



**SMALL WORKS CONTRACT**  
**Standby Generator Annual Preventative Maintenance**  
**Bid No. 24-25**  
**Released: June 20, 2024**  
**Bids Due: 2:00PM, July 11, 2024 to [bids@mercerisland.gov](mailto:bids@mercerisland.gov)**

## **EXHIBIT A – REQUIRED BID FORMS**

Bidders shall complete and submit one Bid Packet of all documents listed below for bids to be considered responsive. Documents required by the checklist but not included may render your bid non-responsive and ineligible for award. Bids received by the scheduled submittal deadline will be opened but are subject to verification that all the required documents have been submitted. There will be no public bid opening. Bid results will be posted on the City's bid web page for public viewing. All required documents must be signed by an authorized representative.

### **Bid Packet Checklist**

1.  Bid Proposal Form
2.  Non-Collusion Declaration
3.  Contractor Declaration (RCW 39.04.350)
4.  Bidders Qualification Certificate



# BID PROPOSAL FORM

City of Mercer Island - Public Works  
 Standby Generator Annual Preventative Maintenance  
 Bid No. 24-25

<b>SCHEDULE A - PREVENTATIVE MAINTENANCE ITEMS</b>			
Item No.	Description	Unit	Bid Unit Price
A1	PS 1, 8002 SE 20TH ST	LS	\$
A2	PS 4, 2239 60TH AVE SE	LS	\$
A3	PS 10, 9036 N MERCER WAY	LS	\$
A4	PS 11, 3309 97TH AVE SE	LS	\$
A5	PS 13, 3897 W MERCER WAY	LS	\$
A6	PS 14, 4315 FOREST AVE SE	LS	\$
A7	PS 15, 4765 FOREST AVE SE	LS	\$
A8	PS 16, 5495 W MERCER WAY	LS	\$
A9	PS 17, 6415 77TH AVE SE	LS	\$
A10	PS 18, 7220 HOLLY HILL DR	LS	\$
A11	PS 19, 7697 W MERCER WAY	LS	\$
A12	PS 20, 8790 85TH AVE SE	LS	\$
A13	PS 21, 8004 E MERCER WAY	LS	\$
A14	PS 22, 6223 E MERCER WAY	LS	\$
A15	PS 23, 5406 96TH AVE SE	LS	\$
A16	PS 24, 4606 E MERCER WAY	LS	\$
A17	PS 25, 4266 E MERCER WAY	LS	\$
A18	Reservoir BPS, 4350 88TH AVE SE	LS	\$
A19	First Hill BPS, 7401 SE 32ND ST	LS	\$
A20	City Hall, 9601 SE 36TH ST	LS	\$
A21	PW, 9611 SE 36TH ST	LS	\$
A22	City Hall Portable, 9601 SE 36TH ST	LS	\$
A23	EOC Portable, 9601 SE 36TH ST	LS	\$
A24	MICEC, 8236 SE 24TH ST	LS	\$
A25	Fire Station 92, 8473 SE 68TH ST	LS	\$
A26	Fire Station 91, 3030 78TH AVE SE	LS	\$
A27	Fire Portable, 3030 78TH AVE SE	LS	\$

**SCHEDULE A SUBTOTAL** \$ \_\_\_\_\_

**SALES TAX (\*10.2%)** \$ \_\_\_\_\_

**SCHEDULE A TOTAL BID PRICE** \$ \_\_\_\_\_

**OPTIONAL TOTAL BID PRICE FOR 2025 PREVENTATIVE MAINTENANCE** \$ \_\_\_\_\_

**OPTIONAL TOTAL BID PRICE FOR 2026 PREVENTATIVE MAINTENANCE** \$ \_\_\_\_\_

**Note:**

Optional Bid Item Prices for 2025 and 2026 Preventative Maintenance shall account for cost escalation. The escalation factor applied to the 2025 and 2026 Preventative Maintenance line items will apply equally to all generator sites (Schedule A Bid Items 1-27) for that year.

<b>SCHEDULE B - Emergency and Incidental Repair Service</b>				
<b>Item No.</b>	<b>Description</b>	<b>Est. Qty.</b>	<b>Bid Unit Price</b>	<b>Total</b>
B1	Labor rate during regular working hours. Indicate Regular Hours: _____	27 hrs	\$	\$
B2	Overtime labor rate	4 hrs	\$	\$
B3	Sunday/Holiday labor rate	4 hrs	\$	\$
B4	<b>REPAIR PARTS:</b> Repair parts not covered by preventative maintenance contract to be billed at vendor cost plus contractor's percent markup	\$5,000	_____ % markup 18% max	\$

**SCHEDULE B SUBTOTAL** \$ \_\_\_\_\_

**SALES TAX (\*10.2%)** \$ \_\_\_\_\_

**SCHEDULE B TOTAL BID PRICE** \$ \_\_\_\_\_

Notes:

Estimated quantities included on the bid form are for bid evaluation purposes only. Actual Emergency and Incidental Repair Service shall be billed separately on a time and material basis. Additional charges for travel time, mileage, fuel, and travel expenses shall not be allowed. Labor, travel, mileage, fuel, and/or truck charges shall be combined as one labor rate.

Provide Labor Rates for year 2024 only. Labor Rates for 2025 and 2026 Emergency and Incidental Repair Services will be negotiated prior to any approval of extension of services.

**TOTAL BID AMOUNT (SCHEDULE A + SCHEDULE B)** \$ \_\_\_\_\_

All blanks on the Bid Proposal Form shall be completed. A bid price shall be indicated in each section. Bidders electing to not furnish pricing for Optional Bid Items may enter the words "No Bid" or "N/A" in the total column for those items.

Optional Bid Items are for consideration by the City and will not be used for determination of the low bidder. The City has sole discretion to include or exclude Optional Bid Items for Contract Award.

The undersigned Bidder hereby declares that they have carefully examined the Contract Documents for the construction of the project, that they have personally inspected the site, that they have satisfied themselves as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the quantities with the detailed requirements of the Contract Documents, and that this Proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this Proposal. The Bidder further declares that they have exercised their own judgment regarding the interpretation of subsurface information and has utilized all data, which they believe pertinent from the Engineer, Owner, and other sources and have made such independent investigations as the Bidder deems necessary in arriving at their conclusions.

The Bidder is hereby notified that no goal for disadvantaged business enterprise utilization has been established for this project. As part of the City's affirmative action effort, however, the City encourages participation of certified disadvantaged businesses and women business enterprises to act as prime contractors as well as subcontractors on this project.

The undersigned Bidder hereby declares that Bidder has carefully examined the Contract Documents including the following addenda, receipt of all is hereby acknowledged:

Addendum No.	Date
_____	_____
_____	_____

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Washington Contractor's Registration No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NON-COLLUSION DECLARATION

**Project Name:** \_\_\_\_\_

**Bidder/Contractor:** \_\_\_\_\_

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that the following statements are true and correct:

1. I am the representative for the above-named bidder/contractor, and as its \_\_\_\_\_, I am authorized to make the declaration herein on its behalf.
  
2. 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.

\_\_\_\_\_  
**Signature and Date**

\_\_\_\_\_  
**Contractor**

**CONTRACTOR DECLARATION PURSUANT TO RCW 39.04.350(2)**

**Project Name:** \_\_\_\_\_

**Bidder/Contractor:** \_\_\_\_\_

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington that the following statements are true and correct:

1. I am the representative for the above-named bidder/contractor, and as its \_\_\_\_\_, I am authorized to make the declaration herein on its behalf.
  
2. Within the three-year period immediately preceding the date of the bid solicitation for the above-named project, the above-named bidder/contractor has not been 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 to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

\_\_\_\_\_  
**Signature and Date**

\_\_\_\_\_  
**Contractor**

## Bidder's Qualification Certificate

The undersigned hereby certifies and submits the following:

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

Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Washington State Contractor Registration # \_\_\_\_\_

Washington State Unified Business Identifier (UBI) # \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

City of Mercer Island Business License #  
(required prior to award of contract) \_\_\_\_\_

	Yes or No	Account / Registration Number (as applicable)
Does the contractor have industrial insurance coverage for its employees working in Washington as required by Title 51 RCW?	_____	_____
Does the contractor have a Washington State excise tax registration number as required by Title 82 RCW?	_____	_____
Does the contractor have a Washington State Employment Security Department number as required by Title 50 RCW?	_____	_____
Has the contractor been disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3)?	_____	_____
Has the contractor received training on the requirements related to public works contracts and prevailing wage requirements pursuant to RCW 39.04.350(f) and chapter 39.12 RCW, or is the contractor otherwise exempt from this requirement by the department of labor and industries?	_____	_____
Within the three-year period immediately preceding the date of the bid solicitation, has the contractor been 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 to have willfully violated, as defined in RCW 49.48.082, any provision of Chapters 49.46, 49.48, or 49.52 RCW?	_____	_____

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**