



APPLICATION PACKET

LAKE STEVENS
SEWER DISTRICT

SMALL WORKS ROSTER

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LAKE STEVENS SEWER DISTRICT

SMALL WORKS ROSTER APPLICATION NOTICE

To: Interested Contractor:

The District Commissioners have approved the adoption of a Small Works Roster process under RCW 57.08.050 which allows that on public works contract projects, when the estimated cost is more than five thousand dollars (\$5,000) and less than two hundred thousand dollars (\$200,000), the contract may be awarded to a contractor on a small works roster after competitively obtaining written or telephone quotations under the following conditions:

- ◆ The roster is comprised of all responsible contractors who have requested to be on the list.
- ◆ A good faith effort is made by the District to request quotations from all contractors on the small works roster by telephone or written quotation to insure establishment of a competitive price.
- ◆ Immediately after award, the quotations are to be recorded, opened for public inspection, and be available by telephone inquiry.
- ◆ The small works roster is updated once yearly.

Contract projects equal to or greater than two hundred thousand dollars (\$200,000) will continue to be awarded through the formal competitive bid process.

This packet contains the requirements and process for contractors to apply to be placed on the Small Works Roster for future quotations.

Questions on the application process should be directed to Customer Service Representative at (425) 334-8588.

RETURN COMPLETED PACKETS TO THE APPROPRIATE ADDRESS BELOW:

MAIL: LAKE STEVENS SEWER DISTRICT
Small Works Roster
1106 Vernon Rd, Ste A
Lake Stevens, WA 98258

SMALL WORKS ROSTER REQUIREMENTS:

To establish the initial Small Works Roster, the LAKE STEVENS SEWER DISTRICT (District) is inviting licensed and bonded contractors to submit applications for inclusion on the Small Works Roster to perform work on District projects.

1. CONTRACTOR QUALIFICATIONS

Contractors submitting applications will be considered responsible if, the contractor possesses qualifications sufficient to perform the work, including but not limited to, meeting applicable licensing, bonding, and insurance certification and registration requirements. Applicants are required to fulfill the following criteria to be included on the small works roster:

- A. If deemed necessary on individual quotations, provide a bid bond in the amount of 10% with their quotation.
- B. If deemed necessary on individual quotations, provide a performance bond of up to 150% (as defined in quotation documents) of the contract price for each project awarded. (The District may accept annual bid/performance bonds.)
- C. Provide the District with a Certificate of Insurance meeting requirements listed in paragraph #6.
- D. Proof of appropriate Contractor License, issued by the Department of Labor & Industries (must accompany application)
- E. Statement that contractor has no previous record of default in the performance of or failed to complete a written public contract, or has not been convicted of a crime arising from a previous public contract (must accompany application)
- F. Proof of possession of or acquire appropriate Business Licenses prior to performance of any contract
- G. Agree to pay **prevailing wages** on public works projects and to file intent to pay and affidavit of wages paid forms with the Department of Labor and Industries for each project completed for the District and provide the same to the District. Also agrees to provide to the District with their certified payrolls for each project.
- H. Agree to the **withholding of 5%** of total contract payments until appropriate releases are received from the State of Washington (RCW 60.28) on each public works project.
- I. Hold the District harmless for contractor acts, omissions and errors.
- J. Side Sewers: I agree to abide by the regulations of the District with regard to installation of the side sewers. I also agree to hold harmless the District in regard to any damage to the District's systems of sewers resulting from the owner's exercise of the side sewer permit(s).
- K. Sign an individual small works contract agreement for each and every project awarded.
- L. Provide tax identification number.

Applicants deemed responsible through the above process will be included on the Small Works Roster for the succeeding calendar year.

2. **ANNUAL UPDATING OF THE ROSTER**

The Small Works Roster will be updated yearly by the same or subsequent annual updating process used to create the initial roster. Contractors who do not apply in the initial formation of the roster may make application for inclusion to the roster 30 days prior to submitting project quotations.

If it becomes necessary to procure the services of contractors for work on projects not covered on the initial roster, the District may request applications from contractors who perform the required work and add those qualified responsible contractors to the Small Works Roster during the year.

3. **QUOTATION PROCESS**

When work is required, the requesting department will have professionally prepared technical specifications and requirements. An opening time and date will be determined based on the complexity of the project. Proposals will be made available to contractors on the Districts Small Works Roster at the District.

All official proposals must be submitted in writing on the proposal forms provided by the District. After evaluation, the project will be awarded to the lowest responsible bidder. After an award is made, the result will be open to public inspection and available by telephone inquiry.

The District Manager may secure telephone (voice), facsimile, written or electronic quotations from contractors on the applicable type of small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined in section 2.32.070. A contractor shall confirm a telephone (voice) quotation in writing by facsimile or electronic means within 24 hours of the quotation. Facsimile or electronic bids will be due a minimum of one hour prior to the opening time. All bids must be guaranteed for 45 calendar days.

4. **BID BOND WAIVER**

Any contractor who fails to honor a quotation by not entering into a contract in accordance with their quotation and furnishing the required security within 10 days of being notified that they are the successful bidder, in addition to other available remedies, will be subject to payment to the District of liquidated damages in an amount equal to 10% of the quotation amount. The District reserves the right to strike from the small works roster any contractor who fails to so honor a bid. The District also reserves the right to require quotation security from any Contractor deemed necessary.

5. **NOTIFICATION OF ACCEPTANCE/REJECTION**

The District will notify all applicants by mail of the results of the application evaluations within 30 days from the date the applications are received. Applicants will receive notification of acceptance or rejection.

A contractor removed from a Small Works Roster or Vendor list, may appeal the decision to the Board of Commissioners by filing a written notice of appeal with the District Manager within 30 days of the date of the decision. The Board of Commissioners shall hold a hearing on the appeal within 45 days of the date of the District Manager's receipt of the appeal, which hearing may be continued as deemed appropriate by the Board of Commissioners. The Board of Commissioners shall render a decision on the appeal within 45 days of conclusion of the hearing.

6. **INSURANCE REQUIREMENTS**

The contractor shall provide the following insurance policy in force on a renewal basis in order to qualify for inclusion into the District's Small Works Roster project list.

The insurance shall provide coverage to the Contractor, subcontractors, District property and Owner, naming Lake Stevens Sewer District and Gray & Osborne, Inc. (the Districts Engineering Firm) as additionally insured. The coverage so provided shall protect against claims from bodily injuries, including accidental death, as well as claims for property damages which may arise from any act or omission of the Contractor, his subcontractors, or anyone directly or indirectly employed by either of them.

The contractor's insurance policies shall not contain deductible or self-insured retentions in excess of \$10,000.

The insurance policies shall specifically name the District, its elected or appointed officers, officials, employees, volunteers and consultants as Insureds with regards to damages and defense of claims arising from: (a) activities performed by or on behalf of the contractor; or (b) products and completed operation of the contractor, or (c) premises owned, leased or used by the contractor. The insurance shall be maintained in full force and in effect at the Contractor's expense throughout the term of the contract and warranty period (normally 1 year from acceptance).

The owner shall be given at least 45 days written notice of cancellation, nonrenewal, material reduction or modification of coverage. Such notice shall be by "certified mail".

Types and Limits of Insurance Required:

A. Commercial General Liability:

\$2,000,000 Commercial General Liability (including extended bodily injury).

Employees and volunteers and Additional Insureds.

Premises and Operations.

Broad form property damage including underground, explosion and collapse hazards (XCU).

Products completed operations (through guaranty period).

Blanket contractual.

Subcontractors.

Personal Injury with EE exclusion deleted.

Employer's liability (Stop gap).

Types and Limits of Insurance Required (Continued):

B. Automobile Liability:

\$1,000,000 per accident Bodily Injury and Property Damage

Liability coverage.

Any owned automobile.

Hired automobiles.

Non-owned automobiles.

The Contractor shall maintain Worker's Compensation insurance as required by State and Federal statute.

The Contractor shall be solely and completely responsible for safety and safety conditions on the job site.

Revised 092008



1106 Vernon Rd Suite A, Lake Stevens WA 98258
Ph 425.334.8588 Fax 425.335.5947
tbighouse@lkstevenssewer.org

SMALL WORKS ROSTER APPLICATION

Date Application Prepared: _____

Company Name:

Contact Person:

Applicant's Mailing Address

Applicant's Physical Address (if different from mailing address)

Telephone Number

Fax Number

Email Address

Banking Reference:

Name of Bank

Bank Address

Bank Phone Number

Type of Ownership: Single Proprietorship _____ A Co-Partnership: _____

Joint Venture: _____ A Corporation: _____

Minority and Women Owned Business: MBE _____ WBE _____

Certificate Number: _____ Certificate Pending: _____

Contractor License Number: _____

Washington State Tax Number: _____

Appropriate Business License Yes ___ No ___

Disciplines and Qualifications

Place a check mark by the type(s) of contract(s) your firm qualifies to perform:

Service Providers:

- | | |
|---|---|
| <input type="checkbox"/> Brush Control & Removal, Manual & Mechanical | <input type="checkbox"/> Paving & Roadwork Repair including asphalt, patching, overlay & grinding |
| <input type="checkbox"/> Building Renovation / Improvements | <input type="checkbox"/> Piling Construction |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Collections Jetting | <input type="checkbox"/> Pressure Washing |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Pump & Motor Repair |
| <input type="checkbox"/> Concrete Placement / Finishing | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Electrical / Telemetry & PLC's | <input type="checkbox"/> Sewer Pipeline Rehabilitation |
| <input type="checkbox"/> Electronics & Controls | <input type="checkbox"/> Side Sewer Connections |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Signage / Traffic Control |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Storm Drainage Pipe & Appurtenances |
| <input type="checkbox"/> Equipment (Rental, Sales, etc.) | <input type="checkbox"/> Street Repair |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Tree Removal & Trimming |
| <input type="checkbox"/> Fuel Services | <input type="checkbox"/> Trucking / Hauling |
| <input type="checkbox"/> General Construction | <input type="checkbox"/> Utility Adjustments |
| <input type="checkbox"/> Heating, Ventilation & Air Conditioning | <input type="checkbox"/> Vactor Services |
| <input type="checkbox"/> Irrigation Systems (Design, Installation, & Maintenance) | <input type="checkbox"/> Vehicles Under 20,000 GVW |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Water Pipeline & Appurtenances, New Construction & Repair |
| <input type="checkbox"/> Maintenance Services | <input type="checkbox"/> Other |
| <input type="checkbox"/> Masonry | |
| <input type="checkbox"/> Metal Fabrication / Welding | |
| <input type="checkbox"/> Office Supply | |
| <input type="checkbox"/> Painting | |

Specify Other:

Vendors:

- | | |
|---|--|
| <input type="checkbox"/> Auto & Truck Sales | <input type="checkbox"/> Pipes, Fittings, Valves |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Pumps, Motors |
| <input type="checkbox"/> Concrete Supplies | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Generators (Sales & Service) | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Electrical Supplies | <input type="checkbox"/> Other |
| <input type="checkbox"/> Equipment (Rental & Sales) | |
| <input type="checkbox"/> Office Supplies | |
| <input type="checkbox"/> Industrial Tools | |
| <input type="checkbox"/> Maintenance Supplies | |

Specify Other:

1. Indicate the total amount of work, expressed in dollars, which the applicant is currently bonded for: \$ _____

Surety Company Name

Agent's Name

Agent's Address

Agent's Phone

2. If a Washington Corporation, please answer the following:

- a. When Incorporated: _____
- b. President: _____
- c. Vice President: _____
- d. Secretary: _____
- e. Treasure: _____
- f. What Officers are Authorized to Execute Contracts: _____

3. If a co-partnership, please answer the following:

- a. Date of Organization: _____
- b. State whether Partnership is General, Limited or Association: _____
- c. Name and Address of Partners: _____

4. If a foreign corporation, please answer the following:

- a. When Incorporated: _____
- b. In What State: _____
- c. Date of Authorization to Transact Business in the State of Washington: _____
- d. President: _____
- e. Vice President: _____
- f. Secretary: _____
- g. What Officers are Authorized to Execute Contracts: _____

BIDDER'S EQUIPMENT QUESTIONNAIRE

5. Equipment owned by applicant (list only major items; lump together small equipment and tools):

Quantity, Description & Capacity of Items	Age in Years	Condition

Total market value of equipment: \$ _____

Does applicant intend to rent equipment? _____

Where available? _____

6. State of Washington Department of Revenue Tax ID Number: _____

7. United States Government ID Number: _____

BIDDER'S EXPERIENCE QUESTIONNAIRE

8. List applicable projects applicant has undertaken in last five years (most recent first).

Name & Address of Owner	Date Completed	Class of Work Prime or Sub	Contract Amount	Construction Manager Contact Name & Phone #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

BIDDER'S EXPERIENCE QUESTIONNAIRE

9. a. How many years has applicant been in business under present name: _____
 b. How many years experience in construction work has applicant had: _____
 (a) As a prime contractor? _____ (b) As a subcontractor? _____
10. What is the construction experience of the principal individuals in applicant's organization?

Individual's Name	Present Position or Office	Years of Constr. Exp.	Magnitude & Type of Work	In What Capacity

11. Indicate type of all contractors licenses held as required by Washington statutes.

12. The following space may be used for the following general remarks and explanations pertaining to the foregoing prequalification statements (Also, explain any experience claimed which is that of a business organization or entity, other than the applicant, including a business entity superseded by the applicant):

13. ACKNOWLEDGEMENT:

I _____ certify that the above statements and information are true and correct in relationship to my firm's status, schedule, and abilities to perform upcoming projects.

(Signature)

(Title)

TO BE FILLED IN BY NOTARY

State of Washington

County of _____

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledge is to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Signature

Print Name

Title

My appointment expires: _____

PLEASE FAX OR MAIL TO:
Lake Stevens Sewer District
Small Works Roster
1106 Vernon Rd, Suite A
Lake Stevens, WA 98258
FAX: (425) 335-5947