

BID SUBMITTAL PACKAGE



City of Tacoma
Environmental Services Department

**SPECIFICATION NO.
ES24-0017F**

**CTP AEROBIC DIGESTERS
QUAD A RESTORATION AND
IMPROVEMENTS**

Project No. ENV-04030-02

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
Environmental Services Department Science and Engineering Division**

**REQUEST FOR BIDS ES24-0017F
CTP Aerobic Digesters Quad A Restoration and Improvements**

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, July 8, 2025

Submittals must be received by the City’s Procurement and Payables Division by 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email server, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Include the specification number in the subject line of your email. Your submittal must be sent as an attachment, links to your electronic submittal will not be accepted.

For in person submittals, the City of Tacoma will designate the time of receipt recorded by the timestamp located at the lobby security desk, as the official time of receipt. Include the specification number on the outside of the sealed envelope. Late submittals will be returned unopened and rejected as non-responsive.

Submittal Delivery: Sealed submittals will be received as follows:

| | |
|---|--|
| <p>By Email: sendbid@Tacoma.gov Maximum email size, including attachments: 35 MB. Multiple emails may be sent for each submittal.</p> <p>Note: Email may pass through multiple servers before arriving at its destination. Please allow sufficient time for email delivery of submittals. Timely electronic delivery is at the risk of the supplier.</p> | <p>In Person: Tacoma Public Utilities Administration Building North, Main Floor, Lobby Security Desk 3628 South 35th Street Tacoma, WA 98409 Monday – Friday 8:00 am to 4:30 pm</p> |
|---|--|

Bid Opening: Submittals must be received by the City’s Procurement and Payables Division prior to 11:00 a.m. Pacific Time. Sealed submittals in response to a RFB will be opened Tuesday’s at 11:15 AM by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35th Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday’s at 11:15 AM. Attend a Zoom meeting [via this link](#) or call 1 (253) 215 8782 using meeting ID # 884 0268 0573, passcode # 070737.

Submittals in response to an RFP, RFQ or RFI will be recorded as received, but not read at bid opening. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

If you believe your submittal was sent timely and was not read at bid opening, please contact sendbid@cityoftacoma.org immediately.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained at the City’s plan distribution service provider, ARC, 632 Broadway, Tacoma, WA, or by going to <http://www.e-arc.com/location/tacoma>. Prospective bidders will be required to pay reproduction costs. A list of vendors registered for this solicitation is also available at their website.

Pre-Proposal Meeting: A pre-proposal meeting will be held at the Central Wastewater Treatment Plant, Building O at 10:00 AM on Monday, June 30, 2025. A visit to the Quad A Towers will follow. Access the site via the Gate 3 entrance located at 2201 E Portland Avenue, Tacoma, WA 98421. For safety, all attendees whom wish to take a site visit are required to bring proper PPE including boots, hardhat, and vest.

Project Scope: The Work generally consists of performing improvements and repairs to the Quad A Thermophilic Digesters Towers at the City of Tacoma Central Wastewater Treatment Plant (CTP). This includes cleaning, preparing, and coating the interior concrete surfaces of the four (4) Quad A towers; removing, protecting, storing, and reinstalling the four (4) mixers, motors, gear boxes, 35-FT long mixer shafts, and steel support plates; replacing four (4) mixer gear boxes and motors; replacing approximately 100-LF of 6-

Inch discharge piping and fittings; replacing and/or recoating metal lids, grates, and angles; preparing and recoating the handrails on top of the four (4) towers, cleaning, preparing, containing, and recoating all surfaces inside the Quad A Distribution Boxes; disposal of all removed materials; replacing approximately 50-LF of stairway railing; installing four (4) access hatches with additional reinforced concrete and Fiber Reinforced Polymer (FRP) into each tower near ground level; removing and replacing portions of the existing Quad A Tower exterior insulation system to facilitate the access hatch installation; Spot repairs to the exterior insulation of Quad Towers B and C; repairs to the exterior siding of the New Digester Building; and removal of obsolete equipment and piping and associated touch-up repairs on top of the Quad Towers and inside the New Digester Building.

Estimate: 1,100,000.00 plus sales tax


Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave in accordance with Washington State law.

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing the contact listed below in the *Additional Information* section.

Title VI Information: "The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Stan Rowden II by email to Srowden@Tacoma.gov.

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

HEALTH & SAFETY: Be sure to comply with all City of Tacoma health and safety requirements.

PLEASE NOTE: Be sure you have complied with all specifications and requirements and have signed all required documents.

YOUR ATTENTION IS PARTICULARLY CALLED to the following forms, which must be executed in full and submitted with your bid response:

1. **BID PROPOSAL:** The unit prices bid must be shown in the space provided. Check your computations for omissions and errors.
2. **SIGNATURE PAGE:** To be filled in and executed by a duly authorized officer or representative of the bidding entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.
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.
4. **CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES:** Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2017).
5. **STATE RESPONSIBILITY AND RECIPROCAL BID PREFERENCE INFORMATION:** Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2010).
6. **LIST OF SUBCONTRACTOR CATEGORIES OF WORK:** Bidder shall list all subcontractor(s) proposed to perform the work of heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW and electrical as described in Chapter 19.28 RCW. Bidder shall also list all subcontractor(s) proposed to perform the work of structural steel installation and/or rebar installation.

FAILURE TO LIST SUBCONTRACTORS WILL RESULT IN THE BID BEING NON-RESPONSIVE AND THEREFORE VOID.

7. **STATEMENT OF QUALIFICATIONS:** The Contractor or subcontractor shall fill out this form in its entirety proving they meet the requirements as outlined in these specifications. It shall be the sole determination of the Engineer to determine if the Contractor/subcontractor does in fact meet the requirements. This is a condition of award of the Contract.

8. **EQUITY IN CONTRACTING (EIC) UTILIZATION FORM**

Bidders shall complete the Equity in Contracting Utilization Form in accordance with the City of Tacoma Equity in Contracting Regulations Manual and Chapter 1.07 of the City of Tacoma Municipal Code (TMC). This form shall be fully and accurately completed and returned with submission of the Bid and will be used to determine if the Bidder is in compliance with the EIC regulations and the TMC.

As part of the City of Tacoma's ongoing work to address past disparities and to increase the City's contracting with and utilization of historically underutilized businesses, the Equity in Contracting (EIC) Program places requirements on City contracts for utilization of businesses certified by the Washington State Office of Minority and Women's Business Enterprise and approved by the Equity in Contracting Program ("Certified Businesses"). The EIC Program also provides guidance and technical assistance to Certified Businesses who are interested in providing supplies, services and public works to the City of Tacoma. The EIC Program requirements are contained in Tacoma Municipal Code Chapter 1.07.

See City of Tacoma – Equity In Contracting Program section for additional information and EIC Requirements.

POST AWARD FORMS EXECUTED UPON AWARD:

- 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.
- C. PERFORMANCE BOND TO THE CITY OF TACOMA: Must be executed by the successful bidder and his/her surety company.
- D. CERTIFICATE OF INSURANCE: Shall be submitted with all required endorsements.
- E. LEAP UTILIZATION PLAN: Shall be submitted at the Pre-Construction Meeting.
- F. GENERAL RELEASE.

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

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP):

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 mandatory LEAP program for public works contracts pursuant to Ordinance No. 28520. The primary goal is to provide an opportunity for City of Tacoma residents and Tacoma Public Utilities ratepayers to enter apprenticeship programs, acquire skills, and perform work that will provide living wages.

Example LEAP Requirements:

1. Local Employment Utilization Requirement – Prime contractor is required to ensure that 15 percent of the labor hours worked on the project are performed by residents of the City of Tacoma or local economically distressed areas, whether or not such person is an Apprentice.

NOTE: Depending on the number of requirements assigned to this project, the requirements could be satisfied concurrently. For example if the prime contractor utilizes individuals who simultaneously meet more than one assigned requirement, such as an apprentice who resides in the City of Tacoma or in a local economically distressed area, then the hours worked by that individual will be applied toward both requirements.

See City of Tacoma – Local Employment and Apprenticeship Training Program section for additional information and LEAP Requirements.

**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 chapters 18.27 RCW, 18.106 RCW, 70.87 RCW, 19.28 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).
5. Have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW and must designate a person or persons to be trained on these requirements. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection.

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 Equity in Contracting and Local Employment and Apprenticeship Training 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 via email to bids@cityoftacoma.org no later than 5:00 p.m. Pacific Time, three days prior to the submittal deadline. 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.

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 \$500,000 and by Contracts and Awards Board for contracts greater than \$500,000.

BID PROPOSAL

SPECIFICATION NO. ES24-0017F

CTP AEROBIC DIGESTERS QUAD A RESTORATION AND IMPROVEMENTS

The undersigned hereby certifies that he/she has examined the location and construction details of work as outlined on the Plans and Specifications for Project No. ENV-04030-02 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:

NOTE: 1. Unit prices of all items, all extensions and total amount of bid should be shown. Show unit prices in figures only.

| <u>ITEM NO.</u> | <u>ITEM DESCRIPTION</u> | <u>ESTIMATED QUANTITY</u> | <u>UNIT PRICE</u> | <u>TOTAL AMOUNT</u> |
|---------------------------------------|---|---------------------------|-------------------|---------------------|
| 1. | CTP AEROBIC DIGESTERS QUAD A RESTORATION AND IMPROVEMENTS | 1 Lump Sum | Lump Sum | \$ _____ |
| Base Bid (Subtotal Item No. 1) | | | \$ _____ | (A) |
| 10.3% Sales Tax (Item No. 1) | | | \$ _____ | (B) |
| GRAND TOTAL (A+B) | | | \$ _____ | |

Contractor's Name: _____

Specification No. ES24-0017F

SIGNATURE PAGE

**CITY OF TACOMA
ENVIRONMENTAL SERVICES DEPARTMENT**

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Bids page near the beginning of the specification**. 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.

**REQUEST FOR BIDS SPECIFICATION NO. ES24-0017F
CTP AEROBIC DIGESTERS QUAD A RESTORATION AND IMPROVEMENTS**

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

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

Address

Printed Name and Title

City, State, Zip

(Area Code) Telephone Number / Fax Number

Authorized Signatory E-Mail Address

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

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

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

E-Mail Address for Communications

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 \$ _____



City of Tacoma

Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (June 24, 2025), that 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.

Bidder

Signature of Authorized Official*

Printed Name

Title

Date

City

State

Check One:

Individual

Partnership

Joint Venture

Corporation

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

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

** 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.*

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 nor 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 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: _____

Have you completed the training required by RCW
39.04.350, or are you on the list of exempt businesses
maintained by the Department of Labor and Industries?

- Yes No

List of Subcontractor Categories of Work

Project Name _____

Subcontractor(s) that are proposed to perform the work of heating, ventilation and air conditioning, and/or plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. **This information must be submitted with the bid proposal or within one hour of the published bid submittal time via email to sendbid@cityoftacoma.org.**

Subcontractor(s) that are proposed to perform the work of structural steel installation and/or rebar installation must be listed below. **This information must be submitted with the bid proposal or within forty-eight hours of the published bid submittal time via email to sendbid@cityoftacoma.org.**

Failure to list subcontractors or naming more than one subcontractor to perform the same work will result in your bid being non-responsive. Contractors self-performing must list themselves below. The work to be performed is to be listed below the subcontractor(s) name.

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 _____

STATEMENT OF QUALIFICATIONS PROJECT EXPERIENCE FORM

PROJECT: CTP AEROBIC DIGESTERS QUAD A RESTORATION AND IMPROVEMENTS

This qualification form shall be completed in its entirety and submitted with the Bid Submittal Package. Use additional copies of this form, if necessary, to show all required experience. **Failure to submit and meet the requirements as stated in Section 1.10 of the Supplemental Conditions (Document 00_73_00) shall be grounds for rejection of the bid.**

The City of Tacoma shall solely determine if a Bidder meets the minimum experience requirements.

CONCRETE COATING SYSTEM CONTRACTOR QUALIFICATIONS

The contractor performing the concrete cleaning, preparation, and coating, whether as Bidder or subcontractor, shall demonstrate successful experience and competence by having completed at least 100,000 square feet of concrete surface preparatory work and at least 100,000 square feet of application of the concrete coating system. This work shall have all occurred within the past ten (10) years, either as the general contractor or coating subcontractor, and shall have been completed and in service for at least one year. Furthermore, this contractor shall be responsible for performing all concrete surface cleaning, preparation, and coating work indicated in the Contract Documents.

Name of Coating Contractor: _____

Address: _____

Contact Person: _____ Phone: _____

#1 Project Name: _____

Description of Work: _____

Amount of Surface Preparation (SF): _____ Amount of Coating Applied (SF): _____

Coating Product Used: _____ Completion Date: _____

Owner: _____ Owner's Project Manager (PM): _____

PM's phone: _____ PM's e-mail address: _____

#2 Project Name: _____

Description of Work: _____

Amount of Surface Preparation (SF): _____ Amount of Coating Applied (SF): _____

Coating Product Used: _____ Completion Date: _____

Owner: _____ Owner's Project Manager (PM): _____

PM's phone: _____ PM's e-mail address: _____

#3 Project Name: _____

Description of Work: _____

Amount of Surface Preparation (SF): _____ Amount of Coating Applied (SF): _____

Coating Product Used: _____ Completion Date: _____

Owner: _____ Owner's Project Manager (PM): _____

PM's phone: _____ PM's e-mail address: _____

#4 Project Name: _____

Description of Work: _____

Amount of Surface Preparation (SF): _____ Amount of Coating Applied (SF): _____

Coating Product Used: _____ Completion Date: _____

Owner: _____ Owner's Project Manager (PM): _____

PM's phone: _____ PM's e-mail address: _____

#5 Project Name: _____

Description of Work: _____

Amount of Surface Preparation (SF): _____ Amount of Coating Applied (SF): _____

Coating Product Used: _____ Completion Date: _____

Owner: _____ Owner's Project Manager (PM): _____

PM's phone: _____ PM's e-mail address: _____

EQUITY IN CONTRACTING (EIC) REQUIREMENTS MEMO

CCD/EIC: ENV-04030-02

Date of Record: 06/12/2025

Project Spec#: ES24-0017F

Project Title: CTP Aerobic Digestors Quad A Restoration and Improvements

This Project qualifies for an Overall Equity in Contracting (EIC) Requirement¹.

OVERALL EIC REQUIREMENT: 20%

Please note: The overall EIC Requirement is the sum of the three (3) separate requirements initially established as a result of using the EIC Requirement Setting Methodology – Not to exceed 20%. The bidder can use any combination of MBEs, WBEs, SBEs or DBEs to fulfill the overall EIC Requirement

All bidders must complete and submit with their bid the EIC Utilization form contained in the bid submittal package.

A list of EIC-eligible companies is available at www.omwbe.wa.gov²

The stated EIC requirements may be met by the contractor or by identified subcontractors.

All EIC Requirements may be met by using MBEs, WBEs, DBEs or SBEs from the OMWBE certified list. It is the bidder's responsibility to ensure that their firm or identified subcontractors are certified by OMWBE for the specific categories stated in the EIC requirements and approved by the City of Tacoma EIC Program at the time of bid submittal. Bidders should be aware that firms may be certified in multiple categories by OMWBE.

Please check to make certain that the firms you name as meeting the EIC requirements hold the actual certification stated in the requirements. Business certification in specific categories may be verified by contacting the EIC Office*.

Important:

Small Business Enterprise (SBE) Requirement can be fulfilled only by utilizing firms that have the following OMWBE certifications:

- Small Business Enterprise (SBE) Certification
- Disadvantaged Business Enterprise (DBE) Certification

Please Note: It is the bidder's responsibility to ensure that the subcontractor(s) listed on the EIC Utilization Form are currently certified by the State of Washington's Office of Minority and Women Business Enterprises (OMWBE) at the time of bid opening. This may be verified by contacting the EIC Office at (253) 344-6632 between 8 AM and 5 PM, Monday through Friday or the OMWBE Office at (866) 208-1064. Please refer to the City of Tacoma EIC code.

MATERIAL MISSTATEMENTS CONCERNING COMPLETED ACTIONS BY THE BIDDER IN ANY SWORN STATEMENT OR FAILURE TO MEET COMMITMENTS AS INDICATED ON THE EIC UTILIZATION FORM MAY RENDER THE BIDDER IN DEFAULT OF CITY ORDINANCE 1.07

¹ *Per the Equity in Contracting (EIC) Program Regulations Chapter V.A.1. Option 2: If after setting the EIC Requirements, reviewing the OMWBE directory, and discussing with the Project Delivery Team, it is determined that fulfilling each requirement separately might present undue hardship for contractors, EIC staff will apply an **overall EIC Requirement**.

² For the OMWBE list, be sure to look for businesses in King, Kitsap, Lewis, Mason, Pierce, Snohomish, Thurston, or any counties adjacent to the county in which the work is performed per 1.07.050(2)(b-c). *Contact the EIC Office eicoffice@cityoftacoma.org if you have any questions.

EQUITY IN CONTRACTING (EIC) UTILIZATION FORM



STOP! READ Instructions to Bidders/Proposers for completing EIC Utilization Form.

Failure to complete all sections of this form according to the instructions provided or failure to submit this form shall render the bid or proposal non-responsive. (If necessary, use additional forms to list the requirements of Columns A-D). City reserves the right to make minor, non-material corrections to completed Forms, such as to correct obvious data entry errors. No corrections will be made that alter the proposed Certified Business participation percentages and dollar amounts.

Please note: Certified Businesses MUST be certified at time of or prior to bid opening. Bidders who are themselves Certified Businesses with the Office of Minority & Women's Business Enterprises (OMWBE) can meet the EIC requirements by self-performance- An adjustment to the EIC Requirements will be made.

| 1. Bidder Name: | Self-Performing Bidder fills out sections below with their firm's name, and certification type. Check Certified Firm Project Role as Contractor in column C | | | | |
|--|---|--------------------------|--------------------------|--|--|
| 2. Project Title: | | | | 3. SPEC #: | |
| 4. Base Bid – No Sales Tax (Must match Bid Proposal amount) | \$ | | | | |
| Column A. Certified Business Name | Column B. Business Cert. Type | | | Column C. Bid Item(s) Number(s) performed by the Certified Business(es) | Column D. Subcontract Amount <small>If Material supplier, only 20% of the subcontract amount can be counted towards the EIC Requirements</small> |
| | MBE | WBE | SBE/DBE | | |
| Representative Name & Contact # below: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | |
| Representative Name & Contact # below: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | |
| Representative Name & Contact # below: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | |
| Representative Name & Contact # below: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | |

* For EIC Requirements on this Project, refer to *EIC Requirements (EIC Reqs) Memo in the Bid Package

IMPORTANT: If awarded the Contract from the Specification bidders must execute subcontracts or supply agreements with Certified Businesses listed on the EIC Utilization Form.

Failure to enter into an agreement with the Certified Businesses listed in Column A for at least the corresponding dollar amount listed in Column D, may result in penalties authorized by the Tacoma Municipal Code (TMC) 1.07.110.

EQUITY IN CONTRACTING (EIC) UTILIZATION FORM



STOP! READ Instructions to Bidders/Proposers for completing EIC Utilization Form.

Failure to complete all sections of this form according to the instructions provided or failure to submit this form shall render the bid or proposal non-responsive. (If necessary, use additional forms to list the requirements of Columns A-D). City reserves the right to make minor, non-material corrections to completed Forms, such as to correct obvious data entry errors. No corrections will be made that alter the proposed Certified Business participation percentages and dollar amounts.

Please note: Certified Businesses MUST be certified at time of or prior to bid opening. Bidders who are themselves Certified Businesses with the Office of Minority & Women's Business Enterprises (OMWBE) can meet the EIC requirements by self-performance- An adjustment to the EIC Requirements will be made.

Example of a COMPLETED EIC UTILIZATION FORM

Initial Information:

| 1. Bidder Name: | ABC Construction, Inc. | | | | |
|--|---|-------------------------------------|-------------------------------------|---|--|
| | Self-Performing Bidder fills out sections below with their firm's name, and certification type. Check Certified Firm Project Role as Contractor in column C | | | | |
| 2. Project Title: | Downtown Restoration and Street Maintenance Project | | | 3. SPEC #: | PW23-0011F |
| 4. Base Bid – No Sales Tax (Must match Bid Proposal amount) | \$359,670.00 | | | | |
| Column A. Certified Business Name | Column B. Business Cert. Type | | | Column C. Bid Item(s) Number(s) performed by the Certified Business(es) | Column D. Subcontract Amount <small>If Material supplier, only 20% of the subcontract amount can be counted towards the EIC Requirements</small> |
| | MBE | WBE | SBE/DBE | | |
| Traffic ABC Representative Name & Contact # below: Beth Bell – (253) 555-3333 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bid Item #4- Pedestrian Traffic Control Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | \$30,000 |
| Survey 101, Inc. Representative Name & Contact # below: John Doe – (253) 111-2233 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Bid Item #1 – Roadway Surveying Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | \$9,500.00 |
| Hello Manufacturer Representative Name & Contact # below: Sam Jam – (253) 555-7899 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bid Item #66- Green Durable Product Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (20%) <input checked="" type="checkbox"/> | \$10,000 (In this example, Total subcontract amount is \$10,000- Only 20% of total will be applied towards *EIC Reqs) |
| Representative Name & Contact # below: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certified Firm Project Role: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (20%) <input type="checkbox"/> | |

* For EIC Requirements on this Project, refer to *EIC Requirements (EIC Reqs) Memo in the Bid Package

IMPORTANT: If awarded the Contract from the Specification bidders must execute subcontracts or supply agreements with Certified Businesses listed on the EIC Utilization Form.

Failure to enter into an agreement with the Certified Businesses listed in Column A for at least the corresponding dollar amount listed in Column D, may result in penalties authorized by the Tacoma Municipal Code (TMC) 1.07.110.

INSTRUCTIONS TO BIDDERS FOR COMPLETING THE EQUITY IN CONTRACTING (EIC) UTILIZATION FORM

Complete Initial Information Section:

1. Enter Bidder firm name
2. Enter Project Title as it appears on the Specification
3. Enter Spec # as it appears on the Specification
4. State the Base Bid, which is the Bidder's bid amount, plus any alternates, additives, and deductive selected by the City. Do not include sales tax.

Self-Performing Bidders:

Bidders who are themselves Certified Businesses with the Office of Minority & Women's Business Enterprises (OMWBE) can meet the EIC requirements by self-performance. When a Certified Business is the prime bidder, an adjustment will be made to the EIC Requirements. **In such cases, the self-performing Certified Business can be found to be a responsible bidder even if the bid did not satisfy all three stated EIC Requirements (SBE, MBE and WBE).** For example, if a bidder is certified as an MBE and an SBE, the WBE Requirements may be deemed waived since the Contractor's self-performance as an MBE and an SBE achieves the total Requirement.

Complete Column "A": List all Certified Businesses with whom you will execute a subcontract if you are the successful Bidder. Provide a contact person for the Certified Business and the contact phone number.

Complete Column "B": The stated EIC requirements may be met by the contractor or by identified subcontractors. All EIC Requirements may be met by using MBEs, WBEs, DBEs or SBEs from the OMWBE certified list ([Office of Minority and Women's Business Enterprises](#)). It is the bidder's responsibility to ensure that their firm or identified subcontractors are certified by OMWBE for the specific categories stated in the EIC requirements and approved by the City of Tacoma EIC Program at the time of bid submittal. Bidders should be aware that firms may be certified in multiple categories by OMWBE. Please check to make certain that the firms you name as meeting the EIC requirements hold the actual certification stated in the requirements. Business certification in specific categories may be verified by contacting the EIC Office*.

Important:

Small Business Enterprise (SBE) Requirement can be fulfilled only by utilizing firms that have the following Washington State Office of Minority and Women's Business Enterprises (OMWBE) certifications:

- Small Business Enterprise (SBE) Certification
- Disadvantaged Business Enterprise (DBE) Certification

Complete Column "C": Specify the role of each listed Certified Business by checking Subcontractor or Material Supplier. **Note:** Each role counts differently towards EIC Utilization Requirements.

- Subcontractor: 100% of subcontract amount counts towards the EIC Utilization Requirement
- Material Supplier: 20% of supply expenditure amount counts towards the EIC Utilization Requirement
- **EXAMPLE** Material cost = \$100,000 equates to $(\$100,000 \times 20\%) = \$20,000$ to be applied towards the EIC Requirements

Provide a description of the scope of work, services, or materials/supplies planned to be provided by each listed Certified Business.

Note: The work description for each Certified Business listed on the EIC Utilization form must match the Certified Business's OMWBE Profile. This ensures that the Certified Business is able to perform the work scope or role for which they have been listed.

Complete Column "D": Enter the subcontract amount for each Certified Business listed. This amount is the price that Bidder and Certified Business have agreed upon **prior to submittal**.

ADDITIONAL IMPORTANT INSTRUCTIONS:

- Bidders must contact and solicit bids from Certified Businesses prior to listing them on the EIC Utilization Form. EIC staff will contact all listed Certified Businesses to verify that they have been contacted by Bidder regarding participation and subcontract amounts **prior to being listed on this form**. If the listed Certified Businesses have not been contacted prior to being listed on this form, Bidders will be deemed non-responsive.
- Include the completed EIC Utilization form with bid submittal. Incomplete, incorrect, or missing forms will render a bid nonresponsive.
- If awarded the Contract from the Specification bidders must execute subcontracts or supply agreements with Certified Businesses listed on the EIC Utilization Form. Failure to enter into an agreement with the Certified Businesses listed in Column A for at least the corresponding dollar amount listed in Column D, may result in penalties authorized by the Tacoma Municipal Code (TMC) 1.07.110.