



INFORMAL BID 2009-161

KITSAP COUNTY PARKS AND RECREATION SPORTS COURT MODULAR FLOORING

Bid Submission Date & Time: December 17, 2009 @ 3.00 PM
Kitsap County Administration Building
Purchasing Office – Room 413
619 Division Street MS-7
Port Orchard, Washington 98366

NOTICE IS HEREBY GIVEN: The Kitsap County Department of Administrative Services, Purchasing Office will receive sealed bids for Department of Parks and Recreation Sports Court Modular Flooring up to **3:00 PM** on **Thursday December 17, 2009**. Bids will be received in the Kitsap County Purchasing Office, 619 Division Street MS-7, Port Orchard, Washington 98366.

Description:

Provide Connor or an approved equal of Indoor Hardwood Defense Sport Court 12x12 tiles approximately 8208 square feet of modular sport court flooring and underlayment materials. Modular flooring materials is to be delivered and off-loaded at the Kitsap County Parks and Recreation Department, 1200 NW Fairgrounds Road, Bremerton, WA 98311.

Warranty Limited:

For a period of ten (10) years from date of the installation the manufacturer and its authorized representative (here in Distributor/dealer/sales agent) warrants to the purchaser (Kitsap County Parks and Recreation) that the modular sports court flooring is free from any defect(s) in workmanship or material.

Prospective Bidders are hereby notified that they are solely responsible for ensuring timely delivery of their bid to the Kitsap County Purchasing Office on or before the bid **submission** date and time indicated above.

Additional information maybe found on the Kitsap County Web site www.kitsapgov.com. If you have questions please contact R'Lene J. Orr at 360-337-4410 or rorr@co.kitsap.wa.us.

INSURANCE REQUIREMENTS

Minimum Limits of Insurance

Contractor shall maintain limits of no less than:

1. Commercial General Liability:
One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage.
Two million dollars (\$2,000,000) aggregate

Coverage shall be on an "occurrence basis"

Kitsap County shall be named, by endorsement, as an additional insured on the Contractor's insurance policy as respects to this contract. Such insurance as carried by the Contractor is primary over insurance carried by the County.

2. Comprehensive Automobile Liability Insurance:
One million dollars (\$1,000,000) combined single limit per accident for bodily injury or property damage. The coverage shall include the following:
 - a. Owned automobiles
 - b. Hired automobiles
 - c. Non-owned automobiles
3. Workers' Compensation and Employer's Liability: Workers' Compensation
Coverage required by the State of Washington.
4. Notice of Cancellation: In the event of non-renewal, cancellation, or material change in coverage a thirty, (30) day written notice shall be furnished to the County prior to the date of cancellation, non-renewal or change.

CERTIFICATE OF INSURANCE MUST BE SUBMITTED

NOTICE TO BIDDERS

Bidders must correctly prepare and submit all required documents to the Kitsap County Purchasing Office. Every item must be complete in all respects, including authorized signatures and acknowledgement of receipt of any and all addendum using the form provided. Failure to include all items may be cause for the bid to be rejected as non-responsive. The following documents are required for a complete bid package:

Certificate of Liability Insurance
Bid Sheet
Addendum Receipt

Bid packages or additional information maybe found on the Kitsap County Web site www.kitsapgov.com. If you have questions please contact R'Lene J. Orr at 360-337-4410 or rorr@co.kitsap.wa.us

Each bid shall be submitted in separate envelope, and sealed when mailed or hand delivered. The bid number and title of the project (as indicated above), the date & time of the bid opening, and the name & address of the bidder shall be clearly shown on the outside of the envelope. You may respond by mail or hand-deliver to the Kitsap County Purchasing Office:

MAIL:
Kitsap County
Purchasing Office, MS-20
614 Division Street
Port Orchard, WA 98366

HAND – DELIVER
Kitsap County Administration Bldg.
619 Division Street
Fourth Floor, Room #413
Port Orchard, WA

Hand-deliver bids Monday-Friday, 8:00 AM To 4:30 PM

The award process will be subject to any preferences provided by law pertaining to Washington projects and vendors including contracts affected by the increase in price of petroleum products and taking into consideration the quality of the services rendered, of the materials used, and their delivery. This award process will also provide that all bids may be rejected whenever there is reason to believe that the lowest, acceptable bid is not the best possible price obtainable. At this point the Purchasing Office may call for new bids. See Attachment A.

Cooperative Purchasing: The Washington State Inter-local Cooperative Act 39.84 provides that other governmental agencies may purchase goods and services on this solicitation or contract in accordance with the terms and prices indicated, if all parties are willing.

Kitsap County reserves the right to reject any or all bids for good cause, to waive any irregularities, and may accept and award a bid that is judged to be in the best interest of the County.

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BID SHEET

This bid is made in accordance with the published requirements and warrants, receipt of which is hereby acknowledged, and is offered in accordance with the call for bids authority by the Kitsap County Purchasing Office.

Sports Court Modular Floor & Underlayment \$ _____

Washington State Sales Tax \$ _____

Total Bid \$ _____

(Including Sales Tax, Shipping
& Handling, F.O.B Destination)

BIDDER _____

SIGNATURE _____

PRINTED NAME _____

ADDRESS _____

PHONE _____

FAX _____

EMAIL _____

FEDERAL IDENTIFICATION NUMBER _____

Attachments:
Certificate of Liability Insurance
Receipt of Addendum, if any

Formal Bid 2009-161

Receipt of the following addendum to this solicitation is hereby acknowledged:

<u>Amendment number</u>	<u>Date of Receipt Amendment</u>	<u>Signed Acknowledgement</u>
1	_____	_____
2	_____	_____
3	_____	_____

NOTE: Failure to acknowledge receipt of any amendment may be considered an irregularity in the bid.