

*BID SUBMITTAL PACKAGE*



City of Tacoma  
Environmental Services Department

**SPECIFICATION NO.  
ES20-0230F**

**Solid Waste Management  
Vector Cleaning Services**

**Project No. 512020**

## BID SUBMITTAL PACKAGE

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- 7 Application for Waiver of EIC Requirements – optional if bidder is seeking waiver

SPECIAL NOTE

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  
Environmental Services/Solid Waste Management

REQUEST FOR BIDS ES20-0230F  
Vactor Cleaning Services

**Submittal Deadline:** 11:00 a.m., Pacific Time, Tuesday, October 20, 2020

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

**By Email:**

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

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

**Until further notice, public Bid Opening meetings have been cancelled.**

Submittals in response to a RFB will be recorded as received. As soon as possible 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 by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

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

**Project Scope:** The City of Tacoma (City), Environmental Services Department, Solid Waste Management Division is soliciting a Request for Bids (RFB) from qualified firms to furnish labor, equipment, materials, and disposal to perform vactor cleaning services and other services for spill cleanups at City of Tacoma Solid Waste Management Recovery and Transfer Facility and in locations throughout Tacoma and unincorporated Pierce County on an on-call basis.

**Estimate:** \$375,000 (3 Year Contract)

**Paid Leave and Minimum Wage:** Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards).

**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 Gail Himes at [ghimes@cityoftacoma.org](mailto:ghimes@cityoftacoma.org), or by calling her collect at 253-591-5785.

**Federal 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.

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

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 before the bid is submitted:

1. BID PROPOSAL: The unit prices bid must be shown in the space provided. Check your computations for omissions and errors.
2. SIGNATURE PAGE: 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. CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES: Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2017).
5. STATE RESPONSIBILITY AND RECIPROCAL BID PREFERENCE INFORMATION: Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2010).
6. STATEMENT OF QUALIFICATIONS: The Contractor or subcontractor shall fill out this form in its entirety proving they meet the requirements as outlined in these specifications. It shall be the sole determination of the Engineer to determine if the Contractor/subcontractor does in fact meet the requirements. This is a condition of award of the contract.
7. EQUAL EMPLOYMENT OPPORTUNITIES: The City of Tacoma's Prime Contractor's Pre-Work Form shall be completed by the bidder and submitted with the bid. This form is used to determine the bidder's EEO practices in accordance with Executive Order 11246 and TMC 10.26.

**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. LEAP UTILIZATION PLAN: Shall be submitted at the Pre-Construction Meeting.
- F. GENERAL RELEASE.

**CODE OF ETHICS:** The successful bidder agrees that its violation of the City's Code of Ethics contained in TMC Chapter 1.46 shall constitute a breach of the contract subjecting the contract to termination.

**CITY OF TACOMA  
FINANCE/PURCHASING DIVISION  
SPECIAL NOTICE TO BIDDERS**

Public works and improvement projects for the City of Tacoma are subject to Washington state law and Tacoma Municipal Code, including, but not limited to the following:

**I. STATE OF WASHINGTON**

**A. RESPONSIBILITY CRITERIA – STATE OF WASHINGTON**

In order to be considered a responsible bidder the bidder must meet the following mandatory state responsibility criteria contained in RCW 39.04.350:

1. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect **at the time of bid submittal**;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable:
  - a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
  - b. Have a Washington Employment Security Department number, as required in Title 50 RCW;
  - c. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW and;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unlicensed or unregistered contractors) or 39.12.065(3) (prevailing wage).
5. Have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW and must designate a person or persons to be trained on these requirements. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection.

**B. RECIPROCAL PREFERENCE FOR RESIDENT CONTRACTORS:**

Effective March 30, 2012, RCW 39.04.380 imposes a reciprocal preference for resident contractors. Any bid received from a non-resident contractor from a state that provides an in-state percentage bidding preference is subject application of a comparable percentage disadvantage.

A non-resident contractor from a state that provides an in-state percentage bidding preference means a contractor that:

1. Is from a state that provides a percentage bid preference to its resident contractors bidding on public works projects, and
2. Does not have a physical office located in Washington at the time of bidding on the City of Tacoma public works project.

The state of residence for a non-resident contractor is the state in which the contractor was incorporated, or if not a corporation, the state in which the contractor's business entity was formed.

The City of Tacoma will evaluate all non-resident contractors for an out of state bidder preference. If the state of the non-resident contractor provides an in state contractor preference, a comparable percentage disadvantage will be applied to the non-resident contractor's bid prior to contract award. The responsive and lowest and best responsible bidder after application of any non-resident disadvantage will be awarded the contract.

The reciprocal preference evaluation does not apply to public works procured pursuant to RCW 39.04.155, RCW 39.04.280, federally funded competitive solicitations where such agencies prohibit the application of bid preferences, or any other procurement exempt from competitive bidding.

Bidders must provide the City of Tacoma with their state of incorporation or the state in which the business entity was formed and include whether the bidder has a physical office located in Washington.

The bidder shall submit documentation demonstrating compliance with above criteria on the enclosed State Responsibility and Reciprocal Bidder Information form.

### **C. SUBCONTRACTOR RESPONSIBILITY**

1. The Contractor shall include the language of this subcontractor responsibility section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier.
2. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:
  - a. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
  - b. Have a current Washington Unified Business Identifier (UBI) number;
  - c. If applicable, have:
    - a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
    - b. A Washington Employment Security Department number, as required in Title 50 RCW;
    - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    - d. An electrical contractor license, if required by Chapter 19.28 RCW;
    - e. An elevator contractor license, if required by Chapter 70.87 RCW and;
3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unlicensed or unregistered contractors) or 39.12.065(3) (prevailing wage).

## **II. CITY OF TACOMA**

### **A. SUPPLEMENTAL RESPONSIBILITY CRITERIA – CITY OF TACOMA:**

In order to be considered a responsible bidder, the prospective bidder shall have all of the following qualifications set forth in Tacoma Municipal Code 1.06.262:

1. Adequate financial resources or the ability to secure such resources;
2. The necessary experience, stability, organization and technical qualifications to perform the proposed contract;
3. The ability to comply with the required performance schedule, taking into consideration all existing business commitments;
4. A satisfactory record of performance, integrity, judgment and skills; and
5. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
  - a. Bidder Responsibility. Bidders shall not be in violation of 39.04.350 RCW Bidder Responsibility Criteria - Supplemental Criteria.

In addition to the mandatory bidder responsibility criteria listed immediately above, the City may, in addition to price, consider any or all of the following criteria contained in Tacoma Municipal Code Chapter 1.06.262 in determining bidder responsibility:

1. The ability, capacity, experience, stability, technical qualifications and skill of the respondent to perform the contract;
2. Whether the respondent can perform the contract within the time specified, without delay or interference;
3. Integrity, reputation, character, judgment, experience, and efficiency of the respondents, including past compliance with the City's Ethics Code;
4. Quality of performance of previous contracts;
5. Previous and existing compliance with laws and ordinances relating to contracts or services;
6. Sufficiency of the respondent's financial resources;
7. Quality, availability, and adaptability of the supplies, purchased services or public works to the particular use required;
8. Ability of the respondent to provide future maintenance and service on a timely basis;
9. Payment terms and prompt pay discounts;
10. The number and scope of conditions attached to the submittal;
11. Compliance with all applicable City requirements, including but not limited to the City's Ethics Code and its Small Business Enterprise and Local Employment and Apprenticeship programs;
12. Other qualification criteria set forth in the specification or advertisement that the appropriate department or division head determines to be in the best interests of the City.

The City may require bidders to furnish information, sworn or certified to be true, to demonstrate compliance with the City responsibility criteria set forth above. If the city manager or director of utilities is not satisfied with the sufficiency of the information provided, or if the prospective respondent does not substantially meet all responsibility requirements, any submittal from such respondent must be disregarded.

**B. ADDITIONAL SUPPLEMENTAL CRITERIA – NOT APPLICABLE**

**C. MODIFICATIONS TO SUPPLEMENTAL CRITERIA**

Potential bidders may request modifications to the City’s **supplemental criteria** by submitting a written request to the Purchasing Division no later than 5:00 p.m. Pacific Time, three days prior to the submittal deadline. Please include the Specification No. and Title when submitting such requests. Requests must include justification for why certain criteria should be modified. Requests received after this date and time will not be considered.

Requests for modifications to the supplemental criteria may be submitted via postal mail or delivered personally, or sent by e-mail, within the above timeline as follows:

<b>By Carrier:</b> City of Tacoma Procurement & Payables Division Tacoma Public Utilities 3628 S 35 <sup>th</sup> Street Tacoma, WA 98409	<b>In Person:</b> City of Tacoma Procurement & Payables Division Tacoma Public Utilities Administration Building North – Guard House (east side of main building) 3628 S 35 <sup>th</sup> Street Tacoma, WA 98409
<b>By Mail:</b> City of Tacoma Procurement & Payables Division Tacoma Public Utilities PO Box 11007 Tacoma, WA 98411-0007	E-mail: <a href="mailto:bids@cityoftacoma.org">bids@cityoftacoma.org</a>

The City will respond to a timely submitted request prior to the bid opening date. Changes to the supplemental criteria, if warranted, will be issued by addendum to the solicitation documents and posted to the City’s website for the attention of all prospective bidders.

**D. DETERMINATION OF BIDDER RESPONSIBILITY**

If the City determines the bidder does not meet the criteria above and is therefore not a responsible bidder, the City shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees, the bidder may appeal the determination in a manner consistent with the City’s Protest Policy. Appeals are coordinated by the Purchasing Division heard by the Procurement and Payables Division manager for contracts less than or equal to \$500,000 and by Contracts and Awards Board for contracts greater than \$500,000.

CITY OF TACOMA  
FINANCE/PURCHASING DIVISION

**SPECIAL NOTICE TO BIDDERS**

**Equity in Contracting – EIC**

Equity in Contracting (EIC) forms and attachments must be fully and accurately completed and returned at the time of Bids. Failure to do so may result in the proposal being considered nonresponsive. These forms will be used to determine if the firm complies with Tacoma Municipal Code Chapter 1.07 and State Law.

Vendors for public works and improvement-type projects are required to be inclusive of Minority Owned Business Enterprises, Women-Owned Business Enterprises, and Small Business Enterprises. The criteria for determining whether inclusion has been made are set forth in the City's EIC regulations. Vendors are also subject to the City's EIC ordinance and regulations pertaining to having an Equal Employment Opportunity policy prohibiting discrimination. Bids will be evaluated on an individual basis to determine compliance with this section. The EIC Utilization Form, when required, should accompany your submittal. Contact the EIC Office at (253) 591-5075 if there are questions about this requirement.

Either the firm submitting the bid or the firms they plan to subcontract with, if qualified, may meet the percent requirements listed on the EIC Requirement Form.

Bidders unable to meet the percent requirements shall submit an Application of Waiver of EIC Requirements, the Equity in Contracting Utilization Form, and any required attachments with the Bid in accordance with the Equity in Contracting Regulations.

**FAILURE TO COMPLETE AND SUBMIT EIC FORMS WITH THE BID SUBMITTAL PACKAGE WILL RESULT IN THE BID BEING DECLARED NON-RESPONSIVE AND REJECTED.**

It is the bidder's responsibility to insure that their firm (if EIC-eligible) and/or eligible subcontractor(s) listed on the EIC Utilization Form are currently certified by the City of Tacoma or the State of Washington's Office of Minority and Women Business Enterprises at the time of bid opening. This may be verified by contacting the EIC Office at 253-591-5075 between 8 AM and 5 PM, Monday through Friday.

All SBE goals may be met by using DBEs or SBEs from the OMWBE list or the City of Tacoma SBE list.

A list of EIC-certified companies is available on the following web site addresses:

[www.cityoftacoma.org/sbe](http://www.cityoftacoma.org/sbe)

[www.omwbe.diversitycompliance.com](http://www.omwbe.diversitycompliance.com) – From this list, be sure check for certified MBE, WBE, MWBE, and SBE companies located in Pierce, King, Lewis, Mason, and Grays Harbor counties.

\*After December 31, 2020, the list of EIC eligible firms may only be accessed at [www.omwbe.diversitycompliance.com](http://www.omwbe.diversitycompliance.com)

**Solid Waste Management Vactor Cleaning Service**

Specification No. ES20-0230F

**PROPOSAL PAGES**

**PROPOSAL NO. 1**

**Item 1. Truck Wash Sumps and Catch Basins**

<u>Item</u>	<u>Estimated Quantity</u>	<u>Estimated Quantity per Job</u>	<u>Description</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
1a	30	1	Pumping and transport, including transport time to/from site and Truck/Driver cost	Each	\$ _____	\$ _____
1b	30	1,287	Treatment/Process/Disposal	Gallon	\$ _____	\$ _____
1c	1	Lump Sum	Testing/Profile	LS		\$ _____
			<b>Item 1 Total</b>			<b>\$ _____</b>

**Note:** Estimated Quantity x Estimated Quantity by Job x Unit Price = Total Amount

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**Solid Waste Management Vector Cleaning Service**  
**Specification No. ES20-0230F**  
**PROPOSAL PAGES**

**PROPOSAL NO. 2**

**Item 2. Coalescing O/W Separators and Vaults**

<u>Item</u>	<u>Number of Jobs Required</u>	<u>Estimated Quantity per Job</u>	<u>Description</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
2a	30	1	Pumping and transport, including transport time to/from site and Truck/Driver cost	<u>Each</u>	\$ _____	\$ _____
2b	30	2,120	Treatment/Process/Disposal	<u>Gallon</u>	\$ _____	\$ _____
2c	1	Lump Sum	Testing/Profile	<u>LS</u>		\$ _____
			<b>Item 2 Total</b>			\$ _____

**Note:** Number of Jobs Required x Estimated Quantity by Job x Unit Price = Total Amount

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

\_\_\_\_\_

**Solid Waste Management Vector Cleaning Service**  
**Specification No. ES20-0230F**  
**PROPOSAL PAGES**

**PROPOSAL NO. 3**

**Item 3 Leak Detection and Leachate Manhole Cleaning**

<u>Item</u>	<u>Number of Jobs Required</u>	<u>Estimated Quantity per Job</u>	<u>Description</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
3a	12	1	Pumping and transport, including transport time to/from site and Truck/Driver cost	<u>Each</u>	\$ _____	\$ _____
3b	12	1	Manhole cleaning, confined space entry, pipe cleaning	<u>Each</u>	\$ _____	\$ _____
3c	12	1,500	Treatment/Process/Disposal	<u>Gallon</u>	\$ _____	\$ _____
3d	1	Lump Sum	Testing/Profile	<u>LS</u>		\$ _____
			<b>Item 3 Total</b>			\$ _____

**Note:** Number of Jobs Required x Estimated Quantity by Job x Unit Price = Total Amount

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed.

Bidders shall also provide documentation that employees with the proper certifications needed to perform this work are working for the company at the time of the bid.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**Solid Waste Management Vector Cleaning Service**  
**Specification No. ES20-0230F**  
**PROPOSAL PAGES**

**PROPOSAL NO. 4**

**Item 4. White Goods Facility Coalescing Oil/Water Separators**

<u>Item</u>	<u>Number of Jobs Required</u>	<u>Estimated Quantity per Job</u>	<u>Description</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
4a	30	1	Pumping and transport, including transport time to/from site and Truck/Driver cost	<u>Each</u>	\$ _____	\$ _____
4b	30	600	Treatment/Process/ Disposal	<u>Gallon</u>	\$ _____	\$ _____
4c	1	LS	Testing/Profile	<u>LS</u>		\$ _____
			<b>Item 4 Total</b>			<b>\$ _____</b>

**Note:** Number of Jobs Required x Estimated Quantity by Job x Unit Price = Total Amount

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed.

Bidders shall also provide documentation that employees with the proper certifications needed to perform this work are working for the company at the time of the bid.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**Solid Waste Management Vector Cleaning Service**  
**Specification No. ES20-0230F**  
**PROPOSAL PAGES**

**PROPOSAL NO. 5**

**Item 5 Misc. Pumping and Cleaning Services (On-Site)**

<u>Item</u>	<u>Number of Jobs Required</u>	<u>Estimated Quantity per Job</u>	<u>Description</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
5a	8	4	Misc. Pumping – using an eductor truck w/ minimum 1,400 gal capacity	<u>Each</u>	\$ _____	\$ _____
5b	8	2,000	Treatment/Process/ Disposal	<u>Gallon</u>	\$ _____	\$ _____
			<b>Item 5 Total</b>			<b>\$ _____</b>

**Note:** Number of Jobs Required x Estimated Quantity by Job x Unit Price = Total Amount

The per gallon cost for misc. pumping services may be adjusted at the time of the job as the exact nature of the materials to be pumped is not known at this time. For bidding purposes, the materials to be pumped will be similar in nature and chemical characteristics as the other materials pumped in this specification.

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed.

Bidders shall also provide documentation that employees with the proper certifications needed to perform this work are working for the company at the time of the bid.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility _____	Address _____
Facility Contact _____	Contact Phone # _____
Name of Facility _____	Address _____
Facility Contact _____	Contact Phone # _____

**Solid Waste Management Vector Cleaning Service**  
**Specification No. ES20-0230F**  
**PROPOSAL PAGES**

**PROPOSAL NO. 6**

**Item 6 Catch Basin Pumping and Cleaning Services**

<u>Item</u>	<u>Number of Jobs Required</u>	<u>Estimated Quantity per Job</u>	<u>Description</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Total Amount</u>
6a	6	1 (70 Catch Basins)	Pumping and transport, including transport time to/from site and Truck/Driver cost	<u>Each</u>	\$ _____	\$ _____
6b	6	5,250	Treatment/Process/Disposal	<u>Gallon</u>	\$ _____	\$ _____
6c	1	LS	Testing/Profile	<u>LS</u>		\$ _____
			<b>Item 6 Total</b>			\$ _____

**Note:** Number of Jobs Required x Estimated Quantity by Job x Unit Price = Total Amount

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed.

Bidders shall also provide documentation that employees with the proper certifications needed to perform this work are working for the company at the time of the bid.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Facility Contact \_\_\_\_\_

Contact Phone # \_\_\_\_\_

**Solid Waste Management Vector Cleaning Service**  
**Specification No. ES20-0230F**  
**PROPOSAL PAGES**

**PROPOSAL NOS. 1 through No. 6**

**Bid Totals (On-site Work)**

This bid will be awarded to one Contractor. In order to properly evaluate the proposal, please complete the following worksheet.

Item Description	Item Cost
Item 1 – Truck Wash Sumps and Catch Basins	\$ _____
Item 2 – Coalescing O/W Separators & Vaults	\$ _____
Item 3 – Leak Detection and Leachate Collection Manhole Cleaning	\$ _____
Item 4 – White Goods Facility Coalescing O/W Separators	\$ _____
Item 5 – Misc. Pumping Services	\$ _____
Item 6 – Catch Basin Pumping and Cleaning Services	\$ _____
<hr/>	
Total for all Services (Items 1-6)	\$ _____
Sales Tax @ 10.2%	\$ _____
<b>Grand Total for Proposal (Including applicable taxes)</b>	<b>\$ _____</b>

Successful vendor can begin services within \_\_\_\_\_ days from receipt of contract.

**NOTE: Late penalty provisions shall apply.**

Prompt Payment Discount \_\_\_\_\_% \_\_\_\_\_ days, net 30. Payment discount periods of 20 calendar days or more will be considered in determining lowest responsible bid.

**Solid Waste Management Vactor Cleaning Service Specification No. ES20-0230F**

**PROPOSAL PAGES**

**PROPOSAL NO. 7**

**Item 7 Collection and Disposal Vehicle Spills/Cleanups (Off-Site)** The following are unit costs for work off-site and will be billed per the Item Costs on a monthly invoice as needed and requested by Solid Waste Management.

<b>Item Description*</b>	<b>Item Cost</b>
Item 1 –Per Hour Service Rate, Normal Work Hours	\$ _____
Item 2 – Per Hour Service Rate, Outside Normal Work Hours	\$ _____
Item 3 – Sweeping Service, by the quarter hour, Normal Work Hours	\$ _____
Item 4 – Sweeping Service, by the quarter hour, Outside Normal Work Hours	\$ _____
Item 5 – Vactor Services, by the quarter hour, Normal Work Hours	\$ _____
Item 6 – Vactor Services, by the quarter hour, Outside Normal Work Hours	\$ _____
Item 7 – Sump Drain Cleaning, by the quarter hour, Normal Work Hours	\$ _____
Item 8 - Sump Drain Cleaning, by the quarter hour, Outside Normal Work Hours	\$ _____
Travel Cost Per Mile	\$ _____

**\*all costs to include labor, materials, equipment and disposal**

***This section is mandatory for a responsive bid.***

Please identify where material removed from the Tacoma Solid Waste Management site will be processed/treated/disposed. Bidders shall also provide documentation that employees with the proper certifications needed to perform this work are working for the company at the time of the bid.

Bidders may specify multiple locations if flexibility is desired. Facilities may be added after a bid is awarded if approved by the City of Tacoma Solid Waste Management.

Name of Facility	_____	Address	_____
Facility Contact	_____	Contact Phone #	_____
Name of Facility	_____	Address	_____
Facility Contact	_____	Contact Phone #	_____



**SIGNATURE PAGE**

**CITY OF TACOMA  
ENVIRONMENTAL SERVICES/SOLID WASTE MANAGEMENT**

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Bids page near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

**REQUEST FOR BIDS SPECIFICATION NO. ES20-0230F  
Vactor Cleaning Services**

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, 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.

**Non-Collusion Declaration**

*The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).*

\_\_\_\_\_  
Bidder/Proposer's Registered Name

\_\_\_\_\_  
Signature of Person Authorized to Enter      Date  
into Contracts for Bidder/Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
(Area Code) Telephone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
State Business License Number  
in WA, also known as UBI (Unified Business Identifier) Number

\_\_\_\_\_  
E.I.No. / Federal Social Security Number Used on Quarterly  
Federal Tax Return, U.S. Treasury Dept. Form 941

\_\_\_\_\_  
State Contractor's License Number  
(See Ch. 18.27, R.C.W.)

Addendum acknowledgement #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

***THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.***

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 \_\_\_\_\_

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## 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:

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

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

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

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



City of Tacoma

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## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date October 6, 2020, 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.*

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



City of Tacoma  
 Community & Economic Development  
 Office of Equity in Contracting  
 747 Market Street, Rm 900  
 Tacoma WA 98402  
 253-591-5075

## EQUITY IN CONTRACTING UTILIZATION FORM

This form is to document **only** the EIC contractors or material suppliers that will be awarded a contract. This information will be used in calculating the **EVALUATED BID**. Additional forms may be used if needed.

- Prime contractors are encouraged to solicit bids from EIC approved firms.
- Be sure to include this form with your bid submittal in order to receive EIC credit.
- It is the prime contractor's responsibility to check the certification status of EIC contractors prior to the submittal deadline.

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

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

Spec. No. \_\_\_\_\_ Base Bid \* \$ \_\_\_\_\_ **Complete company names and phone numbers are required to verify your EIC usage.**

a. Company Name and Telephone Number	b. MBE, WBE, or SBE (Write all that apply)	c. NAICS code(s)	d. Contractor Bid Amount (100%)	e. Material Supplier Bid Amount (20%)	f. Estimated MBE Usage Dollar Amount	g. Estimated WBE Usage Dollar Amount	h. Estimated SBE Usage Dollar Amount
i. MBE Utilization %		j. WBE Utilization %		k. SBE Utilization %			

By signing and submitting this form the bidder certifies that the EIC firms listed will be used on this project including all applicable change orders.

\_\_\_\_\_  
 Type or Print Name of Responsible Officer / Title

\_\_\_\_\_  
 Signature of Responsible Officer

\_\_\_\_\_  
 Date

# INSTRUCTIONS FOR COMPLETING EIC UTILIZATION FORM

**The purpose of these instructions is to assist bidders in properly completing the EIC Utilization Form.**

This form when submitted with your bid provides information to the City of Tacoma to accurately review and evaluate your proposed EIC usage.

1. \* Base Bid is the prime contractor's bid, plus any alternates, additives and deductive selected by the City. Also, please refer to Items #10-12 below.
2. Column "a" – List all EIC companies that you will be awarding a contract to if you are the successful bidder.
3. Column "b" – Identify if this firm is being utilized as an MBE, WBE, or SBE. (Firms may count towards multiple requirements)
4. Column "c" – List the appropriate NAICS code for the scope of work, services, or materials/supplies for each contractor.
5. Column "d" – The bid amount must be indicated for **all** listed **EIC** that you plan on doing business with. This quote is the price that you and the contractor have negotiated prior to bid opening.
6. Column "e" – The bid amount must be indicated for **all** listed **EIC** that you plan on doing business with. This quote is the price that you and the material supplier have negotiated prior to bid opening.
8. Column "f" – Estimated MBE Usage Dollar Amount: For all MBE firms used, multiply the amount in Column "d" by 1.0 plus the amount in Column "e" by 0.20. Insert the total amount in this column.
9. Column "g" – Estimated WBE Usage Dollar Amount: For all WBE firms used, multiply the amount in Column "d" by 1.0 plus the amount in Column "e" by 0.20. Insert the total amount in this column.
10. Column "h" – Estimated SBE Usage Dollar Amount: For all MBE, WBE, or SBE firms used, Multiply the amount in Column "d" by 1.0 plus the amount in Column "e" by 0.20. Insert the total amount in this column.
11. Block "i" – The percent of actual MBE utilization calculated on the Base Bid only. (Divide the sum of Estimated MBE Usage Dollar Amount (Column "f") by your Base Bid (\*) then multiply by 100 to get a percentage: \$ amounts from column "f" divided by Base Bid (\*) x 100 = EIC usage as a percent of the Base Bid.)
12. Block "j" – The percent of actual WBE utilization calculated on the Base Bid only. (Divide the sum of Estimated WBE Usage Dollar Amount (Column "g") by your Base Bid (\*) then multiply by 100 to get a percentage: \$ amounts from column "g" divided by Base Bid (\*) x 100 = EIC usage as a percent of the Base Bid.)

13. Block "k" – The percent of actual SBE utilization calculated on the Base Bid only. (Divide the sum of Estimated SBE Usage Dollar Amount (Column "h") by your Base Bid (\*) then multiply by 100 to get a percentage: \$ amounts from column "h" divided by Base Bid (\*) x 100 = EIC usage as a percent of the Base Bid.)

It is the prime contractor's responsibility to check the status of EIC contractors prior to bid opening. Call the EIC Office at 253- 591-5075 for additional information.

## Application for Waiver of EIC Requirements

<b>Section 1: Basic Information</b>			
Contractor's Name:		EIC Requirements	
Street Address:		MBE %	WBE %
City, State, ZIP Code:			
Contact E-mail Address:			
Contact Telephone No.:			
<b>Section 2: Type of EIC Waiver Requested</b>			
MBE Waiver: <input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised MBE percentage:	
WBE Waiver: <input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised WBE percentage:	
SBE Waiver: <input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised SBE percentage:	
Please explain the reason for the waiver request:			
<b>Section 3: Supporting Documentation</b>			
Provide the following documentation as evidence of your efforts to meet the EIC requirements set forth in the contract and in support of your waiver application:			
<input type="checkbox"/> <b>Attachment A.</b> List of the general circulation, trade and MWBE/SBE-oriented publications and dates of publications soliciting for certified MWBE/SBE participation as a subcontractor/supplier and copies of such solicitation.			
<input type="checkbox"/> <b>Attachment B.</b> List of the certified MWBEs/SBEs appearing in the State of Washington Office of Minority and Women Business Enterprise (OMWBE) directory that were solicited for this contract. Provide proof of dates or copies of the solicitations and copies of the responses made by the certified MWBEs/SBEs. Describe the specific reasons that responding certified MWBEs/SBEs were not selected.			
<input type="checkbox"/> <b>Attachment C.</b> Descriptions of the contract documents/plans/specifications made available to certified MWBEs/SBEs by the contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified MWBEs.			
<input type="checkbox"/> <b>Attachment D.</b> Description of the negotiations between the contractor and certified MWBEs/SBEs for the purposes of complying with the EIC requirements of this contract.			
<input type="checkbox"/> <b>Attachment E.</b> Identify dates of any pre-bid, pre-award or other meetings attended by the contractor, if any, scheduled by the City of Tacoma with certified MWBEs/SBEs whom the City of Tacoma determined were capable of fulfilling the EIC requirements set in the contract.			
<input type="checkbox"/> <b>Attachment F.</b> Other information deemed relevant to the request.			
<b>Section 4: Signature and Contract Information</b>			
By signing and submitting this form, the contractor or department certifies that a good faith effort has been made to promote MWBE/SBE participation pursuant to the EIC requirements set forth under the contract. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, non-responsiveness, and a suspension or termination of the contract.			
Prepared by (signature): _____		Date: _____	
Name and title of preparer (print): _____			

## **Instructions for Completing and Submitting an Application for a Waiver of EIC Requirements**

Section 1.07 of the Tacoma Municipal Code requires the City to set requirements for participation by Minority and Women-owned Business Enterprises (MWBE) and/or Small Business Enterprise (SBE) on many types of contracts. Prior to the contract award, separate goals are established for MBE, WBE, and SBE utilization, expressed as a percentage of payments made under the contract. The regulations allow the City to impose penalties if contractors fail to meet the requirements established for the contract and also allow the City to grant waivers of requirements, either prior to a contract award or after the award has been made, provided the contractor demonstrates an inability to solicit participation despite good faith efforts to that end. In order for a waiver to be granted, the contractor must submit a completed “Application for Waiver of EIC Requirements” form, along with the required supporting documentation.

### **Section 1: Basic Information**

Enter the contractor’s name, address, federal identification number, and the contract number in the spaces provided. Enter the MBE, WBE, and SBE utilization goals set forth in the solicitation or assigned contract.

### **Section 2: Type of Waiver Request**

Check the type(s) of waiver requested. You may request a total or partial waiver of the EIC requirements. If you request a partial waiver any requirement, enter the revised goal for participation in the box provided. Use the space provided to provide a rationale for your waiver request. Consult the EIC Regulations Manual for the acceptable reasons waivers may be provided. You may attach additional sheets, if necessary.

### **Section 3: Supporting Documentation**

Extensive documentation is required to demonstrate good faith efforts to comply with the EIC requirements. See the form for details on the required documentation.

### **Section 4: Signature and Contact Information**

The waiver application must be signed by someone authorized to discuss the waiver with the Equity in Contracting office and Procurement. By signing the waiver application, the contractor certifies that a good faith effort has been made to promote MWBE/SBE participation pursuant to the EIC requirements set forth under the contract. Failure to submit complete and accurate information may result in a finding of non-compliance, non-responsibility, non-responsiveness, and a suspension or termination of the contract.

**Note: Unless total waivers for all three of the MBE, WBE, and SBE participation have been granted, the contractor is required to submit all reports and documents – including compliance reports – pursuant to the provisions set forth in the contract, to evidence compliance with the requirements.**