



# *Lincoln County*

**REQUEST FOR PROPOSALS #2026FS01**

**FOR**

**CARDLOCK FACILITY  
FUEL LINE REPAIR**

**LINCOLN COUNTY PUBLIC WORKS  
880 NE 7<sup>TH</sup> STREET  
NEWPORT, OREGON 97365  
(541) 265-5747  
JANUARY 2026**

**ADVERTISEMENT**

**LINCOLN COUNTY PUBLIC WORKS REQUEST FOR PROPOSALS (RFP)  
FOR CARDLOCK FACILITY FUEL LINE REPAIR**

The Lincoln County Public Works Department (“County”) is soliciting proposals to complete all work necessary to repair a failed fuel line within its cardlock facility located at 817 NE 3<sup>rd</sup> Street in Newport, Oregon. The County reserves the right to amend any resulting contract for additional time or to expand the Scope of Work, as needed, contingent upon the availability of funding. The solicitation process is being conducted in accordance with the provisions for small and intermediate contracts as defined within the Lincoln County Code.

A copy of the RFP and any supplemental information will be available for review and download from the official county website <https://www.co.lincoln.or.us/966/Bids-RFPs> on Thursday, January 29, 2026.

All submittal requirements must be met for proposals to be considered. The requirements can be found in Part II – Submittal Requirements of the RFP.

Prospective bidders are instructed to submit proposals based solely on information received from Lincoln County Public Works. Proposals may be submitted via USPS to the Lincoln County Public Works office at 880 NE 7<sup>th</sup> Street, Newport OR 97365 or via email at [LCPW@co.lincoln.or.us](mailto:LCPW@co.lincoln.or.us) until **2:00 pm (PST) on Thursday, February 26, 2026**. Proposals received after this time will not be considered.

The County reserves the right to not select a contractor if the information submitted in their proposal is not in compliance with the requirements of the RFP, or to not select any contractor responding to the RFP if a determination is made that it is in the County’s best interest to do so.

The selected contractor must comply with the applicable provisions of ORS 279C.840 and 40XUSC 276a, any applicable provisions of the Equal Employment Opportunity Act of 1972, and the Civil Rights Act of 1964 as amended. Lincoln County is an equal opportunity employer and prospective bidders will be required to submit certification as equal opportunity employers in their proposals. Prospective bidders will also be required to submit certification in accordance with ORS 279A.110 that the bidder has not discriminated against minority, women, or service-disabled owned businesses, or an emerging small business, in obtaining any subcontractor proposals or required subcontracts in response to this RFP.

Dated this 26<sup>th</sup> day of January, 2026.

Mikel Diwan, P.E.  
Public Works Director  
Lincoln County, Oregon

**LINCOLN COUNTY PUBLIC WORKS REQUEST FOR PROPOSALS (RFP)  
FOR CARDLOCK FACILITY FUEL LINE REPAIR**

**RFP #2026FS01**

**Part I – General Information**

**Announcement.**

The Lincoln County Public Works Department (“County”) is soliciting proposals to complete all work necessary to repair a failed fuel line within its cardlock facility located at 817 NE 3<sup>rd</sup> Street in Newport, Oregon. The County reserves the right to amend any resulting contract for additional time or to expand the Scope of Work, as needed, contingent upon the availability of funding. The solicitation process is being conducted in accordance with the provisions for small and intermediate contracts as defined within the Lincoln County Code.

**Background:**

In November 2025, Lincoln County Public Works was notified by the Oregon Department of Environmental Quality (DEQ) that its cardlock facility located at 817 NE 3<sup>rd</sup> Street in the City of Newport, Oregon failed an annual inspection. Specifically, it was determined that a fuel line between an underground (diesel) storage tank and the dispensary pump was leaking. The expelled fuel was captured in a sump container and no ground contamination was observed, however, the exact point of leakage was not identified. The rate of the leak was later estimated at approximately 6 oz. during a 24-hour period. In accordance with OAR 340-150-0163(3) the diesel fuel system has since been removed from operation and Lincoln County was issued a *Temporary Closure Certificate* by DEQ pending repair of the diesel fuel line.

**Scope of Work:**

The Scope of Work for this RFP shall be defined in the proposals by the prospective bidders and include all work, including any labor, equipment or materials, and any necessary testing and regulatory coordination to achieve the desired result. The desired result for this work is to locate and repair a 2-inch fiberglass reinforced plastic (FRP) fuel line supplying diesel fuel from an underground storage tank to a dispensary unit, including any ancillary concrete, asphalt, electrical, or other work that may be necessary to leave the site in current-or-better conditions once the work is completed, and any additional work identified during the required site inspection.

**Site Inspection:**

A required site inspection of the cardlock facility located at 817 NE 3<sup>rd</sup> Street in Newport, Oregon will be held on **Wednesday, February 11, 2026 at 10:00 am** for all prospective bidders. Potential bidders are requested to register for the site inspection by contacting Wayne Tanons, Fleet Services Manager, via email at [wtanons@co.lincoln.or.us](mailto:wtanons@co.lincoln.or.us) or by telephone at (541) 574-1221 no later than **Tuesday, February 10, 2026 at 2:00 pm**. The site inspection is required to ensure the County has confidence in the bidder’s familiarity with the project and that onsite conditions have been taken into account throughout their proposal.

**Questions:**

All questions regarding this RFP and any related work must be submitted in writing via email to [wtanons@co.lincoln.or.us](mailto:wtanons@co.lincoln.or.us) and [LCPW@co.lincoln.or.us](mailto:LCPW@co.lincoln.or.us) and received no later than **4:00 pm (PST) on Wednesday, February 18, 2026** to receive a response. Questions that clarify, modify, or substantially change the desired results of the Scope of Work will be published via Addendum on the county website no later than five (5) business days before the bid opening date. Questions received after the deadline may not be answered.

**Part II – Submittal Requirements****Acceptable Bidders & Qualifications:**

Any prospective bidder submitting a proposal must meet the following minimum requirements for their proposal to be considered. Specifically, the bidder must be:

- i. Licensed to perform business in the State of Oregon.
- ii. Appropriately licensed and experienced in performing the services described in this RFP.
- iii. Authorized and agreeable to execute a services contract with Lincoln County if selected.
- iv. Able to provide evidence of required insurance coverages, as determined by the County.

**Proposal Content:**

It is the intent of the County to solicit proposals that are complete yet concise, descriptive yet brief. The proposal should enable the County to fairly evaluate if the proposed Scope of Work will achieve the desired results while accounting for reasonable contingencies, interruptions, and additional work that may be determined to be required upon commencement of the original Scope of Work. At a minimum, proposals should include:

- i. The bidder's contact information.
- ii. Complete list of any proposed subcontractors to be utilized.
- iii. Brief narrative of the work that will be involved and any structures to be impacted.
- iv. Itemized cost activity and unit pricing.
- v. Proposed schedule for commencement and completion of work.
- vi. Description of any permits or regulatory authorization to be obtained.
- vii. Total Not-to-Exceed cost proposal.
- viii. Any additional information that may assist the County in making an informed selection.

**Supplemental Statements:**

All proposals must include certifications from the bidder that they are equal opportunity employers and that, in accordance with ORS 279A.110, the bidder has not discriminated against minority, women, or service-disabled owned businesses, or an emerging small business, in obtaining any subcontractor proposals or required subcontracts in response to this RFP

**Incurred Costs:**

Prospective bidders responding to this RFP do so solely at their expense. Lincoln County accepts no responsibility for any costs incurred by any prospective bidder responding to this RFP and shall not be liable for any costs incurred in the preparation or presentation of their proposal.

**Prevailing Wage Rates:**

The work resulting from this RFP is not anticipated to be categorized as a Public Works as described in ORS 279C and subsequently not subject to Oregon prevailing wage rate laws. Any proposal that incorporates labor wages in compliance with ORS 279C should include a statement identifying said incorporation.

**Work Completion Date:**

Time is of the essence for this work and all work is required to be completed no later than June 30, 2026. Proposals that achieve the desired results at an earlier date may be shown preference.

**Bond Requirements:**

Subject to the complexity of proposed work described in the proposals, the County reserves the right to require, at its own discretion, the selected contractor to obtain a Performance Bond in an amount up to 10% of the total proposed bid price. The cost of any potential Performance Bond should be included in the prospective bidder's proposal.

**Addendum:**

A signed copy of any addendum that is published in response to this RFP must be included in the bidder's proposal. Proposals not including any published addendum may not be considered.

**Late Proposals:**

Any proposal received after the specified due date and time will not be considered and will not be returned. Lincoln County reserves the right to determine the correct time and accepts no liability for delays incurred by mail or carrier services.

**Part III – Selection Process and Award****Desired Proposals:**

The County intends to select the proposal that achieves the desired results at the least cost while considering the qualifications and work experience of the respective bidder, the clarity of the submitted Scope of Work, and the level of confidence that the work can be completed within the proposed schedule.

**Cancellation of Solicitation:**

The County reserves the right to cancel this RFP at any time during the solicitation process upon a finding or determination that it is in the County's best interest to do so.

**Proposal Acceptance and Rejections:**

The County reserves the right to accept or reject any and all proposals with good cause; to add or delete proposal items and/or quantities; to amend the RFP; to waive any minor irregularity, informality, or failure to conform to the RFP; to extend the deadlines for submitting and accepting proposals; to postpone award of a bid; and to reject, for good cause and without liability, any and all proposals upon a finding or determination that it is in the County's best interest to do so.

The County also reserves the right to the following:

- To reject any proposal not in compliance with required public procurement procedures or to be determined to include false or misleading statements,

- To consider the competency and work experience of bidders when making an award,
- To negotiate the Scope of Work prior to awarding a contract.

**Proposal Scoring:**

Proposals will be evaluated on a Pass/Fail basis for all criteria except for costs. The evaluation panel will consist of at least two persons with relevant knowledge of the facility, a thorough understanding of the county's fuel facility needs, and will consist of persons employed in either the county's Fleet Services or Public Works departments, or both. Criteria scored on a Pass/Fail basis will include:

1. Does the proposed work achieve the desired results? (YES = Pass, NO = Fail) *[Typical]*
2. Does the bidder possess any necessary qualifications to perform the work?
3. Is the bidder a reputable bidder or possess sufficient and related work experience?
4. Does the proposal provide sufficient clarity to describe the work involved?
5. Does the proposal provide confidence the work can be completed in the proposed schedule?
6. Is the proposed schedule acceptable, at the county's discretion, when considering the costs?

Proposals that receive a failing score to any of the listed criteria will be rejected for further consideration. If no proposal receives a passing score for all criteria, the county may elect to either re-evaluate all proposals or to solicit new bids.

**Solicitation Protests:**

Prospective bidders who protest any provision, specification, or other requirement contained in this RFP may submit a written request to change any provision, specification, or requirement no later than 4:00 pm at least seven (7) days before the submittal deadline date. Each protest must include the reasons for the protest and specify the remedy requested. The County will not consider any protest submitted after the deadline established in this section.

**Contract Award Process:**

Within five (5) days of bid closing the County will evaluate all proposals, publish a bid summary, verify the preferred contractor meets all necessary qualifications, and notify the preferred contractor of the potential contract award. A *Notice of Intent to Award* will be published no less than ten (10) days prior to a contract award.

**Contract Award Protests:**

Any bidder may submit a formal written protest to the *Notice of Intent to Award* within seven (7) days of its published date. The written protest must specify the grounds upon which the protest is based. For the protest to be considered, it must demonstrate that the protesting party is, or would be, adversely affected by the award of the contract as intended. Protest must be received either via USPS at: Lincoln County Public Works, 880 NE 7<sup>th</sup> Street, Newport OR 97365, or via email at [LCPW@co.lincoln.or.us](mailto:LCPW@co.lincoln.or.us). Any protest received after seven (7) days of the notice being published will not be considered.

**Contract Execution:**

Within fifteen (15) days of notification of being selected for award, the contractor will be expected to execute a contract with Lincoln County and meet all terms, insurance requirements, and “hold harmless” provisions contained therein. The contract shall specify payment methods based on the accepted proposal and a fixed, Not-to-Exceed amount. Lincoln County reserves the right not to pay for any work or services performed prior to execution of a contract and the issuance of a Notice-to-Proceed.

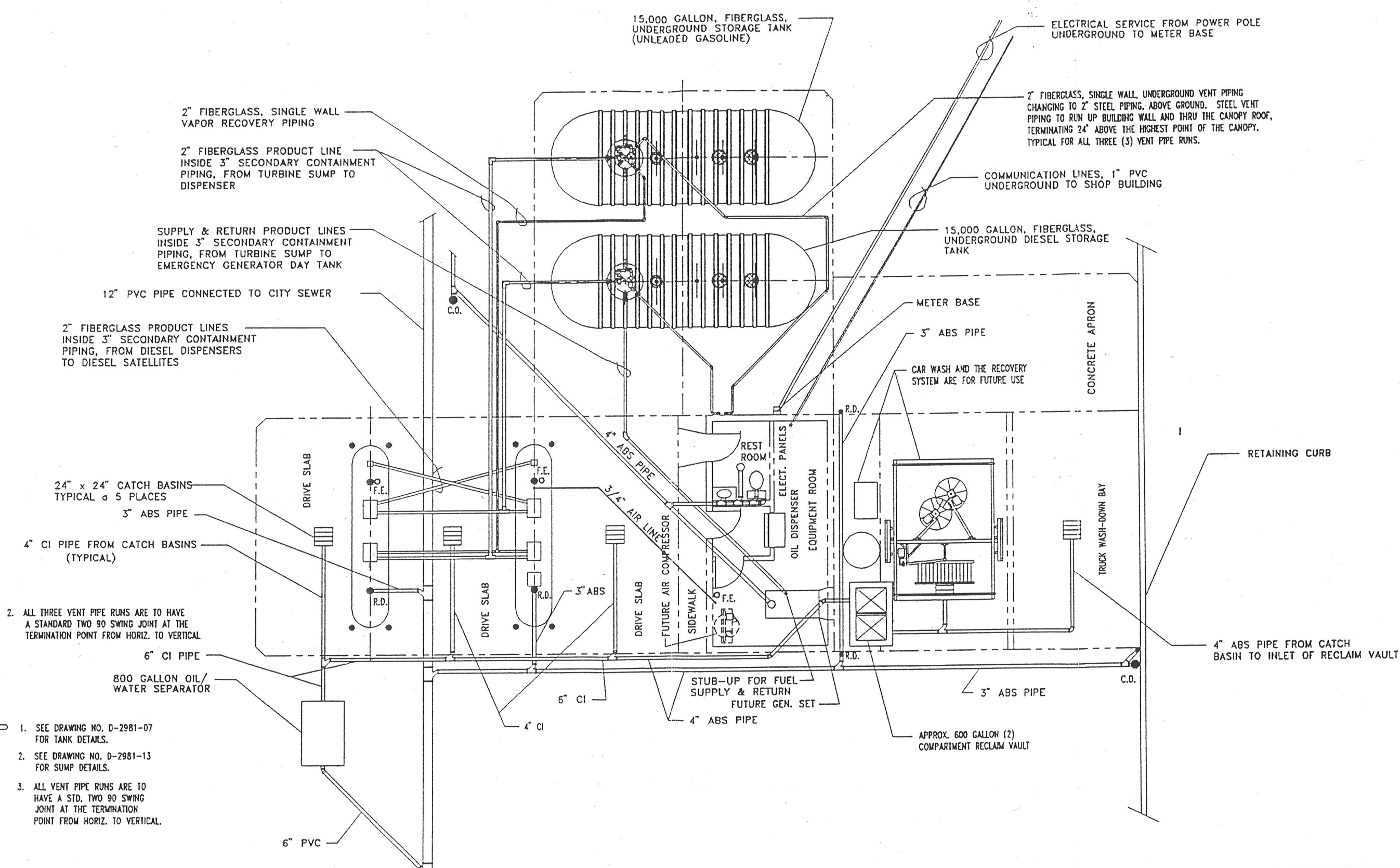
**Attachments:**

The following attachments are incorporated into this RFP for reference only. Prospective bidders shall be responsible for verifying all site conditions and prospective work necessary prepare a responsible bid proposal.

- 1. File drawings for Cardlock Facility.
- 2. Various site photos.
- 3. DEQ Temporary Closure Certificate dated 2025-11-25

End of RFP

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2. ALL THREE VENT PIPE RUNS ARE TO HAVE A STANDARD TWO 90 SWING JOINT AT THE TERMINATION POINT FROM HORIZ. TO VERTICAL
3. ALL VENT PIPE RUNS ARE TO HAVE A STD. TWO 90 SWING JOINT AT THE TERMINATION POINT FROM HORIZ. TO VERTICAL
- SEE DRAWING NO. D-2981-07 FOR TANK DETAILS.
  - SEE DRAWING NO. D-2981-13 FOR SUMP DETAILS.
  - ALL VENT PIPE RUNS ARE TO HAVE A STD. TWO 90 SWING JOINT AT THE TERMINATION POINT FROM HORIZ. TO VERTICAL.

REV.	ZONE	CHANGE/D.C.N.	DATE	BY	M/F	REV. ZONE	CHANGE/D.C.N.	DATE	BY	M/F

PRELIMINARY DRAWING:  FOR CUSTOMER USE ONLY

SUPERSEDES PREVIOUS DWG:  APPROVED AS SHOWN:

DWG. FOR APPROVAL:  APPROVED AS NOTED:

DRAWING FOR INSTALLATION:  APPROVED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

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 P.O. BOX 11509  
 437 E. COLUMBIA BLVD.  
 PORTLAND, OREGON 97211  
 OFFICE (503) 283-2151  
 FAX (503) 283-4308

TITLE: PRODUCT, VAPOR RECOVERY, VENT, and DRAIN PIPING  
 LINCOLN COUNTY ROAD DEPT.  
 NEWPORT, OREGON

DATE: MAY 06, 1993	DRAWN BY: MIKE HALE
SCALE: 3/16" = 1'-0"	CAD FILE: 2981-05
D-2981-05	SHT 1 of 1



**817 NE 3<sup>rd</sup> Street – SE View**



**817 NE 3<sup>rd</sup> Street – SW View**



**817 NE 3<sup>rd</sup> Street – E View**



**817 NE 3<sup>rd</sup> Street – NE View**



Department of Environmental Quality  
700 NE Multnomah St. #600  
Portland, OR 97232  
(503)229-6652

# UNDERGROUND STORAGE TANK PROGRAM GENERAL PERMIT REGISTRATION TEMPORARY CLOSURE CERTIFICATE

For Facility # 11362

**ISSUED TO:**

Lincoln County Road Dept

Mark Malnack  
880 NE 7th St1  
Newport, Oregon 97365

**TANK OWNER:**

Lincoln County Facilities Maintenance

**REGISTRATION CERTIFICATE NUMBER**

21-11362-TCL

**FACILITY NAME AND LOCATION**

Lincoln County Road Dept  
817 NE 3RD ST  
NEWPORT, OR 97365

**Registration Type:**

Temporary Closure

**TANK PERMIT:**

BCJGA

**TANK ID NO:**

2A

**TANK SIZE:**

15000 Gallons

**TANK CONTENTS:**

Diesel

The Oregon Department of Environmental Quality issues this temporary closure certificate with the understanding that the permittee will comply with the conditions and requirements of the general permit for temporary closure of an underground storage tank system pursuant to OAR 340-150-0167. Certificates may be suspended or revoked for failure by the permittee to comply with the conditions and requirements of the general permit for temporary closure or applicable statutes or rules.

**ISSUE DATE :** 2025-11-25

**EXPIRATION DATE :** 2026-11-25

Mark Drouin

Underground Storage Tanks Compliance Program Manager

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**Regulated Substance Delivery Not Authorized**