

Request for Quotes – Materials Package for Marina Dock Repair, Port of St. Helens – Revision 1

Columbia City, Oregon

September 2012

Purpose

The Port of St. Helens, a municipal corporation and port district of Oregon, intends to purchase materials as needed to perform repairs to a dock at the Scappoose Bay Marine Park, and is requesting bids from interested firms capable of supplying such materials as specified.

Submittal Procedures

Your quote may be submitted by email, surface mail or hand-carried to the appropriate address below (fax submittals will not be accepted):

By email: to attention of Craig Allison at allison@portsh.org

By mail:
Port of St. Helens
ATTN: Craig Allison
P.O. Box 190
Columbia City, OR 97018

For personal delivery:
Port of St. Helens
ATTN: Craig Allison
100 E Street
Columbia City, OR

Deadline for submission: Thursday, October 11, 2012 at 5:00 PM. The selection decision will be made no later than October 17, 2012.

Selection Procedure

Bids will be accepted from all qualified firms, and will be considered equally. Port staff will evaluate and rank the submittals and determine the most qualified bidder, based on factors including (but not limited to) cost, availability, quality, and delivery requirements. The preferred bidder will be recommended for approval to the Port Commission, which will make the final selection. All applicants will be notified of that decision.

This document may be modified at any time during the process. Additionally, the Port reserves the right to reject any and all bids. At the Port's discretion, incomplete submittals may not be considered.

Materials List

Qty.	Size	Description	Cost
585	1.25x5.25 x 8'	composite deck boards	
238	1.25x5.25 x 12'	composite deck boards	
		(or package total)	
40	4x6x20'	P/T lumber(stringers)	
20	4x6x12'	P/T lumber(stringers)	
		(or package total)	
41	2x10x20'	P/T Whalers	
		TOTAL COST:	

Costs and Fees / Quote Form

Please fill out quotation information with appropriate detail. **Delivery to the site location (57420 Old Portland Road, Warren, OR 97053) to be included.**

I, _____, certify that the information attached and provided herein is true and correct to the best of my knowledge. I understand and acknowledge all information contained in this RFQ. I also understand that it will be grounds for my submittal to be disqualified if any of the information I submit is found to be untrue or inaccurate.

Signed, this day, the _____ of _____, 2012:

Signature

Title

Company

Questions/Changes/Limitations on Liability

The Port may alter the provisions of this RFQ in any of its terms. No part of this solicitation is to be considered part of a contract, nor is any provision contained herein to be binding on the Port unless expressly included by reference or adoption in a subsequent written agreement executed by the Port.

If there are any changes in the RFQ, additional information will be transmitted to every prospective consultant who submitted a proposal under this RFQ.

Protests: Protests may be submitted only from those proposers who would receive the contract if their protest were successful. Protests must be received by the Port in writing within seven (7) calendar days following the date the Port's Notice of Intent to Award was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. The contract award process will be put on hold until the protest has been resolved. Timely protests must include all legal and factual information regarding its protest, and a statement of the form of relief requested. Protests received later than specified or from other than the respondent who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the proposals is not grounds for appeal, unless the protester can show a clear inconsistency in the way proposals were evaluated.

The Port Commission may waive any procedural irregularities that had no material effect on the selection of the proposed contract, invalidate the proposed award, amend the award decision, request that Port staff re-evaluate any proposal or require Port staff to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to Port staff, Port staff shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Port Commission are final and conclude the administrative appeals process.

If there are any questions with respect to this RFQ, please contact Craig Allison, Property & Operations Manager, at 503-397-2888 or e-mail: allison@portsh.org.