SMALL WORKS ROSTER APPLICATION INSTRUCTIONS

<u>Please read the following instructions carefully as incomplete applications will not be processed.</u>

COMPLETE AND RETURN ALL SECTIONS OF THE APPLICATION PACKAGE. INCLUDE THE FOLLOWING:

- Application (fully completed, signed by an officer of your corporation) (page 3)
- Include required financial reports for end of last fiscal year (Balance Sheet & Profit and Loss Statement.
- Affidavit of Assumed Name notarized (page 4)
- Corporate/Individual Acknowledgement notarized (page 5)
- Indicate whether your company can obtain minimum insurance requirements (page 6)
- Small Works Roster Project Categories Selection (pages 7-9). If the type of work you perform is not listed as a category of work on the application, we are not adding any new categories at this time.
- Be sure to provide required number of references (company must be considered "prime" contractor) within the specified time range on pages 10 through 34.
- Equipment/Vehicles List (page 35)
- Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion Form
- Return completed original application along with required attachments to:

Public Utility District No. 1 of Snohomish County Contracts/Purchasing Office – 02 Attn: Small Works Roster Application PO Box 1107 1802 – 75th Street SW (for hand delivery only) Everett, WA 98206

Incomplete applications will not be processed.

If questions please e-mail bids@snopud.com.



APPLICATION FOR SMALL WORKS ROSTER

SECTION I General Information

1.	Contractor:		
2.	Address:	(a) Mailing:	
		(b) Business:	
		(c) Remit to:	
		(d) E-mail address for receiving electron	
3.	Contact Per	rson:	Telephone: (
		rson:(First/Last) ress:	Fax No: ()
4.	(a) Is Applic	cant aCorporation	Partnership
		Sole Proprietorship	Subsidiary of another company
	(b) Number	r of years in business (minimum 18 mon	ths) as answer to (a)
	(c) If corpor	ration, state of incorporation:	
	(d) If corpor	ration, name and address of registered a	agent:
		s and titles of all officers, if a corporation; of time with the business.	or all partners, if a partnership, and their
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(r) If a subsidiary of another company, give name and add	ress or parent company:
(a) Are Washington State license fees current?	
(b) Tax Code Number/Federal Tax ID:	
(c) Unified Business Identification Number (UBI):	
(d) Contractor Registration No. (RCW 18.27)	
(e) Amount of bond filed with the State of Washington:	\$

- (f) PROVIDE COPIES OF ALL DOCUMENTS, <u>INCLUDING FINANCIAL STATEMENTS</u> (i.e. submitted to your bonding company to secure performance bonds). **MUST INCLUDE**:
 - 1. Balance Sheet
 - 2. Profit & Loss Statement
- 6. Performance Security: At contract award, the contractor shall furnish the DISTRICT with performance security in an amount not less than 25% of the total contract price, including tax, or up to 100% as the DISTRICT deems necessary, which shall cover the full, faithful performance of the contract and the payment of all obligations arising thereunder.
- 7. References must be submitted on the applicable reference page (pages 10 through 20) of the application.
- 8. On Page 22, complete a list of equipment and vehicles available for use on work for which you applied.
- 9. Contractor declares that all information submitted in this application is true and attests to the following:
 - a. Adequate financial resources, or the ability to secure such resources;
 - b. The necessary experience, organization, and technical qualifications to perform the proposed contract:
 - c. The ability to comply with the required performance schedule taking into consideration all of its existing business commitments;
 - d. A satisfactory record of performance, integrity, judgment and skills; and
 - e. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

10.	11 0	ees that the DISTRICT has the right to reconsider or redetermine the not any time or for any reason at the sole judgment of the DISTRICT
	ATTESTED to this	day of, 20
		*Authorized Signature(s)
		By:Title
		By:

^{*} If partnership, all partners must sign; if corporation, attach a copy of Resolution appointing Officers.

PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY

AFFIDAVIT OF ASSUMED NAME

Name	_ being first duly sworn on oath, disposes and says			
	Business Name			
ofBusiness Name	_, and is authorized to sign all documents on behalf _ and to otherwise sell, incumber, contract, borrow,			
and take all legal action on behalf of	Business Name			
Date:	Signature:			
Subscribed and sworn to before me this	day of, 20			
Print Name	Notary Public in and for State of Washington, residing at			
	My Commission expires on:			

The appropriate section below that applies to your Company must be completed.

CORPORATE ACKNOWLEDGMENT

STATE OF WASHINGTON)	
COUNTY OF)	SS.
(co. name) the corporation that exertine and voluntary act and deed of stated that he / she statement contained in said instrument / their knowledge.	ecuted the for said corpora they are ent and in the	, 20, before me, the undersigned, a Notary Public in and of d sworn, personally appeared, and respectively, of
Notary Public in and for the State of residing at		
	INDIVIDU	JAL ACKNOWLEDGMENT
STATE OF WASHINGTON COUNTY OF)	SS.
duly commissioned and sworn, pers the individual(s) described in and signed the same as free and voluntary act and	sonally appea who executed deed, for the	e undersigned, a Notary Public in and for the State of Washington, ared before me, to me known to be do the within instrument, and acknowledged that he / she was and purposes therein mentioned, and on oath stated that we execute said instrument, and that the statements contained in
		to execute said instrument and that the statements contained in re true and correct to the best of his / her
Notary Public in and for the State of residing at	f Washington,	, Print Name

SECTION II INSURANCE

The DISTRICT red	quires that a Contrac	tor be able to obtair	n the following mini j	mum insurance limits*:
	gan os that a sontiao	tor be able to obtain	Tulo lonowing mini	nam moaranoo minto

General	Liability	/ :
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- Bodily Injury/Property Damage \$1,000,000 Each Occurrence
- Automobile Liability:
 - Bodily Injury/Property Damage \$1,000,000 Combined Single Limit

Workers Compensation:

Statutory or WA State L&I Coverage

Employers' Liability or Washington Stop Gap:

• \$1,000,000 each accident and disease-each employee.

YOU MUST indicate here if you can obtain this minimum insurance	YOU	J MUST	indicate	here if	you can	obtain	this	minimum	insuranc
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At the time of project award, you will be asked to furnish a certificate(s) that covers the insurance requirements for the project. All insurance policies (except workers compensation) and certificates shall name the DISTRICT as an <u>additional insured by endorsement.</u> The insurance policy or certificate will not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance until notice has been mailed by Contractor to the DISTRICT stating the date when such cancellation or reduction shall be effective.

*The type and amount of insurance required for a particular project depends on the work to be performed and is stated in the project documents. The above limits are MINIMUMS ONLY. Additional coverages on certain projects may be required. Insurance documentation is one of the requirements that must be met prior to a Notice to Proceed being issued.

Signature of Company Representative	
orginate of company representative	
Date	

SMALL WORKS ROSTER PROJECT CATEGORIES

(Projects up to \$300,000)

The DISTRICT has pre-established the categories of work below and we are not adding any new categories of work at this time. Please select the type of work you are interested in and your company can provide the required references as "prime contractor". Beginning on Page 9, provide the last (8) projects completed in the last (18) months for each category applied for (must have completed at least two projects). The DISTRICT will select from this list and request additional detailed information to check your company's qualifications and may check with other company's we feel necessary, to determine your ability to perform the work for which you have applied.

you have app	ieu.
	<u>Abatement</u> : Category is for abatement (removal or encapsulation) of materials at District buildings which have been tested positive for hazardous materials for smaller work orders or projects; for work that is not part of a larger public works project
	Antenna & Tower Construction/Maintenance & Certification: Provide construction and maintenance services in support of the DISTRICT'S communications towers and appurtenances, including but not limited to; maintenance, modification and repair of towers and tower appurtenances, radio/antenna/coax/waveguide installation and testing, and other miscellaneous tower-related support work.
	Aspalt Paving
	Concrete Construction
	<u>Craft Maintenance:</u> All associated trades required for general construction, remodeling and building maintenance work including carpentry, concrete work, American Society of Mechanical Engineers (ASME) code welding, water pump and compressor rebuilding, metal component fabrication, structural steel rigging and erection, routine plant auxiliary repair, troubleshooting of pneumatic and mechanical equipment, major and minor repair of hydroelectric turbines, major and minor repair of electrical generators, and support services.
	<u>Drilling:</u> May include vibratory casissons, caissons and deep shaft foundations, micro piles, shoring and excavation support systems, soil stabilization and repair, soldier pile walls and retaining walls.
	Earth Work/Drainage Work
	<u>Electrical Contractor, NEC, 3-Phase Rotary Phase Adder/Converter:</u> The assembly, installation, operation, troubleshooting, maintenance and repair of 3-phase rotary phase adder/converter equipment and associated NEC electrical systems (up to 600V AC) including rotary phase adders, conduit and wire. Must have a valid Washington State Electrical Contractor's License.

Rev. 5/2019

 <u>Environmental Restoration & Enhancement Services:</u> Conduct environmental restoration and enhancement, including but not limited to removal of invasive plant species, replanting native vegetation, laying mulch, litter pick-up and similar land stewardship activities, utilizing volunteer labor where appropriate. Services may also include planning, project management and oversight of volunteers conducting stewardship activities, performing monitoring and maintenance visits, acquiring access rights to conduct these tasks, and progress reports.
 <u>Facilities Tenant Improvement – Construction:</u> The renovation or construction of DISTRICT Facilities including office, warehouse, storage and parking encompassing all trades and sub-specialties.
 <u>Facilities Tenant Improvement – Electrical:</u> The installation or renovation of low voltage (up to 480v AC) electrical systems supporting DISTRICT Facilities including conduit & wire, lighting, communication, UPS & emergency generators, transfer switches, distribution panels and transformers.
 <u>Facilities Tenant Improvement – Mechanical:</u> The installation or renovation of mechanical systems supporting DISTRICT Facilities including HVAC (air handlers, heat pumps, duct work, distribution equipment), plumbing and piping, valves, pumps, pressure vessels, boilers, pneumatics, air compressors and chillers.
 <u>Facilities Tenant Improvement – Painting:</u> Painting of DISTRICT facilities. May include a variety of interior and exterior surfaces, and include removal, preparation and application of specified products.
 Fencing/Gates/Automatic Gates/Overhead Doors
 Fire Systems Installation/Maintenance/Inspection/Repairs
 General Construction
 Generator and Emergency Power Installation/Maintenance
<u>Ground Well Drilling:</u> Well drilling includes providing all labor, equipment and tools needed to install a grounding well, including but not limited to; installation of the casing, annular seal, surface seal and backfilling with slurry. Fabrication of the weight, assisting the DISTRICT in resistivity testing and conductor installation. Work may also include; excavation to establish top of well elevation, management of water resulting from drilling operations and removal of drill cuttings.
 <u>Installation of Fixtures, Fittings, and Equipment (FFE):</u> Category is for supply and/or installation of FF&E including but not limited to safety equipment, material handling equipment, and storage equipment/racking.
 Landscape Installation/Renovations/Irrigation

Rev. 5/2019 8

 Lenel Certified Security System Installation—Access, Intrusion, CCTV
 Renewable Energy System Installation & Construction Services: Wind resource-based, grid tied [1 kW to 20 kW]; Photovltaic [PV], grid tied system sizes [0.5 kW to 50 kW].
 <u>Right-of-Way Spraying:</u> Provide all labor, materials and equipment necessary to perform the application of herbicides under and along the DISTRICT'S transmission and/or distribution system, as directed by the DISTRICT'S Superintendent of Vegetation Management, or designated representative. The location of work is within the boundaries of the DISTRICT's service area, which includes all of Snohomish County and the Camano Island portion of Island County. Perform other and related miscellaneous work as assigned by the DISTRICT'S Superintendent of Vegetation Management, or designated representative.
 <u>Roofing</u>
 <u>Substation General Site Construction:</u> May include demolition, clearing, earth work, drainage, fencing, landscaping, foundations, paving, masonry, UG conduits, & grounding grids (at new or de-energized sites).
 <u>Water Main Extensions/Replacements:</u> Provide all labor, materials, and equipment necessary to install and/or replace water mains ranging from 2" to 30" diameter and associated appurtenances (including but not limited to, water services, fire hydrant assemblies, valve assemblies, blow off assemblies, control valves, and air/vacuum release valves) in the DISTRICT'S water service areas spread throughout Snohomish County.
 <u>Water Facility Painting and Cleaning:</u> Provide all labor, materials and equipment necessary to thoroughly clean, prep, and paint various water system facilities including but not limited to steel water tanks, pump station piping and appurtenances, interior and exterior pump station buildings including CMU block and wood construction, and other various water system facilities as directed by the DISTRICT. This work shall be done within the DISTRICT'S water service areas spread throughout Snohomish County.

Rev. 5/2019

CONTRACTOR:	DATE:

Abatement: Category is for abatement (removal or encapsulation) of materials at District buildings which have been tested positive for hazardous materials for smaller work orders or projects; for work that is not part of a larger public works project.

PROJECT NAME & LOCATION (CITY & STATE)		BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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		LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED	AS PRIME CONTRACTOR IN THE LAS	(18) MONTHS			
	_Antenna & Tower Construction/Mai to: maintenance, modification and rep	Intenance & Certification: Provide construction and maintenance service pair of towers and tower appurtenances, radio/antenna/coax/wavegruide in	ees in support of the DISTRICT'S communicates and testing, and other miscella	nications towers and appurtenances, neous tower-related support work.	including but not limited		
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_____Asphalt Paving

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	welding, water pump and compressor	LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED A rades required for general construction, remodeling and building maintenant rebuilding, metal component fabrication, structural steel rigging and erection major and minor repair of electrical generators, and support services.	ce work including carpentry, concrete v	vork, American Society of Mechanical	Engineers (ASME) code cal equipment, major and	
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT	
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	Drilling: May include vibratory casissons, caissons and deep shaft foundations, micro piles, shoring and excavation support systems, soil stabilization and repair, soldier pile walls and retaining walls.								
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT				
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____Earth Work/Drainage Work

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Electrical Contractor, NEC, 3-Phase Rotary Phase Adder/Converter: The assembly, installation, operation, troubleshooting, maintenance and repair of 3-phase rotary phase adder/converter equipment and associated NEC electrical systems (up to 600V AC) including rotary phase adders, conduit and wire. Must have a valid Washington State Electrical Contractor's License.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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_Environmental Restoration & Enhancement Services: Conduct environmental restoration and enhancement, including but not limited to removal of invasive plant species, replanting native vegetation, laying mulch, litter pick-up and similar land stewardship activities, utilizing volunteer labor where appropriate. Services may also include planning, project management and oversight of volunteers conducting stewardship activities, performing monitoring and maintenance visits, acquiring access rights to conduct these tasks, and progress reports.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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__Facilities Tenant Improvement - Construction: The renovation or construction of DISTRICT Facilities including office, warehouse, storage and parking encompassing all trades and sub-specialties.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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_____Facilities Tenant Improvement - Electrical: The installation of renovation of low voltage (up to 480v AC) electrical systems supporting DISTRICT Facilities including conduit & wire, lighting, communication, UPS & emergency generators, transfer switches, distribution panels and transformers.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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	LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS Facilities Tenant Improvement - Mechanical: The installation or renovation of mechanical systems supporting DISTRICT Facilities including HVAC (air handlers, heat pumps, duct work, distribution equipment), plumbing and piping, valves, pumps, pressure vessels, boilers, pneumatics, air compressors and chillers.									
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT					
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Facilities Tenant Improvement – Painting: Painting of DISTRICT facilities. May include a variety of interior and exterior surfaces, and include removal, preparation and application of specified products.

PROJECT NAME & LOCATION (CITY & STATE)		BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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____Fencing/Gates/Automatic Gates/Overhead Doors

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___Fire Systems Installation/Maintenance/Inspection/Repairs

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____General Construction

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__Generator and Emergency Power Installation/Maintenance

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	LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS							
	_Ground Well Drilling: Well drilling backfilling with slurry. Fabrication of resulting from drilling operations and r	includes providing all labor, equipment and tools needed to install a grouthe weight, assisting the DISTRICT in resistivity testing and conductor instal removal of drill cuttings.	nding well, including but not limited to; lation. Work <u>may</u> also include; excavation	installation of the casing, annular on to establish top of well elevation	r seal, surface seal and n, management of water			
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT			
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____Installation of Fixtures, Fittings, and Equipment (FFE): Category is for supply and/or installation of FF&E including but not limited to safety equipment, material handling equipment, and storage equipment/racking.

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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___Landscape Installation/Renovations/Irrigation

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_____ Lenel Certified Security System Installation—Access, Intrusion, CCTV

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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___Renewable Energy System Installation & Construction Services: Wind resource-based, grid tied [1 kW to 20 kW], Photovoltaic [PV], grid tied system sizes [0.5 kW to 50 kW].

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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		LIST ALL OF YOUR COMPLETED PROJECTS PERFORMED	AS PRIME CONTRACTOR IN THE LAS	<u>Γ (18) MONTHS</u>	
	_Right-of-Way Spraying: Provide all DISTRICT's Superintendent of Veget the Camano Island portion of Island C	labor, materials and equipment necessary to perform the application of hation Management, or designated representative. The location of work is County. Perform other and related miscellaneous work as assigned by the	erbicides under and along the DISTRICT within the boundaries of the DISTRICT DISTRICT'S Superintendent of Vegetation	's transmission and/or distribution sy 's service area, which includes all o on Management, or designated repre	ystem, as directed by the f Snohomish County and esentative.
	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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_____Roofing

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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_____Substation General Site Construction: May include demolition, clearing, earth work, drainage, fencing, landscaping, foundations, paving, masonry, UG conduits, and grounding grids (at new or de-energized sites).

	PROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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Water Main Extensions/Replacements: Provide all labor, materials, and equipment necessary to install and/or replace water mains ranging from 2" to 30" diameter and associated appurtenances (including but not limited to, water services, fire hydrant assemblies, valve assemblies, blow off assemblies, control valves, and air/vacuum release valves) in the DISTRICT's water service areas spread throughout Snohomish County.

PROJECT NAME & LOC (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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CONTRACTOR:	DATE:

Water Facility Painting and Cleaning: Provide all labor, materials and equipment necessary to thoroughly clean, prep, and paint various water system facilities including but not limited to steel water tanks, pump station piping and appurtenances, interior and exterior pump station buildings including CMU block and wood construction, and other various water system facilities as directed by the DISTRICT. This work shall be done within the DISTRICT'S water service areas spread throughout Snohomish County.

PR	ROJECT NAME & LOCATION (CITY & STATE)	BRIEF SCOPE OF WORK	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST OF AVAILABLE EQUIPMENT AND VEHICLES TO PERFORM THE WORK

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FEDERAL DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FORM

The purpose of this document is to inform you that federal Executive Order 12549 requires a certification from each contractor who performs work for the District that the contractor is not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from federally funded contracts.

The District is required by Executive Order 12549 and regulations issued by the federal government to obtain this certification from you as a result of receiving federal funds for storm-related work in certain instances.

Debarment Certification

The Contractor certifies that the Contractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any federally-related contracts by any federal department or agency.

Name of Company		
Company Representative Signature		
Date		

Please make a copy of this document for your records and return the original.