

BIDDER'S CHECKLIST

1. Has a bid bond or certified check been enclosed with your bid?
2. Is the amount of the bid guaranty at least five percent (5%) of the total amount of the bid?
3. Has the proposal been properly signed?
4. Have you acknowledged all addenda?
5. Have all items been bid on?
6. Have you listed all bid items to be performed by the prime contractor?
7. Is the Non-Collusion Declaration included with the Proposal?
8. Have you shown your State Contractor's License Number on the proposal?
9. Is the Certification of Compliance with Wage Payment Statutes complete? The Certificate of Compliance with Wage Payment Statutes may be submitted as a Supplement to the Bid no later than 24-hours after the time for delivery of the Bid Proposal.

SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

Preparation of Proposal

Each bid proposal shall be submitted on the “Bid Proposal Forms”: All blank spaces on the forms shall be completed in ink or be typewritten. Any omission of prices for items included on the Bid form, or any addition in writing to the form of the bid proposal or any condition, limitation or provision not officially invited in these contract documents may render the proposal as being incomplete or modified and may become cause for rejection of the bid.

The unit or lump sum price for each item, and the total bid price shall be shown in figures. The extended unit price for each bid item shall be shown in figures. All bid prices, shall be shown in the designated locations under the corresponding headings on the “Bid” form. The unit, extended unit, or lump sum price for each bid item shall include as shown on the “Bid” form complete under each heading all costs for labor, materials, tools, equipment, overhead, profit and all taxes. No additional compensation for these items shall be allowed except through an approved change order as provided for in the contract documents.

The sum shown for the “Bid Total” (total bid price) shall be the amount for which the Bidder offers to perform, and which the bidder agrees to accept for the work described in these documents. At the option and direction of the City of Sedro-Woolley, work may be added or deleted in accordance with the contract provisions hereunder.

Bidders shall fill in and complete the information requested on the “Bidder Identification” form, including address and telephone number. Included in the form shall be the legal name under which the firm or bidder is registered.

Bid proposals shall be signed in full by the person or persons legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have attached a current power of attorney certifying the agent’s authority to bind the Bidder. The name of each person signing shall be typed or printed below the signature.

Bid Proposal Deposit

As a guarantee of good faith and as required by law, each bid shall be accompanied by a bid bond in the form of a certified check, bank cashier’s check, or surety bond, in accordance with the provisions of Section 1-02.7 of the Standard Specifications. All bid bonds shall be made payable to the City of Sedro-Woolley. A surety bond shall be submitted on the bid bond form in the Bid Proposal Forms section following.

In the event of the withdrawal of this bid proposal after the receipt and opening of bid proposals, or the failure of the Bidder to enter into a contract and give the required insurance certification within 5 calendar days after the date of contract award, the Bidder shall be liable to the City of Sedro-Woolley for the amount of five (5) percent of the total amount of the bid, as liquidated damages due to the default of the Bidder.

The deposits of the three low bidders will be retained until a contract has been entered into between the successful bidder and the owner. The deposits of the other bidders will be returned as soon as it is determined that they are not one of the three low bidders.

Submittal of Proposal

The completed Bid Proposal Forms, and any other documents required in accordance with the Special Provisions, shall be submitted to the office of the Public Works Department at Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington 98284 in an envelope marked: “Central Skagit Library Preload Project.”

Interpretations and Corrections

If the Bidder finds any discrepancy in, or omission from the specifications or plans, or if there is any doubt as to their meaning, the Bidder shall promptly notify the **City of Sedro-Woolley Public Works Department at (360) 855-0771**. Any addenda issued during the time of bidding will be numbered consecutively and will be incorporated into these documents. The Bidder shall be responsible to ascertain prior to submittal of a bid proposal that all addenda issued have been received, and are acknowledged on the “Bid Proposal Signature and Addendum Acknowledgement” form. **Addenda will only be issued to those contractors appearing on the Plan Holder’s List at the City of Sedro-Woolley Public Works Department. It will be the responsibility of the contractor to ensure their name appears on the Plan Holder’s List. The list is posted on the City’s Website at www.ci.sedro-woolley.wa.us/resources/bids_and_awards/index.php.**

Consideration of Bids

Bid proposals will be opened and read publicly at the time and place indicated in the “Advertisement for Bids” or in an addendum, unless the City of Sedro-Woolley has withdrawn the request for bids. In the event of any discrepancies, an item’s unit price shall have precedence over the item’s extended unit price, and the arithmetic sum of the extended unit and lump sum prices shall have precedence over the total amount of bid. Any interlineation, alteration or erasure shall be initialed by the Bidder for the proposal to be considered.

It is the intent of the City of Sedro-Woolley to award a Contract to the responsible Bidder providing the lowest bid, provided the bid proposal has been submitted in accordance with the requirements of these contract documents and does not exceed the funds available.

Bidders are notified that all bids may be rejected if the lowest responsible bid received exceeds the Engineer’s Estimate by an unreasonable amount. In the event all bids are rejected for this reason, this project may be deferred for re-advertising for bids until a more competitive situation exists.

Evidence of Qualifications

Upon request of the City of Sedro-Woolley, a Bidder whose proposal is under consideration for contract award shall promptly submit satisfactory evidence of financial resources and experience, and the organization and equipment the Bidder has available for the performance of the contract by the Bidder and each proposed subcontractor.

Award of Contract

The award of the Contract, if awarded, shall be made within 30 calendar days of the date of opening of bids to the lowest Bidder deemed responsible by the City of Sedro-Woolley, as provided for herein. Except that upon mutual consent of the lowest responsible Bidder and the City of Sedro-Woolley, the 30 calendar days may be extended.

Execution of Contract

The successful Bidder shall execute and return the contract satisfactory to the City of Sedro-Woolley, within 10 calendar days after bid award. A certificate of insurance satisfying the contract specifications shall be submitted with the signed contract.

Preconstruction Conference

The successful Bidder, prior to commencement of work, shall attend a preconstruction conference with the City of Sedro-Woolley.

State Sales Tax

This project is subject to Washington State sales tax (8.5%) in accordance with Section 1-07.2(3) of these Special Provisions.

Release of Bid Bonds

If it is anticipated that the award of the contract will be delayed beyond 30 days from the bid opening, all bid bonds except for the lowest three bidders will be returned.

Examination of Plans, Specifications and Site of Work

In accordance with Section 1-02.4 of the Standard Specifications, the information used for study and design of this project is available for review by the Contractor at the following address:

City of Sedro-Woolley
Public Works Department
325 Metcalf Street
Sedro-Woolley, WA 98284

Hours of Work

Contractors desiring to perform contractual work on holidays, Saturdays, and Sundays, or before 7:00 a.m. or after 6:00 p.m. any day, shall apply in writing to the City of Sedro-Woolley Public Works Department, 325 Metcalf Street, Sedro-Woolley, Washington 98284. Additional working hours may be approved upon request to the Engineer.

Any work performed outside of the dates and time specified herein as approved by the Engineer, or any overtime, double-shifting or longer than normal single shifts shall be the decision of the Contractor and will not be reason for extra compensation unless so approved in writing by the Engineer.

STATEMENT OF BIDDER'S QUALIFICATIONS

Each Bidder submitting a bid on the **CENTRAL SKAGIT LIBRARY PRELOAD PROJECT** shall provide the following information and submit it with proposals.

Business Name: _____

Business Address: _____

Phone Number: () _____ Fax Number: () _____

Washington State Department of Labor and Industries Workmen's Compensation Account No.:

Washington State Department of Licenses Contractor's
Registration No.: _____

_____ Expiration Date: _____

Number of years Bidder has been engaged in the construction business under the present firm name stated above:

Gross dollar amount of work currently under contract: _____

Gross dollar amount of contracts not completed: _____

Type or types of construction work performed by
Bidder: _____

List five (5) projects similar in nature to the **CENTRAL SKAGIT LIBRARY PRELOAD PROJECT** that have been completed by the Bidder within the last 10 years and the gross dollar amount of each project:

<u>Project Name</u>	<u>Agency</u>	<u>Contact and Phone No.</u>	<u>Year Completed</u>	<u>Bid Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List five (5) pieces of equipment which are anticipated to be used on this project by the Bidder and note which items are owned by the Bidder and which are to be leased or rented from others: _____

1. _____
2. _____
3. _____
4. _____
5. _____

Bank references: _____

Have you changed bonding companies within the last three (3) years? _____

If so, why (optional)? _____

How many general superintendents or other responsible employees in a supervisory position does the Bidder currently employ and how long have they been with the firm?

Name of Superintendent to be used on the project and how long with your company:

List five (5) projects similar in nature to the **CENTRAL SKAGIT LIBRARY PRELOAD PROJECT** that have been completed by the proposed superintendent within the last ten (10) years, including reference names and telephone numbers:

<u>Project Name</u>	<u>Agency</u>	<u>Contact & Phone No.</u>	<u>Year Completed</u>	<u>Bid Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever sued or been sued by the client on any public works contract for a special district, municipality, county, or state government?

Who? _____

For what reason? _____

Disposition of case, if settled: _____

In addition, the undersigned Bidder certifies that Bidder is, at the time of bidding, a licensed general contractor in a state in the United States, and shall be, throughout the period of the contract, licensed by the State of Washington to do the type of work required under the terms of the Plans and Specifications. Bidder further certifies the Bidder is skilled and regularly engaged in the general class and type of work called for in the Plans and Specifications and will specifically meet Standard Specification 1-08.1, performing at least 30% of the contract work.

Bidder certifies that Bidder is competent and knowledgeable of the nature, extent, and inherent conditions of the work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the particular facilities which may create, during the construction program, unusual or peculiar unsafe conditions hazardous to persons and property. Bidder expressly acknowledges that Bidder is aware of such peculiar risks and certifies that Bidder has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the construction work with respect to such unusual and peculiar hazards.

Signed this _____ day of _____, 20 ____.

Name of Bidder

Contractor's License No. and State

Signature of Bidder

Title of Signatory

COMPLETION TIME AND LIQUIDATED DAMAGES

It is understood and agreed that all work required to complete this project and to achieve the implied intent of the Plans and Specifications pertaining to it shall be completed within **thirty (30) working days** from and after the date to be stated in the Notice to Proceed in accordance with Section 1-08.5 of these Special Provisions.

It is further understood and agreed that the Owner may deduct liquidated damages from payments due or to become due to the Contractor as specified in Section 1-08.9 of the 2018 WSDOT Standard Specifications and these Special Provisions for each working day in excess of the working days stipulated in the paragraph above for the work that remains unfinished.

BID PROPOSAL
FOR
CENTRAL SKAGIT LIBRARY PRELOAD PROJECT

City of Sedro-Woolley Project No. 2018-PW-07

SEDRO-WOOLLEY, WASHINGTON

Date: _____

TO: Mayor Johnson and City Council Members
325 Metcalf Street
Sedro-Woolley, WA 98284

BIDDER: _____

The undersigned declares that they have examined the location of the project site and the conditions of work; and have carefully read and thoroughly understand the contract documents entitled: "**CENTRAL SKAGIT LIBRARY PRELOAD PROJECT**" including the "Bid Procedures and Conditions", "Specifications and Conditions" and "Contract Forms", governing the work embraced in this project and the method by which payment will be made for said work. The Undersigned hereby propose to undertake and complete the work embraced in this project in accordance with said contract documents, and agree to accept as payment for said work, the schedule of lump sum and unit prices as set forth in the "Bid" below.

The undersigned acknowledge that payment will be based on the actual work performed and material used as measured or provided for in accordance with the said contract documents, and that no additional compensation will be allowed for any taxes not included in each applicable lump sum or unit price.

Signature

BIDDER IDENTIFICATION

The name of the Bidder submitting this proposal, the address and phone number to which all communications concerned with this proposal shall be made, and the number which has been assigned indicating the Bidder is licensed to do business in the State of Washington are as follows:

Firm Name: _____

Address: _____

Telephone: _____ Contractor's Number: _____

The firm submitting this proposal is a: _____ Sole Proprietorship
 _____ Partnership
 _____ Corporation

The names and titles of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

NOTE: Signatures of this proposal must be identified above. Failure to identify the Signatures will be cause for considering the proposal irregular and for subsequent rejection of the Bid.

BID SCHEDULE

CENTRAL SKAGIT LIBRARY PRELOAD PROJECT

NOTE: Unit prices for all items, all extensions, and the total amount bid must be shown. All entries must be typed or entered in ink.

Item No.	Spec. Section	Item	Unit	Quantity	Unit Price	Total Amount
1	1-07	Mobilization	LS	1		
2	1-07	SPCC Plan	LS	1		
3	2-03	Roadway Excavation Incl. Haul	CY	600		
4	2-03	Roadway Excavation Incl. Stockpile	CY	200		
5	2-03	Gravel Borrow Incl. Haul	TON	7,600		
6	2-03	Select Borrow Incl. Haul	CY	200		
7	8-01	Stormwater Pollution Prevention Plan	LS	1		
8	8-01	Stabilized Construction Entrance	EA	1		
9	8-01	Erosion/Water Pollution Control	EST	1	\$1,000	\$1,000.00
10	8-19	Settlement Marker	EA	5		
11	1-09.6	Force Acct – Unanticipated Conflicts	FA	\$5,000	1.00	\$5,000.00
Subtotal					\$	
Washington State Sales Tax (8.5%)					\$	
Total Amount (Subtotal plus Sales Tax)					\$	

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____ as principal, and the _____ a corporation duly organized under the laws of the State of _____ and having its principal place of business at _____, in the State of Washington, as Surety, are held and firmly bound unto the City of Sedro-Woolley, a Municipal Corporation in the State of Washington, in the full and penal sum of five percent (5%) of the total bid amount appearing on the bid proposal of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, jointly and severally, firmly by these presents.

The condition of this bond is such that, whereas, the principal herein is herewith submitting his or its bid proposal for **CENTRAL SKAGIT LIBRARY PRELOAD PROJECT**, said bid proposal, by reference thereto, being hereby made a part hereof.

NOW, THEREFORE, if the bid proposal submitted by the PRINCIPAL is accepted, and the contract is awarded to said PRINCIPAL, and if said PRINCIPAL shall duly make and enter into and execute said contract and shall furnish the performance bond as required by the bidding and contract documents within a period of ten (10) days from and after said award, exclusive of the day of such award, then its obligation to pay the above-mentioned penal sum as liquidated damages shall be null and void, otherwise it shall remain and be in full force and effect.

Signed and sealed this _____ day of _____, 20__.

Principal:

By: _____ (Seal)

Surety:

By: _____ (Seal)
Attorney-In-Fact

The Attorney-in-fact who executes this bond in behalf of the surety, must attach a copy of his power of attorney as evidence of his authority.

Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

NOTICE TO ALL BIDDERS

To report rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free “hotline” Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the “hotline” to report such activities.

The “hotline” is part of USDOT’s continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

DOT Form 272-036H EF
Revised 5/06

