

2017 Douglas County Guardrail Project  
CRP 978

**PROPOSAL**

To the Board of County Commissioners  
Douglas County, Washington  
Gentlemen:

FROM:

The undersigned hereby certify that they have examined the contract location of **2017 Douglas County Guardrail Project** and have read and thoroughly understand the plans and specifications and contract governing the work embraced in this improvement, and the method by which payment will be made for said work, and hereby propose to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available, in accordance with the said plans, specifications and contract, and the following schedule of rates and prices.

**NOTE:** Unit prices for all items, all extensions, and total amount of bid, shall be shown.

ITEM NO.	APPROX. QTY.	ITEMS	UNIT PRICE		AMOUNT	
			Dollars	Cts.	Dollars	Cts.
1	1 L.S.	Mobilization				
2	1,385 L.F.	Removing Guardrail				
3	2,725 L.F.	Beam Guardrail Type 31 - 8 Ft. Long Post				
4	6,425 L.F.	Beam Guardrail Type 31 - 11 Ft. Long Post				
5	16 Each	Beam Guardrail Type 31 Non-Flared Terminal				
6	1 L.S.	Project Temporary Traffic Control				
7	123 S.F.	Construction Signs Class A				
8	1 L.S.	SPCC Plan				

**Proposal Total**

## PROPOSAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

That \_\_\_\_\_ of \_\_\_\_\_,

as Principal, and \_\_\_\_\_ as Surety,  
are jointly and severally held and bound unto Douglas County, Washington, in the full penal sum  
of five percent (5%) of the total amount of the bid proposal of the Principal for the work hereafter  
described and for the payment of such amount to Douglas County, Washington.

We jointly and severally bind ourselves, our heirs, successors and assigns, by these presents.

The Principal is herewith submitting a sealed bid proposal for the following public works  
construction, to-wit:

“2017 Douglas County Guardrail Project”, consisting of removing guardrail, beam guardrail  
type 31 – 11 ft. steel post, beam guardrail type 31 – 8 ft steel post, beam guardrail type 31  
non-flared terminal, project temporary traffic control and other work.

All according to the 2020 Standard Specifications for Road, Bridge and Municipal  
Construction, State of Washington, Department of Transportation, and the plans,  
specifications and addenda thereto

NOW, THEREFORE, if the bid proposal of the Principal be accepted and the Contract awarded to  
the Principal, and if the Principal shall duly execute the Contract and furnish the required  
Payment and Performance Bond and Certificate of Insurance within ten (10) days from and after  
the award, exclusive of the day of such award, THEN AND ONLY THEN this Bid Proposal Bond  
shall be null and void and fully discharged. Otherwise, it shall remain and be in full force and  
effect and payable to Douglas County, Washington.

NOTE: Failure to provide a Bid Proposal Bond renders a bid non-responsive. Acceptable bid  
bond language shall comply with Standard Specifications, 1-02.7.

WITNESS our hands this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Type or Print: Principal's Name:

\_\_\_\_\_  
Type or Print: Surety's Name

\_\_\_\_\_  
Signature: Principal or Authorized Officer

\_\_\_\_\_  
Signature: Surety or Authorized Agent

\_\_\_\_\_  
Signature: Attorney-in-Fact, Surety

# BID PROPOSAL FORM

To the Board of County Commissioners:

The undersigned Bidder hereby certifies that the Bidder has examined the construction site and has read and thoroughly understands the plans, specifications, addenda and contract governing the work and the manner by which payment will be made for such work.

The Bidder hereby acknowledges receipt of Addendum No. 1\_\_, No. 2\_\_, No. 3\_\_, No. 4\_\_, No. 5\_\_, No. 6\_\_, No. 7\_\_, No. 8\_\_, No. 9\_\_, and No. 10\_\_.

The Bidder hereby acknowledges that by execution of this Bid Proposal Form the Bidder has agreed to all bidding requirements, has fully executed all required bidding documents, and has agreed to fully and completely perform all work required under the plans, specifications, addenda and contract. The Bidder has agreed to pay prevailing rates of wages in accordance with the requirements of the special provisions or as may be in effect at the time of the execution of the contract, whichever may be higher.

A bid proposal guarantee of five percent (5%) of the total bid is attached hereto in the following form and in the amount of \$\_\_\_\_\_.

Cash \_\_\_\_\_ Bid Proposal Bond \_\_\_\_\_ Cashier's Check \_\_\_\_\_ Certified Check \_\_\_\_\_  
Checks must be payable to the Douglas County Treasurer.

Print Bidder Name

Mailing Address

Signature of Principal or Officer

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City	State	Zip
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Print Name of Signer	Title
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Telephone	Fax
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## ACCEPT-REJECT BID PROPOSAL

**Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.**

## **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 for 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.**

## **NOTICE TO ALL BIDDERS**

To report bid rigging activities call:

**1-800-424-9071**

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

## BIDDER INFORMATION SHEET

Project: 2017 Douglas County Guardrail Project

Contractor registration, bonding and insurance information will be confirmed through Department of Labor & Industries at 1-800-647-0982 and 1-360-902-5230.

### CONTRACTOR:

\_\_\_\_\_  
Name (Exactly as Registered) Telephone Number

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Registration Number Expiration Date Federal Tax No.

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Names of All Principals (Owners/Partners/Officers):  
\_\_\_\_\_  
\_\_\_\_\_

### BONDING AND CLAIMS:

\_\_\_\_\_  
Bonding Company Name (Exactly as Registered)

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contractor Registration (L&I) \$ Amount Expiration Date

Are there claims pending against your bond? \_\_\_\_\_

If yes, what are each claimant's name, reasons for the claim, and amount claimed and the date and place of filing?  
\_\_\_\_\_  
\_\_\_\_\_

## BIDDER INFORMATION SHEET (cont.)

Have there been tax liens or judgments against you filed by the Internal Revenue service, Department of Revenue, Employment Security Department or Department of Labor & Industries within the last three years resulting from non-payment of employee taxes? \_\_\_\_\_

If yes, what date and in which county did each filing occur?

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

Are there any lawsuits or unsatisfied judgments pending against you? \_\_\_\_\_

If yes, what date and in which county is each lawsuit pending or judgment entered?

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

### INSURANCE:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Brokers Name

\_\_\_\_\_  
Broker Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Policy Number

\$ \_\_\_\_\_  
General Liability Coverage

\_\_\_\_\_  
Expiration Date

### REFERENCES

Provide references (owner name, address and location) for three comparable projects constructed by Bidder within previous five years.

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

The Bidder hereby certifies that it has adequate equipment to properly and timely complete the work contemplated for Douglas County, Washington, and that the Bidder is a responsible bidder as provided by RCW 36.34.190.

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

\_\_\_\_\_  
Signature of Authorized Principal/Officer

\_\_\_\_\_  
Print Name and Title

## BIDDING INSTRUCTIONS

### A. BID OPENING

The Board of County Commissioners will open sealed bids and publicly read them aloud on **Monday, November 23, 2020 at 10:00 am Pacific Time**, or as soon thereafter as the matter may be heard, at the Board's offices in the Douglas County Public Services Building Hearing Room, for the construction of Douglas County CRP 978, "2017 Douglas County Guardrail Project". Sealed bids must be received at the Douglas County Public Services Building in a sealed envelope clearly marked **SEALED BID FOR "2017 Douglas County Guardrail Project", to be opened November 23, 2020 at 10:00 am Pacific Time**.

Sealed bids may not be submitted by facsimile or other electronic or data transmission.

### B. BID CONTENTS

The sealed bid must contain all bidding documents, fully completed and signed. Bidders not fully meeting specifications must identify and list exceptions. All exceptions are subject to review, inspection, testing and approval by Douglas County.

The sealed bid must also contain the following information and materials, completed and signed:

1. Bid Proposal (Prices must be shown on every unit item and the total. Prices bid must be shown in all spaces provided);
2. Bid Proposal Bond (in lieu of cash, cashier's check, or certified check, a Bid Proposal bond must be executed by the Bidder and the Bidder's Surety);
3. Bid Proposal Signature Page (Executed by Owner, Principal or Authorized Officer);
4. Non-Collusion Declaration (DOT Form 272-036I);
5. Bidder Information Sheet;
6. Underutilized Disadvantaged Business Enterprise Utilization Certification (DOT Form 272-056U);
7. Underutilized Disadvantaged Business Enterprise (UDBE) Written Confirmation Document (DOT Form 422-031U);
8. Underutilized Disadvantaged Business Enterprise (UDBE) Bid item Breakdown Form (DOT Form 272-054U);
9. Local Agency Subcontractor List (DOT 271-015A).
10. Certification of Compliance with Wage Payment Statutes

Bid proposal forms are not transferable. Any alteration not initialed by the Bidder will be cause for deeming the bid proposal irregular and rejecting the bid.

See Standard Specifications, 1-02.6, regarding "Preparation of the Proposal."

### C. CLARIFICATION OF BID

A Bidder may submit information to clarify the bid proposal previously received by the Clerk. The information must be received in writing or by facsimile transmission prior to **November 23, 2020 at 10:00 am Pacific Time**. The sole purpose of this provision is to allow clarification of any perceived ambiguity in the bid proposal, or to modify responses to specifications in the bid. **NO OTHER CHANGES ARE ALLOWED EXCEPT BY SUBMITTING AN AMENDED SEALED BID PROPOSAL PRIOR TO THE DATE AND TIME SET FOR BID OPENING.** Any unsealed clarification information received by the Clerk which discloses price will not be considered by the Board of County Commissioners and shall result in rejection of the entire bid.

#### D. BID BOND

All bid proposals shall be accompanied by a bid bond, certified check, cashier's check or cash in the amount of five percent (5%) of the total bid, conditioned upon the Bidder's full and complete performance of the terms and conditions of a bid award. The bid bond or equivalent shall be held by Douglas County until the contract is fully executed and a performance bond and certificate of insurance is provided to Douglas County. If the successful bidder abandons the bid award, or fails to fully execute the contract, or fails to provide a performance bond and a certificate of insurance to Douglas County, then the bid bond or equivalent shall, in the sole discretion of Douglas County, be forfeited and retained.

#### E. BID REVIEW AND EVALUATION

The Board of County Commissioners reserves the right to reject any or all bids, waive informalities, and to contract as the best interests of Douglas County may require. When evaluating bids, the following criteria, in addition to price, will be considered:

1. The bidder's experience, technical qualifications and skill;
2. The guaranteed availability of materials needed for construction;
3. The bidder's ability and capacity to fully perform within the time required, taking into account the bidder's existing performance commitments and past performance;
4. The bidder's qualifications and eligibility to contract under applicable laws and regulations;
5. The bidder's compliance with the terms and conditions of this request for bids;
6. Any additional evaluation criteria contained in the plans, specifications and addenda; and
7. Any other information as may have a bearing on the bid.

#### F. CONTRACT DOCUMENTS FOLLOWING AWARD

Each Bidder's attention is especially called to the following documents that must be fully completed, executed and submitted to Douglas County if successful Bidder:

1. Contract - To be executed by the successful Bidder.
2. Payment and Performance Bond - To be executed by the successful Bidder and the Bidder's Surety Company.
3. Certificate of Insurance - To be executed by the successful Bidder's Insurance Company.

#### G. CANCELLATION BY COUNTY

In its sole discretion, Douglas County may cancel any bid award upon written notification to the successful Bidder within 30 (thirty) days after the date of the bid award, without any cost, expense, penalty or damages payable to the successful Bidder.



**BIDDER'S CHECK LIST  
OF CONTRACT DOCUMENTS**

Each Bidder's attention is especially called to the following documents that must be fully completed, executed and submitted to the County if successful Bidder:

(a) Contract:

To be executed by the successful Bidder.

(b) Payment and Performance Bond:

To be executed by the successful Bidder and the Bidder's Surety Company.

(c) Certificate of Insurance:

To be executed by the successful Bidder's Insurance Company.



**This form must be submitted with the Bid Proposal or as a Supplement to the Bid no later than 24 hours after the time for delivery of the Bid Proposal, as provided for in Section 1-02.9 of the Contract Provisions.**

## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (November 23, 2020), 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.

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Bidder’s Business Name

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Signature of Authorized Official\*

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Printed Name

---

Title

---

Date

---

City

---

State

*Check One:*

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☐

State of Incorporation, or if not a corporation, State where business entity was formed:

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If a co-partnership, give firm name under which business is transacted:

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*\* 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.*



## Underutilized Disadvantaged Business Enterprise Utilization Certification

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to its sealed Bid Proposal, an Underutilized Disadvantaged Business Enterprise (UDBE) Utilization Certification. The Contracting Agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain a UDBE Utilization Certification which properly demonstrates that the Bidder will meet the UDBE participation requirements in one of the manners provided for in the proposed Contract. **Refer to the instructions on Page 2 when filling out this form or the Bid may be rejected. An example form has been provided on Page 3.** The successful Bidder's UDBE Utilization Certification shall be deemed a part of the resulting Contract.

Box 1: \_\_\_\_\_ certifies that the UDBE firms listed below have been contacted regarding participation on this project. If this Bidder is successful on this project and is awarded the Contract, it shall assure that subcontracts or supply agreements are executed with named UDBEs. (If necessary, use additional sheets.)

Box 2: \_\_\_\_\_

Column 1  Name of UDBE (See instructions)	Column 2  Project Role (See instructions)	Column 3  Description of Work (See instructions)	Column 4  Dollar Amount Subcontracted to UDBE (See instructions)	Column 5  Dollar Amount to be Applied Towards Goal (See instructions)

Underutilized Disadvantaged Business Enterprise Condition of Award Contract Goal \_\_\_\_\_ Total UDBE Commitment Dollar Amount \_\_\_\_\_  
Box 3 Box 4

5 By checking Box 5 the Bidder is stating that their attempts to solicit sufficient UDBE participation to meet the COA Contract goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract

# Instructions for Underutilized Disadvantaged Business Enterprise Utilization Certification Form

Box 1: Name of Bidder (Proposal holder) submitting Bid.

Box 2: Name of the Project.

Column 1: Name of the Underutilized Disadvantaged Business Enterprise (UDBE). UDBE Firms can be found using the search tools under the Firm Certification section of the Diversity Management and Compliance System web page <https://wsdot.diversitycompliance.com> Repeat the name of the UDBE for each Project Role that will be performed.

Column 2: The Project Role that the UDBE will be performing as follows;

- Prime Contractor
- Subcontractor
- Subcontractor (Force Account)
  - Work sublet as Force Account must be listed separately.
- Manufacturer
- Regular Dealer
  - Work sublet to a Regular Dealer must be listed separately.
  - Regular Dealer status must be approved prior to Bid submittal by the Office of Equal Opportunity, Washington State Department of Transportation, on each Contract.
- Broker
  - Work sublet to a Broker must be listed separately.

List each project role to be performed by a single UDBE individually on a separate row(s). The role is used to determine what portion of the amount to be subcontracted (Column 4) may be applied toward meeting the goal (column 5).

Column 3: Provide a description of the work to be performed by the UDBE. The work to be performed must be consistent with the Certified Business Description of the UDBE provided at the Diversity Management and Compliance System web page <https://wsdot.diversitycompliance.com>

- A Bidder subletting a portion of a bid item shall state **“Partial”** and describe the Work that is included.
  - For example; “Electrical (Partial) – Trenching”.
- “Mobilization” will not be accepted as a description of Work.

Column 4: List the total amount to be subcontracted to each UDBE for each Project Role they are performing.

Column 5: This is the dollar amount for each line listed in the certification that the prime intends to apply towards meeting the COA Contract goal. It may be that only a portion of the amount subcontracted to a UDBE in Column 4 is eligible to be credited toward meeting the goal **See Note 1, Note 2, Note 3**. The Contracting Agency will utilize the sum of this column (Box 4) to determine whether or not the bidder has met the goal. In the event of an arithmetic error in summing column 5 or an error in making appropriate reductions in the amounts in column four, **See Note 1, Note 2, Note 3**, then the mathematics will be corrected and the total (Box 4) will be revised accordingly.

**Note 1:** For Work sublet as Force Account the bidder **may only claim 50%** of the amount subcontracted (Column 4) towards meeting the goal (Column 5). This information will be used to demonstrate that the UDBE contract goal is met at the time that the bidder submits their bid. For example; amount sublet as force account = \$100,000 (Column 4) equates to  $(\$100,000 \times 50\%) = \$50,000$  (Column 5) to be applied towards the goal.

**Note 2:** For Work sublet to a Regular Dealer the bidder **may only claim 60%** of the cost of the materials or supplies (Column 4) towards meeting the goal (Column 5). For example; Material cost = \$100,000 (Column 4) equates to  $(\$100,000 \times 60\%) = \$60,000$  (Column 5) to be applied towards the goal

**Note 3:** For Work sublet to a Broker the bidder **may only claim the fees** paid to a Broker towards meeting the goal (Column 4). For example; amount sublet to a broker = \$100,000 (Column 4) equates to  $(\$100,000 \times \text{reasonable fee \%}) = \$$  (Column 5) to be applied towards the goal.

Box 3: Box 3 is the COA Contract goal which is the minimum required UDBE participation. The goal stated in the Contract will be in terms of a dollar amount or a percentage in the Contract. When expressed as a percentage you must multiply the percentage times the sum total of all bid items as submitted in the Bidder's Proposal to determine the dollar goal and write it in Box 3. In the event of an error in this box, the Contracting Agency will revise the amount accordingly.

Box 4: Box 4 is the sum of the values in column 5. **This value must equal or exceed the COA Contract goal amount written in Box 3 or;**

Box 5: Check Box 5 if insufficient UDBE Participation has been achieved and a good faith effort is required. Refer to the subsection titled, *Selection of Successful Bidder/Good Faith Efforts (GFE)* in the Contract.

**See the Disadvantaged Business Enterprise Participation specification in the Contract for more information.**

## Underutilized Disadvantaged Business Enterprise Utilization Certification

To be eligible for Award of this Contract the Bidder shall fill out and submit, as a supplement to its sealed Bid Proposal, an Underutilized Disadvantaged Business Enterprise (UDBE) Utilization Certification. The Contracting Agency shall consider as non-responsive and shall reject any Bid Proposal that does not contain a UDBE Utilization Certification which properly demonstrates that the Bidder will meet the UDBE participation requirements in one of the manners provided for in the proposed Contract. **Refer to the instructions on Page 2 when filling out this form or the Bid may be rejected. An example form has been provided on Page 3.** The successful Bidder's UDBE Utilization Certification shall be deemed a part of the resulting Contract.

Box 1: A Plus Construction Company certifies that the UDBE firms listed below have been contacted regarding participation on this project. If this Bidder is successful on this project and is awarded the Contract, it shall assure that subcontracts or supply agreements are executed with named UDBEs. (If necessary, use additional sheets.)

Box 2: US 395, Spokane City Limits to Stevens County Line - Paving and Safety

Column 1  Name of UDBE (See instructions)	Column 2  Project Role (See instructions)	Column 3  Description of Work (See instructions)	Column 4  Dollar Amount Subcontracted to UDBE (See instructions)	Column 5  Dollar Amount to be Applied Towards Goal (See instructions)
A Plus Construction Company	Prime	Asphalt and concrete paving, asphalt milling, preleveling and pavement repair	N/A	900,000
In the Line Services, Inc.	Subcontractor (Force Account)	Crack sealing	20,000	10,000
In the Line Services, Inc.	Subcontractor	Guideposts, joint seal, pavement markers, temporary signage, construction sign installation	200,000	200,000
The Everything Guys, LLC	Regular Dealer	Rental and sales of highway construction and related equipment and materials	100,000	60,000
Optimus Prime Trucking, Inc.	Subcontractor	Dump Trucking	50,000	50,000
Metalheads, Inc.	Manufacturer	Dowel Bars	75,000	75,000
Erosion Under Control Co.	Broker	Erosion control blankets, straw bales and wattles, sand bags	15,000	250

EXAMPLE

Underutilized Disadvantaged Business Enterprise Condition of Award Contract Goal 356,968.16 Box 3 Total UDBE Commitment Dollar Amount 1,295,250 Box 4

5 ☐ By checking Box 5 the Bidder is stating that their attempts to solicit sufficient UDBE participation to meet the COA Contract goal has been unsuccessful and good faith effort will be submitted in accordance with Section 1-02.9 of the Contract



**Underutilized Disadvantaged Business  
Enterprise (UDBE) Written  
Confirmation Document**

See Contract Provisions: *UDBE Document Submittal Requirements*  
*Disadvantaged Business Enterprise Participation*

THIS FORM SHALL ONLY BE SUBMITTED TO A UDBE THAT IS LISTED ON THE CONTRACTOR'S UNDERUTILIZED DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION.

THE CONTRACTOR SHALL COMPLETE PART A PRIOR TO SENDING TO THE UDBE.

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**PART A: To be completed by the bidder**

The entries below shall be consistent with what is shown on the Bidder's Underutilized Disadvantaged Business Enterprise Utilization Certification. Failure to do so will result in Bid rejection.

Contract Title: \_\_\_\_\_

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

UDBE's Business Name: \_\_\_\_\_

Description of UDBE's Work: \_\_\_\_\_

Dollar Amount to be Applied Towards UDBE Goal: \_\_\_\_\_

Dollar Amount to be Subcontracted to UDBE\*: \_\_\_\_\_  
\*Optional Field

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**PART B: To be completed by the Underutilized Disadvantaged Business Enterprise**

As an authorized representative of the Underutilized Disadvantaged Business Enterprise, I confirm that we have been contacted by the Bidder with regard to the referenced project for the purpose of performing the Work described above. If the Bidder is awarded the Contract, we will enter into an agreement with the Bidder to participate in the project consistent with the information provided in Part A of this form.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_



# Underutilized Disadvantaged Business Enterprise (UDBE) Bid Item Breakdown Form

1. Contract Number		2. Contract Name	
3. Prime Contractor		4. Prime Contractor Representative Name	
5. Prime Contractor Representative Phone Number		6. Prime Contractor Representative Email	

Column 1 Name of UDBE (See Instructions)	Column 2 Bid Item # (See Instructions)	Column 3 Full/Partial (See Instructions)	Column 4 Quantity (See Instructions)	Column 5 Description (See Instructions)	Column 6 Unit Price (See Instructions)	Column 7 Total Unit Cost (See Instructions)	Column 8 Dollar Amount to be Applied Towards Goal (See Instructions)
Subtotal:							
Name of UDBE	Bid Item #	Full/Partial	Quantity	Description	Unit Price	Total Unit Cost	Dollar Amount to be Applied Towards Goal
Subtotal:							
Name of UDBE	Bid Item #	Full/Partial	Quantity	Description	Unit Price	Total Unit Cost	Dollar Amount to be Applied Towards Goal
Subtotal:							
Name of UDBE	Bid Item #	Full/Partial	Quantity	Description	Unit Price	Total Unit Cost	Dollar Amount to be Applied Towards Goal
Subtotal:							
TOTAL UDBE Dollar Amount:							

## Instructions for Underutilized Disadvantaged Business Enterprise (UDBE) Bid Item Breakdown Form

Box 1: Provide the Contract Number as stated in the project information webpage.

Box 2: Provide the Name of the project as stated in the project information webpage.

Box 3: Provide the Name of the bidder (Proposal holder) submitting Bid.

Box 4: Provide the name of the prime contractor's representative available to contact regarding this form.

Box 5: Provide the phone number of the prime contractor's representative available to contact regarding this form.

Box 6: Provide the email of the prime contractor's representative available to contact regarding this form.

Column 1: Provide the Name of the Underutilized Disadvantaged Business Enterprise (UDBE) Firm. UDBE Firms can be found using the search tools under the Firm Certification section of the Diversity Management and Compliance System (DMCS) webpage <https://wsdot.diversitycompliance.com>.

Column 2: Provide the Bid Item Number (as it appears in the engineer's estimate bid check report) available on the project information webpage.

Column 3: If the UDBE is performing only part of the bid item, mark "Partial". If the UDBE is performing the entire bid item, mark "Complete".

Column 4: Provide the estimated quantity for the specific bid item. For trucking firms, use hour or another unit of measure.

Column 5: Provide a description of the work to be performed by the UDBE.

Column 6: Provide the price per unit and specify the type of unit used. For trucking firms, use hour or another unit of measure.

Column 7: Provide the estimated total unit cost amount per bid item.

Column 8: Provide the amount of the bid item being used to fulfil the UDBE goal. The work to be performed must be consistent with the Certified Business Description of the UDBE provided in the DMCS webpage <https://wsdot.diversitycompliance.com>. Mobilization up to 10% is acceptable. If mobilization is more than 10% additional information and/or justification may be requested. The total amount shown for each DBE shall match the amount shown on the DBE Utilization Certification Form.

**Use Additional Sheets if necessary.**



# Local Agency Subcontractor List

*Prepared in compliance with RCW 39.30.060 as amended*

## To Be Submitted with the Bid Proposal

Project Name \_\_\_\_\_

**Failure to list subcontractors with whom the bidder, if awarded the contract, will directly subcontract for performance of the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical, as described in Chapter 19.28 RCW or naming more than one subcontractor to perform the same work will result in your bid being non-responsive and therefore void.**

Subcontractor(s) with whom the bidder will directly subcontract that are proposed to perform the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

**To the extent the Project includes one or more categories of work referenced in RCW 39.30.060, and no subcontractor is listed below to perform such work, the bidder certifies that the work will either (i) be performed by the bidder itself, or (ii) be performed by a lower tier subcontractor who will not contract directly with the bidder.**

Subcontractor Name \_\_\_\_\_

Work to be performed \_\_\_\_\_

Subcontractor Name \_\_\_\_\_

Work to be performed \_\_\_\_\_

Subcontractor Name \_\_\_\_\_

Work to be performed \_\_\_\_\_

Subcontractor Name \_\_\_\_\_

Work to be performed \_\_\_\_\_

Subcontractor Name \_\_\_\_\_

Work to be performed \_\_\_\_\_

\* Bidder's are notified that it is the opinion of the enforcement agency that PVC or metal conduit, junction boxes, etc, are considered electrical equipment and therefore considered part of electrical work, even if the installation is for future use and no wiring or electrical current is connected during the project.