

**INVITATION TO BID**  
**CITY OF WOODLAND WWTP OFFICE ADDITION, NEW SHOP BUILDING & SHOP EXTENSION**  
**SMA-23-012**

The following project will be accomplished as a **SMALL WORKS PROJECT** and will be subject to prevailing wage laws.

Proposals for furnishing all materials, labor and equipment for the following described work will be received by the City of Woodland Public Works Office at 236-B Davidson Avenue, Woodland, WA 98674 or by electronic mail at [myklebustk@ci.woodland.wa.us](mailto:myklebustk@ci.woodland.wa.us). Bids will be accepted until 10:00 AM on January 10<sup>th</sup>, 2024. RFB can be found on the city website <https://www.ci.woodland.wa.us/publicworks>

**PROJECT NAME:** WWTP OFFICE ADDITION, NEW SHOP BUILDING & SHOP EXTENSION

**PROJECT DESCRIPTION:**

Schedule A: Construction of a new, approximately 12-foot by 10-foot office addition to the City's existing WWTP office/lab building, including electrical and mechanical improvements.

Schedule B: Construction of a new, approximately 28-foot by 28-foot shop building, including adjacent surface restoration, located adjacent to the WWTP office/lab building.

Schedule C: Construction of a two-bay addition to the City's Public Works Shop.

Attached are the bid and construction contract documents which include design drawings with technical specification notes describing the work required to be completed by the Contractor.

The issuing office for contract documents is the City of Woodland, Department of Public Works, PO Box 9, Woodland, WA 98674, (360) 225-7999. Contact Ryan Walters, PE, Consulting City Engineer, at (360) 425-0991 or via email at [rwalters@gibbs-olson.com](mailto:rwalters@gibbs-olson.com) with questions.

All proposals must be submitted on the Bid Proposal Form included in the bid documents. Work shall be completed within one hundred (100) working days (substantial completion) and one hundred twenty (120) working days (final completion) after the City issues Notice to Proceed. Work shall be completed within the time stated above. Exceeding this timeframe shall incur liquidated damages at a rate of \$1000 per day. State Sales Taxes -- the provisions of Section 1-07.2(2) - Rule 170 -- apply to this project. The Contractor shall include Washington State Retail Sales Taxes on the full contract price.

All construction and material, unless otherwise specified, shall be in accordance with the most current Standard Specifications and Standard Plans for Road, Bridge and Municipal Construction as prepared by the Washington State Department of Transportation and as amended under Amendments to the Standard Specifications, and the American Public Works Association, and the City of Woodland Engineering Standards for Construction and all other codes as required by the Contract Documents.

The City of Woodland reserves the right to cancel this request or reject any and all bids received or to waive any minor formalities of this invitation to bid if in the judgment of the City Council the best interests of the City would be served.

**BID PROPOSAL FORM**

TO: City of Woodland Public Works  
236-B Davidson Avenue  
PO Box 9  
Woodland, Washington 98674

FROM: Bidder \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
E-Mail \_\_\_\_\_

The undersigned, as bidder, declares that we will contract with the City of Woodland to do everything necessary to complete the WWTP OFFICE ADDITION, NEW SHOP BUILDING & SHOP EXTENSION, as presented.

If our BID is accepted, we agree to sign a Certification of Compliance with Wage Payment Statutes, provide Employment Security Department account standing, to sign an Affidavit of Compliance for E-Verify, Performance Bond, Payment Bond, to obtain a City of Woodland Business License, and to provide the required evidence of insurance within fifteen (15) working days after receiving written notice of the contract award.

Each bid must be accompanied by a certified check or bidder's bond in an amount not less than five percent (5%) of the total bid. Should the successful bidder fail to enter into contract and furnish satisfactory payment and performance bond within the time stated above, the bid proposal deposit shall be forfeited.

The lowest bid shall be the "Total Bid" as shown on the "Bid Proposal" form (Schedule A + Schedule B + Schedule C), including sales tax. Contract will be awarded to a single bidder.

We further agree, if our BID is accepted to so plan the work and to prosecute it with such diligence that all of the work shall be completed within the period stated. We understand that the City of Woodland reserves the right to reject any bid and accept the bid in the best interests of the City of Woodland and that the City of Woodland also reserves the right to waive any informalities in any proposal or bid.

We further state that we 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 regarding such contract.

Work shall be completed within one-hundred (100) working days (substantial completion) and one-hundred twenty (120) working days (physical completion) after receipt of permission to proceed. Work shall be completed within the time stated above. Exceeding this timeframe shall incur liquidated damages at a rate of \$1000 per day.

We propose to perform the work at the prices listed in the following bid schedule(s):

Notes:

- (1) Sales taxes shall be paid on the full contract price.
- (2) The City reserves the right to adjust the scope of this work to match available funds.
- (3) The City reserves the right to reject any or all bids.
- (4) Below is a list of items required to complete the project. It is the contractor's responsibility to complete the project scope to all required standards and specifications.

**BID PROPOSAL:**

| Item No. | Project Work Description  | Quantity | Units | Unit Price | Total Price |
|----------|---|----------|-------|------------|-------------|
| 1.       | Schedule A: WWTP Office Addition                                | 1        | LS    | \$         | \$          |
|          | <b>Subtotal (Schedule A):</b>                                   |          |       | \$         |             |
|          | <b>Sales Tax @ 8.0% (Schedule A):</b>                           |          |       | \$         |             |
| 2.       | Schedule B: WWTP New Shop Building                              | 1        | LS    | \$         | \$          |
|          | <b>Subtotal (Schedule B):</b>                                   |          |       | \$         |             |
|          | <b>Sales Tax @ 8.0% (Schedule B):</b>                           |          |       | \$         |             |
| 3.       | Schedule C: PW Shop Extension                                   | 1        | LS    | \$         | \$          |
|          | <b>Subtotal (Schedule C):</b>                                   |          |       | \$         |             |
|          | <b>Sales Tax @ 8.0% (Schedule C):</b>                           |          |       | \$         |             |
|          | <b>Subtotal (Schedule A + Schedule B + Schedule C):</b>         |          |       | \$         |             |
|          | <b>Sales Tax @ 8.0% (Schedule A + Schedule B + Schedule C):</b> |          |       | \$         |             |
|          | <b>Total Bid:</b>   |          |       | \$         |             |

**BIDDER'S ADDRESS:** Notice of acceptance of this bid or requests for additional information should be addressed to the undersigned at the address stated below.

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

**NOTES:**

1. This proposal form is not transferable, and any alteration of the firm's name entered hereon without prior permission from the Public Works Director will be cause for considering the proposal irregular and subsequent rejection of the bid.

SIGNATURE:

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

\_\_\_\_\_  
Proper Name of Bidder

Contractor's License Number: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

City

State

Zip