



**INFORMAL BID
2020-134**

KITSAP COUNTY FACILITIES MAINTENANCE

GIVENS COMMUNITY CENTER ENVIRONMENTAL REMEDIATION AND RESTORATION

RESPONSE DEADLINE: Friday, October 9, 2020 at 3:00 PM

MANDATORY SITE VISIT: Thursday, October 1, 2020 @ 9:00 AM, Kitsap County Givens Community Center, 1026 Sidney Ave, Port Orchard, WA 98366. Meet at rear of the building, parking lot adjacent to Kendall St.

The Kitsap County Purchasing Office is soliciting bids from qualified contractors for the environmental remediation and restoration of the Givens Community Center basement storage and stairwell located at 1026 Sidney Ave, Port Orchard, WA 98366. The remediation of this space will provide additional storage for furniture that was required to be moved from departments to promote physical distancing and to store additional cleaning and other supplies related to supporting in person government services during the COVID-19 pandemic. Informal bids will be received by the Kitsap County Administrative Services Department, Purchasing Office, 614 Division Street, MS-7, Port Orchard, WA 98366 (mailing address), before the date and time indicated above. After the review process has been completed, a bid tabulation will be made available for public inspection.

OFFERORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.

DETAILED DESCRIPTION OF WORK:

PART 1. GENERAL

1.1 DESCRIPTION OF WORK:

- A. Kitsap will be using Rose Environmental 's *Kitsap County Givens Basement Storage and Boiler Room Microbial Evaluation Report*, dated October 16, 2018, which will be distributed at the mandatory site visit. The report has moisture and microbial findings within the Givens Basement Stairwell and North Storage Area. Remediation activities shall comply with this remediation protocol and, where applicable, regulations of the Environmental Protection Agency (EPA), the Washington State Department of Labor and Industries, and any other applicable state or local regulations. Contractors performing work under this protocol are solely responsible for protection of health, safety, and the environment at the job site.

This document is not intended to be a technical analysis of the structure for code compliance, habitability, geological survey, the presence of hazardous materials, or property value.

- B. Establish containment barriers preventing contamination of the occupied spaces, other occupant furnishings and items, and the HVAC system.
- C. Remove affected wallboard, plaster, and flooring.
- D. Clean work area vertical and horizontal surfaces and those within 10 feet of containment work areas to be free of settled dust, dirt, and debris. The use of biocides, bleach, sealants, encapsulants, disinfectants, sterilizers, or other antimicrobial compounds are neither required nor recommended, unless persons with severely compromised immune systems (e.g., organ transplant patients) will be occupying the building. The use of dilute detergents or degreasers, such as Formula 409 or soap, however, may aid in dust or dirt cleanup. Any other chemical use should be reviewed by Rose Environmental.

1.2 GENERAL REQUIREMENTS:

- A. This protocol pertains to removal and disposal of contaminated building materials, and cleaning and decontamination of remaining materials.
- B. The requirements contained in this Section pertain to **CONTAMINATED MATERIALS ABATEMENT WORK** and are for the purpose of protecting employees and occupants against exposure to potentially hazardous substances.

Contractors will make efforts not to select immune-compromised workers such as workers receiving chemotherapy treatments, recent organ transplant patients, or HIV patients, because they are at greater risk of developing a disease than a healthy person. Bearing this in mind, worker screening should be done in accordance with the Americans with Disabilities Act.

- C. Contractor's Work Plan:
 - 1. The brief Work Plan should be prepared in the form of a checklist and should include specific procedures for:
 - a. Work area preparation and protection procedures;
 - b. Worker protection and decontamination procedures, including normal removal and "spill" response; and
 - c. Waste handling, packaging, and disposal procedures.
 - 2. The Work Plan should contain sufficient detail so that a skilled worker, by following the Plan, can perform acceptable

work in a safe manner to remove and dispose of the contaminated GWB and associated materials, and to clean and decontaminate remaining materials.

PART 2 PRODUCTS

2.1 RESPIRATORY PROTECTION EQUIPMENT:

- A. The Contractor should provide personally issued and marked respirators approved by the National Institute of Occupational Safety and Health (NIOSH) and provide sufficient replacement cartridges for respirators with disposable filters.
- B. Provide workers with approved cartridge-type half-face respirators with HEPA (PI00) filter cartridges.
- C. Use all respiratory protection in accordance with State of Washington Dept. of Labor & Industries Washington State Administrative Code (WAC) Chapter 296-842, *Respirators*, including clean-shaven faces for a good fit.

2.2 PROTECTIVE CLOTHING:

The Contractor should provide approved washable or disposable Tyvek (or equivalent) coveralls, disposable head and boot covers, chemically resistant gloves (rubber dishwashing gloves or nitrile), hard-hats, safety glasses or goggles for all workers engaged in contaminated material removal.

2.3 Safety Data Sheets:

Provide Safety Data Sheets (SDS) for all hazardous chemicals used on-site (there should be none).

2.4 POLYETHYLENE SHEETING:

All polyethylene sheeting used on-site should be 6 mil and meet or exceed NFPA 701 standards for fire resistance.

PART 3. EXECUTION

3.1 PREPARATION:

- A. **Electrical Power:** The Contractor should verify that the electrical power to the affected components is deactivated, disconnected, and locked-out.
- B. **Decontamination Procedures:** All personnel involved with removal and/or handling of contaminated materials will comply with the following decontamination procedures:

1. Establish a change area where personnel will don or remove personal protection equipment (PPE);
2. Utilize assembly-line decontamination where used equipment/gear can be disposed into approved waste containers;
3. HEPA-vacuum the outside of work coveralls before leaving work area.
4. Remove disposable PPE materials and place in approved disposal bags for disposal with removed contaminated materials; and,
5. Proceed through decontamination stations and thoroughly clean hands and exposed surfaces with soap, then rinse with clean water.
6. Prior to commencement of abatement, **if applicable**, all salvageable personal belongings should be removed by the Contractor from the work area to a temporary location for cleaning. For non-porous surfaces (e.g., plastic, glass, metal), and semi-porous surfaces (e.g. wood), the surfaces should be cleaned with an appropriate detergent agent. For porous surfaces that show no visible contamination or water damage, the surfaces should be cleaned with a vacuum equipped with High Efficiency Particulate (HEPA) filtration.

3.2 WORKER PROTECTION - Approved Work Plan procedures:

- A. All personnel entering the work area should sign a daily log and put on clean protective clothing.
- B. Basic protective clothing should consist of coveralls, head and boot covers, gloves, hard hats, safety glasses or goggles, and respirators.
- C. Contaminated material disposal: Six (6) mil. Plastic wrapping and tape, or comparable bagging materials should be used for disposal of contaminated components.

3.2.1 SETTING UP CONTAINMENT & REMOVAL OF CONTAMINATED MATERIALS:

- A. The Contractor should ensure that workers performing the tasks below are wearing approved coveralls, head and boot covers, gloves, respirators and hard hats.
- B. Pre-demolition preparations:
 1. Isolate the work area: Seal the area from adjacent occupied spaces and HVAC system equipment using fire-resistant plastic sheeting and duct tape; and **seal air vents, if applicable, with plastic sheeting and duct tape.**
 2. Place plastic sheeting below work areas to collect debris and settled dust.
- C. Remove and bag or wrap all contaminated materials and store in work area in preparation for disposal.

- D. Rose Environmental recommends removing GWB and affected insulation to the designated height, and at least one foot beyond the last visible extent of mold and water damage when cavity-side surfaces are revealed during demolition of affected wall assemblies.
- E. Where feasible, removal and replacement of visibly moldy paper-faced gypsum board is still the **preferred** remedial method. However, where removal and replacement are not feasible due to construction or building code restraints, Rose Environmental recommends the following **remediation-in-place** procedure:
 - Affected areas must be dried to background conditions and moisture content verified prior to application of the following steps.
 - Visibly moldy areas shall be damp-wiped clean and vacuumed with a HEPA- filtered vacuum.
 - Application of a fungistatic primer shall cover all visibly moldy areas. Acceptable primers include Zinsser Perma-White, Fosters 42-42, or Sherwin- Williams Harmony Primer.
 - A final inspection for dryness and completeness will be conducted following remediation and primer application.

3.4 CLEANING OF WORK AREAS AND ADJACENT AREAS

Once all necessary materials have been removed from the containment work areas, the Contractor shall thoroughly clean horizontal and vertical surfaces to remove all settled dusts from horizontal and vertical surfaces using damp-wiping and HEPA-filtered vacuuming.

Additionally, all surfaces within 10 feet of the containment work areas shall be cleaned.

Use a brush attachment on the vacuum cleaner when cleaning semi-porous and porous surfaces (to dislodge spores that may be trapped in surface pores. If vacuum cleaning does not remove dusts adequately, consider wiping surfaces with a slightly damp cloth.

Cleaning of work areas shall proceed from top to bottom. Damp-wipe cloths shall be changed frequently to minimize redeposition of contaminants. All used cloths shall be double bagged in 6-mil polyethylene bags for removal.

Small amounts of mild, low-odor detergents (such as Formula 409, Simple Green) may be used for cleaning. Biocides, including bleach, fungicides, encapsulants, sealants, are not allowed without discussion and approval by Rose Environmental.

3.5 CONSTRUCTION OVERSIGHT

Rose Environmental may conduct periodic contractor oversight to ensure adherence to this protocol (if requested by owner).

3.6 POST ABATEMENT MONITORING

- A. The Contractor should conduct a visual inspection to verify the completion of removal and clean up.
- B. Rose Environmental will conduct final visual inspection and post abatement monitoring, if requested by owner.
- C. Once post-abatement monitoring results meet the clearance criteria then all seals, barriers, barricades, and decontamination areas should be dismantled and removed.
- D. Work area containments and/or critical barriers should not be removed until post abatement results are reviewed and accepted by Rose Environmental.

3.7 RESTORATION OF WORK AREA

Upon completion, remove and dispose of all plastic sheeting materials with care as to not re-contaminate the area with the contaminated materials.

BIDS MUST BE submitted separately. The bid number, the date and time of the response deadline, and the name and address of the respondent shall be clearly shown on the outside of the envelope. **Two (2) copies of the proposal must be provided.**

Please submit by mail to:
MAILING ADDRESS

Vicki Martin, Buyer
Kitsap County Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

OR

Hand deliver to:
PHYSICAL ADDRESS

Vicki Martin, Buyer
Kitsap County Administration Building
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366

Proposal/purchasing process questions may be directed to Vicki Martin at 360-337-4788 or Purchasing@co.kitsap.wa.us Monday-Friday, 8:00am to 4:30 pm, excluding holidays.

Notice to Bidders:

Workers of all contractors, subcontractors and lower tier subcontractors on all County public work projects, as the term public works is defined by RCW 39.040.010, shall be paid the “prevailing rate of wage” including “usual benefits” in kind and not by a cash payment in lieu of such usual benefits, as those terms are defined by Chapter 39.12 RCW.

The successful contractor is responsible for obtaining and completing all required government forms and permits and submitting them to the proper authorities. Proposers must be a licensed contractor and must submit a photocopy of their valid Washington State Contractor's Registration and a copy of their Certificate of Liability Insurance.

All work shall be in accordance with plans, specifications, and contract documents and administered by the Kitsap County Project Manager or their designee. Contractors for this work project must comply with all applicable government and local agency requirements, including the Davis Bacon Act or Washington State Prevailing Wage Laws, whichever is higher.

To Submit with Bid

The contractor is required to submit the following:

- County Bid Proposal – Bid Sheet
- Signed acknowledgment of receipt of all addendum
- Certificate of Liability Insurance
- Certificate of Contractor's Registration
- Certification of Compliance with Wage Payment Statutes
- Bid Bond in an amount equal to five percent (5%) of submitted bid or:
 - Certified check
 - Cashier's check

Questions regarding the bid process may be directed to Vicki Martin, at 360-337-4788 purchasing@co.kitsap.wa.us, Monday – Friday, 8:00 AM to 4:30 PM.

All bid proposals shall be accompanied by a bid bond deposit of 5% of the total bid to be received in the form of a surety bond, certified check, or cashier's check. Should the successful bidder fail to enter such contract and furnish a "performance bond" meeting necessary requirements within the time of contract signing, the bid bond deposit shall be forfeited.

For contracts of one hundred fifty thousand dollars or less, at the option of the contractor the County may, in lieu of the performance bond, retain ten percent (10%) of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue and the department of labor and industries and settlement of any liens. See RCW 39.08.010.

Contract Binding Option:

_____ Surety Bond (Performance Bond)

_____ Retain 10% of Contract Amount per RCW 39.08.010

Prospective bidders are hereby notified that they are solely responsible for ensuring timely delivery of their bid to the Kitsap County Purchasing Office on or before the bid opening date and time.

Bid proposals shall be completely sealed in an envelope, properly addressed as stated above, with the name and address of the bidder and the name of the project plainly written on the outside of the envelope.

The Kitsap County Purchasing Office reserves the right to reject any or all responses for good cause, to waive any informality in any response and to delete certain items listed in the informal bid as set herein

Bids received after 3:00 PM, Friday, October 9, 2020 will not be considered.

INFORMAL BID 2020 – 134 Kitsap County Givens Community Center Environmental Remediation and Restoration

BID SHEET

The undersigned Contractor proposes to complete environmental remediation and restoration of the Givens Community Center basement storage and stairwell located at 1026 Sidney Ave, Port Orchard, WA 98366 in accordance with the detailed project description provided above.

Material and Labor Cost: \$ _____

Sales Tax (9.0%): \$ _____

Total Cost: \$ _____

This proposal is made in accordance with the published description of work and warrants, receipt of which is hereby acknowledged, and is offered in accordance with Bid authority by the Kitsap County Purchasing Office.

BIDDER _____

Print company name

SIGNATURE _____

Date

PRINTED NAME _____

TITLE _____

ADDRESS _____

Tax ID # _____

PHONE _____ **EMAIL** _____

ADDENDA RECEIPT

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

Addendum Number	Date of Receipt of Addendum	Signed Acknowledgement
_____	_____	_____
_____	_____	_____
_____	_____	_____



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, September 22, 2020, 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.*

SAMPLE
CONTRACT NO. _____
SMALL WORKS ROSTER PUBLIC WORKS CONTRACT

THIS CONTRACT is entered into in duplicate originals between Kitsap County, a Washington State political subdivision, having its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter called the "County," and _____ a _____ located at _____ hereinafter called the "Contractor."

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

SECTION 1. DURATION OF CONTRACT

The term of this Contract shall commence upon the effective date set forth below. The Contractor shall substantially complete all work required under this Contract within a period of _____ working days from the Start Date stated in the written Notice to Proceed referenced in Section 7. Final completion and closeout of this Contract shall occur _____ working days after timely substantial completion, except as provided in Section 6 below. Time is of the essence in the performance of this Contract.

SECTION 2. DESCRIPTION OF THE WORK

- a. The Contractor shall do all work necessary to complete _____ in accordance with the Scope of Work, attached hereto as Attachment "A" and made a part hereof by this reference.
- b. The Contractor shall do all work and furnish and pay for all materials, equipment, and labor in accordance with the attached Project Documents, including, but not limited to any drawings, specifications, and any addenda thereto, all terms and conditions in the Call for Proposals for Small Works and any Instructions to Proposals, and the Contractor's proposal. A list of documents considered to be Project Documents is attached hereto as Attachment "B," which Project Documents are made part hereof and incorporated by this reference. Further, the Contractor shall perform any alterations in or additions to the work covered by this Contract, and any extra work which may be ordered as provided for in this Contract if requested to do so by the County pursuant to Section 11.
- c. The Contractor, and any persons employed by the Contractor, shall use its best efforts to perform the services rendered under this Contract in a professional manner and in accordance with the usual and customary practice, professional care and standard industry practice required for services of the type described in this Contract.
- d. The Contractor shall complete its work required under this Contract in a timely manner and in accordance with the schedule agreed to by the parties.
- e. From time to time during the progress of the work hereunder, the Contractor shall confer with the County. The Contractor shall prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the County.

SECTION 3. CONTRACT AMOUNT

The County hereby agrees to pay the Contractor in the amount of \$_____, according to the Contractor's proposal (including accepted alternates), at the time and manner and upon the conditions provided for in this Contract.

SECTION 4. PREVAILING WAGE

- a. Pursuant to RCW Chapter 39.12 and WAC 296-127, the Contractor shall pay not less than the prevailing rate of per diem wages to its employees and provide documentation to the County of its compliance with prevailing wage laws and regulations. A copy of such prevailing rates of per diem wages shall be posted by the Contractor at the work site.
- b. For contracts greater than \$2,500, a "Statement of Intent to Pay Prevailing Wages" (hereinafter "Statement of Intent") must be submitted to and approved by the State Department of Labor and Industries prior to beginning work by the Contractor. If the Contract is more than \$10,000, the Statement of Intent shall include the Contractor's registration number, the prevailing wage for each classification of workers, and an estimate of the number of workers in each classification. An 'Affidavit of Wages Paid' must be submitted to and approved by the State Department of Labor and Industries by the Contractor prior to release of the retained percentage. Copies of these documents shall be provided to the County prior to any payment being made to the Contractor. The fee for each of these documents shall be paid by the Contractor.
- c. For contracts \$2,500 or less, the Contractor may submit the Statement of Intent to the County directly without the approval by the Washington State Department of Labor & Industries. Upon final acceptance of the work, the Contractor shall submit an "Affidavit of Wages Paid" to the County. Once it is received, the County may pay the Contractor in full including those funds the County would otherwise retain under RCW Chapter 60.28.

SECTION 5. PAYMENT

- a. At monthly intervals, unless determined otherwise by the County, the Contractor shall submit to the County an invoice or billing statement. Within thirty (30) calendar days of receiving an invoice or billing statement, the County shall pay ninety-five (95) percent of the invoice if such invoice or statement is acceptable to the County. Five (5) percent of the invoice or statement amount shall be retained in accordance with RCW Chapter 60-28. No invoice or billing statement will be paid until all schedules for the previous month have been met and other documentation required by the Project Documents have been submitted. If the Contractor has signed a letter of acceptance of fifty (50) percent payment in lieu of Performance and Payment Bond, each and every progress payment will be reduced accordingly by fifty (50) percent.
- b. In the event the Contractor has failed to perform any substantial obligation to be performed by the Contractor under this Contract and such failure has not been cured within ten (10) working days following notice from the County, then, in its sole discretion and upon written notice to the Contractor, the County may withhold any and all monies due and payable to the Contractor without penalty until such failure to perform is cured or otherwise adjudicated.
- c. Unless otherwise provided for in this Contract or any of the Project Documents, the Contractor will not be paid for any billings or invoices presented for payment prior to the execution of this Contract and the Notice to Proceed or for work performed after the Contract's termination.
- d. No payment shall be made for any work performed by the Contractor, except for work identified and set forth in this Contract or the Project Documents.

SECTION 6. PERFORMANCE AND PAYMENT BOND AND RETAINED PERCENTAGE

- a. Pursuant to RCW Chapter 39.08, the Contractor shall make, execute, and deliver to the County a performance and payment bond for the contract amount of \$_____. This bond shall also cover any and all approved change orders. The bond must be submitted within ten (10) days after notice of the award, exclusive of the day of notice. If the bidder to whom the contract is awarded fails to enter into the contract and provide the performance bond as required, the amount of the bid deposit will be forfeited to the county and the contract awarded to the next lowest and best bidder.

For contracts of \$25,000 or less (including WSST), at the option of the Contractor, prior to the commencement of work, the Contractor may request in writing that, in lieu of the performance and payment bond, the County retain fifty (50) percent of the contract amount for a period of thirty calendar days after the date of final acceptance, or until receipt of all necessary releases from the Department of Labor and Industries and Department of Revenue and settlement of any liens filed under RCW Chapter 60.28, whichever is later.

- b. In accordance with RCW Chapter 60.28, the County shall release any retained percentage withheld in the manner set forth in Section 5a., if after sixty (60) calendar days of final completion and acceptance of all contract work, no liens or claims are filed against the project, and after receipt of the Department of Revenue's Certificate designating taxes due or to become due are discharged and receipt by the County of an "Affidavit of Wages Paid." For contracts \$2,500 or less, the County may release the retained percentage prior to the expiration of the sixty-day waiting period if the Contractor has completed all work and provided the County with an "Affidavit of Wages Paid" as provided in Section 4.c. herein.
- c. Neither the County nor the County's Representative shall have an obligation to pay or ensure the payment of money to any subcontractor except as may otherwise be required by law.

SECTION 7. NOTICE TO PROCEED

The County shall issue a Notice to Proceed after the execution of the Contract and receipt of all necessary required documents, including, where applicable, Performance and Payment Bond (or 50% letter if contract amount, including WSST, is \$25,000 or less), a copy of insurance policies and/or any and all Certificates of Insurance and Additional Insured Endorsements. The Notice to Proceed shall provide the Start Date.

SECTION 8. CONTRACT REPRESENTATIVES

Each party to this Contract shall have a Contract Representative. Each party may change its representative upon providing written notice to the other party. The parties' Contract Representatives are as follows:

County's Contract Representative

Name:

Title:

Address:

Phone:

Email:

Contractor's Contract Representative

Name:

Title:

Address:

Phone:

Email:

All instructions, modifications, and changes to the Contract shall be conveyed to the Contractor through the Contract Representative. Any work executed upon the direction of any person or entity other than the Contract Representative may be considered defective and will be performed without reimbursement for said work to the Contractor. The Contract Representative shall have the authority to reject any and all nonconforming or defective work under the Project Documents.

SECTION 9. HOLD HARMLESS AND INDEMNIFICATION

- a. The Contractor shall hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including, but not limited to, reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the performance of the work rendered under this contract by the Contractor, its employees, agents, or subcontractors or anyone for whose acts any of them may be liable; provided, however, that the Contractor's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees or agents; and provided further, that in the event of the concurrent negligence of the parties, the Contractor's obligations hereunder shall apply only to the percentage of fault attributable to the Contractor, its employees, agents, or subcontractors.
- b. In any and all claims against the County, its officers, officials, employees and agents by any employee of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or subcontractor under Worker's Compensation acts, disability benefit acts, or other employee benefit acts, it being clearly agreed and understood by the parties hereto that the Contractor expressly waives any immunity the Contractor might have had under such laws. By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section shall be incorporated, as relevant, into any contract the Contractor makes with any subcontractor or agent performing work hereunder.
- c. The Contractor's obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

SECTION 10. INSURANCE

- a. Workers' Compensation and Employer's Liability. The Contractor shall maintain workers' compensation insurance as required by Title 51 RCW (Industrial Insurance) and shall provide evidence of coverage to the Kitsap County Risk Management Division. If the Contract is over

\$50,000, then the Contractor shall also maintain employer liability coverage with a limit of not less than \$1,000,000.

- b. Commercial General Liability("CGL"). The Contractor shall maintain Commercial General Liability coverage for bodily injury, personal injury, and property damage, subject to limits of not less than \$1,000,000 per loss. The general aggregate limit shall apply separately to this Contract and shall be not less than \$2,000,000.

The Contractor will provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.

- c. Automobile Liability: *(Check one of the following options)*:

- Contractor shall maintain personal automobile insurance on all vehicles used for Contract purposes as required by law.
- Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include liability for any and all owned, hired, and non-owned vehicles. Coverage may be satisfied with an endorsement to the CGL policy.
- Not less than \$100,000 per occurrence and \$300,000 annual aggregate. If a personal automobile liability policy is used to meet this requirement, it must include a business rider and cover each vehicle to be used in the performance of the Contract. If the Contractor will use non-owned vehicles in performance of the Contract, the coverage shall include owned, hired, and non-owned automobiles.

- d. Other Insurance Provisions:

- (1) The Contractor's liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.
- (2) If applicable, the Contractor's Commercial General Liability insurance and Automobile Liability insurance shall include the County, its officers, officials, employees and agents with respect to performance of work under this Contract.
- (3) If applicable, the Contractor's Commercial General Liability insurance and Automobile Liability insurance shall contain no special limitations on the scope of protection afforded to the County as an additional insured.
- (4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- (5) The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (6) The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

- (7) The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification.
 - (8) The Contractor shall maintain all required policies in force from the time work commences until work is completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.
- e. Verification of Coverage and Acceptability of Insurers: The Contractor shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- (1) The Contractor shall furnish the County with properly executed certificates of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section within ten (10) calendar days after the effective date of the contract. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract will not be canceled, allowed to expire, on thirty (30) calendar days prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes shall be altered so as not to negate the intent of this provision.
 - (2) The Contractor shall furnish the County with evidence that the additional insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.
 - (3) Certificates of Insurance shall show the Certificate Holder as Kitsap County and include c/o of the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department.
 - (4) The Contractor shall request the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to Kitsap County that Contractor is currently paying Workers Compensation.
 - (5) Written notice of cancellation or change shall be mailed to the County at the following address: Risk Management Division, Kitsap County Department of Administrative Services, 614 Division Street, MS-7, Port Orchard, WA 98366.
 - (6) The Contractor or its broker shall provide a copy of any and all insurance policies specified in this Contract upon request of the Kitsap County Risk Manager.

SECTION 11. CHANGES IN WORK

- a. The County may, at any time, without notice to the Contractor's surety, order additions, deletions, revisions, or other changes in the work. The Contractor agrees to fully perform any such changes in the work. The Contractor shall proceed with the work upon receiving a written change order approved by the County, or an oral order from the County before actually receiving the written change order. All such changes in the work shall be incorporated into the Contract documents through the execution of change orders. If any change hereunder causes an increase or decrease in the Contractor's cost of, or time required for, the performance or any part of the work under this Contract, an equitable adjustment will be made, and the Contract modified in writing accordingly. Change Orders shall not be used to materially alter the Scope of Work.

- b. If the Contractor intends to assert a claim for an equitable adjustment hereunder, it shall within ten (10) days after receipt of a written change order from the County, submit to the County a written statement setting forth the general nature and monetary extent of such claim. The Contractor shall supply such supporting documents and analysis for the claims as the County may require in order to determine if the claims and costs have merit. No claim by the Contractor for an equitable adjustment hereunder will be allowed if asserted after final payment under this Contract.
- c. If the County and the Contractor are unable to reach agreement on the terms of any change to the work, the Contractor shall pursue resolution of the disagreement pursuant to Section 18.

SECTION 12. TERMINATION

- a. The County may terminate this Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. The County may terminate this Contract upon giving ten (10) calendar days written notice by Certified Mail to the Contractor. In that event, the County shall pay the Contractor for all cost incurred by the Contractor in performing the Contract up to the date of such notice. Payment shall be made in accordance with Sections 5 and 6 of this Contract.
- b. In the event that funding for this project is withdrawn, reduced or limited in any way after the effective date of this Contract, the County may summarily terminate this Contract notwithstanding any other termination provision of this Contract. Termination under this paragraph shall be effective upon the date specified in the written notice of termination sent by the County to the Contractor. After the effective date, no charges incurred under this Contract are allowable.
- c. Termination of this Contract shall not relieve the Contractor of any responsibilities under the Contract for work performed. Nor shall termination of the Contract relieve the Surety or Sureties of obligations under the Performance and Payment Bond or any Retainage Bond for work performed.
- d. If the Contractor breaches any of its obligations hereunder, and fails to cure the breach within ten (10) calendar days of written notice to do so by the County, the County may terminate this Contract, in which case the County shall pay the Contractor only for the costs of work performed and accepted by the County, in accordance with Sections 5 and 6 of this Contract. Upon such termination, the County, at its discretion, may obtain performance of the work elsewhere, and the Contractor shall bear all costs and expenses incurred by the County in completing the work and all damage sustained by the County by reason of the Contractor's breach.

SECTION 13. ASSIGNMENT, DELEGATION, AND SUBCONTRACTING

- a. The Contractor shall perform the terms of the contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under this Contract shall not be assigned, delegated, or subcontracted to any other person or firm without the prior express written consent of the County.
- b. The Contractor warrants that it has not paid nor has it agreed to pay any company, person, partnership, or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

SECTION 14. NON-WAIVER OF RIGHTS

The parties agree that the excuse or forgiveness of performance, or waiver of any provision(s) of this Contract does not constitute a waiver of such provision(s) or future performance, or prejudice the right of the waiving party to enforce any of the provisions of this Contract at a later time.

SECTION 15. INDEPENDENT CONTRACTOR

- a. The Contractor shall perform this Contract as an Independent Contractor and not as an agent, employee or servant of the County. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed work in accordance with the specifications set out in this Contract and the Project Documents.
- b. The Contractor acknowledges that payment for work performed under this Contract does not include any County benefits, including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, fringe benefits, or any other rights or privileges afforded to Kitsap County employees.
- c. The Contractor shall have and maintain complete responsibility and control over all of its subcontractors, employees, agents, and representatives. No subcontractor, employee, agent, or representative of the Contractor shall be or deem to be or act or purport to act as an employee, agent, or representative of the County, unless otherwise directed by the terms of this Contract.
- d. The Contractor shall pay for all taxes, fees, licenses, or payments required by Federal, State or local law which are now or may be enacted during the term of this Contract.
- e. The Contractor agrees to immediately remove any of its employees or agents from assignment to perform work under this Contract upon receipt of a written request to do so from the County's contract representative or designee.

SECTION 16. COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable federal, state and local laws, rules and regulations in performing this Contract.

SECTION 17. NONDISCRIMINATION

The Contractor, its assignees, delegates, or subcontractors shall not discriminate against any person in the performance of any of its obligations hereunder on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

SECTION 18. DISPUTES

- a. Questions or claims regarding meaning and intent of this Contract or arising from this Contract, shall be referred by the Contractor in writing to the County's Contract representative or designee within ten (10) days of the date in which the Contractor knows or should know of the question or claim.
- b. In the event the Contractor disagrees with any determination or decision of the County's Contract Representative, the Contractor shall, within fifteen (15) days of the date of such determination or decision, appeal the determination or decision in writing to the Director of the department. Such written notice or appeal shall include all documents and other information necessary to substantiate the appeal. The Director will review the appeal and transmit a decision in writing to

the Contractor within thirty (30) days from the date of receipt of the appeal. Failure of the Contractor to appeal the decision or determination of the County's Contract Representative within said fifteen (15) day period will constitute a waiver of the Contractor's right to thereafter assert any claim resulting from such determination or decision. Appeal to the Director shall be a condition precedent to litigation hereunder.

- c. Absent agreement to alternative dispute resolution, all claims, counterclaims, disputes and other matters in question between the County and the Contractor that are not resolved between the County's Contract Representative and the Contractor will be decided in the Superior Court of Kitsap County, Washington.
- d. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the County's Contract Representative. Failure to comply with the time deadlines set out in this section as to any claim shall operate as a release of that claim and a presumption of prejudice to the County.

SECTION 19. CHOICE OF LAW, JURISDICTION, AND VENUE

- a. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.
- b. Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Kitsap County, Washington.

SECTION 20. SUCCESSORS AND ASSIGNS

The County, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators, and assigns to the other party to this Contract and to the partners, successors, administrators, and assigns of such other party in respect to all covenants to this Contract.

SECTION 21. SEVERABILITY

- a. If a court of competent jurisdiction holds any part, term, or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- b. If it should appear that any provision of this Contract is in conflict with any statutory provision of the State of Washington, said Provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provision.

SECTION 22. ENTIRE AGREEMENT

The parties agree that this Contract is the complete expression of its terms and conditions. Any oral or written representations or understandings not incorporated in this Contract are specifically excluded.

SECTION 23. MODIFICATION

All amendments or modifications shall be in writing, signed by both parties, and attached to this

Contract.

SECTION 24. NOTICES

Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in Section 8. Notice may also be given by facsimile with the original to follow by regular mail. Notice shall be deemed to be given three days following the date of mailing or immediately if personally served. For service by facsimile, service shall be effective upon receipt during working hours. If a facsimile is sent after working hours, it shall be effective at the beginning of the next working day.

SECTION 25. INSPECTION

The County shall have the right (a) to inspect and obtain copies of all written licenses, permits, or approvals issued by any governmental entity or agency to the Contractor, its delegates, or subcontractors, which are applicable to the performance of this Contract; and (b) to inspect all work and materials for conformity with the Contract terms. The Contractor shall be responsible for ensuring the work and materials conform to the Contract terms even if the County conducts an inspection of the same.

This Contract is executed by the persons signing below who warrant that they have the authority to execute the Contract. The parties to this Contract have executed this Contract to take effect as of the date written below.

SECTION 26. LIQUIDATED DAMAGES

[OPTIONAL PROVISION TO BE USED AT DEPARTMENT'S DISCRETION ACCORDING TO CONTEXT OF CONTRACT UPON ADVICE OF PROSECUTING ATTORNEY'S OFFICE]

Upon written notice by the County, liquidated damages at a rate of \$100.00 per working day or any portion thereof will be assessed against the Contractor for late performance or delay in the substantial completion of the work to be performed under this Contract. This provision in no way limits the County's right to seek damages for the Contractor's breach of any other of its obligations under this Contract pursuant to Section 12 of this Contract or to substantial damages for the Contractor's failure to achieve final completion with the time set forth in Section 1.

Dated this ____ day of _____,
2019

Dated this ____ day of _____,
2019

CONTRACTOR NAME

KITSAP COUNTY, WASHINGTON

Signature

SIGNATORY NAME
SIGNATORY TITLE

Print Name

Title

Approved as to form by the Prosecutor's Office

**ATTACHMENT A
SCOPE OF WORK**

**ATTACHMENT B
PROJECT DOCUMENTS**