**LEWIS-CLARK STATE COLLEGE**

**REQUEST FOR INFORMAL BIDS**

**Issue Date:** April 3rd, 2025

**Project: LC State – Administration Building, President/Provost Office Suites Carpet Replacement**

**Project #:** **250002**

**Owner/Agency:**

Lewis-Clark State College (LC State)

Physical Plant

538 11th Ave

Lewiston, ID 83501

(208) 792-2247

Owner Contact: Redgy Erb / [rgerb@lcsc.edu](mailto:rgerb@lcsc.edu)

**Bid Due Date:**

Bids shall be due no later than **2:00 PM Pacific Time (PT), April 15, 2025.** Bids shall be delivered or mailed to LC State Physical Plant, 538 11th Ave, Lewiston, Idaho 83501. Bidder is responsible to ensure bids are received by the date and time listed.

**Pre-Bid Walkthrough (Mandatory)**

Location: LC State Physical Plant, 538 11th Ave, Lewiston, Idaho, then adjourn to the site.

Date/Time: **April 7th, 2025 at 1:00 PM PT.**

**Project Scope:**

Project scope includes removal of existing carpet and wood base, prepare substrate for new carpet, provide and install new underlayment, carpet tile, and re-install wood base. See Exhibit A for additional requirements.

**Additional Requirements:**

Exhibit **A** – Requirements/Specifications

Exhibit **B** – insurance requirements. Reference: <https://www.lcsc.edu/media/13943/lcsc-insurance-requirements-for-vendors_contractors.pdf>

**STATE POLICY** (By reference):

Informal bids shall be based on provisions of § 67-2805 of the Idaho Code along with § 44-1001 and 44- 1002 dealing with labor preference and §72-1717 dealing with an alcohol and drug-free workplace.

**SUPPLEMENTAL CONDITIONS:**

1. Bids are to be submitted to the Owner/Agency by the date and time listed above and to the location listed above.
2. Informal Bid Proposal form is attached. The form shall be completed in its entirety. If a section does not apply, mark “NA” in that section. Incomplete bid forms will be deemed non-responsive.
3. Bidders are asked to not contact LC State departmental personnel with questions regarding the project. All questions should be directed to the LC State and Engineer’s contact (if applicable) listed above.
4. Bid addenda will be issued by LC State. Bidders shall acknowledge receipt of all addenda on the informal bid proposal form.
5. Informal bid proposal form shall be signed by a signatory of the contractor having authority to bind the contractor to contracts.
6. A bid bond is not required.
7. A performance bond (covering labor and materials) in the amount of one hundred percent (100%) of the contract amount will be required for work accomplished on this contract. Awarded bidder shall provide proof of performance bond within 7 days of notification of intent to award the contract. No work may commence until proof of performance bond is received.
8. An Idaho Public Works Contractors License is required at the time of submitting a bid for this project. All contractors, specialty contractors, and sub-contractors must have an Idaho Public Works Contractors license as suitable for work to be accomplished on this contract at the time of bid.
9. Prevailing Wage / Davis-Bacon Wages are not a requirement of this project.
10. The contractor shall be responsible to secure all permits required for this project and shall be included within the contractor’s bid.
11. A Contractor’s Affidavit Concerning Alcohol and Drug-Free Workplace must be submitted with the bid.
12. Idaho Naming Law is a requirement for bidding this project. All specialty contractors and sub-contractors shall be listed on the contractor’s informal bid proposal form.
13. The bidder will be required to maintain Contactors Liability Insurance to include Workers’ Compensation (meeting statutory requirements), Commercial General Liability ($1,000,000 per occurrence and $2,000,000 aggregate minimum) and Automobile Liability ($1,000,000) combined single limits for bodily injury and property damage). All policies, except Workers’ Compensation, shall name Lewis-Clark State College as an additional insured. Awarded bidder shall provide a Certificate of Insurance, meeting the above requirements, within 7 days of notification of intent to award the contract. No work may commence until Certificate of Insurance is received.
14. The Owner/Agency will review all submitted bids for conformance with the bidding documents, and shall award the contract for construction to the low apparent bidder.  The Owner/Agency will initiate a Professional Services Agreement with the low bidder as the form of contract.
15. Contract time: Bidder agrees to commence work on a date specified in writing by the Owner/Agency as the Notice to Proceed, and to substantially complete the work within **60 consecutive calendar days** thereafter.
16. All work is to be Substantially Completed between the dates of June 16 - 20, 2025**.** Bidder further agrees to pay as liquidated damages, the sum of **$500 (five hundred dollars)** for each consecutive calendar day after the established substantial completion date or adjusted date as established by change order.

**Exhibit A – Requirements/Specifications**

**Project Scope: Provide new carpet in President and Provost office suite as follows:**

1. Remove and salvage existing wood base, to be re-installed.
2. Remove existing direct-glued carpet.
3. Provide and install new underlayment (1/4”, 5-ply).
4. Prepare all areas to receive new carpet tile:
   1. Manufacturer: Shaw Commercial
   2. Style: Allure Carpet Tile #59327
   3. Color: Moonlit #27505
5. Contractor is responsible to verify square footages for demolition and new work at the pre-bid walkthrough.
6. Contractor is responsible for proper disposal of all demolition materials.
7. Contractor’s bid price to include all freight charges.
8. Contractor’s bid price to include all labor, materials, equipment, and tools necessary to provide a complete installation.

**INFORMAL BID PROPOSAL FORM**

**Informal Bid Proposal for:**

**Project: LC State – Administration Building, President/Provost Office Suites Carpet Replacement**

**Project #:** **250002**

**Lewis-Clark State College**

**Physical Plant**

**538 11th Avenue**

**Lewiston, ID 83501**

Sealed bids to be clearly marked “Administration Building, President/Provost Office Suites Carpet Replacement”

The undersigned proposes to do the above work in accordance with the request for informal bids and all drawings and specifications attached thereto.

The Bidder agrees to commence work upon receipt of a contract and Notice to Proceed, and to complete the work within the calendar days indicated in the Contract Documents.

**Bidder acknowledges receipt of Addenda No through** **.**

**BASE PROPOSAL**: Bidder agrees to perform all of the base proposal Work described in Exhibit A – Requirements/Specifications, for the sum of:

Dollars ($ )

*(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)*

**BID ALTERNATES**: No bid alternates are listed for this project.

**SUBCONTRATOR NAMING:**

**Heating, Ventilating & Air Conditioning (HVAC)**

(Name)

(Address)

Idaho Public Works Contractors License No. Idaho HVAC Contractors License No.

**Electrical**

(Name)

(Address)

Idaho Public Works Contractors License No. Idaho Electrical Contractors License No.

**Plumbing**

(Name)

(Address)

Idaho Public Works Contractors License No. Idaho Plumbing Contractors License No.

FAILURE TO NAME A PROPERLY LICENSED SUBCONTRACTOR IN EACH OF THE ABOVE CATEGORIES WILL RENDER THE BID NON-RESPONSIVE AND VOID.

Should the listing of subcontractors change due to selection of alternates or other similar circumstances, attach explanation.

Dated at this day of , 2024

Respectfully Submitted,

By: (Company)

(Street or PO Address)

(City, State, and Zip Code)

(Signature)

(Title)

(Telephone Number and Email)

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(Idaho Public Works Contractors License No.)

**END OF BID FORM**

**CONTRACTOR’S AFFIDAVIT**

**CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE**

STATE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to the Idaho Code, §72-1717, I, the undersigned, being duly sworn, depose and certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is in compliance with the provisions of Idaho Code title 72, chapter 17; that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall subcontract work only to subcontractors meeting the requirements of Idaho Code, §72-1717(1)(a).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and State

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

Commission expires:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC, residing at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAILURE TO EXECUTE THIS AFFIDAVIT AND SUBMIT IT ALONG WITH YOUR BID SHALL MAKE YOUR BID NON-RESPONSIVE