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

As a condition of a grant award, the Port shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Port shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department’s and FAA’s Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

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

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