

***BID SUBMITTAL PACKAGE***



City of Tacoma  
Department of Public Works

**SPECIFICATION NO.  
PW23-0264F**

**S 21<sup>st</sup> St. & S C St.  
Signal Project**

**Project No. PWK-G0045  
Federal Aid Project No. HSIP 2946(001)  
State Contract No. LA10085**

## BID SUBMITTAL PACKAGE

### TABLE OF CONTENTS

REQUEST FOR BIDS

SPECIAL REMINDER TO ALL BIDDERS

FORMS TO BE RETURNED WITH BID SUBMITTAL:

- 1 Bid Proposal
- 2 Bid Proposal Signature Sheet
- 3 Bid Bond
- 4 Certification Of Compliance With Wage Payment Statutes
- 5 Non-Collusion Declaration
- 6 State Responsibility and Reciprocal Bid Preference Information
- 7 List of Subcontractor Categories of Work
- 8 DBE Utilization Certification
- 9 DBE Written Confirmation Document
- 10 DBE Bid Item Breakdown Form
- 11 DBE Trucking Credit Form
- 12 Acknowledgment

#### SPECIAL NOTE

The Bid Proposal and Contract forms have been included in both the Specifications Book and the Bid Submittal Package. The forms in the Specifications Book are for informational purposes only and need not be completed or submitted with the Bid. All forms in the Bid Submittal Package must be completed and submitted with the bid.



**City of Tacoma  
Public Works Engineering**

**REQUEST FOR BIDS PW23-0264F  
S 21st St & S C St Signal Project**

**Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, December 19, 2023**

Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, [sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org), as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Late submittals will be returned unopened and rejected as non-responsive.

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal

**Bid Opening:** Sealed submittals in response to a RFB will be opened Tuesday's at 11:15 AM by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35<sup>th</sup> Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday's at 11:15 AM. Attend [via this link](#) or call 1 (253) 215 8782. Submittals in response to an RFP, RFQ or RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained at the City's plan distribution service provider, ARC, 632 Broadway, Tacoma, WA, or by going to <http://www.e-arc.com/location/tacoma>. Prospective bidders will be required to pay reproduction costs. A list of vendors registered for this solicitation is also available at their website.

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** Install a traffic signal with accessible pedestrian signals and push buttons, curb ramps, and ITS system.

The Disadvantaged Business Enterprise (DBE) goal for this work is 12%.

**Estimate:** \$920,000


**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave in accordance with State of Washington law.

**Americans with Disabilities Act (ADA Information):** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing the contact listed below in the *Additional Information* section.

**Title VI Information:** "The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Disadvantaged Business Enterprise (DBE) Assurance Statement**

The contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49

 Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.



**City of Tacoma  
Public Works Engineering**


**REQUEST FOR BIDS PW23-0264F  
S 21st St & S C St Signal Project**

CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carryout these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; or
- (4) Disqualifying the contractor from future bidding as non-responsible.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Carly Fowler, Senior Buyer by email to [cfowler@cityoftacoma.org](mailto:cfowler@cityoftacoma.org).

**Protest Policy:** City of Tacoma protest policy, located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.

 Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

## **SPECIAL REMINDER TO ALL BIDDERS**

**HEALTH & SAFETY:** Be sure to comply with all City of Tacoma health and safety requirements.

**PLEASE NOTE:** Be sure you have complied with all specifications and requirements and have signed all required documents.

**YOUR ATTENTION IS PARTICULARLY CALLED** to the following forms, which must be executed in full and submitted with your bid response:

1. **BID PROPOSAL:** The unit prices bid must be shown in the space provided. Check your computations for omissions and errors.
2. **BID PROPOSAL SIGNATURE SHEET:** To be filled in and executed by a duly authorized officer or representative of the bidding entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.
3. **BID BOND:** The Bid Bond must be executed by the person legally authorized to sign the bid, and must be properly signed by the representatives of the surety company unless the bid is accompanied by a certified check. If Bid Bond is furnished, the form furnished by the City must be followed; no variations from the language thereof will be accepted. The amount of the Bid Bond must be not less than 5% of the total amount bid.
4. **NON-COLLUSION DECLARATION:** Must be returned by the bidder and included with the submittal.

**FAILURE TO RETURN THE AFOREMENTIONED NON-COLLUSION DECLARATION AND TO SUBMIT SAID DECLARATION WITH THE BID SHALL BE DUE CAUSE FOR REJECTION OF BID.**

5. **CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES:** Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2017).
6. **STATE RESPONSIBILITY AND RECIPROCAL BID PREFERENCE INFORMATION:** Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2010).
7. **SUBCONTRACTOR LIST:** Bidder shall list all subcontractor(s) proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW. Bidder shall also list all subcontractor(s) proposed to perform the work of structural steel installation and/or rebar installation.

**FAILURE TO LIST SUBCONTRACTORS WILL RESULT IN THE BID BEING NON RESPONSIVE AND THEREFORE VOID.**

8. DBE UTILIZATION CERTIFICATE: For federal purposes, DBEs proposed to be used on this project shall be shown as a DBE listed in the current Office of Minority and Women's Business Enterprises (OMWBE) Directory, or who can produce written proof from OMWBE showing they were certified as a DBE as of the date fixed for opening bids. When DBE goals are established failure to submit this form will render the proposal as non-responsive. The federal DBE goal for this project is twelve percent (12%).
9. ACKNOWLEDGEMENT: Must be signed by the bidder and be subscribed and sworn to before a Notary Public. Be sure all parties whose signatures are legally necessary have signed, whether the bidder be an individual, partnership or corporation.

**POST AWARD FORMS EXECUTED UPON AWARD:**

- A. CONTRACT: Must be executed by the successful bidder.
- B. PAYMENT BOND TO THE CITY OF TACOMA: Must be executed by the successful bidder and his/her surety company.
- C. PERFORMANCE BOND TO THE CITY OF TACOMA: Must be executed by the successful bidder and his/her surety company.
- D. CERTIFICATE OF INSURANCE: Shall be submitted with all required endorsements.
- E. GENERAL RELEASE.

## BID PROPOSAL

SPECIFICATION NO. PW23-0264F  
S 21<sup>st</sup> St & S C Street. Signal

The undersigned hereby certifies that he/she has examined the location and construction details of work as outlined on the Plans and Specifications for Project No. PWK-G0045 and has read and thoroughly understands the Plans and Specifications and contract governing the work embraced in this improvement and the method by which payment will be made for said work, and hereby proposes to undertake and complete the work embraced in this improvement in accordance with said Plans, Specifications and contract and at the following schedule of rates and prices:

- NOTE: 1. Unit prices of all items, all extensions and total amount of bid should be shown. Show unit prices in figures only.
2. The notations below the item numbers refer to the specification section where information may be found regarding each contract item. These notations are intended only as a guide and are not warranted to refer to all specification sections where information may be found.

Item No.	Sect.	Item Description	Unit	Estimated Quantity	Unit Price	Total Amount
R-1	1-05	Roadway Surveying	Lump Sum	1	Lump Sum	\$ _____
R-2	1-05	Record Drawings	Lump Sum	1	\$5,000 Min. Bid Lump Sum	\$ _____
R-3	1-07	SPCC Plan	Lump Sum	1	Lump Sum	\$ _____
R-4	1-09	Mobilization	Lump Sum	1	Lump Sum	\$ _____
R-5	1-10	Pedestrian Traffic Control	Lump Sum	1	Lump Sum	\$ _____
R-6	1-10	Project Temporary Traffic Control	Lump Sum	1	Lump Sum	\$ _____
R-7	2-01	Clearing and Grubbing	Lump Sum	1	Lump Sum	\$ _____
R-8	2-03	Roadway Excavation, Incl. Haul	Cu. Yd.	150	\$ _____	\$ _____
R-9	2-03	Gravel Borrow Incl. Haul	Ton.	20	\$ _____	\$ _____

Contractor's Name: \_\_\_\_\_  
Specification Number: PW23-0264F  
S 21<sup>st</sup> Street & S C Street Signal

Item No.	Sect.	Item Description	Unit	Estimated Quantity	Unit Price	Total Amount
R-10	2-14	Remove Existing Pavement, Type I, Class A8	Sq. Yd.	242	\$ _____	\$ _____
R-11	2-14	Remove Existing Pavement, Type III, Class A8	Sq. Yd.	78	\$ _____	\$ _____
R-12	2-14	Remove Existing Pavement, Type III, Class A2	Sq. Yd.	66	\$ _____	\$ _____
R-13	2-14	Remove Existing Pavement, Type I, Class C6	Sq. Yd.	220	\$ _____	\$ _____
R-14	2-15	Remove Curb and Gutter	Lin. Ft.	182	\$ _____	\$ _____
R-15	2-06	Subgrade Maintenance and Protection Plan	Lump Sum	1	Lump Sum	\$ _____
R-16	4-04	Crushed Surfacing Top Course	Ton	30	\$ _____	\$ _____
R-17	4-04	Crushed Surfacing Base Course	Ton	81	\$ _____	\$ _____
R-18	5-04	Planing Bituminous Pavement	Sq. Yd.	615	\$ _____	\$ _____
R-19	5-04	HMA CL 1/2" PG 58H-22 for Pavement Patch	Ton	32	\$ _____	\$ _____
R-20	5-04	HMA CL 1/2" PG58H-22	Ton	25	\$ _____	\$ _____
R-21	7-05	Adjust Existing Catch Basin, Furnish New Frame and Grate	Each	3	\$ _____	\$ _____
R-22	7-05	Catch Basin Type 1, Frame and Grate	Each	1	\$ _____	\$ _____
R-23	7-05	Adjust Existing Manhole Furnish New Frame and Cover	Each	4	\$ _____	\$ _____
R-24	8-01	Inlet Protection	Each	3	\$ _____	\$ _____
R-25	8-01	Erosion/Water Pollution Control	Lump Sum	1	Lump Sum	\$ _____
R-26	8-01	Stormwater Pollution Prevention Plan (SWPPP)	Lump Sum	1	Lump Sum	\$ _____

Contractor's Name: \_\_\_\_\_  
Specification Number: PW23-0264F  
S 21<sup>st</sup> Street & S C Street Signal



Item No.	Sect.	Item Description	Unit	Estimated Quantity	Unit Price	Total Amount
R-27	8-02	Seeding and Fertilizing by Hand	Sq. Yd.	55	\$ _____	\$ _____
R-28	8-02	Bark or Wood Chip Mulch	Sq. Yd.	35	\$ _____	\$ _____
R-29	8-02	Plant Selection, Chamacyparis Obtusa "Gracilis"	Each	1	\$ _____	\$ _____
R-30	8-02	Plant Selection, Epimedium X Perralchicum "Frohnleiten"	Each	20	\$ _____	\$ _____
R-31	8-02	Plant Selection, Cornus Stolonifera "Kelseyi"	Each	5	\$ _____	\$ _____
R-32	8-02	Topsoil Type B	Cu. Yd.	20	\$ _____	\$ _____
R-33	8-04	Cement Conc. Traffic Curb and Gutter	Lin. Ft.	210	\$ _____	\$ _____
R-34	8-06	Cement Conc. Driveway Entrance Type I	Sq. Yd.	50	\$ _____	\$ _____
R-35	8-09	Raised Pavement Marker Type 2	Hun.	0.6	\$ _____	\$ _____
R-36	8-13	Poured Monument	Each	1	\$ _____	\$ _____
R-37	8-14	Cement Conc. Sidewalk	Sq. Yd.	231	\$ _____	\$ _____
R-38	8-14	Cement Conc. Curb Ramp Type ____	Each	7	\$ _____	\$ _____
R-39	8-20	Traffic Signal System, Complete "S 21 <sup>st</sup> Street & S C Street"	Lump Sum	1	Lump Sum	\$ _____
R-40	8-20	ITS System, Complete "Jefferson Ave to S C Street"	Lump Sum	1	Lump Sum	\$ _____
R-41	8-21	Permanent Signing	Lump Sum	1	Lump Sum	\$ _____
R-42	8-22	Removing Paint Line	Lin. Ft.	993	\$ _____	\$ _____
R-43	8-22	Removing Painted Traffic Marking	Each	7	\$ _____	\$ _____

Contractor's Name: \_\_\_\_\_  
Specification Number: PW23-0264F  
S 21<sup>st</sup> Street & S C Street Signal

Item No.	Sept.	Item Description	Unit	Estimated Quantity	Unit Price	Total Amount
R-44	8-22	Plastic Traffic Arrow	Each	3	\$ _____	\$ _____
R-45	8-22	Plastic Wide Line	Lin. Ft.	70	\$ _____	\$ _____
R-46	8-22	Plastic Traffic Letter	Each	4	\$ _____	\$ _____
R-47	8-22	Plastic Stop Line	Lin. Ft.	80	\$ _____	\$ _____
R-48	8-22	Plastic Crosshatch Marking	Lin. Ft.	160	\$ _____	\$ _____
R-49	8-22	Paint Line	Lin. Ft.	600	\$ _____	\$ _____
R-50	8-22	Plastic Line	Lin. Ft.	600	\$ _____	\$ _____
R-51	8-22	Plastic Crosswalk Line	Lin. Ft.	560	\$ _____	\$ _____

**TOTAL BASE BID FOR ITEMS R-1 THRU R-51** \$ \_\_\_\_\_

### Proposal for Incorporating Recycled Materials into the Project

In compliance with a new law that went into effect January 1, 2016 (SHB1695), the Bidder shall propose below, the total percent of construction aggregate and concrete materials to be incorporated into the Project that are recycled materials. Calculated percentages must be within the amounts allowed in Section 9-03.21(1)E, Table on Maximum Allowable Percent (By Weight) of Recycled Material, of the Standard Specifications.

Proposed total percentage: \_\_\_\_\_ percent.

Note: Use of recycled materials is highly encouraged within the limits shown above, but does not constitute a Bidder Preference, and will not affect the determination of award, unless two or more lowest responsive Bid totals are exactly equal, in which case proposed recycling percentages will be used as a tie-breaker, per the APWA GSP in Section 1-03.1 of the Special Provisions.

Regardless, the Bidder's stated proposed percentages will become a goal the Contractor should do its best to accomplish. Bidders will be required to report on recycled materials actually incorporated into the Project, in accordance with the APWA GSP in Section 1-06.6 of the Special Provisions.

Bidder: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

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

Contractor's Name: \_\_\_\_\_

Specification Number: PW23-0264F

S 21<sup>st</sup> Street & S C Street Signal

## **BID PROPOSAL SIGNATURE SHEET**

The total bid price for completion of all the work required in accordance with the Plans and specifications, together with any and all Addenda issued as a Supplement thereto, is

\$ \_\_\_\_\_ (GRAND TOTAL FROM BID PROPOSAL)

ACKNOWLEDGMENT OF ADDENDUM FOR:  
PW23-0264F

S 21<sup>st</sup> St. & S C St. Signal Project

#1 \_\_\_\_\_ (initial)  
#2 \_\_\_\_\_ (initial)  
#3 \_\_\_\_\_ (initial)  
#4 \_\_\_\_\_ (initial)

Bidder: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Registration Number: \_\_\_\_\_

- NOTE: 1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a corporation, this Bid Proposal must be executed by its duly authorized officials.
3. The bidder agrees, by submitting a bid under these Specifications, that in the event any litigation should arise concerning the submission of bids or the award of contract under this Specification or Request for Bids, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

CITY OF TACOMA

Elizabeth Pauli  
CITY MANAGER

Herewith find deposit in the form of a cashier's check in the amount of \$ \_\_\_\_\_ which amount is not less than 5-percent of the total bid.

SIGN HERE \_\_\_\_\_

---

---

## BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety, are held and firmly bound unto the City of Tacoma, as Obligee, in the penal sum of \_\_\_\_\_ dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure to do so, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

PRINCIPAL:

SURETY:

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

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

---

---

\_\_\_\_\_, 20\_\_\_\_\_

Received return of deposit in the sum of \$ \_\_\_\_\_

\_\_\_\_\_



City of Tacoma

## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (**November 28, 2023**), that the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as 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.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Signature of Authorized Official\*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City

\_\_\_\_\_  
State

**Check One:**

Individual

Partnership

Joint Venture

Corporation

State of Incorporation, or if not a corporation, the state where business entity was formed:

\_\_\_\_\_

If a co-partnership, give firm name under which business is transacted:

\_\_\_\_\_

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

**Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.**

## **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 for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

## **NOTICE TO ALL BIDDERS**

To report rigging activities call:

**1-800-424-9071**

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

Specification No. \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

## State Responsibility and Reciprocal Bid Preference Information

Certificate of registration as a contractor  
(Must be in effect at the time of bid submittal):

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

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

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

Current Washington Unified Business Identifier  
(UBI) Number:

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

Do you have industrial insurance (workers' compensation)  
Coverage nor your employees working in Washington?

- Yes       No  
 Not Applicable

Washington Employment Security Department Number

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

Not Applicable

Washington Department of Revenue state excise tax  
Registration number:

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

Not Applicable

Have you been disqualified from bidding any public  
works contracts under RCW 39.06.010 or 39.12.065(3)?

- Yes       No

If yes, provide an explanation of your  
disqualification on a separate page.

Do you have a physical office located in the state of  
Washington?

- Yes       No

If incorporated, in what state were you incorporated?

State: \_\_\_\_\_  Not Incorporated

If not incorporated, in what state was your business  
entity formed?

State: \_\_\_\_\_

Have you completed the training required by RCW  
39.04.350, or are you on the list of exempt businesses  
maintained by the Department of Labor and Industries?

- Yes       No

# List of Subcontractor Categories of Work

Project Name \_\_\_\_\_

Subcontractor(s) that are proposed to perform the work of heating, ventilation and air conditioning, and/or plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. **This information must be submitted with the bid proposal or within one hour of the published bid submittal time via email to [sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org).**

Subcontractor(s) that are proposed to perform the work of structural steel installation and/or rebar installation must be listed below. **This information must be submitted with the bid proposal or within forty-eight hours of the published bid submittal time via email to [sendbid@cityoftacoma.org](mailto:sendbid@cityoftacoma.org).**

Failure to list subcontractors or naming more than one subcontractor to perform the same work will result in your bid being non-responsive. Contractors self-performing must list themselves below. The work to be performed is to be listed below the subcontractor(s) name.

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subcontractor Name \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_





# Instructions for Disadvantaged Business Enterprise Utilization Certification Form

Box 1: Name of Bidder (Proposal holder) submitting Bid.

Box 2: Name of the Project.

Column 1: Name of the Disadvantaged Business Enterprise (DBE). DBE firms can be found using the Diversity Management and Compliance System web page: <https://wsdot.diversitycompliance.com>. Repeat the name of the DBE for each Project Role that will be performed.

Column 2: The Project Role that the DBE will be performing as follows;

- Prime Contractor
- Subcontractor
- Subcontractor (Force Account)
  - Work sublet as Force Account must be listed separately.
- Manufacturer
- Regular Dealer
  - Work sublet to a Regular Dealer must be listed separately.
  - Regular Dealer status must be approved prior to Bid submittal by the Office of Equal Opportunity, Washington State Department of Transportation, on each Contract.
- Broker
  - Work sublet to a Broker must be listed separately.

List each project role to be performed by a single DBE individually on a separate row. The role is used to determine what portion of the amount to be subcontracted (Column 4) may be applied toward meeting the goal (column 5).

Column 3: Provide a description of work to be performed by the DBE. The work to be performed must be consistent with the Certified Business Description of the DBE provided at the Diversity Management and Compliance System web page <https://wsdot.diversitycompliance.com>

- A Bidder subletting a portion of a bid item shall state “**Partial**” and describe the Work that is included.
  - For example; “Electrical (Partial) – Trenching”.
- “Mobilization” will not be accepted as a description of Work.

Column 4: List the total amount to be subcontracted to each DBE for each Project Role they are performing.

Column 5: This is the dollar amount for each line listed in the certification that the prime intends to apply towards meeting the COA Contract goal. It may be that only a portion of the amount subcontracted to a DBE in Column 4 is eligible to be credited toward meeting the goal **See Note 1, Note 2, Note 3**. The Contracting Agency will utilize the sum of this column (Box 4) to determine whether or not the bidder has met the goal. In the event of an arithmetic error in summing column 5 or an error in making appropriate reductions in the amounts in column four, **See Note 1, Note 2, Note 3**, then the mathematics will be corrected and the total (Box 4) will be revised accordingly.

**Note 1:** For Work sublet as Force Account the bidder **may only claim 50%** of the amount subcontracted (Column 4) towards meeting the goal (Column 5). This information will be used to demonstrate that the DBE contract goal is met at the time that the bidder submits their bid. For example; amount sublet as force account = \$100,000 (Column 4) equates to  $(\$100,000 \times 50\%) = \$50,000$  (Column 5) to be applied towards the goal.

**Note 2:** For Work sublet to a Regular Dealer the bidder **may only claim 60%** of the cost of the materials or supplies (Column 4) towards meeting the goal (Column 5). For example; Material cost = \$100,000 (Column 4) equates to  $(\$100,000 \times 60\%) = \$60,000$  (Column 5) to be applied towards the goal

**Note 3:** For Work sublet to a Broker the bidder **may only claim the fees** paid to a Broker towards meeting the goal (Column 4). For example; amount sublet to a broker = \$100,000 (Column 4) equates to  $(\$100,000 \times \text{reasonable fee \%}) = \$$  (Column 5) to be applied towards the goal.

Box 3: Box 3 is the COA Contract goal which is the minimum required DBE participation. The goal stated in the Contract will be in terms of a dollar amount or a percentage in the Contract. When expressed as a percentage you must multiply the percentage times the sum total of all bid items as submitted in the Bidder's Proposal to determine the dollar goal and write it in Box 3. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

Box 4: Box 4 is the sum of the values in column 5. **This value must equal or exceed the COA Contract goal amount written in Box 3 or;**

Box 5: Check Box 5 if insufficient DBE Participation has been achieved and a good faith effort is required. Refer to the subsection titled, *Selection of Successful Bidder/Good Faith Efforts (GFE)* in the Contract.

**See the *Disadvantaged Business Enterprise Participation* specification in the Contract for more information.**

## Disadvantaged Business Enterprise Utilization Certification

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to its sealed Bid Proposal, a Disadvantaged Business Enterprise (DBE) Utilization Certification. The Contracting Agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain a DBE Utilization Certification which properly demonstrates that the Bidder will meet the DBE participation requirements in one of the manners provided for in the proposed Contract. **Refer to the instructions on Page 2 when filling out this form or the Bid may be rejected. An example form has been provided on Page 3.** The successful Bidder's DBE Utilization Certification shall be deemed a part of the resulting Contract.

Box 1: A Plus Construction Company certifies that the DBE firms listed below have been contacted regarding participation on this project. If this Bidder is successful on this project and is awarded the Contract, it shall assure that subcontracts or supply agreements are executed with named DBEs. (If necessary, use additional sheets.)

Box 2: US 395, Spokane City Limits to Stevens County Line - Paving and Safety

Column 1 <b>Name of DBE</b> <small>See instructions)</small>	Column 2 <b>Project Role</b> <small>See instructions)</small>	Column 3 <b>Description of Work</b> <small>See instructions)</small>	Column 4 <b>Dollar Amount Subcontracted to DBE</b> <small>See instructions)</small>	Column 5 <b>Dollar Amount to be Applied Towards Goal</b> <small>See instructions)</small>
A Plus Construction Company	Prime	Asphalt and concrete paving, asphalt milling, preleveling and pavement repair	N/A	900,000
In the Line Services, Inc.	Subcontractor (Force Account)	Crack sealing	20,000	10,000
In the Line Services, Inc.	Subcontractor	Guideposts, joint seal, pavement markers, temporary signage, construction sign installation	200,000	200,000
The Everything Guys, LLC	Regular Dealer	Rental and sales of highway construction and related equipment and materials	100,000	60,000
Optimus Prime Trucking, Inc.	Subcontractor	Dump Trucking	50,000	50,000
Metalheads, Inc.	Manufacturer	Dowel Bars	75,000	75,000
Erosion Under Control Co.	Broker	Erosion control blankets, straw bales and wattles, sand bags	15,000	250

EXAMPLE

Disadvantaged Business Enterprise 356,968.16      Total DBE Commitment Dollar Amount 1,295,250  
Condition of Award Contract Goal      Box 3      Box 4

5  By checking Box 5 the Bidder is stating that their attempts to solicit sufficient DBE participation to meet the COA Contract goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract



*See Contract Provisions: DBE Document Submittal Requirements  
Disadvantaged Business Enterprise Participation*

THIS FORM SHALL ONLY BE SUBMITTED TO A DBE THAT IS LISTED ON THE CONTRACTOR'S DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION.

THE CONTRACTOR SHALL COMPLETE PART A PRIOR TO SENDING TO THE DBE.

**PART A: To be completed by the bidder**

The entries below shall be consistent with what is shown on the Bidder's Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in Bid rejection.

Contract Title: \_\_\_\_\_

Bidder's Business Name: \_\_\_\_\_

DBE's Business Name: \_\_\_\_\_

Description of DBE's Work: \_\_\_\_\_

Dollar Amount to be Applied Towards DBE Goal: \_\_\_\_\_

Dollar Amount to be Subcontracted to DBE\*: \_\_\_\_\_  
\*Optional Field

**PART B: To be completed by the Disadvantaged Business Enterprise**

As an authorized representative of the Disadvantaged Business Enterprise, I confirm that we have been contacted by the Bidder with regard to the referenced project for the purpose of performing the Work described above. If the Bidder is awarded the Contract, we will enter into an agreement with the Bidder to participate in the project consistent with the information provided in Part A of this form.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_



# Disadvantaged Business Enterprise (DBE) Bid Item Breakdown Form

1. Contract Number	2. Contract Name
3. Prime Contractor	4. Prime Contractor Representative Name
5. Prime Contractor Representative Phone Number	6. Prime Contractor Representative Email

Column 1 Name of UDBE <small>(See Instructions)</small>	Column 2 Bid Item # <small>(See Instructions)</small>	Column 3 Full/Partial <small>(See Instructions)</small>	Column 4 Quantity <small>(See Instructions)</small>	Column 5 Description <small>(See Instructions)</small>	Column 6 Unit Price <small>(See Instructions)</small>	Column 7 Total Unit Cost <small>(See Instructions)</small>	Column 8 Dollar Amount to be Applied Towards Goal <small>(See Instructions)</small>
<b>Subtotal:</b>							
Name of UDBE	Bid Item #	Full/Partial	Quantity	Description	Unit Price	Total Unit Cost	Dollar Amount to be Applied Towards Goal
<b>Subtotal:</b>							
Name of UDBE	Bid Item #	Full/Partial	Quantity	Description	Unit Price	Total Unit Cost	Dollar Amount to be Applied Towards Goal
<b>Subtotal:</b>							
Name of UDBE	Bid Item #	Full/Partial	Quantity	Description	Unit Price	Total Unit Cost	Dollar Amount to be Applied Towards Goal
<b>Subtotal:</b>							
<b>Subtotal:</b>							
<b>TOTAL UDBE Dollar Amount:</b>							

## Instructions for Disadvantaged Business Enterprise (DBE) Bid Item Breakdown Form

Box 1: Provide the Contract Number as stated in the project information webpage.

Box 2: Provide the Name of the project as stated in the project information webpage.

Box 3: Provide the Name of the bidder (Proposal holder) submitting Bid.

Box 4: Provide the name of the prime contractor's representative available to contact regarding this form.

Box 5: Provide the phone number of the prime contractor's representative available to contact regarding this form.

Box 6: Provide the email of the prime contractor's representative available to contact regarding this form.

Column 1: Provide the Name of the Disadvantaged Business Enterprise (DBE) Firm. DBE Firms can be found using the search tools under the Firm Certification section of the Diversity Management and Compliance System (DMCS) webpage <https://wsdot.diversitycompliance.com>.

Column 2: Provide the Bid Item Number (as it appears in the engineer's estimate bid check report) available on the project information webpage.

Column 3: If the DBE is performing only part of the bid item, mark "Partial". If the DBE is performing the entire bid item, mark "Complete".

Column 4: Provide the estimated quantity for the specific bid item. For trucking firms, use hour or another unit of measure.

Column 5: Provide a description of the work to be performed by the DBE.

Column 6: Provide the price per unit and specify the type of unit used. For trucking firms, use hour or another unit of measure.

Column 7: Provide the estimated total unit cost amount per bid item.

Column 8: Provide the amount of the bid item being used to fulfil the DBE goal. The work to be performed must be consistent with the Certified Business Description of the DBE provided in the DMCS webpage <https://wsdot.diversitycompliance.com>. Mobilization up to 10% is acceptable. If mobilization is more than 10% additional information and/or justification may be requested. The total amount shown for each DBE shall match the amount shown on the DBE Utilization Certification Form.

**Use Additional Sheets if necessary.**



# Disadvantaged Business Enterprise (DBE) Trucking Credit Form

## PART A: TO BE COMPLETED BY THE BIDDER

This form is in support of the trucking commitment identified on the DBE Utilization Certification Form submitted with the proposal. Please note that DBE's must be certified prior to time of submittal.

Federal Aid #	Contract #	Project Name
If listing items by hours, or by lump sum amounts, please provide calculations to substantiate the quantities listed.		
Bid Item	Item Description	

**Use additional sheets as necessary.**

Bidder		Name/Title (please print)
Phone	Fax	Signature
Address		
		I certify that the above information is complete and accurate.
Email		Date

## PART B: TO BE COMPLETED BY THE DBE TRUCKING FIRM

**Note:** DBE trucking firm participation may only be credited as DBE participation for the value of the hauling services, not for the materials being hauled unless the trucking firm is also recognized as a supplier of the materials used on the project and approved for this project as a regular dealer.

- Type of Material expected to be hauled? \_\_\_\_\_
- Number of fully operational trucks expected to be used on this project? \_\_\_\_\_ Tractor/trailers: \_\_\_\_\_ Dump trucks: \_\_\_\_\_
- Number of trucks and trailers owned by the DBE that will be used on this project? \_\_\_\_\_ Tractor/trailers: \_\_\_\_\_ Dump trucks: \_\_\_\_\_
- Number of trucks and trailers leased by the DBE that will be used on this project? \_\_\_\_\_ Tractor/trailers: \_\_\_\_\_ Dump trucks: \_\_\_\_\_

DBE Firm Name		Name/Title (please print)
Certification Number		
Phone	Fax	Signature
Address		
		I certify that the above information is complete and accurate.
Email		Date

Submit this form to in accordance with section 1-02.9 of the Contract.

Instruction to Bidder: The Bidder shall complete and submit the Disadvantaged Business Enterprise (DBE) Trucking Credit Form in accordance with Section 1-02.9 of the Contract.

## INSTRUCTIONS

**Please note – All Fields are required**

### **PART A: TO BE COMPLETED BY THE BIDDER**

**Federal Aid:** Include the project federal-aid number.

**County:** Specify the County where the project will take place.

**Contract #:** Specify the Project Contract Number which can be found in the Engineer's estimate bid check report.

**Bid Item:** Provide the Bid Item Number (as it appears in the engineer's estimate bid check report) for which trucking services will be utilized.

**Item Description:** Provide description of the bid item (as it appears in the engineer's estimate bid check report) for which trucking will be utilized.

**Bidder:** In this section, provide the bidder's legal name, title, Business address, Phone and email.

**The bidder's representative signature is required in addition to the date the form was signed.**

### **PART B: TO BE COMPLETED BY THE DBE TRUCKING FIRM**

Question 1: Specify type of material that will be hauled (i.e. Sand, HMA, gravel)

Question 2: Specify the total number of operational trucks that will be used on the project.

Question 3: Specify the total number of operational trucks and trailers owned by the DBE that will be used on the project.

Question 4: Specify the total number of operational trucks and trailers leased by the DBE that will be used on the project.

DBE Firm: In this section, provide the DBE Firm's legal name, DBE Firm's representative legal name and title, certification Number (Found in the firm's OMWBE Profile page in the OMWBE directory), Business address, Phone, fax and email.

**The DBE Firm's representative signature is required in addition to the date the form was signed.**



**ACKNOWLEDGMENT**

SPECIFICATION NO. PW23-0264F

The bidder is hereby advised that by signature of this bid proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the Special provisions for this project.

A bid proposal guaranty in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities at the above prices and in the form as indicated below, is attached hereto:

- CASH                    \_\_\_\_\_ IN THE AMOUNT OF \_\_\_\_\_
- CASHIER'S CHECK    \_\_\_\_\_ \_\_\_\_\_ Dollars
- CERTIFIED CHECK    \_\_\_\_\_ (\$ \_\_\_\_\_) PAYABLE TO THE CITY TREASURER
- BID BOND             \_\_\_\_\_ IN THE AMOUNT OF 5% OF THE TOTAL AMOUNT BID

\*\*Receipt is hereby acknowledged of Addendum No.(s) \_\_\_\_, \_\_\_\_, \_\_\_\_, & \_\_\_\_.

SIGNATURE OF AUTHORIZED OFFICIAL(S)

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

Firm Name \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

My appointment expires \_\_\_\_\_  
(Seal or Stamp)

**NOTE:**

1. This bid proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from the Secretary of Transportation will be considered for the bid proposal irregular and subsequent rejection of the bid.
2. Please refer to Section 1-02.6 of the standard Specification, re: "Preparation of Proposal," or "Article 4" of the Instructions to Bidders for building construction jobs.