



REQUEST FOR BIDS – SMALL WORKS PROJECT

Specifier Instructions: complete yellow highlighted areas as applicable and remove any specifier notes when complete.

Project Name: [Project name and quote number(from purchasing)]

Date of Issuance: [Date]

Bids are due no later than: [Time, Day, Date] (Pacific Time)

Submittal Location: [specify name of person, location & method of receiving bids, address and/or email]

Technical questions or site visit shall be coordinated through: [name, phone, email]

Request for Bid Requirements:

- A bid bond [is / is not] required.
- State prevailing wages are required. Vendor is required to pay prevailing wage rates for the appropriate category of work and shall submit to WA State Labor & Industries, for itself and any subcontractors, the following forms: statement of Intent to Pay Prevailing Wages prior to beginning work. Prevailing wage form(s) Affidavit of Wages paid will be required upon completion of work. This can be done on line at: www.lni.wa.gov then click on Trades and Licensing then: Prevailing Wage.
- Each contractor, subcontractor, or employer shall keep accurate payroll records for three years from the date of acceptance of the public works project by the City, pursuant to RCW [49.28.065](#), for each laborer, worker, and mechanic employed by the contractor for work performed on a public works project, pursuant to RCW 39.12.120, effective January 1, 2020.
- A contractor, subcontractor, or employer shall file a copy of its certified payroll records using the WA State Labor & Industries' online system at least once per month. If the WA State Labor & Industries' online system is not used, a contractor, subcontractor, or employer shall file a copy of its certified payroll records directly with WA State Labor & Industries in a format approved by WA State Labor & Industries at least once per month, pursuant to RCW 39.12.120, effective January 1, 2020.
- A City of Kennewick business license is required.
- If the work is valued at \$35,000 (including 8.6% sales tax) or more, payment and performance bonds are required and 5% retainage will be withheld. For contracts less than \$35,000 the contractor can post payment and performance bonds or elect to receive 90% payment upon acceptance of the work with approved intents and 10% payment after 45 days and approved affidavits, whichever is later. The costs for any applicable bonds are the responsibility of the contractor and shall be included in their bid pricing.
- For contracts under \$2,500, payment will be made at project completion.

- City Standard insurance is required on all projects, naming the City as an additional insured. Requirements are posted on the City's webpage at: go2kennewick.com and located by searching for "Standard Specifications Manual" – see Information to Bidders Section 18).
- Comply with and use the Department of Homeland Security's E-Verify system when hiring new employees for the term of the contract. Requirements are posted on the City's webpage at: go2kennewick.com and located by searching for "Standard Specifications Manual" – see Information to Bidders Section 19.
- Bidder must meet mandatory bidder responsibility as required by RCW 39.04.350 and the General requirements. Per RCW 39.06.020, a contractor must verify that all subcontractors of any tier meet the same responsibility requirements and that they are also licensed as a plumbing, electrical or elevator contractor if required. In accordance with revised responsible bidder criteria in RCW 39.04.350, all businesses are required to have training before bidding and/or performing work on public works projects. Note: this applies to all public works projects that start on or after July 1, 2019. To verify a bidder's training status or exempt status, check the [LNI Verify a Contractor website](#), using a business name or UBI number.
- **[USE FOR SWR PROJECTS ONLY]** The City is using MRSC Rosters for generating contractor rosters and notifications for this project. Contractors submitting bids must be registered in the MRSC Rosters system NO LATER THAN THE BID SUBMITTAL DEADLINE. For information on the MRSC Rosters system, please visit: www.mrscrosters.org
- **[insert here any additional Information to Bidders requirements]**
- Notice to proceed will be issued when all paper work and contracts/purchase order are in order.
- Construction to be completed in accordance with these specifications and the site drawings (if applicable).

It is the intent that the project to be 100% complete no later than **[Date or number of days]**.

General Requirements and Standard Specifications

1. City of Kennewick Standard Specifications **[if applicable]**

Except where provided and modified by these special provisions, the work under this contract will be governed by the latest edition of the City of Kennewick Standard Specifications and Details prepared by the City of Kennewick, except as herein modified. The Standard Specification Manual is posted on the City's webpage at: go2kennewick.com and located by searching for "Standard Specifications Manual". The City of Kennewick Standard Specifications utilizes the WSDOT Standard Specifications as provided for in Section 1-3 of the City Standards. **[If not in their entirety note which sections will apply]**

2. Disposal

Project waste shall be disposed of legally at a Contractor furnished waste site.

3. Safety

Execute all operations and provide a safe work environment in accordance to OSHA and Labor & Industries standards and regulations. The requirement applies to all Contractor personnel, associated subcontractors, working in other trades, jobsite visitors and City staff working at the site.

Contractor shall obey all applicable OSHA/WISHA, Labor and Industries Construction, General Health and Safety and General Occupational Health Standards (WAC 296-24, 296-62 and 296-155; and provide

all necessary Fall Protection and Fall Arrest safety compliance equipment or plans and conduct any monitoring or physical testing equipment needed during the course of this project.

4. Indemnification/Defend/Hold Harmless, and Insurance

Contractor agrees to defend, indemnify, protect, and hold harmless the City of Kennewick, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, liabilities, demands, losses, defense costs, or expenses, including attorney fees and expert witness fees, or liability of any kind or nature which the City of Kennewick, its officers, agents, employees, or volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions arising out of or in any way related to the performance or non-performance of this project, excepting only liability arising out of the sole negligence of the City of Kennewick.

5. Permits and Fees

[Select one & re-word as necessary]

[The City will secure and pay for applicable right-of-way, public works, building or other required permits for this project; however the Contractor shall be solely responsible for meeting all the requirements as if the Contractor were the holder of the permit. All required inspections shall be the responsibility of the Contractor, and as such, shall be scheduled by the Contractor. All electrical permits, fees, and inspections are the sole responsibility of the Contractor. Final acceptance for this project shall not be granted until approved by L & I and a Final Approval has been obtained from the Building Department.]

[The City will not secure or pay for any applicable right of way, public works, building or other required permits for this project and shall be the responsibility of the Contractor. Costs of any required permit shall be included in the bidders price. All required inspections shall be the responsibility of the Contractor, and as such, shall be scheduled by the Contractor. All electrical permits, fees, and inspections are the sole responsibility of the Contractor. Final acceptance for this project shall not be granted until approved by L & I and a Final Approval has been obtained from the Building Department.]

6. Mandatory Bidder Responsibility Criteria

It is the intent to award a contract to the low responsible bidder. Before award, the Bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The Bidder may be required by the Owner to submit documentation demonstrating compliance with the criteria. The Bidder must:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable:
 - a. Have Industrial Insurance (workers' compensation) coverage for the Bidder's employees working in Washington, as required in Title 51 RCW;
 - b. Have a Washington Employment Security Department number, as required in Title 50 RCW;
 - c. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;

4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3), or be suspended or debarred from working on a federally funded project according to the federal website www.sam.gov.
5. Not be in violation relating to Wage Payments as defined in RCW 49-48-082 or any provision of Chapters 49.46 or 49.52.

Supplemental Bidder Responsibility Criteria include if applicable or desired for the project. In addition to the bidder responsibility criteria above, the Bidder must also meet the following relevant supplemental bidder responsibility criteria applicable to the project: See full spec version for recommended and approved supplemental criteria.

Scope of Work

1. Project Description

The City of Kennewick is requesting bid proposals to install and complete [project description and location(s)] The project will consist of providing and installing materials and equipment for site improvements as noted on the plan sheet(s) and specifications. All labor and materials shall be included on the bid form as specified and shall conform in strength, quality of workmanship and material to that which is specified. Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder and approved by the City. The City of Kennewick will provide and supply [indicate any utilities, or other items provided by City if applicable] to the site as noted on the plans. The Contractor shall furnish all additional materials and equipment required for the project. Work shall include all labor, equipment, tools and all incidentals necessary to fully complete the work and installations as listed.

[List any project requirements, bid item #'s, critical and/or completion dates, deviations from standard specifications, specific project specifications, drawings and other documents required for project bidding and completion.]

It is the Contractor's responsibility to field verify the site specifics and set-up a site visit with the City of Kennewick staff to discuss how to proceed with the project.

The Contractor shall call/notify the City of Kennewick regarding any conflict or concern with existing site improvements. The Contractor is to proceed with the intent of maintaining existing fences, curbs and other improvements. Any damage to existing improvements must be replaced to original condition and per COK standards as part of this project and shall be the responsibility of the Contractor.

Contractor shall use signing, barricades and cones to show work or intrusion into the sidewalk or roadway and is required to follow proper traffic control set-up as shown in the 2009 MUTCD and City of Kennewick standard specification details in section 7.

It shall be the responsibility of the Contractor to call the One Call number (1-800-424-5555) to notify all utilities of the excavation (if necessary).

Attachments:

[List any attachments(drawings, specifications etc.. or reference above)]

Attachment "A":

Attachment "B":

BID FORM

The undersigned hereby certifies that they have personally examined the location and construction detail of work as outlined on the plans and specifications for this project and have read and thoroughly understand the plans and specifications and contract governing the work embraced in the improvements and the method by which payment will be made for work and hereby proposes to undertake and complete the work embraced in this improvement in accordance with said plans, specifications and contract and at the following schedule of rates and prices.

Award of Additives, Alternates, Deductives: The low bid shall be determined by the sum of the Base Bid (the summation of bid item price extensions, corrected where necessary), plus any combination of Additives, Alternatives, and/or Deductives that the Owner decides, in its sole discretion, to include in the contract award. Additives, Alternates, and/or Deductives may be selected in any order that the Owner chooses. The numbering of the Additives, Alternates, and/or Deductives on the Bid Form bears no relationship to the order in which they may be selected by the Owner. The summation of extensions, corrected where necessary, and including any applicable Additives, Alternatives, Deductives, and sales taxes, will be used to fix the awarded contract price and the amount of the payment and performance bonds.

(Note: Unit prices for all items, all extensions and total amount of bid must be shown.)

[revise as necessary for items bid, lump sum, unit prices etc.]

ITEM

1. Provide and Install the specified [description] and all labor, materials, supplies, hardware, shipping, disposal, overhead and profit necessary for complete installation of [description], as required.

Materials subtotal _____ Installation subtotal _____ **Bid Subtotal** _____

8.6% Sales Tax _____

Bid Total _____

Material Warranty: _____

(attach documentation if necessary)

The undersigned agrees to complete all the work in this proposal **within** [] work days of the Notice to Proceed.

The undersigned agrees to pay "Liquidated Damages", at the rate of \$ 0.00 per work day for every work day that the project exceeds the allowable time. [delete if not applicable]

Uniform Business Information (UBI) No. _____

Contractor's License Registration Number is: _____

Contractor's Federal Tax ID Number: _____

Industrial Insurance Account Number: _____

Employment Security Dept. Number: _____

The undersigned acknowledges receipt of the following addendum(s) no(s) ____ through ____ .

Contracting Firm _____

Address _____

Phone # _____

By _____ Date _____
(Authorized Signature and Printed Name)

Specifier: this is for reference only and should be deleted from document prior to use.

[illegible]