



SPOKANE COUNTY LIBRARY DISTRICT
BID INSTRUCTIONS SUPPLEMENTAL
PROJECT: ARGONNE HVAC SYSTEMS REPLACEMENT

Supplemental Bid Instructions for Request For Proposals (RFP) related to Argonne HVAC Systems Replacement Project.

Scope of Work

The Contractor agrees to provide all necessary labor to perform the following services for the Spokane County Library District (District or Owner). The Contractor acknowledges this is a Public Work as defined in RCW 39.04.010(4) and agrees to comply with all relevant provisions of that chapter in performing this work, including but not limited to, providing retainage, filing an intent and paying the prevailing wages as required by that chapter.

This project primarily includes: Replacement of the existing chiller and chilled water pumps; Replacement of the existing boiler and hot water pumps; Revision of existing air handling units; Installation of new terminal units; Installation and/ or replacement of motorized dampers; replacement in place of the building service panelboard, and replacement of electrical branch circuits serving the above listed mechanical equipment. Cutting, patching, and painting of interior and exterior components of the building as required to properly integrate and conceal the new work, and replacement of exterior door and frame. A complete description is included in the accompanying bid documents. New equipment should be right-sized based on current operating conditions for the Argonne Library as specified in the architectural drawings and plans.

Schedule or Timeline

The District has set the following schedule for the bidding and selection process.

RFP issued	August 8, 2025
RFP available for pickup	August 8, 2025
Examination of building	August 26, 2025
Requests for clarification due	September 3, 2025
Bids due	September 9, 2025
Board of Trustees meeting	September 16, 2025
Contract due	October 6, 2025

Preparation of Proposal

Each bid proposal must be submitted on the forms included in the “Bid Proposal forms” section of the bid document. All blank spaces on the form must be completed in ink or be typewritten. Any omission of prices for items included on the Bid Form or any addition in writing or any condition or limitation or provision not officially invited in these contract



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documents may render the proposal as being incomplete or modified and may become cause for rejection of the bid.

The total bid price must be shown in both words and figures. The sum shown for the Bid "Total" (total bid price) will be the amount for which the Bidder offers to perform, and agrees to accept for the work described in these documents. At the option and direction of the District Representative, work may be added or deleted in accordance with the contract provisions hereunder.

Bidders must fill in and complete the information requested on the "Bidder Identification" form, including address and telephone number. Include in the form the legal name under which the firm or Bidder registered.

Bid proposals must be signed in full by the person or person legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have attached a current power of attorney certifying the agent's authority to bind the Bidder. The name of each person signing shall be typed or printed below the signature.

Bid Opening

All responses, received on time and at the correct place, will be opened. The District will decide when the specified time has arrived for the bid opening.

Late bids will not be considered. It is the Bidder's responsibility to deliver the bid to the proper address by the assigned time. The District accepts no responsibility for misdirected or lost bids.

Pre-Bid Project Walk-through

It is required that all bidders attend the pre-bid walk-through. To register for the site walk-through and to receive parking instructions, contact Jason Link, Finance Director at FN_purchasing@scl.d.org.

Due to the ongoing nature of the District's operations, access to the building will be restricted and opportunities to inspect the building will be limited to two scheduled site visits. Access to the non-public areas of this site, other than the guided walkthroughs on the two dates identified below, is prohibited.

A formal pre-proposal walkthrough of the District facility covered in this RFP will be held on dates and times listed below. Prospective bidders are required to attend the Orientation



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Walkthrough prior to submitting a bid. This is mandatory for any prime bidder and any HVAC mechanical contractor listed as a subcontractor on the prime bidder's Subcontractor List.

Orientation Walk-through

The Architect and Engineer will accompany the Owner in a walk-through of the project and will be available to answer questions on the project. The walk-through will attempt to visit all areas of work in an orderly fashion.

Location: 4322 N. Argonne Road, Spokane, WA 99212-1853

Date	Time	Purpose
August 26, 2025	9:00 AM	Orientation Walk-through

Required Subcontractors

The bidder is required to use Control Solutions Northwest as the Energy Management and Control System Contractor. Control Solutions Northwest will specify the Schneider based Energy Management Systems software and hardware for consistency with other Spokane County Library District facilities.

The bidder acknowledges that it will coordinate with the owner for Absco related to door access control replacement.

Request for Clarification

Requests for clarification or interpretation concerning this RFP shall be made in writing, by email to FN_purchasing@scl.d.org by 1:00 p.m., on the date listed within this request. All clarifications to this RFP will be communicated in writing to all bidders that have provided contact information for this purpose. No oral clarifications or interpretations will be provided to any bidder.

Bid Proposal Guarantee

A bid bond in the amount of 5% of the total bid is to be submitted in the form of a cash, certified check, bank cashier's check or a surety bond, shall be made payable to Spokane County Library District. A surety bond shall be submitted with the Bid Bond Form that is included in the Bid Proposal Forms section that follows. Surety to have an A.M. Best rating of A:VII or better.

Failure to submit a bid bond will be considered cause to reject a bid.



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In the event of the withdrawal of this bid proposal after the receipt and opening of bid proposals, or the failure of the Bidder to enter into a contract and give the required contract bond and insurance certification within 20-calendar days after the date of contract award, the Bidder shall be liable to Spokane County Library District for the amount of 5% of the total amount of bid as liquidated damages due to the default of the Bidder.

Bidder Responsibility Criteria

It is the intent of the District to award a contract to the low responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria in RCW 39.04.350 to be considered a responsible bidder. The bidder may be required by the District to submit documentation demonstrating compliance with the criteria. The bidder must:

1. Have a current certificate of registration as a contractor in compliance with RCW 18.27, which must have been in effect at the time of bid submittal;
2. Have:
 - a. A certificate of registration in compliance with chapter RCW 18.27,
 - b. A plumbing contractor license in compliance with chapter RCW 18.106,
 - c. An elevator contractor license in compliance with chapter RCW 70.87,
 - d. Or an electrical contractor license in compliance with chapter RCW 19.28, as required under the provisions of those chapters.
3. Have a current Washington Unified Business Identifier (UBI) number;
4. Have:
 - a. Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in RCW Title 51;
 - b. A Washington Employment Security Department number, as required in RCW Title 50;
 - c. A Washington Department of Revenue state excise tax registration number, as required in RCW Title 82;
5. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
6. For public works projects subject to the apprentice utilization requirements of RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under RCW chapter 49.04 for the one-year period immediately preceding the first date of advertising for the project.



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7. Have completed at least one public works project within the previous three years and have not received a citation for a violation of RCW chapter 39.04, RCW chapter 39.12, or those provided in RCW 39.12.055 (1) through (3) during that same time period; or (ii) have at least one designated person who is a current employee or officer and who has received training on the requirements related to public works and prevailing wage under this chapter and RCW chapter 39.12 within the previous three years. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department.
8. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 35 49.52 RCW.
9. At the time of bid submittal, not be subject to a revocation of a minor work permit under RCW 49.12.390(4).
10. Until December 31, 2019, not have violated more than one time the off -site, prefabricated, non- standard, project specific items reporting requirements of RCW 39.04.370.

Bid Submission Requirements

All designations and prices shall be fully and clearly set forth and shall include all applicable federal, state, and local taxes. All designations and prices shall be clearly and fully set forth in the bid and shall include the following.

- Bid Proposal Form (Exhibit A – 004100-01)
- Bid Proposal Signature and Addendum Acknowledgement Form (Exhibit B – 004100-02)
- Bid Bond Form (Exhibit C – 004100-03) optional
- Bidder Identification Form (Exhibit D – 004100-04)
- Subcontractor Identification Form (Exhibit E – 004100-05)
- Statement of Contractor's Qualifications (Exhibit F – 004100-06)
- Non-Collusion and Affidavit Form (Exhibit G – 004100-07)
- Prevailing Wage Rate Notice (Exhibit H – 004100-08)
- Prevailing Wage Rate Form (Exhibit I – 004100-09)
- Compliance with Wage Payment Statutes & Minor Work Permit Certification (Exhibit J – 004100-10)
- Contractor Apprenticeship Program Form (Exhibit K – 004100-11)
- HVAC Systems Replacement Contract (Exhibit L – 005200-01)
- Contract General Terms and Conditions (Exhibit M – 007200-01)



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Retainage Investment Option Form (Exhibit N – 007300-01)
Retainage Escrow Agreement (Exhibit O – 007300-02) optional
Payment Bond (Exhibit P – 007300-03)
Performance Bond (Exhibit Q – 007300-04)
Liquidated Damages Form (Exhibit R – 007300-05)
Project Drawings (Exhibit S)
Project Specifications (Exhibit T)
Certificate of Insurance

(all of which, including any addendums issued, with this RFP, shall constitute “Contract Documents”).

The Spokane County Library District shall not, under any circumstances, be responsible for any costs or expenses associated with any bid submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the bid or any other related information, data, documentation, and material.

The bid shall identify the full business address of the contractor and be signed by an authorized employee or owner of that business. When requested by the District, satisfactory evidence of the authority of the individual signing on behalf of the contractor shall be furnished. Erasures or other changes in the bid must be explained or noted over the signature of the contractors.

Submittal of Proposal

Written bids shall be submitted in a sealed envelope with the words “ARGONNE HVAC SYSTEMS REPLACEMENT CONTRACT BID” on it. Bids for the work specified herein will be received at the office of Spokane County Library District, located at 4322 N Argonne Rd, Spokane WA 99212, until 1:30 PM, Tuesday, September 9, 2025.

Electronic bids may be submitted by email with a subject line of “ARGONNE HVAC SYSTEMS REPLACEMENT CONTRACT BID”. Bids for the work specified herein will be received at the following address: FN_purchasing@sclcd.org. All electronic bids, and other documents required to be submitted with the proposal must be in PDF format. Bids will be accepted until 1:30 PM, Tuesday, September 9, 2025.

Bid proposals must be received at the designated location prior to the time and date for receipt of bid proposals, as indicated in the “Invitation to Bid” or any revised date as may be specified by an addendum.



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Bids received prior to this time will be kept unopened in a secure place. The Spokane County Library District will decide when the specified time has arrived and no bid received thereafter will be considered.

Administrative Services Office hours are: Monday through Friday 9:30 AM – 4:00 PM.

No oral, telephone, or faxed submitted bids or modifications will be considered. No alternative bids will be considered.

It is the submitter's responsibility to deliver the document to the proper address by the assigned time. Spokane County Library District accepts no responsibility for lost or misdirected submittals.

Spokane County Library District reserves the right to reject any or all proposals and to waive any irregularities and/or informalities. Spokane County Library District reserves the right to award a contract solely on the written proposal submittal.

Withdrawal of Bids

Bids may be withdrawn upon receipt of a written request received from bidders prior to the time fixed for bid submissions. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after the bid submission time has been reached.

Interpretations and Corrections

If the Bidder finds any discrepancy in or omission from the specifications or plans or if there is any doubt as to their meaning, the Bidder shall promptly notify the Owner Representative. Any addenda issued during the time of bidding will be numbered consecutively and will be incorporated into these contract documents. It is the Bidder's responsibility to ascertain prior to submittal of a bid proposal that all addenda issued have been received, and are acknowledged on the "Bid Proposal Signature and Addendum Acknowledgement" form. Failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error in the bid.

Funds

This project is financed with Spokane County Library District (local) funds only.

State Sales Tax and Use Tax

Spokane County Library District is required to pay all applicable State and local taxes.



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Consideration of Bids

Bid proposals will be opened and read at the time and place indicated in the "Invitation to Bid" or in an addendum, unless Spokane County Library District has withdrawn the request for bids. After a bid selection has been made, all submitted bid information will be recorded and available to the public for inspection. No oral or telephonic bids or modifications will be considered.

In the event of any discrepancies, the amount shown in the words shall have precedence. In the event that an alternate bid items or items are provided for on the Bid Form, any item for which no bid is intended shall be marked "N/A" for the proposal to be considered complete. Any interlineations, alterations, or erasure must be initialed by the Bidder for the proposal to be considered. It is the intent of Spokane County Library District to award a Contract to the responsible Bidder providing the lowest bid and demonstrating successful prior experience in similar projects provided the bid proposal has been submitted in accordance with the requirements of these contract documents and does not exceed the funds available.

Evaluations of Bids and Bid Award

The contract for Bid #2025-01, Argonne HVAC Systems Replacement, if it is awarded, will be awarded to the lowest responsive/responsible Bidder based on Spokane County Library District's evaluation of the information in the Bid Proposal, and such additional information as Spokane County Library District may require.

Each proposal will be independently evaluated by a committee comprised of representatives of Spokane County Library District and the District's architect and/or engineer. The committee will use the evaluation criteria below to rank the proposing bidders.

Review of bids will include supplemental criteria, which includes Spokane County Library District procurement policies and procedures; any or all bids may be rejected for good cause. If all bids are not rejected, the award shall be to the most responsive bidder. In determining which is the most responsive bidder, Spokane County Library District may take into consideration the total bid, bidder's responsiveness to Spokane County Library District's requirements, the quality of the articles to be purchased or leased, availability of parts and service, delivery time, timeline for completion of the work, experience of contractor (including skill level, qualifications, and equipment familiarity) and prior dealing with the bidder.

Examples of prior dealings with the bidder include, but are not limited to, the bidders past performance of providing materials or services to the Spokane County Library District, either



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through direct- or sub-contracts on a Spokane County Library District related project. Prior dealings may also include the evaluation of the bidder's compliance of contract requirements, including but not limited to, timeliness, submittals, quality of work, budget constraints, meeting deadlines and budgets, competent and professional use of project management tools, such as requests for information, change order proposals, cooperative meetings, coordination of trades, detailed and updated schedules, overall quality of completed works, and references.

Should Spokane County Library District determine that a bidder does not meet the requirements of a responsive and responsible bidder pursuant to RCW 39.04.350, including special criteria and the purchasing policies and procedures, the County will notify the bidder in writing, with the reason(s) for the determination. The bidder may appeal the determination within two (2) business days by presenting additional information to Spokane County Library District. Spokane County Library District will consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, Spokane County Library District may not and will not execute the contract with any other bidder until two (2) business days after the bidder determined to be not responsible has received the final determination.

No additional compensation will be allowed for other categories of labor or for labor rates in excess of those shown on the Bid Proposals form, unless such categories are approved by Spokane County Library District's representative and the rates for those categories conform to the local prevailing wage rates as determined by the State of Washington Department of Labor and Industries.

Evidence of Qualifications

Before award of a public works contract, a bidder must meet at least the minimum qualifications of RCW 39.04.350 to be considered a responsible bidder and qualified to be awarded a public works project.

In determining the most responsible bidder, Spokane County Library District may consider prior Spokane County Library District projects with the bidder and any other projects in which the bidder was involved as a supervisor, principle, agent, or owner of the company performing the project. The Contractor shall demonstrate successful completion of at least three (3) projects within the last five (5) years that are similar in scope, time, and complexity to the work called for under this contract, and at least two (2) of the projects shall have been completed for a public agency in Washington. Contractor shall have service facilities within 50 miles of Project.



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In addition, the supervisory and lead personnel shall have successfully performed and completed similar project work.

The prime bidder must also be licensed as a general contractor or HVAC contractor in good standing with the State of Washington. General Contractors and/or HVAC Contractors must be regularly engaged for at least the previous ten (10) consecutive years in providing commercial HVAC installation services.

Upon request of Spokane County Library District, a Bidder whose proposal is under consideration for contract award shall promptly submit satisfactory evidence of financial resources, experience, organization, and equipment that the Bidder has available for the performance of this Contract. This shall also apply for each proposed subcontractor.

Additionally, effective July 23, 2017, before award of a public works contract, the bidder and subcontractors under consideration for award of a public works project must submit to the public agency a sworn statement that they have not willfully violated wage payment laws within the past three (3) years in order to be considered a responsible bidder (See RCW 39.04.350 as modified by SSB 5301, Laws of 2017, Ch. 258). A Certification of Compliance with Wage Payment Statutes Form (Exhibit I – 004100-09) must be submitted to Spokane County Library District prior to award.

Award of Contract

It is the intent of Spokane County Library District to make an award within 30-calendar days after the opening of bids to the Bidder deemed most responsible by Spokane County Library District, as provided for hereunder. Except, upon mutual consent of the lowest responsible Bidder and Spokane County Library District, the 30-calendar day limit may be extended.

Retainage

Retainage will be administered in accordance with RCW 60.28, as amended, and in accordance with the "Retainage Investment Option" form (Exhibit N – 007300-01), made part of these contract documents.

Execution of Contract

The successful Bidder shall execute and return the contract, retainage investment option form, retainage escrow agreement if applicable, and furnish performance and payment bonds on the forms set forth in these contract documents, said performance and payment bonds shall be done in a manner satisfactory to Spokane County Library District within 20-calendar days after



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bid award. A certificate of insurance satisfying the contract specifications shall be submitted with the signed contract.

Funding Availability

By responding to this RFP, each bidder acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding by Spokane County Library District.

Statutory Requirements

The Contractor shall comply with the following:

1. RCW 9.18.120 through .150, prohibiting suppression of competitive bidding.
2. RCW 18.27, relating to Contractor's Registration, especially RCW 18.27.111, prohibiting contracts with unregistered contractors, and RCW 18.27.110, relating to issuance of building permits.
3. RCW 36.32.240 through .250, relating to competitive bidding on public works materials and supplies, and contractor's bond.
4. RCW 39.04, relating to public works.
5. RCW 39.06, relating to public works registration and licensing of contractors.
6. RCW 39.08, relating to contractor's bonds.
7. RCW 39.12 and 49.46, relating to minimum and prevailing wages, resident employees, and penalties.
8. RCW 49.12 and 49.28, relating to hours of labor, and female and child labor.
9. RCW 49.60, relating to discrimination.
10. RCW 51.12, relating to workmen's compensation, and employment covered under State Industrial Insurance, especially RCW 51.12, .050 and .070, relating to liability for payments into Industrial Insurance accident fund; and RCW 50.24.130, as to unemployment compensation contributions.
11. RCW 60.28, relating to liens for labor, materials, taxes and retained percentage in connection with public works projects. Except as provided in Section 1-07.1 of the Standard Specifications, all costs incurred as a result of compliance with Federal, State, and local rules and regulations shall be paid by the Contractor and all such costs, including taxes, permit, and other fees, shall be included in the respective bid item amounts.



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Prohibition Against Lobbying

No bidder shall lobby, directly or indirectly, the District Board of Trustees or staff regarding this RFP or its bid. Violation of this provision, by or on behalf of a bidder, intentionally or unintentionally, will result in disqualification of the bidder and/or rejection of its bid.

Wages

Wage rates for work performed under this contract are governed by the Washington State Department of Labor and Industries. No workman, laborer, or mechanic employed in the performance of any part of this contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries.

Current prevailing State wage data may be obtained from the Industrial Statistician upon request. The request must include the contract title, County in which the contract is located and occupations by general description (e.g., carpenters, electricians, laborers, etc.) to be used in the contract. Request may be mailed to:

Department of Labor and Industries, Employment Standards Division General Administration Building, Olympia, Washington 98504 Telephone: (360) 753-4019
<https://secure.lni.wa.gov/wagelookup/>

In accordance with provisions of Section 39.12.040 of the Revised Code of Washington (RCW), each voucher claim for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement(s) of intent to pay prevailing wages on file with Spokane County Library District.

Attention is called to Section 296-127-040 and 296-127-045 of the Washington State Administrative Code that require fee payments to the Washington State Department of Labor and Industries for processing of statements of intent to pay prevailing wages and affidavits of wages paid.

No claim for additional compensation will be allowed for the Contractor because of any payments in excess of the prevailing rates, or for any fees. The Contractor must adjust all disputes in regard to payment of wages in excess of those specified in this contract.

Payment for Work Performed

The Contractor must submit to Spokane County Library District a monthly statement of work performed. This statement must give the actual quantity and cost of the completed work as listed in the awarded contract bid proposal or by executed change order.



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The Contractor must submit this to Spokane County Library District no later than the 5th day of the month following the month in which the work was complete.

Spokane County Library District will process and issue warrants for the completed work by the end of the month in which the statement was submitted. Bills submitted later than the above date will be paid at the end of the next month or within 60 days.

Subcontracting

Spokane County Library District reserves the right to approve all subcontractors prior to authorization of the performance of work.

A Subcontractor or an Agent to the Subcontractor will not be permitted to perform any work under the contract until the following documents have been completed and submitted to the Owner Representative:

1. Request to Sublet Work (Exhibit E – 004100-05)
2. Statement of Intent to Pay Prevailing Wages (Exhibit I – 004100-09)

The Contractor's records pertaining to the requirements of this special provision must be open to inspection or audit by representatives of the Owner during the life of the contract and for a period of not less than three (3) years after the date of acceptance of the contract. The Contractor must retain these records for that period. The Contractor must also guarantee that the records of all Subcontractors and Agents will be open to similar inspection or audit for the same period.

Items of Work

Spokane County Library District reserves the right to, and may at its option, delete any bid item or items, or any portion of the work, or otherwise select the item or items of work, as incorporated herein, to be performed under this contract. No additional compensation will be allowed as a result of any such deletion or selection. Spokane County Library District also reserves the right to modify the items of work, or to add such additional items of work as may be determined necessary by and be approved by the Owner Representative.

Pre-Construction Conference

The successful bidder, prior to commencement of work, must attend a pre-construction conference with the Owner Representative, and the Spokane County Library District's Owners Representative for daily oversight of contract administration.



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Hours of Work

All work will be performed during working hours: Monday through Friday, between 8:00 AM and 6:00 PM, unless noted otherwise. Contractor and Owner shall coordinate off-hours and weekend work as required to maintain phased public access and limited employee work areas as noted in the Contract Drawings.

Schedule of Work

Work start date shall be coordinated between the selected contractor and the Owner Representative. Tentative Notice to Proceed date is scheduled for on or about October 15, 2025. Refer to Section 01 10 00 – Summary of Work for estimated schedule dates.

Progress of Work

The intent of this contract is to have this project completed in its entirety within the specified working days. Contract time will begin at a time mutually agreed upon by the Owner Representative and the Contractor.

Permits

The contractor shall coordinate with Spokane County Library District for all required approvals and permits prior to proceeding with the installation and work. In cases in which the Scope of Work and the applicable Building Code conflict, Building Code shall prevail.

Uniforms and Badges

Spokane County Library District requires that all contractor's staff wear uniforms with company name or logo, or at a minimum, wear sufficiently conspicuous identification badges at all times.

Substitutions

No substitutions of materials, products, or equipment will be considered prior to receipt of bids unless the Owner Representative has received a written request for approval at least ten days prior to the date for receipt of bids. Such requests must include the name of materials or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and any other information necessary for evaluation. Spokane County Library District's decision of approval or disapproval of a proposed substitution will be final. Should a substitution be found acceptable an addendum to the bid will be distributed to all bidders and document holders.



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Clean-Up

At all times, the Contractors must keep the site of work free of any accumulation of waste material or rubbish caused by their employees or by their operations in the performance of the work. At the completion of the work, the Contractor must remove all garbage, tools, and materials from and about the site of work. Leave the work place, and its immediate vicinity clear for day to day operations of Spokane County Library District. All costs incurred by the Contractor in complying with the requirements of this section must be considered part of the contract bid items and no additional compensation will be allowed.

Disposition of Removed Equipment and Scrap

Unless otherwise provided, any equipment removed shall be and become the property of Spokane County Library District and shall be disposed of in such a manner as Spokane County Library District may direct. Scrap and/or salvage to be removed during the period of work will be and become the property of the Contractor unless provided otherwise herein. When calculating this bid, the Contractor shall take into consideration the value of such scrap.

Removals

In the event the Contractor requires the removal of tools, material, garbage, or any part thereof, the Contractor shall be responsible for the removal of any dirt or debris required by the Contract. All such work and materials as specified herein shall be to the satisfaction of Spokane County Library District's representative. All such costs incurred by the Contractor for the work and materials under this section shall be considered a part of the contract and no additional compensation will be allowed. All material disposed must be legally documented and certifications of disposal must be provided to Spokane County Library District.

Non-Collusion

The bidder must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Request for Proposal. Bidder is to complete the attached Non-collusion affidavit (Exhibit G – 004100-07) and submit it with the proposal.

Non-Discrimination

Spokane County Library District requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental or physical disability be excluded from participation in, be



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denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Spokane County Library District further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the bidder ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Other Special Conditions

Public Records: Once submitted to Spokane County Library District, proposals shall become the property of Spokane County Library District, and all proposals shall be deemed public records as defined in Chapter 42.56 RCW, Washington's Public Records Act ("PRA"). Any proposal containing language which purports to copyright the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to the PRA or this proposal, could be removed from consideration. Spokane County Library District does not accept responsibility for determining what the proposer may consider confidential or proprietary. Therefore, any information in the proposal that the proposer claims confidential and/or proprietary or otherwise exempt from disclosure under RCW 42.56.270 or any other provision of the PRA must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the pages and portions thereof must be clearly marked and identified. With the exception of lists of prospective proposers, and except to the extent otherwise required by law, Spokane County Library District will not disclose proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: portions of a proposal specifically designated as confidential and/or proprietary and therefore exempt from disclosure under the PRA until such time as the proposer has a reasonable opportunity to seek a court order preventing such disclosure.

News Release: Mention of Spokane County Library District in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from bids made in response to this invitation is prohibited without prior written approval from Spokane County Library District.