PROJECT Weatherization Assistance Program **BID NO.** **SW-22-010DW**

COMPANY _____

CONTACT _____ **TELEPHONE NO.** _____

Please complete the following information:

Is your firm a:

Women Business Enterprise (WBE)? Yes ☐
Minority Business Enterprise (MBE)? Yes ☐
Disadvantaged Business Enterprise (DBE)? Yes ☐
Small Business Enterprise (SBE)? Yes ☐
Veteran Owned Business (VOB)? Yes ☐

Do you have a certification number? Yes ☐
If yes, please provide certification number and state or entity who issued the number below:

Certification No.: _____ State or Entity Issued: _____

BID SUBMITTAL PACKET

This submittal packet shall be completed and returned to the County on or before the due date and time stipulated on the Bid Title Page.

Federal Suspension and Debarment Certification

Federal Executive Order 12549 prohibits federal, state and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants.

The purpose of this certification is for the contractor/vendor to advise Snohomish County, in writing, of any current Federal Suspension and Debarment.

Debarment Certification. By signing the debarment and bid form and submitting a response to this competitive solicitation, The bidder certifies that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.

BIDDER'S CHECKLIST

The following forms (items 1-8) shall be completed by the bidder and submitted to the County (submittals options are listed on the title page) before the bid due date and time:

____ (1) **BID SUBMITTAL FORM**
Bids must be submitted on the bid forms provided

____ (2) **BID PRICE SHEET-Excel Spreadsheet (Attachment A-1)**
The unit prices bid must be shown in the space provided.

____ (3) **CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES.**

____ (4) **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY TIER COVERED TRANSACTIONS.**

____ (5) **FEDERAL CERTIFICATION REGARDING LOBBYING**

____ (6) **STATEMENT OF BIDDER'S QUALIFICATIONS**

____ (7) **REFERENCES**

SNOHOMISH COUNTY BID SUBMITTAL FORM

The bidder, in compliance with the Invitation for Bid for the Weatherization Assistance Program, having examined the scope of work, terms and conditions, related documents, and being familiar with all of the conditions surrounding the work of the proposed project including the availability of material and labor, hereby proposes to furnish all labor, materials and incidentals, and to perform the work in accordance with the Contract Documents at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under the Contract Documents, of which this bid submittal is a part.

1. BID PRICES: For ease of entry and calculation, an Excel spreadsheet is provided for bidders.

   All Unit (measure) prices must be reported with three component costs: a) material cost, b) labor and overhead, and c) total measure price.
   For measures with no materials involved, a single labor price is satisfactory.

2. OVERHEAD AND PROFIT: The undersigned agrees that all of the abovenamed base bid pricing include all contractor's overhead and profit or fee.

3. SALES TAX: Bid pricing shall not include sales tax. The County is not exempt from paying sales tax. Any sales tax required shall be included on all invoices.

4. RIGHT OF REJECTION: Bidder agrees that the County reserves the right to reject any or all bids, or the bid on any alternate, and to waive any informalities in the bidding.

5. CONTRACT AND BONDS: If the bidder is notified of award of this bid within sixty (60) days of opening bids, or any time thereafter before this bid is withdrawn, the bidder agrees to execute a contract for the bid work in the contract forms provided in this bid. Compensation shall be based on bid prices. Bidder agrees to furnish insurance and performance and payment bonds as required.

6. ADDENDA: Receipt of addenda numbered ____ throughout ____ is hereby acknowledged. Notifications of addenda posted will be sent out to all bidders that have downloaded this bid (plan holder) from the County's Purchasing Portal. Bidders should check the portal for addenda prior to submitting their bid. Failure of any bidder to receive addenda or interpretation shall not relieve any such bidder from any obligation under the bid as submitted.

7. CONFLICT OF INTEREST: The undersigned certifies and warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any personal or family relationship that may conflict with business or organizational conflict of interest, which is defined as a situation in which the nature of work under the contract and the bidder's organizational, financial, contractual or other interest are such that award of the contract may result in the bidder receiving an unfair competitive advantage, or the bidder's objectivity in performing the contract work may be impaired.

Disclose any potential Conflicts of Interest:

The bidder agrees that if after being awarded it discovers a personal or organizational conflict of interest, it shall make an immediate and full disclosure in writing to Snohomish County Purchasing Division at purchasing@snoco.org which shall include a description of the action which the bidder has taken or intends to take to eliminate or neutralize the conflict.

8. NON-COLLUSION DECLARATION: By signing the bid proposal herein, I hereby declare, under penalty of perjury under the laws of Washington State, the following:

   That the bid submitted is genuine and is not a sham or collusive bid and is not made in the interest or on behalf of any person or company not named therein.

   This bidder has not directly or indirectly induced or solicited any other bidder on subject work or materials to submit a sham bid, or to refrain from bidding, and has not in any manner sought by collusion to secure an advantage over other bidders.

Signature is required on this form:

CONTRACTOR'S SIGNATURE:

_____
Signature of Company Officer

_____
Printed Name and Title

_____
License Number

_____
U.B.I. # (Unified Business Identifier Account Number)

COMPANY NAME

_____

_____
Street Address

_____
City/State/Zip

_____
Telephone

Snohomish County

Certification of Compliance with Wage Payment Statutes

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

Signature is required on this form:

_____
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, 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.*

Certification Regarding Debarment, Suspension, or Ineligibility and Voluntary Exclusion – Primary Tier Covered Transactions

The Contractor certifies by signing this form that to the best of its knowledge and belief that its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
2. Have not within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above in this section; and
4. Have not within a three-year period preceding the signing of this contract had one or more public transactions (Federal, State, or local) terminated for cause of default.
5. Where the Contractor is unable to certify to any of the statements in this contract, the Contractor shall attach an explanation to this contract.
6. The Contractor agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Commerce.
7. The Contractor further agrees by signing this contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

"Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions

a. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

b. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract."

Signature is required on this form:

_____	_____
Company Name	By
_____	_____
Date	Printed Name and Title

FEDERAL CERTIFICATION REGARDING LOBBYING

Contractors that apply or bid for an award of $100,000 or more must file the required certification.

By signing the bid proposal herein, I hereby declare, to the best of my knowledge and belief, that**:**

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was or will be placed when this transaction was/is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature is required on this form:

_____	_____
Company Name	By
_____	_____
Date	Printed Name and Title

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder submitting a bid proposal on work included in these specifications shall prepare and submit, as part of this bid, the data requested in the following schedule:

1. Name of Bidder: _____
2. Business Address: _____
   E-mail Address: _____
3. Telephone Number: _____ Fax Number: _____
4. How many years' experience in the same or similar contracting business?
   _____
5. Current work (gross amount): $_____
6. General character of work performed by said company: _____
   _____
   _____
7. List of more important projects constructed by said company, including approximate cost and dates. (Submit additional sheet if necessary.) _____
8. On the following pages, list four recent customer references where similar work has been completed. Include organization name, address, telephone number, and name of contact person.

9. Bank references: _____
10. Contractor's License No.: _____UBI No.: _____
    Federal ID No. _____
    If Applicable:
    Workers Comp Acct No.: _____
    Employment Sec Dept No.: _____
    Excise Tax Registration No.: _____

Signature is required on this form:

_____ _____
Company Name By

_____ _____
Date Printed Name and Title

REFERENCES -

Provide reference for four (4) homes your crews have serviced within the past two (2) years whose owner has agreed to allow us to contact them. If an agency or utility funded the work, please provide a "release of information form" for the agency along with a reference name and phone number we may contact for more information.

(Active County contractors may use County projects to meet this requirement)

(1) Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured) Multi-family

Grant specifications worked under _____

Date work performed _____

Approx. $ Amt. _____

Funding Agency _____

Contact Name _____ Phone _____

Description of weatherization work _____

_____

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(2) Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured) Multi-family

Grant specifications worked under _____

Date work performed _____

Approx. $ Amt. _____

Funding Agency _____

Contact Name _____ Phone _____

Description of weatherization work _____

_____

(3) Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured) Multi-family

Grant specifications worked under _____

Date work performed _____

Approx. $ Amt. _____

Funding Agency _____

Contact Name _____ Phone _____

Description of weatherization work _____

_____

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(4) Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured) Multi-family

Grant specifications worked under _____

Date work performed _____

Approx. $ Amt. _____

Funding Agency _____

Contact Name _____ Phone _____

Description of weatherization work _____

_____