

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

IFB 10607-18/ALE
Invitation For Bid

Redmond Holiday Lighting Event

The City of Redmond is soliciting bids from qualified contractors to provide lighting for Redmond Holiday Lighting, the 2018 Redmond Holiday Lights event, including options for 2019, 2020 and 2021, as authorized by City personnel.

The City of Redmond, Washington requests interested parties to submit sealed bids for the above referenced Invitation For Bid (IFB).

Scope of Work

The City of Redmond is currently seeking bids for a qualified service provider to install a combination of LED & Incandescent lights and decorations at the municipal campus in the attached Attachment A, Scope of Work. This will be used during Redmond Lights, a celebration of winter holiday and cultural traditions, sponsored by the City, starting the first weekend of December, 2018. Also included is location map matching Attachment A,

Bid Due Date/Time

2:00PM (local time) on March 15th, 2018. The City of Redmond – Purchasing & Contracts Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Bids may be hand-delivered or mailed:

Hand-Delivery:

Redmond City Hall
Purchasing Division, MS: 3NFN
15670 NE 85th Street
Redmond, WA 98052
(Drop off on 1st floor at the Customer Service Desk)

U.S. Mail:

City of Redmond
Purchasing Division, MS: 3NFN
PO Box 97010
Redmond, WA 98073-9710

No emailed or faxed responses will be accepted. It is the bidder's responsibility to ensure that any mailed responses are received by Purchasing on time. Please place solicitation/IFB number on delivery envelope.



There is no formal bid opening.

Bid Requirements & Format

All costs for developing responses to this IFB are the obligation of the bidder and are not chargeable to the City. The bidder must bear all costs associated with the preparation of the bid and of any oral presentation requested by the City. All responses will become property of the City and will not be returned. The City requests the following:

1. Bidders must complete and return Attachment B, Bid Submittal Sheet.
2. Bids must include a list of references (including project name, contact name, and telephone number) of at least three (3) recent customer operations of similar scope and size. The City reserves the right to contact references without prior notification.
3. Bids must include a proposed work schedule to allow for adequate notification during the performance of this work.
4. Bids must include all information requested and meet all specifications and requirements outlined in this IFB. Bids will be evaluated based upon the information submitted.
5. Bids must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
6. Bids must include a statement to the effect that the successful bidder understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A Redmond business license is required prior to performing any work, and the Contractor must maintain the business license in good standing throughout the term of its agreement with the City. A Redmond business license application can be found at: <http://www.redmond.gov/BusinessLicense>. If the Contractor's place of business is not located within the city limits but the Contractor will be physically coming into the city to conduct business or provide services, the Contractor will need a Redmond business license.
7. The City requires two (2) printed response copies. No bindings, cover page, or table of contents are required.
8. Bids must include a statement indicating the number of calendar days the bid shall be valid (the City's minimum number of days is 60).

Selection & Award

This purchase shall be awarded to the bidder who provides the lowest responsible, responsive bid that, in the opinion of the City, meets all the specification criteria. Upon selection of the Contractor, the City will issue a purchase order to procure the identified labor and materials as specified in the Scope of Work.

The City reserves the right to choose whether or not to award the Optional Bid Item shown on the Bid Submittal Sheet (Attachment B), if it is in the best interest of the City.



Terms of the agreement are outlined in this solicitation and include the following documents:

- IFB 10607-18/ALE
- Attachment A, Scope of Work
- Attachment B, Work Schedule
- Attachment C, Bid Pricing Submittal Sheet
- Attachment D, City of Redmond Standard Terms and Conditions
- Attachment E, Map of Municipal Campus and Central Connector

The City of Redmond reserves the right to reject any or all bids and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond and respondents to this request have no appeal rights or procedures guaranteed to them. The City of Redmond reserves the right to conduct any necessary interviews before final award.

Bonding Requirements

A bid bond is not required.

If proposed price is in excess of \$35,000.00 a payment and performance bond is required. For contracts of \$150,000.00 or less, the City of Redmond may retain 10% of the contract amount in lieu of the payment and performance bond, per Revised Code of Washington (RCW) 39.08.

Insurance

Before work may commence, the successful bidder will be required to provide a Certificate of Insurance and endorsement showing the City of Redmond as Additional Insured of not less than the following amounts:

General Liability Limits:

Bodily injury each occurrence:	\$2,000,000
Property damage each occurrence:	\$2,000,000

Automobile Liability Limits:

Bodily injury each occurrence:	\$1,000,000
Property damage each occurrence:	\$1,000,000

Workers Compensation:

Statutory limits

Invoicing and Payment

The Contractor shall invoice the City for each completed lump sum Bid Item, as shown on the Bid Submittal Sheet (Attachment B) for work satisfactorily completed. Payment shall be made in accordance with the prices specified on the Bid Submittal Sheet. The City will make payment to the Contractor within thirty (30) days after receipt and approval of said invoice(s).

Terms and Conditions

Any forthcoming contract will be in accordance with City of Redmond Standard Terms and Conditions (Attachment C) and the requirements of this solicitation. No changes or deviations from the terms set forth in



this document are permitted without the prior approval of the City.

Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the proposal that the respondent desires to claim as confidential or proprietary must be clearly designated, including page with particular content identified. The City assumes no obligation on behalf of the respondent to claim any exemption that is not clearly identified by the respondent as being confidential or proprietary. The City will try to respect all material identified by the respondent as being confidential or proprietary but requests that respondent be highly selective of what they mark as such. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as confidential or proprietary, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City.

Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Cooperative Purchase Language

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the respondent or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the respondent to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this IFB) or 90 days post award (for one-time purchases).



Questions/Inquiries

Please direct any questions concerning this IFB or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your bid.

IFB Content:

Alan Edmonds
Sr. Purchasing Agent
Email: aedmonds@redmond.gov
Tel: 425-556-2184

MS: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Technical Contact:

Sarah Webb
Events and Marketing Coordinator
Email: swebb@redmond.gov
Tel: 425-556-2395

MS: 4NPK
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