



INVITATION TO BID
SPOKANE COUNTY SMALL WORKS ROSTER PROCESS

PXXXXX TITLE

Spokane County must receive the request for quote no later than **TIME, DATE** or the request for quote may be considered non-responsive. Please refer to project no. **PXXXXX** on all correspondence. It is the sole responsibility of the bidder to ensure that their request for quote is received on time. Spokane County will not assume responsibility for any delay in the submittal of this form.

Questions regarding the bid shall be submitted via www.publicpurchase.com. The County will officially respond to questions via www.publicpurchase.com, thus providing all questions and answers to all prospective Offerors.

By submitting a bid, the below firm agrees to be added to the Spokane County “Small Works Roster” in accordance with RCW 39.04 and the terms and conditions of the Spokane County’s Small Works Roster program as set forth, maintained and updated on Spokane County’s website at the following URL: www.spokanecounty.org/4101/Small-Works-Roster-Program.

By signing below, I certify that I have reviewed and I understand Spokane County’s standard terms and conditions, Information and Instructions to bidders, Sample Contract and General Administrative Specifications for the Small Works Roster program, as well as, Washington’s statutory requirements for prevailing wage, bonding, and State Contractor registration requirements, including any changes or amendments thereto, which shall apply to all projects solicited by Spokane County under the Small Works Roster, or limited Public Works Roster processes. I understand that it is the responsibility of me and the owner/officers of my firm to know, review and understand the Spokane County’s related standard terms and conditions, Information and Instructions to bidders, Sample Contract and General Specifications for the Small Works Roster program and to monitor the County’s website for any changes or modifications made thereto.

I further understand that it is my firm’s (i.e., the Contractor’s) responsibility to keep abreast of current Small Works Roster program and project requirements and notices posted to the Spokane County Purchasing website regarding the Small Works Rosters and that Spokane County is not responsible for communicating SWR program changes or amended requirements which may be by the County or the State.

I certify that to the best of my knowledge and belief the information contained in this submittal is accurate and complete. I further certify that I have the legal authority to commit this entity to a contractual agreement. I realize the final funding for any service is based upon annual budget amounts approved by the Spokane County Board of County Commissioners.

In order to be considered for award of a contract which the County solicits under Small Works Roster Process, a contractor must be registered as a contractor under the County’s Small Works Roster Program and must also be considered a responsible bidder under RCW 39.04.350. If your firm is not already registered under the County’s Small Works Roster program, then you must complete and submit a signed SWR application form prior to or along with the submission of your bid. ***Failure to be registered in the County SWR Program prior to or at the time of the bid due date shall render your bid as non-responsive.***

EMAIL/OR ONLINE SUBMITTALS To: Online to Public Purchase or email to NAME/TITLE, EMAIL@spokanecounty.org to arrive no later than the bid due date and time listed above. Late bids will be rejected as non-responsive and will not be considered.

SUBMITTALS must be made on the bid response sheets contained in this invitation to bid document.

PAGES TO SUBMIT: THE BID RESPONSE DOCUMENTS CONSIST OF PAGES 1 – 12.

Person/Entity Name: _____ Signature Of Bidder: _____ Date _____

NOTE: BY SUBMITTING PRICING FOR THIS REQUEST FOR QUOTATION, CONTRACTOR ACKNOWLEDGES THEY HAVE REVIEWED AND AGREE TO THE COUNTY'S "SMALL WORKS ROSTER STANDARD TERMS AND CONDITIONS, INFORMATION AND INSTRUCTIONS TO BIDDERS, SAMPLE CONTRACT AND GENERAL SPECIFICATIONS AS PROVIDED IN THE SMALL WORKS ROSTER PROGRAM" ON THE SPOKANE COUNTY PURCHASING WEBSITE:

A bid Surety Guarantee deposit is not required.

| | |
|--|----|
| BID ITEM 1 - LUMP SUM BASE BID ITEM NO. 1: Small Works Roster -SOW as shown in the Drawings and specified herein. | |
| BASE BID = | \$ |
| 8.9% SALES TAX: = | \$ |
| TOTAL: = | \$ |

NO BIDDER may withdraw his bid after the time set for the opening thereof, unless the award of contract is delayed for a period exceeding sixty (60) calendar days. However, the County may reject any or all bids for good cause.

RECEIPT OF ADDENDA: Each bid shall include specific acknowledgment of receipt of all addenda issued, if any, during the bidding period. Failure to acknowledge receipt may result in the bid being rejected as not responsive. Space is provided in the bid to make such acknowledgments. Bidder acknowledges receipt of the following addenda:

| Addendum No. | Date | Addendum No. | Date | Addendum No. | Date |
|--------------|------|--------------|------|--------------|------|
| | | | | | |

LIST OF SUBCONTRACTORS:

| SUBCONTRACTOR'S NAME | VALUE OF WORK | UBI NUMBER | LICENSE NUMBER |
|----------------------|---------------|------------|----------------|
| | | | |
| | | | |
| | | | |

Person/Entity Name: _____ Signature Of Bidder: _____ Date _____

SUPPLEMENTAL EVALUATION ITEMS

SUPPLEMENTAL EVALUATION ITEM 1 - CASH DISCOUNT

The bidder offers a cash discount of _____

NOTE: Cash discounts less than 2% OR discount periods less than 20 working days will not be considered as evaluation factors in the award of a contract. For bid tabulation purposes leaving this item blank will be considered a submission of “none” or no discount offered. If no cash discount is offered or the space is left blank or the County does not accept the terms, then the payment terms shall be the County payment terms as set forth in the General Conditions.

SUPPLEMENTAL EVALUATION ITEM 2 - TIME FOR COMPLETION: Consideration will be given to the number of completion days closest to the County’s specified Time for Completion. County reserves the right to reject as a minor irregularity any response in this section, including a bidder’s Deviated Time for Completion if, in the opinion of the County, the deviation is deemed to be minor.

TIME FOR COMPLETION: The County specifies that the Work specified in this Invitation to Bid (ITB) be completed within the specific time frame from the date of commencement as stipulated in a notice to proceed with **full completion date on or before COMPLETION DATE**. The “Time for Completion” includes all lead-time for ordering and transit and shipment of materials, supplies and equipment, as well as, any and all times for mobilization, etc. Unless otherwise specified in the Notice to Proceed (“NTP”), the Commencement Date shall be effective on the date of the Notice to Proceed. The NTP is not issued until the Contract has been fully signed and not until the County has received the successful contractor’s insurance and contractor’s bond as reviewed and approved by the County Director of Risk Management.

Bidder must respond to item 2.1; and only to items 2.2 and 2.3 if their response to 2.1 is “NO”.

2.1 The Work contemplated under this bid shall be completed on, or before, the above County specified Time for Completion (mark only one of the following two responses):

- YES – the Work will be completed on, or before, the above County-specified Time for Completion. If bidder selects “YES” then the bidder need not mark a response under 2.2 and/or 2.3.
- NO – the Work cannot (in the opinion of the bidder) be completed, on or before, the above County-specified Time for Completion. If bidder selects “NO” then bidder must indicate below, in 2.2 and 2.3, the bidder’s Deviated Time for Completion).

2.2 Complete this item only if bidder marked “NO” in Item 2.1. Bidder commits to the following number of calendar days as their Deviated Time for Completion (inclusive of all lead-times and project mobilization times, etc.) from the Commencement Date specified on the Notice to Proceed issued by the County to complete the Work specified in this ITB.

Bidder’s Deviated Time for Completion is:

_____ [Calendar Days from County issued NTP.]

[On, or before, the following date: _____.]

2.3 (OPTIONAL) For informational purposes, the bidder may identify below any extraordinary related conditions that may apply such as availability of critical equipment, materials or component, lead time, weather, etc., and describe the impact. This information may, or may not, at the sole discretion of the County, be used by the County in making an award.

SUPPLEMENTAL EVALUATION ITEM 3 – 10% RETAINAGE BOND ELECTION IN LIEU OF A CONTRACTOR’S BOND. Indicate your election by marking the appropriate box in the space provided below. The election to use 10% Retainage in lieu of a Performance and Payment Bond (“Contractor’s Bond” or “Bond”) is limited to contracts valued at \$150,000, or less, [RCW 39.04.010(3)] and applies only when specifically allowed by the County. Failure of the bidder to indicate its election herein will be taken as notice to the County that the successful bidder shall furnish a Performance and Payment Bond and that the cost of the Bond is included in the bid price as submitted.

If the 10% Retainage option is elected, the successful bidder, after award, may furnish at no additional cost to the County, a Bond in lieu of 10% Retainage. If a Bond was elected to be furnished either by indication or by leaving the box below unmarked, then the bidder will not be allowed to change after the bid submittal due date and time to subsequently elect the withholding of 10% Retainage in lieu of a Bond.

INDICATE YOUR ELECTION BY MARKING **ONE** BOX (*select one box only*):

= **YES** – I, the undersigned Bidder, hereby elect that the County withhold 10% Retainage *in lieu* of a Performance & Payment (Contractor's) Bond.

= **NO** – I, the undersigned Bidder, hereby elect to **NOT** have the County withhold 10% Retainage *in lieu* of a Performance & Payment (Contractor's) Bond. ***Therefore, I the undersigned Bidder, shall furnish a Performance & Payment (Contractor's) Bond in conformity with the requirements of this Invitation to Bid.***

BIDDER ADMINISTRATIVE INFORMATION

PERSON/ENTITY

A. Name as registered with the State Of Washington:

B. Physical Address:

C. Mailing Address including zip code:

D. Remit To Address including zip code:

E Telephone number including area code:

F. Fax number including area code:

G. E-mail address for business correspondence:

H. Washington State Contractors Registration/License Number:

I. Federal Tax Identification Number:

J. Washington State UBI Number:

K. State Industrial Account Identification Number:

L. Contractor’s Representative and contact information;

M. Contractor’s Superintendent and contact information;

Person/Entity Name: _____ Signature Of Bidder: _____ Date _____

PART I: - BIDDER (CONTRACTOR) RESPONSIBILITY CRITERIA - RCW 39.04.350(1)

It is the intent of the County 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. Failure to meet the requirements under Part I: - Bidder (Contractor) Responsibility Criteria [i.e., RCW 39.04.350(1)] will render submittal non-responsive and will be cause for rejection without further consideration. Unless otherwise indicated below, the bidder is required to submit, along with their bid, information or documentation demonstrating compliance with the following criteria (the identification numbers listed below are to be provided in the Bidder Administrative Information section of the bid response):

1. The bidder (contractor) must have, and provide, the bidder's current Washington State Contractors License Number. Bidder must have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
2. The bidder (contractor) must have, and provide, the bidder's current Washington Unified Business Identifier (UBI) number;
3. The bidder (contractor) must have, and provide evidence of, Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
4. The bidder (contractor) may be required to submit evidence or documentation that they are not disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
5. The bidder (contractor) may be required to submit evidence or documentation that they have not been found out of compliance with the Washington State Apprenticeship rules under RCW 39.04.320.
6. The Bidder (contractor) may be required to submit evidence or documentation that they have not been found in violation of RCW 39.04.370.

PART II: - SUBCONTRACTOR RESPONSIBILITY

The bidder (contractor) shall include the language of this section in each of its first-tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the County, the bidder (contractor) shall promptly provide documentation to the County demonstrating that the subcontractor meets the subcontractor responsibility criteria as set forth herein. The requirements of this section apply to all subcontractors regardless of tier. At the time of subcontract execution, the Contractor shall verify that each of its first-tier subcontractors meets the bidder responsibility criteria as set forth above in Bidder (Contractor) Responsibility Criteria, Part I.

BIDDER'S STATEMENT OF COMPLIANCE WITH BIDDER RESPONSIBILITY CRITERIA: In submitting this bid we, the undersigned bidder, represent that we have read and understand the Bidder Responsibility Criteria requirements. By signature below, and by submitting a bid we, the undersigned bidder, acknowledge and certify that this bid submittal is in compliance in all respects with the Bidder Responsibility Criteria requirements of the Invitation to Bid. Bidder agrees that the County determination of Bidder responsibility for this project shall be final.

Bidder/Entity Name

Signature Of Bidder

Print Name of Signer

Print Title of Signer

PART III: - SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA - RCW 39.04.350(2)

In addition to the bidder responsibility criteria under RCW 39.04.350(1) and as set forth above, the bidder must also meet the following relevant Supplemental Bidder Responsibility Criteria applicable to the project, when requested by Spokane County. Bidders (contractors) are cautioned to observe that Bidder (Contractor) Responsibility Criteria, require that the bidder (contractor) shall provide relevant information or documentation demonstrating their compliance (as well as all subcontractors' compliance, regardless of tier) with the Supplemental Bidder Responsibility Criteria as set forth herein. The contractor will provide the Supplemental Bidder Responsibility Criteria information and documentation required herein on its company letterhead. The contractor documentation must address each of the Sections 1 through 4 below within a seventy-two (72) hour time frame. A response is required by COB on _____.

As evidence that the bidder meets the Supplemental Bidder Responsibility Criteria set forth below, **the apparent low Bidder must include the documentation as described herein. The apparent low Bidder's documentation must be submitted within seventy-two (72) hours after notification by the County.** The County reserves the right to request such documentation from subcontractors, as well.

FAILURE TO MEET THE REQUIREMENTS AND SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA [I.E., RCW 39.04.350(2)(3)] WILL RENDER SUBMITTAL NON-RESPONSIVE AND WILL BE CAUSE FOR REJECTION WITHOUT FURTHER CONSIDERATION.

CRITERIA AND DOCUMENTATION

SECTION 1. EXPERIENCE: Bidders must demonstrate experience in providing the necessary construction services identified in the TECHNICAL SPECIFICATIONS of this Invitation to Bid. By submitting a bid, the bidder authorizes that the County may contact references for the purposes of investigating and evaluating the performance of the bidder (contractor and subcontractors) for experience for the following criteria.

- Criterion: The Bidder shall have successfully completed a minimum of three (3) projects of a similar size and scope as required by the contract documents for this project within the last five years. In evaluating whether the projects were “successfully completed,” the County may check references for the previous projects and may evaluate the assessment of the Bidder performance, including but not limited to the following areas:
 - Quality control;
 - Timeliness of performance;
 - Use of skilled personnel;
 - Management of subcontractors;
 - Availability of and use of appropriate equipment;
 - Compliance with contract documents;

• Evaluation: In evaluating whether the projects were “successfully completed,” and whether (or not) the bidder has the required experience, the County will utilize the bidder's documentation as provided in response to Paragraph C, to check owner references for previous projects with a focus on factors 1 thru 6, as set forth below. If, in the course of evaluation, it becomes apparent that necessary information has been inadvertently omitted, the County reserves the right to request such omitted information for evaluation purposes. It is recommended that the bidder's structure their answers to coincide with the bulleted items above under Paragraph A and keep in mind the evaluation criteria, as described here, in developing their responses. The County may also use independent sources of information that may be available to demonstrate whether the Bidder is in compliance with this criterion.

- 1 Quality control of contracts and measures taken to ensure quality;
- 2 Ability to meet project completion dates.
- 3 Use of trained and skilled personnel, for contractor and subcontractors.
- 4 Management of subcontractors;
- 5 Cooperation, responsiveness, and ability to work with the owner representatives;

6 Compliance with contract documents and management of contract requirements and process;

7 Provide a list of all recently completed contracts (last five years), and contracts currently in progress or underway.

• **BIDDER'S DOCUMENTATION:** The Bidder shall submit a list with a minimum of three (3) projects of similar size and scope to this project. Provide references for previous projects as described above. Bidders must provide the following information of the owners of previous projects which evidences the Bidder's experience as related to similar projects. The information about each project shall include the following:

- Owner's name and contact information for the owner's representative;
- a. Owner-entity name;
- b. Contact name;
- c. Phone numbers;
- d. Email addresses;
- e. Entity's contract name and number;
- Awarded contract amount;
- Final contract amount;
- Start and Completion Dates;
- A brief description of the scope of the project and how the project is similar to this project;
- The Bidder's assessment of its performance of each project, including but not limited to the following:

Demonstrate how your firm meets or exceeds the County's evaluation factors set forth above in paragraph B by describing in detail how your firm performed under each item.

By submitting a bid, the bidder authorizes that the County may contact references for the purposes of investigating and evaluating the performance of bidder (contractor and subcontractors).

SECTION 2. TERMINATIONS:

A. **TERMINATION FOR CONVENIENCE:** The Bidder shall provide a list of any public works projects that have been terminated for convenience prior to the completion of the project during the five-year period immediately preceding the bid submittal deadline for this project and include for each project the following information: The County may also use independent sources of information that may be available to demonstrate whether the Bidder is in compliance with this criterion.

- The owner and contact information for the owner;

B. **TERMINATION FOR CAUSE:** The Bidder shall not have had any public works contract terminated for cause by a government agency during the five-year period immediately preceding the bid submittal deadline for this project, unless there are extenuating circumstances acceptable to the County. The Bidder shall identify if it has or has not had any terminations for cause by a government agency during the five-year period immediately preceding the bid submittal deadline.

Bidder's Documentation Of Terminations: If requested by the County, the Bidder shall sign a statement (on a form to be provided by the County) that the Bidder has not had any contract terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this project. The County may also use independent sources of information that may be available to demonstrate whether the Bidder is in compliance with this criterion.

SECTION 3. CLAIMS AGAINST RETAINAGE AND BONDS

B. **Criterion:** The Bidder shall not have a record of excessive claims filed against the retainage or payment bonds for public works projects during the previous five years, that demonstrate a lack of effective management by the Bidder of making timely and appropriate payments to its subcontractors, suppliers, and workers, unless there are extenuating circumstances acceptable to the County.

C. Documentation: The Bidder shall submit a list of the public works projects of similar size and scope completed within the previous five years and include for each project the following information:

- The owner and contact information for the owner;
- A list of claims filed against the retainage and/or payment bond for any of the projects listed;
- A written explanation of the circumstances surrounding each claim and the ultimate resolution of the claim.

The County may contact previous owners to validate the information provided by the Bidder. The County may also use independent sources of information that may be available to demonstrate whether the Bidder is in compliance with this criterion.

SECTION 4. LAWSUITS

A. Criterion: The Bidder shall not have lawsuits with judgments entered against the Bidder within five years of the bid submittal date that demonstrate a pattern of failing to meet the terms of contracts, unless there are extenuating circumstances acceptable to the County. The County may also use independent sources of information that may be available to demonstrate whether the Bidder is in compliance with this criterion

B. Documentation: The Bidder shall submit a list of lawsuits with judgments entered against the Bidder within five years of the bid submittal date, along with a written explanation of the circumstances surrounding each such lawsuit. The County shall evaluate these explanations to determine whether the lawsuits demonstrate a pattern of failing to meet of terms of construction related contracts. The County may also evaluate lawsuits within the time period specified that are not reported by the Bidder.

PART IV: - SUPPLEMENTAL BIDDER RESPONSIBILITY DETERMINATION:

If the County determines the bidder does not meet the Supplemental Bidder Responsibility Criteria as set forth above, and is therefore not a responsible bidder, the County shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination in writing within 24 hours of receipt of the County's determination by presenting additional information to the County. The County will consider the additional information in the appeal before issuing its response, which shall be considered as a final determination. If the final determination affirms that the bidder is not responsible, the County will not execute a contract with any other bidder until two (2) business days after the bidder determined to be not responsible has received the final determination.

REPRESENTATIONS AND CERTIFICATIONS

In submitting a response to this competitive solicitation, the BIDDER hereby REPRESENTS and CERTIFIES that:

- (1) ANTI-KICKBACK - No officer or employee of the County, having the power or duty to perform an official act or action related to this submittal, shall have or acquire any interest in this submittal, or have solicited, accepted or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this submittal; and
- (2) The competitive solicitation documents have been read and understood, that the project site has been visited and or that we have familiarized ourselves with the local conditions under which the work is to be performed, and that by signature below the bidder accepts and acknowledges all requirements and that we have signed all certificates contained herein; and
- (3) The requirements and conditions applicable to bid deposits in the form of a cash bid deposit or surety bond bid deposit are hereby acknowledged; and
- (4) No final determination of violation of RCW 50.12.070(1)(b), 50.16.070(1)(b), or 82.32.070(1)(b) has been made by the Washington State Departments of Employment Security, Labor And Industries or Revenue respectively dated within two years of the date of the opening of this bid. Bidder hereby understands further that no bid may be submitted, considered or contract awarded for a public work to any person or entity that has a determination of violation of the above referenced statutes within two years from the date that a violation is finally determined and the date of this bid opening; and
- (5) The bidder not presently debarred, suspended or in any way are excluded from procurement actions by any State or Local governmental agency. Further, the bidder I specifically certify that we are not presently debarred from bidding, or having a bid considered, on any public works contract by the Washington State Departments of Employment Security, Labor And Industries or Revenue respectively or, if having been debarred, that it has been at least a one or two-year period of the date of the opening of this bid since monetary penalties have been paid as a result of a Notice of Violation. Bidder furthermore understands that no bid may be submitted, considered or contract awarded for a public work to any person or entity that has a determination of violation of prevailing wage law within three years from the date that a violation is finally determined and the date of this bid opening; and
- (6) To the best of the bidder’s knowledge, the information contained in this response to the competitive solicitation is accurate and complete and that the undersigned has the legal authority to commit this Firm as a bidder, to a contractual agreement. Bidder furthermore realizes the final funding for any contract resulting from this competitive solicitation is based upon budget levels and the approval of the Spokane County Board of Commissioners; and
- (7) The bidder is not presently debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension". Further I certify that this Firm will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations; and
- (8) The response submitted complies in all respects with the attached specification documents, including the minimum specifications, unless otherwise noted under the Compliance Certification page of this competitive solicitation document; and
- (9) Within the three-year period immediately preceding the date of this bid solicitation, the bidder, has not been 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, to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW; and
- (10) The bidder is in compliance with the responsible bidder criteria requirement of RCW 39.04.350(1)(g) and RCW 39.04.350(2).

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

Signature

Date

Print Name of Signer

Print Title of Signer

Print Name of Entity (Bidder): _____

COMPLIANCE CERTIFICATIONS

1. PROJECT COMPLIANCE

In compliance with the Invitation to Bid, bidder hereby proposes to perform all work for this project in strict accordance with the contract documents, within the time set forth therein, and at the prices bid.

2. SPECIFICATION COMPLIANCE

This work is a Public Work project, for Spokane County, managed by the Spokane County Purchasing Department. The Contractor must pay prevailing wages, provide bonding and insurance and meet all applicable State and local rules and regulations governing a Public Work project.

The bidder certifies below that his bid complies in all respects with this Invitation to Bid document and the attached Scope or Work/technical specification documents, including the minimum specifications (CHECK YES OR NO BELOW).

YES NO

If NO, list below, in detail, any and all deviations.

LIST DEVIATIONS: (Add additional pages if necessary)

3. BENEFICIAL INTEREST DISCLOSURE STATEMENT

In accordance with Chapter 42.23 RCW bidders must disclose any and all personal relatives, or any relatives of the bidder's employees or subcontractors, who are presently employed by Spokane County, or who stand to realize any financial gain, or beneficial interest, if this contract is awarded to the bidder or any subcontractor of the bidder for the work of this invitation to bid.

The bidder certifies below that there are no persons, meeting the criteria above, have any beneficial interest in the work of this invitation to bid. (CHECK YES OR NO BELOW).

YES NO

If NO, list below, the name of the person, organization and relationship and interest. (Add additional pages if necessary)

Person/Entity Name: _____ Signature Of Bidder: _____ Date: _____

INDEX OF PREVAILING WAGE SCHEDULE DOCUMENTS

As a public work contract, the successful contractor must pay the required prevailing rates of pay for the applicable trade as stipulated by the Washington State Department of Labor and Industries in the applicable published schedule, and workers shall receive no less than the applicable prevailing rate of wage.

In the preparation of a proposal based on these specifications the respondent is solely responsible to: 1) use the schedule in effect at the bid opening date and time; and 2) determine the appropriate labor classification(s); and utilize the appropriate and correct prevailing wage and benefit rate(s).

The State of Washington Department of Labor and Industries issues revised wage schedules twice per year (every 6 months) which become effective approximately the first of March and the last of August. The wage schedule that will apply to this bid will be the schedule in effect at the time and date of the actual bid opening (the published date including any changes made through the issue of addenda). Therefore, the bidder is cautioned to be mindful that addendum changing the bid opening date could make the enclosed schedule obsolete. The bidder is solely responsible to determine what schedule is applicable to the bid and to use that schedule in the preparation of its bid.

Questions should be referred to the State of Washington Department of Labor & Industries, 901 North Monroe, Suite 100, Spokane, Washington, phone (509) 324-2600 or to PO Box 44540, Olympia WA 98504-4540, phone (360) 902-5335 or Fax (360) 902-5300.

It is the responsibility of the bidder to ensure that the appropriate labor classification(s) are identified and that the applicable wage and benefit rates are taken into consideration when preparing their bid according to these specifications.

A copy of the applicable Prevailing Wage rate Schedule is available for viewing in the office of the Spokane County Purchasing Department. Upon request by a respondent, the Spokane County Purchasing Department can mail a hard copy of the applicable wage rates; however, respondents are encouraged to obtain a copy of the applicable Prevailing Wage rate Schedule directly from the Department of Labor & Industries website (URL) as listed below:

Prevailing wage rates can be accessed at the following Department of Labor & Industries URL:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

To identify the exact wage publication date for this project, contractors should use:

1 Washington State Prevailing Wage Rates for Spokane County, effective DATE

2 Benefit Code Key, effective DATE

CAUTION: Respondents are cautioned to be mindful that addendum changing the bid opening date could possibly make the schedule as referenced in this Attachment obsolete.

Person/Entity Name: _____ Signature Of Bidder: _____ Date: _____

SCOPE OF WORK

Project PXXXXX TITLE

This work is a Public Work project, for the Spokane County DEPARTMENT/DIVISION, managed by the Spokane County Purchasing Department. The Contractor must pay prevailing wages, provide insurance, and meet all applicable State and local rules and regulations governing a Public Work project. A Surety Bond is not required for this project.

PROJECT COMPLETION DATE: COMPLETION DATE

Specification:

Contractor shall provide labor and materials SCOPE OF WORK DESCRIPTION Scope of Work and specs in Attachment A.

- a. There will be a preconstruction meeting. TBD.
- b. There will not be a pre-bid meeting.
- c. Engineer's Estimate: \$AMOUNT plus tax
- d. Contractor shall submit a detailed quote for review and approval prior to construction.
- e. The contractor shall coordinate all work and activities in such a manner that both the County and the contractor can continue operations with the least possible interference and inconvenience. The contractor shall perform all work so that means of egress from and ingress to traffic and emergency traffic may proceed without delay. All areas are to be kept in a clean, neat, and orderly condition.
- f. Contractor shall maintain all work areas and ensure proper clean-up at project end. Mobilization of heavy equipment is at the contractor's discretion, but should not cause damage to roads, grounds, vegetation, or surrounding areas. The Contractor shall be held responsible for any damage to any county equipment or property because of negligence on the part of the contractor or the contractor's representatives. The contractor will be responsible for repairing, to the County's satisfaction, any damage to County property caused by the contractor or contractor personnel.
- g. Contractor shall obtain all required permits, inspection fees, and fees required in the performance of this contract, including those charged under RCW 39.12.070 by the Department of Labor and Industries (L&I) for the approval of Statements of Intent to pay prevailing wages and the certification of Affidavits of Wages paid. L&I may also charge fees to persons or organizations requesting the arbitration of disputes under RCW 39.12.060. The Contractor is responsible for all fees resulting from these RCWs.
- h. Contractor shall possess all the necessary tools and materials to perform this project in a manner expected from a professional construction firm.
- i. Contractor shall ensure that all work areas are properly barricaded for safety. The Contractor will comply with all applicable laws, ordinances, rules, and regulations of any public authority for the safety of persons and property, including requirements of the Washington Industrial Safety and Health Administration per the Washington Administrative Code (WAC) 296-24.
- j. All work shall be in accordance with standard commercial practices, manufacturer's specifications and will meet all federal, state, and local laws and regulations.
- k. Spokane County will be providing electrical, water and the necessary parking.
- l. The Contractor shall be responsible for providing trash disposal for this project.

- m. On-Site Work Hours: Will need to be arranged with CONTACT NAME, (509) 477-PHONE, [EMAIL](#). The Spokane County Noise Ordinance shall be a factor in determining work schedules.
- n. Proposal Requests:
 - 1) Owner-Initiated Proposal Requests: The County will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - a) Work Change Proposal Requests issued by the County are not instructions either to stop work in progress or to execute the proposed change.
 - b) Within the time specified in the Proposal Requests (after receipt of the request), submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - 2) Contractor-Initiated Work Change Proposals: If latent or changed conditions require modifications to the Contract, the Contractor may initiate a claim by submitting a request for a change to the County.
- o. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of any utilities (i.e., underground utilities, mechanical and electrical systems, and other construction) affecting the Work.

ATTACHMENT A

Drawings and Specs— are an additional Adobe .pdf files and are incorporated and included into the SWR Invitation to Bid herein by reference.