

**INVITATION TO BID
FORMAL BID NO. 2026-030**



COURTHOUSE ROOF - PHASE 2
PROJECT No. PR001451 CPA/T000628 CFD

BID SUBMISSION DATE & TIME September 10, 2026, at 2:00 p.m.

SUBMISSION VIA USPS DELIVERY:

Kitsap County Purchasing Office
Attn: Glen McNeill, Purchasing Agent
614 Division Street MS-7
Port Orchard, Washington 98366

SUBMISSION VIA COURIER OR HAND DELIVERY:

Kitsap County Administration Building
Purchasing Office, 4th Floor
Attn: Glen McNeill, Purchasing Agent
619 Division Street
Port Orchard, Washington 98366

BID OPENING TIME & LOCATION September 10, 2026, at 2:00 p.m.
Kitsap County Administration Building
Commissioners Chambers, 3rd Floor
619 Division Street
Port Orchard, Washington 98366

OPTIONAL SITE VISIT August 26, 2026 @ 10:00 a.m.

SITE VISIT MEETING LOCATION:

Near Courthouse employee entrance, south-west parking
lot of Courthouse off of Cline Ave (must park on street)
614 Division Street
Port Orchard, WA 98366

PROJECT WORK SITE:

Kitsap County Courthouse
614 Division Street
Port Orchard, WA 98366

WRITTEN QUESTIONS DUE: Sept. 1, 2026 by 5:00 p.m. to Purchasing Agent below

PURCHASING AGENT: Glen McNeill, Purchasing Agent
Phone: (360) 337-4789
Email: purchasing@kitsap.gov
Website: www.kitsapgov.com/das/Pages/Online-Bids.aspx

INVITATION. The Kitsap County Board of Commissioners will receive sealed bids for the **COURTHOUSE ROOF - PHASE 2** project until the time and date indicated above. Bids received before the deadline will be publicly opened and read aloud at the location described above. Prospective Bidders are hereby notified that they are solely responsible for ensuring timely delivery of their bid to the Kitsap County Purchasing Office on or before the bid submission date and time indicated above.

The principal items or elements of construction include:

- 1. Project includes the removal and replacement of approximately 56,500 SF low slope roof systems with a KEE membrane roofing system including associated flashing, cribbing, equipment supports, and other roofing accessories at the Kitsap County Courthouse. Additional work includes the temporary relocation of electrical and communications connections, conductors and cabling to keep all rooftop units operational during the work, removal and replacement of existing equipment supports, and removal and replacement of deteriorated roof deck (quantity unknown).*

SITE VISIT. An optional pre-bid site visit will be held at the location described above. The purpose of this site visit is to familiarize bidders with the environment in which the services under this solicitation will be provided. This will be the only tour of the site and facilities.

Oral statements or instructions made during the site visit will not constitute an amendment to this solicitation. Any doubt as to the requirements of this solicitation or any apparent omission or discrepancy must be submitted in writing via email to the Purchasing Agent.

Personal protective equipment (PPE), including hard hats, safety vests, and closed-toe shoes, must be worn by all attendees. Those attending should provide their own PPE for the site visit.

COMMUNICATION. All communication concerning this solicitation, including but not limited to questions about the bid process, the contract terms and conditions, how to obtain copies of the bid documents, and/or questions resulting from attendance at the pre-bid site visit, must be directed *via email only* to Kitsap County's Purchasing Agent at purchasing@kitsap.gov. Questions will be accepted until September 1, 2026 at 5:00 p.m. All correspondence related to this solicitation should refer to the solicitation number and page. Bidders are responsible for asking any questions they may have; failure to do so will not relieve the Bidders of any responsibilities under this solicitation or any subsequent contract. Bidders may only rely on written answers issued by the Purchasing Agent. Substantive questions and answers will be posted as addenda on the Kitsap County website. It is the responsibility of the bidder to ensure that they received responses to questions if any are issued. *Oral communications are unofficial and nonbinding on the County.* Questions to, or communications with, other Kitsap County staff may disqualify bidders from the evaluation process. Bid documents may be found on the Kitsap County Website www.kitsapgov.com/das/Pages/Online-Bids.aspx.

ADDENDA. The County will issue a written addendum if it changes, revises, deletes, clarifies, increases, or otherwise modifies the solicitation. All addenda and appendices will be published on the Kitsap County website. It is the bidder's responsibility to check for addenda and appendices. Bidders shall acknowledge receipt of all addenda and complete and submit all solicitation appendices with the offer. Bidders that do not comply with this section may be rejected as non-responsive.

SUBMISSION. Each bid proposal shall be submitted in hard copy format, completely sealed in a separate envelope, properly addressed as stated above, with the name and address of the bidder and the name of the project and solicitation number plainly written on the outside of the envelope. 2 paper copies of the bid proposal must be provided.

All bids shall be accompanied by:

- Fully completed and signed bid form
- Signed acknowledgment of receipt of all addenda
- Bid Bond security in an approved form, certified check, or cashier's check payable to Kitsap County in an amount not less than five percent (5%) of the Bid Proposal
- Subcontractor's List
- Bidder Information
 - Bidder Responsibility Checklist
 - Subcontractor Responsibility Checklist
 - Project References
- Non-Collusion Affidavit
- Certification of Compliance with Wage Payment Statutes
- Any other documents as indicated on the bid form

All of the above items must be complete in all respects, including signatures (notarized where required). Kitsap County reserves the right to award the bid in a manner and on a basis which will best serve the County, taking into consideration the Bidder Responsibility Statement included with the bids, the requirements of the Project Specifications herein, and the Contract Documents, and applicable procurement law.

WAIVERS AND REJECTION. Kitsap County reserves the right to reject any and all bids and to waive informalities or irregularities. Bids received after the time set for submission of bids will not be considered. The County in its sole discretion also retains the absolute right without penalty to withdraw and/or amend all or any portion of this solicitation at any time, for any reason and no reason, up to contract execution. If there is any conflict between amendments, or between an amendment and the solicitation documents, whichever document was issued last in time shall control. The County may at any time reject all or part of any offer as non-responsive for any of the following reasons: 1) late or incomplete offer; 2) noncompliance with any part of the solicitation; 3) inaccurate, misleading, exaggerated, or false information; or 4) failure to respond to every solicitation item or to provide all information requested.

WITHDRAWAL OF BID. Bidders may modify or withdraw a submitted bid prior to the due date and time. A request to modify or withdraw must be in writing, signed by an authorized representative of the bidder, and submitted to the Purchasing Agent. Faxed withdrawals will NOT be accepted. A withdrawn bid may be resubmitted prior to the offer due date and time. Negligence in preparing a bid confers no right of withdrawal or modification after the due date and time.

BOND FORFEIT. Should the successful bidder fail to enter into a contract with the County in accordance with the Bid and furnish all documents and bonds required within the time frames stated in the specifications, the bid proposal deposit or bond shall be forfeited to Kitsap County.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PARTICIPATION. Pursuant to RCW 39.19, it is the policy of Kitsap County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Kitsap County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises. Bidders are encouraged to utilize qualified, local businesses in Kitsap County and Washington State where cost effectiveness is deemed competitive. In addition, bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

LIABILITY FOR ERRORS. While the County has used considerable efforts to ensure the information in the solicitation is accurate, the County does not guarantee or warrant the information to be accurate nor is it necessarily comprehensive or exhaustive. Nothing in this solicitation is intended to relieve the bidder from forming their own opinions and conclusions with respect to the matters addressed in the solicitation.

PREPARATION COSTS. The County is not liable for any costs incurred by the bidder in preparing, evaluating, submitting, demonstrating, presenting, negotiating, or providing a response, and/or samples for this solicitation. All such activities are done at the bidder's own expense. Bids submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

ACCEPTANCE IS NOT BINDING. Acceptance of an offer does not bind the County until the offer is approved by the appropriate County level of authority and a contract is executed by both parties.

CONFLICT OF INTEREST. Bidders shall disclose whether the bidder is an immediate family member of or engaged in any business enterprise with a County employee or elected or appointed official with authority to award the solicitation. Such disclosure shall be identified in writing in the bid proposal.

GRATUITIES AND KICKBACKS. The bidder and any employee or agent thereof is prohibited from soliciting, accepting, offering, or giving, or agreeing to solicit, accept, offer, or give, any gratuity, service, or reward, including an offer of employment, with the purpose of or in a manner that would influence any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or purchase request, to influence the content of any specification or procurement standard, or to influence any investigation, audit, proceeding or application, request for ruling, determination on a claim or controversy, or other matter related to or associated with this solicitation. NOTICE. Washington law imposes civil and criminal penalties for violation of purchasing guidelines, bribes, gratuities, and kickbacks.

REFERENCE CHECKS. The County may conduct reference checks to verify the bidder's past performance. Reference checks indicating poor or failed performance may be cause for rejection. Failure to provide requested reference contact information may result in the bid being non-responsive. The County reserves the right to obtain reference checks, other than those provided by the bidder, relevant to the services to be provided and the prospective working relationship between the County and the bidder.

PERSONNEL. It is essential the bidder provide adequate experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed in this solicitation. The bidder agrees that those persons identified in their submittal shall not be removed or replaced without a written approval from the County.

PROTESTS. Protests of this solicitation must follow RCW 39.04.105.

**BIDDERS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION AND
TO REVIEW AND UNDERSTAND THE CONDITIONS, REQUIREMENTS, AND
CONTRACTOR RESPONSIBILITIES OUTLINED IN THIS INVITATION TO BID AND THE
INSTRUCTION TO BIDDERS.**