



Invitation to Bid  
For  
Glulam and Structural Lumber  
  
No. 71985

Issued by  
Port of Tacoma  
One Sitcum Plaza  
P.O. Box 1837  
Tacoma, WA 98401-1837

*The Port reserves the right to modify this schedule at the Port's discretion. Notification of changes in the response due date would be posted on the Port website or as otherwise stated.*

<b>Solicitation Schedule</b>	<b>Date</b>
ITB Issued	3/2/2016
Deadline for Questions	3/7/2016
Bid Due Date/Time	3/11/2016 @ 2:00PM PST
<b>ITB Information</b>	
ITB Coordinator	Sharon Rothwell
E-mail Address	<a href="mailto:procurement@portoftacoma.com">procurement@portoftacoma.com</a>
Phone	(253) 592-6758

Please submit all correspondence via e-mail to the ITB coordinator  
and include the **ITB # 71985** in the subject line

## 1. PURPOSE

In this solicitation the Port seeks to obtain glulam and structural Lumber for an upcoming warehouse renovation project. It is the Port's intention to procure the lumber in advance due to the long leadtime for the materials.

To learn more about the Port of Tacoma, visit [www.portoftacoma.com](http://www.portoftacoma.com).

### Single Award

With this solicitation, the Port intends to award one contract and does not anticipate multiple awards. Regardless, the Port reserves the right to make multiple or partial awards.

## 2. SOLICITATION OBJECTIVES

The Port expects to achieve these outcomes through this solicitation:

- To obtain quality lumber products delivered in a timely manner.
- Get the best value; and
- Accurate and timely invoicing.

## 3. MINIMUM QUALIFICATIONS

There are no minimum qualifications.

## 4. SCOPE OF WORK

See attached Offer sheet, materials list and specifications.

### Right to Cancel

The Port reserves the right to cancel or reissue all or part of this Solicitation as allowed by law, without obligation or liability.

### Expansion Clause

Expansion of scope of this contract may occur when in the opinion of the Port Contracts and Purchasing Department the circumstances meet these criteria:

- (a) It could not be separately bid;
- (b) The change is for a reasonable purpose;
- (c) The change was not reasonably known to either the Port or Contractors at time of bid or else was mentioned as a possibility in the bid (such as a change in environmental regulation or other law);
- (d) The change is not significant enough to reasonably regard it as an independent body of work;
- (e) The change could not have attracted a different field of competition; and
- (f) And the change does not vary the essential identity or main purpose of the contract.

Agreement to such a contract modification must be mutual. Only the Port Contracts and Purchasing department has the authority make such agreements on behalf of the Port. No other Port department has the authority to make such written notices. Written formal notices will document all expansions. The Port Purchasing shall make this determination, and may make exceptions for immaterial changes, emergency or sole source conditions, or for other situations as required in the opinion of the Port purchasing manager.

Note that certain changes are not considered an expansion of scope, including an increase in quantities ordered, exercising options and alternates in the bid, or ordering of work originally identified within the originating solicitation. Approval of such changes will be by written order issued by the ITB Coordinator.

### Prohibition on Advance Payments

The Port does not accept requests for early payment, down payment, or partial payment, unless the ITB specifically allows such. Maintenance subscriptions may be paid up to one year in advance provided that should

the Port terminate early, the amount paid shall be reimbursed to the Port on a prorated basis; all other expenses are payable net 30 days after receipt and acceptance of satisfactory compliance.

#### **Taxes on Invoice**

Contractor shall calculate and enter the state and local sales tax on all invoices. Tax is to be computed on new items after deduction of any trade-in under [Chapter 458- 296-127-02620-247 WAC](#).

#### **Identification**

All invoices, correspondence, and other written materials associated with this Contract shall be identified by the Contract number or the applicable Purchaser's order number.

#### **Invoicing**

Invoices are to detail the services performed each month and must identify the Contract number or Purchase Order number on the invoice. Submit invoices electronically to [cpinvoices@portoftacoma.com](mailto:cpinvoices@portoftacoma.com).

#### **Price Protection**

For the term of the Contract, pricing for all Services will be no greater than the prices quoted in the Contractor's Bid. If, however, during any term of the Contract lower prices and rates become effective for like quantities of Services under similar terms and conditions, through reduction in Contractor's list prices, promotional discounts, or other circumstances, Purchasers must be given immediate benefit of such lower prices and rates.

#### **No Additional Charges**

Unless otherwise specified in the Solicitation, no additional charges by the Contractor will be allowed including, but not limited to: handling charges such as packing, wrapping, bags, containers, reels; or the processing fees associated with credit cards. Notwithstanding the foregoing, if market conditions, laws, regulations or other unforeseen factors dictate, at the Contract Administrators sole discretion, additional charges may be allowed.

#### **Subcontracts and Assignment**

Contractor shall not Subcontract, assign, or otherwise transfer its obligations under this Contract without the prior written consent of the Contract Administrator. Contractor shall provide a minimum of 30 calendar days advance notification of intent to Subcontract, assign, or otherwise transfer its obligations under this Contract. Violation of this condition may be a material breach establishing grounds for Contract termination. The Contractor shall be responsible to ensure that all requirements of the Contract shall flow down to all Subcontractors. The existence of a Subcontract shall not operate to release or reduce the liability of Contractor to the Port of Tacoma for any breach in the performance of the Contractor's duties.

#### **Specifications by Reference**

Any material specified by reference to the number, symbol or title of a specific standard such as a commercial standard, federal specifications, a trade association standard, or other similar standard, will comply with the requirements in the latest revision thereof, and any amendment or supplement thereof in effect on the date of the ITB, except as limited to type class or grade, or modified in the specification, shall have full force and effect as though printed in specifications.

#### **Quality of Labor and Material**

The entire work shall be done in every in a good substantial and workman like manner, fully up to the standards of first class work of this manner.

#### **Substitutions**

The product, equipment, materials, or methods described or noted within the bidding documents are to establish a standard of quality, function, appearance, and dimension, and shall be deemed followed by the words "or equal". A proposed substitute shall have approved equal attributes and the Port shall be the sole judge of the equality of the product, equipment, materials, or methods offered in the substitution.

#### **Warranty**

The vendor shall guarantee the satisfactory operation of all repairs. Materials and equipment installed or furnished under this contract, and shall repair or replace to the satisfaction of the Port, any defective materials, equipment or workmanship which may discovered within 48 hours after repair.

Without invalidating this guarantee the Port of Tacoma may procure products from the most available source when necessary to eliminate or hold downtime to a minimum. Charge back will be to Contractor. All costs for

replacements or repairs under the guarantee to be borne by the Contractor. The Port of Tacoma will coordinate any procurement to guarantee items with the Contractor before placing order.

The Port of Tacoma will deal only with the Contractor and not with second or third parties supplying to the Contractor, where guarantees are concerned.

Manufacturer's warranties/product liability responsibilities apply besides the terms addressed in the contract.

#### **Time**

The parties expressly agree that time is of the essence of this contract, and that any unexcused delay in completing work will cause inconvenience and expense to the Port, its lessees, and other users of its facilities.

#### **Extension of Time**

Any extension of delivery and completion time under this contract must have written approval of the Port of Tacoma. If delay in completion of the work occurs caused by acts of God, of the public enemy, of the Port of Tacoma, of another Contractor in the performance of a contract with the owner, or caused by fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or weather, the sole remedy of the Contractor will be an equitable extension of time allowed for completion.

#### **Contractor Authority and Infringement**

Contractor has authorization to sell under this Contract, only those services stated and allowed for by this Contract. Contractor shall not represent to any Purchasers they have the Contract authority to sell any other materials, supplies, services, and/or equipment. Further, Contractor may not intentionally infringe on other established Port Contracts.

## **6. INSTRUCTIONS, INFORMATION, AND COMMUNICATION**

#### **Bid Procedures and Process**

This chapter details Port procedures for directing the ITB process. The Port reserves the right in its sole discretion to reject the Bid of any Contractor that violates any procedures outlined in this chapter.

#### **Communications**

All Contractor communications concerning this acquisition shall be directed to the ITB Coordinator shown below:

Sharon Rothwell  
(253) 592-6758  
[srothwell@portoftacoma.com](mailto:srothwell@portoftacoma.com)

Unless authorized by the ITB Coordinator, no other Port official or Port employee is empowered to speak for the Port regarding this solicitation. Any Contractor seeking to obtain information, clarification, or interpretations from any other Port official or Port employee other than the ITB Coordinator is advised that such material is used at the Contractor's own risk. The Port will not be bound by any such information, clarification, or interpretation.

Following the bid deadline, Contractors shall continue to direct communications to only the Port ITB Coordinator. The ITB Coordinator will send out information to responding companies as decisions are concluded.

#### **Questions**

Contractors are encouraged to submit questions regarding this procurement. Getting answers during the procurement process allows Contractors to make a more informed bid offer. Questions are to be submitted to the ITB Coordinator by the date and time on page 1, to allow sufficient time for the Port ITB Coordinator to consider the question before the bids are due. The Port prefers such questions to be through e-mail directed to the Port ITB Coordinator e-mail address. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Contractor of any responsibilities under this Bid or any subsequent contract. It is the Contractor's responsibility to assure that they received responses to the questions if any are issued.

#### **Changes to the ITB/Addenda**

A change may be made by the Port if, in the sole judgment of the Port, the change will not compromise the Port's objectives in this acquisition. A change to this ITB will be made by formal written addendum issued by the Port's

ITB Coordinator. Addenda issued by the Port shall become part of this ITB specification and will be included as part of the final Contract. It is the interested Contractor's responsibility to assure that they have received Addenda.

### **Receiving Addenda and/or Question and Answers**

The ITB Coordinator will try to provide you notice, by posting addendums have been on the Port website. Contractors are encouraged to register as Plan Holders for the specific solicitation you are bidding on so automatic notification are sent out any time changes are made. Notwithstanding efforts by the Port, it remains the obligation and responsibility of the Contractor to learn of any addendums, responses, or notices issued by the Port. Such efforts by the Port to provide notice or to provide it on the website do not relieve the Contractor from the sole obligation for learning of such material.

Some third-party services independently post Port of Tacoma bids on their websites. The Port does not guarantee that such services have accurately provided Contractors with all information particularly Addendums or changes to bid date/time.

All Bids sent to the Port shall be compliant to all Addendums, with or without specific confirmation from the Contractor that the Addendum was received and incorporated. However, the ITB Coordinator can reject the Bid if it does not reasonably appear to have incorporated the Addendum. The ITB Coordinator could decide that the Contractor incorporated the Addendum information, or could determine that the Contractor failed to incorporate the Addendum changes and that the changes were material so the ITB Coordinator must reject the Offer, or the ITB Coordinator may determine that the Contractor failed to incorporate the Addendum changes but that the changes were not material and therefore the Bid may continue to be accepted by the ITB Coordinator.

### **Submittal Requirements**

This section details Port procedures for bid submittal.

1. The format should follow closely that requested in this ITB.
2. Contractors have full responsibility to ensure the response arrives at the Port within the deadline. Late bids will be rejected.

### **Electronic Submittal**

Contractors are to submit their bid documents to [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com) .

Contractors can e-mail their bid documents by the bid opening date and time on Table 1 - Procurement Schedule.

**Note: Do not e-mail your bid response to any other e-mail address.**

1. Title the e-mail with the bid title, number and company name.
2. Any risks associated with the electronic transmission of the bid submittal are borne by the Contractor.
3. The Port e-mail system will allow documents up to, but no larger than, 20 Megabytes.
4. The Port intends to send a confirming e-mail in reply however; a Contractor may also call the ITB Coordinator to confirm receipt of the bid.

### **Bid Opening**

The Bid shall be publicly opened by the Port at the date and time specified, at the Port Purchasing office.

### **Bid and Price Specifications**

Contractor shall provide their Offer on forms provided by the Port, indicating unit prices for each item, if applicable, attaching additional pages if needed. With a difference between the unit price and the extended price, the Port shall use the unit price. The Port may correct the extended price accordingly. Unless specified otherwise on the Offer Form, Contractor shall quote prices F.O.B. Destination, with freight prepaid and allowed. All prices are to be in US Dollars.

**Do Not Submit Extra Comments, Explanations, Information or Changes**

The Port will reject bids that the ITB Coordinator finds to be taking material exception to the Port specifications and Port contract. Therefore, be careful that you do not add information or explanations on your Offer form. Do not take exceptions, do not offer alternatives (unless the Port specifically requests), and do not mark the Offer with changes to specifications or the contract. Do not attach your own boilerplate. Even adding an explanation about your pricing could cause rejection of your bid. This decision will be made in the sole opinion of the ITB Coordinator. If the Offer Form doesn't seem to adequately address your concern or clarification, call the ITB Coordinator for direction.

**Partial and Multiple Awards**

Unless stated to the contrary in the Solicitation, the Port reserves the right to name a partial and/or multiple awards, in the best interest of the Port. Contractors are to prepare pricing and Offers given the Port's intention to utilize the right to a partial or multiple award, in the best interest of the Port. Further, the Port may eliminate an individual line item when calculating award, to best meet the needs of the Port, if a particular line item is not routinely available or is a cost that exceeds the Port funds.

**Prompt Payment Discount**

On the Offer form or submittal, the Contractor may state a prompt payment discount term, if the Contractor offers one to the Port. A prompt payment discount term of ten or more days will be considered for bid tabulation.

**Interlocal Purchasing Agreements**

This is for information only and consent of the Contractor, and will not be used to determine award. RCW 39.34 allows cooperative purchasing between public agencies, nonprofits and other political subdivisions. Public agencies that file an Intergovernmental Cooperative Purchasing Agreement with the Port of Tacoma may purchase from Contracts established by the Port. The seller agrees to sell additional items at the bid prices, terms and conditions, to other eligible governmental agencies with such agreements with the Port. The Port of Tacoma accepts no responsibility for the payment of the purchase price by other governmental agencies. Should the Contractor require additional pricing for such purchases, the Contractor is to name such additional pricing upon Offer.

**Contract Terms and Conditions**

Contractors are to carefully review all specifications, requirements, Terms and Conditions (see Attachment #D), and insurance requirements. Submittal of a response is agreement to all Terms and Conditions. All specifications, requirements, terms and conditions are mandatory and all submittals should anticipate full compliance with no exceptions to these Terms and Conditions.

**Incorporation of ITB and Bid in Contract**

This ITB and the Contractor's response, including all promises, warranties, commitments, and representations made in the successful Bid, shall be binding and incorporated by reference in the Port's contract with the Contractor.

**Effective Dates of Offer**

Offered prices in Bid must remain valid until Port completes award. Should any Contractor object to this condition, the Contractor must provide objection through a question and/or complaint to the ITB Coordinator prior to the bid closing date.

**Cost of Preparing Bids**

The Port will not be liable for any costs incurred by the Contractor in the preparation and presentation of Bids submitted in response to this ITB including, but not limited to, costs with the Contractor's participation in demonstrations and the pre-Bid conference.

**Contractor Responsibility to Examine Documents**

It is the Contractor responsibility to examine all specifications and conditions thoroughly, and comply fully with specifications and all attached terms and conditions. Contractors must comply with all Federal, State, and City laws, ordinances and rules, and meet all registration requirements where required for Contractors in the Washington Revised Statutes. By responding to this Invitation to Bid (ITB), Contractor agrees that he/she has read and understands all documents within this ITB package.

**Contractor Responsibility to Provide Full Response**

It is the Contractor's responsibility to fully respond with an Offer Form that does not require interpretation or clarification by the ITB Coordinator. The Contractor is to provide all requested materials, forms and information. The Contractor is responsible to ensure the Offer properly and accurately reflects the Contractor specifications and offering. The Port does not accept materials to supplement the bid after the bid deadline; however this does not limit the right of the Port to consider additional materials obtained by the Port such as references or past experience, even if such materials were not specifically submitted by the Contractor, or to seek clarifications from the Contractor by the Port.

#### **Do Not Attach Additional Materials with your Bid**

Do not insert material sheets, extra product options, comments on boilerplate, supplemental or suggested contract terms, or other similar materials unless such materials are specifically requested by the Port or are necessary to show an "or equal" product specification. Such additional materials can compromise the clarity of your bid and result in rejection of your offer. If the materials conflict with your Offer, the Port will not be obligated to clarify or determine which has priority; the Port may instead reject your bid.

#### **Changes or Corrections to Bids**

Prior to the bid submittal closing date and time established for this ITB, a Contractor may change its bid provided the change is initialed and dated by the Contractor. No change to a bid shall be made after the bid closing date and time. Note you cannot change, mark-up or cross-out any condition, format, provision or term that appears on the Port's published Offer Form. If you need to change any of your own prices or answers you write on the Offer Form must be made in pen, initialed, and be clear in intent. Do not use white-out.

#### **Errors in Bids**

Contractors are responsible for errors and omissions in their Bids. No such error or omission shall diminish the Contractor's obligations to the Port.

#### **Withdrawal of Bid**

A bid submittal may be withdrawn by written request of the submitter, prior to bid closing. After the closing date and time, the submittal may be withdrawn only with permission by the Port.

#### **Rejection of Bids and Rights of Award**

The Port reserves the right to reject any or all Bids with no penalty. The Port may waive immaterial defects and minor irregularities in any submitted Bid.

#### **Bid Disposition**

All material submitted in response to this ITB shall become the property of the Port upon delivery to the ITB Coordinator.

#### **Minority & Women's Business Enterprises (WMBE)**

The Port of Tacoma encourages participation in all of its contracts by Minority & Women's Business Enterprises (MWBE) firms either self-identified or certified by the Office of Minority & Women's Business Enterprises (OMWBE). While the Port does not give preferential treatment, it seeks equitable representation from the minority and women's business community.

Participation may be directly in response to this Solicitation or as a Subcontractor to a Contractor. However, unless required by Federal statutes, regulations, grants, or contract terms referenced in the original Solicitation, no preference will be included in evaluating Bids, no minimum level of MWBE participation will be required as a condition for receiving an award, and Bids will not be evaluated, rejected, or considered Non-Responsive on that basis.

Any affirmative action requirements in Federal regulations or statutes included or referenced in the original Solicitation will apply. Contractors may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <http://www.omwbe.wa.gov/index.shtml> to obtain information on certified firms for potential sub-contracting arrangements. Nothing in this section should prevent or discourage Contractors from inviting participation from non-MWBE firms, MWBE firms, and Small and Emerging Businesses.

#### **Proprietary or Confidential Information**

To the extent consistent with [Chapter 42.56 RCW](#), the Public Disclosure Act, Purchasing shall maintain the confidentiality of Contractor's information marked confidential or proprietary. If a request is made to view Contractor's proprietary information, Purchasing will notify the Contractor of the request and of the date that the

records will be released to the requester unless Contractor obtains a court order enjoining that disclosure. If Contractor fails to obtain the court order enjoining disclosure, Purchasing will release the requested information on the date specified.

The Port's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Contractor of any request(s) for disclosure for so long as Purchasing retains Contractor's information in the Purchasing records. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Contractor of any claim that such materials are exempt from disclosure.

### **Requesting Disclosure of Public Records**

The Port asks Contractors/Sub-Contractors and their companies to not request public disclosure of proposal records until an intention to award is announced. This measure should shelter the solicitation process, particularly during the evaluation and selection process or if a cancellation occurs or re-solicitation. With this preference stated, the Port will continue to respond to all requests for disclosure of public records as required by State Law.

### **No Gifts and Gratuities**

Contractors shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any Port employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Contractor. .

### **No Conflict of Interest**

Contractor (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any Port official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Contractor performance. The Port shall make sole determination on compliance.

## **7. BID SUBMITTALS**

- a) **Legal Name:** Submit a certificate, copy of web-page, or other documentation from the Corporation Commission in which you incorporated that shows your legal name as a company. Many companies use a "Doing Business As" name or a nickname in their daily business. However, the Port requires the legal name of your company, as it is legally registered. When preparing all forms below, use the proper company legal name. Your company's legal name can be verified through the State Corporation Commission in the state in which you were established, which is often within the Secretary of State's Office for each state at <http://www.coordinatedlegal.com/SecretaryOfState.html>
- b) **Bid Offer Form:** This response is mandatory. See Attachment- A

### **Submittal Checklist**

This checklist is for your convenience only. It need not be submitted with your bid. This checklist summarizes each form required to complete and submit your bid package to the Port.

Cover Sheet	Optional
Legal Name	Important
Bid Offer & Non Collusion Form- Attachment A	Mandatory

## **8. EVALUATION PROCESS**

The Port shall select the lowest responsive and responsible Contractor(s), and may consider multiple awards or partial awards to achieve the best overall price to the Port.

**Responsiveness and Responsibility:** Port Purchasing shall review submittals to determine basic responsiveness (timely submittal, all required forms submitted, etc.), responsibility (minimum qualifications, equal benefit determinations, etc.), a responsive and responsible Subcontracting Inclusion Plan, and technical minimum requirements if any (delivery date, required specifications etc.). An initial review will be made after opening, however additional and more detailed reviews may also be made during evaluation and prior to contract award. The review may be made of all Contractors or only as needed to determine the lowest responsive and responsible Contractor for award.

**Specifications:** Before tabulating pricing, the Port will evaluate Contractor compliance with specifications and bid requirements, and determinations of "or equal" alternates. If submitting an "or equal" the Contractor is to provide sufficient materials to show that the product is equivalent, by attaching comprehensive manufacturer specifications or other appropriate materials. Separately, the ITB Coordinator may also obtain and rely upon a manufacturer line card if the ITB Coordinator needs verification that the product is compliant. If the manufacturer specification material differs from the Contractors response or Contractor materials, the Contractor must clearly explain in their bid why the manufacturer specification material would differ from the specifications in the Bid or the ITB Coordinator may rely upon the manufacturer specification materials alone to make the determination.

**Pricing:** Items on price sheets shall then be calculated for purposes of award. Item pricing will be multiplied by the number of units required for an item total. Item totals will be totaled for all items for a tabulated total. If an error in math occurs, unit pricing will be considered the correct price and will be used. If any cost item is missing from a Contractor Offer Form, the Port reserves the right to reject that Bid or to calculate and compare bids without that cost item considered.

**Delivery:** Requirements warrant that delivery times may be considered to accommodate the quickest receipt of materials possible. Vendor shall specify on the attached Offer Form the delivery time required (in calendar days) if unable to meet the desired delivery date.

**To be delivered to:** Container Freight Station 2207 East 11<sup>th</sup> St, Tacoma, WA

**Desired Delivery date on or before April 8, 2016.**

**Prompt Payment Discount:** The Port will then calculate and reduce the pricing submitted, by applying any prompt payment discounts to evaluate price.

**Tie Bids:** if the top two Contractors provide the same price, the Port gives preference to local products and local Contractors. When the tied Contractors are out- of- state and there are no local bidders/Contractors, or if two local bidders/Contractors are tied, the Procurement Coordinator will use a coin toss to determine the winner. Those on the evaluation team shall serve as witness to the event.

## 9. AWARD AND CONTRACT EXECUTION INSTRUCTIONS

The ITB Coordinator intends to provide written notice of the intention to award in a timely manner and to all Contractors responding to the Solicitation.

### Protests and Complaints

Protests and/or complaints are to be filed with the Director of Contracts and Purchasing. The Port has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this RFP process. They are:

- **For specification protests**, the protester must state exact location of the challenged portion or clause, unless the challenge concerns an omission, an explanation of why any provision should be struck, added, or altered, and contain suggested corrections. A specification protest must be filed within five (5) working days of solicitation release;
- **For non-responsive determinations**, the aggrieved Contractor must specifically state why the determination is in error, identify where its submittal where it believes it is responsive, and why it believes, the Port was in error when it made the non-responsive determination. A non-responsive protest must be filed within two (2) working days of notification: and

- **For protests regarding award determinations**, the aggrieved Contractor(s) protest must set forth in specific terms the reasons the Port's decision is thought to be erroneous. An award determination protest must be filed within two (2) working days of notification.

Interested parties have the obligation to know of and understand these rules, and to seek clarification from the Port. Note there are time limits on protests and Contractors have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

#### **Instructions to the Apparently Successful Contractor**

The Apparently Successful Contractor will receive an Intention to Award Letter from the ITB Coordinator after award decisions are made by the Port. The Letter will include instructions for final submittals that are due prior to execution of the contract or Purchase Order.

The Contractor will be expected to provide all essential documents within ten (10) business days. This includes attaining a providing proper proof of insurance. If the selected Contractor fails to complete all the final submittals within the allotted ten (10) days, the Port may elect to cancel the intended award and award to the next ranked Contractor, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract in the timeframes above may cause Contractor disqualification for future solicitations for this same or similar product/service.

#### **Final Submittals Prior to Award**

The Contractor(s) should anticipate that the Letter will require at least the following. Contractors are encouraged to prepare these documents soon, to eliminate risks of late compliance.

- Ensure the company has a current State of Washington Business License.
- Supply Evidence of Insurance
- Special Licenses (if any)
- Supply a Taxpayer Identification Number and W-9 Form

### **Attachments**

Attachment A – Offer Sheet & Non-Collusion Form

Attachment B – Terms and Conditions

Attachment C - List of Long Lead Time Items

Attachment D – Division 05 Metals

Attachment E – Division 06, Section 06 10 00, Rough Carpentry, Woods, Plastics, and Composites

Attachment F - Division 06, Section 06 18 00, Glue Laminated Construction, Woods, Plastics, and Composites

Bidder name: \_\_\_\_\_

## ATTACHMENT A - OFFER SHEET

Page 1 of 1

**Port of Tacoma  
ITB# 71985Title:**

FREIGHT: All freight, delivery and setup is to be included in the cost of Lumber. (Note: Gr is the abreivation for grade)

Item #	Description	Est. Qty.	U/M	Unit Price (MANDATORY)	Extended Price (excluding sales tax)
1	Glulam, Gr 24F – E13, 5-1/8 x 13-1/2 x 26' – 0 (CL-1)	20	EA		
2	Glulam, Gr 24F – E13, 5-1/8 x 21x26' – 0 (CL-2)	10	EA		
3	Glulam, Gr 24F – E13, 3-1/8 x 13-1/2 x 28' – 0 (CL-3)	2	EA		
4	Glulam, Gr 24F – E13, 5-1/8 x 15 x 85'-0 (CD-1)	2	EA		
5	Glulam, Gr 24F – E13, 5-1/5 x 15 x85'-0 (CD-2)	4	EA		
6	Glulam, Gr 24F – E13, 5-1/5 x 15 x 85' -0 (CD-3)	4	EA		
7	Glulam, Gr 24F – E13, 5-1/5 x 15x 90'-0 (CD-4)	2	EA		
8	Glulam, Gr 24F – E13, 5-1/5 x 15 x 90'-0 (CD-5)	2	EA		
9	Glulam, Gr 24F – E13, 3-1/8 x 15 x57' -0 (CD-6)	1	EA		
10	Lumber, Select Structural, Coug Fir Larch, 4x8x20'-0	30	EA		
11	Lumber, Select Structural, Coug Fir Larch, 2x12x20'-0	60	EA		
12	Lumber, Select Structural, Coug Fir Larch, 6x8x20'-0	5	EA		
13	Glulam, Gr 24F – E13, 3-1/8 x 13-1/2x20'-0	1	EA		
14	Lumber, Select Structural, Coug Fir Larch, 2x12x20'-0	1	EA		
15	Lumber, Select Structural, Coug Fir Larch, 3x10x20'-0	45	EA		
16	Shear Plate, Gr32510, Cast Iron, 4" Dia	400	EA		
17	Bolt, Hex HD, A307, 3/4"x7"	200	EA		
18	Bolt, Hex HD, A307, 3/4"x5"	4	EA		

19	Bolt, Hex HD, A307, 3/4"x9"	6	EA		
20	Nut, Hex HD, 3/4" Dia	210	EA		
	<b>TOTAL</b>				<b>\$</b>

If you are unable to meet the desired delivery date of on or before April 8, 2016, State your delivery Time (specify in calendar days):

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1. It is MANDATORY that you provide a Unit Price. If there is an error between the Unit Price and Extended Price, the Port will correct the Extended Price.
2. The bid prices shall include and cover all duties, handling and transportation charges and all charges incidental to the requested work excluding Sales Tax or Use Tax. Offer shall agree to all Port contract Terms and Conditions without exception.
3. Do not mark, write-in or add any exceptions to the specifications, schedule, terms or conditions. Do not attach alternative boilerplate. Any such exceptions can invalidate your Offer and the Buyer can reject your Bid.
4. If you make an error in typing your prices or any corrections to your Offer Submittal, you may mark it in ink and initial the correction. If it is not marked in ink and or it is not initialled, the Buyer may reject your bid. Do not use whiteout.
5. Prompt Payment Discount: \_\_\_\_\_%\_\_\_\_ days. Note: Prompt payment discount periods equal to or greater than 10 calendar days will receive consideration and bid pricing will be reduced for evaluation by that discount.
6. Interlocal Agreement: The Port of Tacoma has entered into Interlocal Agreements with other governmental agencies under RCW 39.34, in lieu of those agencies conducting a separate competitive bid. Does Vendor agree to provide this product or service to such agencies?  
Yes: ☐ No ☐

**Non-collusion:** The undersigned declares under penalty of perjury that the bid/proposal submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person or firm not therein named. That the bidder/Contractor has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding. Lastly, that said bidder/Contractor has not in any manner sought by collusion to secure to the bidder an advantage over any other bidder or bidders.

Mailing Address, City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Washington State Contractor's License No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

Expiration Date \_\_\_\_\_ DUNNS Number \_\_\_\_\_

Unified Business Identifier (UBI) No. \_\_\_\_\_ Federal Tax Id No. \_\_\_\_\_

Full Legal Name of Company: \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. **Entire Agreement:** The Contract represents the entire and integrated agreement between the Port and the Vendor. It supersedes all prior discussions, negotiations, representations or agreements pertaining to the Work, whether written or oral. In the event of a conflict between the contract documents and applicable laws, codes, ordinances, regulations or orders of governmental authorities having jurisdiction over the work or any portion thereof, or in the event of any conflict between such applicable laws, codes, ordinances, regulations, or orders, the most stringent requirements of any of the above shall govern and be considered as a part of this Contract in order to afford the Port the maximum benefits thereof.

The contract documents which set forth the rights and responsibilities of the Port and the Vendor with respect to this contract shall be construed in accordance with the laws of the State of Washington. Venue for any action between the Port and the Vendor, arising out of or in connection with this contract shall be in Pierce County, Washington.

The contract includes the following terms and conditions and includes the invitation to bid, request for quotations, specifications, plans, resolutions and policies of the Port of Tacoma and the laws of the state of Washington, incorporated herein by reference.

2. **Definitions:** "Buyer" means Port of Tacoma. "Seller" means the party with whom Buyer is contracting and any reference to "vendor", "subcontractor", "contractor" or "supplier" shall also mean "Seller". The term "purchase order" or "order" shall mean the name or title of the instrument of contracting, including all documents, exhibits, and attachments referenced therein.

3. **Acceptance:** This order expressly limits acceptance to the terms and conditions stated herein. All additional or different terms proposed by Seller are objected to and hereby rejected, unless otherwise provided in writing by the Purchasing Manager.

4. **Anti-Trust:** Seller and Buyer recognize that in actual economic practice, overcharges resulting from anti-trust violations are in fact borne by the Buyer. Therefore, Seller hereby assigns to the Buyer any and all claims for such overcharges.

5. **Assignments:** The provisions or monies due under this contract shall only be assignable with prior written consent of the Purchasing Manager. Shipment and billings made under any name other than Seller's must indicate that shipment is being made through and is subject to all instructions, terms and conditions of this order.

6. **Blanket Purchase Order:** This order is subject to these terms and conditions. Purchases are made as required without minimum or maximum amounts. Purchases are subject to price list provided by Vendor. Order may be terminated by the Port at anytime.

7. **Brands:** When a special brand is named it shall be construed solely for the purpose of indicating the standard of quality, performance, or use described. Brands of equal quality, performance and use shall be considered, provided Seller specifies the brand and model and submits descriptive literature, when available. Any bid containing a brand which is not equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.

8. **Changes:** No alteration in any of the terms, conditions, delivery, prices, quality, quantities, or specifications of this order will be effective without written order of the Purchasing Manager. Unauthorized substitutions will be made entirely at Seller's risk and, at Buyer's option, may be returned without prior authorization at Seller's expense.

9. **Default:** The parties agree that in the event a suit is instituted for any default, the prevailing party shall recover its costs, expenses expended or incurred in connection therewith, and reasonable attorney's fees.

10. **Delivery:** For any exception to the delivery date as specified on this order, Seller shall give prior notification and obtain written approval from the Buyer. With respect to delivery under this order, time is of the essence. The order is subject to termination for failure to deliver as specified. The acceptance of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Seller.

11. **Handling:** No charges will be allowed for handling which includes, but is not limited to packing, wrapping, bags, containers or reels, unless otherwise stated herein.

12. **Identification:** All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this order shall contain the purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order and shall specify contents therein.

13. **Independent Contractor:** An independent contractor relationship is created by this contract. The Seller or its employees or agents performing under this contract are not employees or agents of the Port of Tacoma. Conduct and control of the work will be solely with the Seller.

14. **Infringements:** Seller agrees to protect and save harmless the Buyer against all claims, suits or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suits or proceedings.

15. **Liens:** Vendor warrants and represents that all the goods and materials furnished pursuant to this order are free and clear of all liens, claims or encumbrances of any kind.

16. **Nondiscrimination:** The Seller agrees not to discriminate against any client, employee or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap with regard to, but not limited to the employment upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training, or rendition of services. It is further understood and agreed that any Seller who is in violation of this clause or an applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from the Port of Tacoma unless a satisfactory showing is made that discriminatory practices or noncompliance has terminated and that a recurrence of such acts is unlikely.

17. **Nonwaiver by Acceptance of Variation:** No provision of this order, or the right to receive reasonable performance of any act called for by the Terms shall be deemed waived by a waiver by Buyer of a breach thereof as to any particular transaction or occurrence.

18. **Payments, Cash Discount, Late Payment Charges:** Separate numbered invoices are required for each order. Invoice only for goods delivered. Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice or when invoiced items are received, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount

period shall commence on the date final approval for payment is authorized.

Unless otherwise stated, standard payment terms shall be net thirty days following month of invoice date. If Buyer fails to make timely payment, Seller may invoice for one percent per month on the amount overdue, or a minimum of one dollar. Payment shall not be considered late if a check or warrant is available or mailed within the time specified, or if no terms are specified. Payments will normally be remitted by mail. Buyer will not honor drafts, nor accept goods on a sight draft basis.

19. **Prices:** Seller agrees that goods shall be billed at the lowest price at which it offers to sell or sells goods of the same description at or before time fixed in this order for shipment, if price is not stated on this order.

20. **Rejection:** All goods or materials purchased herein are subject to approval by the Buyer. Any rejection of goods or material resulting because of nonconformity to the terms and specifications of this order, whether held by the Buyer or returned, will be at Seller's risk and expense.

21. **Risk of Loss:** Regardless of FOB point, Seller agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Seller from any obligation hereunder.

22. **Save Harmless:** Seller shall protect, indemnify, and save the Buyer harmless from and against any damage, cost or liability for any injuries to persons or property arising from acts or omissions of Seller, its employees, agents, or subcontractors.

23. **Shipping Instructions:** Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. When shipping addresses specify room numbers, Seller shall make such delivery thereto without additional charge. When shipment is specified FOB origin, Seller agrees to prepay all shipping charges, route as instructed and, if instructions are not provided, route by most economical common carrier and to bill Buyer as a separate item on the invoice for said charges. If shipping charges are expected to exceed \$100.00, Buyer shall have the option of determining whether shipping shall be prepaid by Seller or billed directly to Buyer. Seller's invoice for shipping charges shall include a copy of the freight bill showing that payment for shipping charges has been made. It is agreed that Buyer reserves the right to refuse COD shipments.

24. **Taxes:** Unless otherwise specified, Buyer agrees to pay all state of Washington sales or use tax. No charge by Seller shall be made for federal excise taxes and Buyer agrees to provide exemption certificates when required.

25. **Termination for Convenience:** The Port may terminate this contract at any time for government convenience, in which case it shall provide notice to the Seller and reimburse the Seller for its costs and fees incurred prior to the notice of termination.

26. **Termination for Default:** In the event of breach by Seller of any of the provisions of this contract, the Buyer reserves the right to terminate this contract forthwith upon giving oral or written notice to Seller. Seller shall be liable for damages suffered by Buyer resulting from Seller's breach of contract.

27. **Warranties:** Seller warrants that articles supplied under this order conform to specifications herein and are fit for the purpose for which such goods are ordinarily employed, except that if a particular purpose is stated, the material must also be fit for that particular purpose.

## **PART 1 – GENERAL**

### **1.01 RELATED WORK SPECIFIED ELSEWHERE**

The provisions and intent of the Contract, including the General Conditions, Supplementary Conditions, and General Requirements, apply to this work as if specified in this section. Work related to this section is described in:

- A. Section 02 41 00 – Demolition
- B. Section 06 10 00 – Rough Carpentry

### **1.02 DESCRIPTION OF WORK**

All metal fabrications are indicated on the Drawings and in these specifications. The work shall consist of furnishing all materials, labor, and equipment for fabricating and/or repairing, and erecting metal fabrications, in accordance with the Drawings, notes, and this specification.

### **1.03 REFERENCE STANDARDS**

- A. American Institute of Steel Construction (AISC), Specification for Structural Steel Buildings, 2010.
- B. American Institute of Steel Construction (AISC), Code of Standard Practice for Steel Buildings and Bridges, 2010.
- C. American Society for Testing Materials (ASTM), Standard Specifications and Standard Test Methods, designated by basic reference in this section (use the most current edition at the time of bid unless otherwise indicated).
- D. American Welding Society (AWS) D1.1 – 2012, Structural Welding Code – Steel.
- E. American Welding Society (AWS) A2.4 – 2007, Standard Symbols for Welding, Brazing, and Nondestructive Examination.
- F. Washington Association of Building Officials (WABO) Standard No. 27-13, WABO Welder and Welding Operator Performance Qualification Standard for Structural Steel, Sheet Steel, and Reinforcing Steel.

### **1.04 QUALITY ASSURANCE**

- A. Demonstrate that the fabricator has a minimum of five (5) years of experience fabricating and working with similar metals and configurations, including cutting, bending, forming, welding, and finishing.
- B. Welders shall be currently certified by the Washington Association of Building Officials (WABO) for structural welding.
- C. Qualify welding procedures, operations, welders, and tackers in accordance with AWS D1.1. Welders shall be qualified within the previous twenty four (24) months for the type of welding required for this project in accordance with AWS D1.1.

- D. Perform nondestructive testing (NDT) and inspection of all shop and field welds in accordance with AWS D1.1 by an independent testing agency retained by the Port. Welds failing to comply shall be repaired or replaced at the Contractor's expense.

#### 1.05 SUBMITTALS

- A. Detailed and coordinated shop drawings indicating all shop and erection details, including cuts, copes, connections, holes, fasteners, material specifications, welds, surface preparations, and finishes.
- B. Welder qualifications and certifications.
- C. Weld Procedure Specifications (WPS's) proposed for use on the project. Submit supporting Procedure Qualification Records (PQR's) for all WPS's not prequalified by AWS.
- D. Mill certificates for each heat number of structural and miscellaneous steel.

### PART 2 – PRODUCTS

#### 2.01 GENERAL

- A. All products shall be new, free from oxidation, corrosion, and defects, and shall be of the specified quality.
- B. Protect all materials and fabrications before, during, and after installation from damage. Protect the installed work of other trades from damage.
- C. In the event of damage, immediately make all repairs and replacements as per the manufacturer's written recommendations and as approved by the Engineer at no additional cost to the Port.

#### 2.02 STRUCTURAL STEEL

- A. Plates, bars, angles, and channels: ASTM A 36.
- B. Pipe: ASTM A53, Grade B
- C. Wide flange shapes: ASTM A 992.
- D. HSS sections: ASTM A 500, Grade B, 46 ksi minimum yield strength.

#### 2.03 BOLTS, NUTS, WASHERS, SHEAR PLATES

- A. Economy bolts and hex head bolts: ASTM A 307, Grade A.
- B. Nuts: ASTM A563, Grade A.
- C. Provide malleable iron washers under all nut and bolts heads bearing on timber. Washers bearing against other materials shall conform to ASTM F436.

- D. Shear Plates: 4" diameter grade 32510 in accordance with ASTM D5933.

#### 2.04 OTHER MATERIALS

- A. All other materials not specifically described but required shall be proposed by the Contractor, new, free of corrosion, and subject to the approval of the Engineer.

### **PART 3 – EXECUTION**

#### 3.01 PREPARATORY REVIEW

- A. Prior to commencing work of this section, inspect the installed work of other trades affecting this work and verify that such work is complete to the point where this installation may commence and be performed in strict accordance with the drawings and Specification.
- B. Verify that the work can be fabricated and installed in accordance with the drawings, specifications, and reference standards. Immediately report discrepancies to the Engineer and do not proceed with fabrication or installation until discrepancies are resolved and direction is provided.

#### 3.02 FABRICATION

- A. All structural steel shall be fabricated in accordance with the approved shop drawings and reference standards.
- B. Shop-fabricate and preassemble all items complete for installation to the extent practicable to minimize field assembly. Disassemble units only as necessary for shipping and handling limitations.
- C. Unless otherwise indicated on the drawings, weld all shop connections. All joints shall be tightly fitting, securely fastened, square, plumb, straight, and true.
- D. Drill or punch all holes required for attachments and bolted connections including those of other trades. Burned holes are not acceptable.
- E. Welding of all metal fabrications shall conform to AWS D1.1.
- F. Install and erect all miscellaneous metal and metal fabrications in accordance with the design drawings, shop drawings, and reference standards.

**END OF SECTION**

**PART 1 – GENERAL**

**1.01 RELATED WORK SPECIFIED ELSEWHERE**

The provisions and intent of the Contract, including the General Conditions, apply to this work as if specified in this section. Work related to this section is described in the following sections.

- A. Section 02 41 00 – Demolition
- B. Section 05 50 00 – Metal Fabrications
- C. Section 06 18 00 – Glue Laminated Construction

**1.02 DESCRIPTION OF WORK**

- A. The location and extent of the construction are indicated on the Drawings. The work shall consist of furnishing all labor, material, and equipment for the removal and replacement of timber members and connections, in accordance with the Drawings, notes, and this specification.
- B. Field-verify all dimensions for materials to be furnished by the Contractor. Sizing shall be field-verified prior to ordering materials.

**1.03 QUALITY ASSURANCE**

- A. Provide an experienced supervisor and skilled workers who shall be thoroughly familiar with the type of construction involved and the techniques required for the proper execution of the work.

**1.04 REFERENCE STANDARDS**

- A. American Softwood Lumber Standards, Voluntary Product Standard, PS 20-15, 2015.
- B. American Plywood Association (APA)
- C. National Institute of Standards and Technology (NIST), Voluntary Product Standards, designated by basic reference in this section (use the most current edition at the time of bid unless otherwise indicated)..
- D. West Coast Lumber Inspection Bureau (WCLIB) Standard Grading Rules for West Coast Lumber - No. 17.

**1.05 PRODUCT HANDLING**

- A. Store all lumber off ground and protect from moisture by canvas or plastic covers, but provide ventilation.
- B. In the event of damage, immediately make all necessary repairs and replacements as directed by the Engineer and at no additional cost to the Port.

**1.06 SUBMITTALS**

The Contractor shall submit, in accordance with Section 01 33 00, Submittal Procedures, the following:

- A. Manufacturers' certificates regarding quality of materials, their conformance to specifications, and recommendations for product handling storage.
- B. Material order lengths (girts, studs, miscellaneous framing).

## **PART 2 – PRODUCTS**

### **2.01 GENERAL**

- A. All products shall be new.
- B. All stress-graded lumber shall be identified by the grade stamp of the West Coast Lumber Inspection Bureau or other inspecting agency as approved by the Engineer.

### **2.02 STRUCTURAL TIMBER**

- A. All timber shall be Douglas Fir-Larch, Grade Select Structural (Fb = 1,500 psi) and shall conform to the latest Specification of the WCLIB.
- B. All timber shall be surfaced on (4) four sides (S4S).

### **2.03 PLYWOOD**

- A. Roof and wall sheathing shall be grade C-D, Exposure 1 and conform to NIST Voluntary Product Standard PS 1-07.
- B. Thickness shall be as indicated on the structural drawings.

### **2.04 SIDING**

- A. Shall be APA 303 Texture 1-11 (T1 11) siding and conform to NIST Voluntary Product Standard PS 1-07.
- B. Provide shiplapped edges and parallel grooves, 1/4-inch deep, 3/8-inch wide; with grooves spaced at 4-inches on-center.

### **2.05 HARDWARE**

- A. Bolts and miscellaneous hardware shall conform to product specifications and reference standards of Section 05 50 00 – Metal Fabrications shall be new, except as noted on the drawings.
- B. Provide malleable iron washers under all nut and bolt heads bearing on timber.

## **PART 3 – EXECUTION**

### **3.01 GENERAL**

- A. Prior to commencing work of this section, carefully inspect the installed work of other trades and verify that such work is complete to the point where this installation may properly commence and be performed in strict accordance with the drawings and this Specification.

- B. Field measure the members designated for replacement. Verify the order lengths are the actual measured lengths plus any additional length to ensure a tight fitting in the field.
- C. Install all timbers in accordance with the design drawings and reference standards.

### 3.02 INSTALLATION

- A. All existing bolts, plates and other metals that are to be re-used as indicated on the drawings, shall be lightly cleaned with a wire brush before installation.
- B. Slings for handling timber shall be soft lines or straps and not steel cables.
- C. Fastening
  - 1. Holes for bolts shall be 1/16 inch larger than the bolt
  - 2. Lead holes for lag bolts shall be pre-bored to 65% of the shank diameter.
  - 3. Use washers, as specified, under all bolt heads and nuts bearing on wood.
- D. Framing
  - 1. Set structural members level and plumb, in the correct position.
  - 2. Make provisions for erection loads and for sufficient temporary bracing to maintain structure safe, plumb, and in true alignment until completion of erection and installation of permanent bracing
  - 3. Coordinate installation of timber elements with glue laminated structural members.
- E. Sheathing and Siding
  - 1. Secure roof sheathing and siding with longer edge perpendicular to framing members and with ends staggered and sheet ends over bearing.
  - 2. At walls, install moisture barrier over girts prior to installation of wood siding and sheathing.

### END OF SECTION

**PART 1 – GENERAL**

**1.01 RELATED WORK SPECIFIED ELSEWHERE**

The provisions and intent of the Contract, including the General Conditions, apply to this work as if specified in this section. Work related to this section is described in the following sections.

- A. Section 02 41 00 – Demolition
- B. Section 05 50 00 – Metal Fabrications
- C. Section 06 10 00 – Rough Carpentry

**1.02 DESCRIPTION OF WORK**

- A. The location and extent of the construction are indicated on the Drawings. The work shall consist of furnishing all labor, material, and equipment for the removal and replacement of timber members and connections, in accordance with the Drawings, notes, and this specification.
- B. Field-verify all dimensions for materials to be furnished by the Contractor. Sizing shall be field-verified prior to ordering materials.

**1.03 QUALITY ASSURANCE**

- A. Provide an experienced supervisor and skilled workers who shall be thoroughly familiar with the type of construction involved and the techniques required for the proper execution of the work.
- B. Manufacturer/Fabricator: Company specializing in the manufacture of glue laminated (glulam) structural units with a minimum of ten (10) years' experience, and certified by AITC in accordance with ANSI A190.1.
- C. All structural glued laminated timber shall be manufactured in accordance with ANSI/AITC A190.1-2012.
- D. Each timber shall be marked with the AITC Quality mark or be accompanied with an AITC Certificate of Conformance.

**1.04 REFERENCE STANDARDS**

- A. American Institute of Timber Construction (AITC), Standard Specification for Structural Glued Laminated Timber of Softwood Species, AITC 117-2010.
- B. American National Standards Institute (ANSI).
- C. American Plywood Association (APA), Standard for Wood Products – Structural Glued Laminated Timber, ANSI A190.1-2012
- D. American Society for Testing Materials (ASTM), Standard Specifications and Standard Test Methods, designated by basic reference in this section (use the most current edition at the time of bid unless otherwise indicated).

- E. American Wood Council, National Design Specification for Wood Construction (NDS) - 2012.

#### 1.05 PRODUCT HANDLING

- A. Protect and store all glue laminated units in accordance with manufacturer's recommendations.
- B. Leave individual wrapping in place until finishing occurs.
- C. In the event of damage, make all necessary repairs and replacements as directed by the Engineer and at no additional cost to the Port.

#### 1.06 SUBMITTALS

The Contractor shall submit, in accordance with Section 01 33 00, Submittal Procedures, the following:

- A. Provide certification that manufacturer is an approved AITC fabricator.
- B. Submit layout plans and material order lengths to the engineer for review.
- C. Submit temporary bracing/shoring plans and details, stamped and signed by a professional engineer registered in the state of Washington.

### **PART 2 – PRODUCTS**

#### 2.01 GENERAL

- A. All products shall be new.

#### 2.02 STRUCTURAL TIMBER

- A. All softwood glued laminated timber units shall be Douglas Fir and meet the requirements of stress class 24F-E13 per AITC 117-2010 or the 2012 National Design Specification for Wood Construction.
- B. Unless otherwise specified, glulam units shall have a balanced layup.
- B. Glulam adhesive shall be "wet-use" type.

#### 2.03 HARDWARE

- A. Bolts and miscellaneous hardware shall conform to product specifications and reference standards of Section 05 50 00 – Metal Fabrications shall be new, except as noted on the drawings.
- B. Provide malleable iron washers under all nut and bolt heads bearing on timber.

### **PART 3 – EXECUTION**

#### **3.01 GENERAL**

- A. Prior to commencing work of this section, carefully inspect the installed work of other trades and verify that such work is complete to the point where this installation may properly commence and be performed in strict accordance with the drawings and this Specification.
- B. Field measure the members designated for replacement. Verify the order lengths are the actual measured lengths plus any additional length to ensure a tight fitting in the field.
- C. Install all glulams in accordance with the design drawings and reference standards.

#### **3.02 INSTALLATION**

- A. All existing bolts, plates and other metals that are to be re-used as indicated on the drawings, shall be lightly cleaned with a wire brush before installation.
- B. Slings for handling timber shall be soft lines or straps and not steel cables.
- C. Fastening
  - 1. Holes for bolts shall be 1/16 inch larger than the bolt diameter.
  - 2. Lead holes for lag bolts shall be pre-bored to 65% of the shank diameter.
  - 3. Use washers, as specified, under all bolt heads and nuts bearing on wood.
- D. Nuts in wood-to-wood or wood-to-steel connections shall be tightened to a “snug-tight” condition.
- E. Make provisions for erection loads and for sufficient temporary bracing to maintain structure safe, plumb, and in true alignment until completion of erection and installation of permanent bracing

**END OF SECTION**