



## **EXHIBIT A**

# **REQUIRED SIGNATURE FORMS**

All documents must be signed in longhand or with an electronic signature by an authorized representative.

- PROPOSAL SIGNATURE SHEET
- SUBCONTRACTOR LISTING
- NON-COLLUSION CERTIFICATION
- CONTRACTOR DECLARATION (RCW 39.04.350)
- BIDDERS QUALIFICATION CERTIFICATE

**Failure to submit all of these documents shall make the bid non-responsive and not eligible for award.**

**PROPOSAL SIGNATURE SHEET**

**If Sole Proprietor, Partnership or Joint Venture**

IN WITNESS hereto the undersigned have set their hands this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Bidder (name each partner  
or joint venture partner) \_\_\_\_\_

Washington Contractor's Registration  
No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

**If Corporation or Limited Liability Company (LLC)**

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Corporation or Limited  
Liability Company (LLC) \_\_\_\_\_

Washington Contractor's Registration  
No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

State of Incorporation or Organization \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

## SUBCONTRACTOR LISTING

The City of Mercer Island requires a business license for anyone who will be conducting, maintaining, operating or engaging in business within the City limits during any tax year. This includes general contractors and all of the subcontractors working at a Mercer Island job site. This is a general license that grants you, the business owner, the right to conduct business within the City of Mercer Island. The fee for the Business License is \$30.00 a year and needs to be obtained prior to starting work on the Island. This license needs to be renewed each calendar year you work on the Island. A business license application may be obtained online at <https://dor.wa.gov/manage-business/city-license-endorsements/mercer-island>.

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Pursuant to RCW 39.30.060, the Bidder shall list as part of its Bid, either itself or the names of the subcontractors with whom the Bidder, if awarded the contract, will subcontract for performance of the work of heating, ventilation and air conditioning (“HVAC”), plumbing as described in chapter 18.106 RCW, and electrical as described in chapter 19.28 RCW. The Bidder shall not list more than one subcontractor for each category of work.

Failure of the Bidder to submit, as part of the Bid, the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same category of work shall render the Bidder’s Bid nonresponsive and therefore, void.

The requirement of this section to name the Bidder’s proposed HVAC, plumbing, and electrical subcontractors applies only to proposed HVAC, plumbing, and electrical subcontractors who will contract directly with the general contractor submitting the Bid to the City.

Electrical work must be performed by a licensed electrical contractor. Bidders are cautioned that installation of electrical equipment (PVC or metal conduit, junction boxes or similar work) may be considered electrical work even if for future use and no electrical current is involved.

If the subcontract work categories as described above are not applicable to the work being bid, the bidder must indicate that the subcontract category is “NOT APPLICABLE.”

**HVAC**

Subcontractor Name: \_\_\_\_\_

UBI Number: \_\_\_\_\_

**Plumbing**

Subcontractor Name: \_\_\_\_\_

UBI Number: \_\_\_\_\_

**Electrical**

Subcontractor Name: \_\_\_\_\_

UBI Number: \_\_\_\_\_

**Other Subcontractors Used**

1. Subcontractor Name: \_\_\_\_\_

UBI Number: \_\_\_\_\_

2. Subcontractor Name: \_\_\_\_\_

UBI Number: \_\_\_\_\_

3. Subcontractor Name: \_\_\_\_\_

UBI Number: \_\_\_\_\_

**NON-COLLUSION DECLARATION**

**Project Name:** \_\_\_\_\_

**Bidder/Contractor:** \_\_\_\_\_

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that the following statements are true and correct:

1. I am the representative for the above-named bidder/contractor, and as its \_\_\_\_\_, I am authorized to make the declaration herein on its behalf.
  
2. 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.

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**Date and Place**

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**Signature**

**CONTRACTOR DECLARATION PURSUANT TO RCW 39.04.350(2)**

**Project Name:** \_\_\_\_\_

**Bidder/Contractor:** \_\_\_\_\_

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that the following statements are true and correct:

1. I am the representative for the above-named bidder/contractor, and as its \_\_\_\_\_, I am authorized to make the declaration herein on its behalf.
  
2. Within the three-year period immediately preceding the date of the bid solicitation for the above-named project, the above-named bidder/contractor has not been 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 to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

\_\_\_\_\_  
**Date and Place**

\_\_\_\_\_  
**Signature**

**BIDDER'S QUALIFICATION CERTIFICATE**

**The undersigned hereby certifies and submits the following:**

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

Address \_\_\_\_\_  
\_\_\_\_\_

Owner Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Please provide the Account / Registration Number (as applicable)**

Washington State Contractor Registration # \_\_\_\_\_

Washington State Unified Business Identifier (UBI) # \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

City of Mercer Island Business License # \_\_\_\_\_  
(required prior to award of contract)

**Please answer yes or no**

Does the contractor have industrial insurance coverage for its employees working in Washington as required by Title 51 RCW?  
\_\_\_\_\_

Does the contractor have a Washington State excise tax registration number as required by Title 82 RCW?  
\_\_\_\_\_

Does the contractor have a Washington State Employment Security Department number as required by Title 50 RCW?  
\_\_\_\_\_

Has the contractor been disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3)?  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**