

PORT OF WHITMAN COUNTY
INVITATION FOR BIDS

Project: Boyer Park Tree Removal and Trimming Project, 1753 Granite Rd, Colfax, WA
Bid Date: 2/9/2021
Bid Due Date: 2/23/2021 2:00 P.M. PST
Pre-Bid Meeting: Onsite meeting 2/16/2021 at 2:00 P.M. PST (not required but recommended)

Bids for **Boyer Park Tree Removal** for the Port of Whitman County will be received at 302 N Mill Street, Colfax, WA 99111 (Port Administrative Building) **until 2:00 p.m. (PST), February 23, 2021**. Bids received after this time will not be accepted.

The work on this project includes, but is not limited to the following:

- Tree Removal (15 large trees marked with X's – mostly Cottonwoods)
- Grinding and Herbicide Treatment of Stumps
- All exposed roots from trees removed should be ground or removed
- Tree trimming throughout the park (removal of all dead limbs, limbs overhanging campsites or parking spaces) – trees with ribbons indicate more intensive trimming required
- Removal methods should avoid damage to existing structures, fences, main water line, underground sprinkler system, and asphalt (contractor liable for any damages)
- All material under 6" diameter should be chipped and there is an onsite location where it can be dumped
- All other materials

There is an onsite location where all other materials may be dumped. Logs must be cut into manageable pieces (no longer than 12'-15'). Removal of trees along the roadway must be accessed from the roadway. There is a water main that runs alongside these trees on the park side.

Work must commence as soon as the possible after March 1, 2021 and must be completed no later than March 31, 2021. No weather days are allowed and there is no flexibility in the project end date.

No bid guaranty will be required for this project.

Bids will be opened publicly and read aloud in an online meeting. Meeting information below:

Join Zoom Meeting: <https://us02web.zoom.us/j/89504040506>
Meeting ID: 895 0404 0506
Dial in: 1-253-215-8782

The Port reserves the right to reject any or all offers if such action is in the best interest of the Port and waives informalities and minor irregularities in offers received. Bids may be faxed, delivered by mail, e-mailed in PDF form or delivered in person (office is closed to the public, but there is a drop box at the front door). Questions can be submitted in writing to maintenance@portwhitman.com.

All bidders must be on the Port of Whitman County's Small Works Roster.



Above and below: trees to be removed

Above: tree limb to remove
Below: tree to be removed



***These pictures do not show the entire project.

INSTRUCTIONS TO BIDDERS

ARTICLE 1: QUALIFICATION OF BIDDERS

- A. Generally, no prequalification requirements are imposed prior to submitting a Bid. However, the Port of Whitman County may make such investigations as they deem necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish to the Port all such information and data for this purpose as the Port may request. The Port reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Port that such Bidder is properly qualified to carry out the obligations of the contract and to complete the Work contemplated therein.
- B. The Bidder must be familiar with all Federal, State and local laws, including RCW 18.27 Registration of Contractors, ordinances and regulations which in any manner might affect those engaged or employed in the Work, the materials, equipment or procedures used in the Work, or which in any other way would affect the conduct of the Work. It is assumed the Bidder is familiar with such laws and regulations, and no plea of misunderstanding or ignorance of the law will be considered.
- C. The Bidder must be registered and licensed as may be required by the laws of the State of Washington at the time Bids are publicly opened.
- D. For Small Works contracts the Bidder must be registered on the Port of Whitman County Small Works Roster.

ARTICLE 2: BIDDER'S REPRESENTATION

Each Bidder, by submitting a Bid, represents that:

- A. The Bidder has read and understands the Bidding Documents and that the Bid is made in accordance with all applicable documents.
- B. The Bidder has inspected or investigated the site(s) of Work and has become familiar with the local conditions under which the Work is to be performed and has familiarized itself with the quantity and character of all materials and equipment.
- C. The Bid is based upon the Work described or presented within the Bidding Documents.
- D. The failure or omission of the Bidder to examine all pertinent forms, instruments, applicable statutes, or other documents shall in no way relieve the Bidder from the contractual obligations required by the Bidding Documents.
- E. The Bid submitted is unconditional in all respects.

ARTICLE 3: BIDDING DOCUMENTS

3.1 AVAILABILITY

- A. Bid documents may be **examined** at 302 N. Mill Street, Colfax, WA 99111, or obtained from the Port via US mail, email or facsimile.
- B. The Port of Whitman County assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- C. Bidding Documents issued as stated above are for bidding purposes only. The Port does not confer a license or grant for any other use.

3.2 INTERPRETATION & CLARIFICATION

- A. Bidders shall promptly notify the Port of ambiguities, inconsistencies, or errors, if any, which they may discover upon examination of the Bidding Documents or of the site and local conditions.

- B. Interpretations and Clarifications

- 1. Every request for interpretation or clarification should be submitted in writing to:

Port of Whitman County
302 N. Mill Street
Colfax, WA 99111
OR
maintenance@portwhitman.com

- 2. To be given consideration the request **must be received NO LATER THAN 12:00 PM** prior to the date fixed for the opening of the bids or proposals. Questions received after this date may not receive a response from the Port.

- C. Oral interpretations or clarifications will be without legal effect.

3.3 ADDENDA

- A. Clarifications, interpretations, or supplemental instructions will be issued only in the form of written addenda.
- B. Each bidder shall acknowledge within their Bid that they have obtained all addenda issued.
- C. All addenda issued shall become part of the Contract Documents.

3.4 EXAMINATION OF THE WORK SITE

- A. The premises will be made available prior to the deadline for submission of bids for whatever inspections and tests prospective bidders deem appropriate. It shall be the responsibility of the bidder to make a thorough examination of the area described prior to the submission of his bid.
- B. Prospective Bidders and primary subcontractors are strongly encouraged to attend a pre-Bid conference and site visit if announced in the advertisement for Bid.

ARTICLE 4: BONDING AND INSURANCE REQUIREMENTS

4.1 BOND COSTS

- A. The costs or premiums for all bonds shall be paid by the Bidders.

4.2 CONTRACT BONDS

- A. Prior to the execution of the Contract, the Bidder shall furnish in a form satisfactory to the Port, **Insurance Certificates**, a **100% Performance Bond** and **Payment Bond** covering the faithful performance of the Contract and the payment of all obligations arising there under.
- B. Payment and Performance Bonds shall include language that states the bonding company agrees to any and all changes made to the contract when made by change order and agreed to by both Parties.
- C. **If the total bid price, including sales tax, is less than \$35,000, at the Contractor's option, the Port shall retain 50% of the total contract price for a period of no less than 45 days after final acceptance.**
- D. The bid shall be accompanied by a **Bid Guaranty** in an amount of at least 5% of the total bid (total of Base Bid plus WSST), unless otherwise noted on the invitation to bid.
- E. If applicable, the Bid Guaranty shall be in one of the following forms and made payable to the Port of Whitman County: a Bid Guaranty bond, in the form provided by the Port, duly completed by a guaranty company authorized to do business in the state of Washington; a U.S. postal money order; or a certified check or cashier's check drawn upon a banking institution. The surety signing the Bid Guaranty bond must appear on the U.S. Treasury Department's most current list (Circular 570 as amended), and the surety's name must appear in the current Authorized Insurance Company List in the State of Washington published by the Office of the Insurance Commissioner.

4.3 POWER OF ATTORNEY

- A. Attorney-in-fact who signs Bid Bonds or Contract Bonds must file with each bond a certified and effectively dated copy of their Power of Attorney.

4.4 INSURANCE REQUIREMENTS

The Contractor shall, through the life of this Contract, carry and maintain at Contractor's expense, the following insurance:

- A. Statutory Worker's Compensation Insurance covering Contractor's employees as required by law. Contractor is fully responsible for ascertaining whether any federal industrial insurance laws apply to this agreement. Contractor shall comply with all required workers compensation requirements whether through purchase of commercial insurance or as a qualified self-insurer relative to federal industrial insurance laws. The Contractor shall obtain evidence of equivalent coverage from all subcontractors;
- B. Commercial General Liability Insurance to include Contractual and Products/Completed operations Liability. Such insurance shall provide Bodily Injury and Property Damage Liability coverage on an occurrence basis with a Combine Single Limit of not less than \$1,000,000 any occurrence;
- C. Commercial Automobile Liability Insurance providing Bodily Injury and Property Damage Liability coverage with a Combined Single Limit of not less than \$1,000,000 any one occurrence;
- D. Maintenance of this insurance coverage during the performance of the work is essential to the Port.

4.5 INSURANCE - GENERAL CONDITIONS

Prior to performance under this Contract, the Contractor shall furnish to the Port either original policies or certificates of insurance from an insurer(s) licensed or authorized to do business in the State of Washington evidencing compliance with the Liability Coverage Requirements provision above. Such policies or certificates shall contain the following provisions:

- A. Such insurance shall not be canceled or materially altered without the insurer first giving thirty (30) days written notice to the Port of Whitman County, 302 N. Mill Street, Colfax, Washington, 99111.
- B. Such insurance shall be primary to any owned by the Port of Whitman County.
- C. In respect to those insurances described in the subparts b and c of the Liability Coverage Requirements provision above, the Port shall be named as an additional insured in respect to operations arising out of this Contract. A copy of the Additional Insured Endorsement is required to be submitted to the Port of Whitman County along with the Certificate of Insurance.

- D. Insurance for subcontractors: If the contractor subcontracts any portion of this Contract, the Contractor shall include all subcontractors as insured's under its policies or shall require separate certificates of insurance and policy endorsements from each subcontractor. Insurance coverage provided by subcontractors as evidence of compliance with the insurance requirements of this contract shall be subject to all of the requirements stated herein.

ARTICLE 5: EXECUTION OF BID

5.1 FORM OF BID

- A. Bids shall be submitted on the forms provided by the Port.
- B. All blanks on the Bid Form shall be filled in by typewriter or printed by hand in ink.
- C. For lump sum Bids the total Contract lump sum price shall be submitted.
- D. Where so indicated by the makeup of the Bid Form, sums shall be expressed in figures only.
- E. For unit price Bids a price shall be submitted for each item of the Work, an extension thereof, and the total amount bid. Such prices shall be stated in clearly legible figures only and shall be in ink or typed.
- F. Alterations, erasures, or interlineations, if any, shall be in ink and initialed by the signer of the Bid.
- G. The Bidder shall make no additional conditions or stipulations on the Bid or qualify his Bid in any manner.
- H. The Bid Form shall include the legal name and registration number of the Bidder and a statement indicating whether the Bidder is a sole proprietor, a partnership, a corporation, joint venture, or other legal entity. The Bid Form shall be signed by the person or persons legally authorized to bind the Bidder to a contract.

5.2 IRREGULAR BIDS

A Bid shall be considered irregular and may be rejected by the Port for any of the following reasons:

- A. If the Bid Form furnished or authorized is not used or is altered;
- B. If the Bid Form is incomplete or if any required supplemental documents contain any additions, deletions, unauthorized alternate bids, conditions, or otherwise fail to conform to the Port of Whitman County requirements;
- C. If the Bidder adds any provisions reserving the right to reject or accept the award, or enter into the contract;
- D. If the Bid fails to include a unit price for every bid item;

- E. If the Port deems any of the Bid prices to be excessively unbalanced either above or below the amount of a reasonable bid for the item of work to be performed to the potential detriment of the Port.
- F. If Bid is not based on United States of America dollars.

5.3 RESPONSIBLE BIDDER

It is the intent of the Port to award a contract to the “lowest responsible Bidder.” Before award, the Bidder must meet the following Bidder responsibility criteria to be considered a responsible Bidder. The Bidder may be required by the Port to submit documentation demonstrating compliance with the criteria. The Bidder must:

- 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 bid submittal;
- B. Have a current Washington Unified Business Identifier (UBI) number;
- C. If applicable:
 - 1. Have Industrial Insurance (workers’ compensation) coverage for the Bidder’s employees working in Washington, as required in Title 51 RCW;
 - 2. Have a Washington Employment Security Department number, as required in Title 50 RCW;
 - 3. Have a Department of Revenue state excise tax registration number, as required in Title 82 RCW;
- D. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
- E. Meet any supplemental criteria requirements, if applicable.
- F. A Bidder may be deemed not responsible and its Bid rejected if:
 - 1. More than one Bid is submitted on the same project from a Bidder under the same or different names.
 - 2. Evidence of collusion with any other Bidder or Bidders. Participants in such collusion may be disqualified from submitting Bids on further work.
- G. If requested, the apparent low Bidder must provide within two (2) business days of receiving the Port’s request, the following:
 - 1. Information demonstrating that the Bidder is responsible, consistent with the criteria set forth in RCW 43.19.1911(9) or above. The Port may specifically request information

addressing any of the items listed in the RCW or above. The Port reserves the right to request such documentation from other Bidders also.

- H. If the Port determines that the apparent low Bidder is not responsible, the Port will notify the Bidder of its preliminary determination in writing. Within two (2) days of receipt of the preliminary determination, the Bidder may either withdraw its bid or protest the Port's determination by presenting additional information to the Port. The Port will consider the additional information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the Port will not execute a contract with any other Bidder until two (2) business days after the Bidder determined to be not responsible has received the final determination.

ARTICLE 6: SUBMISSION OF BIDS

6.1 SUBMISSION OF BIDS

- A. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof. The Bid, the bid guaranty if applicable and all other documents required to be submitted with the Bid shall be sealed in the envelope. The envelope shall be clearly marked with the words "Bid By" followed by the name and address of the Bidder, the Port designated project name, and the date and time for the opening of the Bid.
- B. If the Bid is sent by facsimile or email, the Bid should include a subject line with the notation "BID ATTACHED". The Bidder is responsible for verifying that the Bid is received prior to the designated time and date. The Port will not accept responsibility for transmission errors.
- C. Oral or telephonic bids are invalid and will not receive consideration.
- D. No Bid shall be considered which has not been received by the Port before the time fixed for the opening of Bids in the published call for Bids.
- E. Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

ARTICLE 7: WITHDRAWAL OR MODIFICATION OF BIDS

7.1 PRIOR TO BID OPENING

- A. Prior to the time and date designated for the receipt of Bids, a Bidder may withdraw or modify a Bid submitted earlier. Withdrawal, or modification, of the Bid shall be by written notice signed by the Bidder, or by email or facsimile received prior to the time and date designated for the receipt of Bids.

7.2 AFTER BID OPENING

- A. A Bid may not be modified, withdrawn or canceled by the Bidder after the time and date set for the opening. By submitting a Bid the Bidder agrees to the above conditions.

7.3 RESUBMITTAL OF MODIFIED BIDS

- A. A Bid which has been withdrawn or modified prior to the time and date designated for the receipt of Bids may be resubmitted. The resubmitted Bid will be considered valid only if it is received prior to the date and time originally set for the receipt of Bids and contains the Bid security covering all modifications, and all documents requested in the original submittal, signed and initialed as mentioned heretofore.

ARTICLE 8: OPENING OF BIDS

8.1 PUBLIC OPENING

- A. Bids will be opened and read publicly at the time indicated in the call for Bids unless the Port has changed through Addendum the date of opening Bids to another date, rejected any Bid or Bids, or has canceled the call for Bids. Bidders, their authorized agents, and other interested parties are invited to be present.

8.2 READING OF BIDS

- A. Unless stated otherwise in the Advertisement, all Bids which have been properly identified and received will be publicly opened and read aloud. No evaluation of the Bids will be made at that time except for the announcement of the "Apparent Low Bidder," if pertinent.

8.3 EVALUATION OF BIDS

- A. After evaluation by the Project Manager and his/her recommendation to the Executive Director and/or the Port Commissioners, the Port retains the right to reject any or all Bids.

8.4 CLAIM OF ERROR

- A. A Bidder claiming error in its Bid must submit supporting evidence including cost breakdown sheets by the close of the next business day after bid opening and provide any other supporting documentation requested by the Port. In the event the Bidder demonstrates an error in the Bid to the Port's satisfaction, the Port may allow the Bidder to withdraw its Bid.

ARTICLE 9: ACCEPTANCE OF BIDS (AWARD)

9.1 VERIFICATION OF BID PRICES

- A. When Bids are opened and read, they will be checked for mathematical accuracy with respect to the extensions of unit bid prices and the total Bid price. If there is a discrepancy between a unit Bid price and the extended amount of any Bid item, the unit Bid price shall control. The total of

extensions, corrected where necessary, will be used as the amount of the Bid for award purposes and will fix the amount of the Contract bonds.

9.2 RIGHTS OF THE PORT

- A. The Port shall have the right to waive any informality or irregularity in any Bid received.
- B. The right is reserved to accept a Bid of the lowest responsible Bidder, an Alternative Bid, if applicable, based upon plans and specifications prepared by the Bidder, to reject any or all Bids, republish the call for Bids, revise or cancel the work to be performed, or to do the work otherwise, if in the judgment of the Port Commission, the best interest of the Port is served thereby.

9.3 FAILURE TO EXECUTE CONTRACT

- A. If the Bidder awarded the Contract fails to execute the Contract and furnish satisfactory bonds within ten (10) days from receipt of the Notice of Intent to Award, or declares in writing their intent to not execute the Contract, their Bid deposit, if applicable, shall be forfeited to the Port and the Port Commission may provide Notice of Intent to Award to the second lowest responsible Bidder. If the second lowest responsible Bidder fails to enter into the Contract and furnish bonds within ten (10) days after receipt of the Notice of Intent to Award, forfeiture of their Bid deposit shall also be made and the Contract may be awarded to the third lowest responsible Bidder, and in like manner until the Contract and bonds are executed by a responsible Bidder to whom award is made, or further Bids are rejected or the number of Bids is exhausted.

9.4 AWARD OF CONTRACT

- A. All parts of the Instructions to Bidders and Specifications will be part of the Contract between the selected bidder and the Port.
- B. The successful Bidder will receive a "Notice of Intent to Award" by the Port. The letter will direct the Bidder to submit Certificates of Insurance, list of subcontractors, and the required bonds within ten (10) days after receipt.
- C. The Bidder shall also execute the Contract, furnished by the Port, within ten (10) days after receipt of the "Notice of Intent to Award."

9.5 EXTENSION OF TIME

- A. If the Contract is not executed or not provided within the time required, and there appears to be circumstances which the Port deems to warrant an extension of time, it may extend the time for execution of the Contract or for furnishing bonds for up to ten (10) additional days.

9.6 AGREEMENT RENEWALS

- A. The term of the contract shall be for a period necessary to complete the project. This is a project specific contract and renewals are not applicable.
- B. Prices bid for each year will be firm for the duration of the contract.

9.7 SIGNING OF CONTRACT

- A. Copies of Contract Documents shall be signed by the Port Commission or Authorized Representative and the Contractor.

9.8 CANCELLATION OF AWARD

- A. The Port reserves the right to cancel its Intent to Award of any Contract at any time before the execution of said Contract by all parties without liability to the Port.

ARTICLE 10: PREVAILING WAGES

- A. PREVAILING WAGES: Payment of Washington State Prevailing Wages applies to this contract. Contractors and subcontractors shall comply with the requirements of RCW 39.12 regarding the payment of prevailing wages, including the requirements to deliver a Statement of Intent to Pay Prevailing Wages and to post notice of such intent **prior to commencement of work**, and to file an Affidavit of Wages Paid after completion of the work. The State of Washington prevailing wage rates applicable for public works projects may be found at the following website address of the Department of Labor and Industries:
<https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>.
The applicable effective date for prevailing wages is the due date in which the bid is due. A copy of the applicable prevailing wage rates are also available for viewing at the Port office, located at 302 N Mill Street, Colfax, WA 99111. Upon request, the Port will mail a hard copy of the applicable prevailing wages for this project.
- B. Contractor shall submit an invoice for retainage at the end of the contract period.
- C. The cost of filing Prevailing Wage forms with the State Department of Labor and Industries shall be at no additional cost to the Port.
- D. No payment will be made on this contract until the contractor and each and every subcontractor has submitted a Statement of Intent to Pay Prevailing Wages that has been approved by the Department of Labor and Industries. No final payment or release of retainage will be made until the contractor and each and every subcontractor has submitted an Affidavit of Wages Paid following Labor and Industries filing requirements, and that has been approved by the Department of Labor and Industries, and other State agencies as required by law.

End of Section

PORT OF WHITMAN COUNTY INVITATION TO BID 21-001-BOY

BID FORMS

NOTE: ANY ALTERATION OR ADDITION TO THE BID FORM MAY INVALIDATE THE BID
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BIDDER'S NAME: _____ DATE: _____

Name of Project: **Boyer Park Tree Removal and Trimming** **(21-001-BOY)**

1. Having carefully examined the contract documents titled PORT OF WHITMAN COUNTY INVITATION TO BID as well as the site of the project and conditions affecting the work, the undersigned proposes to furnish all the labor, materials, equipment, superintendence, insurance and other accessories and services necessary to perform and complete all of the work required by and in strict accordance with the above documents and implied intent thereof, for the following schedule of prices:

LOADED HOURLY LABOR RATES for all Contract Work. For all labor as may be necessary for the particular operation, the contractor may be paid an amount equal to the unit price bid amount. This payment shall include the sum of the following: prevailing wage rate, wage premiums, overhead, profit, insurance, medical premium, as applicable, and all other costs incurred in supplying such labor, including but not limited to all costs associated with transportation to and from job site and tools and PPE and equipment supplied to the Worker for the execution of the work. The Contractor shall meet the Washington State Prevailing Wage Rates including benefits current for the trade/position of the work.

2. The "Total Bid Price" on the Bid Schedule will be used for basis of award. Note: The unit quantities shown in the bid submittal sheets are estimates and are stated only for bid comparison purposes. The Port does not warrant that the actual quantities of work will correspond with those estimates. The Port reserves the right to increase or decrease any of the quantities shown without adjusting the unit contract prices. Payment will be made on the basis of the actual quantities satisfactorily completed in accordance with the Contract requirements. A list of identified projects is provided in the Specifications Section. The Port reserves the right to add or remove projects from this list.
3. Bidder has examined copies of the Bid Documents and of the following Addenda (receipt of which is hereby acknowledged):

IMPORTANT: EACH ADDENDUM MUST BE ACKNOWLEDGED.

Date	Number

PORT OF WHITMAN COUNTY INVITATION TO BID 21-001-BOY

Bidder will complete the work for the following unit prices for Bid Items as described in Bid Documents.

21-001-BOY Lump Sum Bid				
Item No.	Items of Work			AMOUNT \$
1	Tree Removal and Trimming at Boyer Park			
			7.8% WSST	
			TOTAL LUMP SUM BID	

4. The following documents are attached to and made a condition to this Bid:
- N/A

Certification of Compliance with Wage Payment Statutes

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

By: _____
Name—please print Title

Signature

Business Address

Mailing Address

Telephone Number Fax Number

Contact Person Email Address

Email Address