

PURCHASED SERVICE CONTRACT

2023-2024 Facility Landscape Maintenance RFP

Bid No. 23-10

# EXHIBIT A - REQUIRED SIGNATURE FORMS

All required documents must be signed by an authorized representative.

## BID FORM

## PROPOSAL SIGNATURE SHEET

* SUBCONTRACTOR LISTING
* NON-COLLUSION CERTIFICATION
* CONTRACTOR DECLARATION (RCW 39.04.350)

## BIDDERS QUALIFICATION CERTIFICATE

**Failure to submit all of these documents with the Statement of Qualifications and Bid Schedule (Price Form) shall make the bid**

**non-responsive and not eligible for award.**

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| **BID FORM**Bidder Declaration and UnderstandingThe undersigned Bidder hereby declares that they have carefully examined the Contract Documents and attached **Exhibits** **A** (Bid Schedule/Price Form), **B** (Required Signature Forms), **C** (Sample Contract and Payment Bond), and **D** (City of Mercer Island General Terms and Conditions) for the scope of work, that they have personally inspected the site, that they have satisfied themselves as to the quantities involved, including materials and equipment, and 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 quantities with the detailed requirements of the Contract 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. The Bidder is hereby notified that no goal for disadvantaged business enterprise utilization has been established for this project. As part of the City's affirmative action effort, however, the City encourages participation of certified disadvantaged businesses and women business enterprises to act as prime contractors as well as subcontractors on this project.The undersigned Bidder hereby declares that Bidder has carefully examined the Contract Documents including the following addenda, receipt of all is hereby acknowledged:Addendum Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start of Construction and Contract Completion TimeThe Bidder agrees that they will begin work within 10 calendar days of the Notice to Proceed, and Final Completion of the entire project will be achieved by December 31, 2024. Bid Schedule (Price Form)Please copy the subtotal costs and additive costs for the 8 sites here. They should be copied directly from the table on the Summary Page.Base Bid

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| **Subtotal cost of all base items** **(from Bid Schedule spreadsheet)** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Sales Tax (10.1%)** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL BASE BID**  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Additive Bid

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| **Subtotal cost of all additive items** **(from Bid Schedule spreadsheet)** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Sales Tax (10.1%)** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL ADDITIVE BID** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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### 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

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### SUBCONTRACTOR LISTING

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.”

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| **HVAC** |  |
| Subcontractor Name:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| UBI Number:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Plumbing** |  |
| Subcontractor Name:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| UBI Number:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Electrical** |  |
| Subcontractor Name:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| UBI Number:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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### 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.

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.

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| **Date and Place** |  | **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.

1. 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:

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| --- | --- |
| Company Name |  |
| Address |  |
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| Owner Name |  |
| Contact Person |  |
| Contact Person’s Title |  |
| Phone |  |
| E-mail |  |

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| --- | --- |
| 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) |  |

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|  | Yes or No |  | Account / Registration Number (as applicable) |
| 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)? |  |  |  |
| Has the contractor received training on the requirements related to public works contracts and prevailing wage requirements pursuant to RCW 39.04.350(f) and chapter 39.12 RCW, or is the contractor otherwise exempt from this requirement by the department of labor and industries?  |  |  |  |
| Within the three-year period immediately preceding the date of the bid solicitation, has the contractor 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 Chapters 49.46, 49.48, or 49.52 RCW? |  |  |  |

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| **Signature & Title** |  | **Print Name & Date** |