

# **Proposal For Bidding Purposes**

**For:  
Hydraulic Maintenance and Repair  
Service**

**SMALL PUBLIC WORKS PROJECT  
SKAGIT COUNTY PUBLIC WORKS**

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**SKAGIT COUNTY  
Public Works Department  
1800 Continental Place  
Mount Vernon, WA 98273**

## **PROPOSAL**

### **HYDRAULIC MAINTENANCE AND REPAIR SERVICE**

**Skagit County, Washington**

**2022**

All bid envelopes must be plainly marked on the outside, **“Sealed Bid, Hydraulic Maintenance and Repair Service”**

Sealed bids will be received at the following location by one of the following delivery methods no later than **Monday, May 23, 2022 at the hour of 2:30 p.m.** No late bid will be considered.

**Bids may be hand deliver to:** The Reception Desk of Skagit County Commissioners Office located at 1800 Continental Place, Mount Vernon, WA 98273; **or,**

**Bids may be mailed to:** Skagit County Commissioners  
1800 Continental Place  
Mount Vernon, WA 98273-5625

The Bid opening date for this project will be Monday, May 23, 2022. The bids will be publicly opened and read after 2:30 p.m. on this date.

#### **CONDITION OF AWARD:**

It is the intent of Skagit County to award a contract to the lowest responsive and responsible bidder. All terms and conditions listed in the Contract Provisions and Specifications apply to this condition.

**ENTIRE PROPOSAL TO BE RETURNED AS YOUR BID PACKAGE**

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION CAN RESULT IN REJECTION OF  
THE PROPOSAL AS NON-RESPONSIVE**

## MANDATORY BIDDER CRITERIA

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

1. **At time of bid submittal**, the bidder must be registered/licensed contractor in compliance with Chapter 18.27 RCW, and must provide this number with bid.  
If applicable, bidder may also be required to submit with bid: a) an electrical contractor license, if required by Chapter 19.28 RCW; and/or b) an elevator contractor license, if required by Chapter 70.87 RCW.
2. **At time of bid submittal**, the bidder must have completed the mandatory Prevailing Wage Training offered by the Department of Labor and Industries (L&I), or meet the L&I exemption requirements.
3. The bidder must have a current Washington State Unified Business Identifier (UBI) number and provide the number to Skagit County **at time of bid submittal**. This will be verified with the Washington State Department of Revenue.
4. The bidder must provide Washington State Industrial Insurance Coverage (a/k/a workers' compensation) in accordance with Washington State Department of Labor & Industries, **within 24 hours of the bid submittal deadline**, if applicable.
5. The bidder must provide their Employment Security Department number to Skagit County **at time of bid submittal**, as required in Title 50 RCW, if applicable. Bidder must provide document reflecting the appropriate number from the Employment Security Department to Skagit County **within 24 hours of the bid submittal deadline**, if applicable.
6. The bidder must have a Washington State Excise Tax Registration Number as required in Title 82 RCW, if applicable, **at time of bid submittal**. This will be verified with the Washington State Department of Revenue.
7. The bidder must not be currently disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3). This will be verified with the Washington State Department of Labor & Industries.
8. **FEDERAL DEBARMENT:** The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as a current debarred or suspended bidder on the U.S. General Services Administration's "System for Award Management System" website, and will be verified through this website: <https://www.sam.gov/SAM/>

**SUPPLEMENTAL BIDDER CRITERIA**

The Bidder shall demonstrate to the satisfaction of the County that the Bidder is qualified to perform the work under this contract. To assist the County in the review of the Bidder's qualifications, the Bidder shall provide the requested information indicated below:

Name of firm: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Number of years the Contractor has been engaged in the hydraulic maintenance and repair/service industry:

\_\_\_\_\_ Years

List five (5) projects of a similar nature which have been completed by the Contractor within the last five years and the gross dollar amount of each project:

- |          |          |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION ON THE FORMS PROVIDED CAN  
RESULT IN REJECTION OF THE PROPOSAL AS  
NON-RESPONSIVE.**

# PROPOSAL

BOARD OF SKAGIT COUNTY COMMISSIONERS  
MOUNT VERNON, WASHINGTON 98273

## **BID DUE ON MONDAY, MAY 23, 2022 AT 2:30 p.m.**

Having carefully examined all documents enclosed herein, the undersigned proposes to perform all work in strict compliance with all documents, for the amount set forth below.

- ☐ Bid form must be signed.
- ☐ Use ink and print legibly.
- ☐ Unit prices, when relevant, are mandatory and shall control.
- ☐ Initial and date any changes, erasures or cross-outs.

This certifies that the undersigned has examined the entire bid proposal and contract provisions and specifications for the:

### **Hydraulic Maintenance and Repair Service**

and that the contract governing the work embraced in this work, and the method by which payment will be made for said work, is understood. The undersigned hereby proposes to undertake and complete the work, or as much thereof as can be completed with the money available in accordance with the said description of work and contract, and the following schedule of rates and prices:

**A. Bid for On-Site Labor:** The rates will cover project overhead, general company overhead, profit, travel, and any other costs incurred. All labor and benefit rates will be no less than the applicable **Washington State Labor and Industries prevailing wage and benefit rates**. Bidders are to quote **one rate** for each listed category classification.

Item #	Description	Unit Price
1A	On-site straight time work	\$ / HR
2A	On-site overtime work (time and one half)	\$ / HR
3A	On-site Sunday and holiday work (double time)	\$ / HR

### **B. Bid for Shop Labor:**

Item #	Description	Unit Price
1B	Shop straight time work	\$ / HR
2B	Shop overtime work (time and one half)	\$ / HR
3B	Shop Sunday and holiday work (double time)	\$ / HR

**C. Mark Up for Materials:** The markup range is for the total materials cost in a Task Order. The mark up will cover project overhead, general company overhead, profit, and any other costs incurred to supply the materials. **Taxes shall not be included** in the mark up price. All invoices shall include an itemized list of materials, including costs, to allow for accurate verification of mark ups in accordance with the terms of the agreement.

Item #	Description	Mark Up %
1C	Material (cost plus %) \$0.01 - \$100.00	_____ %
2C	Material (cost plus %) \$100.01 - \$500.00	_____ %
3C	Material (cost plus %) \$500.01 and up	_____ %

**D. Mark Up for Rental Equipment and Services:** See Description of Work. **Taxes shall not be included** in the mark up price.

Item #	Description	Mark Up %
1D	Rental equipment cost plus %	_____ %
2D	Subcontractor work (cost)	_____ %

**Note:** Any costs associated with permits or inspections will be reimbursed at actual cost.

**SOME ITEMS FOR THE GUEMES ISLAND FERRY MAY NOT BE SUBJECT TO WASHINGTON STATE SALES TAX IN ACCORDANCE WITH RCW 82.08.0285.**

#### **FOR EVALUATION AND AWARD PURPOSES**

Lowest bidder will be determined by: 1A, On-site straight time work. In the event of a tie then; 1A, On-site straight time work and 1B, Shop straight time work will be considered. In the event of a continued tie then 1A, On-site straight time work, 1B, Shop straight time work, and 1C, Materials (cost plus %) \$0.01 - \$100.00 will be considered. In the event of a continued tie then 1A, On-site straight time work, 1B, Shop straight time work, 1C, Materials (cost plus %) \$0.01 - \$100.00 and 1D, Rental equipment cost plus % will be considered.

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

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

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION ON THE FORMS PROVIDED CAN  
RESULT IN REJECTION OF THE PROPOSAL AS  
NON-RESPONSIVE.**

## PROPOSAL – Signature Page

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

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

A proposal guaranty in an amount of five thousand and no/100 (\$5,000.00) dollars, which is equal to five percent (5%) of the estimated contract amount, in the form as indicated below is attached hereto:

- ☐ CASH In the amount of \$\_\_\_\_\_Dollars
- ☐ CASHIER'S CHECK In the amount of \$\_\_\_\_\_Dollars
- ☐ CERTIFIED CHECK In the amount of \$\_\_\_\_\_Dollars  
(Payable to Skagit County)
- ☐ PROPOSAL BOND In the amount five thousand and no/100 (\$5,000.00) dollars, which is equal to five percent (5%) of the total estimated contract amount.

Receipt is hereby acknowledged of Addendum(s) No.(s) \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_

**S  
I  
G  
N**

**Signature of Authorized Officials(s):**

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

Firm Name:

\_\_\_\_\_

Address:

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

Phone No.

\_\_\_\_\_

State of Washington Contractor's License No. \_\_\_\_\_

UBI No. \_\_\_\_\_ Employment Security Department No. \_\_\_\_\_

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Skagit County will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following title in your communication: **Hydraulic Maintenance and Repair Service.**

**PROPOSAL MUST BE SIGNED**

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION CAN RESULT  
IN REJECTION OF THE PROPOSAL AS NON-RESPONSIVE.**

**Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.**

## **NON-COLLUSION DECLARATION**

**I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:**

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

## **NOTICE TO ALL BIDDERS**

To report bid rigging activities call:

**1-800-424-9071**

The U.S. Department of Transportation (USDOT) operates the above toll free 'hotline' Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern Standard Time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the 'hotline' to report such activities.

The 'hotline' is part of USDOT's continuing effort to identify and investigate highway construction fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

**MUST ACCOMPANY EACH BID**



## NON-DISBARMENT CERTIFICATION

Are you on Comptroller General's list of Ineligible Contractors or list of parties excluded from Federal procurement or non-procurement programs? ☐ NO ☐ YES

Company Name: \_\_\_\_\_

Type of Business    ☐ Corporation    ☐ Partnership (general)    ☐ Partnership (limited)  
                                 ☐ Sole Proprietorship                      ☐ Limited Liability Company

FID #: \_\_\_\_\_

Company Address: \_\_\_\_\_

The County/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

Print Title of Signatory: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**MUST ACCOMPANY EACH BID**

**SUBMIT THE  
ENCLOSED PROPOSAL  
BOND FORM WITH  
YOUR PROPOSAL**

**USE OF OTHER FORMS  
MAY SUBJECT YOUR  
BID TO REJECTION**

## PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we, \_\_\_\_\_

\_\_\_\_\_ of

\_\_\_\_\_ as principal, and the

\_\_\_\_\_ a corporation duly

organized under the laws of the State of \_\_\_\_\_,  
and authorized to do business in the State of Washington, as surety, are held and firmly bound unto  
Skagit County in the full and penal sum of five (5) percent of the total amount of the bid proposal of said  
principal for the work hereinafter described for the payment of which, well and truly to be made, we bind  
our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or  
its sealed proposal for the following construction, to wit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ said bid and  
proposal, by reference thereto, being made a part hereof.

NOW THEREFORE, If the said proposal bid by said principal be accepted, and the contract be  
awarded to said principal, and if said principal shall duly make and enter into and execute said contract  
and shall furnish bond as required by Skagit County within a period of ten (10) days from and after said  
award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall  
remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to  
be signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Attorney-in-fact)