

## INVITATION TO BID

**Date:** 11/07/2025

### 1. GENERAL INFORMATION:

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| <b>Project Name:</b>                          | Orcas Island Health Care District – Island Primary Care – Orcas, Clinic flooring, wallpaper removal, painting and touch-up   |
| <b>Project Location:</b>                      | <b>7 Deye Ln, Eastsound, WA 98245</b>  |
| <b>Bid Due Date/Time:</b>                     | <b>Letter of Intent Due 11/28/2025<br/>Bids due upon completion of site visits</b>   |
| <b>Return Bids To:</b>                        | <b>Attention:</b> Chris Chord, Superintendent<br><b>Hand Deliver:</b> 410 Prune Alley Unit B<br>Eastsound, WA 98245<br><b>Mail:</b> PO Box 226 East Sound, WA 98245<br><b>Fax:</b> (360) 757-0014<br><b>E-Mail:</b> chrisc@orcashealth.org |
| <b>Contact (General Questions/Inquiries):</b> | <b>Attention:</b> Chris Chord, Superintendent<br><b>Office:</b> (360) 317-3545<br><b>Fax:</b> (360) 757-0014<br><b>E-Mail:</b> chrisc@orcashealth.org  |

2. Orcas Island Health Care District will notify selected contractors promptly after contract award.

3. **SCOPE OF WORK.** The Scope of Work for this project is as follows:

This RFP is requesting quotes for removal and replacement of areas of flooring, removal of textured wallpaper, and painting and touch up of areas where wallpaper was removed and throughout the interior of the building.

San Juan County Public Hospital District #3 dba Orcas Island Health Care District (OIHCD) is a public hospital district, a special purpose tax district under the jurisdiction of Washington state RCW 70.44. Orcas Island Health Care District exists to ensure island appropriate, quality primary, acute, and after-hours medical care access is available to all community members in a financially sustainable and cost effective manner. As part of our purpose and mission, we own and are responsible for the medical clinic building and land at 7 Deye Ln, Eastsound, WA 98245. This clinic is operated under a clinic services agreement as Island Primary Care – Orcas, in contract with Island Health, or Skagit County Public Hospital District #2.

Island Primary Care – Orcas is a Rural Health Clinic that provides primary care and after-hours medical services. The Building is roughly 6,000 sq ft, includes 14 exam rooms, and a number of other office, clinical, and administrative spaces. During the “safety walk” which identifies potential safety concerns, peeling tiles, carpeting, and textured wallpaper have continued to be pointed out. We imagine that the work will include the following tasks:

1. Remove textured wallpaper throughout the clinic. This is generally in common areas, not in clinical spaces, but this needs to be removed wherever it exists.
2. Provide any drywall repairs, trim, or other repairs to prepare entire wall surfaces for repainting.
3. Painting and touch up of wood type surfaces throughout the clinic.
4. Replace carpeted spaces with a hard flooring type that is ideal for clinical spaces.
5. Replace peeling vinyl tile areas with more durable flooring that matches the previously carpeted areas.

As much of these items need to be seen to provide a reasonable RFP, we expect that the RFP process will be conducted in multiple phases including:

- A. Letter of Intent (LOI) confirming interest and willingness to do work at the location
- B. Site visit to assess scope of work
- C. Any Questions/Clarifications by email
- D. Formal RFP response

4. Details and a rough layout of the clinic facilities are available at:  
[https://parcel.sanjuancountywa.gov/PropertyAccess/Property.aspx?cid=0&year=2025&prop\\_id=11333](https://parcel.sanjuancountywa.gov/PropertyAccess/Property.aspx?cid=0&year=2025&prop_id=11333)

Additionally, a clinic layout diagram is provided in **Appendix A**.

5. This project is able to begin as soon as **12/15/2025** but is to be completed by **05/15/2026** or as reasonably determined by the building process.

6. **BIDDER RESPONSIBILITY CRITERIA.** Before award, the Bidder must meet the following bidder responsibility criteria 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:

8.1 Have current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;

8.2 Have current Washington Unified Business Identifier (UBI) number;

8.3 If applicable:

8.3.1 Have Industrial Insurance (worker's compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;

8.3.2 Have a Washington Employment Security Department number, as required in Title 50 RCW;

8.3.3 Have a Washington Department of Revenue state excise tax registration number, as required in Title 82; and

8.4 Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

7. **THIS IS A PREVAILING WAGE PROJECT.** The prevailing rates of wages and fringe benefits applicable to this public works project, which is located in San Juan County, may be found at the following website address of the Department of Labor and Industries: <https://secure.lni.wa.gov/wagelookup/>. Based on the project potential start date for this project, **the applicable effective date for the prevailing wages for this project is 12/15/2025**. A copy of the applicable prevailing wage rates are also available for viewing at the Orcas Island Health Care District Administrative Offices, located at 410 Prune Alley, Unit B, Eastsound, WA 98245. Upon request, the District will mail a hard copy of the applicable prevailing wage rates for this project. You must agree to file the following forms, and ensure any subcontractors file the following forms, during the course of the project:

9.1 **Statement of Intent to Pay Prevailing Wages.** Form to be filled out prior to beginning work on the project. **Ensure contract total dollar amount includes WSST.** <https://secure.lni.wa.gov/home>

9.2 Apprentices must be registered with the WA St. Apprenticeship & Training Council.

9.3 **Affidavit of Wages Paid.** Form to be filled out at the completion of the project. **Ensure contract total dollar amount includes WSST (and change order amounts, if applicable.)** <https://secure.lni.wa.gov/home/>

9.4 **Certified Payroll.** Must be provided if requested by the Orcas Island Health Care District, including a list of fringe benefits for each classification.

## 8. **ADDITIONAL REQUIREMENTS.**

10.1 **Please include WSST in your proposal: 8.6%**

10.2 **Provide Certificate of Insurance and Endorsement (prior to beginning work):** Comprehensive policy of liability insurance naming Orcas Island Health Care District as an insured with liability limits of Two Million Dollars (\$2,000,000.00) bodily injury and Two Million Dollars (\$2,000,000.00) property damage per occurrence.

10.3 **Contracts greater than Five Thousand Dollars (\$5,000.00) require a payment bond and performance bond (prior to beginning work),** payable to Orcas Island Health Care District, a Washington state public hospital district created pursuant to Chapter 70.44 RCW, and the State of Washington as secondary payee, and contract total dollar amount must include WSST. For Contracts of One Hundred Fifty Thousand Dollars (\$150,000.00) or less, at the option of the contractor, the Agency may in lieu of the bond, retain ten percent (10%) of the contract amount.

10.4 **Retainage.** Owner, pursuant to RCW 60.28.011, shall retain five percent (5%) of all payments. Payment of the retained amount shall be withheld for a period of forty-five (45) days following the final acceptance by the Owner and shall be paid to the Contractor at the expiration of said forty-five (45) days provided the following conditions, and those stated in Paragraph 9 above concerning prevailing wage requirements, are met:

10.4.1 Required releases have been obtained from the State of Washington Department of Labor & Industries, State of Washington Employment Security Department, the

State of Washington Department of Revenue and all other departments and agencies having jurisdiction over the activities of the Contractor;

10.4.2 Any claim filed pursuant to Chapter 60.28 RCW by any of the following shall be fully settled and released: All persons, mechanics, subcontractors or materialmen who shall have performed any labor pursuant to the Work contemplated herein or the doing of said Work, and all persons who shall supply such person or persons or subcontractors with provisions and supplies for the carrying on of such work; and

10.4.3 In the event claims are filed, the Contractor may be paid the retained amount less an amount sufficient to pay any such claims together with a sum determined by the Owner as sufficient to pay the cost of such claims and its attorney's fees.

**9. CONTENTS OF BID PACKAGE.**

11.1 Previously delivered, letter of intent to bid

11.2 Bid Schedule; and

11.3 Sample Contract.

**10. CONTRACTORS/MATERIAL SUPPLIER SELECTION PROCESS.**

Orcas Island Health Care District intends to award the project to the low responsive, responsible bidder. The District will make every attempt to analyze bids on an equal basis, and select the successful bidder accordingly. Orcas Island Health Care District reserves the right to reject any and all bids, and waive any irregularities or informalities in the bid or in the bidding. No bidder may withdraw its bid after the hour set for the opening thereof, or before award of contract, unless said award is delayed for a period exceeding sixty (60) days.

**11. SCHEDULE.**

13.1 Time schedules shall be met without exception.

13.2. All bidders submitting proposals shall warrant that they are capable of completing the work in the time allowed.

**12. GENERAL BIDDING INSTRUCTIONS.**

14.1 All bids are to be **Lump Sum Bids bids**

14.2 Bidders submitting their proposal warrant that their proposal includes all costs and charges associated with the work described in this bid package, and is complete in all aspects of the project requirements to include total compatibility with all other portions of work.

14.3 All bids shall be valid for a period of forty-five (45) days.

14.4 There will be no changes unless addenda is issued prior to bidding or negotiated by formal change order.

14.5 Your proposal should be specific as to what the work scope includes and where applicable provide data and specifications.

14.6 Each bidder warrants that the products and installation of your work conforms to specifications, is in compliance with the requirements of local governing authorities, and is without defect.

14.7 **Bidder** is responsible for obtaining permits and the bidder is responsible for any permit notifications.

14.8 Bidder must guarantee work for a period of one (1) year.

14.9 Subcontractors must comply with the same prevailing wage requirements.

14.10 Submittals may be required for your work.

14.11 Contractor and/or subcontractor shall be responsible for material handling, housekeeping, cleanup and waste disposal as it relates to the work.

14.12 All electrical devices to be UL rated and / or meeting approval of all governing authorities.

Dated this 7<sup>th</sup> day of November, 2025.

**ORCAS ISLAND HEALTH CARE DISTRICT**

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[Project Manager Name], [Title]

**BID FORM**

TO: Orcas Island Health Care District

ADDRESS: 410 Prune Alley, Unit B, Eastsound, WA 98245

PROJECT TITLE: Orcas Island Health Care District – Orcas Primary Care Clinic Expansion –  
Architecture, Design, Permitting, Construction Engagement, and Regulatory  
Compliance

Optional: Capital Planning Support

Bidder's person to contact for additional information on this bid:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor's Registration Number: \_\_\_\_\_ Fax: \_\_\_\_\_

UBI Number: \_\_\_\_\_ Email: \_\_\_\_\_

UEI#: \_\_\_\_\_ CAGE Code: \_\_\_\_\_

(Optional)

(Optional)

**BIDDER'S DECLARATION AND UNDERSTANDING**

The undersigned, hereinafter called the Bidder, declares they have carefully examined the Bid Documents, performance deadlines, Plans and Specifications, as well as the premises and conditions affecting the work; thoroughly familiarized themselves with the same; and hereby proposes to furnish all labor and materials and to perform all work described in the Bid Documents in strict accordance with the Bid Documents, performance deadlines, Plans and Specifications, for the amount shown in the bid schedules below. The undersigned acknowledges that the Contracting Agency reserves the right to accept or reject any bid. The Bid Documents, Contract Documents, performance deadlines, Plans and Specifications, which are a part hereof have the same force and effect as though they were attached hereto.

The Bidder further proposes to accept as full payment for the work described in the Bid Documents, the amount shown in the bid schedules below. The Bidder agrees that the amount represents a true measure of the labor, materials, equipment, overhead, profit, insurance and all other incidental expenses to cover the finished work called for in these Bid Documents. The amount is based upon the undersigned's own estimate of costs.

The Bidder declares they are authorized to do business in the state of Washington, qualified to perform the work as described in Bid Documents, and are experienced in performing the same.

All of the Conditions of the Contract, Specifications and Plans have been examined by the Bidder and their terms and conditions are hereby accepted.

It is understood that the Specifications and Plans may be supplemented by additional Specifications and/or Plans and it is agreed that such supplemental Specifications and Plans, when not in conflict with those referenced above, will have the same force and effect as if completed and attached hereto and that when received they will be considered a part of the Bid Documents.

The Bidder acknowledges that they have filled out all required forms in their entirety and accepts the sole responsibility for their accuracy and completion.

The Bidder further declares that they have carefully examined the Bid Documents for the construction of the project, that they have personally inspected the site, that they have satisfied themselves as to the quantities involved, including materials and equipment, and the conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Bid Documents, and that this Proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

Each Bidder must inform themselves of the conditions relating to the execution of the work, and it is assumed that they will inspect the site and make themselves thoroughly familiar with all the Contract Documents. Failure to do so will not relieve the successful Bidder of their obligation to enter into a Contract and complete the contemplated work in strict accordance with the Contract Documents. It shall be the Bidder's obligation to verify for themselves and to their complete satisfaction all information concerning site and subsurface conditions.

**ADDENDA**

The Bidder hereby acknowledges receipt of Addenda Nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, (*Bidder shall insert No. of each Addendum received*) and agrees that all addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that their Bid(s) includes all impacts resulting from said addenda. Proposals received without acknowledgement of addenda or without addenda enclosed will be considered informal.

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_