



***APPLICATION PACKET***

***CLARK REGIONAL  
WASTEWATER DISTRICT***

***STEP SYSTEM***

***SMALL WORKS ROSTER***

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# CLARK REGIONAL WASTEWATER DISTRICT

## S.T.E.P. SYSTEM SMALL WORKS ROSTER

### TO: **Interested Contractors:**

The District Commissioners have approved the adoption of a small works roster under RCW 57.08.050 and District Code 2.32 (attached), which allows public works contract projects, estimated to cost less than two hundred thousand dollars (\$200,000), the contract may be awarded to a contractor on the Small Works Roster after competitively obtaining written or telephone quotations under the following conditions:

- \* The roster is comprised of all responsible and qualified contractors who have requested to be on it.
- \* The District makes a good faith effort to request quotations from all contractors on the Small Works Roster by telephone or written quotation to insure a competitive price.
- \* Immediately after, the quotations are recorded, opened for public inspection, and available by telephone inquiry.
- \* The Small Works Roster is updated annually.

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 be placed on the small works roster for future quotations.

Questions on the application process should be directed to Linda Bauer at (360) 993-8809.

### **RETURN COMPLETED PACKETS TO THE ADDRESS BELOW:**

Small Works Roster  
CLARK REGIONAL WASTEWATER DISTRICT  
PO Box 8979  
Vancouver, WA 98668-8979

Chuck McDonald,  
District Engineer/Assistant Manager

## **SMALL WORKS ROSTER REQUIREMENTS:**

### **1. TYPES OF WORK**

To establish the initial Small Works Roster, the CLARK REGIONAL WASTEWATER DISTRICT is inviting licensed and bonded contractors to submit applications for inclusion on the Small Works Roster to perform work on projects primarily related to standard underground installations. Requirements for other types of work will be requested when the need arises.

### **2. 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, 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 Appendix 'A'.
- D. 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 for the District.
- E. 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.
- F. Hold the District harmless for contractor acts, omissions and errors.
- G. Sign an individual small works contract agreement for each and every project awarded.
- H. Provide tax identification number.

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

### **3. ANNUAL UPDATING OF THE ROSTER**

The Small Works Roster will be updated yearly by the same 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.

### **4. QUOTATION PROCESS**

When work is required, the requesting department will prepare 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 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 shall 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.

### **5. 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.

### **6. 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, a vendor removed from the vendor list, or a contractor denied inclusion on the STEP system roster, 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.

## **7. INSURANCE REQUIREMENTS**

The contractor shall provide the following insurance policy in force on a yearly 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. 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 010106

**CLARK REGIONAL WASTEWATER DISTRICT  
CONTRACTORS PRE-QUALIFICATION APPLICATION**

Application of: \_\_\_\_\_  
(Name of Applicant)

Individual \_\_\_\_\_ Partnership \_\_\_\_\_  
Joint Venture \_\_\_\_\_ Corporation \_\_\_\_\_

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Applicant's Mailing Address

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Applicant's Street Address

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(Telephone Number)

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(Fax Number)

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(E-mail address)

Date: \_\_\_\_\_

1. Applicant is currently bonded for \$ \_\_\_\_\_

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

\_\_\_\_\_  
Agent's Name

\_\_\_\_\_  
Agent's Address

\_\_\_\_\_  
Agent's Phone Number

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

a. Date of Incorporation: \_\_\_\_\_

b. President: \_\_\_\_\_

c. Vice President: \_\_\_\_\_

d. Secretary: \_\_\_\_\_

e. Treasurer: \_\_\_\_\_

f. Names and titles of Officers authorized to execute contracts:

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

3. If a partnership, please answer the following:

a. Date of Organization: \_\_\_\_\_

b. Type of Partnership (General, Limited or Association): \_\_\_\_\_

c. Name and Address of Partners: \_\_\_\_\_

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

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

a. Date of Incorporation: \_\_\_\_\_

b. Country/Province/Territory of Incorporation: \_\_\_\_\_

c. Date of Authorization to Transact Business in the State of Washington: \_\_\_\_\_

d. President: \_\_\_\_\_

e. Vice President: \_\_\_\_\_

f. Secretary: \_\_\_\_\_

g. Names and titles of Officers authorized to execute contracts:

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

5. State of Washington Department of Revenue Tax ID Number: \_\_\_\_\_

6. United States Government ID Number: \_\_\_\_\_



## BIDDER'S EXPERIENCE QUESTIONNAIRE

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

Name & Address of Owner	Date Completed	<u>Class of Work</u> Prime or Sub	Contract Amount	Construction Manager Contact Name & Phone #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

## BIDDER'S EXPERIENCE QUESTIONNAIRE - CONTINUED

Name & Address of Owner	Date Completed	<u>Class of Work</u> Prime or Sub	Contract Amount	Engineering Firm Contact Name & Phone #
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				

## BIDDER'S EXPERIENCE QUESTIONNAIRE

9. a. Years in business under present name: \_\_\_\_\_
- b. Years of experience in construction work:
- (a) As a prime contractor \_\_\_\_\_ (b) As a subcontractor \_\_\_\_\_

10. Construction experience of the principal individuals:

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

11. Contractor's licenses held (as required by Washington statutes):

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12. General remarks and explanations pertaining to the foregoing prequalification statements. Also, explain any experience a business organization or entity (other than the applicant) including a business entity superseded by the applicant that is claimed by the applicant.

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13. Certiification:

I certify that the information provided herein is true and accurate.

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Signature

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Title

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Date