



Port of Skagit

INVITATION TO BID

Date: June 20, 2022

I. GENERAL INFORMATION:

1. Project Name: SWIFT Center Bldg #22 (Plumbing and Carpentry Shop) and Bldg #25 (Planer Shop) Roofing Project
2. Project Location: 2070 Northern State Road, Sedro-Woolley, WA 98233
3. Bid Due Date/Time: **July 7, 2022, 3:00 pm**
4. Return Bids To: **Port of Skagit**
Attention: Sarah Hastings, Port of Skagit
Hand Deliver: 15400 Airport Drive, Burlington, WA 98233
Mail: 15400 Airport Drive, Burlington, WA 98233
Fax: (360) 757-0014
Email: sarahh@portofskagit.com
5. Contact (for GENERAL Questions/Inquires):

Travis Binschus, Port of Skagit
(360) 757-0011 (office)
(360) 757-0014 (fax)
travisb@portofskagit.com
6. Contact (for TECHNICAL Questions/Inquiries):

Jason Williard or Lexie Costic, RMC Architects, PLLC
(360) 676-7733 (office)
jason.w@rmcarchitects.com
lexie.c@rmcarchitects.com
7. The Port of Skagit will notify selected contractors promptly after contract award.
8. Attached as Exhibit "A" please find a copy of the design drawings and specifications.
9. There will be a non-mandatory pre-bid walk through at the project site on **June 27, 2022 11:00 am.**
10. This project is scheduled to begin on **August 01, 2022** and is to be completed by **September 30, 2022.**

11. Bid Security, in an amount equal to 5% of the total bid amount, shall be submitted with the Bidder's bid in the form of a bid bond or cashier's check made payable to the Port of Skagit.
12. **Bidder Responsibility Criteria.** Before award, the Bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The Bidder may be required by the Port to submit documentation demonstrating compliance with the criteria. The Bidder must:
 1. Have current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
 2. Have current Washington Unified Business Identifier (UBI) number;
 3. If applicable:
 - a. Have Industrial Insurance (worker's compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
 - b. Have a Washington Employment Security Department number, as required in Title 50 RCW;
 - c. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82.
 4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
13. **This is a Prevailing Wage project.** The prevailing rates of wages and fringe benefits applicable to this public works project, which is located in Skagit County, may be found at the following website address of the Department of Labor and Industries: <https://secure.lni.wa.gov/wagelookup/> . Based on the bid submittal deadline for this project, **the applicable effective date for the prevailing wages for this project is July 7, 2022.** A copy of the applicable prevailing wage rates are also available for viewing at the Port of Skagit Administrative Offices, located at 15400 Airport Drive, Burlington, WA 98233. Upon request, the Port will mail a hard copy of the applicable prevailing wage rates for this project. You must agree to file the following forms, and ensure any subcontractors file the following forms, during the course of the project:
 - **Statement of Intent to Pay Prevailing Wages:** Form to be filled out prior to beginning work on the project. **Ensure contract total dollar amount includes WSST.**
<https://secure.lni.wa.gov/home>

Apprentices must be registered with the WA St. Apprenticeship & Training Council.
 - **Affidavit of Wages Paid:**
Form to be filled out at the completion of the project. **Ensure contract total dollar amount includes WSST (and change order amounts, if applicable.)**
<https://secure.lni.wa.gov/home/>
 - **Certified Payroll:** Must be provided if requested by the Port of Skagit, including a list of fringe benefits for each classification.

14. Additional requirements:

- **Please include WSST in your proposal:** 8.6%
- **Provide Certificate of Insurance and Endorsement (prior to beginning work):**
Comprehensive policy of liability insurance naming the Port of Skagit as an insured with liability limits of \$1,000,000.00 bodily injury and \$1,000,000.00 property damage per occurrence.
- **Contracts greater than \$50,000.00 require a payment bond and performance bond (prior to beginning work),** payable to the Port of Skagit, a Washington state port district created pursuant to Title 53 RCW, and the State of Washington as secondary payee, and contract total \$ amount must include WSST.
- **Retainage:** Owner, pursuant to RCW 60.28.011, shall retain five percent (5%) of all payments. Payment of the retained amount shall be withheld for a period of forty-five (45) days following the final acceptance by the Owner and shall be paid to the Contractor at the expiration of said forty-five (45) days provided the following conditions, and those stated in Paragraph IX below concerning prevailing wage requirements, are met:
 - A. Required releases have been obtained from the State of Washington Department of Labor & Industries, State of Washington Employment Security Department, the State of Washington Department of Revenue and all other departments and agencies having jurisdiction over the activities of the Contractor; and
 - B. Any claim filed pursuant to Chapter 60.28 RCW by any of the following shall be fully settled and released: All persons, mechanics, subcontractors or materialmen who shall have performed any labor pursuant to the Work contemplated herein or the doing of said Work, and all persons who shall supply such person or persons or subcontractors with provisions and supplies for the carrying on of such work.

In the event claims are filed, the Contractor may be paid the retained amount less an amount sufficient to pay any such claims together with a sum determined by the Owner as sufficient to pay the cost of such claims and its attorney's fees.

II. CONTENTS OF BID PACKAGE:

- A. Drawings and specifications
- B. *Bid Schedule*
- C. *Sample Contract*

III. CONTRACTORS/MATERIAL SUPPLIER SELECTION PROCESS:

The Port of Skagit intends to award the project to the low responsive, responsible bidder. The Port will make every attempt to analyze bids on an equal basis, and select the successful bidder accordingly. The Port of Skagit reserves the right to reject any and all bids, and waive any irregularities or informalities in the bid or in the bidding. No bidder may withdraw its bid after the hour set for the opening thereof, or before award of contract, unless said award is delayed for a period exceeding sixty (60) days.

IV. SCHEDULE:

1. Time schedules shall be met without exception.
2. All bidders submitting proposals shall warrant that they are capable of completing the work in the time allowed.

V. GENERAL BIDDING INSTRUCTIONS:

1. All bids are to be Lump Sum with unit cost breakdown as indicated on the bid schedule.
2. Bidders submitting their proposal warrant that their proposal includes all costs and charges associated with the work described in this bid package, and is complete in all aspects of the project requirements to include total compatibility with all other portions of work.
3. All bids shall be valid for a period of 45 days.
4. There will be no changes unless addenda is issued prior to bidding or negotiated by formal change order.
5. Your proposal should be specific as to what the work scope includes and where applicable provide data and specifications.
6. Each bidder warrants that the products and installation of your work conforms to specifications, is in compliance with the requirements of local governing authorities, and is without defect.
7. The Port of Skagit is responsible for obtaining permits and the bidder is responsible for any permit notifications.
8. Bidder must guarantee work for a period of one (1) year.
9. Subcontractors must comply with the same prevailing wage requirements.
10. Submittals may be required for your work.
11. Contractor and/or subcontractor shall be responsible for material handling, housekeeping, cleanup and waste disposal as it relates to the work.
12. All electrical devices to be UL rated and / or meeting approval of all governing authorities.

Dated this 20th day of June, 2022.

PORT OF SKAGIT



Travis Binschus, Project Manager

BID FORM

TO: Port of Skagit County

ADDRESS: 15400 Airport Drive, Burlington, WA 98233

PROJECT TITLE: SWIFT Center Bldg #22 (Plumbing and Carpentry Shop) and Bldg #25 (Planer Shop) Roofing Project

PROJECT NO. _____

Bidder's person to contact for additional information on this bid:

Name: _____ Company: _____

Address: _____ Telephone: _____

Contractor's Registration Number: _____ Fax: _____

UBI Number: _____ Email: _____

DUNS#: _____ CAGE Code: _____

(Optional)

(Optional)

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares they have carefully examined the Bid Documents, performance deadlines, Plans and Specifications, as well as the premises and conditions affecting the work; thoroughly familiarized themselves with the same; and hereby proposes to furnish all labor and materials and to perform all work described in the Bid Documents in strict accordance with the Bid Documents, performance deadlines, Plans and Specifications, for the amount shown in the bid schedules below. The undersigned acknowledges that the Contracting Agency reserves the right to accept or reject any bid. The Bid Documents, Contract Documents, performance deadlines, Plans and Specifications, which are a part hereof have the same force and effect as though they were attached hereto.

The Bidder further proposes to accept as full payment for the work described in the Bid Documents, the amount shown in the bid schedules below. The Bidder agrees that the amount represents a true measure of the labor, materials, equipment, overhead, profit, insurance and all other incidental expenses to cover the finished work called for in these Bid Documents. The amount is based upon the undersigned's own estimate of costs.

The Bidder declares they are authorized to do business in the state of Washington, qualified to perform the work as described in Bid Documents, and are experienced in performing the same.

All of the Conditions of the Contract, Specifications and Plans have been examined by the Bidder and their terms and conditions are hereby accepted.

It is understood that the Specifications and Plans may be supplemented by additional Specifications and/or Plans and it is agreed that such supplemental Specifications and Plans, when not in conflict with those

referenced above, will have the same force and effect as if completed and attached hereto and that when received they will be considered a part of the Bid Documents.

The Bidder acknowledges that they have filled out all required forms in their entirety and accepts the sole responsibility for their accuracy and completion.

The Bidder further declares that they have carefully examined the Bid Documents for the construction of the project, that they have personally inspected the site, that they have satisfied themselves as to the quantities involved, including materials and equipment, and the conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Bid Documents, and that this Proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

Each Bidder must inform themselves of the conditions relating to the execution of the work, and it is assumed that they will inspect the site and make themselves thoroughly familiar with all the Contract Documents. Failure to do so will not relieve the successful Bidder of their obligation to enter into a Contract and complete the contemplated work in strict accordance with the Contract Documents. It shall be the Bidder's obligation to verify for themselves and to their complete satisfaction all information concerning site and subsurface conditions.

ADDENDA

The Bidder hereby acknowledges receipt of Addenda Nos. ____, ____, ____, (*Bidder shall insert No. of each Addendum received*) and agrees that all addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that their Bid(s) includes all impacts resulting from said addenda. Proposals received without acknowledgement of addenda or without addenda enclosed will be considered informal.

DEPOSIT OR BID BOND FORM

DEPOSIT STATEMENT

Herewith find deposit in the form of certified check or cashier's check in the amount of \$ _____, which amount is not less than five percent of the Base Bid Amount.

SIGN HERE _____

BID BOND

KNOWN ALL BY THESE PRESENTS:

That we, _____, as Principal, and _____, as Surety, are held firmly bound unto the Port of Skagit, Washington, as Obligee, in the penal sum of _____ Dollars, (five [5%] percent of the Base Bid Amount) for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for SWIFT Center Bldg #22 (Plumbing and Carpentry Shop) and Bldg #25 (Planer Shop) Roofing Project, according to the terms of the bid made by the Principal therefore, and the Principal shall duly make and enter into a Contract with the Obligee in accordance with the terms of said bid and award and shall provide Certificate of Insurance, Declaration of Option for Management of Statutory Retained Percentage, Payment Bond and Performance Bond for the faithful performance of the Contract, with Surety or Sureties approved by the Obligee, or if the Principal shall, in case of failure to so do, pay and forfeit to the Obligee the penal amount of the deposit specified in the Call for Bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED THIS _____ DAY OF _____, 20 ____.

Principal

Surety

Received return of deposit in the sum of \$ _____.

Note: This Bid Form must be completed in its entirety and submitted to bid the work.