**REQUEST FOR BIDS**

Sealed bids will be accepted for the following project:

|  |  |
| --- | --- |
| PROJECT NO.: | ####-### X (#-#). |
|  |  |
| TITLE: | Project Title. |
|  |  |
| AGENCY: | FPS for Agency Name. |
|  |  |
| PROJECT MANAGER: | PM Full Name. |
|  |  |
| ESTIMATED BID COST RANGE: | $Low amount. to $High amount. |
|  |  |
| **SUBMITTAL TIME/DATE/LOCATION:** | **Prior to** **3:00 PM,** Select day/date.**.**  **Department of Enterprise Services**  **Mail or Hand Deliver to:  1500 Jefferson Street SE Olympia, WA 98501 Attn.: Facility Professional Services**  **Hand Deliver between the hours of** **1:00 PM, and prior to 3:00 PM,** **on** Select day/date. **only to:** |

**(Secure bid box in building lobby, see directions below.)**

*{Times can be changed for out of office bid openings}*

Bids will be opened within two (2) business days

BY: Department of Enterprise Services

Facility Professional Services

|  |  |
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| **PRE-BID WALK-THROUGH:** | Time. AM/PM. on Select day/date. at Location Name., Location Full Address, City, WA ZIP..  For specific directions for an on-site pre-bid meeting or site visit, please contact the Consultant listed below.  or  [Optional] Virtual pre-bid meetings and site visits will be held at Time. AM/PM. on Select day/date. on YouTube:  Insert YouTube or other walkthru link. |

*FPS will be accepting mailed-in or hand-delivered bids. Clearly identify that it is a SEALED BID on the outside of the envelope. Include an attention line in the address to ensure that the bid is routed correctly.*

modify as needed according to location *For hand-delivering bids, a locked drop box will be available in the 1500 Jefferson St. S.E. building lobby for contractors to deposit their sealed bids. An FPS staff member will be inside the lobby monitoring the locked drop box during those hours.*

Contractors may obtain plans and specifications from the Consultant, Consultant Company Name., Consultant Address., Consultant phone#., Consultant email..

Please direct questions regarding this project to the office of the Consultant Consultant Company Name..

The State of Washington prevailing wage rates are applicable for this public works project located in Job Site County Name.County. Bidders are responsible to verify and use the most recent prevailing wage rates. The “Effective Date” for this project is the Bid Form due date above. The applicable prevailing wage rates may be found on the Department of Labor & Industries website located at <https://secure.lni.wa.gov/wagelookup/>.

use this paragraph only if requested by the PMSupplemental Bidder Responsibility will be evaluated for this project. In determining Bidder responsibility, the Owner shall consider an overall accounting of the criteria set forth in “DIVISION 00 SUPPLEMENTAL RESPONSIBILITY CRITERIA”. Please direct questions regarding this subject to the office of the Consultant Consultant Company Name., Consultant Address., Consultant phone#., Consultant email..

this paragraph is only needed for jobs with Federal funding or other special conditions as identified by the PM.The Owner has Federal Funding or other special requirements for this project. The Bidder will be required to comply with the “DIVISION 00 SPECIAL CONDITIONS” section in the specifications. Please direct questions regarding this subject to the office of the Consultant Consultant Company Name., Consultant Address., Consultant phone#., Consultant email..

The successful Bidder is required to register and create an account in the DES Diversity Compliance program (B2Gnow) at <https://des.diversitycompliance.com>. Voluntary numerical Diverse Business goals of Choose MBE%. MBE, Choose WBE%. WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged.

Bidders may contact the Office of Minority and Women's Business Enterprise (OMWBE) at <http://OMWBE.wa.gov/> to obtain information on certified firms. Bidders may alsoutilize Washington Small Businesses registered in WEBS at <https://pr-webs-vendor.des.wa.gov/> and Veteran-owned Businesses at <https://www.dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search>.

The State reserves the right to accept or reject any or all bids and to waive informalities.

STATE OF WASHINGTON

DEPARTMENT OF ENTERPRISE SERVICES

FACILITY PROFESSIONAL SERVICES

nameoffile.