

**Sequim Library Temporary Location
Alterations and Improvements Project
Job Scope and Bidding Instructions**

November 2, 2023

The North Olympic Library System (NOLS) is soliciting bids from qualified Contractors (see Terms and Conditions below) to carryout alterations and improvements at the temporary Sequim Library site located at 609 W. Washington St., Unit 21, Sequim, WA.

Work to improve the temporary library space entails interior non-loading-bearing wall alterations, the upgrade of one restroom to Americans with Disabilities Act (ADA) 2010 Standards, removal and installation of electrical, internet and plumbing components, and related work. The scope of work also includes relocating exterior signage as described below.

Substantial completion of the scope of work described below is due Friday, February 2, 2024.

Appointments to view the space may be scheduled with Brian Phillips.

Bids will be accepted until 4:00 pm Wednesday, November 22, 2023.

Bids may be dropped-off, mailed or emailed to:

Brian Phillips

North Olympic Library System

2210 S. Peabody

Port Angeles, WA 98362

(360) 417-8500, ext. 7743

BPhillips@nols.org

Attachments:

1. Job Scope and Bidding Instructions
2. Floor Plan – Existing Site Plan and Demolition Plan
3. Floor Plan – New walls, Doors, Network, Plumbing, and Electrical Improvements
4. Floor Plan – Furniture and Shelving

The Job Scope is as follows:

Demolition Phase

1. Remove three walls as shown on Plan
 - a. Remove electrical outlet and wiring from office wall to nearest junction box
 - b. Remove interior window from office
2. Remove carpet and carpet adhesive from proposed new hallway and office areas
3. Remove cabinet from near front entrance as shown on Plan
 - a. Disconnect and remove electrical outlet in cabinet and pull wire back to junction in remaining cabinet (printer/copier cabinet)
4. Remove sink, sink cabinet, toilet and dispensers from proposed ADA restroom
5. Remove existing doorknobs from two restrooms
6. Remove shelving section from storage area as shown on the Plan
7. Remove utility sink and cap supply and drain pipes
8. Disconnect light fixture in proposed hallway from switch in office (hall light to remain ON all the time, i.e., with no switch)
9. Remove bars and plastic protective material from front windows and doors
10. Unless noted elsewhere or otherwise approved by NOLS, all items removed during demolition, including all demolition debris, are to be disposed of by the Contractor in compliance with WA State laws and regulations

Construction Phase

1. Hallway – provide accessible pathway to restrooms
 - a. Scrape, clean and polish floor where carpet has been removed
 - b. Construct new hallway/staff area wall as shown on Plan
 - i. new wall is 8' high
 - ii. install gypsum board on one side only of new wall between the staff area and the hallway – finished side facing the hallway (east)
 - iii. texture and paint wall surfaces to match adjacent existing walls
 - iv. paint wall surfaces
 - v. install wall base
 - c. Construct new hallway/office wall as shown on Plan
 - i. new wall is to office ceiling height
 - ii. install sound blocking insulation in new wall
 - iii. install gypsum board to both sides of new office wall
 - iv. texture and paint wall surfaces to match adjacent existing walls
 - v. install wall base
 - d. Install 35" wide door to staff area
 - i. hollow core door, no window
 - ii. trim – levers both sides, passage function

- e. Relocate ceiling light to center of hallway
 - f. Install directional LED exit/emergency light in hallway
2. Restroom Vestibule
- a. Construct new wall as shown on Plan between restroom vestibule and storage area
 - i. new wall is 8' high
 - ii. install gypsum board on one side of new wall facing restroom vestibule (east side)
 - iii. texture and paint finished side of new wall surfaces to match existing adjacent walls
 - iv. install wall base
 - b. Install 35" wide door in new wall to storage area
 - i. hollow core door (possibly reuse old hall door)
 - ii. trim - levers with passage function
 - c. Install wall mounted light above restroom doors, no switch/on all the time
3. ADA Restroom – create accessible restroom with appliances designed and installed to conform to ICC A117.1
- a. Install code compliant toilet
 - b. Install code compliant wall hung sink with lever handled faucet
 - c. Install horizontal and vertical grab bars as required by code
 - d. Install accessible restroom product dispensers
 - e. Install accessible door trim (levers) with privacy function
 - f. Install occupancy sensing motion activated light switch
4. Non-ADA Restroom
- a. Install accessible door handles (levers) with privacy function
 - b. Install occupancy sensing motion activated light switch
5. Utility Room
- a. Install sink as shown on Plan
6. Office
- a. scrape, clean and polish floor where carpet has been removed
 - b. install 35" half-light solid core door
 - i. trim – levers with classroom function (key locks/unlocks from outside office, always passage from inside office)
 - c. install data ports (x2) as shown on Plan
 - d. install network cables (x2) from internet connection point (see Plan) to new data ports (internet server and final connection provided by NOLS)

- e. install new light switch for two remaining ceiling fixtures (the third fixture will now be located in the new hallway)

7. Staff Workroom

- a. Install data ports (x4) for workstations
- b. Install data ports (x2) for check-in stations
- c. Install network cables from internet connection point (see Plan) to new workroom data ports (internet server and final connection provided by NOLS)
- d. Upgrade or replace delivery/emergency door to west exterior – include interior panic bar, exterior handle only (no lever or latch), unlocked from outside with key

8. Storage Area

- a. Upgrade or replace delivery/emergency door to south exterior – include interior panic bar, exterior handle only (no lever or latch), unlocked from outside with key

9. Public Services Area

- a. Install data ports (x2) for checkout desk
 - i. Provide and install utility pole for network cable and data ports as shown on Plan
- b. Install data ports (x2) for self-check desk
- c. Install data ports (x2) for public copier/printer
- d. Install data ports (x4) for public computers
- e. Install network cables from internet connection point (see Plan) to new public area data ports (internet server and final connection provided by NOLS)

10. Egress and Emergency Features

- a. Install panic device on front entrance, and west and south delivery/emergency exit doors
- b. Install ceiling or wall mounted exit signage and emergency lighting along pathway to emergency doors
- c. Install fire extinguishers as shown on Plan

11. Signage

- a. Remove existing exterior Sequim Library Sign from the Sequim Library building located at 630 North Sequim Avenue and re-install at the temporary library location

Add Alternates

- 1. Front door automated operator

Materials

1. All parts and materials supplied by Contractor shall be installed new unless approved for use by NOLS
2. All parts and materials supplied by Contractor shall meet industry standards for use in a commercial setting and be compliant with all applicable building codes and regulations, including:
 - a. Electrical conductors, breakers, junction boxes, conduit, fixtures, switches and related parts
 - b. Plumbing fixtures, pipes and related parts
 - c. Door trim, jambs and lock components
3. Network cables shall be CAT 6; data ports, utility poles and related parts shall meet industry standards
4. Lumber and drywall products shall meet industry standards for non-load bearing wall construction.
5. Paint for wall surfaces shall be low VOC acrylic latex interior paint in a satin finish.
6. Paint for metal door jambs shall be low VOC acrylic latex or oil-based interior paint in a semi-gloss finish.

Application of Paint and Wood Finish

1. Gypsum board wall surface seams shall be taped and sealed prior to application of wall texture.
2. Textured wall surfaces shall be primed prior to painting.
3. Apply two coats of paint to all surfaces. Apply paint so as to produce no visible streaks, drips and brush strokes. Where two coats of paint does not adequately cover primer undercoat from view, apply a third coat of paint until undercoat is no longer visible.
4. Use standard masking methods and materials to protect adjacent surfaces not to be textured and painted from overspray.
5. All work will be completed to industry standards in order to meet the intended purpose of wall partitions, restrooms, and network connections.

Site Preparation

1. NOLS shall provide Contractor reasonable access to job site during normal business hours. Contractor shall coordinate access at all other times with NOLS representatives.
2. Contractor shall coordinate storing materials on the job site with NOLS representatives.
3. Contractor shall provide and coordinate dust and noise control with the NOLS representatives.
4. Contractor shall protect carpeting, windows, ceiling, light fixtures, electrical outlets and service panels, and all other surfaces adjacent to construction work from texture overspray, paint drips and construction activities.
5. Contractor shall insure all work areas comply with OSHA/WISHA safety standards.

Submittals

1. Contractor will receive NOLS' approval for all paint color selections prior to applying paint to building.
2. All finish materials will be approved by NOLS prior to installation, including; wall base, paint, windows, doors, door trim and jambs.
3. All plumbing, electrical and network devices and fixtures including sinks, toilets, light switches, and exit signs shall be approved by NOLS prior to installation.

Terms and Conditions

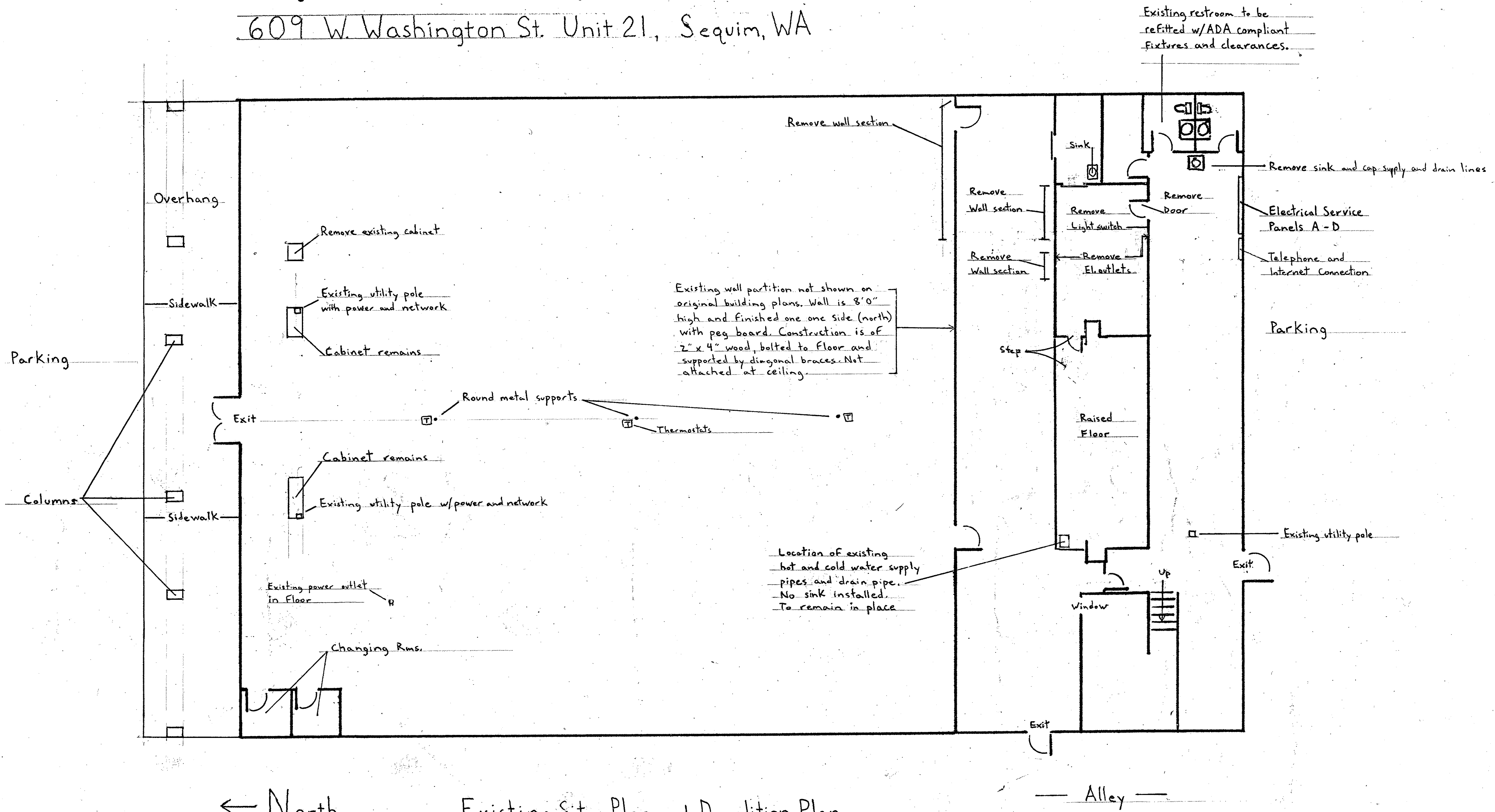
1. Bidder must be licensed, insured and bonded to perform the specified type of work in Washington State.
2. Bidder must sign an affidavit in accordance with RCW 39.04.350 (1 and 2), before award of a public works contract. A Bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The Bidder must:
 - a. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
 - b. Have a current state unified business identifier (UBI) number;
 - c. If applicable, have:
 - Industrial insurance coverage for the Bidder's employees working in Washington as required in Title 51 RCW;
 - An employment security department number as required in Title 50 RCW;
 - A Washington State Department of Revenue excise tax registration number as required in Title 82 RCW;
 - d. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
 - e. For public works projects subject to the apprenticeship utilization requirements of RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under RCW 49.04 for the one-year period immediately preceding the first date of advertising for the project;
 - f. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW 49.46, 49.48, or 49.52;

- g. In accordance with RCW 39.06, a public works contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria and possesses an electrical contractor license, if required by RCW 19.28, or an elevator contractor license, if required by RCW 70.87. This verification requirement, as well as the responsibility criteria, must be included in every public works contract and subcontract of every tier.
- h. Providing the following information is MANDATORY in order to meet “Responsible Bidder” requirements. Failure to provide this information may disqualify your bid as being “Non-Responsive”. If your business is not required to have one of the following numbers, provide an explanation.
- State of Washington Contractor Registration No. UBI No.
 - Employment Security Department No.
 - State Excise Tax Registration No.
 - Is the payment of Worker’s Comp (Industrial Insurance) Premiums current? If your business does not have a Worker’s Comp account with the WA State Dept. of L&I, please explain why. [] Yes [] No (If No, you are not eligible to bid on this project) [] No Account – Explain why: Are you disqualified from bidding on public works projects in the State of Washington? [] Yes (If Yes, you are not eligible to bid on this project) [] No
3. Bidder must pay employees the current prevailing wage rate in Washington State for the type of work specified. At the Bidder’s expense, the Bidder must file with the State of Washington intent to pay prevailing wages prior to start of work and an affidavit of wages paid upon completion of work.
4. Bidder must include three references of comparable work with their bid. (Bidders who have performed comparable work for NOLS in the past three years may have this requirement waived by NOLS).

Contact Brian Phillips at bphillips@nols.org or 360-417-8500 x7743, with any questions.

Sequim Library: Temporary Location

609 W. Washington St. Unit 21, Sequim, WA

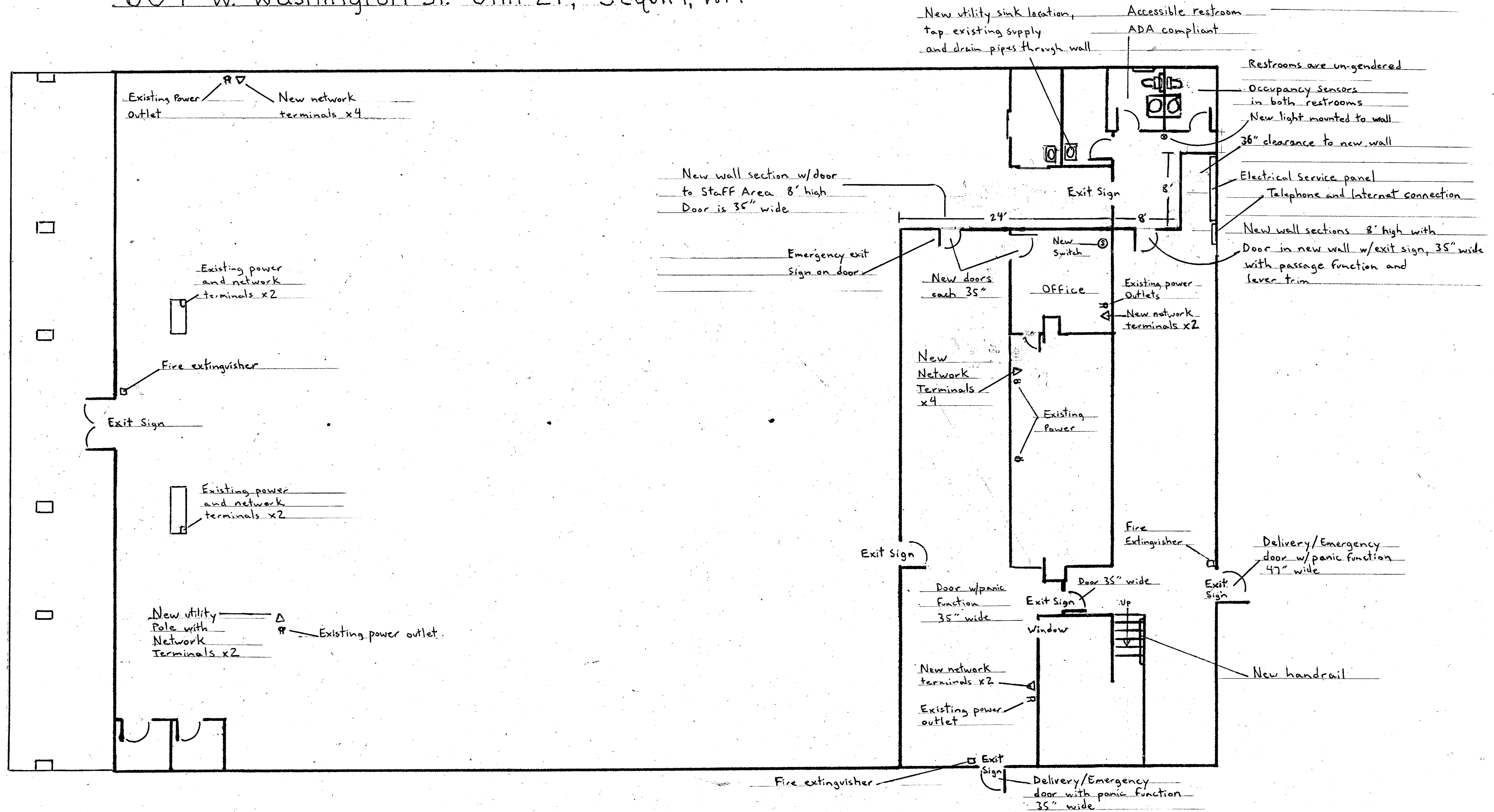


Existing Site Plan and Demolition Plan
Scale: 1/8" = 1'0"

Sequim Library: Temporary Location

609 W. Washington St. Unit 21, Sequim, WA

- Note: Accessible restroom to conform to ICC A117.1 code For:
- front and open-side clearance
 - from water closet
 - accessible sink and faucet
 - grab bars (horizontal and vertical)
 - water closet seat height and lever
 - mirror height
 - dispenser locations
 - door handles (levers)
 - door width 36"



← North

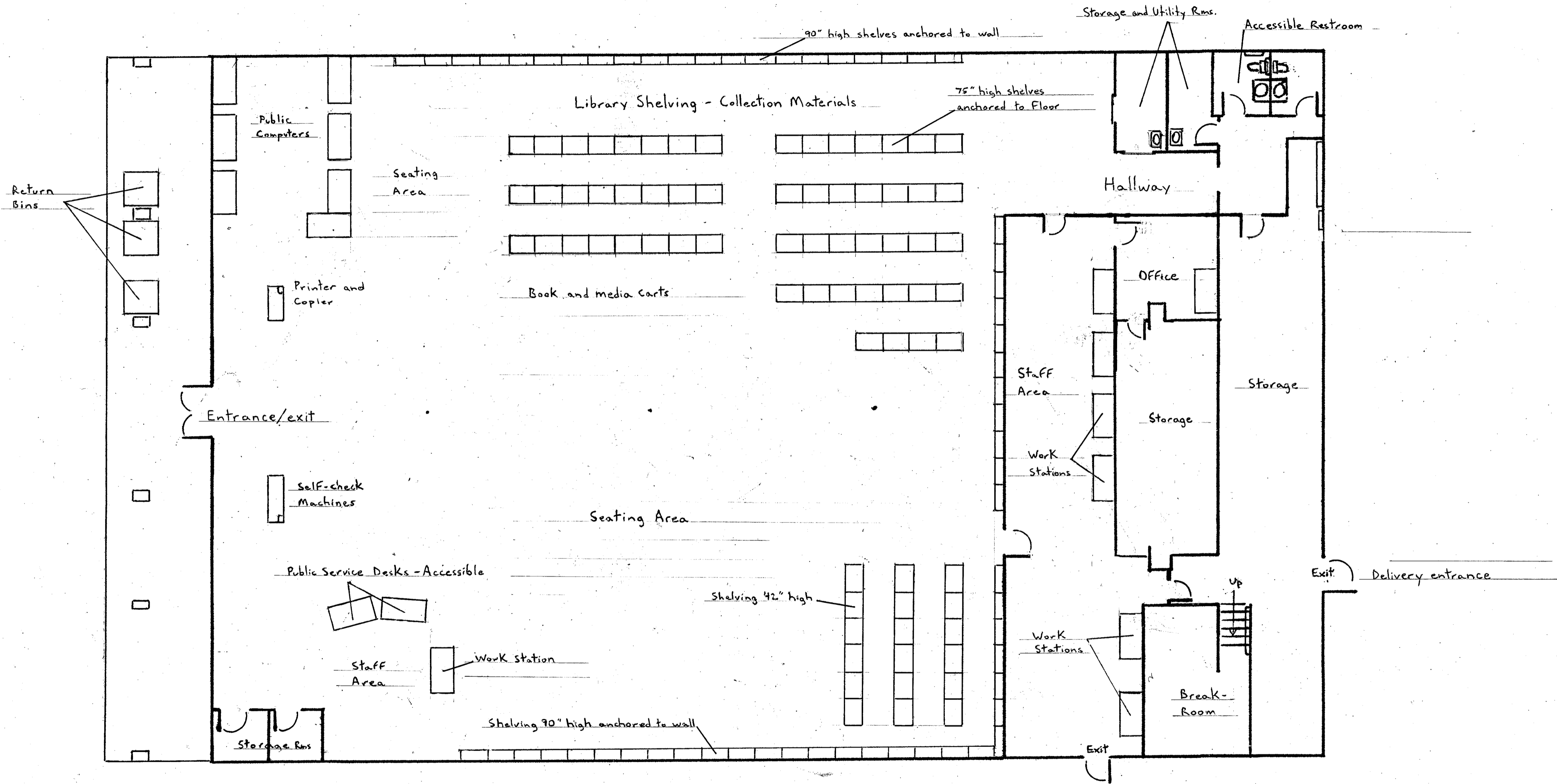
Plan - New walls, doors, network, plumbing and electrical improvements
 Scale: 1/8" = 1'0"

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 2210 S. Peabody St. Port Angeles, WA

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Sequim Library: Temporary Location

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← North

Floor Plan - Furniture and Shelving
Scale: 1/8" = 1'0"