



Request for Quotation

Point of Contact: Mandy Walters
800-366-3654 x 502
director@pocld.org

Restroom Remodel

TIMELINE - The following represents the schedule for this solicitation.	
<u>Event</u>	<u>Date</u>
Issue Date	November 21, 2025
Quote Due Date	December 19, 2025 @ 5pm Pacific Time
E-mailed or delivered quotations are acceptable. Submit Quotations to: E-mail: director@pocld.org OR If delivery to Director, 116 S Washington Ave., Newport, WA 99156	
Questions: All questions must be requested electronically utilizing the above email listed above.	

SECTION 1 - INSTRUCTIONS

1.1 QUOTATION SUBMITTAL

All quotations must be submitted on the forms provided in this document. To receive consideration for award, the quotation must be completed and signed by an authorized representative of the contractor.

It is the contractor's responsibility to make sure that quotations are received by the deadline, whether emailing or delivering. Quotations received after the deadline will not be considered.

Only firm quotes will be accepted, and the Library District reserves the right to reject any or all quotations or waive any irregularities and informalities in the quotes submitted and accepted by the District. No Contractor may withdraw its quote after the hour set for the opening unless the award is delayed past the offer period listed below. The District further reserves the right to make awards to the lowest and most responsive contractor as deemed in the best interests of the District.

No exceptions to the District's terms, conditions, and specifications will be accepted. Any attempt to modify the District's terms, conditions, and specifications may result in a non-responsive quote.

1.2 OFFER PERIOD

All quotations submitted will remain open for sixty (60) days from the Quotation Due Date. The District reserves the right to extend this period.

1.3 REQUEST FOR DUE DATE EXTENSION

Contractors may request an extension of the Quotation Due Date. Contractor must provide any justification and additional information that will facilitate an evaluation and decision by the District. Any approved extension will be issued in an addendum.

1.4 WITHDRAWAL OF QUOTES

Contractors may withdraw a quotation which has been submitted at any time up to the due date and time. To accomplish this, a written request signed by an authorized representative of the Contractor must be submitted to the contact named on the Request for Quotation cover sheet.

1.5 MULTIPLE QUOTES

Suppliers interested in submitting more than one quote may do so, so long as each quote stands alone and independently complies with the instructions, conditions and specifications of this Request for Quotation.

1.6 EVALUATION AND AWARD

The District will award the Quotation to the responsive and responsible supplier(s) whose offer best meets the needs of the District or reject any and all quotes.

- a. Responsive Bidder – A business entity or individual who has submitted a quotation that fully conforms in all material respects to the Request for Quotation and all of its requirements, including all form and substance.
- b. Responsible Bidder – A business entity or individual who has the financial and technical capacity to perform the requirements of the solicitation and subsequent contract.

1.7 METHOD OF AWARD

After bids are received, the District will determine the method of award based on the best interest of the District.

1.8 BIDDING ERRORS

The District will not be liable for any errors in contractor quotations. Contractors will not be allowed to alter quotes after the deadline for quotation submission.

The District reserves the right to make corrections or amendments due to errors identified in quotes by the District or the Contractor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Contractors are liable for all errors or omissions contained in their quotes.

1.9 EXCLUDED PARTIES

All suppliers must certify that they are not on the Comptroller General's list of ineligible contractors nor the list of parties excluded from federal procurement or non-procurement programs.

<https://www.sam.gov>

1.10 BUSINESS LICENSE

The successful bidder will be required to possess or be able to obtain a City of Newport Business License.

1.11 NO CONFIDENTIALITY

By submitting a quote, the bidding contractor understands and agrees that the bid and all the materials submitted in connection with the bid will not be treated as confidential or proprietary by the District. The District will disclose the quote and all such materials to anyone at any time and without notice to the bidding contractor.

1.12 COST OF PREPARING PROPOSALS

The District is not liable for any costs incurred by contractors in the preparation and presentation of proposals and demonstrations submitted in response to this Request for Quotation.

1.13 RECYCLE

The District is committed to the environment and encourages suppliers to recycle material to the extent practicable.

SECTION 2 - SPECIFICATIONS

2.1 INTENT

The Library District is seeking a contractor to renovate two restrooms in the Newport Library.

2.2 SPECIFICATIONS

Update and remodel into single use, handicap accessible restrooms.

SECTION 3 – QUOTATION SUBMITTAL REQUIREMENTS

3.1 SUBMITTAL REQUIREMENTS

Contractors must provide a quotation which must demonstrate an understanding of the bid requirements as stated throughout this Request for Quotation.

The forms listed below must be returned by the quote due date and time to the designated location referenced the cover sheet.

Submittals must include:

- 1. Form 3.01 – Supplier Commitment and Information**

FORM 3.01 CONTRACTOR COMMITMENT AND INFORMATION

REQUEST FOR QUOTATION RESTROOM REMODEL

Company Name:		
Company Address:		
City:	State:	ZIP:
Tax ID #:	UBI #:	
Legal status of supplier organization, i.e., corporation, partnership, sole proprietorship.		
Do you certify that you are NOT on the Comptroller General's list of ineligible contractors, nor the list of parties excluded from Federal procurement or non-procurement programs?		
Website:		
Contact Name (if different from Authorizing Official):	Contact Title:	
Contact Email:	Contact Direct Phone:	
Contact Address (if different from above):		
City:	State:	ZIP:

By responding to this solicitation, the Contractor understands and agrees to be bound by all requirements and contract terms and conditions contained in this solicitation. By signing this form, the Contractor acknowledges receipt and understanding of any and all addenda issued for this solicitation. This form, signed by an individual authorized to legally commit the Contractor, shall be submitted as the cover page.

The Contractor also certifies that:

- I am authorized to commit my firm to this Quotation and that the information herein is valid for 60 days from this date.
- That all information presented herein is accurate and complete and that the scope of work can be performed as presented in this quotation upon the District's request.
- That I have had an opportunity to ask questions regarding this Quotation and that those questions have been answered.
- That this Quotation response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this Quotation and is in all respects fair and without collusion or fraud.

This form may be signed by ink signature, copy of ink signature, copy of signature, e-signature or any other form of signature. By submitting this bid, the bidder agrees that its signature will have the same legal effect as an original ink signature.

Authorizing Official Name:	Authorizing Official Title:
Authorizing Official Email:	Authorizing Official Phone:
Authorizing Official Signature and Date :	