

**SECTION I  
NOTICE AND INSTRUCTIONS TO BIDDERS  
BID NUMBER 201004**

**1. CALL FOR BIDS**

Proposals for distribution and transmission wood pole inspection, treating, and reporting will be received by PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY, on or before Wednesday, May 26, 2020 by 3:00 p.m., Pacific Time, either by standard mail Attn: Contracts, P.O. Box 1000, Carlsborg, WA 98324. By overnight mail or expedited mail, Attn: Contracts, 100 Hooker Rd., Sequim WA 98382. Or by e-mail to [contracts@clallampud.net](mailto:contracts@clallampud.net) please place the Bid Number 201004 in the subject line. Please note, our offices are closed to the public at this time.

**2. SCOPE OF WORK**

The project will consist of wood pole inspection, treating, and reporting of an unspecified number of electrical transmission and distribution wood poles in Clallam and Jefferson Counties. The number of wood poles to be inspected, treated, and reported will be determined by the Contractor's unit cost proposal.

The District is also interested in receiving cost proposals for the installation of District plant unit numbers on the wood poles and guy guards that are included within the above-defined scope.

This project will have an estimated not-to-exceed amount of \$125,600.00 (not including WSST).

**3. STARTING / COMPLETION DATES**

The work shall commence upon issuance of the Notice-to-Proceed or as soon thereafter as weather permits. The Project must be completed by November 20, 2020.

**4. AVAILABILITY OF CONTRACT DOCUMENTS**

Specifications are on file and copies available at the office of Public Utility District No. 1 of Clallam County, 104 Hooker Road, Sequim, Washington, mailing address Post Office Box 1000, Carlsborg, WA 98324, you must please telephone 360.565.3212 or Bill Decker at 360.565.3461 to assist you as our offices are closed to the public at this time.

**5. EXAMINATION OF SITE AND CONDITIONS**

Prior to the submission of the bidder's proposal, the bidder shall make and shall be deemed to have made a careful examination of all contract documents on file with the District, and shall become informed as to the location and nature of the proposed inspection, treating, and reporting, the transportation facilities, the kind of facilities required before and during the course of the project, general local conditions, and all other matters that may affect the cost and the time of completion of the project. An inspection tour of the areas to be inspected, treated, and/or reported is not scheduled; however, if the Contractor wishes to view a representative area or needs further information, the Contractor should contact Bill Decker, Operations Superintendent, at 360.565.3461.

**6. BIDDER PREQUALIFICATION**

Per RCW 54.04.080; RCW 54.04.085;

- Contractors must currently be prequalified to work on the District's electrical facilities prior to being considered a responsible bidder to our call for bids.

**7. INSURANCE**

The Contractor shall, at its own expense and cost, carry insurance from an insurance company or companies and under policies of insurance acceptable to and approved by the District, the following insurance with limits not less than shown on the respective items:

- a. Worker's Compensation

To the limit required by the laws of the State of Washington.

b. Commercial General Liability and Property Damage Insurance

Minimum Coverage Limits:

Bodily Injury	\$1,000,000 each person
Property Damage	\$1,000,000 each occurrence \$2,000,000 aggregate
Umbrella Coverage	\$2,000,000

Any policy shall have no Self Insured Retained Limits or deductible.

c. All policies of insurance providing coverages required under paragraph "b" above shall name Public Utility District No. 1 of Clallam County as additional insured with a cross liability clause and provide that no cancellation or material changes in the policies shall become effective unless thirty (30) days prior notice of such cancellation or change shall be furnished the District by certified mail. The District shall be named in the policy as an additional insured without reservation or qualification. Blanket Additionally Insured is not acceptable.

Prior to commencement of any work hereunder, the Contractor shall provide the District with evidence of Worker's Compensation Insurance and with a Certificate of Insurance showing the District named as additional insured.

**8. CONTRACTOR**

The project, as detailed under Item 2 of this Notice and Instructions to Bidders, shall be performed by one general contractor. The bidder may not elect to bid on only a portion of the project, but may use necessary subcontractors to complete the work. All subcontractors must be listed in Section II, Proposal. **Any subcontractor not listed shall be barred from performing any of the work described herein.**

**9. SUBMISSION OF PROPOSAL**

Bids may be submitted via USPS addressed to the District. If mailed, they should be sent to Attention: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324. If hand delivered, they should be brought to the main office at 104 Hooker Road, Sequim, WA 98382. If submitting via express delivery (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1 at 100 Hooker Road Sequim, WA 98382. The name and address of the bidder and bid number must appear on the envelope in which the Proposal is submitted. Proposals must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated.

**10. EMPLOYER'S IDENTIFICATION NUMBER**

The bidder must furnish with the bid the firm's Federal Employer Identification Number.

**11. SALES TAXES**

Any county, city, or metropolitan municipal sales taxes that may be applicable to this transaction will be considered by the Board in evaluation of bids. In the event that a county, city, or metropolitan municipal sales tax is applicable to the proposed purchase, the Board will award the contract to the lowest bidder, on the basis of the relative amount of the stated bid price plus the amount of any county, city, or metropolitan municipal sales and use tax.

**12. PAYMENT OF PREVAILING WAGES**

The Contractor will be required to pay prevailing wages on this project. It shall be the Contractor's responsibility to verify current rates of all occupations used on the project. See the Prevailing Wage section, attached as "Exhibit A" herein.

**13. BID SECURITY**

Each proposal shall be accompanied by a Certified Check or Cashier's Check payable to the order of the District for a sum not less than five percent (5%) of the amount of the bid, or accompanied by a Bid Bond in an amount not less than five percent (5%) of the total bid with a Corporate Surety licensed to do business in the State of Washington, conditioned that the Bidder will pay to the District as liquidated damages the total amount specified in the Bond unless entering into a contract in accordance with the bid and furnishing a Performance and Payment Bond(s) for not less than One Hundred percent (100%) of the contract price within ten (10) days of being notified as being the successful bidder, as required by Section 54.04.080 R.W.C.

If a proposal is not accepted, the Certified Check, Cashier's Check, or Bid Bond will be returned within 90 days to the Bidder furnishing same, except that of the successful Bidder shall be retained until a contract is entered into and a Performance and Payment Bond(s) furnished as mentioned above.

If the Bidder fails to enter into a contract and furnish the Bond(s) within ten (10) days of the date of being notified as being the successful Bidder, the check or Bid Bond and the amount thereof shall be forfeited to the District. No Bidder shall be permitted to withdraw a bid within a period of 45 days after the actual date on which the bids were opened.

**14. PROPOSAL IRREGULARITIES OR ERRORS**

The District reserves the right to waive non-material irregularities or minor errors in any proposal.

**15. REJECTION OF PROPOSAL**

The District reserves the right to reject all proposals and re-issue the request for proposals.

**16. SUSPENSION/DEBARMENT**

All bidders must have a current Washington Unified Business Identifier (UBI) number. If applicable they must have Industrial Insurance (worker' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW. They must also have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW. The bidder must not be in a suspended or debarment status or be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

**PUBLIC UTILITY DISTRICT NO. 1  
OF CLALLAM COUNTY**



By: \_\_\_\_\_  
John Purvis, Assistant General Manager