

WASHINGTON STATE
 PARKS AND RECREATION COMMISSION
 CONTRACTS AND PROCUREMENT

PREBID NOTES



Project Number: RFP 325-085
 Project Title: Float Extensions at Lake Chelan State Park
 Funding Code: TBD
 Time & Date of Tour: 10:30-11:00 AM 10/26/23
 Project Representative: Brian Patnode – brian.patnode@parks.wa.gov
 Location of Meeting: TEAMS

Persons Attending:
 Representing Washington State Parks and Recreation Commission:

Name	Representing	Email	Phone
Brian Patnode	State Parks	brian.patnode@parks.wa.gov	(360) 902-8662
Manuel Iglesias	State Parks	manuel.iglesias@parks.wa.gov	(360) 902-5653
Reid Parker	State Parks	reid.parker@parks.wa.gov	(360) 480-9753

Representing Contractors:

Name	Company	Email	Phone
Ken Armes	NW Dock Systems, LLC	nwdockboy@gmail.com	(360) 832-2295



Pre – Bid Notes:

The procurement scope has been revised to remove the requirement for offloading the Float Extensions as part of the project's responsibilities. Instead of requiring the lowest bidder to handle fabrication, delivery, and offloading at the Lake Chelan State Park, Washington State Parks now only expects them to fabricate and deliver the Float Extensions. The responsibility of unloading the Float Extensions from the fabricator's delivery truck rests with the owner, Washington State Parks. An official amendment will be issued to formalize this change, removing the offloading from the scope of the project.

Bid responses must be submitted by the deadline. Washington State law allows electronic signatures as alternatives to wet-ink signatures on hardcopy documents. For this competition, State Parks accepts electronic signatures or PDF scans of the bidder's wet-ink signature where required. After reviewing the competition document, completing necessary sections, and signing with a pen, scan the document as a PDF, review it once more, and email it to State Parks BidBox@parks.wa.gov as an attachment.

Ensure your bid is submitted early to prevent any potential technological delays. Bids received after the deadline, regardless of the cause, will be rejected as non-responsive.

Bidders can confirm receipt of their bids by contacting State Parks at contracts@parks.wa.gov. Use "VERIFICATION" and the competition number in the subject line.



Pre-Bid Conference

RFP 325-085

**Floats Extensions
at Lake Chelan State Park**

October 26, 2023, 10:30 -11:00am

Brian Patnode, Project Manager

Manuel Iglesias, Procurement Coordinator

PRE-BID ADMINISTRATION

- TEAMS meeting
- Attendees should not display video and keep their microphone muted if not talking.
- Prebid notes will be posted on Washington's Electronic Business Solution (WEBS)

AGENDA

- Introductions
- Float Extensions at Lake Chelan State Park
- Additional resources

DISCLAIMER

Bidders should only rely on written postings and amendments issued via WEBS. All other communications will be considered unofficial and non-binding on State Parks. Should bidders rely on any other communication, they do so at their own risk and expense.

INTRODUCTIONS



RFP 325-085 Float Extensions
at Lake Chelan State Park

PROCUREMENT SCOPE

State Parks seeks proposals from qualified contractors to fabricate and deliver five (5) Float Extensions at Lake Chelan State Park:

- Lake Chelan State Park Floats Extensions includes all labor, equipment, and materials (including extra fasteners) necessary to fabricate and deliver ~~and offload~~ five (5) float extensions as shown in the Contract Documents to the boat ramp parking lot at Lake Chelan State Park. **Offload from the fabricators delivery truck and Onsite installation will be performed by State Parks.**

CONTRACT AWARD STRUCTURE

This competition will lead to one contract

- The evaluation process is designed to award this contract to qualified contractor with the best quality attributes based on the selected evaluation criteria.
- Evaluators will only evaluate the material contained in the Responses and will not incorporate outside material into their determinations. Each evaluator has sole discretion over his or her final scores.

BID EVALUATION SUMMARY

The evaluation process is designed to award this procurement to the highest score and/or proposal best meets the requirements of this solicitation.

- Unit Price - up to 60 points
- Experience and Expertise - up to 20 points
- Certified veteran-owned and/or Washington Small Business – 10 points
- Reference - up to 10 points

STATE PROCUREMENT PRIORITIES

- Small businesses
- Veteran-owned businesses

HOW TO SUBMIT A BID

- Review all solicitation and contract terms
- Submit a bid before the due date: Thursday, **November 30, 2023**, by 1:00PM
- Email bid submittals to: **BidBox@parks.wa.gov** .
- Provide all completed sections:
 - Appendix A – Certifications, Assurances and Waiver (form provided) **Must be signed**
 - Appendix B – Bidder Profile (form provided)
 - Appendix C – Price Sheet Table (form provided)
 - Experience and Expertise (self-authored)
 - OMWBE/Veteran Owned Businesses Certification (self authored)
 - Appendix D – References (form provided)
 - Appendix E – PCB Reduction –Optional

QUESTION AND ANSWER PERIOD

- Bidders are encouraged to ask questions
- Q&A are posted in WEBS
- Some Q&A may lead to solicitation amendments

TIMELINE AND NEXT STEPS

Q & A
Period Ends

October 27, 2023 [Bidders may ask questions,
seek clarifications at any time]

Bid
Deadline

November 30, 2023

ASB

December 07, 2023

Contract
Award

December 15, 2023

COMPLAINTS/DEBRIEFS/PROTESTS

Complaints

- Complaint period ends 5 business days before the bid due date.

Debrief Conferences

- Bidders have 3 business days to request a Debrief Conference after announcement of Apparent Successful Bidder(s).

Protests

- Must have participated in debrief conference.
- Bidders may protest the award **only** for three reasons:
 - Bias, discrimination, or conflict of interest of an evaluator;
 - Error in computing evaluation scores; or
 - Non-compliance with any procedures described in the Competitive Solicitation.

ADDITIONAL RESOURCES

- WEBS
- OMWBE

THANK YOU



manuel.iglesias@parks.wa.gov



(360) 902-8653



www.parks.wa.gov