

**Invitation to Bid (ITB)**  
**Administrative Services, Department Of -**  
**Facilities**  
**Executive Building Elevator Upgrade**  
**Only Manual Bids Allowed**  
**Opportunity #: DASPS-1575-19**

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DAS Procurement Services  
1225 Ferry St SE  
U 140  
Salem, OR 97301

**Contact** Yulia Niece  
**Phone** 1 (503) 378-5789  
**Fax**

**Issued For**  
Administrative Services, Department Of - Facilities  
1225 Ferry St SE  
U100  
Salem, OR 97301

**Opportunity #**  
**DASPS-1575-19**

**Publish Date & Time**  
**10/18/2019 7:53 AM**

**Closing Date & Time**  
**11/19/2019 2:00:00 PM**

**Time Zone**  
**Pacific Time**

All dates are mm/dd/yyyy

**Attachments Exist**

**Organization Attachments Do Not Exist**

**Documents for Purchase Do Not Exist**

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
FID (Federal Business Number) \_\_\_\_\_  
Resident Bidder ☐ Yes ☐ No FID \_\_\_\_\_  
(Do not enter SSN)

**Opportunity Summary**

**ITB PURPOSE:**

The purpose of the ITB is to establish a Contract for Executive Building Elevator Upgrade for the benefit of Department of Administrative Services, Enterprise Asset Management. The Work contemplated under this Contract includes all labor, materials, transportation, equipment and services for, and incidental to, the completion of all construction Work in connection with the project described in the Contract Documents.

**MANDATORY PRE-BID CONFERENCE:**

A mandatory pre-bid conference will be held on October 28, 2019 at 10:30 AM (Pacific), located at Executive Building, 155 Cottage St. NE, Salem, OR 97301, Conference Room A. The main building entrance is on the East side off Cottage Street, accessed from the pedestrian bridge located at the upper parking deck level; there are stairs located off Cottage Street leading to the main building entrance. The entire parking garage is reserved for the building tenants - bidders will need to park at available City of Salem metered street parking when visiting the building. Bidders will need to check in with the receptionist upon entering the building's lobby.

Any statements made at this conference will not change the Plans, Specifications or other Contract Documents unless an Addendum has been issued from DAS and advertised on the ORPIN System.

BIDDERS OR THEIR REPRESENTATIVE ARE REQUIRED TO ATTEND THIS MANDATORY PRE-BID CONFERENCE. BIDS WILL ONLY BE EVALUATED FROM BIDDERS OR THEIR REPRESENTATIVE WHO REGISTERED AND ATTENDED THE MANDATORY PRE-BID CONFERENCE, AND ALL OTHER BIDS WILL BE CONSIDERED NON-RESPONSIVE.

**PROJECT ESTIMATE:**

The following range is a project estimate for bonding purposes: \$ 500,000 - \$550,000.

**PROJECT COMPLETION DATES:**

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PROJECT START DATE: Within fourteen (14) calendar day(s) from issuance of Notice to Proceed.  
SUBSTANTIAL COMPLETION: No later than 150 calendar days from issuance of Notice to Proceed.  
FINAL COMPLETION: No later than 210 calendar days from issuance of Notice to Proceed.

**LIQUIDATED DAMAGES:**

Liquidated damages of \$1,000 per calendar day will apply to the contract resulting from this ITB.  
(See Exhibit 5 for detailed information).

**PROJECT DESCRIPTION:**

Executive Building Elevator Upgrade project consists of: replacing in kind two (2) five-stop hydraulic passenger elevators; bringing the machine room up to current code requirements; installation of a one-hour fire rated suspended ceiling system in the machine room along with relocation of fire sprinkler heads, smoke detector, and other ceiling mounting elements; installation of a mini-split unit in the machine room along with associated electrical and piping connections; providing lighting upgrades to the elevator lobby spaces immediately adjacent to the elevator doors; interior patching and repair work for wall and ceiling installations.

Work shall commence in such a way that the building tenants have access to a (one) functional elevator at all times. Contractor to minimize disruption of the building tenants during normal business hours of 8 AM to 5 PM.

Item #	Quantity	Description	Unit Price	Total Amount
1	1 Job	Commodity No. 910-13 Elevator Installation, Maintenance and Repair - Elevator Upgrade per Specifications and Plans		

**Delivery Requirements**

Per Terms/Conditions and Specifications

**Payment Terms**

Net 30

**Payment Term Comments**

**FOB**

(Not Applicable)

**Delivery Comments**

**Total**

Including all charges

US Dollars Only