



Skagit County Facilities Management

Eric Peterson, Facilities Coordinator

1800 Continental Place, Mount Vernon, WA, 98273

Phone (360) 416-1176

Email: epeterson@co.skagit.wa.us

INVITATION TO BID - 4/01/2026

Project Title: *Backflow – Installation, Preventative Maintenance, Repair and Testing*
Addresses: *Multiple Locations in Skagit County*

Skagit County Facilities Management is requesting bid proposals for a prevailing wage service to supply all labor, materials, equipment, and supervision to perform annual backflow assembly tests in accordance with WAC 246-292-034 (series) along with any required maintenance & repair at multiple locations in Skagit County. This will be a two-year contract with the option for an additional year to be billed in accordance with amount submitted on the Bid Proposal Form. The next page includes County backflow preventer inventory with locations and known details.

The attached Bid Proposal Form and Certification of Wage Compliance must be **received by 11:00 AM on Wednesday, April 15, 2026**. County preference is to receive via email with scanned documents attached to epeterson@co.skagit.wa.us, although bids can also be delivered to the receptionist at 1800 Continental Place, Mount Vernon, WA. or mailed to Skagit County Facilities Management, 1730 Continental Place, Mount Vernon, WA 98273. No late proposals will be accepted, and the results will be shared with all vendors that submit a proposal. Bidders are encouraged to verify bids were received before the expiration date & time.

- **Bid shall include attached Bid Proposal Form and the Certificate of Wage Compliance**
- See (Exhibit “A”) for reviewing purposes only of the standard Skagit County Vendor Service Contract Agreement.
- Contracted service start date June 05, 2026, and continues for (2) years with the option to extend (1) additional year.
- Contractors can submit questions to Eric Peterson via email epeterson@co.skagit.wa.us or phone 360-416-1176. Eric will distribute answered questions to all contractors unless you express intent to submit a bid.

CONTRACTOR REGISTRATION:

In order to perform public work, the successful Bidder and Subcontractor(s), prior to Contract award, shall hold or obtain such licenses and registrations as required by State Statutes and Codes, and Federal and local laws and regulations and applicable city business license.

RIGHT TO ACCEPT OR REJECT:

The County reserves the right to accept a proposal of the bidder submitting the lowest responsible and responsive bid, to reject any or all bids, revise or cancel the work to be performed, or do the work otherwise, if the best interest of the County is served thereby. The County also reserves the right to postpone the bid award for a period of fifteen (15) calendar days after the bid deadline. Protest will be in accordance with all RCW’s as applicable.

Bids can be accepted from contractors on MRSC Rosters or other sources. The MRSC is Skagit County’s designated Small Works Roster <https://mrscrosters.org>. Skagit County is an Equal Opportunity and Affirmative Action Employer. Small, Minority and Women-Owned firms are encouraged to submit bids



Bid Proposal Form

To: Eric Peterson, CFM – epeterson@co.skagit.wa.us
Skagit County Facilities Management
1800 Continental Place
Mount Vernon, WA 98273

From: Bidder _____
Address _____

Telephone: _____ Email: _____

- ❖ Contractor's License Number: _____ Expiration Date: _____
- ❖ Washington Unified Business Identifier (UBI) Number: _____
- ❖ Federal Tax ID Number: _____

In active and good standing with:

- Washington State Secretary of State's Office: Yes No
- Department of Revenue: Yes No
- Department of Labor & Industries: Yes No

Project Title: *Backflow Prevention Installation, Testing and Repair*
Addresses: *Multiple Locations in Skagit County*

The undersigned, as bidder, declares that we have examined all the contract documents and that we will contract with Skagit County to do everything necessary to complete the work as outlined in scope of work for “**Backflow Prevention Installation, Testing and Repair**” The County reserves the option to add or remove services at locations as needed.

Contractor shall provide backflow prevention installation, testing and repair (as requested) at County Facilities listed above or any other Skagit County Facility as needed and directed by the Facilities Management Department. It is anticipated that work will be performed during the Contractor's normal Business hours; however, emergent response time may be required (if requested). Contractor shall not start work until a schedule has been provided to County Facilities Management and official notice to proceed has been issued.

If vendors bid is accepted, vendor agrees to furnish required evidence of insurance, W9 and the signed contract within seven (7) calendar days of receiving the draft contract.

If our bid is accepted and a contract for performance of work is entered into with Skagit County, we agree to plan the work and to prosecute it with such diligence that all the work shall be completed within the time stated in the contract. We understand that Skagit County reserves the right to reject any or all bids and to determine which proposal is, in the judgment of Skagit County, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of Skagit County and that Skagit County also reserves the right to waive any informalities in any proposal or bid. Protest will be in accordance with all RCW's as applicable.

- **CONTRACTOR REGISTRATION:** To perform public work, the successful Bidder and Subcontractor(s), prior to Contract award, shall hold or obtain such licenses and registrations as required by State Statutes and Codes, and Federal and local laws and regulations and applicable city business license.
- **BIDDER'S ADDRESS:** Notice of Acceptance of this bid or requests for additional information shall be addressed to the undersigned at the address stated above.
- **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 or 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.

Backflow Preventor Locations & Description

Occupant/Address	Town	Location	Mfr.	Type	Model	Serial No.	Size	Specific
Guemes Ferry Dock / 500 "I" St.	Anac.	Vault in Sidewalk, N side of Bldg.	Watts	RPBA	009M2QT	145786	1.5"	Dock Water
Swinomish Boat Launch / Josh Green Ln	Anac.	Vault So side Josh Green Rd. by Power Pole	Watts	RPBA	009M2QT	139126	1"	Marina Water
Crisis Center / 201 Lila Lane	Burl.	Vault SW Corner of Parking Lot	Watts	DCVA	007M2	15413	3/4"	Fire Bypass
Crisis Center / 201 Lila Lane	Burl.	Vault SW Corner of Parking Lot	Watts	DCDA	774	109698	4"	Fire Service
Road Shop Admin / 201 E Avon	Burl.	Hot Box NW Corner of Env. Services Bldg.	Febco	RPBA	825Y	246566	2"	Truck Wash
Road Shop Mech. / 550 County Shop Ln	Burl.	NW Corner of Building	Febco	DCVA	805YB	A002615	3/4"	Fire Bypass
Road Shop Mech. / 550 County Shop Ln	Burl.	NW Corner of Building	Febco	DCDA	856	9704181329	4"	Fire Service
Road Shop Mech. / 550 County Shop Ln	Burl.	N. Wall Shop Area	Watts	RPBA	009M2QT	14967	1.5"	Premise Isolation
Transfer Station / 14104 Ovenell Road	Burl.	Maintenance Shop - Vactor Waste	Watts	RPBA	957	YC-1600	3"	Old Building - Premise Isolation
Transfer Station / 14104 Ovenell Road	Burl.	Fire Supp Shed	Watts	RPBA	909	320417	8"	Old Fire System
Transfer Station / 14104 Ovenell Road	Burl.	Hot Box North Side	Wilkins	RPBA	375	65815	3"	Premise Isolation
Transfer Station / 14104 Ovenell Road	Burl.	Vault	Wilkins	RPBA	350ADA	V29109	8"	Fire Service
Transfer Station / 14104 Ovenell Road	Burl.	Vault	Wilkins	RPBA	950XLD	3449950	3/4"	Fire Bypass
Transfer Station / 14104 Ovenell Road	Burl.	Sprinkler Valve Room	Watts	RPBA	009M2QT	150651	1.5"	Tipping Floor Hose Bibs
Transfer Station / 14104 Ovenell Road	Burl.	Bathroom	Watts	RPBA	009M2QT	360967	1"	Scale House - Premise Isolation
Transfer Station / 14104 Ovenell Road	Burl.	SW Corner Mach Rm. By Stairs	Watts	RPBA	957	LH2081	2.5"	New Building - Premise Isolation
Clear Lake Park / 12925 Front St.	Clear Lk.	Black Vault N of Clear Lk. Sign, Inside Fence	Wilkins	DCVA	950XLT2	4075424	2"	Premise Isolation
Marblemount / 59992 ST RT20	Marblm.	At Entrance by ROW PUD Water Connection	Watts	DCVA	LF009M2QT	33420	1"	Irrigation
ECCRC / 45770 Main St.	Concrete	Green Box By Sidewalk, NW Corner	Febco	DCVA	850	A74682	1"	Irrigation
911 Building / 2911 College Way	MV	Southside of Building	Watts	RPBA	375XLRP	AKD4504	2"	Premise Isolation
Sagers Building / 1700 Continental	MV	Northside of Building	Watts	RPBA	LF009M2QT	245623	1"	Premise Isolation
Ada Beane / 1730 Continental	MV	West Side of Rain Garden	Wilkins	DCVA	350XL	A57853	1"	Irrigation
Admin Bldg / 700 South 2nd St	MV	Mechanical Room, N. Side of Bldg.	Wilkins	RPBA	975	B09099	3"	Premise Isolation
Admin Bldg / 700 South 2nd St	MV	Boiler Room N. End of Bldg.	Febco	RPBA	825Y	W5674	1"	Boiler Make-up Water
Commr's Bldg. / 1800 Continental	MV	Fire Sprinkler	Febco	DCDA	856	101081351	4"	Fire Service
Commr's Bldg. / 1800 Continental	MV	Fire Sprinkler	Febco	DCVA	805YB	A016323	3/4"	Fire Bypass
Commr's Bldg. / 1800 Continental	MV	Irrigation	Febco	DCVA	850	HA08021	1"	Irrigation
Conway Roundabout / Pioneer & Fir Isl.	MV	5'x4' Vault In Middle of Roundabout	Watts	DCVA	LF007M1QT	4936	1"	Irrigation
Courthouse / 205 W. Kincaid St.	MV	Boiler Room	Febco	RPBA	825Y	W5781	1"	Boiler Make-up Water
Courthouse Annex / 605 S. 3rd	MV	NE Corner of Building	Febco	DCDA	806YD	9181	3"	Fire Service
Courthouse Annex / 605 S. 3rd	MV	NE Corner of Building	Watts	DCVA	805YB	AE2991	3/4"	Fire Bypass
Fairgrounds / 1410 Virginia St.	MV	Grandstands - Irrigation	Wilkins	DCVA	950XLT	1991905	1.5"	Irrigation
Justice Ctr / 201 Suzanne Ln	MV	Boiler Room	Wilkins	RPBA	375XL	B089518	1.5"	Chemical Feed
Justice Ctr / 201 Suzanne Ln	MV	Hot Box at NW Entrance	Wilkins	RPBA	375AST	6203C	4"	Premise Isolation
Justice Ctr / 201 Suzanne Ln	MV	NW Entrance by Hotbox	Wilkins	DCVA	950XL	488773	3/4"	Fire Bypass
Justice Ctr / 201 Suzanne Ln	MV	NW Entrance by Hotbox	Wilkins	DDBA	350ADA	50078	8"	Fire Service
Justice Ctr / 201 Suzanne Ln	MV	East Vault	Wilkins	DCVA	950XLD	4182887	3/4"	Fire Bypass
Justice Ctr / 201 Suzanne Ln	MV	East Vault	Wilkins	DCVA	360ASTDA	48748	8"	Fire Service
McLean & Best Rd Roundabout	MV	Box by Meter and Hose Bib	Watts	DCVA	007M3QT	181285	3/4"	Yard Hydrant
MV Sr Center / 1401 Cleveland	MV	Boiler Room (Furnace Room)	Febco	RPBA	825Y	A29771	3/4"	Boiler Make-up Water
Public Safety Bldg. / 600 S. 3rd	MV	S. End Mechanical Room	Watts	RPBA	009M2QT	178218	2"	Jail Laundry
Public Safety Bldg. / 600 S. 3rd	MV	S. End Mechanical Room	Watts	RPBA	009M2QT	169734	2"	Jail Laundry
Public Safety Bldg. / 600 S. 3rd	MV	S. End Mechanical Room in Back of Bldg.	Febco	RPBA	825Y	A8428	1.5"	Boiler Make-up Water
Parker Bldg. / 1700 E. College Way	MV	Men's RR - Fire Service	Febco	RPBA	805Y	AD6296	3/4"	Fire Bypass
Parker Bldg. / 1700 E. College Wy	MV	Men's RR - Fire Service	Febco	DCVA	856	B8762	4"	Fire Service

Eval/Treat/1420 St. Rt. 20	SW	In Hotbox NW Corner of Bldg.	Watts	RPBA	LF009M2QT	144824	2"	Premise Isolation
Eval/Treat/1420 St. Rt. 20	SW	In Vault NW Corner of Bldg.	Wilkins	DCDA	350ASTDA	20153B	6"	Fire
Eval/Treat/1420 St. Rt. 20	SW	In Vault NW Corner of Bldg.	Wilkins	DCVA	950XLD	HC39586	3/4"	Fire Bypass
Eval/Treat/1420 St. Rt. 20	SW	Irrigation Box NW Corner of Bldg.	Wilkins	DCVA	950XLT	4887044	1.5"	Irrigation
Eval/Treat/1420 St. Rt. 20	SW	Mechanical Room, N. Side of Bldg.	Watts	RPBA	LF009M2QT	174942	2"	Domestic Water
N. State Rec Area - 25625 Helmick Rd.	SW	Irrigation - S. End of Vern Sims Pavilion	Febco	DCVA	850	HG39303	1"	Irrigation
N. State Rec Area - 25625 Helmick Rd.	SW	Hotbox - 1000' up main trail	Wilkins	RPBA	975XL2	4641086XLTUCU	2"	Irrigation
Valley Playfields / 2700 Martin Rd.	MV	Vault - Irrigation	Watts	DCVA	757	KB2271	3"	Irrigation
Valley Playfields / 2700 Martin Rd.	MV	Irrigation	Apollo	RPBA	RPLF4A	694818	2"	Premise Isolation
HMSP / 52804 Rockport Park Rd.	Rockport	In Tan Hot Box Next to Office	Wilkins	RPBA	975XL	1295569	1"	Domestic Water
Note: Highlighted locations required confined space access procedures								
Note: Highlighted Locations require building shutdown - contact Facilities								
Note: Highlighted Locations - Contact Parks & Recreation & Facilities - 360-391-1689								

Compensation for Backflow Testing & Inspections

Vendor Services – Prevailing Wage	@ Per System	Cost
Backflow Assembly Test	Device	\$
Vault Entry Surcharge (if applicable)	Vault	\$
Confined Space Entry (if applicable)	Confined Space	\$

Vendor Services – Prevailing Wage	@ Per Hour	Cost
Straight Work Time	1	\$
Overtime Work	1	\$
Sunday and Holiday Work Time	1	\$

- *(Rates listed before applicable tax amounts)*

- Note: Above labor rates are During Normal Business:
 - Monday- Friday
7:00am- 5:00pm
- Note: Above labor rates Outside Normal Business Weekends, All Holidays are (if requested):
 - Saturday & Sunday
Monday – Sunday
5:01PM- 6:59AM

Compensation for Backflow Repair - (Time and Material)

Vendor Services	@ Per Hour	Cost
Straight Work Time	1	\$
Overtime Work Time	1	\$
Sunday and Holiday Work Time	1	\$

Unit Price Mark-Up for Materials: The mark-up rate is for the total material cost in a task order. The markup will cover project overhead, general company overhead, profit and another cost incurred to supply the materials.

Vendor Services		Percentage
Material (Cost plus %)	\$0.01 - \$100.00	_____ %
Material (Cost plus %)	\$100.01 - \$500.00	_____ %

Material (Cost plus %)	\$500.01 and Up	_____%
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Warranty Information:

Vender Services	Time
Warranty Length on - Repairs	_____
Warranty Length on - New Installation	_____

**Warranty length is 30 days as long as the repair is not caused by something in the water system including, sand, dirt or general foreign debris effecting the backflow preventor operations.*

Unit Price Mark-Up for Rental Equipment and Services:

Vender Services	Percentage
Rental Equipment Cost Plus - %	_____%

**Defined as equipment not owned by vendor and rental from different company was essential for repairs. Proof of rental equipment must be supplied with invoice.*

Notes:

- Any invoice with contract # listed may be submitted to the following Skagit County Facilities Management email address for payment: scfacilities@co.skagit.wa.us.
- An Intent to Pay Prevailing Wages will need to be filed with the Department of Labor and Industries for value and duration of the contract prior to any work, with Affidavits filed prior to the County submitting a Notice of Completion. Contractor will file an affidavit annually for applicable unit price or service contracts. Intent and affidavit instructions can be located at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>.
- Prevailing wage rates may be found at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.
- Washington State Sales Tax Rate: <https://webgis.dor.wa.gov/taxratelookup/SalesTax.aspx> shall be added to the contract & invoice based on location of services.
- All identified deficiencies shall be shared with Skagit County Facilities Management for option to correct with County technicians or to authorize Contractor to make repairs.
- It will be the responsibility of the Contractor to obtain and pay for any necessary city, state or federal permits, and all inspections will be scheduled by the Contractor including being onsite for all inspections and coordinated with Skagit County Facilities Staff.
- The County may add or delete Backflow Prevention Installation, Testing and Repairs from list based on current inventory – as required.
- No trip, fuel, mileage, or energy surcharge will be charged by vendor for any service.
- (If applicable) for larger projects: Payment & Performance bonds will be required unless price is below \$150,000 and Contractor elects to use 10% retainage in lieu of the bonds per RCW 39.08.010. Project will be subject to 5% retainage requirements per RCW 60.28.011 for projects over \$35,000.

Any other items for consideration:

PREVAILING WAGES: The Undersigned hereby agrees to pay labor not less than the current prevailing rates of wages as determined by the State Bureau of Labor and Industries.

If our bid is accepted, we agree to furnish required evidence of insurance and the signed contract within seven (7) calendar days of receiving the draft contract.

If our bid is accepted and a contract for performance of work is entered into with Skagit County, we agree to so plan the work and to prosecute it with such diligence that all of the work shall be completed within periodicities stated in the contract. We understand that Skagit County reserves the right to reject any or all bids and to determine which proposal is, in the judgment of Skagit County, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of Skagit County and that Skagit County also reserves the right to waive any informalities in any proposal or bid.

BIDDER'S ADDRESS: Notice of Acceptance of this bid or requests for additional information should be addressed to the undersigned at the address we provided on this form.

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 or 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.

NOTE: This proposal form is not transferable, and any alteration of the firm's name entered hereon without prior permission from the Facilities Management Department will be cause for considering the proposal irregular and subsequent rejection of the bid.

SIGNATURE: _____

Date: _____ Printed Name: _____

By: Business Name: _____

EXHIBIT "A"

VENDOR SERVICES AGREEMENT

Skagit County, through the Department of Facilities Management (hereinafter referred to as County) and _____ (hereinafter referred to as Contractor), for and in consideration of the mutual benefits do hereby agree as follows:

1. Contractor will provide the following service/products at such time and in such manner as described in "**Exhibit A**".

2. County will compensate Contractor a \$_____ plus applicable 8.8% tax of \$_____ not to exceed \$_____, chargeable to GL expenditure code #340 56441146220, or any others that may apply.

3. The parties agree that Contractor is an independent contractor, and not an employee nor agent of Skagit County. Contractor hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that Contractor is an employee of Skagit County. All payments made hereunder, and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor. Contractor will defend, indemnify, and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees, or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph. Further the Contractor represents that all employees and sub-contractors are covered under Industrial Insurance in compliance with R.C.W. Title 51.

4. Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

5. This Contract shall commence on execution and continue until either party terminates by giving 30 days' notice in writing either personally delivered or mailed postage prepaid by certified mail, return receipt requested to the party's last known address, but in no event shall the contract continue past December 31, 20xx, but with an option to extend one additional year.

6. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same without prior written County consent.

7. The Contractor will secure, at his own expense, all personnel required in performing

said services under this Contract. Contractor shall be personally liable for applicable payroll, labor and industries premiums and all applicable taxes and shall hold County harmless therefrom.

8. The Contractor shall provide proof of insurance for general comprehensive liability in the amount of \$1,000,000 to cover Contractor's activities during the term of this Contract. Proof of insurance shall be in a form acceptable and approved by the County. A certificate of insurance naming the County, its elected officials, and employees as additional insured's and naming the County as a certificate holder shall accompany this Contract for signing. Thirty (30) days' written notice to the County of cancellation of the insurance policy is required. No contract shall form until and unless a copy of the certificate of insurance, in the amount required, is attached hereto as set forth in **Exhibit "B"**. The contractor's insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute to it.

9. Prevailing Wages: Contractor and subcontractor shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor and Industries, each voucher claim submitted by a Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

10. Termination for Public Convenience:

The County may terminate the 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. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

11. County will add selected contractor into the Washington State L&I Portal.

CONTRACTOR:

N/a
Signature & Title of Signatory

(Date _____)

N/a
Print Name

N/a
Title

Mailing Address:

Email:

Telephone #

WA UBI #

Federal Tax ID #

Contractor License #

DATED this ____ day of _____, 202X.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Peter Browning, Commissioner

Attest:

Joe Burns, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director