skagit 911 is not obligated in any way to award a contract under this call for bids.

Bids may be held by Skagit 911 for a period not to exceed one-hundred twenty days (120) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.

1. Instructions to Bidders

- 1.1. Each bid must be submitted on the prescribed form and all blank spaces for prices must be filled in. Prices must be filled in ink or typewritten on the provided document.
- 1.2. Bids may be withdrawn personally, by written request, or email, sent by the bidder in time for delivery in the normal course of business prior to the time fixed for opening bids. Negligence on the part of the bidder in preparing their bid confers no right of withdrawal or modification of his bid after such bid has been opened.
- 1.3. Bidders must be regular manufacturers of the proposed communications shelter provided for in their bid. Prospective bidders shall demonstrate previous experience in the manufacture of the communications shelter specified in their bid. Skagit 911 may make such investigations as it deems necessary to determine the ability of the bidder to provide the shelter specified, and the bidder shall furnish to Skagit 911 all such information and data for this purpose. Skagit 911 reserves the right to reject any bid should the evidence submitted by, or investigation of, such bidder fail to satisfy Skagit 911 that such bidder is properly qualified to carry out the obligations of the Bid and to supply the shelter specified. Conditional bids will not be accepted.
- 1.4. Should a bidder find any omissions, discrepancies or errors in the specifications or other Bid Documents or should he be in doubt as to the meaning of the Specifications or other Bid Documents, they should immediately notify Skagit 911 who may correct, amend or clarify such documents by a written interpretation or addendum delivered to all registered bidders via email. No oral interpretations shall be made to any bidder and no oral statement of Skagit 911 shall be effective to modify any of the provisions of the Bid Documents.
- 1.5. The Bid will be awarded to the responsible bidder submitting the bid that results in the lowest net cost and best value Skagit 911 while complying with all conditions set forth in these Bid Documents. The delivery date and other factors may be considered in the awarding of the Bid and may result in an award to a vendor other than the bidder quoting the lowest price. Preference may be given to equipment manufactured in the USA.
- 1.6. A nonresponsive bid shall be: 1) a bid response that is missing any or all of the bid documents called for in this document, 2) a bid response that takes complete exception to the bid specifications, or 3) a bid response that does not comply with any mandatory requirement spelled out in the bid specifications.

1.7. Pursuant to Chapter 39.34 of the Revised Code of Washington, it is also the intent of this bid document to make available to other local government entities by mutual agreement with the successful bidder, the right to purchase the same equipment/product at the prices quoted for up 12 months. Each bidder shall indicate on the bid form, in the space provided, if they will allow other Washington State political subdivisions to order off this bid for a 24 month period after the date of bid award.

1.8. Documents required to be submitted with the bid include:

- 1.8.1. Response to the bid specifications
- 1.8.2. Bid Form
- 1.8.3. Company Profile Form and References (3 references required)
- 1.8.4. Non-Collusion Affidavit
- 1.8.5. Proof of Insurance
- 1.8.6. Federal Debarment Form (Part of this project may funded by a HLS grant).
- 1.8.7. Stamped Drawings of the proposed communications shelter.
- 1.8.8. Stamped drawing of the foundation required for the shelter.
- 1.8.9. Bid Authorization Form
- 1.8.10. Notation of any exceptions taken to the Skagit 911 bid specifications and/or Standard Purchasing Contract

1.9. NOTE

- 1.9.1. State of Washington uses the 2015 IBC.
- 1.9.2. This is a Class 4 building as defined in IBC 2015 Table 1604.5
- 1.9.3. Site Elevation is 2672' AMSL.
- 1.9.4. Authority having jurisdiction is Whatcom County Planning

Shelter Specifications

2	General Construction Requirements	Bidder Complies		
		Yes	No	Exception
2.1	The Shelter nominal exterior dimensions shall be 10' W x 20' L x 9' H.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The Shelter shall have a seamless exterior finish for maximum weather protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Minimum shelter wind rating shall be 120mph. Check with AHJ for confirmation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Minimum shelter roof snow load shall be 300lbs per square foot. Check with AHJ for confirmation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Insulation - Ceiling minimum R22, Floor minimum R 19.9, Walls minimum R22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Wall Framing - Minimum 2" x 4" or 2" x 6" studs on 16" centers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Wall Construction Exterior - minimum 1/2" plywood covered with a minimum of 3/16" of chopped Fiberglas, dark brown stone flake finish, and Fiberglas gel coat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Interior Walls and Ceiling Construction – Minimum 1/2" plywood with a white FRP finish.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Roof Construction - minimum 2" x 8" rafters on 16" centers covered with minimum 1/2' plywood. Roof shall be sloped from the center to prevent water ponding. The Roof covering shall be a weather proof and UV resistant rubber membrane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Floor Construction - 3/8" BC plywood fiber glassed to the underside of 1-1/8" tongue and groove plywood. The interior floor shall be finished with industrial grade tile. The sub-floor shall be 2" x 4" studs on 16" inch centers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	The shelter shall have 4 pre-drilled pad eyes (one near each corner) to secure the shelter to the foundation. Plates to secure the shelter to the foundation shall be supplied along with the required bolts. Shelter shall be draggable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	The shelter shall be constructed on top of and permanently attached to a structural steel skid of adequate size and strength to support the shelter and equipment mounted to the floor of the shelter. All skid joints shall be welded. The Skid shall be constructed of galvanized steel or treated with a appropriate rusted preventative that provides protection equal to or greater than galvanizing. The floor must be capable of supporting 12 fully loaded 19" equipment racks. Shelter shall be draggable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Shelter Entrance			
3.1 The shelter entrance shall be an aluminum joiner door measuring 3' 0" x 7'0".			
3.2 The door shall have 3 stainless steel hinges			
3.3 The door shall be insulated			
3.4 The locking mechanism shall consist of a 3 point lock, Lori deadbolt with an arrow cylinder and separate hasp for a padlock. Shall be keyed to match last shelter.			
3.5 The entrance shall also have an aluminum drip dap, carpet threshold, and bracket for a magnetic door alarm switch.			

4 HVAC System			
4.1 The heating and cooling system shall consist of 2 Bard 3 ton HVAC units. Units shall have an 11 EER rating and 3.3 COP ratings.			
4.2 The units shall be single phase 240 VAC.			
4.3 Both units will be equipped with a 5Kw heating strips.			
4.4 Supply and return grills shall be provided and installed.			
4.5 A thermostat controller shall be provided.			
4.6 A lead/lag controller shall be provided.			
4.7 The HVAC units shall be connected to the appropriate alarm relays.			
4.8 Unit color to be desert Brown			
4.9 Unit shall be equipped with an economizer.			

5 Electrical			
5.1 Interior Lighting - 6 - 2 bulb, 4 foot, LED lighting fixtures. Bulb color to be 5000K or 4000K.			
5.2 Exterior Lighting - 1 motion activated LED light with 2 heads. Minimum lumens to 1500.			
5.3 Power Panel - 200 AMP single phase main panel with main breaker.			

5.4	Power Panel Breakers - Panel shall be Square D - Panel shall contain a minimum (16) 2 pole 20 amp, (2) 2 pole 40 amp, plus breakers properly sized for the HVAC units.		
5.5	Exterior Outlet - 2- 20A GFCI outlet with cover. See drawing for locations.		
5.6	Interior Outlets - 9 - NEMA 5-20R duplex outlets. See drawing for locations.		
5.7	Rack Equipment Outlets - 8 - 4-plex Hospital grade outlets with isolated ground. Boxes to be attached to the ceiling. Each Box to be its own circuit breaker. See Diagram.		
5.8	Blower - A 50CFM Thermostatically controlled blower shall be installed. See drawing for Location.		
5.90	All wiring shall meet or exceed the current National Electrical Code and any State of Washington Amendments.		
5.10	All conduit connections shall use compression fittings in accordance with Motorola R56 standards to avoid the need for additional ground jumpers and wiring.		
5.11	Manual transfer Switch - Not required		
5.12	An appropriate entry for a 1 inch conduit shall be provided. This is for providing a path for a data cable from the generator to the inside of the shelter. See Diagram for Location.		
5.13	An appropriate entry for a 1 inch conduit shall be provided. This is for providing a path for the generator start wires to the inside of the shelter. See Diagram for Location.		
5.14	An appropriate entry for a 1 inch conduit shall be provided. This is for providing a path for the generator block heater to the inside of the shelter. See Diagram for Location.		
5.15	A Transient Voltage Surge Suppression (TVSS) device is required.		
5.16	2 1/2" entry for power service shall be provided. The power meter will be mounted on an H-Frame separate from the shelter. See diagram for location.		
5.17	40 Amp circuit. 1 240V (2-Wire plus ground) circuit shall be provided and terminate in a junction box on the ceiling. Location as per drawing.		
5.18	Automatic Transfer Switch - An ATS shall be provided by Skagit 911 to the manufacturer. The manufacture will install the ATS and wire it to the main electrical panel. Skagit 911 is responsible for ordering this product and shipping to the shelter manufacturer.		

6	Grounding and Bonding			
6.1	All systems in the shelter shall be grounded and bonded in accordance with Motorola R56 standards 2005 edition.			
6.2	Entry Port Ground Bar - Cooper B-Line SBTMGB12K or equivalent mounted 18" below the primary entry port on the exterior of the building.			
6.3	Main Grounding Bus (MGB) - Cooper B-Line SBTMBG20 or equivalent mounted on the interior of the building 18" below the primary entry port.			
6.5	Miscellaneous Grounding - (1) 1/2" PVC conduit shall pierce the wall at a 45 degree downward angle. This conduit shall be placed directly below the primary MGB 12" above the floor per Motorola R56.			
6.6	Perimeter (Halo) Grounding System - A perimeter grounding system shall be installed per Motorola R56.			
6.7	The Cable rack shall properly bonded and grounded to the MGB.			
6.8	Cable rack systems shall be properly bonded to each other per Motorola R56.			

7	Cable Entry Port			
7.1	A 12 port cable entry port panel shall be installed as per the attached drawing. 1 at each entry port.			
7.2	Ports shall be 4" in diameter.			
7.3	Ports shall be arranged 4 across by 3 down.			

8	Cable Management			
8.1	A ladder type cable management system shall be installed. See drawing.			
8.2	The rack shall be 18" wide. Rung spacing to be 9".			
8.3	90 degree junctions will be provided as showing in the drawing. These sections will also be 18" wide.			
8.4	Ceiling hanger brackets shall utilize 3/8" minimum all thread rod.			

9 Alarm Contacts, Relays, and Devices			
9.1 All alarm contacts, relays, and wiring shall be mounted on and/or terminate on the Telco board.			
9.2 Alarm contacts, relays, devices, power supplies for alarm relays, termination blocks, and wiring shall be provided for the alarms or indications listed in this section.			
9.3 Connected to Utility Power - Derived from ATS			
9.4 Connected to Generator - Derived from ATS			
9.5 Shelter High Temp			
9.6 Shelter Low Temp			
9.7 HVAC Failure			
9.8 Door Alarm			
9.90 Hydrogen Gas			
9.10 Smoke/Fire			
9.11 Carbon Monoxide			

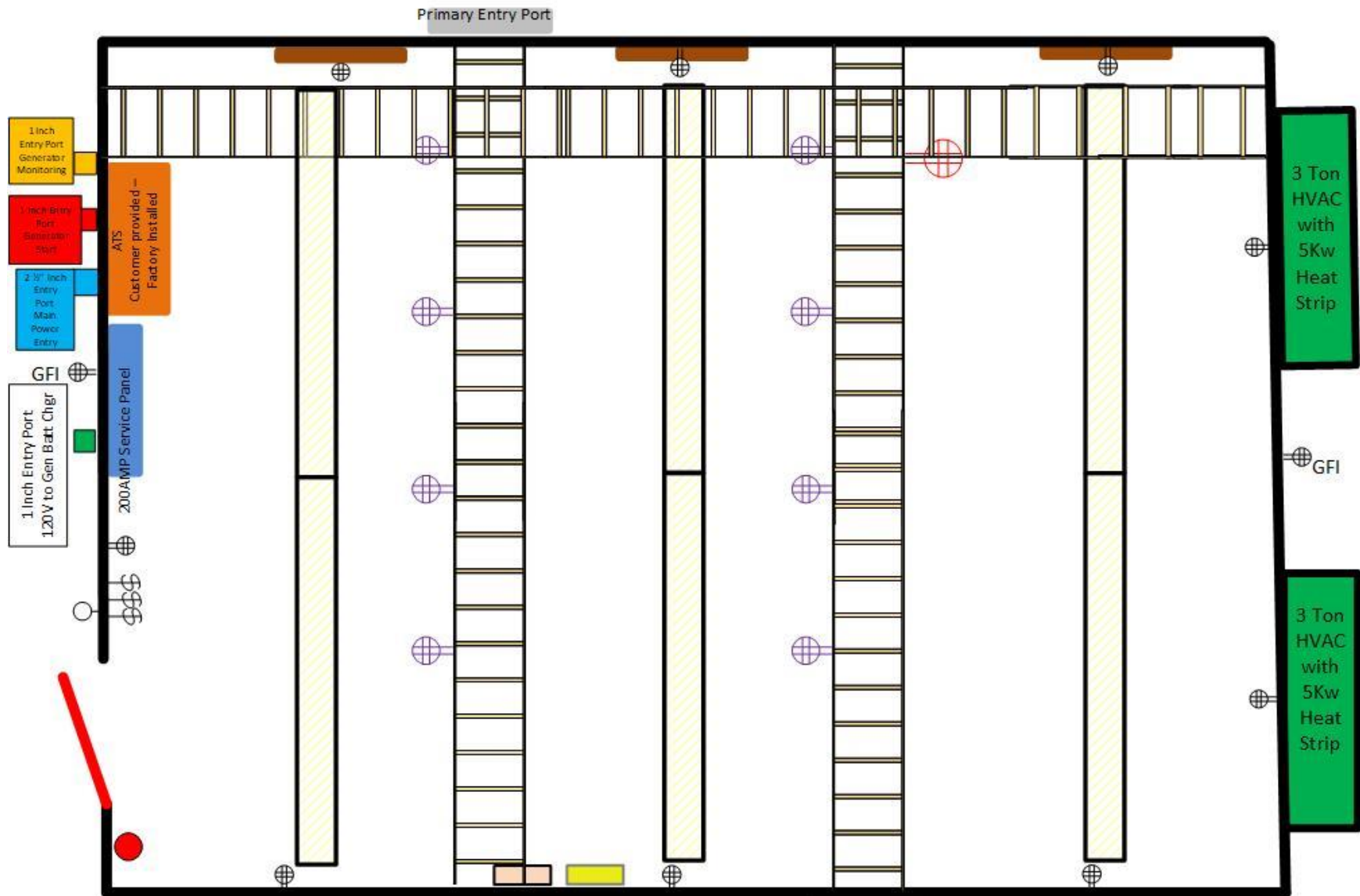
10 Safety Equipment			
10.1 Fire Extinguisher, 11lb Halotron with mounting bracket.			
10.2 Double Bottle Eye Wash Station with (2) 32oz bottles. Wall Mount			
10.3 OSHA 10 person First Aid Kit - Wall Mount.			

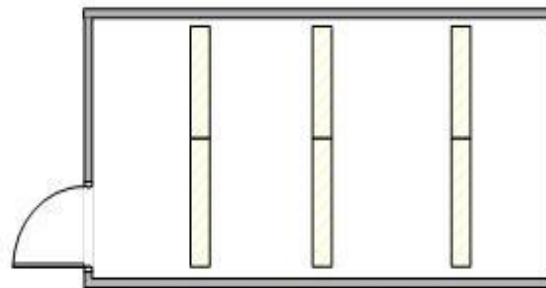
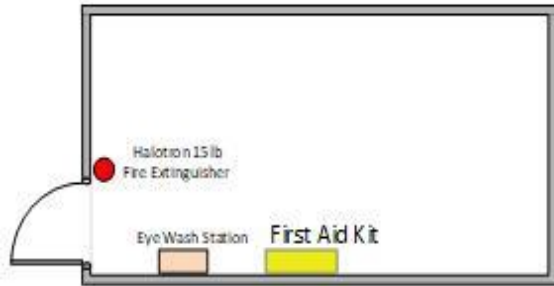
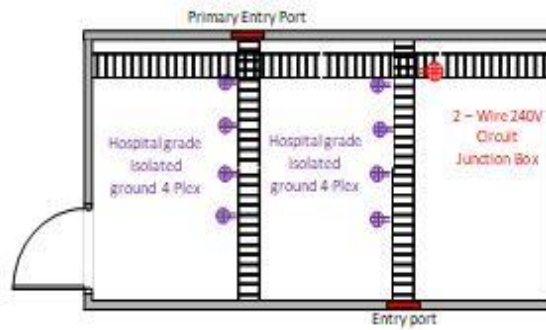
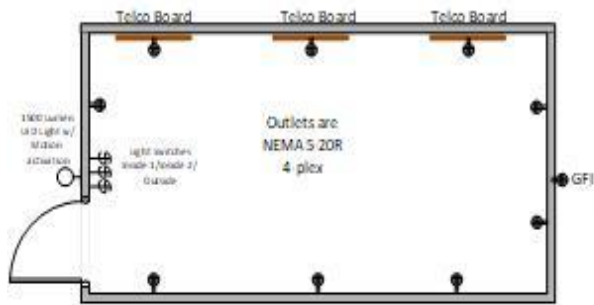
11 Miscellaneous Equipment and Drawings			
11.1 3 - 3' x 4' x 3/4" TELCO Mounting Boards. See drawing for locations.			
11.2 (8) 1/8" Shim plates			
11.3 (8) 1/4" Shim plates			
11.4 Complete engineer stamped building drawings shall be provided that meet the International Building Code for Washington State.			

11.5 Engineer stamped foundation design shall be provided that meets International Building Code for Washington State.			
11.6 Washington State Department of Labor and Industries approval and plate are required.			

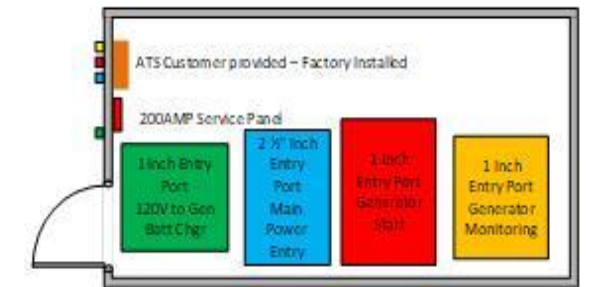
12 Warranty			
12.1 The Manufacturer shall warrant the building to be free of manufacturing defects for 5 years from the date of acceptance.			

10' X 20' Communications Shelter – South Lookout





Overhead Lighting 120V - 4' - LED - 4000K - 2 Light



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Bidder's Checklist

- Response to each item in the bid specifications
- Bid Form
- Company Profile and References
- Non-Collusion Affidavit
- Proof of Insurance
- Federal Debarment Form (Part of this project may be funded by a HLS grant).
- Bid Authorization Form
- Stamped Drawings of the proposed Communications Shelter
- A drawing of the foundation required for the shelter.
- Notation of any exceptions taken to the Skagit 911 bid specifications and/or Standard Purchasing Contract

Bid Form

Shelter	Amount
Cost of shelter in USD	
Cost of Delivery to Mount Vernon, WA	
Washington State Sales Tax (8.7%)	
Total:	

Delivery	Days
Estimated Number of Days to Deliver	

	Terms
Payment Terms	

Addenda Acknowledgement	Date

Interlocal Purchasing per RCW 39.34	Yes/No
Will you allow other government agencies to purchase off of this bid? (See Section 1.7)	

Additional Units	Yes/No
Will you guarantee this price for 180 days for Skagit 911?	

Company Information	Information
Legal Name of Vendor	
TIN:	
Address	
City, State, Zip	
Phone and Fax	
Name of Preparer and Title	
Signature of Preparer	
Date	

Company Profile and References

Nearest Office Location?	
How Many Years in Business?	
How many Shelters of this type have you Manufactured?	
If the shelter needs repair do you offer onsite service?	
Annual Sales?	
Is there any Pending Litigation against your Company?	
Ownership Structure (Corporation, LLC, Sole Proprietor, etc)	
Will you have any Problems getting Washington State Labor and Industries Certification for this Shelter?	
Reference 1	
Company	
Contact	
Telephone Number	
Type of Shelter Supplied and Date Delivered	
Reference 2	
Company	
Contact	
Telephone Number	
Type of Shelter Supplied and Date Delivered	
Reference 3	
Company	
Contact	
Telephone Number	
Type of Shelter Supplied and Date Delivered	

NON-COLLUSION AFFIDAVIT

STATE OF WASHINGTON))
COUNTY OF SKAGIT))

The undersigned, being first duly sworn on oath, says that the proposal herewith submitted is a genuine and not a sham or collusive proposal, or made in the interest or on behalf of any person not therein named; and (s)he further says that the said Vendor has not directly or indirectly induced or solicited any Vendor on the above work or supplies to put in a sham proposal, or any other person or corporation to refrain from proposing; and that said Vendor has not in any manner sought by collusion to secure to him/her self an advantage over any other Vendor or Vendors.

Signature of Vendor/Contractor

Subscribed and sworn to before me this ____ day of _____, 20 13.

Notary Public in and for the State of Washington.

Residing at _____

My Comm. Exp.: _____

PROOF OF INSURANCE

The Contractor shall provide proof of insurance for Commercial General Liability or Professional Liability in the amount of \$1,000,000.00 to cover Contractor's activities during the term of this Contract. Proof of insurance shall be in a form acceptable and approved by the Skagit 911. The type of insurance required by this Agreement is marked below.

- 1) Commercial General Liability Insurance Certificate Holder – Skagit 911
The Certificate must name the Skagit 911 as additional insured: Skagit 911, the Emergency Management Council, officers and employees are named as additional insured.

Thirty (30) days written notice must be provided to Skagit 911 of cancellation of the insurance policy.

- 2) Professional Liability Certificate Holder – Skagit 911
Thirty (30) days written notice must be provided to Skagit 911 of cancellation of the insurance policy.

NOTE: No contract shall form until and unless a copy of the Certificate of Insurance, properly completed and in the amount required, is attached hereto.

- 3) Insurance is waived

Date

Risk Manager

IN WITNESS WHEREOF, the parties have executed this Agreement
this ____ day of _____, _____.

Bid Authorization

As the _____ of the company, I certify that I am
empowered to act on behalf of _____ in signing proposals.

Signature

Printed Name and Title

Notary Public in and for the

State of: _____

Residing: _____

My Commission Expires: _____



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name _____

Date: _____

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
4. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
6. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
7. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.