

REQUEST FOR QUOTATIONS

Building Site Demolition – 303 128th St. SW, Everett, WA 98204

RFQ NO. 2025.06.27

RFQ Release Date: **June 27, 2025**

Due Date: **July 18, 2025 by 2:00 p.m. Pacific Time**

RFQ Coordinator: Karen Kramer
vendorsubmissions@sno-isle.org

Submit Quotes:

1. Email to: vendorsubmissions@sno-isle.org; or
2. Mail or hand deliver to:
Marysville Service Center | 7312 35th Ave NE | Marysville, WA 98271

Overview

Sno-Isle Regional Library is requesting quotes for services from a qualified contractor to provide civil demolition and site preparation on a property located at 303 128th St SW, Everett, WA.

Submitting a bid

Bids are hereby solicited and must be submitted via email, mail, or hand-delivery to the RFQ Coordinator no later than 2:00 p.m. Pacific Time on the due date noted above.

Any updates, clarifications or addenda to this RFQ will be sent to all bidders via email.

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1. OVERVIEW

A. Summary of Work

Sno-Isle Regional Library (Library District) is requesting bids for services from a qualified contractor to provide civil demolition and site preparation on a property located at 303 128th St SW, Everett, WA 98204.

A contract will be awarded to the lowest responsive and responsible bidder.

B. Bidder Qualifications

In order to be considered for an award, bidder must meet the following minimum qualifications:

- i. Demonstrate experience with similar public works projects conducting demolition and hazardous material abatement.
- ii. Contractor shall have all of the licensing and certification necessary to complete abatement and demolition work.
- iii. Ability to provide references for projects of similar scope and size that Contractor has completed in the past five (5) years.

C. Public Works Project

This project qualifies as a public works project under the Revised Code of Washington (RCW) 39.04. 010(5). The awarded bidder will be required to sign contract terms and conditions required by all rules and regulations regarding public works construction in Washington State. All bidders must satisfy, at a minimum, the following public works requirements:

- i. All insurance, registration, licensing, and bonding requirements required for public works projects.
- ii. Responsible Bidder criteria in accordance with [RCW 39.04.350](#).
- iii. Nondiscrimination requirements of [RCW 49.60.530](#)
- iv. Prevailing wage requirements of [Chapter 39.12 RCW](#) including but not limited to compliance with relevant laws, submission of statements of intent to pay prevailing wages, certification of affidavits of wages paid and notice of completion requirements. Prevailing wage rates for this project will be for Snohomish County, effective as of the Quotation Due Date:

<https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

v. Successful bidder's option of either:

1. Performance and Payment Bond of 100% and retainage of 5%; or
2. Performance and Payment Bond of 100% and retainage bond for 5%

2. RFQ PROCESS

A. Timeline

The projected timeline for this Request for Quotes process is provided below. Library District may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses. Any changes to the schedule will be communicated via written addendum and posted to the Library Districts' Vendor Submission website.

<u>Activity</u>	<u>Date/Time</u>
Issuance of Request for Quotes Inquiry Period Begins	June 27, 2025
Demolition Site Visits 303 128 th St SW, Everett, WA 98204 <i>Contractors are encouraged to attend a walk-through.</i>	Wednesday, July 2, 2025 10:00 am – 11:00 am OR Monday, July 7, 2025 1:00pm – 2:00 pm
Inquiry Period Ends <i>Please send all questions about the project or RFQ process before this date.</i>	July 9, 2025 5:00 pm
Final Response to Bidders' Questions Posted	July 11, 2025 5:00 pm
Quotation Due Date	July 18, 2025 2:00 pm

B. Site Visit

There are two opportunities for a pre-quote Site Visit of the property. Contractors are encouraged to attend one of the Site Visits as noted in the above [Timeline](#).

Site Visits will start promptly on time and all participants will be required to sign in.

This Site Visit is an opportunity for bidders to receive additional clarifying information about this project directly from Library District staff. All questions and answers will be captured in writing, sent out to bidders and posted to Sno-Isle Libraries' website <https://www.sno-isle.org/vendors/>.

The Library District will be bound only to written answers to questions memorialized in addenda to this RFQ.

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303 128th St SW
Everett, WA 98204

Outside the Site Visits, all communication and questions about this RFQ must be sent in writing via email to the RFQ Coordinator at vendorsubmissions@sno-isle.org as detailed in Subsection 2.C. below.

C. Project Estimate

This demolition project's estimated price range is \$100,000 - \$110,000.

D. Written Bidder Questions and Other Communication

All questions or requests for clarifications should be submitted no later than 5:00 pm Pacific Time on the due date listed in the above [Timeline](#) to the Contracting and Procurement Unit at vendorsubmissions@sno-isle.org.

Responses to questions will be posted on our website <https://www.sno-isle.org/vendors/> as an addendum to this Request for Quotes and will be sent to the email address of the question submitter. Library District may provide responses via addenda on a rolling basis depending on the nature and volume of inquiries. Final responses to all bidder questions will be posted online by 5:00 pm (PDT) by the date listed in the above [Timeline](#).

The RFQ Coordinator is the sole point of contact for this RFQ. Outside the Site Visit all communication between bidders and Library District must be in writing as follows:

Karen Kramer | RFQ Coordinator
vendorsubmissions@sno-isle.org

Any other communication shall be considered unofficial and non-binding on Sno-Isle Libraries. Bidders may rely on all written statements issued by the RFQ Coordinator.

Communication with any Library District staff other than the RFQ Coordinator while this RFQ is in process may result in disqualification.

E. How to Apply

i. Process

Quotes must be complete, responsive, and be time-stamped as received before 2:00pm Pacific Time on the due date noted on this RFQ.

Quotes may be submitted either via email, mail or in person as follows:

1. Emailed to the RFQ Coordinator at vendorsubmissions@sno-isle.org; or
2. Mailed or hand delivered to this address:
Marysville Service Center | 7312 35th Ave NE | Marysville, WA 98271

Library District will confirm timely receipt of your submission with a confirmation email. If you do not receive a confirmation email within 24 hours of submission, please follow up at vendorsubmissions@sno-isle.org.

Any emails that are caught in the spam filters and not received will be investigated to ascertain whether the submissions were sent on time. Submissions that were not received on time due to technical challenges such as spam filters will be considered as submitted timely if Library District can confirm that the time stamp on the email was sent in advance of 2:00 pm Pacific Time on the due date.

You are encouraged to submit your bid early to avoid any delays or errors in submission. Library District is not responsible for any technical difficulties that you may experience, and **late submissions will not be accepted**.

ii. Format

Quotes shall be submitted via email, mail, or hand-delivered as indicated in this RFQ and may include documents in Word, PDF, Excel, or equivalent document, and links or attachments to materials which support, validate, or demonstrate the qualifications of the bidder.

Please review the RFQ carefully and respond to each requirement prior to preparing and submitting a quote. Bidders are not required to use a particular format as long as the bid is clear, responsive to the request, and complete.

3. SCOPE OF WORK AND GENERAL CONDITIONS

Project: Building Site Demolition

Building Location: 303 128th St SW, Everett, WA 98204

RFQ Attachments:

- *Attachment A – Mariner Community Campus Demolition Site Plan with Notes*
- *Attachment B – Hazmat Survey for 303 128th St SW Everett WA*
- *Attachment B1 – Aerial Asbestos Locations*
- *Attachment C – Snohomish County Prevailing Wage Rates Effective 07.18.2025*
- *Attachment D – Contract Terms and Conditions*

A. General Conditions

- i. Contractors shall start work on the first available date after contracting. Provide a preliminary schedule with expected first day of work and expected substantial completion date, to be within 30 days of mobilization. Start date to be agreed upon between Library District and Contractor.
- ii. The successful bidder will be required to coordinate with the Library District's Facilities Department Representative and other professionals as necessary.
- iii. Permit application is in process and will be at the expense of the Library District. Contractor will need to provide information to finalize the permit process.
- iv. Contractor shall be responsible for scheduling, however, Library District will cover cost of inspections.

B. Scope of Work

The scope of work for this project includes, at a minimum, all of the activities and requirements as described in the RFQ Attachments which are attached with this Request for Quotes.

- i. Provide a quote amount with a high-level of detail including all associated costs to accomplish all the tasks and deliverables in the scope of work as described in *Attachment A – Mariner Community Campus Demolition Site Plan with Notes*.
- ii. Contractor shall furnish all materials, equipment, labor, transportation, disposal and other resources needed to complete the full scope of work.
- iii. Contractor will remove and dispose of all hazardous materials in compliance with all local, state and federal laws and regulations. Hazardous materials present are detailed in *Attachments B and B1 – Hazmat Survey and Aerial Asbestos Locations*.

4. BID CONTENTS

In order to be considered complete and responsive, all bids must include the requested information in this section. Library District reserves the right to request, or not request, clarification of information submitted, and to request additional information from any bidder.

A. General Information

In order to be considered responsive to this Request for Quotes, the bidder must submit all of the following to vendorsubmissions@sno-isle.org. The Library District is looking for succinct responses with relevant information.

i. Cover Letter (on company letterhead)

Please provide a summary of the submitted quote and a brief statement of the bidder's qualifications to meet the needs as described in this Request for Quotes including the following:

1. Business Information, including:
 - a. Name of bidder
 - b. Name of primary point of contact for this RFQ
 - c. Address of office location responsible for performance
 - d. Email address
 - e. Telephone number
2. Licenses and Registrations
 - a. Washington State Department of Licensing Contractors Registration Number
 - b. Washington State Unified Business Identifier (UBI) Number
 - c. Washington State Department of Employment Security Number: Licensing
 - d. Washington State Department of Labor & Industries Workers Compensation Account Number
 - e. Washington State Excise Tax Registration Number
 - f. Employer Identification Number (EIN)
3. Insurance and Bonding
 - a. Name of Insurance Company
 - b. Name of Insurance Agent
 - c. Insurance Phone Number
4. Name and signature of the person authorized to bind the bidder's firm to the terms of this proposal and any resulting contract.

ii. General Company Profile and Experience

Briefly provide pertinent information about the bidder including:

1. Years in business,
2. Qualifications and experience in abatement and demolition work,
3. Licensing and certifications.

iii. Staff Experience

Provide the names and relevant background information of staff who would perform the proposed services and include their experience on projects of similar size and

scope.

iv. **References**

Provide a current list of at least three (3) clients for which similar work is or has been performed within the last three (3) years. Please provide the name, title, and contact information of the persons who may be contacted for reference regarding the services provided.

B. Description of Proposed Work Plan, Timeline, and Approach

Provide a high-level overview of your proposed work plan, proposed timeline, and the approach you would take to this project. Please include in your timeline the anticipated final date of completion along with any significant milestones and deliverables.

C. Cost of Services

In your quote proposal, please provide a detailed description of the costs associated with this work. Please include any anticipated reasonable and necessary local travel costs in conformity with IRS rules described here: <https://www.irs.gov/taxtopics/tc510>. Below is a sample breakdown of costs. The bidder may submit their own table and break out information differently from this sample.

The Bid Summary Sheet (below) shall be all-inclusive and must include the following breakdown of costs:

- Demolition
- Hazardous Material Removal and Disposal
- Overhead and Profit
- Administrative Costs (Intent, Affidavit, etc.)
- 10.5% Sales tax
- Travel
- Bond fees

While the lowest quote determination will be based on the pre-tax "Subtotal" line in the Detailed Breakdown of Costs (Bid Summary Sheet) below, it shall be noted that the contract will include tax.

Detailed Breakdown of Costs (Bid Summary Sheet)		
Item	Cost	Notes
Hazardous Material Removal and Disposal		
Demolition		
Administrative Costs		
OH + Profit		

Other costs not listed above		
Subtotal		
10.5% Sales Tax		
Total Quote		

In order to be considered responsive, the Quote must include all elements and information as required in [Section 4. Bid Contents](#) above.

5. AWARD PROCESS

All responsive submitted bids will undergo an administrative review to determine responsiveness of bidder to the terms of this RFQ. In order to determine whether the apparent lowest bidder(s) are responsible, the Library District may check references and/or ask such bidder(s) to participate in an interview process after the initial administrative review process. The lowest responsive and responsible bidder will be awarded a contract.

The Library District will notify all responsive bidders of the final selection.

6. TERMS AND CONDITIONS

All answers and statements made in the bid documents must be true and correct.

Submission of the attached proposal constitutes acceptance of the solicitation contents and general terms and conditions as a required element of this RFQ. If there are any exceptions to these terms, please include those exceptions in detail on a page attached to your submission.

The truthfulness of the facts and statements in submitted bids and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

A. RFQ Terms

i. Bidders' Responsibilities

1. It is the sole responsibility of the respondent to ensure they received the most current RFQ and pertinent addenda, which will be posted to the Library District's website.
2. It shall be the responsibility of each bidder to call to the attention of Library District any apparent discrepancy in the RFQ or any question of

fairness or interpretation before the Inquiry Period deadline as detailed in the Timeline above. Failure to do so by the stated deadline constitutes acceptance as written.

ii. Revisions to the RFQ

Library District reserves the right to “revise” or “amend” the RFQ prior to the due date by “written addenda,” which will be posted at <https://www.sno-isle.org/vendors/>.

All questions and answers and any other additional pertinent information will also be provided as an addendum to the RFQ and posted to the website.

iii. Cost to Propose

Library District is not responsible for any costs incurred by the bidder in preparing, submitting, or presenting its response to this RFQ.

iv. Right to Contact References

Library District reserves the right to contact references and other customers, who may have pertinent information regarding the ability of the bidder and the lead staff to perform the services contemplated by this Request.

v. Right to be Own Reference

To serve the best interests of Library District, we reserve the right to be our own reference with any potential bidder as deemed necessary in its sole discretion.

vi. Right to Request Additional Information

Library District reserves the right to obtain from one or more of the bidders, supplementary information as may be necessary for Library District to analyze the bids pursuant to the selection criteria contained herein.

vii. No Unfair Bidding Practices

1. The bidders’ prices and/or cost data must have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, bidders may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
3. Unless otherwise required by law, the prices and/or cost data which have

been submitted must not have been knowingly disclosed by the bidder and will not knowingly be disclosed prior to the RFQ deadline, directly or indirectly, to any other bidder or to any competitor.

4. In preparing submissions, bidders must not have been assisted by any current or former employee of Library District whose duties relate (or did relate) to this RFQ or a prospective contract, and who was assisting in other than their official, public capacity.

viii. No Obligation to Contract

This RFQ does not obligate Library District to enter into any contract for services specified herein.

ix. Rejection of Bids

The Library District reserves the right to reject any bid without penalty for any reason including, but not limited to the following:

1. any bid which is incomplete, obscure, irregular, ambiguous, or lacking necessary detail and specificity;
2. any bid for which a bidder fails or neglects to complete and submit qualifications information; and
3. any bid which is received after the deadline date and time.

x. Acceptance Period

By submitting a bid in response to this RFQ, the bidder provides one hundred eighty (180) calendar days for acceptance by Library District without further negotiation (except where obviously required by lack of certainty in key terms) from the due date for receipt of bids.

xi. Protest Procedures

Protests may be made only by bidders who submitted a response to this RFQ. The Bidder must submit a written protest as directed in this paragraph within two (2) business days of the bidder's receipt of award notification. Protests received after this deadline will not be considered.

Library District will not execute a contract with any party other than the protesting bidder until the full two (2) business day protest period has expired.

Bidders submitting a protest shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

1. Protests must be in the following format:

- a. in writing
 - b. addressed to the procurement coordinator named in this solicitation document; and
 - c. signed by the protesting party or an authorized agent.
2. Protests must contain the following information:
 - a. bid solicitation name and number
 - b. grounds for the protest with specific facts and complete statements of the action(s) being protested; and
 - c. description of the relief or corrective action being requested.
3. Only protests stipulating an issue of fact concerning the following subjects shall be considered:
 - a. A matter of bias, discrimination or conflict of interest on the part of an evaluator;
 - b. Errors in computing the score; and/or
 - c. Non-compliance with procedures listed in the bid solicitation documents or Library District's policy.
4. Protests will be rejected as without merit if they address the following issues:
 - a. An evaluator's professional judgment on the quality of a proposal; or
 - b. Library District's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, the Library District's Executive Director or designee who was not involved in the procurement will hold a protest review. In the protest review, the Executive Director or designee will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another bidder that also submitted a bid, such bidder will be given an opportunity to submit its views and any relevant information on the protest to the procurement lead.

The final determination of the protest as rendered by Library District's Executive Director or designee shall choose one of three courses of action: (1) find the protest lacking in merit and uphold the Library District's actions, (2) find only technical or harmless error in Library District's acquisition process and determine Library District to be in substantial compliance and reject the protest; or (3) find merit in the protest and provide Library District options to address the issue, which may include but is not limited to correcting the identified errors and re-evaluate all bids, re-issue the solicitation and begin a new process, and/or make other findings and

determine other courses of action as appropriate.

If all protests are found to be without merit, Library District may enter into a contract with the apparent successful bidder.

xii. Public Disclosure

All bids received shall become the property of the Library District and remain confidential until a contract, if any, resulting from this request is signed by the Executive Director (or designee) of Library District.

After a contract is signed, all proposals received shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information contained in the bid that is proprietary must be clearly marked or designated as “confidential” in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

xiii. Proprietary Rights

All bids become the property of Library District, and bidders may claim no proprietary right to the ideas, writings, items, or samples, unless so stated in the responsive bid.

xiv. Certifications and Assurances

By submitting a quote in response to this RFQ, bidders make the following certifications and assurances as a required element of the submitted quote, and affirm continuing compliance with these requirements as conditions precedent to the award or continuation of the related contract:

1. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting completion. However, bidder may freely join with other persons or organizations for the purpose of presenting a single bid.
2. The submitted quote is a firm offer for a period of 180 days following receipt, and it may be accepted by Library District without further negotiation except where obviously required by lack of certainty in key terms at any time within the 180 day period.
3. In preparing this quote, the bidder has not been assisted by any current or former employee of Library District whose duties relate (or did relate) to the subject of this RFQ and who was assisting in other than their official public capacity. If there are exceptions to these assurances, the bidder must describe them in full detail on a separate page attached to the

submitted bid. Exceptions not submitted concurrently with the bid will not be considered.

4. Library District will not reimburse bidders for any costs incurred in the preparation of the submitted bid. All submitted bids become the property of Library District and bidders claim no proprietary right to the ideas, writings, items, or samples submitted in response to this RFQ, unless so stated in the submitted materials.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the bidder and will not knowingly be disclosed by bidder prior to opening, directly or indirectly, to any other bidder, to any competitor nor to the awarding agency.
6. By submitting a Quote to the RFQ, Contractor agrees to the terms and conditions of the resulting contract (**Attachment D**), as noted above in [Section 3. Scope of Work](#). If the Contractor objects to any of these terms, Contractor shall submit along with its Quote the proposed contract exceptions. Contractor may not make changes to the contract if they did not submit such contract exceptions with their Quote.
7. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
8. Bidder grants Library District the right to contact references and others who may have pertinent information regarding the ability of the bidder and the lead staff person(s) to perform the services contemplated by this solicitation.
9. Bidder acknowledges that Library District reserves the right to be its own reference in making final award decisions.
10. Bidder meets all licensing, insurance, accreditation, and registration requirements necessary for the performance of work proposed in this RFQ.
11. The bidder has not been disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
12. There have been no lawsuits or liens filed against bidder's insurance or bonding agencies within the previous 5 years. If there have been lawsuits or liens filed against bidder's insurance or binding agencies, the bidder must attach them to the submitted bid.
13. If contract exceptions are being requested, bidder must have attached them to the submitted bids.

B. Contract Terms

i. Library District Contract

The successful bidder will be asked to sign a contract with Library District on its own boilerplate agreement. Library District will not sign any company's service agreement, contract, or any other form of agreement.

Library District reserves the right to extract certain language from the successful bidder's agreement and incorporate it into Library District' contract, if agreeable to both parties.

The contents of the awarded bid(s) shall become contractual obligations if a contract ensues. A contract between the awarded bidder(s) and Library District shall include the following:

1. Standard Terms and Conditions
2. Scope of Work
3. The original RFQ, as issued by Library District
4. The bidder's response to the RFQ; and
5. Any other documents mutually agreed upon.

ii. Compliance with All Relevant Laws

The successful bidder must comply with all Federal, State, and local statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.