

Invitation to Bid (“ITB”)  
Port of Astoria  
Marine Dock Fabrication and Delivery  
East Mooring Basin  
Port of Astoria

ISSUE DATE: November 14, 2025  
BID SUBMISSION DEADLINE: **December 16, 2025, 4:30 P.M. PST**  
ISSUING PARTY: Port of Astoria  
Will Isom, Executive Director  
422 Gateway Avenue, Suite 100  
Astoria, OR 97103

(503) 741-3300

Direct all inquiries and requests for clarification to:

Matt McGrath, Deputy Director  
422 Gateway Ave, Suite 100  
Astoria, OR 97103

Phone: 503-741-3336  
Email: [Bids@portofastoria.com](mailto:Bids@portofastoria.com)

This ITB, and supporting documents, will be available at the Port office and on the Port website:  
<https://www.portofastoria.com/public-notices>

## 1 Scope of Services.

The Port seeks to engage a qualified marine dock manufacturer to fabricate and deliver nine (9) docks according to the plans and specifications attached hereto (Addenda 1 & 2) [“the Services”]. Installation will be done by Port staff and is not included in this Scope of Services.

## 2 Sample Contract

If a contract is awarded, the Port will negotiate a contract based upon the successful bidder’s standard purchase/sale agreement, provided that certain additions and/or other modifications may be necessary to comply with state and federal contracting requirements, including but not limited to i) adequate buyer protections for the Port (warranty, remedies for failure to deliver on time, etc.), and ii) those terms and conditions specified in Exhibit 1, attached hereto. The party awarded the contract under this ITB shall be deemed the Contractor for purposes of Exhibit 1 (“Federal and State Contract Provisions”), which will be incorporated into the contract.

## 3 Reservation of Rights

The Port reserves the right to: i) seek clarification of Bids and to request any information the Port deems reasonably necessary to permit the Port to evaluate, rank and select the most qualified manufacturer to perform the services described in this ITB; ii) negotiate a contract that is in the best interest of the Port; and iii) reject any or all Bids and/or to terminate the solicitation process at any time if doing so would be in the public interest as determined by the Port.

## 4 Bid Requirements

### 4.1 Procedural Requirements

#### 4.1.1 Form of Submission

The Bid must be the original work of the Bidder and bear the Bidder’s authorized representative’s signature. One (1) paper and one (1) electronic copy must be submitted, the latter of which may be mailed (in electronic form, such as on a thumb drive) with the paper copy, *or emailed*. Regardless of the form in which the electronic copy is sent, however, *the electronic copy must be received by the deadline while the physical copy must be postmarked by the deadline*. The electronic copy of the Bid may only include files with the following formats: .pdf (Adobe Acrobat, Foxit, etc.), .doc or .docx (Microsoft Word), .xls or .xlsx (Microsoft Excel), or ODF files (Apache Open Office: .odt or .ods). Physical copies must be received at the address listed on page one (1) of this ITB document. Emailed copies must be emailed to [bids@portofastoria.com](mailto:bids@portofastoria.com). All written materials must be 8-1/2" x 11" format. If bound, the Bid must be bound

vertically (11" side) in a type no smaller than 11 point. No other material may be submitted. Bids must not include extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Bid.

#### 4.1.2 Resident Bidder

Bidders must state whether or not they qualify as a Resident Bidder under ORS 279A.120(1). See Addendum 4 (Certification Statement).

#### 4.1.3 Deadline & Bid Opening

The deadline (Closing) for Bid submission is identified on page one (1) of this ITB document and in the Selection Schedule (Addendum 3). Sealed Bids (including the electronic copy – see below) may be mailed or personally delivered to Port offices at the address indicated on page one (1) of this ITB document. No facsimile (fax) Bids will be accepted.

Bids that fail to meet deadline requirements will be rejected.

Each Bidder is solely responsible for ensuring its Bid is received in accordance with ITB requirements. The Port is not responsible for delays in mail or by common carriers, transmission errors, or mistaken delivery. A Bid submitted by any means not authorized will be rejected.

Bids will be publicly opened at the Port office (see page 1) on the date specified in the Selection Schedule (Addendum 3). The Port shall read aloud the name of each Bidder, the Bid price(s), and such other information as the Port deems appropriate. Submitted Bids will be available for public inspection only after the Notice of Intent to Award has been issued.

#### 4.1.4 Certification Statements

The Bid Certification Statement (Addendum 4), Byrd Anti-Lobbying Certification (Addendum 6), and Debarment Certification (Exhibit G) must ALL be completed, signed and included with the Bid. Failure to submit any one of these Certification Statements will result in disqualification of the bidding firm.

#### 4.1.5 Questions, Protests, amendments

##### 4.1.5.1 Questions

A Bidder may submit written questions or otherwise seek clarification regarding ITB contents. The deadline for questions (“Question Deadline”) is stated on the Selection Schedule (Addendum 3). All questions received, the response to which materially affects this ITB, will be answered by amendment and posted on the Port’s website. All Questions must be: i) delivered in writing (email or physical mail) to Matt McGrath, or ii) received at [bids@portofastoria.com](mailto:bids@portofastoria.com), on or before the Question Deadline.

#### 4.1.5.2 Protest to ITB

A Bidder may submit a written protest to the procurement process or the solicitation document in accordance with the provisions of Oregon Revised Statutes (ORS) 279B.405 and Oregon Administrative Rules (“OAR”) 137-047-0730 (collectively, “Procurement Protest”). The deadline for Procurement Protests is stated in the Selection Schedule (Addendum 3). If the resolution to the protest results in modifications to the ITB, an amendment will be issued in accordance with OAR 137-047-0430 and § 4.1.5.4 below. All Procurement Protests must be: i) delivered in writing (email or physical mail) to Matt McGrath, or ii) received by email at [Bids@portofastoria.com](mailto:Bids@portofastoria.com), on or before the stated deadline.

#### 4.1.5.3 Protest to Bidder Selection

A Bidder may submit a written protest to the contract award or the intent to award in accordance with the provisions of ORS 279B.410 and OAR 137-047-0740 (collectively, “Award Protest”). The deadline for Award Protests is stated in the Selection Schedule (Addendum 3). All Award Protests must be: i) delivered in writing (email or physical mail) to Matt McGrath, or ii) received by email at [Bids@portofastoria.com](mailto:Bids@portofastoria.com), on or before the stated deadline

#### 4.1.5.4 Amendment Notification

The Port reserves the right to notify potential Bidders of any amendments to this ITB by publication on the Port’s website only. The existence of, and contents within, any such amendment will not be advertised by newspaper or trade journal. Bidders are responsible for checking the Port’s website regularly to ensure timely notice of any amendments issued under this ITB. The Port recommends that Bidders check the website at least once weekly until the week of Closing and at least once daily during the week of Closing up to the third day prior to Closing.

No amendment to this ITB shall be effective unless made in writing and issued by means of posting on the Port’s website.

#### 4.1.6 Public Records & Confidentiality

Bids submitted to the Port are public records open to public inspection. If a Bidder believes any of its Bid is exempt from disclosure under Oregon law, the Bidder must: i) clearly identify those portions of the Bid it believes to be exempt from disclosure; ii) draft the Bid in such a manner as to separate the exempt material from the non-exempt portions of the Bid; and iii) clearly mark the exempt material as follows: "This data constitutes a trade secret under ORS 192.345(2) and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS chapter 192.311 to 192.431"

Failure to identify a portion of the Bid as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. The Port will take reasonable steps to protect information claimed to be confidential but makes no guarantee of confidentiality if disclosure is required by law or ordered by the court or other authorized body.

#### 4.1.7 Modification or Withdrawal of Bid

Bidders may modify or withdraw their bid in accordance with the provisions of OAR 137-047-0440.

#### 4.1.8 Right to Reject Bid Not in Compliance

The Port reserves the right to reject any Bid not in compliance with all prescribed public contracting procedures and requirements, including the requirement to demonstrate the Bidder's responsibility under ORS 279B.110 and OAR 137-047-0640(1)(c)(F), and may reject for good cause all Offers after finding that doing so is in the public interest.

#### 4.1.9 Bonds

Bidders must submit a Bid Bond with the Bid, as per § 6 of the Contract Supplement (Exhibit 1).

Upon execution of the contract to be awarded under this solicitation, the successful Bidder must submit a Performance Bond and a Payment Bond in accordance with § 6 of the Contract Supplement (Exhibit 1).

### 4.2 Substantive Bid Requirements

The Bid must respond to each subject listed below, in the same sequence as presented.

#### 4.2.1 Project Experience

- Provide three (3) references for completed projects that demonstrate experience and competence in performing the type of work requested in this ITB.
- Provide a brief description of the project and the name, address, telephone number, project title and contact person for the project client.

Submission of a Bid will be deemed consent from the Bidder to contact listed references.

#### 4.2.2 Project Schedule

- *Assuming a contract execution date of January 12, 2026*, provide a delivery date for the docks. Delivery location: 250 36th St, Astoria, OR 97103.

#### 4.2.3 Project Cost

- Provide a Not-to-Exceed cost for the Services. Include a list of all assumptions on which the bid is based. Itemize the costs on the Bid Form (Addendum 5).

## 5 Evaluation Criteria

### 5.1 Evaluation Factors

Subject to the statutory preference requirements outlined in ORS 279A.120 and ORS 270A.125, and provided that the contract is awarded, the Port will award the contract to the Responsible Bidder (see ORS 279B.110 and OAR 137-047-0640(1)(c)(F)) submitting a Responsive Bid at the lowest cost.

## 6 Selection Process

### 6.1 Selection Timeline

Addendum 3 (Selection Schedule) details the estimated schedule for the selection process. The Selection Schedule is a reasonable estimate of the time necessary to complete the selection process; however, the Port reserves the right to adjust the Selection Schedule as needed. Any adjustments will be posted on the Port's website; Bidders will not be individually notified. See § 4.1.5.4 above.

### 6.2 Notice of Intent to Award

Upon a selection decision *by Port staff*, the Notice of Intent to Award will be posted here: <https://www.portofastoria.com/public-notices>.

**Bidders are hereby notified that official approval of the selected Bidder and the finalized contract are subject to Port Commission approval. Therefore, the Notice of Intent to Award under this ITB is not a guarantee that the contract will be awarded.**

## 7 Other Provisions

### 7.1 Bidder Own Expense

Bidders responding to this ITB do so solely at their own expense. The Port is not responsible for any Bidder expenses that are in any way associated with this ITB.

### 7.2 Funding

This contract will be funded in part through the Oregon Department of Fish and Wildlife's Sport Fish Restoration Grant Program (ODFW sub-award # 284-25) in cooperation with the U.S. Fish and Wildlife Service, under Federal Award no. 53100-235012-00.

Partial funding will also be provided by the Oregon State Marine Board Boating Facility Grant Program, which invests fees and taxes paid by motorized boaters into boating facility improvements.

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Addendum 3 – Estimated Selection Schedule

<b>SELECTION SCHEDULE Addendum 3</b>	
<b>Event</b>	<b>Estimated Date of Completion</b>
ITB Issuance	11/14/2025
Question Deadline	12/1/2025
Procurement Protest Deadline	12/8/2025
Submission Deadline / Closing	12/16/2025
Issue Notice of Award	12/26/2025
Award Protest Deadline	1/2/2026
Anticipated Commission Approval	1/6/2026
Execute Contract	1/12/2026

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 Addenda & Exhibit Schedule

<b>Invitation to Bid            Marine Dock Fabrication and Delivery            Addenda &amp; Exhibit Schedule</b>		
Doc Name	Doc Type	Doc ID
Engineering Plans	Addendum	1
Technical Specifications	Addendum	2
Selection Schedule	Addendum	3
Certification Statement	Addendum	4
Bid Form	Addendum	5
Byrd Anti-Lobbying Certification	Addendum	6
Debarment Certification	Exhibit	G
Contract Supplement	Exhibit	1
Insurance Exhibit	Exhibit	E

**BIDDER'S BID FORM**

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ALUMINUM BOARDING DOCKS - FABRICATE, DELIVER, & OFFLOAD  
EAST MOORING BASIN, COLUMBIA RIVER - MILE 15.8  
PORT OF ASTORIA**

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Aluminum Docks - Fabrication Complete	9	EA		
Aluminum Docks, Modified - Fabrication	2	EA		
Aluminum Docks - Delivery & Offloading	1	LS		
			<b>TOTAL</b>	

Notes:

1. Includes all materials, fabrication and misc. items per plans and specifications
2. Includes profit and overhead per general conditions allowances
3. Delivery location is at a location specified by the owner, see specifications for details.