



SMALL PUBLIC WORKS

INVITATION TO BID

BELLEVUE CONVENTION CENTER AUTHORITY dba MEYDENBAUER CENTER

FIRE ALARM SYSTEM MODERNIZATION

Bid Date Requested: 5/20/2025

Bid Due Date: 6/06/2025

Submission of Proposal: Bidders are required to make their bids on the Bid Proposal form provided by the BCCA and return it no later than 4:00pm on the Bid Due Date. **Mail, Fax, Email or Deliver** Bids to Nate Brown at the Bellevue Convention Center Authority, 11100 NE 6th Street, Bellevue, WA 98004 or email at nbrown@meydenbauer.com.

Project Description:

Project Timeline: July-August 2025

Estimate: \$150,000-\$200,000

Bid Opening: A formal bid opening will not be held. Upon selection of contractor, a summary of all bids received for this project will be emailed to each bidder on **6/06/2025**. The successful bidder will have an official Notice of Award sent via mail.

Pre-Bid Inspection: A mandatory pre-bid inspection of the project will be held on 5/22/2025, 8:00am Pacific Time, at Meydenbauer Center Administrative Office, Level 3, 11100 NE 6th Street, Bellevue, WA 98004. There may be no further opportunity for inspections. Bidders must confirm their intent to attend the inspection in advance by contacting Nate Brown, Director of Facilities at (425) 450-3745 or nbrown@meydenbauer.com

Bidder Responsibility Criteria: It is the intent of the BCCA to award a contract to the low responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by the BCCA to submit documentation demonstrating compliance with the criteria. The bidder must:

- (a) Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
- (b) Have a current Washington Unified Business Identifier (UBI) number;
- (c) If applicable:
 - i. Have Industrial Insurance coverage (workers' compensation) coverage for the bidder's employees working in Washington as required in Title 51 RCW;
 - ii. Have an employment security department number as required in Title 50 RCW; and
 - iii. Have a Washington Department of Revenue state excise tax registration number as required in Title 82 RCW;

- (d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);

The public works contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors.

Supplemental Bidder Responsibility Criteria: In addition to the Bidder Responsibility Criteria above, the Bidder must also meet the following relevant supplemental bidder responsibility criteria applicable to the project. The Owner may conduct reference checks for Bidder whose bid is under consideration for award. The Owner may include itself as a reference if the Bidder has performed work for the Owner, even if the Bidder did not identify the Owner as a reference. If reference checks indicate concerns about the Bidder's performance on projects which may include but not be limited to the quality of construction, management of subcontractors, timeliness and safety record.

1. **Bidder Experience:** During the past 5 years or more recently, the Bidder shall have successfully and substantially completed at least three projects, similar in size, cost and scope to this project, which demonstrates an ability of the Bidder to manage and perform a project of the scope, complexity and features found in this project.
2. **Bidder Brand Specific Experience:** The Contractor shall have Ten (10) years' experience installing and servicing of EST systems minimum on systems local to COB and with COB adopted regulations. 24-hour emergency service shall be available with response time to site shall be 2 hours or less and service office shall be within 50 miles of site. The system shall be installed under the direct supervision of a technician who is factory trained by manufacturer and is certified as a minimum of NICET Level II in Fire Alarm Systems.

As evidence that the Bidder meets the bidder responsibility criteria above, bidders shall provide a list of successful equivalent projects to include the name of the project, a description of the project, a comparison of features of the work that are similar to the work of this project, the owner's name and contact information, the date the project was substantially complete, and the total construction cost for the project.

A responsible contractor is one for which we have verified by contact with said agencies that the company has in fact completed at least three (3) projects in the past five (5) years.

Modifications to Supplemental Bidder Criteria: Potential bidders may request Modifications to BCCA's supplemental criteria by submitting a written request no later than 4:00pm on 5/22/2025. Requests must include justification for why certain criteria should be modified. Requests received after this date and time will not be considered. Requests may be submitted via postal mail or sent via email to the addresses identified for the submission of the proposal. BCCA will respond to a timely submitting request prior to the bid submission deadline. Changes to supplemental criteria, if warranted, will be issued by addendum to the solicitation documents for the attention of all prospective bidders.

Signature: A bid by a corporation or company shall include the printed name of the corporation or company, the printed name and title and the signature of the President, Secretary, or other officer authorized to bind the corporation or company. A bid by a firm shall include the printed firm name and member or agent name. Any person signing the proposal as an agent for another or others must also file legal evidence of his authority to do so. The business mailing address and telephone number must be provided.

Conflicts of Interest: Proposals must be prepared without the assistance of any officer or other person employed by or connected in any manner with the BCCA. The Bidder must not have a direct or indirect pecuniary or proprietary interest, and the Bidder shall not acquire any such interest, which conflicts in

any manner or degree with the work, services or materials required to be performed under a contract which may result from this bid.

Examination of Site & Conditions: The contractor, by filing a bid, acknowledges that he has examined or has had the opportunity but knowingly declined to examine, the premises and site so as to compare them with the drawings and specifications, and to have satisfied himself as to the facilities and difficulties attending the execution of the proposed contract (including local conditions, uncertainty of weather and all other contingencies) before the delivery of his proposal, and no allowance shall be subsequently made on behalf of the Contractor by reason of any error or neglect on his part.

Withdrawal of Proposal: Proposals may only be withdrawn by written and signed request and only if such request is received prior to the opening of the bids. No bid will be received or considered after the time set for the opening of the bids.

Performance & Payment Bonds: Both a Performance and Payment Bond, in a form and by a surety, shall be required on contracts greater than \$35,000. For contracts between thirty-five thousand and one hundred fifty thousand dollars, at the option of the Contractor, the Authority, in lieu of the bond, may retain 10% of the contract amount (Chapter 39.08 RCW).

Insurance: The Contractor shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and property damage. Said policy shall name the BCCA as an additional insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the BCCA. The Contractor shall procure and maintain automobile liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. The automobile liability insurance shall cover all owned, non-owned, hired and leased vehicles.

Prevailing Wage: Payment of Prevailing Wage is required for this project. It is the sole responsibility of the Contractor to assign the appropriate classifications to all laborers, workmen or mechanics that will perform any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification. Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>

Equal Opportunity: BCCA encourages Minority, Women and Disadvantaged Business Enterprises to participate in the competitive bid process. BCCA does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.

Right to Reject Bids: BCCA reserves the right to postpone making the award for a reasonable length of time, accept a proposal of the bidder submitting the lowest responsible bid, to reject any or all bids, republish the call for bids, revise or cancel the work to be performed and to waive any irregularities or informalities. The BCCA reserves the right to accept that proposal which is to the best interest of the BCCA.

Bid Submittal: Bids must be submitted on the enclosed Bid Proposal Form and be in an itemized format for all work and materials required to produce the finished product(s). This project is subject to sales tax, which should be listed in the bid as a separate item

BID SUBMITTAL SHEET

Pursuant to and in compliance with the Bid Documents the undersigned Bidder agrees to perform the Work for the following Total Bid amount for the above referenced project:

Description	Bid Amounts	
	Dollars	Cents
Lump Sum Base Bid (without sales tax)		
10.2% Sales Tax		
Total Base Bid (with sales tax)		

CONTRACT EXECUTION

- A. The bidder agrees that if this proposal is accepted, it will, within fourteen (14) calendar days after notification of acceptance, execute a contract with the Owner, and will, at the time of execution of the contract, deliver to the Owner the Performance and Payment Bond (if applicable), Intent to Pay Prevailing Wages, and all Certificates of Insurance required therein, and will, to the extent of its proposals furnish all machinery, tools, apparatus, and other means of construction and do the work in the manner, in the time, and according to the methods as specified in the contract documents.
- B. Failure to Execute Contract: If the successful bidder, upon award of contract by the Owner, fails to execute the Public Works Contract or submit the Performance bonds and acceptable evidence of insurance as required within the time specified, Owner may revoke the award. All rights of said bidder with regard to this project will be annulled to the extent allowed by law.

DECLARATION:

- A. Familiarity with Bid Documents and Site: The undersigned bidder certifies to have personally and carefully examined the Bid Documents issue for the above-referenced project, and the site where the Work is to be performed and the conditions affecting the Work, consistent with the Instructions to Bidders.
- B. Compliance with Applicable Laws and Regulations: Bidder agrees that if awarded the contract, Bidder will comply with the requirements of all applicable federal, state and local laws and regulations.
- C. Pursuant to RCW 49A.72.085 Bidder certifies that within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a "willful" violator as defined in RCW 49.48.082 of any provisions of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction.

Bidders Business Name		
Type of Business		
Physical Business Address		
City	State	Zip Code
State of Washington Numbers for the following:		
Contractor Registration No.:	UBI No:	Employment Security Dept. No:

OFFICIAL AUTHORIZED TO SIGN FOR BIDDER

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature:	Date:
Print Name and Title	Location or Place Executed: (City, State)

Supplemental Bidder Criteria- Client References

Client References #1

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	☐ Yes – Explain similarities: ☐ No

Client References #2

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	☐ Yes – Explain similarities: ☐ No

Client References #3

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the BCCA's Scope of Services?	☐ Yes – Explain similarities: ☐ No