

Port of Pasco
INVITATION FOR BIDS
Small Works Roster

Notice to Contractors: The Port of Pasco requests your proposal to furnish labor, equipment, and material to accomplish the project: **T-179 Building Re-Roof**.

- Instructions:** Please submit your proposal by mail or by hand not later than **10:00 AM. PDT, May 14, 2026**. Bids shall be mailed, or delivered to the Project Manager, Port of Pasco, 1110 Osprey Pointe Blvd, Suite 201, P.O. Box 769, Pasco, WA 99301. Questions may be directed to the Architect, Matt Whitish at Ph. 509.783.2244 or the Project Manager Jaime Vera, Ph. 509.547.3378. Plans and specifications may be examined or obtained at the Port of Pasco Administrative office at the address listed above or at the Port's web site, www.portofpasco.org under "Business with the Port". Contractors must be on the Port's Small Works Roster to be eligible for bidding on this project. Small Works Roster applications are available on the Port's web site, www.portofpasco.org.
- Bid Opening:** Bids will immediately be publicly opened and read aloud on the submittal time and date listed above. Bids received after the time for opening cannot be considered.
- Bid Award:** Opened proposals will be submitted to the Board of Commissioners of the Port of Pasco at the next regular meeting. It is anticipated an award will be made within one week after the presentation to the Board of Commissioners. The work will be awarded to, and a contract negotiated with the lowest responsible bidder or the bid judged to be in the best interest of the Port of Pasco. The successful bidder shall have 10 days after receipt of the Notice of Award to execute the Agreement and furnish required bonds and proof of insurance.
- Start Date and Contract Time:** Work will begin within 10 days after the execution of the contract, and require completion not to exceed **45** calendar days.
- Pre-Bid Walk-Through:** A pre-bid meeting for the project will be held at the project site, **T-179 Building, 2440 E Ainsworth Ave., Pasco, WA on April 23, 2026, at 10:00 AM**. A walk-through of the project site will be conducted at the pre-bid meeting.
- Bid Proposal Form:** Proposals shall be prepared on the standard proposal form attached. The bidder shall make no stipulation on the bid form, nor qualify the bid in any manner. The proposal shall be placed in a sealed envelope marked in the lower left corner with "**Proposal for T-179 Building Re-Roof**". Please place name of company on front of envelope as well.
- Bid Comparisons:** Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between figures and numbers written as words shall be resolved in favor of the numbers written as words.
- Bid Hold:** No Bid may be withdrawn for a period of four weeks after the bid date.

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| Combined Single Limit per Occurrence | \$1,000,000 each Accident including Bodily Injury and Property Damage Liability |
| C. <u>Workers Compensation</u> | Statutory Requirements |
| D. <u>Excess/Umbrella</u> | \$1,000,000 Each Occurrence |

All such insurance policies shall be issued by a reputable insurance company satisfactory to Port; authorized to do business in the State of Washington and rated A- or better by A. M. Best Company. The insurance company and its agent shall be licensed with the State of Washington Insurance Commissioner per Title 48 of the RCW of Washington.

The policy of Commercial General Liability shall 1) name the Port as an Additional Insured for both “ongoing” and “completed operations”, and shall include coverage for the Port’s officers, directors, partners, employees, agents, and consultants and 2) be primary coverage for both Defense and Indemnity and Non-Contributory with any insurance maintained by Port, and shall provide for a Waiver of Subrogation rights as to the Port.

Evidence of Insurance shall be filed with the Port prior to the execution of the agreement, which documents that policies providing such coverage and limits of insurance are in full force and effect in a form acceptable to the Port. Attach appropriate endorsement forms evidencing required additional insured parties. Thirty (30) days advance notice shall be given in writing to the PORT prior to cancellation, termination or alteration of said policies of insurance. The insurance company and its agent shall be licensed with the State of Washington Insurance Commissioner per Title 48 of the RCW of Washington.

Cancellation of Contract for Violation of Port Policy:

This contract pursuant to R.C.W. 49.28.050 and 49.28.060 may be cancelled by the officers or agents of the Port authorized to contract for or supervise the execution of such work, in case such work is not performed in accordance with the policy of the Port relating to such work.

Prevailing Wage:

The hourly wages paid to laborers, workmen or mechanics shall not be less than the prevailing rate of wage, R.C.W. 39.12.020. No worker may be paid less than the specified hourly rate. Contractor will submit Intent to Pay Prevailing Wages, Affidavit of Wages Paid, and Request for Release to the Department of Labor and Industries at appropriate times.

The Washington State Prevailing Wage Rates for Public Works Contracts, Franklin County, effective March 30, 2025, is a part of this Invitation and may be accessed from the following website: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>. A copy is also available for viewing at the Port of Pasco office, 1110 Osprey Pointe Blvd, Suite 201, Pasco, WA 99301, and can be mailed upon request.

Retainage:

Retainage of 5% will be administered in accordance with R.C.W. 60.28 when contractor elects to furnish a performance and payment bond for the project when all requirements are met. If contractor elects not to furnish a performance and payment bond on the project of

\$150,000 or less, retainage of 10% will be withheld until requirements of R.C.W. 60.28 are met.

**Bidder
Responsibility
Criteria**

It is the intent of Owner to award a contract to the lowest, responsible bidder. In accordance with RCW 39.04.350, before award of a public works contract, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder may be required by the Owner to submit documentation demonstrating compliance with the criteria. The bidder must:

- A. Have a current certificate of registration as a contractor at the time of bid submittal, in compliance with chapter 18.27 RCW. In addition, per RCW 39.06.010(1), all electrical and elevator contractors must also be licensed, 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, unless self insured;
 2. Have a Washington Employment Security Department number, as required in Title 50 RCW;
 3. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 4. Have a Federal Employer Identification number (EIN or Federal Tax ID number)
- D. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
- E. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
- F. Have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW. The bidder 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. The department, in consultation with the prevailing wage advisory committee, must determine the length of the training. 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. The department of labor and industries must keep records of entities that have satisfied the training requirement or are exempt and make the records available on its web site. Responsible parties may rely on the records made available by the department regarding satisfaction of the training requirement or exemption;
- G. Within the three year period immediately preceding the date of the bid solicitation, not have been determined by a final binding citation and notice of assessment

issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW. This requires the successful bidder to submit to the municipality a signed acknowledged statement under oath verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement set forth under this number.

- H. In accordance with RCW 39.06, a public works contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria and possesses an electrical contractor license if required by RCW 19.28, or an elevator contractor license, if required by RCW 70.87. This verification requirement, as well as the responsibility criteria, must be included in every public works contract and subcontract of every tier.