

Notice Inviting Sealed Bids

- 1. NOTICE. NOTICE IS HEREBY GIVEN** that the Center for Hope & Safety (“Agency”) acting by and through its Board of Directors, will receive sealed proposals at CHS, 605 Center Street NE, Salem, OR 97301, for a Community Development Block Grant (CDBG) funded renovation project located at CHS’ main Advocacy Office located at 605 Center Street NE, Salem, OR 97301.

Bidders must conduct a “Good Faith” effort to ensure maximum MBE/WBE participation in procurement activity undertaken by these funds. Interested qualified MBE/WBE contractors are encouraged to bid.

Preference may be given to Section 3 Business Concerns in accordance with 24 CFR Part 135, Appendix to Part 135, Section III, (2)(i-ii).

- 2. DESCRIPTION OF WORK.** The Work shall consist of electrical upgrades, flooring replacement, interior and exterior painting, drywall repair and parking lot replacement.

A. Interior Scope

i. Replace flooring:

1. All carpeted areas except lobby (rm 101) will be replaced by Millikin Quietlife Flexform Sound LVT from Longstraw collection, color Wheat LGS220. Hard floors (restrooms, kitchen, child care, storage rooms [102, 103, 117, 118, 201, 204, 205, & 206]) to remain. Minimum 5% extra provided for repair/replacement.
2. Lobby will be carpeted with a walk-off grade carpet tile product, color/quality/style TBD 20% extra provided as a reserve for replacement
3. Rubber base replaced, color TBD, note, current base is 4.5”, not 4”

ii. Leak damage:

1. near 1st floor restroom closest to elevator to be repaired: wall & ceiling surfaces corrected, restroom door/jamb/trim/framing replaced.

iii. Paint:

1. All interior walls, doors, window frames, trim, and hard ceilings (if applicable): colors TBD
(must remove/repair blistered paint, damaged wall surfaces, & defects prior to painting)

iv. Electrical Scope:

1. Permit
2. Troubleshoot & rework existing panels to mitigate nuisance breaker tripping
 - a. Alternate 1: demo & replace three existing MB panels
 - b. Alternate 2: run line from main to downstairs restroom area for a new subpanel for future
3. Label breakers, label receptacles, identify overloaded circuits.
4. Include labor for up to two weeks of work
5. Rehabilitate exterior sign lighting.
6. All sheetrock demo, patching, repairs, and painting is by GC
7. Low voltage is not part of scope.

B. Exterior scope:

- i. Parking Lot repair/replacement
 1. All work per plans
 - a. Remove & replace two catch basins in parking lot, line from eastern catch basin is completely plugged, this line will be abandoned or exposed and replaced- new line will be tied to city stormwater system
 - b. Remove & replace asphalt parking surface per plan
 - c. Remove & replace concrete curbs & driveways per plan
 - d. Restripe per plan
 2. Update landscaping per plans. NOTE: Landscape plans are pending: General landscape scope will include removal of large Sycamore tree & stump, tie in to existing irrigation system to supply parking lot adjacent areas- both sides of the alley, repair leak to irrigation system near street tree west of westernmost driveway, planting will follow what's at Hope Plaza. City will require two trees to be planted in place of sycamore tree. One will go near where Sycamore was – it will move eastward, the other will go near SE corner of property (currently a large shrub).
- ii. Exterior painting
 1. Paint entire exterior of 605 Center Street NE (NOT to include HOPE Plaza which is built immediately next door located at 454 Church Street NE.

- 3. CONTRACT TIME.** The Work shall reach final completion (i.e., Notice of Completion issued) 120 days from the date of the Notice-to-Proceed unless extra time is given with

an official Change Order. Will work with successful bidder on a timeline for completion of each component.

4. **ADDENDA.** The Agency reserves the right to revise the description of work and/or the contract documents prior to the bid opening date. Revisions, if any, shall be made by written Addenda. All addenda issued by the Agency shall be included in the bid and made part of the Contract Documents. If the Agency issues an Addendum which includes material changes to the Project less than 72 hours prior to the deadline for submission of bids, the Agency will extend the deadline for submission of bids. The Agency may determine, in its sole discretion, whether an Addendum warrants postponement of the bid submission date. Each prospective bidder shall provide Agency a name, address and email to which Addenda may be sent, as well as a telephone number by which the Agency can contact the bidder. Copies of Addenda will be furnished by email or other proper means of delivery without charge to all parties who have obtained a copy of the Contract Documents and provided such current information. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda.
5. **PRE BID/JOB WALK.** A Pre-Bid/Job Walk, which is required, will be held on **January 28, 2026 at 10:00am. at CHS, 605 Center Street NE, Salem, OR 97301.** Interested contractors are Required to attend and must sign the attendance sheet for bid consideration.
6. **SEALED PROPOSAL SUBMISSION.** The Agency will receive sealed proposals at **CHS, 605 Center Street NE, Salem, OR 97301 until February 5, 2026 at 3:30 p.m.** Proposals will be opened and read aloud shortly thereafter on that same day. Any bid received after the posted time will be considered non-responsive. All bids shall be submitted on contractors' letter head, listing full address, contact name, phone number and license numbers. Each bid must conform and be responsive to the contract documents. The Agency reserves the right to reject any or all bids, or any or all items, alternates or propositions of such bids, or to waive any irregularities or informalities in any bids or in the bidding.

The bid envelope should contain the following wording at the lower left corner:

“Proposal from [Contractor Name] for CHS Renovations” Across the top, it must state “SEALED PROPOSAL. DO NOT OPEN WITH REGULAR MAIL”

A Bidder may withdraw their project proposal to the proposal opening only by means of written request.

7. **CONTACT INFORMATION.** Bidders may obtain further information from:

Administrative Program Manager: Mariana Lopez

Email: mariana.lopez@hopeandsafety.org

Phone: 503-378-1572

Mailing Address: CHS, 605 Center Street NE, Salem, OR 97301

- 8. JOB QUESTIONS.** All questions must be submitted to the Administrative Program Manager in writing via email at mariana.lopez@hopeandsafety.org. All questions will be due by February 3, 2026, at 1:00 p.m. Questions will be answered and emailed to all who attended the job walk.
- 9. PREVAILING WAGE LAWS.** The successful Bidder must comply with all Davis Bacon/prevaling wage laws applicable to the Project, and related requirements contained in the Contract Documents. This Project is subject to compliance monitoring and enforcement.
- 10. DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS.** All contractors and subcontractors must be registered with www.Sam.gov. In accordance with the law, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the Agency. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.
- 11. LICENSING REQUIREMENTS.** All bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. The Agency shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, the Agency shall reject the Bid. The Agency shall have the right to request, and Bidders shall provide within five (5) calendar days, evidence satisfactory to the Agency of all valid license(s) currently held by that Bidder and each of the Bidder's subcontractors, before awarding the Contract. Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded.
- 12. REQUIRED CONTRACTOR AND SUBCONTRACTOR'S REGISTRATION.** The Bidder and subcontractor(s) must be registered with the Bureau of Labor and Industries pursuant to Oregon Law. The Bidder or subcontractor(s) may not be awarded the Contract unless registered as noted above.

13. DESIGNATION OF SUBCONTRACTORS. Bidders must designate the name and location of each subcontractor who will perform work or render services for the Bidder in an amount that exceeds one-half of one percent (1/2%) of the Bidder's Total Bid Price, as well as the portion of work each subcontractor will perform on the form provided herein by the Agency. No additional time will be provided for bidders to submit any of the requested information in the Designation of Subcontractor form. Bidders must comply with provisions of Oregon Public Contracting Code and are admitted by the State of Oregon.

14. BONDING (NON-PROFIT SUBRECIPIENT PROJECT). 2 CFR Part 200.326 details the bonding requirements for federally funded projects. The Bonds need to be secured from a surety that meets all the State of Oregon bonding requirements as defined in Oregon Public Contracting Code and is admitted by the State of Oregon. The cost of said Bonds shall be included in the Bid amount. Pursuant to Public Contract Code, the successful Bidder may substitute certain securities for funds withheld by the Agency to ensure performance under the Contract.

Bid Bond. A bid bond, cashier's check or certified check in the amount of five percent (5%) of the total proposal shall accompany the bid proposal, drawn to the order of the Agency as a guarantee that the bidder will, within 7 calendar days after being notified of the acceptance of his/her bid, enter into a contract with the Agency for the performance of the services as stipulated in the bid. Bidders may not withdraw bids for a period of sixty (60) days after the date set for opening of bids.

Performance Bond. A performance bond on the part of the contractor for 100% of the contract price is required.

Payment Bond. A payment bond on the part of the contractor for 100% of the contract price is required of the successful bid prior to the execution of the contract.

15. AWARDING. The Contract, if awarded, will be awarded to the responsive and responsible contractor who meets or exceeds the Agency's specifications and is able to verify, through past performance, that he/she is qualified to do the work, and whose bid is the lowest on the Base Bid while still remaining within budget. The Agency may reject any bid which, in its opinion when compared to other bids received or to CHS's internal estimates, does not accurately reflect the cost to perform the work. The Agency may reject as non-responsive any bid which unevenly weights or allocates costs, including but not limited to overhead and profit, to one or more particular bid items. **CHS reserves the right to reject any or all Bids or to waive any irregularities or informalities in any Bid or in the Bidding process.**

16. PROTESTS. Contractors may file a “protest” with the Agency. In order for a protest to be considered valid, it must.

- a. Be filed in writing within five (5) calendar days after the proposal opening date.
- b. Clearly identify the specific irregularity or accusation.
- c. Clearly identify the specific Agency staff determination or recommendation being protested.
- d. Specify, in detail, the grounds of the protest and the facts supporting the protest; and
- e. Include all relevant supporting documentation with protest at the time of filing. If the protest does not comply with each of these requirements, it will be rejected.

17. RETENTION POLICY. With each payment progress, the Agency will retain ten percent (10%)

18. INSURANCE REQUIREMENTS. The successful bidder shall procure the insurance in the form and in the amount specified in the Contract Documents.

19. WORKERS COMPENSATION. Each bidder shall submit the Contractor’s Certificate Regarding Worker’s Compensation form.

20. FEDERAL REQUIREMENTS. The project is receiving Federal Community Development Block Grant Funds (CDBG) and the successful bidder shall be subject to and comply with the federal requirements applicable to this work. As applicable, federal approval of the contractor, subcontractors, and required documents will be obtained before the Agency awards the contract and also be required to submit documents to the appropriate federal agency and /or division as work progresses. These submission requirements are subject to modifications. The Federal requirements provision applicable hereto, include, but are not limited to the following:

- A. Federal Labor Standards Provisions
- B. Conflict of Interest standards
- C. Equal Employment Opportunity
- D. Section 3 of the HUD Act of 1968
- E. Minority/Women Owned Business Enterprises (MBE/WBE)
- F. Executive Order #11246
- G. BABA: <https://www.commerce.gov/oam/build-america-buy-america>
- H. Oregon Performance & Payment Bond Guide
- I. Home | SAM.gov
- J. Davis Bacon Act – Prevailing Wages
- K. Copeland Act (Anti-kick-back Requirements)
- L. Lead-Based Poisoning Prevention

M. Adherence to Air & Water Quality Standards

N. Non-Debarment

Date: January 15, 2026

Wage Determination Info: <https://sam.gov/wage-determination/2015-5573/27>

Bid Packet to be emailed in PDF form with architectural drawings

BABA Guide: [https://www.hudexchange.info/resource/6953/baba-quick-guide-cdbg/Practices for Document for compliance with BABAA, Build America buy America product list](https://www.hudexchange.info/resource/6953/baba-quick-guide-cdbg/Practices%20for%20Document%20for%20compliance%20with%20BABAA,%20Build%20America%20buy%20America%20product%20list).

Oregon Construction Contractors Board:

<https://www.oregon.gov/ccb/pages/licensing.aspx>

Sam.Gov: <https://sam.gov/>

HUD 5370: <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370.pdf>