



**OGDEN CITY CORPORATION  
INVITATION TO BID  
Union Station Offices Remodel**



Prepared by Christy McBride  
Ogden City Union Station  
December 29, 2022

## **OGDEN CITY CORPORATION**

### **INVITATION TO BID**

#### **Union Station Offices Remodel**

Ogden City is accepting sealed bids from Contractors interested **in the construction of office partitions located within the Union Station at 2501 Wall Ave, Ogden, Utah.** All work must meet current industry standards and all federal, state and local rules and regulations.

Bid information packets may be downloaded from the Ogden City Website located <https://www.ogdencity.com/264/Purchasing.>

Bidders are responsible for securing any and all addenda issued.

Licensed contractors submitting bids must be able to comply with insurance and bonding requirements.

A pre-bid meeting will be held **Thursday, January 12, 2023, at 9 AM. We will meet at the Union Station, 2501 Wall Ave, Ogden, UT.** Please allow at least one (1) hour for the pre-bid meeting. All contractors intending to submit a bid are **ENCOURAGED** to attend to obtain relevant information concerning the project.

Sealed bids shall be submitted to the Purchasing Office, c/o the 1<sup>st</sup> Floor Information Desk, 2549 Washington Blvd., Ogden, UT by **Thursday, January 19, 2023, no later than 3 PM.** At which time, bids will be opened and read aloud at the 7<sup>th</sup> Floor Conference room of the same address. **LATE BIDS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any bids that best serve its convenience and/or is found to be in the best interest of the City. Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

**Ads Published:** December 31, 2022 & January 7, 2023

**OGDEN CITY CORPORATION**  
**INVITATION TO BID**  
**Union Station Offices Remodel**

**I. SCOPE OF WORK**

Contractor will be responsible for furnishing and installing the equipment, facilities, services and appurtenances thereto as included in the Contract Documents. The work generally includes, but is not limited to, the following: **the construction of office partitions** located within the Union Station at 2501 Wall Ave, Ogden, Utah.

Contractor will be responsible for:

- Review of construction or specification documents prior to submitting a bid.
- Attend the pre-bid meeting to obtain relevant information (ENCOURAGED).
- Competitively bidding required work, negotiating and contracting with subcontractors to accomplish the work, as applicable.
- Completing the Project on time and within budget per the plans and specifications.

THE ATTACHED DOCUMENTS ARE COPYRIGHT PROTECTED AND ARE THE PROPERTY OF OGDEN CITY AND MAY NOT BE REPRODUCED FOR ANY OTHER PROJECT UNLESS WRITTEN AUTHORIZATION IS OBTAINED.

**Estimated Start Date:** February 20, 2023

**Estimated Completion Date:** March 31, 2023

**PROJECT MANAGER:** Christy McBride

**Ogden City Union Station**

**Phone:** 801-940-7789

## **II. BID CONTENT**

Ogden City will accept bids from contractors that are capable of providing all of the work described in the drawings and specifications. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services. Each bid must include, at a minimum, the following information:

1. Exhibit B – Completed Contractor Information Sheet & Attachments
2. Exhibit C – Bid Form
3. Bid Security
4. Exhibit D – Addenda Acknowledgement (if applicable)

## **III. BID REVIEW AND ASSESSMENT**

Bids will be reviewed based on the requirements indicated in Section II. Ogden City Corporation shall have the right to verify the accuracy of all information submitted and to make such investigation, as it deems necessary to determine the ability of a prospective Contractor to perform the obligations in the response. Ogden City reserves the right to reject any response where the available evidence or information does not satisfy Ogden City that the prospective Contractor is qualified to carry out properly the obligations of the response, is a person or firm of good reputation or character for strict, complete, and faithful performance of business obligations, or if the prospective Contractor refuses to cooperate with and assist Ogden City in the making of such investigation.

## **IV. INSURANCE REQUIREMENTS**

The awarded Contractor shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
  - i) Commercial General Liability: Minimum of \$4,000,000 in general aggregate with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
  - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
  - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
  - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
  - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
  - i. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to

operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”

- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents, and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

j. Under the “Certificate Holder” section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Ogden, UT 84401

Contractor’s Obligation to Verify Employment Status: Contractor shall register and participate in the Status Verification System and comply with Utah Code Ann. Section 63G-11-103 of the Utah Identity Document and Verification Act.

## **V. BONDING REQUIREMENTS**

Submission of a Bid constitutes a promise that the Bidder will enter the Contract Documents in the form presented in the Contract Documents. Bidders should carefully examine all Contract Documents, including the required Bonds and insurance to be provided by the Bidder.

### **A. BID SECURITY**

- a) Amount of Bid Security: A Bid Security must accompany each Bid. The total amount of the Bid on which Bid security is to be based shall be the sum of all items of the Bid constituting the maximum amount of the possible award to the Bidder. The Bond amount must equal at least five (5) percent of the total amount of the Bid. The Bid Security may be in the form of a Cashier’s check or Bid Bond. No other form of Bid Security will be accepted.
- b) Bid Bond: The Bond shall accompany and be attached to the Bid and shall be issued by a surety company authorized to do business in the State of Utah. The Bond shall guarantee that the Bidder, if awarded the work will promptly enter into the Construction Contract to perform the work in the manner required by the Contract Documents.
- c) Cashier's Check: If a cashier's check is used in lieu of a Bid Bond, the cashier's check must be drawn on a bank doing business in the State of Utah and made payable to Ogden City Corporation. Note that personal or company checks are

not acceptable as bid security. If a cashier's check is used in lieu of a Bid Bond or if the Bid Bond does not specifically so provide, a certificate from an approved surety company guaranteeing execution of performance and payment bonds in the full amount of the bid must accompany the bid.

- d) Return of Bid Security: Owner will return Bid security to Contractor within seven (7) days after receipt of the Construction Contract by Ogden City Purchasing Division. Bid Bonds and cashier's checks of the lowest three Bidders will be held until the Construction Contract is awarded and a signed copy received by Ogden City Purchasing Division or all bids have been rejected. All other bid securities shall be returned following the bid opening. The liability of Owner in regards to the checks shall be limited only to the return of the checks.
- e) Default: In the event of failure or refusal of the Bidder to enter into the Construction Contract and the delivery to the Owner a Performance Bond, Payment Bond and any other Bonds or documents required by the Contract Documents after Notice of Intent to Award by the Owner, the Bidder forfeits the sum of the Bid Bond or cashier's check as liquidated damages to the Owner.

## **B. CONTRACT SECURITY – PAYMENT, PERFORMANCE, AND OTHER BONDS**

- a) Prior to OWNER executing the Agreement, CONTRACTOR shall file with the OWNER a good and sufficient performance Bond and a payment Bond, each in the sum of not less than 100 percent of the Contract Price.
- b) The Bonds shall be executed by the CONTRACTOR and secured by a company duly and regularly authorized to do a general surety business in the State of Utah and named in the current list of Companies holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies as published in current Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department, with an underwriting limitation equal to or greater than the Contract Price which the Bond guarantees or with a current "A-" rating or better in A.M. Best Co., Inc.'s, Best Insurance Reports, Property and Casualty Edition.

- c) Said Bonds shall guarantee the faithful performance of the Construction Contract by the CONTRACTOR and payment of labor and materials. They shall inure by their terms to the benefit of the OWNER. Neither this nor any other provision requiring a performance Bond shall be construed to create any rights in any third-party Claimant as against the OWNER for performance of the Work under the Construction Contract.
- d) If the surety on any Bond furnished by CONTRACTOR is subject to any proceeding under the Bankruptcy Code (Title 11, United States Code) or becomes insolvent or its right to do business is terminated in the State of Utah or it ceases to meet the requirements of this Article, CONTRACTOR shall, within 15 days thereafter, substitute another Bond and surety, both of which must be acceptable to OWNER.

## **VI. GENERAL TERMS AND CONDITIONS**

- a) Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- b) For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this Invitation to Bid. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this bid.
- c) All work must meet current industry standards including all Federal, State and local rules and regulations.
- d) Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

- e) Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- f) Cost of Developing Proposals – All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- g) Proposal Ownership - Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- h) Conflict of Interest - No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- i) Non-Collusion - Offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- j) Ogden City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.
- k) Ogden City reserves the right to reject any irregular submission. The City expressly reserves the right to waive minor or slight irregularities in a bid which in the Purchasing Agent's judgment are in the best interest of the City. The Purchasing Agent's decision on the irregularities on a bid shall be final and conclusive and shall create no right to any bidder.
- l) Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

## **VII. GOVERNING INSTRUCTIONS**

This ITB will constitute the governing document for submitting Bids and will take precedent over any oral representations.

## **VIII. PREBID MEETING**

A pre-bid meeting will be held on **Thursday, January 12, 2023, at 9:00 am**. We will meet at the Union Station, 2501 Wall Ave, Ogden, UT. Please allow at least one (1) hour for the pre-bid meeting. All contractors intending to submit a bid are **ENCOURAGED** to attend to obtain relevant information concerning the project.

## **IX. SUBMITTAL & BID OPENING**

**A. Submittal: Thursday, January 19, 2023, no later than 3 PM**; firms shall submit two (2) copies of all documents required in one sealed envelope addressed to Ogden City's Purchasing Office.

Refer to Bid Content section for the required documents. On the envelope, indicate your firm's name and the "Union Station Offices Remodel".

### **Submit Bid To:**

Ogden City Corporation  
c/o 1<sup>st</sup> Floor Information Desk  
ATTN: Purchasing Office  
"Union Station Offices Remodel"  
2549 Washington Blvd.  
Ogden, UT 84401

### **LATE BIDS WILL NOT BE ACCEPTED.**

If the sealed bid is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The bid may also be hand-carried to the 1st Floor Information Desk (west entrance of the Municipal Building) at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this Invitation to Bid to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

Once submitted, all bids, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror. These are considered public records unless protected within [Utah Code 63G-2-1](#).

**B. Bid Opening:** Shortly after the deadline, bids will be opened and read aloud at the 7<sup>th</sup> Floor Conference Room located at the same address.

## **X. CONTACT INFORMATION**

For any questions related to this ITB, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at **3 PM on Friday, January 13, 2023**.

Please check the City's Purchasing webpage for any published Q&A or Addenda document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

**Thank you for your interest in doing business with Ogden City!**

## EXHIBIT A

### SCOPE OF WORK

#### OGDEN CITY COMMUNITY END ECONOMIC DEVELOPMENT DIVISION REHABILITATION SCOPE OF WORK

OWNER: Ogden City Corporation  
ADDRESS: 2501 Wall Ave

PROJECT #:  
DATE: December 29, 2022  
Revised: NA

Code: All work to be performed under this project must meet the minimum requirements of the applicable building, housing, mechanical and electrical codes, as adopted by Ogden City. Interpretations and clarifications of the codes and their applicability to this project shall be directed to the Ogden City Inspections.

Ogden City Rehab Standards: In addition, all work to be performed by the contractor must meet the "Ogden City General Requirements of All Contractors and Subcontractors for Housing Rehabilitation Projects." Contractors questioning the intent of any item in the work write up or the General Requirements can request Ogden City Community Development Division to supply additional information in writing on such items to ensure full understanding is achieved by all parties.

Lead Hazards: This building was built prior to 1978 and was inspected for lead hazards, or it is assumed to contain LBP. Safe work practices apply to this project. The areas involving construction must pass a lead clearance test at completion. Contractor will be responsible for any costs associated with re-cleaning and re-testing to pass clearance.

#### REHABILITATION SCOPE OF WORK

**Bids Due: January 19, 2023**

	<b>Category</b>	<b>Description</b>
1.	Structural	<ul style="list-style-type: none"><li>• Frame interior steel stud wall approximately 80.0lf x 9' H</li><li>• Frame interior steel stud wall approximately 12.8lf x 12' H</li></ul>
2.	Electrical	<ul style="list-style-type: none"><li>• Relocate/Install approx. 120 linear feet of electrical &amp; approx. 24 outlets</li></ul>
3.	Insulation	<ul style="list-style-type: none"><li>• Insulate all new partition walls with blown cellulose in all wall cavities</li></ul>
4.	Windows	<ul style="list-style-type: none"><li>• Install 3 commercial grade aluminum framed picture windows / tempered glass - 4' x 3' – black finish.</li></ul>
5..	Doors	<ul style="list-style-type: none"><li>• Install 6 commercial grade doors – full light, tempered glass</li><li>• 3' standard height - black finish.</li></ul>
6..	Drywall	<ul style="list-style-type: none"><li>• Install ½" drywall to all new framing members. Repair existing drywall where needed. Include tape and smooth finish to all surfaces. Contain dust to area of work.</li></ul>
7.	Floor	<ul style="list-style-type: none"><li>• Install approx. 1400 square feet of LVP click flooring (average 4.50 per square foot material pricing)</li></ul>
8.	Finish Carpentry	<ul style="list-style-type: none"><li>• Install base and case throughout to coordinate with or match existing</li></ul>
9.	Accessories	<ul style="list-style-type: none"><li>• Schlage F Series Aged Bronze reversible keyed entry (Model #F51AVLA716) quality match. Door hinges to color match knobs.</li></ul>
10.	Paint	<ul style="list-style-type: none"><li>• Prime and paint walls and ceiling. Sherwin Williams interior. Minimum two coats.</li></ul>
11.	General	<ul style="list-style-type: none"><li>• Professionally clean and have property lead tested at conclusion of construction.</li></ul>

\*Contractor to verify with Ogden City staff, all product types and color schemes before ordering and installation. \*

**EXHIBIT B**

**OGDEN CITY CORPORATION**  
**CONTRACTOR INFORMATION SHEET**

A. Business name: \_\_\_\_\_ Year Est. \_\_\_\_\_

Owner or Parent Company: \_\_\_\_\_

Business address: \_\_\_\_\_

Business Tel.: \_\_\_\_\_ FAX: \_\_\_\_\_ Mobile Tel.: \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

If you do not have a federal I.D. #, please list your Social Security Number:

\_\_\_\_\_

➔ Attach a completed IRS W9 Form.

State Contractor License # \_\_\_\_\_ ;

➔ Attach a copy of your current contractor's license and business permit.

B. List at least three (3) recent clients who can attest to the quality of your work:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Number of full-time employees: \_\_\_\_\_ Number of part-time employees \_\_\_\_\_

D. Who in your organization is authorized to sign legal documents, pick up checks and sign bids:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E. Limits of your insurance coverage:

General Liability: \_\_\_\_\_

Automobile: \_\_\_\_\_

Workman's Compensation: \_\_\_\_\_

➔ Attach a copy of certificate of insurance.

**I certify the above information is true and complete. I authorize Ogden City to verify any information provided in this application.**

Name & Title:

\_\_\_\_\_

Authorized Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## **EXHIBIT C BID FORM**

**Project Name:** **Union Station Office Remodel**

**Contract #:**

**Contract to:**

**Address:**

<b>Bid Item</b>	<b>Description</b>	<b>Contract Amount</b>
<b><u>BID SCHEDULE No. 1</u></b>		
1	Structural-Framing	
2	Electrical	
3	Insulation	
4	Windows	
5	Doors	
6	Drywall	
7	Floor	
8	Finish Carpentry	
9	Accessories	
10	Paint	
11	General	

### **BID SCHEDULE No. 1**

Total = \$ \_\_\_\_\_

Schedule Total in Words \_\_\_\_\_

➔ Include with this Bid:

5% Bid Security

This bid shall remain in effect for 45 days after bid-opening.

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**EXHIBIT D**  
**ADDENDA ACKNOWLEDGEMENT**

**TO THE MAYOR OF OGDEN CITY, UTAH**

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1.(Date) \_\_\_\_\_

2.(Date) \_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature



## **Union Station Offices Remodel**

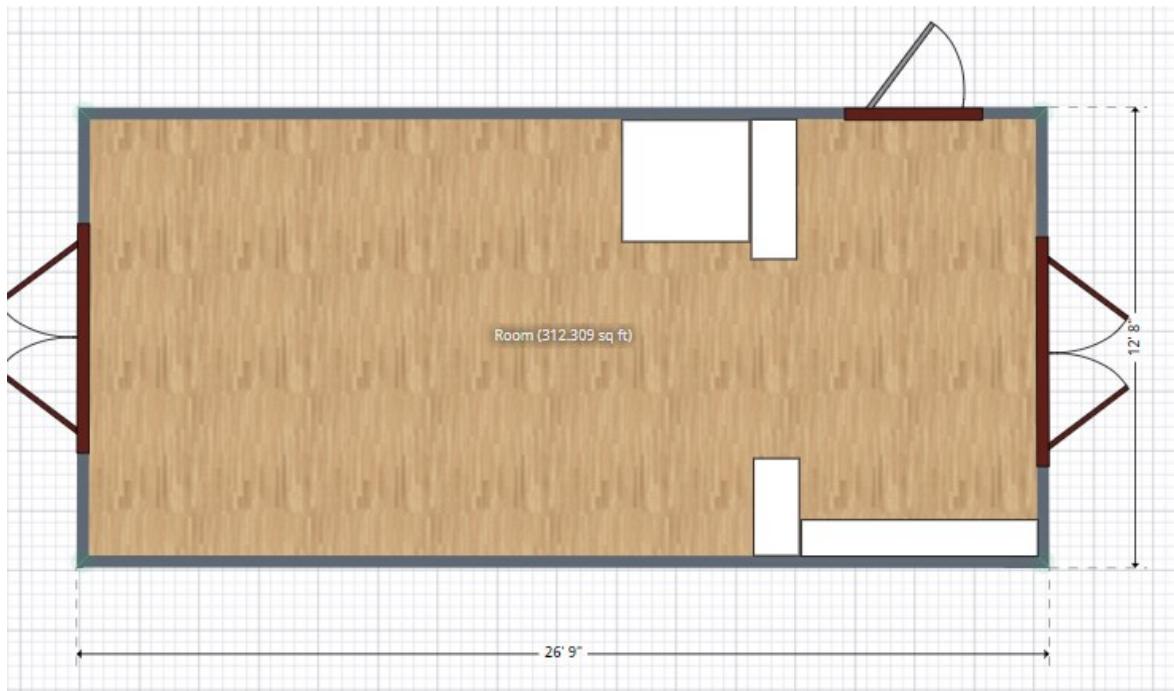
Ogden City / Union Station is seeking a construction company to build partition walls in 3 different areas of the building to create office spaces for employees.

The selected contractor will be responsible to frame approx. 93 liner feet of new partition walls using steel construction. Relocate existing electrical into new walls and install new outlets, insulate new walls and hang sheetrock. Paint all areas and install laminate flooring in approx. 1400 sf. Hang a total of 6 doors including hardware and hang a total of 3 windows in new walls between offices.

Images shown in the following pages illustrate the existing space configurations and the proposed new space configurations.

## AREA 1. Union Station Operations Office - Downstairs (lobby area)

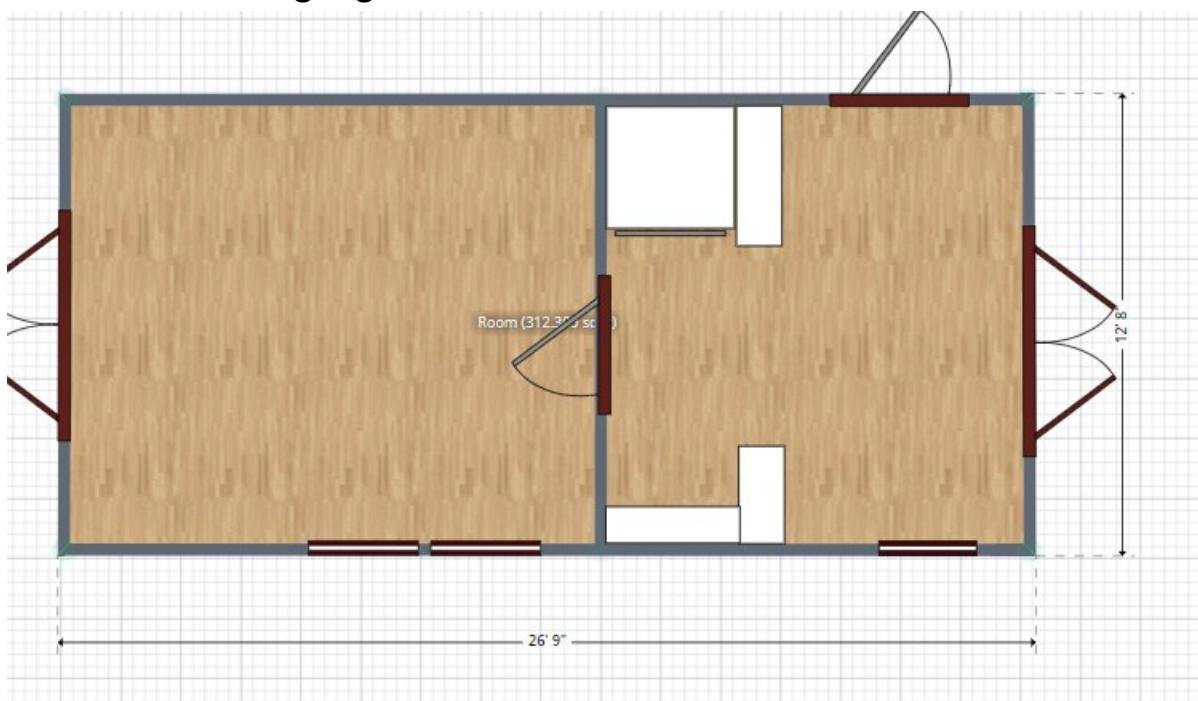
As is today:



12 ft tall wall added (12'8 liner ft)

1 Door with full light glass added

312 sq ft floor & paint



## Area 2. Union Station Administrative Office - Upstairs (south end)

As is today:



9 ft tall walls added (31'9 liner ft)

370 sq ft floor

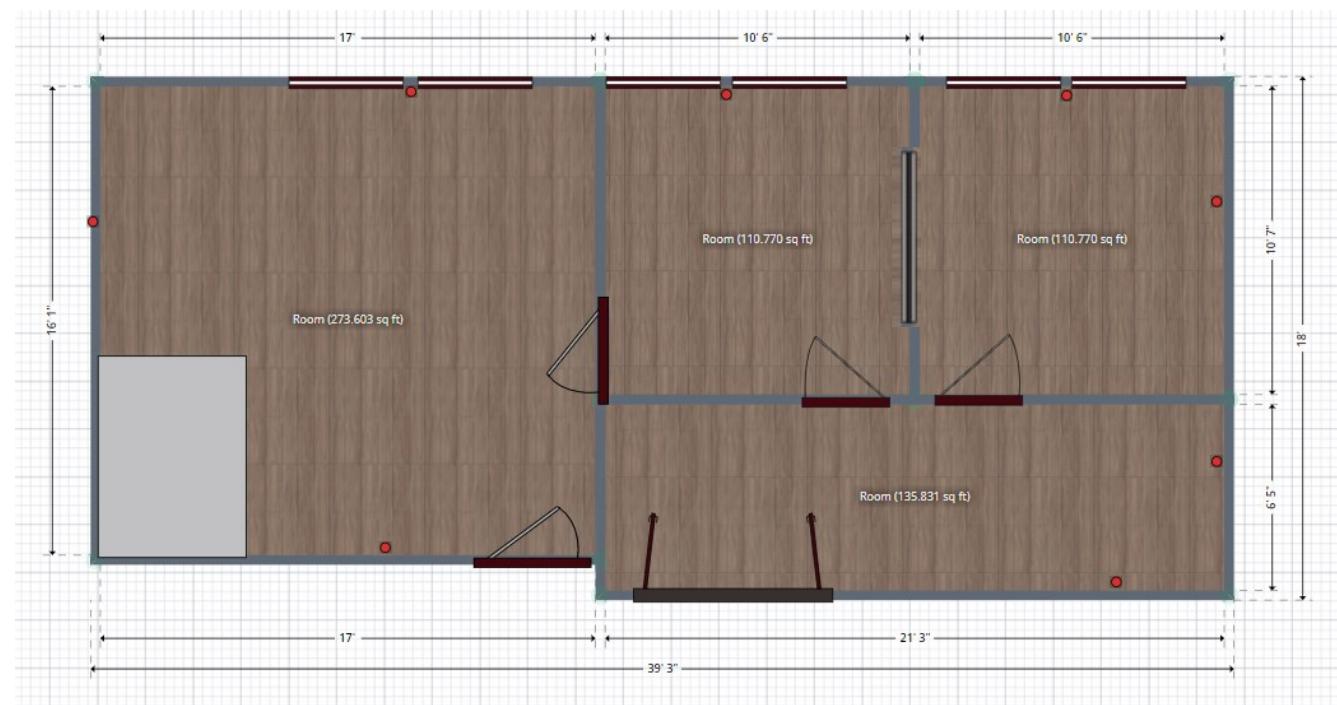
2 Doors with full light glass added

640 sq ft paint

1 glass panel window (3x4) between offices

40 ft electrical new wall

9 outlets



## Area 3. Union Station Arts & Events Office - Downstairs (south end)

As is today:



9 ft tall walls added (48'3 liner ft)

720 sq ft floor & paint

3 Doors with window added

80 ft electrical new wall

2 glass panel windows (3x4) between offices

15 outlets

