



City of Port Angeles
Public Works & Utilities Dept.
Engineering
321 E. 5th Street
Port Angeles WA 98362

INSTRUCTIONS TO BIDDERS

LIMITED PUBLIC WORKS PROCESS CONTRACT

Project Title: Morse Creek Equipment Removal

Project Number: CON-2019-49

1. The project manager for this project is: **Angele Torres**. For questions, please make contact by email at atorres@cityofpa.us.
2. Quotes must be received by the City of Port Angeles, Public Works and Utilities Department no later than **2:00 PM, Tuesday, December 17th, 2019**.
3. For a quote to be valid, a completed Quotation Form and Certification of Compliance with Wage Payment Statutes Form (included in this package) must be received by the City of Port Angeles (herein called "City") by the time and date specified in paragraph 2 or as amended through addendum. Both forms may be submitted by any of the methods listed below:
 - a. Hand delivered to the Engineering Office of Public Works & Utilities – Upstairs City Hall, 321 E. 5th Street, Port Angeles WA, 98362.
 - b. Mailed to the Lucy Hanley, Contract Specialist, Public Works & Utilities, City of Port Angeles, 321 East Fifth Street, Port Angeles, Washington 98362.
 - c. Faxed to 360-417-4709.
 - d. Emailed to contracts@cityofpa.us
4. Bidder submitted variations to the Statement of Work or other terms presented in the Request for Quotation package will not be considered responsive. Any questions bidders have with regard to the Statement of Work must be submitted in writing to Angel Torres, Project Manager, at atorres@cityofpa.us. **No responses will be provided for questions submitted after close of business (5:00 PM, PST) on the Thursday preceding the bid due date.**

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

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

5. Bonds and Retainage.

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

6. The following forms are to be executed after the Contract is awarded:

- a. Contract - To be executed by the successful bidder and the City.
- b. Insurance certificate(s).

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

The notice to proceed will be issued within ten (10) calendar days of the execution of the Contract by the City. Should there be reasons why the notice to proceed cannot be issued within such period, the time may be extended by mutual agreement between the City and Contractor. If the notice to proceed has not been issued within the ten (10) calendar days period or within the period mutually agreed upon, the Contractor may terminate the Contract without further liability on the part of either party. All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout.

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

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

7. BIDDER'S CHECKLIST

- Bid Form (properly signed, corporate seal affixed if applicable)
- Addenda acknowledged (if any, on Bid Form)
- Certification of Compliance with Wage Payment Statutes Form

BID MUST BE SUBMITTED BY THE TIME AND DATE SPECIFIED IN ORDER TO BE CONSIDERED A VALID BID.

QUOTATION FORM

Project Title: Morse Creek Equipment Removal

Project Number: CON-2019-49

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

1. Base Bid

Lump Sum	\$ _____
Sales Tax (8.7%)	\$ _____
Total Amount	\$ _____

2. The bidder hereby acknowledges that it has received Addenda No(s) _____
(Enter "N/A" if none were issued) to this Request for Quotation package.

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

Contractor Information:

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

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

Signed by _____
Printed Name: _____
Title: _____
Date _____



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, December 3, 2019, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

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

Bidder’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State

Check One:

Sole Proprietorship Partnership Joint Venture Corporation

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

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

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