

WALLA WALLA SCHOOL DISTRICT NO. 140

75 x 100 BIGTOP STRUCTURE

INSTRUCTIONS TO BIDDERS

November 29, 2021

Sealed bids will be received by Walla Walla School District No. 140 (“District”) for the 75ft x 100ft BigTop canvas facility located at Pioneer Middle School at 450 Bridge St. Walla Walla, Washington 99362.

The successful bidder will be responsible for disassembling and removing the above-ground facility and associated infrastructure.

Open House and Pre-Bid Conference

The District will hold a voluntary “open house” showing and Pre-Bid Conference to allow for inspection of the facility and answer prospective bidder questions. The showing/conference will be held on **Tuesday, December 7, 2021**, at 4:00p.m. on site.

Additional inspections may be scheduled by appointment, at the discretion of the District, by contacting the School District Facilities Department at 509-527-3018.

Bid Process

Attached is the Bid Form that must be received in a sealed envelope at the District Office located at 364 S. Park Street, Walla Walla, Washington 99362 no later than **4:00 p.m. P.S.T. on Friday, January 7, 2022**. The sealed envelope must be clearly marked “BigTop Bid.” No bidder may withdraw their bid after the hour set for the receiving thereof or before award of bid unless said award is delayed for a period exceeding forty-five (45) days. While there is no minimum bid, the district reserves the right to reject any and all bids that do not meet the district’s financial interest.

Each bid must be accompanied by a \$1,000 security deposit in the form of a cashier’s check made payable to Walla Walla School District No. 140. The security deposit will be returned to the bidder if not awarded the contract.

Bid Evaluation and Award

The bid will be awarded to the most responsive and beneficial bidder meeting the award criteria below. Such determination will, of necessity, require subjective evaluations by the District. The decision resulting from the evaluation process as to which bidder best meets the District’s needs is at the District’s sole discretion and is final. The District reserves the right to reject any or all bids, and to waive any and all informalities and irregularities in any bid or the bidding process.

Evaluation Criteria

1. Price offered.
2. Experience and/or reliability of the bidder and proposed subcontractors.

Timeline

1. Bids opened on Friday, January 7, 2022 at 4:05 p.m. PST.
2. Bid evaluation and notification to apparent successful bidders made no later than Tuesday, January 11, 2022.
3. Bidder signs District Purchase and Sale Agreement and returns to the District no later than Thursday, January 13, 2022.
4. Purchase and Sale Agreement signed by the District on Wednesday, January 19, 2022.
5. Buyer submits purchase price in the form of a cashier's check within ten (10) days of District signing Purchase and Sale Agreement.
6. BigTop facility removed no later than 4:00 p.m. Friday, February 25, 2022.

Note #1: If the bidder does not return a signed District Purchase and Sale Agreement by the date noted above, the District reserves the right to consider bids from the next qualified bidder.

Insurance

The successful bidder shall maintain necessary insurance associated with the disassembly of the structure. Proof of the successful bidder's insurance may be subject to the District's approval.

Laws and Requirements

During the disassembly process, the successful bidder shall be responsible for obtaining all permits, licenses, or approvals necessary. Successful bidders are also solely responsible for compliance with all municipal, local, state, or federal laws or regulations regarding the project. Successful bidders shall coordinate with District Officials as well as Jackson Contractor Group in order to arrange and coordinate access to the site and necessary utility disconnect and coordination.

It shall be the sole responsibility of the bidder to select and arrange services, as required, with any subcontractor of the bidder's choice. All costs must be paid by the bidder, including, but not limited to, permits.