



City of Port Angeles  
Public Works & Utilities Dept.  
Engineering Office  
321 E. Fifth Street  
Port Angeles WA 98362

## INSTRUCTIONS TO BIDDERS

### SMALL WORKS ROSTER CONTRACT

Project Title Concrete Compactor Footings

Project Number: CON -2022-33

1. The Project Manager for this project is: David Wegener. For any questions or to arrange a site visit, please make contact at **360-417-4547** or by email at [dwegener@cityofpa.us](mailto:dwegener@cityofpa.us).
2. Site Visit: A pre-bid walk is scheduled for **11:00 AM, Tuesday, May 17<sup>th</sup>, 2022**, at the work site. Meet at Port Angeles Transfer and Recycling, building "G". All bidders are encouraged to attend.
3. Bids must be received by the City of Port Angeles, Public Works and Utilities Department no later than **2:00 PM, Friday, May 20<sup>th</sup>, 2022**.

Engineer's estimate: \$20,000 to \$25,000.

For a bid to be valid, a completed Bid Form (included in this package) must be submitted. All bids must be made on the required bid form and in cases of errors in the extension of prices in the bid, the unit prices will govern. All blank spaces for bid prices must be filled in, with ink or typewritten, and each bid form for which the bidder is providing a bid must be fully completed and executed when submitted. Only one copy of each complete bid form is required. The completed bid form(s) must be accompanied by one completed Bid Signature Sheet, Bidder's Construction Experience form, a copy of a valid certificate of registration in compliance with 18.27, a subcontractor list form and one completed Certificate of Compliance with Wage Payment Statutes form. **Faxed bids will not be accepted.** Failure to adhere to instructions may constitute disqualification of the proposal.

4. Bid Forms must be received by the time and date specified above, and may be submitted by any of the methods listed below:
  - a. Emailed to [contracts@cityofpa.us](mailto:contracts@cityofpa.us) (*preferred*)
  - b. Hand delivered to the Director of Public Works & Utilities, City of Port Angeles, 321 East Fifth Street, Port Angeles, Washington 98362.
  - c. Mailed to the Director of Public Works & Utilities, City of Port Angeles, 321 East Fifth Street, Port Angeles, Washington 98362.
5. Additionally, for a bid to be valid, there can be no bidder submitted variations to the Statement of Work, the Small Works Project Contract or other terms presented in the Request for Bid package. **Any questions bidders have with regard to the Statement of Work shall be submitted in writing to the Project Manager, David Wegener at [dwegener@cityofpa.us](mailto:dwegener@cityofpa.us). No responses will be provided for questions submitted after 2:00 PM, the Wednesday preceding the bid opening date.**

The City may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder will be permitted to withdraw its bid between the closing time for receipt of bids and execution of the Contract, unless the award is delayed for a period exceeding sixty (60) calendar days. A conditional or unqualified bid will not be accepted.

By submitting a bid in response to this request, bidder accepts all terms and conditions set forth in the City's Contract Agreement. Formal objection is hereby made by the City to any additional or different terms proposed by bidder as a condition of acceptance or delivery and may be grounds for rejection of the bid by the City.

6. The City of Port Angeles in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Port Angeles is an equal opportunity and affirmative action employer. Small, minority- and women-owned businesses are encouraged to submit bids. All work performed on the project will be subject to the State of Washington prevailing wage rates.

7. Bonds and Retainage.
  - a. A bid bond will not be required for this work.
  - b. Bids less than or equal to \$35,000 including tax. A performance and payment bond, and retainage will not be required for this work if the total bid amount including tax is less than or equal to \$35,000. However, the City shall have the right of recovery against the Contractor for any payments made on the Contractor's behalf.
  - c. Bids greater than \$35,000 including tax. If the total bid amount including tax exceeds \$35,000, this project will be awarded as a small works roster contract and payment and performance bonds and retainage will apply in accordance with Washington State law. A retainage of 5% will then be applicable to this contract. The Contractor shall obtain payment and performance bonds in accordance with this Contract and all Attachments incorporated herein. Copies of the Bid Security Transmittal Form, Performance and Payment Bond form, and Escrow Agreement for Retained Percentage form are available from the Engineering Office of Public Works & Utilities (Telephone 360-417-4541).
8. The following forms are to be executed after the Contract is awarded:
  - a. Contract - To be executed by the successful bidder and the City.
  - b. Insurance certificate(s).

The party to whom the Contract is awarded ("Contractor") will be required to execute the Contract, furnish the required Contractor's Performance Bond, Payment Bond, and certificates of insurance within ten (10) calendar days from the date the notice of award is delivered to the bidder. In case of failure of the bidder to execute the Contract, the City may, at its option, consider the bidder in default, in which case the City will be entitled to consider all bidder rights arising out of the City's acceptance of bidder quote as abandoned. The City will be entitled to such other rights as may be granted by law.

The notice to proceed will be issued within ten (10) calendar days of the execution of the Contract by the City. Should there be reasons why the notice to proceed cannot be issued within such period, the time may be extended by mutual agreement between the City and Contractor, if the notice to proceed has not been issued.

Pursuant to RCW 39.04.350, before awarding a public works contract, the City must verify that bidder has received training on prevailing wage and public works requirements or that the bidder is exempt from training because they have completed three or more public works projects and have had a valid Washington business license for three or more years. This verification is required for bids awarded after July 1, 2019. If bidder has not completed this training and/or is not exempt from said training, the bid shall be rejected.

Additionally, and pursuant to the requirement in RCW 39.06.020, a public works contractor must verify responsibility criteria for its first-tier subcontractors. A subcontractor of any tier hiring other subcontractors must verify responsibility criteria for each of its subcontractors. Subcontractors must meet criteria responsibility at the time of subcontract execution.

## BIDDER'S CHECKLIST

1. Have the bid forms been properly signed?
2. Does the amounts column of the bid form agree with the numbers for unit price times the number shown in the quantity column?
3. Have you bid on all items?
4. If Addendum(a) have been issued, have it/they been acknowledged on the Bid Form?
5. Have you shown your contractor's state license number on the Bid Form?
6. **Have you included a copy of a valid certificate of registration in compliance with 18.27 RCW?**
7. Have you filled out the Bidder's Construction Experience form?
8. Have you listed all proposed subcontractors that you will use for the project on the Listing of Proposed Subcontractors form?
9. Have you included a Certificate of Compliance with Wage Payment Statutes Form?

## BID FORM (page 1 of 2)

Project Title: Concrete Compactor Footings

Project Number: CON-2022-33

The bidder hereby bids the following amounts for all work (including labor, equipment, time and materials) required to perform the work in the Statement of Work and this package.

1. BID ITEMS:

ITEM	SPECIFICATION NUMBER	DESCRIPTION	QTY.	UNIT	UNIT PRICE	AMOUNT
1	1-04	MINOR CHANGE	1	EST.	\$5,000	\$5,000
2	PLANS	COMPACTOR FOUNDATION	1	L.S.		

Sub-Total \_\_\_\_\_

Sales Tax (8.8%) \_\_\_\_\_

**Total Bid** \_\_\_\_\_

Bid Item 2 – Compactor Foundation: The lump sum item includes but is not limited to saw cutting, demolition of the existing concrete slab, removal and proper disposal of construction materials, subgrade compaction and testing, compactor foundation installation per plan, relocation of water line/service, sewer drain sleeve installation, and all other site work such as surface restoration and clean up.

Measurement and Payment for “Compactor Foundation” shall be lump sum. The unit contract price for “Compactor Foundation” shall be full pay for labor, equipment, and materials required to provide a fully functional “foundation” in accordance with the plans and specifications. Lump Sum items related to the Concrete Compactor Footing Project can exceed \$20,000 on the bid form but shall be broken out in accordance with section 1-09.9 Payment in the contract Special Provisions.

2. The bidder hereby acknowledges that it has received Addenda No(s) \_\_\_\_\_  
 (Enter “N/A” if none were issued) to this Request for Bid package.

3. The name of the bidder submitting this bid and its business phone number and address, to which address all communications concerned with this bid and with the contract shall be sent, are listed below. Any written notices required by the terms of an awarded contract shall be served or mailed to the following address:

**Contractor Information:**

- 1. Company Name: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. City, State, Zip Code: \_\_\_\_\_
- 4. Phone Number: \_\_\_\_\_
- 5. Contractor Registration Number: \_\_\_\_\_
- 6. UBI Number: \_\_\_\_\_
- 7. WA State Industrial Insurance Account Number: \_\_\_\_\_
- 8. WA State Employment Security Dept Number: \_\_\_\_\_
- 9. State Excise Tax Registration Number: \_\_\_\_\_

## BID FORM (page 2 of 2)

The bidder represents that it is qualified and possesses sufficient skills to bid on this project and the necessary capabilities to perform the services set forth in this Contract.

Signed by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

## BIDDER'S CONSTRUCTION EXPERIENCE

Answer all questions and provide clear and comprehensive information.

1. Name of bidder: \_\_\_\_\_  
Registration Number: \_\_\_\_\_
2. Permanent main office address: \_\_\_\_\_  
\_\_\_\_\_
3. When organized: \_\_\_\_\_
4. Where incorporated/organized: \_\_\_\_\_
5. How many years have you been engaged in the contracting business under your present firm name? \_\_\_\_\_
6. \* Contracts on hand. (Schedule these, showing gross amount of each contract and the approximate anticipated dates of completion), contact name and phone number.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. \* General character of work performed by your company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. \* Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
9. \* Have you ever defaulted on a contract? \_\_\_\_\_
10. \* List the more important projects recently completed by your company, stating approximate cost for each, the month and year completed, contact name and phone number.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. \* List your major equipment available for this contract: \_\_\_\_\_  
\_\_\_\_\_
12. \* Experience of bidder in construction similar to this project in work and importance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the City? \_\_\_\_\_

\* Add separate sheets if necessary.

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Port Angeles.

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

Bidder's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Subcontractor List

Prepared in compliance with RCW 39.30.060 as amended

**Must be submitted with and at the same time as the Bid Proposal package**

Concrete Compactor Footings  
Project No: CON-2022-33

**Name of Bidder:** \_\_\_\_\_

For Projects estimated to cost one million dollars (\$1,000,000) or more, each Bidder shall list subcontractors for the following categories of work:

- heating, ventilating, and air conditioning
- plumbing (RCW 18.106)
- electrical (RCW 19.28)

or shall note that Bidder will self-perform the work, or state that there is no such work on the Project.

Do not list more than one subcontractor for each category, unless subcontractors vary with bid additives or alternates, in which case the Bidder must indicate which subcontractor will be used for which additive or alternate. If Bidder is to perform such work itself, so state. Failure to submit names of subcontractors, or of Bidder to name itself, will render the bid void. The successful Bidder must have the written permission of the Contracting Agency to make any change to this list.

**Percent of total bid to be performed by Bidder's own forces \_\_\_\_\_ %**

TRADE	SUBCONTRACTOR	BIDDER WILL SELF-PERFORM	NO SUCH WORK ON PROJECT
HVAC			
PLUMBING			
ELECTRICAL			



## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, May 12, 2022, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Bidder’s Business Name

\_\_\_\_\_  
Signature of Authorized Official\*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

*Check One:*

Sole Proprietorship  Partnership  Joint Venture  Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

\_\_\_\_\_

If a co-partnership, give firm name under which business is transacted:

\_\_\_\_\_

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*