

**BAINBRIDGE ISLAND METRO PARK & RECREATION DISTRICT**  
Small Works Roster Request for Bid  
Project: **FIRE ALARM SYSTEM REPLACE PROJECT**  
**Project No. 1701**

Bainbridge Island Metro Park & Recreation District “ District” is a special purpose junior taxing district within Kitsap County, Washington. The District is seeking Bids for the replacement of our current Fire Alarm System. Bids will be accepted February 10, 2017 through February 24, 2017. A contract may be awarded by the District after February 24, 2017.

All Contractors submitting a Bid shall comply with the following requirements and such requirements shall be part of the contract to perform the work.

- 1. Site Visit.** All Contractors intending to submit a Bid shall conduct a site visit prior to submitting a Bid. Site are by appointment and will be conducted between February 10, 2017 and February 24, 2017 at the Bainbridge Aquatic Center, 8521 Madison Ave, Bainbridge Island WA 98110. To schedule an appointment please contact either Dave Perkins [dperkins@biparks.org](mailto:dperkins@biparks.org) 206-842-2302 ext. 103 or David Wallace [davidw@biparks.org](mailto:davidw@biparks.org) 206-842-2302 ext. 105
- 2. Submission Deadline.** Bids will be accepted until 4:00 PM on February 24, 2017 at the Bainbridge Island Metro Park & Recreation District Office: 7666 NE High School Rd Bainbridge Island, WA 98110 or via email at [michelle@biparks.org](mailto:michelle@biparks.org)
- 3. Knowledge of Project.** The Contractor submitting a Bid has examined the site, local conditions, bid documents, and all applicable laws and ordinances covering the Work contemplated. The Contractor is familiar with the terms, provisions, and requirements of the foregoing, all of their respective terms and conditions are incorporated herein by this reference and the Bid is tendered as an offer to perform the Work and furnish the equipment, materials, appurtenances, and guarantees, complete in place, in good working order.
- 4. Proof of Competency of Contractor.** To demonstrate qualification for performing the Project, Contractors may be requested to submit written evidence of financial position, previous experience, current commitments, references from prior customers relating to ability perform the work. Each Contractor submitting a Bid must meet the following minimum requirements and must insure that all subcontractors that will be used also meet the minimum requirements.
  - 4.1.** At the time of Bid submittal, have a current certificate of registration in compliance with chapter 18.27 RCW, proof of which must be submitted with the Bid;
  - 4.2.** Have a current state unified business identifier number;
  - 4.3.** Have industrial insurance coverage for the Contractor’s employees working in Washington as required in Title 51 RCW; an employment security department number

as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW.

- 4.4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
5. **Project Timeline.** The date range for start and completion of the Work shall be from March 6, 2017 through March 17 2017, or a later range of dates if mutually agreed.
6. **Bonding.** Contractor must be able to execute and deliver to the District a satisfactory payment and performance bond equal to 100% of the bid amount upon award of the bid.
7. **Insurance.** Contractor agrees to obtain at its own cost and expense insurance as specified in the contract form attached hereto as Exhibit A.
8. **Prevailing Wages.** Unless exempt under WAC 296-127-026, Contractor shall pay prevailing wages as currently published by the Washington State Department of Labor and Industries and shall comply with chapters RCW 39.12 and RCW 49.28. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the conclusion of the Contract, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the District that the prevailing wage requirements of the law have been satisfied. The Contractor hereby certifies that it has not been cited for two violations within the last five (5) years, and is thus not prohibited from bidding on public works contracts. The Contractor further assures the District that it will use no sub-contractor who is thus prohibited.
9. **Laws and Regulations.** The Contractor's attention is directed to the fact that all applicable State laws, municipal ordinances, and rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they shall be deemed to be included in the Contract the same as though written out in full therein. Contractors are advised that if successful, they will be required to meet all applicable federal, state, and local laws pertaining to permits, licenses, fees and taxes, as well as laws pertaining to employment and wages. Contractors are responsible for determining the extent and applicability of such laws.
10. **Guaranty.** The Contractor shall and does hereby guarantee for a period of one (1) year from date of acceptance by the District all materials, workmanship and equipment installed under this contract to be as specified and of a good quality. Should any defect develop due to faulty material or workmanship within the guarantee period, the Contractor shall correct the defect and make good all damages that may have been caused by the defect. This work shall be done promptly and without cost to the District and at the entire expense of the Contractor. The Contractor shall comply with all product manufacturer requirements for installation and shall provide to the District documentation that all manufacturer warranties are in full force and effect at the completion of the work.

**11. Contract Award.** The District reserves the right to reject any or all Bids, to waive minor irregularities in any Bids or in the procedures and to accept any Bids presented which the District deems to be the lowest responsible bidder whose Bid in the best interest of the District.

**12. Contract Form:** Contractor shall execute the form of Agreement attached as Exhibit A.

**13. Statement of Qualifications.** See Exhibit B.

**14. Quote Form.** See Exhibit C.

**15. Minimum Wage/Non Collusion Affidavit.** See Exhibit D

**16. Performance Bond Form.** See Exhibit E.

**17. Scope of Work.** See Exhibit F.

**18. Prevailing Wage Rates.** See Exhibit G.

**19. District Information:**

Project Managers: Dave Perkins, Aquatic Facility Manager

David Wallace, Aquatic Facility Operator

Mailing Address: 7666 NE High School Rd, Bainbridge Island, WA 98110

Email Address: michelle@biparks.org

Phone: 206-842-2302

Fax: 206-842-7810

## EXHIBIT A CONTRACT FORM

### PUBLIC WORKS CONTRACT

This Contract is entered into between BAINBRIDGE ISLAND METROPOLITAN PARK DISTRICT a municipal corporation, referred to as "Owner", and \_\_\_\_\_, referred to as "Contractor."

In consideration of the following terms and conditions and those contained in the documents incorporated by reference and made a part of this Contract, the parties agree as follows:

#### 1. THE WORK

- 1.1. The Contractor shall perform all work and furnish all tools, materials, labor and equipment for the Owner and all work associated with the project entitled: Bainbridge Island Aquatic Center Fire Alarm System Replacement Project.
- 1.2. The work shall be performed in accordance with the following Contract Documents: (This document), and supplementary information and all other forms and documents referenced in such documents which are hereby referred to as the Contract Documents and by this reference are made a part of this Contract.
- 1.3. The work shall start within 3 calendar days after the date of the written Notice to Proceed and be fully completed within 12 calendar days. If the work is not completed within the time specified, the Contractor agrees to pay to the Owner liquidated damages in accordance with the provisions contained in the Contract Documents. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the materials and for constructing and completing the work provided for in this Contract, except for those noted in the specifications to be furnished by the Owner and installed by Contractor.
- 1.4. In the event of any conflict between the provisions of this Contract and incorporated Contract Documents and other terms and conditions, the provisions of this Contract shall control. The conflict shall be brought to the attention of the Owner.
- 1.5. The Contractor shall provide and bear all expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in the Contract Documents and every part thereof, except as mentioned in the specifications to be furnished by the Owner.
- 1.6. Owner agrees to use its best efforts to allow Contractor full access and use of the premises as necessary for Contractor to perform the work with minimal interruption or interference from Owner's personnel and activities.



uncompleted after expiration of the specified time for completion. The parties agree that this amount represents a reasonable forecast of the actual damages that the Owner will suffer by failure of the Contractor to complete the work within the agreed time period. The execution of this Contract shall constitute acknowledgment by the Contractor that the Contractor has ascertained and agrees that the Owner will suffer actual damages in the above amount for each day during which the completion of the work is delayed beyond the agreed completion date. In the event of construction delays beyond the control of the Contractor the completion date will be extended by an equivalent number of days provided that the Contractor notifies the Owner of the cause of the delay, in writing, within 24 hours of the beginning of the delay.

## 5. SUBCONTRACTOR RESPONSIBILITY (RCW 39.06.020)

- 5.1. The 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 subcontractor's subcontracts adjusting only as necessary the terms used for the contracting parties. On request of the Owner, the Contractor shall promptly provide documentation to the Owner demonstrating that each subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.
- 5.2. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:
  - 5.2.1. At the time of Bid submittal, have a current certificate of registration in compliance with chapter 18.27 RCW;
  - 5.2.2. Have a current Washington State unified business identifier number;
  - 5.2.3. Have industrial insurance coverage for the subcontractor's employees working in Washington as required in Title 51 RCW; an employment security Department number as required in Title 50 RCW; a state excise tax registration number as required in Title 82 RCW; an electrical contractor license, if required by Chapter 19.28 RCW; an elevator contractor license, if required by Chapter 70.87 RCW; and
  - 5.2.4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

## 6. BOND

- 6.1. Contractor shall provide a performance and payment bond to the Owner in accordance with RCW 39.08.010. Such bonds shall be issued by surety licensed to business in the State of Washington acceptable to Owner in a form substantially in compliance with the form included in the Contract Documents. If this Contract is for less than \$35,000, Contractor may authorize the Owner in writing, in lieu of the bond, to retain 50% of the Contract amount in accordance with RCW 39.08.010 to be held and managed consistent with the requirements specified in paragraph 16.

## 7. INDEMNIFICATION AND HOLD HARMLESS

- 7.1. The Contractor shall indemnify, defend and save the Owner and its commissioners, officers, employees and agents harmless from any and all claims and risks and losses, damages, demands, suits, judgments and attorney's fees or other expenses of any kind on account of or relating to injury to or death of any and all persons or on account of all property damage of any kind, or in any manner connected with the work performed under this Contract, or caused in whole or in part by the Contractor, a subcontractor or their property, employees or agents during performance of the work or at any time before final acceptance, except only for those losses resulting from the sole negligence of the Owner with regard to activities within the Contractor's scope of work
- 7.2. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Owner, its members, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- 7.3. In an arbitration or lawsuit with respect to this hold harmless provision, the Contractor shall prepare and defend that lawsuit at its own cost and expense. If judgment is rendered or settlement made requiring payment of damages by the Owner, its officers, agents, employees and volunteers, the Contractor shall pay the same.

## 8. INSURANCE

- 8.1. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington (or issued as a surplus line by a Washington Surplus lines broker). The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- 8.2. The Contractor shall keep this insurance in force during the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated in Section 8.3.
- 8.3. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of

36 months following the Final Completion or earlier termination of this Contract, and the Contractor shall annually provide the Owner with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period (“tail”) or execute another form of guarantee acceptable to the Owner to assure financial responsibility for liability for services performed.

- 8.4. The insurance policies shall contain a “cross liability” provision.
- 8.5. The Contractor’s and all sub contractors’ insurance coverage shall be primary and non-contributory insurance as respects the Owner’s insurance, self-insurance, or insurance pool coverage.
- 8.6. The Contractor shall provide the Owner and all Additional Insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 8.7. Upon request, the Contractor shall forward to the Owner a full and certified copy of the insurance policy(s).
- 8.8. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
- 8.9. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Owner may, after giving five business days’ notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.
- 8.10. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
- 8.11. All insurance policies, with the exception of Professional Liability and Workers Compensation, shall name the following listed entities as additional insured(s):
  - 8.11.1. The Owner and its officers, elected officials, employees, agents, and volunteers;
  - 8.11.2. The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor describes limits lower than those maintained by the Contractor. Additional insured status shall include Products Completed Operations.



- 8.12. Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverage listed in Paragraph 9. Upon request of the Owner, the Contractor shall provide evidence of such insurance.
- 8.13. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements must conform to the following requirements:
- 8.13.1. An ACORD certificate or a form determined by the Owner to be equivalent.
- 8.13.2. Copies of all endorsements naming Owner and all other entities listed in Paragraph 8.11 as Additional Insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement. A statement of additional insured status on an ACORD Certificate of Insurance shall not satisfy this requirement.
- 8.13.3. Any other amendatory endorsements to show the coverage required herein.
- 8.14. The insurance shall provide the minimum coverage and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

## 9. TYPES AND LIMITS OF INSURANCE REQUIREMENTS

- 9.1. The Contractor shall maintain Workers' Compensation Insurance and/or Longshore and Harbor Workers Insurance as required by State or Federal statute, for all of his employees to be engaged in work on the Project under this contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance and/or Longshore and Harbor Workers' Insurance for all of the latter's employees engaged in such work. The Contractor's Labor & Industries account number shall be noted on the Certificate of Insurance.
- 9.1.1. A policy of Commercial General Liability Insurance, including:
- Per project aggregate
  - Premises/Operations Liability
  - Products/Completed Operations – for a period of three years following final acceptance of the work.
  - Personal/Advertising Injury
  - Contractual Liability
  - Independent Contractors Liability
  - Stop Gap / Employers' Liability
  - Explosion, Collapse, or Underground Property Damage (XCU)

- 9.1.2. Such policy must provide the following minimum limits:
  - \$1,000,000 Each Occurrence
  - \$2,000,000 General Aggregate
  - \$2,000,000 Products & Completed Operations Aggregate
  - \$1,000,000 Personal & Advertising Injury, each offence
  - \$2,000,000 Personal & Advertising Injury, Aggregate
- 9.1.3. Stop Gap / Employers' Liability
  - \$1,000,000 Each Accident
  - \$1,000,000 Disease - Policy Limit
  - \$1,000,000 Disease - Each Employee
- 9.1.4. Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if "pollutants" are to be transported. Such policy(ies) must provide the following minimum limit:
  - \$1,000,000 combined single limit
- 9.1.5. The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
- 9.1.6. Contractor shall purchase and maintain property insurance written on a builder's risk "all-risk" or equivalent policy form (including earthquake and flood coverage) in the amount of the initial Contract Sum, plus value of subsequent contract modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained until final payment has been made as provided in Section 3.2 or until no person or entity other than the Owner has an insurable interest in the property required by this Section to be covered, whichever is later. This insurance shall include interests of the Owner the Contractor, and Subcontractors. The Owner shall be a named insured under such policy.

## 10. CHANGE ORDERS

- 10.1. The Owner reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the project. Such changes in quantities and alterations shall not invalidate the contract nor release the surety, and the Contractor agrees to perform the work as altered. Among others, these changes and alterations may include:
  - 10.1.1. Deleting any part of the work,
  - 10.1.2. Increasing or decreasing quantities,
  - 10.1.3. Altering specifications, designs, or both,
  - 10.1.4. Altering the way the work is to be done,
  - 10.1.5. Adding new work,

- 10.1.6. Altering facilities, equipment, materials, services, or sites, provided by the Owner.
- 10.1.7. Ordering the Contractor to speed up or delay the work.
- 10.2. The Owner will issue a written change order for any change. If the alterations or changes in quantities significantly change the character of the work under the contract, whether or not changed by any such different quantities or alterations, an adjustment, excluding loss of anticipated profits, will be made to the contract. The basis for the adjustment shall be agreed upon prior to the performance of the work. If a basis cannot be agreed upon, then an adjustment will be made either for or against the Contractor in such amount as the Owner may determine to be fair and equitable.
- 10.3. The Contractor shall proceed with the work upon receiving:
  - 10.3.1. A written change order approved by the Owner.
- 10.4. The Contractor accepts all requirements of a change order by:
  - 10.4.1. endorsing it,
  - 10.4.2. writing a separate acceptance, or
  - 10.4.3. not protesting in the way this section provides.
- 10.5. A change order that is not protested as provided in this section shall be full payment and final settlement of all claims for contract time and for all costs of any kind, including costs of delays, related to any work either covered or affected by the change. By not protesting as this section provides, the Contractor also waives any additional entitlement and accepts from the Owner any written or oral order (including directions, instructions, interpretations, and determinations). By failing to follow the procedures of this section, the Contractor completely waives any claims for protested work.
- 10.6. The Contractor may protest change orders or other claims as provided below:
  - 10.6.1. If the Contractor is in disagreement with anything required in a change order or another written order from the Owner, including any direction, instruction, interpretation, or determination by the Owner, the Contractor shall:
  - 10.6.2. Immediately give a signed written notice of protest to the Owner before doing the work specified in the change order or within Five (5) calendar days of the occurrence of an event or events giving rise to a claims, or within five (5) calendar days of the date the Contractor knew or should have known of the facts or events giving rise to a claim, whichever occurs first;
  - 10.6.3. Supplement the written protest within 5 calendar days with a written statement providing the following:
    - (a) The date of the protested order or claim
    - (b) The nature and circumstances which caused the protest or claim;

- (c) The contract provisions that support the protest or claim;
- (d) The estimated dollar cost, if any, of the protested or claimed work and how that estimate was determined; and
- (e) An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption; and

10.7. If the protest is continuing, the information required above, shall be supplemented as requested by the Owner. In addition, the Contractor shall provide the Owner, before final payment, a written statement of the actual adjustment requested. Throughout any protested work, the Contractor shall keep complete records of extra costs and time incurred. The Contractor shall permit the Owner access to these and any other records needed for evaluating the protest as determined by the Owner. The Owner will evaluate all protests provided the procedures in this section are followed. If the Owner determines that a protest is valid, the Owner will adjust payment for work or time. No adjustment will be made for an invalid protest.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF PROTEST OR CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY PROTEST OR CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THE UNDERLYING CHANGE ORDER OR CLAIM OR CAUSED BY THAT DELAY.

10.8. In spite of any protest or claim, the Contractor shall proceed promptly with the work as the Owner orders.

## 11. CLAIMS

11.1. The Contractor shall give written notice to the Owner of all claims other than change orders within five (5) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Paragraph 10.6 regarding protests.

11.2. FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

11.3. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

## 12. TERMINATION

- 12.1. If Contractor breaches any of its obligations under this Contract, and fails to cure the same within five (5) days of written notice to do so, the Owner may terminate this Contract, in which case the Owner shall pay the Contractor cost incurred to date of written notice.
- 12.2. The Owner may terminate this Contract upon five (5) days written notice to the Contractor for any reason and without cause in which case the Owner shall pay the Contractor for costs incurred to the date of written notice.

## 13. CONTRACTOR RECORDS

- 13.1. Contractor agrees to make all project related books and records available to the Owner for inspection, review, photocopying and audit in the event of a Contract related dispute, claim, modification or other Contract related action at reasonable times and at places designated by the Owner.

## 14. DEFECTIVE OR UNAUTHORIZED WORK

- 14.1. The Owner reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this contract, and extra work and materials furnished without the Owner's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the Owner may complete the work by contract or otherwise, and the Contractor shall be liable to the Owner for any additional costs incurred by the Owner. "Additional costs" means all reasonable costs incurred by the Owner, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The Owner further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor

## 15. PREVAILING WAGES

- 15.1. The Contractor shall pay prevailing wages and shall comply with chapter RCW 39.12 and chapter 49.28 RCW. A Notice of Intent to Pay Prevailing Wages and prevailing wage rates for the work must be posted on the work site. At the conclusion of the Contract, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the Owner that the prevailing wage requirements of the statute have been satisfied. The Contractor certifies that it has not been cited for two violations within the last five (5) years, and is not prohibited from bidding on public works contract. The Contractor further certifies that it will use no sub-contractor who is prohibited.

## 16. RETAINAGE

- 16.1. Pursuant to RCW 60.28, a sum of 5 percent of the monies earned by the Contractor will be retained from progress estimates. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to Title 82 RCW, and (2) the claims of any person arising under the Contract.
- 16.2. Monies retained under the provisions of RCW 60.28 shall be retained in a fund by the Owner unless Contractor elects for an alternative method of holding the retainage as provided under RCW 60.28.
- 16.3. The Contractor agrees to notify Owner within five (5) days of the receipt of any of the following:
  - 16.3.1. Notification that a lien may be claimed by any person, firm or corporation furnishing materials, supplies or equipment to any subcontractor for work on the project in accordance with RCW 60.28.015.
  - 16.3.2. Notification by the Department of Labor and Industries of any proceedings, complaint or investigation conducted under the provisions of RCW 39.12.065.
  - 16.3.3. The retained percentage may be held by Owner until all claims and proceedings referred to above have been resolved to the satisfaction of Owner.

## 17. PROJECT SAFETY.

- 17.1. The Contractor shall be solely and completely responsible for safety conditions on the job site, including the safety of all persons and property during performance of the work. The services of Owner's employees or the Owner's agents or Consultant's personnel in conducting construction review of the Contractor's performance is not intended to include review of the adequacy of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide safe access for the Owner and its inspectors to adequately inspect the quality of work and the conformance with project specifications.
- 17.2. Contractor is responsible for locating any underground utilities affected by the work and is deemed to be an excavator for purposes of chapter 19.122 RCW. Contractor shall be responsible for compliance with chapter 19.122 RCW, including utilization of the "one call" locator system before commencing any excavation activities. Contractor is also responsible for ensuring adequate trench safety and compliance as required by the Washington State Industrial and Health Act. The Contractor shall be responsible to notify, pay for and coordinate his work with One Call service at 456-8000.
- 17.3. All work shall be performed to comply with all county, state and federal safety regulations. Barricades, signs, guards and warning lights shall be installed around the

construction site necessary to protect persons from injury. Security fencing is required until the project site is secure and all openings are lockable.

## 18. DISPUTE RESOLUTION

- 18.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 15 days of a party notifying the other parties in writing that a dispute exists "Dispute Notice." The participating parties shall share equally the costs of mediation and each participating party shall be responsible for its own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 18.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 45 calendar days of the Dispute Notice or within 30 days of end of the mediation, either party may submit the dispute to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Superior Court as amended, located in the county in which the Project is located, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with all participating parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party, in addition to costs, shall be entitled to reasonable attorney's fees as determined by the arbitrator.
- 18.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the Superior Court of the County in which the Project is located. The court shall determine all questions of law and fact without empaneling a jury for any purpose.
- 18.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
- 18.5. The prevailing party in any action to enforce the terms of this contract, in addition to costs, shall be entitled to reasonable attorney's fees and expenses of arbitration including expert witness fees, paralegal costs and copying costs as determined by the arbitrator or court including costs and fees incurred on appeal.

## 19. SUSPENSION OF THE WORK

- 19.1. The Owner may, at any time suspend the work, or any part thereof, by giving notice to the Contractor in writing. The work shall be resumed by the Contractor within

fourteen (14) calendar days after the date fixed in the written notice from the Owner to the Contractor to do so. The Owner shall not reimburse the Contractor for expense incurred by the Contractor in connection with the work under this contract as a result of such suspension.

19.2. Suspension of the work by the Owner shall not furnish any ground for claim by the Contractor for damages or extra compensation, but the period of such suspensions shall be taken into consideration in determining the revised date for completion as hereinafter provided. The Contractor shall not suspend work under the contract without the written order of the Owner as stated in the preceding paragraph. The Contractor will be required to work a sufficient number of hours per day in order to complete the project within the days specified. The Owner shall determine the question as to the necessity of discounting any portion of the work by reason of unfavorable weather conditions.

19.3. Upon failure of the Contractor to carry out the orders of the Owner or to perform work under the contract in accordance with its provisions, the Owner may suspend the work for such period, as Owner deems necessary. Time lost by reason of such failure or in replacing improper work or materials shall not furnish any ground to the Contractor for claiming an extension of time or extra compensation and shall not release the Contractor from damages of liability from failure to complete the work within the time prescribed.

## 20. USE OF COMPLETED PORTION OF WORK

20.1. The Owner shall have the right to take possession of and use any completed or partially completed portions of the work, notwithstanding that the time may not have expired for completing the entire work. Such taking possession and use shall not be deemed to be completion of the contract in respect to such work nor shall the same be deemed to be any acceptance of any work not completed in accordance with the Contract Documents.

## 21. AUTHORITY OF OWNER'S CONSULTANT

21.1. The Owner may designate an Architect, Engineer or other consultant as the Owner's Consultant at any time under this Contract. In the event the Owner designates such a Consultant, the Consultant shall have the following express authority plus any additional authority granted by the Owner in writing during the performance of this Agreement by Contractor:

21.1.1. The Consultant shall act as advisor and Consultant to the Owner in matters relating to the contract administration and interpretation, PROVIDED, HOWEVER, nothing contained herein or elsewhere in the Contract Documents shall be construed as requiring the Consultant to direct the method or manner of performing any work by the Contractor under this contract.

21.1.2. It is understood and agreed by and between the parties hereto that the work included in the contract is to be done to the complete satisfaction of the Owner



and Consultant and that the decision of the Owner and Consultant as to the true construction and meaning of the contract, plans, specifications and estimates and as to all questions arising as to proper performance of the work shall be final. The Consultant shall determine the unit quantities and the classifications of all work done and material furnished under the provisions of this agreement and Consultant's determination thereof shall be final and conclusive and binding upon the Contractor.

- 21.1.3. The Consultant shall decide any and all questions that may arise as to the quality or acceptability of materials furnished and work performed and as to the rate of progress of the work, and questions as to acceptable fulfillment and performance of the contract on the part of the Contractor and as to compensation. The decision of the Consultant in such matters shall be final. The Consultant may direct the sequence of conducting work when it is in locations where the Owner is doing work either by contract or by its own forces, or where such other works may be affected by the contract, in order that conflict may be avoided and the work under these specifications be harmonized with that under other contracts, or with specifications be harmonized with that under other contracts, or with other work being done in connection with, or growing out of, operations of the Owner. Nothing herein contained, however, shall be taken to relieve the Contractor of any of its obligations or liabilities under the contract.
- 21.1.4. The Consultant shall not have authority to waive the obligation of the Contractor to perform the work in accordance with the Contract Documents. Failure or omission on the part of the Consultant to condemn unsuitable, inferior or defective work and /or labor and material or equipment furnished under the contract shall not release the Contractor or Contractor's bond from performing the work in accordance with the Contract Documents.
- 21.1.5. Determination of "OR EQUAL". The Consultant will be the sole judge in the question of "or equal" of any supplies of materials proposed by the Contractor. The Contractor shall pay to the Owner the cost of test and evaluations by the Consultant to determine acceptability of alternates proposed by the Contractor, in accordance with the established rates of the Consultant for time and expense work, the total cost of which may be offset by the Owner against the contract price.
- 21.1.6. Inspection of Work and Materials: The Consultant will make periodic visits to the job to familiarize Consultant generally with the progress and quality of the work. The Consultant will carry out reasonable inspections of the work to determine if it is proceeding in accordance with the Contract Documents.
- 21.1.7. The Consultant shall at all times have access to the work to observe the progress and quality wherever it is in preparation or progress, and the Contractor shall provide proper facilities for such access and for necessary inspection and testing. If any work should be covered up without approval or

consent of the Consultant, it must, if required by the Owner, be uncovered for inspection at the Contractor's expense. After inspection, the Owner may order a re-examination of questioned work, and if so ordered, the Contractor shall uncover the work. If such work is found by the Consultant to be in accordance with the Contract Documents, the Owner shall pay the cost of re-examination and replacement. If such work be found not in accordance with the Contract Documents, the Contractor shall pay such costs.

## 22. PLANS AND WORKING DRAWINGS

22.1. Upon receipt of award of contract, the Contractor shall carefully study and compare all drawings, specifications and other instructions and shall, prior to ordering material or performing work, report in writing to the Owner any error, inconsistency or omission in respect to design, mode of construction or cost which Contractor may discover. If the Contractor, in the course of this study or in the accomplishment of the work, finds any discrepancy between the drawings and the physical condition of the locality as represented in the drawings, or any such errors or omissions in respect to design, mode of construction or cost in the drawings or in the layout as given by points and instructions, it shall be Contractor's duty to inform the Owner immediately in writing. Any work done after such discovery, until correction of drawings or authorization of extra work is given, if the Owner finds that extra work is involved, will be done at the Contractor's risk. If extra work is involved, the procedure shall be as provided in changes in the work.

22.2. Conformity With and Deviations From Plans and Stakes: The Contractor shall preserve bench marks, reference points and stakes, and in case of destruction or removal thereof for any reason, the Contractor is responsible for the resulting cost for replacement and shall be responsible for any mistakes and loss or damage arising therefrom which may be caused by absence, destruction, removal or disturbance thereof.

22.3. Ownership and Use of Documents: All documents, drawings and specifications and other materials produced by the Contractor in connection with the services rendered under this Contract shall be the property of the Owner whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including reproducible copies of drawings and specification for information, reference and use in connection with the Contractors endeavors, the Contractor shall not be responsible for any use of the said documents, drawings, specifications or other materials by the Owner on any project other than the project specified in this Contract.

## 23. FINAL ACCEPTANCE

23.1. All material and completed work are subject to final inspection by the Owner.

23.2. Completion and/or Correction of Work and Remedies Before Final Payment: If the Contractor should neglect to prosecute the work properly and/or fail to perform any provision of this contract, the Owner after seven (7) calendar days' written notice to

the Contractor, may, without prejudice to any other remedy Owner may have, make good such deficiencies and deduct the cost thereof from payments then or thereafter due the Contractor.

23.3. The Contractor shall promptly remove from the construction site all materials condemned by the Owner as failing to conform to the contract, whether incorporated in the work or not; and the Contractor shall promptly replace and re-execute the work in accordance with the intent of the contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement. If the Contractor does not remove such condemned work and material within the period herein above described, the Owner may remove and store any such material at the expense of the Contractor. If the Contractor does not pay the cost of such removal within ten (10) calendar days from the date the notice to the Contractor of the fact of such removal, the Owner may, upon an additional ten (10) calendar days' written notice, sell such materials at public or private sale, and deduct all costs and expenses incurred, including costs of sale, accounting to the Contractor for the net proceeds remaining, and the Owner may bid at any such sale. The Contractor shall be liable to the Owner for the amount of any deficiency from any funds otherwise due the Contractor.

23.4. The Contractor shall bear the risk of loss or damage for all finished or partially finished work until the Owner finally accepts the entire contract.

#### 24. SUPERINTENDENT AND SUPERVISION

24.1. The Contractor shall keep on the construction site during progress of the work a competent superintendent and any necessary assistants, all satisfactory to the Owner. The superintendent shall not be changed except with the consent of the Owner, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in Contractor's employ. The superintendent shall represent the Contractor in Contractor's absence and all directions given to the superintendent shall be as binding as though given to the Contractor. Instructions to the Contractor shall be confirmed in writing upon Contractor's request in each case. The Contractor shall give efficient supervision to the work, using Contractor's best skill and attention.

#### 25. SEPARATE CONTRACT -INTERFERENCE WITH OTHER CONTRACTORS

25.1. The Owner reserves the right to perform work with its own forces or to let other contracts for work under similar general conditions in connection with this project, of which the work is awarded to one or more contractors under separate contract is a part. The Contractor shall afford the Owner and other contractors' reasonable opportunity for the introduction and storage of their materials and the execution of their respective work and shall properly connect and coordinate Contractor's work with theirs.

## 26. GENERAL CONTRACTOR RESPONSIBILITIES

- 26.1. Permits, permission under franchises, licenses and bonds of a temporary nature necessary for and during the prosecution of the work, and inspection fees in connection therewith shall be secured and paid for by the Contractor. Where the Owner is required to secure such permits, permission under franchises, licenses and bonds against the Contractor the Owner may offset the costs incurred against the contract price.
- 26.2. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work required by the Contract Documents. If the Contractor observes that the Contract Documents, or any part thereof, are inconsistent or at variance therewith, Contractor shall promptly notify the Owner in writing, and any necessary changes shall be made as provided in the contract for changes in work. If the Contractor performs any work contrary to such laws, ordinances, rules and regulations or prior to obtaining permits, permission under franchises, licenses and/or bonds as required to be furnished by or obtained by the Owner, Contractor does so at Contractor's own risk and without payment or reimbursement from Owner unless Owner shall have given written approval thereof to the Contractor.
- 26.3. The Contractor shall continuously maintain adequate protection of the work from damage and shall protect the Owner's property from injury or loss arising in connection with or during the existence of this contract. Contractor shall make good any such damage, injury or loss, except such as may be directed due to errors in the Contract Documents or caused by agents or employees of the Owner. Contractor shall adequately protect adjacent property from loss or damage occasioned by performance of the work. Contractor shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority or local conditions.

## 27. WARRANTY

- 27.1. Upon acceptance of the contract work, contractor must provide the Owner a one-year warranty bond in a form and amount acceptable to the Owner. The contractor shall correct all defects in workmanship and materials within one (1) year from the date of the Owner's acceptance of the contract work. In the event any parts are repaired or replaced, only original replacement parts shall be used—rebuilt or used parts will not be acceptable. When defects are corrected, the warranty for that portion of the work shall extend for one (1) year from the date such correction is completed and accepted by the Owner. The contractor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the Owner of the defect. If the contractor does not accomplish the corrections within a reasonable time as determined by the Owner, the Owner may complete the corrections and the contractor shall pay all costs incurred by the Owner in order to accomplish the correction.

## 28. LIMITATION OF ACTIONS

**28.1. CONTRACTOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS AGREEMENT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONTRACTOR'S ABILITY TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.**

## 29. MISCELLANEOUS PROVISIONS

29.1. Independent Contractor. The parties intend that the Contract Document will create an independent contractor relationship.

29.2. Nondiscrimination. In the hiring of employees for the performance of work under the Contract Documents the Contractor, its subcontractors, or any person acting on behalf of Contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

29.3. Compliance with Laws. Contractor shall comply with all federal, state and local laws, rules and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by the Contract Documents or accruing out of the performance of those operations.

29.4. Work Performed at Contractor's Risk. Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

29.5. Non-waiver of Breach. The failure of the Owner to insist upon strict performance of any of the terms and rights contained herein, or to exercise any option herein conferred in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and they shall remain in full force and effect.

29.6. Governing Law. The Contract Documents shall be governed and construed in accordance with the laws of the State of Washington. If any dispute arises between the Owner and Contractor under any of the provisions of the Contract Documents, resolution of that dispute shall be available only through the jurisdiction, venue, and rules of the Superior Court of the County in which the Project is located.

29.7. Written Notice. All communications regarding the contract shall be sent to the parties at the addresses listed on the signature page of the contract, unless otherwise notified. Any written notice shall become effective upon delivery, but in any event three (3)

calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the contract.

29.8. Assignment. Any assignment of this contract by the Contractor without the written consent of the Owner shall be void.

29.9. Modification. No waiver, alteration, or modification of any of the provisions of the Contract Documents shall be binding unless in writing and signed by a duly authorized representative of the Owner and Contractor.

29.10. Severability. If any one or more sections, sub-sections, or sentences of the contract are held to be unconstitutional or invalid, that decision shall not affect the validity of the remaining portion of the contract and the remainder shall remain in full force and effect.

29.11. Entire Agreement. The written provisions and terms of the Contract Documents, which include these General Conditions as well as the mechanical, electrical, and structural consultants' specifications, provisions, and plans, together with any attached exhibits, supersede all prior verbal statements by any representative of the Owner, and those statements shall not be construed as forming a part of or altering in any manner the Contract Documents. The Contract Documents and any attached Exhibits contain the entire agreement between the parties. Should any language in any Exhibit to the Contract Documents conflict with any language contained in the Contract Documents, the terms of the Contract Documents shall prevail.

**Owner**

**Contractor**

By: \_\_\_\_\_

By: \_\_\_\_\_

Contractor Reg. No. \_\_\_\_\_

UBI Number: \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## EXHIBIT B - STATEMENT OF CONTRACTOR'S QUALIFICATIONS

Each Contractor submitting a Bid for this Project shall submit, as part of its Bid, the following information:

1. Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_
2. Contractor's Business Name: \_\_\_\_\_
3. Business address: \_\_\_\_\_
4. Business phone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Contractor Registration-
  - Washington State License Number \_\_\_\_\_ Status: Active Yes: \_\_\_ No: \_\_\_
6. How many years have you been engaged in the contracting business under the present firm name? \_\_\_\_\_
7. Describe the general character of work performed by your company: \_\_\_\_\_  
\_\_\_\_\_
8. List major contracts completed by your company, including contracting agency, type of work and approximate costs: (Provide at least three contract references with phone numbers- Provide additional pages if needed)
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
9. Bank references: \_\_\_\_\_
10. State of Washington Excise Tax Registration No.: \_\_\_\_\_
11. Industrial Insurance Account No.: \_\_\_\_\_ Account Current: Yes \_\_\_ No \_\_\_
12. Current UBI Number: \_\_\_\_\_ Account: Open \_\_\_ Closed \_\_\_
13. Employment Security Department (ESD)
  - Number: \_\_\_\_\_
  - Documentation available from ESD: Yes \_\_\_ No \_\_\_
14. Is your company or any company with which the bidder is affiliated, listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes \_\_\_ No \_\_\_
15. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of this project should I be awarded the contract  
  
Company: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_

**EXHIBIT C – QUOTE FORM**

Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

In compliance with the contract documents, the following Quote is submitted:

1) BASE QUOTE

\_\_\_\_\_ \$ \_\_\_\_\_  
(Print dollar amount in space above. **Do not include Washington State Sales Tax**)

Additional hourly rate for any ad-hoc work requested outside the Scope of Work \$ \_\_\_\_\_

2) Outline of work to be completed addressing the Scope of Work: (attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Outline of major Equipment, materials and supplies: (attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) ALTERNATES (*Specify whether additive or deductive*)

- (1) \_\_\_\_\_ \$ \_\_\_\_\_
- (2) \_\_\_\_\_ \$ \_\_\_\_\_
- (3) \_\_\_\_\_ \$ \_\_\_\_\_
- (4) \_\_\_\_\_ \$ \_\_\_\_\_
- (5) \_\_\_\_\_ \$ \_\_\_\_\_



(6) \_\_\_\_\_ \$ \_\_\_\_\_

**Do not include Washington State Sales Tax in alternate amounts.**

Time for Completion

The undersigned hereby agrees to complete all the work under the Base Quote (and accepted alternates) within \_\_\_\_\_ after the date of Notice to Proceed.

UNIT PRICES (Where applicable) (Do not include Washington State Sales Tax)

<u>Item No.</u>	<u>Unit Description</u>	<u>Estimated Quantities</u>	<u>Additive Unit Price</u>	<u>Deductive Unit Price</u>	<u>Per Measurement</u>
1.			\$	\$	
2.			\$	\$	
3.			\$	\$	
4.			\$	\$	
5.			\$	\$	

The above unit prices shall be for any additive and deductive work within 15% of the above estimated quantities. The unit price shall include full compensation for the cost of labor, materials, equipment, overhead, profit and any additional costs associated with the unit bid.

**PROPOSED SUBCONTRACTORS** (Per RCW 39.30.060)

The following is a list of the Subcontractors that will be used on the work if the Bidder is awarded the Contract.

<b>Work to be Performed</b>	<b>Subcontractor</b>

Receipt of Addenda

Receipt of the following addenda is acknowledged:

Addendum No. \_\_\_\_\_  
 Addendum No. \_\_\_\_\_  
 Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_  
 Addendum No. \_\_\_\_\_  
 Addendum No. \_\_\_\_\_

**Bid Signature.** The Bid shall be signed by the Bidder, as follows:

Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" in the Official Capacity line.

Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" in the Official Capacity line.

Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. If the Bid is signed by officials other than the president and secretary of the company, or the president / secretary / treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid.

Joint Venture: Each party of the joint venture shall sign in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

Name of Firm _____
Signed by _____, Official Capacity _____
Print Name _____
Signed by _____, Official Capacity _____
Print Name _____
Signed by _____, Official Capacity _____
Print Name _____
Address _____
City _____ State _____ Zip Code _____
Date _____ Telephone _____ FAX _____
State of Washington Contractor's License No. _____ UBI No. _____
Federal Tax ID # _____ e-mail address: _____

**EXHIBIT D**

**COMBINED AFFIDAVIT & CERTIFICATION FORM:  
NON-COLLUSION, MINIMUM WAGE (NON-FEDERAL AID)**

**NON-COLLUSION AFFIDAVIT**

Being first duly sworn, deposes and says, that he/she is the identical person who submitted the foregoing Quote, and that such Quote is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and further, that the deponent has not directly induced or solicited any other individual or entity to put in a sham quote, or to refrain from submitting a quote, and that deponent has not in any manner sought by collusion to secure to himself/herself or to any other person any advantage over other bidder or bidders.

AND

**MINIMUM WAGE AFFIDAVIT FORM**

I, the undersigned, having duly sworn, deposed, say and certify that in connection with the performance of the work of this project, I will pay each classification of laborer, workman, or mechanic employed in the performance of such work not less than the prevailing rate of wage or not less than the minimum rate of wage as specified in the principal contract; that I have read the above and foregoing statement and certificate, know the contents thereof and the substance as set forth therein is true to my knowledge and belief.

\_\_\_\_\_  
**NAME OF BIDDER’S FIRM**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF BIDDER**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**Notary Public in and for the State of  
Washington, residing at**  
\_\_\_\_\_  
.

Form S.F. 352 (3.94)	<b>BAINBRIDGE ISLAND METRO PARK &amp; RECREATION DISTRICT PAYMENT AND PERFORMANCE BOND</b>
----------------------------	--

Date Bond Executed
--------------------

See Instructions to Bidders

NOTE: Type or Print in Ink

Principal (Legal Name and Business Address)	Type of Organization (Check One)	
	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
Surety(ies) (Name(s) and Business Address(es))	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Corporation
	Contract Date	Contract Number
	Sum Amount of bond (Including State Sales Tax)	
	Dollars	
	(\$ _____ )	

We, the Principal and Surety(ies), in accordance with the Revised Code of Washington, are firmly bound and obligated to Tukwila Pool Metropolitan Park District in the above sum amount on conditions set forth below, for the payment of which we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, that the Principal entered into the contract identified above.

THE ABOVE OBLIGATION shall be void and of no effect if the Principal performs and fulfills all the provisions of such contract and any extensions or modifications thereof that may be made by Tukwila Pool Metropolitan Park District, and faithfully pays all laborers, mechanics and subcontractors and materialmen, and all persons who shall supply such person or persons, or subcontractors, with materials and supplies for the carrying on of such work and shall indemnify Tukwila Pool Metropolitan Park District against any loss or damage directly due to the failure of the Principal to faithfully perform the contract identified above.

IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this payment and performance bond and have affixed their signatures and seals on the date set forth above.

1. Name of Principal and Title	Phone No.	Signature	L.S. <i>(Corporate Seal)</i>
2.			

Name and Address		Liability Limit		L.S. <i>(Corporate Seal)</i>
Surety A	Name and Title (Attorney in Fact)	Phone No.	Signature	
	Name and Title (Resident Agent)	Phone No.	Signature	

Name and Address		Liability Limit		L.S. <i>(Corporate Seal)</i>
Surety B	Name and Title (Attorney in Fact)	Phone No.	Signature	
	2. Name and Title (Resident Agent)	Phone No.	Signature	

Scope of Work

## EXHIBIT F – SCOPE OF WORK

### General Information

#### Existing Facility & Equipment Specifications:

Facility:	Indoor Aquatic Center Approximately 30,000 SqFt.	
Occupancy:	878	
24 Volt System:	84 input points & Horn/Strobes	
Manual Stations:	8	4099-9001
Ducting Detectors:	2	
Sprinkler detection:	3	
Heat Detectors:	34	
Smoke Detectors:	37	
Horn/Strobe:	54	ASWP 4903-9429
Simplex 4010 Panel	1	
Simplex 4010		
External N2		
Communication		
Interface	1	
Operational Hours:	Monday Friday 5am-9pm, Saturday & Sunday 7am-5pm	

### Scope of Work

At this time the Bainbridge Island Metro Parks & Recreation District is seeking competitive bids to replace a Fire Alarm System at the Bainbridge Island Aquatic Center. All bidders are required to attend a mandatory site visit between the dates of February 10, 2017 — February 24, 2017.

There currently is a Simplex panel and a 4010 External N2 Communication Interface that will be removed by the District before the install of the new equipment. One is located inside the facility and the other is on an exterior wall. 120/208V and 277/480V Electrical will be provided by the District for all newly installed equipment.

Work site will require replacement of the 4010 Panel, 4010 External N2 Communication Interface and of all Smoke Detectors, Heat Detectors, Ducting Detectors and (AHU & RF) keyed switches.

1. The system will require connection to existing Manual Stations, Horn/Strobes, Battery Backup and communication per system requirements, or replace.
2. The contractor will be allowed to use exciting wiring to each input point and Horn/Strobes.
3. The New System Panel will be installed in locations as specified by the District.
4. The District will provide Fire Watch personnel as needed.

Scope of Work

5. All units shall have a minimum 1-year commercial warranty on the Fire Panel and all parts provided.
6. A full replacement unit will be provided if the System Panel(s) is defective from manufacturer during specified warranty period.
7. All electrical requirements and layout design will be submitted to the District upon completion.
8. A quote will be provided for annual inspections and certifications.
9. Provide a current list of replacement parts with cost and vendor contacts.
10. The contractor is responsible for site cleanup.
11. The installation will be coordinated with the District staff and will not disrupt regular activity.
12. The contractor is responsible for all permits and inspections required by city, county, state, and federal law.
13. When installation is completed, an install representative will coordinate system startup training with the District staff.

**Product Installation:**

Installation shall follow all manufactures installation requirements and meet all local, state, and federal codes.

**Project Commissioning:**

The commissioning shall be conducted by a qualified manufacture trained technician. Any and all general maintenance inductions and trainings shall be provided to the District staff after the commissioning process.

**Warranty:**

The product(s) commissioned for the Fire Alarm System project shall provide manufactures warranty and present all documentation on the final day of commissioning.

**Site Visit:**

To ensure complete understanding and ability to submit a responsive and responsible bid, a site visit will be required to review scope of work, facility, etc.

**Questions during the Bidding Process:**

Questions regarding the Fire Alarm System Replacement Project will be submitted in writing to:

Michelle Miller  
Bainbridge Island Metro Park & Recreation District Office  
7666 NE High School Rd Bainbridge Island, WA 98110  
Or via email at [michelle@biparks.org](mailto:michelle@biparks.org).

Any questions sent to another District employee or other parties will not be answered. The District official contact will gather information and answers will be made to all vendors solicited by February 20, 2017.

Scope of Work

## EXHIBIT G – PREVAILING WAGE RATES

This project requires the payment of prevailing wages. Applicable Prevailing Wage Rates can be found at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

Contractors shall use the Kitsap County wage rates in effect for the year the work will be performed. A copy of the applicable wage rates is available for viewing at the District station and a hard copy will be mailed if requested.