



**PUBLIC WORKS DEPARTMENT**  
**210 East 4th Street**  
**La Center, WA 98629**  
**Ph: 360-263-7665 Fax: 360-263-7666**

### **REQUEST FOR BIDS: GARAGE TO OFFICE CONVERSION**

The City of La Center, Washington is **accepting bids until 2:00 PM on July 1, 2025.** Please address your bid to Tracy Coleman, Community Development & Public Works Director, mail or hand delivered to 210 East 4<sup>th</sup> Street, La Center, Washington, 98629. The bid is for the conversion of a garage Building to office space. State of Washington Prevailing Wage Laws will apply to any contract between the contracting company and the City of La Center.

#### **Description of work:**

The existing garage building near City Hall will be converted to office space. The Plans and Technical Specification provide the basis for site and building structural work. All electrical, mechanical, plumbing, and interior work will be designed, permitted, and installed by the contractor in collaboration with the city during the construction phase. The completed project will be a finished office space. All materials will be furnished by the Contractor.

A mandatory site visit will be held on **Monday June 2<sup>nd</sup> at 9:00 AM or Thursday June 5<sup>th</sup> at 3:00 PM.** Attendance is required to bid this project. Only one mandatory site meeting attendance is required.

In addition to the work shown on the Plans, the following interior items are specified to aid in preparation of the proposal:

1. Insulation: R 23 minimum value.
2. Windows: The glazing U value will be 0.27 or better. The windows will be self-locking. Allow \$1K per window in your bid. The city will choose the final window upon contractor submittal.
3. Doors: Commercial grade glass double doors at main entrance. Interior doors will be readily available residential grade. Existing steel exterior doors to remain. <https://www.doorclosersusa.com> , please refer to door type Alumitrex 72 in. x 84 in. (6070) ADA Narrow Stile Commercial Storefront Double Door with Panic Hardware, 1/4 in. Tempered Glass, Includes Self Closing Built In Door Closers, Offset Pivots, and Hardware, Clear Anodized Finish. We would like you to include \$12K in the price for the front door.
4. Flooring: All flooring materials can be obtained off the WA State Bid Website. Pour Ardex 22f fiber reinforced leveler, install Shaw (Supplier) Contract 4110V Terrain II color Shade 00564, 5 mil thick, 20 mil wear layer 6" X 48" plank with releasable glue, providing for ease of maintenance. Finish with 4.5" cove base color black. The Temperature of the building will be maintained at approximately 68-70 degrees during the installation.
5. Walls: 1/2" gypsum drywall with finished seams, texture, primer, and paint.
6. Cabinets and Counter tops: Readily available residential grade.
7. Fixtures: Readily available commercial grade.
8. Moulding and Trim: Primed and painted MDF board. Vinyl wall base in bathrooms.
9. Lighting: Commercial grade exterior dusk to dawn LED lighting above exterior doors. Interior lighting will be residential grade recessed LED.

The City of La Center provides flooring colors, window casement color, and will work with the contractor to select lighting fixtures, sinks and toilets based on allowance provided in the bid. Commercial grade allowance to be considered. City will provide Sherwin Williams Paint specification prior to bid selection. Bid to include SuperPaint Interior Acrylic Latex. Other pertinent specifications will be provided to those contractors that attend the mandatory site visit only!



Existing garage photo fall 2024, roof has since been replaced.



Rendering of proposed office conversion.

**BID PROPOSAL: Must include the following line-item breakdown and lump sum totals:**

No.	Item for Bid	\$ for Item
1	Mobilization	\$
2	Demolition	\$
3	Sanitary Sewer Connection	\$
4	Site Work, Curbs, Pavement Restoration	\$
5	Exterior Wall Modifications	\$
6	Windows, Exterior Door	\$
7	Insulation	\$
8	Framing	\$
9	Drywall	\$
10	Interior Doors, Trim, Paint	\$
11	Flooring	\$
12	Bathrooms	\$
13	Kitchenette	\$
14	Electrical and Lighting	\$
15	HVAC	\$
16	Plumbing	\$
	Subtotal	\$
	Tax (8.50%)	\$
	Total Lump Sum Base Bid	\$
	Bid Alternative #1	
17	Demo and Replace Concrete Slab	\$
	Tax (8.50%)	\$
	Total Lump Sum Including Bid Alternate #1	\$
	Bid Alternative #2	
18	Utilize Existing Concrete Slab	\$
	Tax (8.50%)	\$
	Total Lump Sum Including Bid Alternate #2	\$

**Alternative Bids:** The bidding proposal on this project permits the Bidder to submit a Bid on one or more alternatives for the construction of Garage to Office Conversion.

### **Bid Proposal**

The bid proposal is composed of the following parts: Base Bid and Alternatives 1, 2.

The base bid includes all items that do not change as to quantity, dimension, or type of construction, regardless of which alternative is Bid.

The Alternative portions of the bid proposal contain all items which change as to quantity, dimension, or construction method, depending on which alternative is Bid.

### **Alternative #1**

Alternative #1 is based on constructing the interior building slab by demolishing the existing slab, installing utilities, constructing CMU wall infills, preparing subgrade, installing insulation, and pouring a new 4" thick, level slab.

The bid item for Alternative #1 is listed in the bid proposal.

### **Alternative #2**

Alternative #2 is based on constructing the Garage to Office Conversion by utilizing the existing concrete slab. The existing slab is approximately 0.2 ft higher at the back of the building, with some surface irregularities. The existing slope is generally acceptable to the City. However, the Contractor shall patch, grind, level the existing slab to the satisfaction of the City to meet minimum ADA surface requirements. The slab will require cutting and patching to install utilities and portions of new CMU wall. The slab is not insulated, so additional wall and/or ceiling insulation may be required to meet energy code requirements. The slopes and irregularities may cause issues with interior framing, doors, cabinet bases, etc. The thickness of interior flooring may cause issues at the thresholds of exterior doors.

All costs in connection with utilizing the existing concrete slab, including but not limited to doorway adjustments, additional insulation, shall be included by the Contractor in the unit bid price for Alternative #2.

The bid item for Alternative #2 is listed in the bid proposal.

### **Bidding Procedures**

The Bidder shall submit a price on each and every item of Work included in the base bid. The Bidder shall also submit prices on items under alternatives 1 and 2.

The successful Bidder will be determined by the lowest total of an alternative plus the base bid. Award will be based on the lowest total subject to the requirements in other sections of this document.

**Schedule:** The contractor must complete work within 90 calendar days of a mutually accepted start date and must complete the work no later than September 30, 2025.



**Bid Documents:** Bids must be submitted in accordance with the outlined breakdown and schedule as noted above. This bid is posted on the city website located at <https://ci.lacenter.wa.us/city-departments/community-development/engineering/city-project-bids/>

**Bond:** Each bid shall be accompanied by a bid bond, postal money order, cash, cashier's check or certified check payable to the City of La Center in the sum of five (5%) percent of the bid amount, to be forfeited to the city by the successful bidder if he/she fails to enter into a contract and file an acceptable surety bond in the amount of 100% of the contract price within ten (10) calendar days of the award. The city reserves the right to reject any and all bids and to accept the bid deemed most advantageous to the City of La Center and to waive all informalities in the bidding. It is the contractors responsibility to understand and respond appropriately to the bid request.

The City of La Center Public Works, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### **City Business License**

Before beginning work you will need to obtain a city business license. The license can be obtained on the DOR website at [www.dor.wa.gov](http://www.dor.wa.gov) and apply for the business license for La Center.

#### **Wage Law Intents and Affidavits**

If awarded the project, the contractor and each subcontractor shall complete or have on file a current "Statement of Intent to Pay Prevailing Wages" (Form L&I Number F700-029-000) before payment will be made for work performed. An "Affidavit of Wages Paid" (Form L&I Number F700-007-000) shall be required upon final acceptance of the public works project by the City. These forms are available from Washington State Department of Labor & Industries and can be filed electronically at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/File/default.asp>

The applicable prevailing wages for this project have an effective date of May 29, 2025 and are available electronically from the Washington State Department of Labor & Industries website.

All work will be conducted within Clark County.

#### **Insurance**

The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48.

- A. The insurance must be provided by an insurer with a rating of VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington

(or issued as a surplus line by a Washington Surplus lines broker). The Contracting Agency reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.

- B. The Contractor shall keep this insurance in force during the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated (see C. below).
- C. If any insurance policy is written "on a claim" made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this contract, and the Contractor shall annually provide the Contracting Agency with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Contracting Agency to assure financial responsibility for liability for services performed.
- D. The insurance policies shall contain a "cross liability" provision.
- E. The Contractor's and all subcontractors' insurance coverage shall be primary and non-contributory insurance as respects the Contracting Agency's insurance, self-insurance, or insurance pool coverage.
- F. All insurance policies and Certificates of Insurance shall include a requirement providing for a minimum of 30 days prior written notice to the Contracting Agency of any cancellation in any insurance policy.
- G. Upon request, the Contractor shall forward to the Contracting Agency a full and certified copy of the insurance policy(s).
- H. The Contractor shall not begin work under the contract until the required insurance has been obtained and approved by the Contracting Agency.
- I. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Contracting Agency may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Contracting Agency on demand, or at the sole discretion of the Contracting Agency, offset against funds due the Contractor from the Contracting Agency.
- J. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.

**Additional Insured**

All insurance policies, with the exception of Professional Liability and Workers Compensation, shall name the following listed entities as additional insured(s):

- the City of La Center, and its officers, elected officials, employees, agents, and volunteers

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-07.18(3) describes limits lower than those maintained by the Contractor.

### **Subcontractors**

Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverages listed in 1-07.18(5)A and 1-07.18(5)B. Upon request of the Contracting Agency, the Contractor shall provide evidence of such insurance.

### **Evidence of Insurance**

The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements must conform to the following requirements:

1. An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
2. Copies of all endorsements naming Contracting Agency and all other entities listed in 1-07.18(2) as Additional Insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement. A statement of additional insured status on an ACORD Certificate of Insurance shall not satisfy this requirement.
3. Any other amendatory endorsements to show the coverage required herein.

### **Coverages and Limits**

The insurance shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of

such limits. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

### **Commercial General Liability**

A policy of Commercial General Liability Insurance, including:

Per project aggregate  
Premises/Operations Liability  
Products/Completed Operations – for a period of one year following final acceptance of the work.

Personal/Advertising Injury  
Contractual Liability  
Independent Contractors Liability  
Stop Gap / Employers' Liability  
Explosion, Collapse, or Underground Property Damage (XCU)  
Blasting (only required when the Contractor's work under this Contract includes exposures to which this specified coverage responds)

Such policy must provide the following minimum limits:

\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$1,000,000	Products & Completed Operations Aggregate
\$1,000,000	Personal & Advertising Injury, each offence

Stop Gap / Employers' Liability

\$1,000,000	Each Accident
\$1,000,000	Disease - Policy Limit
\$1,000,000	Disease - Each Employee

#### **Automobile Liability**

Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if "pollutants" are to be transported. Such policy(ies) must provide the following minimum limit:

\$1,000,000	combined single limit
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#### **Workers' Compensation**

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.