



Specifications

BUILDING GLASS INSTALLATION AND REPAIR

Quote #0405-0397

- 1. INTRODUCTION:** The Bellingham School District is requesting sealed quotes for Building Glass Installation and Repair. In order to be considered quotes must be received no later than 3:00 p.m. pst, Thursday, April 14, 2005. Sealed quotes may be mailed or hand delivered in person to Stewart Mhyre, Business & Finance Manager, 1306 Dupont Street, Bellingham, WA 98225. Quotes received after the above stated closing date and time cannot be considered and will be returned unopened.
- 2. EXAMINATION OF SPECIFICATIONS:** Quoters shall thoroughly examine and be familiar with these specifications. The failure or omission of a quoter to receive or examine any form, instruments, addendum, or other document or to visit the site when required to acquaint him or herself with existing conditions, shall in no way relieve any quoter from obligations with respect to this quote or any other resulting contract. Contractors must take all existing conditions into consideration prior to submitting a quote. No change orders will be accepted for existing conditions. The submission of a quote shall be taken as prima facie evidence of compliance with this section.
- 3. DISTRICT SITES:** The Bellingham School District has numerous facilities at twenty-five sites throughout the city. The need for glass replacement is frequent and imminent. Keeping our facilities safe and ready for students is of prime importance. A complete list of possible repair sites is attached for your reference.
- 4. RESPONSE TIME:** The successful quoter must demonstrate their ability to guarantee four (4) hour/same day response time, the hours being between 7:00 a.m. and 3:00 p.m., pst., Monday through Friday. Same day response means that the window (glass) is replaced the same day or temporary board-up services will be performed and replacement glass or window ordered the same day.

Successful quoter will provide a contact phone number that is continually monitored.

- 5. EMERGENCY RESPONSE:** Successful quoter will provide an emergency number for after hour requests, and provide the hourly rate and minimum call out charge for emergency board up.
- 6. INSURANCE:** Liability insurance shall be for the full duration of contract and shall protect the Contractor and the Owner, their agents, representatives and employees from claims that may arise out of, or result from, the Contractor's operations on this project. The limits of liability for comprehensive general liability and automobile liability shall be not less than \$1,000,000.00 combined single limit. Required insurance shall be primary and non-contributing to any insurance possessed or procured by the Owner. Any deductible provision in liability policy shall be the responsibility of the Contractor. Requirements for the Contractor's insurance shall apply to the work of the prime contractor and all subcontractors. The Contractor shall have Workers' Compensation Insurance and be current on their payments. Proof of insurance, license & bonding shall be submitted in writing to the District purchasing office at 1306 Dupont Street,

Bellingham, WA 98225.

7. **PUBLIC WORKS:** Pursuant to RCW 39.12.020, prevailing wages must be paid on this public works job & 5% retainage will be withheld pending receipt of L & I approved affidavit of wages paid form. The following L & I approved documents must be on file with the Bellingham School District prior to any payments being released on this public works project.

- 7.1 Statement of Intent to Pay Prevailing Wages, Form #F700-020-000.
- 7.2 Affidavit of Wages Paid, Form #F700-007-000.
- 7.3 Certificate of Insurance.

Copies of the required forms and publications can be found online at:

<http://www.lni.wa.gov/TradesLicensing/PrevailingWage/FormPub/default.asp>

Prevailing wage rates can be found online at:

<http://www.lni.wa.gov/TradesLicensing/PrevailingWage/RateDatabase/RatesTrade/default.asp>

8. **SMALL WORKS ROSTER:** The successful quoter shall, within ten (10) days of the quote award date, complete and submit a Small Works Roster application if not currently on file with the District Purchasing Office.
9. **PRICING:**
- A. Stock cut glass is to be quoted at your best price.
 - B. The vinyl framed windows are to be quoted as a percentage of the manufacturer's retail price listing.
 - 1. Quoters will submit the manufacturer's list with their quote response.
 - 2. Throughout the life of the contract the successful quoter will advise the District of *Insulate Brand* vinyl framed window price changes by submitting an updated manufacturer's retail price list to the Building and Grounds Manager.
 - 3. If the manufacturer's wholesale price is reduced to the distributor, the percent reduction will be passed on to the District during the life of this contract.
 - C. Labor is to be quoted on prevailing wage *plus* basis.
 - D. Quote prices may be changed during the life of this contract and shall:
 - 1. be the result of increases at the manufacturer's level, incurred after contract commencement date.
 - 2. not produce a higher profit margin than that on the original contract.
 - 3. clearly identify the items impacted by the increase.

4. be filed with the District Business & Finance Manager a minimum of 60 calendar days before the effective date of proposed increase.
5. be accompanied by documentation acceptable to the District Business & Finance Manager sufficient to warrant the increase.
6. approved price adjustments shall remain unchanged for at least 180 calendar days thereafter
7. during the contract period, any price declines at the manufacturer's level or cost reductions to the Vendor shall be reflected in a reduction of the contract price retroactive to Vendor's effective date.

- 10. CONTRACT TERM:** This will be a requirements type contract and shall remain in effect for a period of one (1) year, for the period beginning May 1, 2005 and continuing through April 30, 2006.

At the option of the District this contact may be renewed for three (3) consecutive renewal periods of one (1) year each by mutual agreement set forth in writing thirty (30) days prior to the expiration date of the current contract.

- 11. BONDS:** The District reserves the right to require the successful quoter to furnish a performance bond before entering into a formal contractual agreement for these services.
- 12. QUESTIONS:** Any questions regarding specific specifications should be directed to Mike Anderson, Building & Grounds Manager, (360) 676-6548 ext. 5060. Questions regarding quotes, public works requirements, contract and bonds should be directed to Stewart Mhyre, Business & Finance Manager (360) 676-6544.

DISTRICT SITES

Roeder Administration Building
1306 Dupont St
Bellingham, WA 98225

Alderwood Elementary School
3400 Hollywood Ave
Bellingham, WA 98225

Birchwood Elementary School
3200 Pinewood Ave
Bellingham, WA 98225

Carl Cozier Elementary School
1330 Lincoln St
Bellingham, WA 98229

Columbia Elementary School
2508 Utter St
Bellingham, WA 98225

Geneva Elementary School
1401 Geneva St
Bellingham, WA 98229

Happy Valley Elementary School
1041 24th St
Bellingham, WA 98225

Larrabee Elementary School
1409 18th St
Bellingham, WA 98225

Lowell Elementary School
935 14th St
Bellingham, WA 98225

Northern Heights Elementary School
4000 Magrath Rd
Bellingham, WA 98226

Parkview Elementary School
3033 Coolidge Dr
Bellingham, WA 98225

Roosevelt Elementary School
2900 Yew St
Bellingham, WA 98226

Silver Beach Elementary School
4101 Academy St
Bellingham, WA 98226

Sunnyland Elementary School
2800 James St
Bellingham, WA 98225

Fairhaven Middle School
110 Park Ridge Rd
Bellingham, WA 98225

Kulshan Middle School
1250 Kenoyer St
Bellingham, WA 98229

Shuksan Middle School
2713 Alderwood Ave
Bellingham, WA 98225

Whatcom Middle School
810 Halleck St
Bellingham, WA 98225

Bellingham, High School
2020 Cornwall Ave
Bellingham, WA 98225

Sehome High School
2700 Bill McDonald Pkwy
Bellingham, WA 98225

Squalicum High School
3773 E McLeod Rd
Bellingham, WA 98226

A.E.C.C./GRADS
3408 Redwood Ave
Bellingham, WA 98225

Options High School
2015 Franklin
Bellingham, WA 98225

Transportation Department
1801 James St
Bellingham, WA 98225

Maintenance Department
4060 Bakerview Valley Rd
Bellingham, WA 98225