

INSTRUCTIONS TO BIDDERS
LIMITED PUBLIC WORKS CONTRACT (LESS THAN \$35,000)

NORTH BEACH WATER DISTRICT-----July 18, 2018
PO BOX 618
2212 272 STREET
OCEAN PARK, WASHINGTON 98640

PROJECT TITLE: -----WIEGARDT WELLFIELD IMPROVEMENTS

ESTIMATED COST OF WORK: -----LESS THAN \$35,000

1. The Contract Specialist for this Project is: **William "Bill Neal**. Any questions or to arrange a site visit, please contact the Contract Specialist at **360.244.0068** or email at: **bneal@northbeachwater.com**.
2. Prebid meeting: All bidders are encouraged to attend a **prebid meeting** for the Wiegardt Wellfield Improvements project on **July 11, 2018 at 1:00 PM at the District's Business Office located at 2212 272nd Street**. The meeting will include a tour of the Wiegardt Wellfield.
3. Bids must be received by the District not later than:
1:00 p.m. Wednesday July 18, 2018
4. For Bids to be valid a completed Proposal Form (included in this package) must be submitted. Proposal Forms must be received by the time and date specified in paragraph 3 and may be submitted by any of the methods listed below.
 - a. Bids May be Delivered to: North Beach Water District 2212 272 Street Ocean Park, Washington 98640
 - b. Bids May be Mailed to: North Beach Water District PO Box 618 Ocean Park, Washington 98640
 - c. Bids May be Emailed to: North Beach Water District officemanager@northbeachwater.com
 - d. Faxed to: 360.665.4641
5. Prevailing Wage. Public works contracts require that each contractor on the project file a Statement of Intent to Pay Prevailing Wages (Intent) and Affidavit of Wages Paid (Affidavit) form. The forms are filed with L&I and, once they are approved, are submitted by the contractor to the District.
 - a. Bids \$35,000 or less including tax: Contractor will provide the District with a completed combined statement of intent to pay prevailing wages and affidavit of wages paid for small works public works contracts.
 - b. For Bids over \$35,000:

- i. Contractor will file an intent to pay prevailing wages with the Department of Labor and Industries prior to starting any work. The District will not make any payments to the Contractor until the intent to pay prevailing wages has been approved by the Department of Labor and Industries' Industrial Statistician.
- ii. Contractor will file an affidavit of wages paid with the Department of Labor and Industries when all work is complete. The District will not release retainage to the Contractor until the affidavit of wages paid has been approved by the Department of Labor and Industries' Industrial Statistician

6. Bonds and Retainage.

- a. Bids less than or equal to \$35,000 including tax: A bid bond, 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 District shall have the right of recovery against the Contractor for any payments made on the Contractor's behalf.
- b. 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 Performance and Payment Bond form are available from the the District.

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

- a. Limited Public Works Contract
- b. Insurance certificate(s)
- c. Bid Bond (if required)
- d. Performance and Payment Bond (if required)

8. BIDDERS CHECKLIST

- a. Proposal Form (signed and corporate seal affixed if applicable)
- b. Addenda Acknowledged (if any on Proposal Form)

PROPOSAL FORM
WIEGARDT WELLFIELD IMPROVEMENTS

CONDITION OF AWARD: It is the intent of North Beach Water District to award a Limited Public Works Contract to the lowest responsive and responsible bidder.

MANDATORY BIDDER CRITERIA: Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by Pacific County to submit documentation demonstrating compliance with the criteria. The bidder must:

1. 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. Have a current Washington Unified Business Identifier (UBI) number.
3. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW. Not applicable to sole proprietors if the owner performs work himself/herself.
4. Have a Washington Employment Security Department number (ESD), as required in Title 50 RCW and provide documentation from ESD to North Beach Water District in the form of a letter or statement from ESD (within 24 hours of submitting bid if lowest responsive and responsible bidder);
5. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
6. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3) and;
7. Not be excluded or suspended from bidding on any public works contract under federal laws.

SCHEDULE: The District will issue the Contractor a "Notice to Proceed" within 15 business days of the date the Contract is executed by the District. The Contractor will begin work with 5 days of the date on the "Notice to Proceed". Subject to any extensions of the Contract Time granted under the Contract, the undersigned agrees to complete the Work required under this Contract within 30 Business Days from the date on the "Notice to Proceed".

PAYMENT: One Invoice will be submitted after work is complete. Payment of not more than 1/2 of the total invoiced amount will be made provided the Contractor has filed his/her "Intent to Pay Prevailing Wages" with the Washington State Department of Labor and Industries. Final payment is made when the Contractor has

filed his/her "Affidavit of Paying Prevailing Wages".

LIQUIDATED DAMAGES: The undersigned has reviewed and fully understands the provisions in the Contract regarding liquidated damages and agrees that liquidated damages shall be \$50.00 per calendar day for each day beyond the Contract Time allowed for Substantial Completion until Substantial Completion Date is achieved and \$50.00 for each calendar day beyond the Contract Time allowed for Physical Completion Date is achieved.

This certifies that the undersigned has examined the entire Bid Proposal and Specifications for the

Wiegardt Wellfield Improvements

and the contract governing the work embraced in this project, and the method by which payment will be made for said work, is understood. The undersigned hereby proposes to undertake and complete the work, or as much thereof as can be completed with the money available in accordance with the said description of work and contract, and the following schedule of rates and prices. Bidder acknowledges all requirements and signed all certificates contained herein. Bidder agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

PROPOSAL:

NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT
1	WIEGARDT WELLFIELD IMPROVEMENTS	1	LS	\$ _____
SUBTOTAL				\$ _____
WASHINGTON STATE SALES TAX				\$ _____
TOTAL CONSTRUCTION COST				\$ _____

Use ink and print legibly or type. Initial and date any changes, erasures, or cross-outs. All unit prices, when relevant, are mandatory and shall control. A Bid must be received on all items.

ADDENDUMS: Receipt is hereby acknowledged of Addendum(s):

No. 1: _____

No. 2: _____

No. 3: _____

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

Signature of Authorized Official(s):

Print Name

Print Name

Signature

Signature

Firm Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Contractor's License No. _____

UBI No. _____

Employment Security Department No. _____

