BID SUBMITTAL PACKAGE

City of Tacoma
Department of Neighborhood and Community Services

SPECIFICATION NO. NC16-0353F

ON-CALL BUILDING DEMOLITION

BID SUBMITTAL PACKAGE

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SPECIAL NOTE

The Bid Proposal and Contract forms have been included in both the Specifications Book and the Bid Submittal Package. The forms in the Specifications Book are for informational purposes only and need not be completed or submitted with the Bid. All forms in the Bid Submittal Package must be completed and submitted with the bid.

City of Tacoma
Neighborhood and Community Services Department

REQUEST FOR BIDS
NC16-0353F
On-Call Building Demolition

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, January 31, 2017.

Submittal Delivery: Sealed submittals will be received and time stamped at this location only:

City of Tacoma Procurement and Payables Division
Tacoma Public Utilities - Administration Building North, Main Floor
3628 South 35th Street, Tacoma, WA 98409

Submittal Opening: Sealed submittals in response to a RFB will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFP or RFQ are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals are posted to the website for public viewing.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- Register for the Bid Holders List to receive notices of addenda, questions and answers and related updates.
- Click here to see a list of vendors registered for this solicitation.

Pre-Proposal Meeting: A pre-proposal meeting will be held at Tacoma Municipal Building, 747 Market Street, room TMB # 138 on Wednesday, January 24, 2017 at 9:30 am.

Project Scope: The City of Tacoma is looking for on-call demolition services for a period of 2 years to demolish and dispose of Buildings/Structures across the City of Tacoma as requested by City's Neighborhood and Community Services (NCS) department. The work for the Base Bid in this project will include all labor, materials and equipment necessary to demolish and dispose of all structures and their content.

Buildings/Structures can be residential or commercial with basements and foundation of the main structure, a shed(s) or detached garage(s). The work can also cover asbestos abatement, septic tank decommission, decommissioning of abandoned above or underground fuel/oil tanks.

Estimate: $400,000

Paid Leave and Minimum Wage: Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit www.cityoftacoma.org/employmentstandards .

Additional Information: Requests for information regarding the specifications may be obtained by contacting Chuck Blankenship, Senior Buyer by email to charles.blankenship@cityoftacoma.org.

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.

Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

SPECIAL REMINDER TO ALL BIDDERS

PLEASE NOTE: Be sure you have complied with all specifications and requirements and have signed or have caused to be signed all required instruments.

YOUR ATTENTION IS PARTICULARLY CALLED to the following forms, which must be executed in full before the bid is submitted:

1. BID PROPOSAL: The unit prices bid must be shown in the space provided. Be sure to check your computations for omissions and errors.

2. SIGNATURE PAGE: To be filled in and signed by the bidder. Be sure all parties whose signatures are legally necessary have signed, whether the bidder be an individual, partnership or corporation.

3. BID BOND: The Bid Bond must be executed by the person legally authorized to sign the bid, and must be properly signed by the representatives of the surety company unless the bid is accompanied by a certified check. If Bid Bond is furnished, the form furnished by the City must be followed; no variations from the language thereof will be accepted. The amount of the Bid Bond must be not less than 5% of the total amount bid; and, if shown in dollars and cents, the amount of said Bid Bond must be not less than the required 5%.

4. STATE RESPONSIBILITY AND RECIPROCAL BID PREFERENCE INFORMATION: The bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2010).

5. SMALL BUSINESS ENTERPRISE (SBE):

   Equal Opportunity and Small Business Enterprise forms must be fully and accurately completed and returned at the time of the submission of bids. Failure to do so may result in the bid being considered non-responsive. These forms are necessary in order to determine if the bidder complies with Chapter 1.07 of the City of Tacoma Municipal Code and State Law.

   The SBE goal for this project is **18 percent**.

   The following steps shall be used to determine the level of SBE Usage:

   a. The low bidder who meets the City's participation goal, for SBEs, shall be presumed to have met the requirement.
   b. Otherwise the bidder who has the lowest evaluated bid based on the formula set forth below:

$$(BaseBid) - \left[\frac{SBE\ Usage\ Percentage}{SBE\ Goal\ Percentage}\ x\ (.05\ x\ Low\ Base\ Bid) \right] = Evaluated\ Bid$$

shall be presumed to have met the requirement and may be recommended for award.

NOTE: The ratio of SBE usage to the SBE goal in this formula above shall not exceed 1.

For the purposes of determining the Evaluated Bid all alternates, additives and deductives selected by the City will be added to your base bid as indicated in the Proposal.

Contractors are also subject to the City's ordinance and regulations pertaining to having an affirmative action program and prohibiting discrimination. If needed, please contact the SBE Office at (253) 591-5224 for assistance. The list of SBE subcontractors is available at:

http://www.cityoftacoma.org/government/city_departments/community_and_economic_development/small_business_enterprise/SBE/

All bidders must complete and submit with their bid the following forms contained in the Bid Submittal Package:

City of Tacoma – SBE Utilization Form
City of Tacoma – Prime Contractor's Pre-Work Form

FAILURE TO COMPLETE AND SUBMIT THE FORMS WITH THE BID SUBMITTAL PACKAGE MAY RESULT IN THE BID BEING DECLARED UNRESPONSIVE AND REJECTED.

8. EQUAL EMPLOYMENT OPPORTUNITIES: The City of Tacoma's Prime Contractor's Pre-Work Form shall be completed by the bidder and submitted with the bid. This form is used to determine the bidder's EEO practices in accordance with E.O. 11246 and TMC 10.26.

POST AWARD FORMS: For the bidder's information, the following forms are to be executed after the contract is awarded:

A. CONTRACT: Must be executed by the successful bidder.
B. PAYMENT BOND TO THE CITY OF TACOMA: Must be executed by the successful bidder and his/her surety company. The payment Bond shall be for **$100,000**.
C. PERFORMANCE BOND TO THE CITY OF TACOMA: Must be executed by the successful bidder and his/her surety company. The performance Bond shall be for **$100,000.**
D. LEAP UTILIZATION PLAN: Shall be submitted at the Pre-Construction Meeting.
E. GENERAL RELEASE.

CODE OF ETHICS: The successful bidder agrees that its violation of the City's Code of Ethics contained in Chapter 1.46 of the Tacoma Municipal Code shall constitute a breach of the contract subjecting the contract to termination.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP):

General:
The Local Employment and Apprenticeship Training Program (LEAP) has been adopted to counteract economic and social ills, which accompany high rates of unemployment within the City of Tacoma. The Tacoma City Council established the LEAP for Public Works Contracts pursuant to City of Tacoma ordinance No. 27815. The primary goal for this Program is to provide an opportunity for City of Tacoma and Empowerment Zone/Enterprise Community residents to enter Apprenticeship Programs, acquire skills, and perform work that will provide living wages.

Regulations and Utilization Plan:
LEAP is a **mandatory** City of Tacoma program that requires the Prime Contractor to ensure that 15 percent of the Estimated Labor Hours worked on the project are performed by apprentices and/or residents of the City of Tacoma. Included with these specifications are regulations and a LEAP Utilization Plan. The Estimated Labor Hours for this project/contract are 1,708 hours. The LEAP hours for this project shall be **256 hours.**

Tacoma Training and Employment Program (TTEP):
General: The Tacoma Training and Employment Program is a Washington State recognized construction pre-apprenticeship program that provides Tacoma residents with construction trades training for entry level construction trades employment. The key components of TTEP are: 1) Employment Readiness Training 2) Barrier reduction case management to support program completion, employment placement and employment retention; 3) Participant Support Services that include math classes to achieve 9th-grade level prior to graduation, work related clothing, tools, and transportation; 4) Participation in pre-apprenticeship training program that includes a construction-related math component; and 5) Job placement assistance.

Utilization Plan: In order to help you achieve your LEAP goals, the City of Tacoma Neighborhood and Community Services Department maintains a list of participants who have graduated from the Tacoma Training and Employment Program. You may contact Christopher Wright, Contract and Program Auditor at (253)591-5075 or by email at cwright@cityoftacoma.org for more information.

If the contractor utilizes TTEP graduates to meet the LEAP required hours, these hours may be credited at a rate of 1 ½ hours for each 1 hour. This rate will apply if the TTEP graduate is provided experience in estimation and hands on utilization of tools. The contractor must provide written proof of this experience.

CITY OF TACOMA
FINANCE/PURCHASING DIVISION

SPECIAL NOTICE TO BIDDERS

Public works and improvement projects for the City of Tacoma are subject to Washington state law and Tacoma Municipal Code, including, but not limited to the following:

I. STATE OF WASHINGTON

A. RESPONSIBILITY CRITERIA – STATE OF WASHINGTON

In order to be considered a responsible bidder the bidder must meet the following mandatory state responsibility criteria contained in RCW 39.04.350:

1. 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**;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable:
   a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
   b. Have a Washington Employment Security Department number, as required in Title 50 RCW;
   c. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW and;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unlicensed or unregistered contractors) or 39.12.065(3) (prevailing wage).

B. RECIPROCAL PREFERENCE FOR RESIDENT CONTRACTORS:

Effective March 30, 2012, RCW 39.04.380 imposes a reciprocal preference for resident contractors. Any bid received from a non-resident contractor from a state that provides an in-state percentage bidding preference is subject application of a comparable percentage disadvantage.

A non-resident contractor from a state that provides an in-state percentage bidding preference means a contractor that:

1. Is from a state that provides a percentage bid preference to its resident contractors bidding on public works projects, and
2. Does not have a physical office located in Washington at the time of bidding on the City of Tacoma public works project.

The state of residence for a non-resident contractor is the state in which the contractor was incorporated, or if not a corporation, the state in which the contractor's business entity was formed.

The City of Tacoma will evaluate all non-resident contractors for an out of state bidder preference. If the state of the non-resident contractor provides an in state contractor preference, a comparable percentage disadvantage will be applied to the non-resident

contractor's bid prior to contract award. The responsive and lowest and best responsible bidder after application of any non-resident disadvantage will be awarded the contract.

The reciprocal preference evaluation does not apply to public works procured pursuant to RCW 39.04.155, RCW 39.04.280, federally funded competitive solicitations where such agencies prohibit the application of bid preferences, or any other procurement exempt from competitive bidding.

Bidders must provide the City of Tacoma with their state of incorporation or the state in which the business entity was formed and include whether the bidder has a physical office located in Washington.

The bidder shall submit documentation demonstrating compliance with above criteria on the enclosed State Responsibility and Reciprocal Bidder Information form.

C. SUBCONTRACTOR RESPONSIBILITY

1. The Contractor shall include the language of this subcontractor responsibility section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier.

2. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

    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 subcontract bid submittal;

    b. Have a current Washington Unified Business Identifier (UBI) number;

    c. If applicable, have:

    a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
    b. A Washington Employment Security Department number, as required in Title 50 RCW;
    c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    d. An electrical contractor license, if required by Chapter 19.28 RCW;
    e. An elevator contractor license, if required by Chapter 70.87 RCW and;

3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unlicensed or unregistered contractors) or 39.12.065(3) (prevailing wage).

II. CITY OF TACOMA

A. SUPPLEMENTAL RESPONSIBILITY CRITERIA – CITY OF TACOMA:

In order to be considered a responsible bidder, the prospective bidder shall have all of the following qualifications set forth in Tacoma Municipal Code 1.06.262:

1. Adequate financial resources or the ability to secure such resources;
2. The necessary experience, stability, organization and technical qualifications to perform the proposed contract;
3. The ability to comply with the required performance schedule, taking into consideration all existing business commitments;
4. A satisfactory record of performance, integrity, judgment and skills; and
5. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
    a. Bidder Responsibility. Bidders shall not be in violation of 39.04.350 RCW Bidder Responsibility Criteria - Supplemental Criteria.

In addition to the mandatory bidder responsibility criteria listed immediately above, the City may, in addition to price, consider any or all of the following criteria contained in Tacoma Municipal Code Chapter 1.06.262 in determining bidder responsibility:

1. The ability, capacity, experience, stability, technical qualifications and skill of the respondent to perform the contract;
2. Whether the respondent can perform the contract within the time specified, without delay or interference;
3. Integrity, reputation, character, judgment, experience, and efficiency of the respondents, including past compliance with the City's Ethics Code;
4. Quality of performance of previous contracts;
5. Previous and existing compliance with laws and ordinances relating to contracts or services;
6. Sufficiency of the respondent's financial resources;
7. Quality, availability, and adaptability of the supplies, purchased services or public works to the particular use required;
8. Ability of the respondent to provide future maintenance and service on a timely basis;
9. Payment terms and prompt pay discounts;
10. The number and scope of conditions attached to the submittal;
11. Compliance with all applicable City requirements, including but not limited to the City's Ethics Code and its Small Business Enterprise and Local Employment and Apprenticeship programs;
12. Other qualification criteria set forth in the specification or advertisement that the appropriate department or division head determines to be in the best interests of the City.

The City may require bidders to furnish information, sworn or certified to be true, to demonstrate compliance with the City responsibility criteria set forth above. If the city manager or director of utilities is not satisfied with the sufficiency of the information provided, or if the prospective respondent does not substantially meet all responsibility requirements, any submittal from such respondent must be disregarded.

B. ADDITIONAL SUPPLEMENTAL CRITERIA – NOT APPLICABLE

C. MODIFICATIONS TO SUPPLEMENTAL CRITERIA

Potential bidders may request modifications to the City's **supplemental criteria** by submitting a written request to the Purchasing Division no later than 5:00 p.m. Pacific Time, three days prior to bid opening date. Please include the Specification No. and Title when submitting such requests. Requests must include justification for why certain criteria should be modified. Requests received after this date and time will not be considered.

Requests may be submitted via postal mail or delivered personally, or sent by e-mail or fax, within the above timeline to:

MAIL

City of Tacoma Purchasing Division
PO Box 11007
Tacoma, WA 98411-0007

Fax: 253-502-8372
E-mail: bids@cityoftacoma.org

DELIVERY

City of Tacoma Purchasing Division
Tacoma Public Utilities
Administration Building North – Main Floor
3628 South 35th Street
Tacoma, WA 98409-3115

The City will respond to a timely submitted request prior to the bid opening date. Changes to the supplemental criteria, if warranted, will be issued by addendum to the solicitation documents and posted to the City's website for the attention of all prospective bidders.

D. DETERMINATION OF BIDDER RESPONSIBILITY

If the City determines the bidder does not meet the criteria above and is therefore not a responsible bidder, the City shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees, the bidder may appeal the determination in a manner consistent with the City's Protest Policy. Appeals are coordinated by the Purchasing Division heard by the Procurement and Payables Division manager for contracts less than or equal to $200,000 and by Contracts and Awards Board for contracts greater than $200,000.

B I D P R O P O S A L

SPECIFICATION NO. NC16-0353F

On-Call Building Demolition

The undersigned hereby certifies that he/she has examined the location and construction details of work as outlined on the Plans and Specifications and has read and thoroughly understands 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 proposes to undertake and complete the work embraced in this improvement in accordance with said Plans, Specifications and contract and at the following schedule of rates and prices:

The following bid schedule contains a list of work items and quantities that will be used for calculating a total amount in order to determine the low Bidder. The stated unit bid quantities below will specifically not be a part of the resultant contract documents and the actual Work quantities during the life of this on-call contract may vary substantially from the unit quantities assigned by the City for purposes of determining the basis of award. The Unit Prices, however, submitted by the Contractor as part of this bid proposal will become part of the Contract and will be used throughout the life of this project. The winning Bidder shall not be entitled to any adjustment in its unit prices as a result of any variation – no matter how significant – between actual unit quantities and those used for purposes of determining the basis of award.

*The notations below the item numbers refer to the specification section where information may be found regarding each contract item. These notations are intended only as a guide and are not warranted to refer to all specification sections where information may be found.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL AMOUNT
1 1-07.15(1)	SPCC Plan, per each	18 EA	$ _____	$ _____
2 1-09.7	Mobilization, per each	18 EA	$ _____	$ _____
3 2-13	Demolition of one story structure(s) including base site grading and erosion control, per square foot	13,500 SF	$ _____	$ _____
4 2-13	Demolition of two stories structure(s) including site grading and erosion control, per square foot	12,600 SF	$ _____	$ _____

Contractor's Name: _____

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL AMOUNT
5 2-13	Demolition of (wood, Brick) commercial structure(s) including site grading and erosion control, per square foot	2,500 SF	$ _____	$ _____
6 2-13	Demolition of (concrete) commercial structure(s) including site grading and erosion control, per square foot	2,500 SF	$ _____	$ _____
7 2-13	Demolition of accessory structure(s)/ Shed/detached garage/carport including site grading and erosion control, per square foot	1,200 SF	$ _____	$ _____
8 2-13	Collection, Transportation & Disposal costs, per ton	715 TN	$ _____	$ _____
9 8-26	Pavement Removal, per square yard	440 SY	$ _____	$ _____
10 8-26	Site Specific Requirements, per force account	Force Account	Estimated	$ 32,500.00

A	**BASED BID TOTAL (1 - 10)**	**$** _____
B	**Sales Tax (9.6%)**	**$** _____
	Grand Total (A+ B)	**$** _____

Proposal for Incorporating Recycled Materials into the Project

In compliance with a new law that went into effect January 1, 2016 (SHB1695), the Bidder shall propose below, the total percent of construction aggregate and concrete materials to be incorporated into the Project that are recycled materials. Calculated percentages must be within the amounts allowed in Section 9-03.21(1) E, Table on Maximum Allowable Percent (By Weight) of Recycled Material, of the Standard Specifications.

Proposed total percentage: _____ percent.

Contractor's Name: _____

Note: Use of recycled materials is highly encouraged within the limits shown above, but does not constitute a Bidder Preference, and will not affect the determination of award, unless two or more lowest responsive Bid totals are exactly equal, in which case proposed recycling percentages will be used as a tie-breaker, per the APWA GSP in Section 1-02.6 of the Special Provisions. Regardless, the Bidder's stated proposed percentages will become a goal the Contractor should do its best to accomplish. Bidders will be required to report on recycled materials actually incorporated into the Project, in accordance with the APWA GSP in Section 1-06.6 of the Special Provisions.

SIGNATURE PAGE

CITY OF TACOMA DEPARTMENT OF NEIGHBORHOOD AND COMMUNITY SERVICES

All submittals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Submittals will be received and time stamped only at the City of Tacoma Purchasing Division, located in the Tacoma Public Utilities Administration Building North, Main Floor, at 3628 South 35th Street, Tacoma, WA 98409. **See the Request for Bids page near the beginning of the specification for additional details.**

REQUEST FOR BIDS SPECIFICATION NO. NC16-0353F

On-Call Building Demolition

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

_____
Bidder/Proposer's Registered Name

_____
Address

_____
City, State, Zip

_____
E-Mail Address

_____
E.I.No. / Federal Social Security Number Used on Quarterly Federal Tax Return, U.S. Treasury Dept. Form 941

_____
Signature of Person Authorized to Enter into Contracts for Bidder/Proposer — Date

_____
Printed Name and Title

_____
(Area Code) Telephone Number / Fax Number

_____
State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number

_____
State Contractor's License Number
(See Ch. 18.27, R.C.W.)

Addendum acknowledgement #1_____ #2_____ #3_____ #4_____ #5_____

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.

Herewith find deposit in the form of a cashier's check in the amount of $_____ which amount is not less than 5-percent of the total bid.

SIGN HERE_____

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal, and _____, as Surety, are held and firmly bound unto the City of Tacoma, as Obligee, in the penal sum of _____ _____ dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure to do so, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED THIS _____ DAY OF _____, 20_____.

PRINCIPAL: SURETY:

_____ _____

_____ _____

_____, 20_____

Received return of deposit in the sum of $ _____

_____

Specification No. _____

_____
Name of Bidder

State Responsibility and Reciprocal Bid Preference Information

Certificate of registration as a contractor (must be in effect at the time of bid submittal):	Number:_____ Effective Date:_____ Expiration Date:_____
Current Washington Unified Business Identifier (UBI) number:	Number:_____
Do you have industrial insurance (workers' compensation) coverage for your employees working in Washington?	☐ Yes ☐ No ☐ Not Applicable
Washington Employment Security Department number:	Number:_____ ☐ Not Applicable
Washington Department of Revenue state excise tax registration number:	Number:_____ ☐ Not Applicable
Have you been disqualified from bidding on any public works contracts under RCW 39.06.010 or 39.12.065(3)?	☐ Yes ☐ No If yes, provide an explanation of your disqualification on a separate page.
Do you have a physical office located in the state of Washington?	☐ Yes ☐ No
If incorporated, in what state were you incorporated?	State: _____ ☐ Not Incorporated
If not incorporated, in what state was your business entity formed?	State: _____

City of Tacoma
Community & Economic Development
Office of Small Business Enterprise
747 Market Street, Rm 900
Tacoma WA 98402
253-591-5224 or 253-573-2435

SBE UTILIZATION FORM

This form is to document only the SBE subcontractors or material suppliers that will be awarded a contract. This information will be used in calculating the **EVALUATED BID**. Additional forms may be used if needed.

- Prime contractors are encouraged to solicit bids from SBE approved firms.
- Be sure to include this form with your bid submittal in order to receive SBE credit.
- It is the prime contractor's responsibility to check the certification status of SBE subcontractors prior to the submittal deadline.

Bidder's Name:_____

Address:_____ City/State/Zip: _____

Spec. No. _____ Base Bid * $_____ Are You a SBE Mentor? ** ☐ Yes ☐No Are you using any SBE firms? ☐ Yes ☐ No

Complete company names and phone numbers are required to verify your SBE usage.

a. **Company Name and Telephone Number**	**b.** **Scope of Work, Services or Supplies/Materials Provided**	**c.** **Bid Amount**	**d.** **Subcontractor (100%)**	**e.** **Material Supplier (20%)**	**f.** **Actual SBE Usage Dollar Amount**
	Enter Total of Actual SBE Usage Dollar Amount $ ***				
Block g. Actual SBE Usage as a percent of the Base Bid: %			**Block h.** Total SBE Usage: %		

By signing and submitting this form the bidder certifies that the SBE firms listed will be used on this project including all applicable change orders.

_____ _____ _____

Type or Print Name of Responsible Officer / Title **Signature of Responsible Officer** **Date**

INSTRUCTIONS FOR COMPLETING
SBE UTILIZATION FORM

The purpose of these instructions is to assist bidders in properly completing the SBE Utilization Form.

This form when submitted with your bid provides information to the City of Tacoma to accurately review and evaluate your proposed SBE usage.

1. * Base Bid is the prime contractor's bid, plus any alternates, additives and deductive selected by the City. Also, please refer to Item #9 below.

2. **Note: As a SBE Mentor you can receive up to 50% of the identified SBE goal that may be applied towards your SBE usage. Please check (√) appropriate field on the SBE Utilization Form.

3. *** This amount should total all dollar amounts included in Column "f."

4. Column "a" – List all SBE companies that you will be awarding a contract to if you are the successful bidder.

5. Column "b" – List the scope of work or services for each subcontractor **OR** list the materials/supplies provided.

6. Column "c" – The bid amount must be indicated for ***all*** listed **SBE** subcontractors and material suppliers that you plan on doing business with. This quote is the price that you and the subcontractor have negotiated prior to bid opening.

7. Column "d" – Indicate with a checkmark (√) if the SBE will serve as a subcontractor.

8. Column "e" – Indicate with a checkmark (√) if the SBE is a material supplier.

9. Column "f" – Actual SBE Usage Dollar Amount: Multiply the amount in Column "c" by 1.0 if subcontractor (d) is checked (√) OR by 0.20 if Material Supplier (e) is checked (√). Insert the total amount in this column.

10. Block "g" – The percent of actual SBE usage calculated on the Base Bid only and does not include any additional credit for being a SBE Mentor. (Divide your Total Actual SBE Usage Dollar Amount (Column "f") by your Base Bid (*) then multiply by 100 to get a percentage: $ amounts from column "f" divided by Base Bid (*) x 100 = SBE usage as a percent of the Base Bid.)

11. Block "h" – Total SBE usage is the percent of "Actual SBE Usage" (Column f) plus up to 50% of **identified** SBE goal as a mentorship credit when applicable.

12. Whether or not you have SBE participation this form **MUST** be submitted with your bid proposal package to receive SBE usage.

It is the prime contractor's responsibility to check the status of SBE subcontractors prior to bid opening. Call the SBE Office at 253-591-5224 or 253-573-2435 for additional information.

City of Tacoma
Community & Economic Development
Office of Small Business Enterprise
747 Market Street, Room 900
Tacoma, WA 98402
253-591-5224 or 253-573-2435

PRIME CONTRACTOR'S PRE-WORK FORM

Company Name _____ **Telephone** _____

Address/City/State/Zip Code _____

Specification Number _____ **Specification Title** _____

JOB CATEGORIES SPECIFY	TOTAL EMPLOYEES		TOTAL MINORITY EMPLOYEES		BLACK		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE		HISPANIC	
	M	F	M	F	M	F	M	F	M	F	M	F
Officer / Managers												
Supervisors												
Project Managers												
Office / Clerical												
Apprentices												
Trainees												
TOTALS												

CONTRACTOR'S PROJECTED WORK FORCE - THIS PROJECT

Superintendent												
Foreman												
Operators												
Laborers												
Apprentice												
Trainee												
TOTALS												

Type or Print Name of Responsible Officer / Title _____ **Signature of Responsible Officer** _____ **Date** _____

INSTRUCTIONS FOR COMPLETING
PRIME CONTRACTOR'S PRE-WORK FORM

This form only applies to employees who will be working on this specific project.

1. "Heading" the company name and address should reflect the subcontractor actually doing business with the City of Tacoma. If this address is different from that of the Equal Employment Opportunity Officer that administers the EEO programs of the company, the Equal Employment Opportunity Officer's address should be noted in the "Comments" section at the bottom of the form. "Telephone" should contain the area code, telephone number and extension (if any) for the Equal Employment Officer or the responsible official.

2. "Job Categories" at the extreme left hand column of the form specifying "Job Categories" lists "Officials & Managers." You are to list in addition to Officials & Managers any appropriate job titles such as Sales Workers, Office/Clerical, Professionals, Technical, etc., as they apply to your own company and only as pertains to this specific project.

3. The "M" and "F" headings at the top of each column refer to "Male" and "Female."

4. The "Total Employees" column should list the total number of male employees under "M" and the total female number of female employees under "F" for each job category listed. They should be listed in a similar manner in the "Total" category at the bottom of the form. The "Total Employees" column should include all those employees listed under "Non-Minority" and "Total Minorities." "Non-Minority" should include all employees not listed in the minority columns.

5. "Total Minorities" should include all employees listed under the "Black," "Asian or Pacific Islander" (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.), "American Indian or Alaskan Native," and "Hispanic" columns. These columns should include only employees who are members of that particular minority group. Designation and definitions of ethnic/national origin status follow the instructions and definitions of the Federal EEO-1 Form of the U. S. Equal Employment Opportunity Commission.

6. "Totals" this line should reflect the total of all lines in each of the above columns.

7. The signature of your company's designated responsible official or similar official responsible for equal employment opportunity must appear in the designated space at the bottom of the form. Please PRINT OR TYPE the person's name on the top line across from the signature. This is required since some signatures are difficult to read.

8. "Comments" this section is to be used as needed for explanations to under utilization rate or lack of turnover, proposed expansion or reduction of staff or any other pertinent information you believe will help clarify or explain the data presented on the form. If you need additional space, please explain on a separate sheet of paper.

9. If you need assistance or have questions regarding the completion of this form, please call the SBE Office at 253-591-5224 or 253-573-2435