

**SECTION I  
NOTICE AND INSTRUCTIONS TO BIDDERS  
BID NUMBER 220803**

**1. CALL FOR BIDS**

Sealed bids 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, April 20, 2022, by 2:30 p.m., Pacific Time, either by standard mail Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, WA 98324, or by overnight mail or expedited mail, Attn: Contracts Coordinator, 100 Hooker Rd., Sequim WA 98382. Please note, due to COVID our offices are closed to the public at this time and might still be closed at the time of bid due date. A public bid opening will take place in the Boardroom at the Districts Main Office located at 104 Hooker Road, Sequim, WA 98382.

**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 County. 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 \$137,132.00 (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 on or before November 4, 2022.

**4. AVAILABILITY OF CONTRACT DOCUMENTS**

Specifications are on file and copies are available at no cost on our website <https://clallampud.net/contractorsprojects/> or please telephone Bill Decker at 360.565.3461 or Contracts 360.565.3243 to assist you with providing documents.

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

**7. SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA**

In addition to the requirements above in item 6, the Bidder must also meet the following relevant supplemental bidder responsibility criteria applicable to the project:

- 1.) Must provide a "Treating Foreman" that has received a minimum of 12 weeks training as a wood pole inspector

- 2.) The "Treating Foreman" must have a minimum of 2 years of experience supervising a test and treat crew and 5 test and treat projects of experience in application of fumigants and paste type treatments. The "Treating Foreman" should be familiar with filing necessary paperwork and electronic files.
- 3.) The "Treating Foreman" must have current certifications in first aid and CPR and have safety and PPE training.

As evidence the bidder meets the bidder responsibility criteria listed above, all bidders must provide by bid due date of April 20, 2022, 2:30 p.m. and with Section II - Proposal:

- 1.) A Resume of "Treating Foreman" listing the name of the service that provided the wood pole inspector training and the date the training was completed.
- 2.) The "Treating Foreman" resume must show a minimum of 2 years of experience in supervising a test and treat crew and list with contact information the last 5 test and treat projects.
- 3.) The resume must also include either copies of current certifications in first aid, CPR, PPE, and safety training and/or list each training with the name of the service that provided the training and the dates completed.

Bidders with concern about relevancy or restrictiveness of the required Supplemental Bidder Responsibility Criteria may make or submit requests in writing to the District to modify the criteria. Such requests shall describe the exact nature of the concerns and proposes specific modifications to the criteria that will make the criteria more relevant and/or less restrictive of competition. Bidders shall submit in writing, such requests to the District no later than 7 business days prior to the bid submittal deadline and address the request to Project Manager, Bill Decker at [billd@clallampud.net](mailto:billd@clallampud.net).

If the District determines the apparent low bidder does not meet the Supplemental Bidder's Responsibility criteria above, the District shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within 24 hours of receipt of the District's written determination by presenting additional information to the District. The District will consider additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the District will not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

## 8. 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.

**9. 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 change or substitution may be approved in advanced by the District with a Change Order PRIOR TO WORK STARTING. **Any subcontractor not listed shall be barred from performing any of the work described herein.**

**10. SUBMISSION OF PROPOSAL**

Sealed bids may be submitted via USPS and sent to Clallam County PUD No. 1, Attn: Contracts Coordinator, P.O. Box 1000, Carlsborg, Washington 98324.

If submitting a sealed bid via express delivery (i.e. FedEx, UPS), please deliver the sealed bid to the Clallam County PUD No. 1, Attn: Contracts Coordinator, 100 Hooker Road Sequim, WA 98382. The bid must be in a sealed bid envelope with the name and address of the Bidder, plainly marked "SEALED BID", and bid number on the sealed envelope and then placed inside the delivery envelope to be mailed.

Bids must be filled out in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission, initialed, and dated. Sealed bids will be received by Clallam County PUD No. 1, until 2:30 p.m. Pacific Time on Wednesday, April 20, 2022.

At 2:30 p.m. Pacific Time, April 20, 2022, a public bid opening will take place in the Boardroom at the District's Main office, 104 Hooker Rd., Sequim, WA. If attending the bid opening, please no more than 2 people per party, full mouth and nose mask covering is required, park on East side of the building parking lot, and enter only on the North side of the building, and distancing of at least 6 feet separation will be in place.

**11. EMPLOYER'S IDENTIFICATION NUMBER**

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

**12. 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.

**13. 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.

**14. 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.

**15. PROPOSAL IRREGULARITIES OR ERRORS**

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

**16. REJECTION OF PROPOSAL**

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

**17. 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