For submission to DJC/Posting on Vendor Connect

# PROJECT TITLE

**Contract #**

For Small Works

Small Works Bids shall be submitted via email to [**SmallWorksBid@portseattle.org**](mailto:SmallWorksBid@portseattle.org) until **Month, DD, YYYY, 2:00 p.m.** for:

For Majors

Bids must be submitted via email to [const-proposal@portseattle.org](mailto:const-proposal@portseattle.org) no later than

**Month XX, XXXX 2:00 p.m.**

The public bid opening will be hosted via video conferencing and by telephone [insert date & time]. The Port of Seattle is not responsible for any costs incurred in response to this Advertisement for Bids. Any bids received after the published bid submittal time will be rejected. Join [MSTeams Meeting Link](https://meet.lync.com/portseattle/bess.t/KWTTTT5L) to attend the Bid Opening (ctrl + mouse click) or join by phone   
and use Conference ID:………… .

Visit the Port’s Vendor Connect procurement site for further details and to access the bid documents: <https://hosting.portseattle.org/sops/#/Dashboard>

A Pre-Bid Meeting [and Site Tour ] will be conducted on [ Date and Time ]. (IF HELD VIRTUALLY) Join via [MSTeams Meeting Link](https://meet.lync.com/portseattle/bess.t/KWTTTT5L) (ctrl + mouse click) or join by phone   
and use Conference ID:………… .

See Document 00 20 00 IB 4.06 for more information.

Add a clear and concise statement of the work, location (STIA, Waterfront etc).

The Engineer’s estimate range for this project is $[\_\_\_] - $[\_\_\_].

Time limit for substantial completion of the work is [\_\_\_] calendar days.

The WMBE [DBE] utilization goal is [\_\_\_]% for this contract.

Delete “This is a Project Labor Agreement (PLA) project” if it is not a PLA project.

This contract has a Project Labor Agreement (PLA).

Include Port Values & Anti Human Trafficking for contracts over $150,000 or DELETE if not applicable.

By submission of a bid/proposal, the Bidder/Proposer certifies they will comply with all local, state, federal, and other laws, rules, regulations, and other requirements applicable to its operations relating to environmental responsibility, worker safety, labor, anti-discrimination and anti-human trafficking. The Bidder/Proposer is also acknowledging that it will adhere to the Values and Standards of the Port of Seattle. A copy of the Third-Party Expectations is included in Document 00 83 00.

## Title VI solicitation notice

The Port of Seattle, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Port. Any such complaint must be in writing and filed with the Port’s Title VI Coordinator within one hundred, eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the office of the Title VI Coordinator at no cost to the complainant by calling (206) 787-4066 or sending an email to mailbox.t3@portseattle.org

The information below is for internal use only, and should be removed for publication

Dated at Seattle, Washington, [date].

AUTHORIZED BY THE PORT COMMISSION OF THE PORT OF SEATTLE

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Angela Peterson

Assistant Director, Central Procurement Office, PORT OF SEATTLE

First Publication: [date]

Final Publication: [date]

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