



City of Tacoma, WA

TACOMA VENUES AND EVENTS

REQUEST FOR BIDS

**THEATERS FALL PROTECTION UPGRADES
SPECIFICATION NO. PF25-0171N**



**City of Tacoma
Tacoma Venues and Events**

**REQUEST FOR BIDS - PF25-0171N
Theaters Fall Protection Upgrades**

Submittal Deadline: 11:00 a.m., Pacific Time, Wednesday, August 20, 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 envelope. Late submittals will be returned unopened and rejected as non-responsive.

Submittal Delivery: 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>
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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 10 a.m. July 23, 2025, in the Pantages Theater Lobby; 901 Broadway Tacoma, WA 98401.

Project Scope: The City of Tacoma (City) is soliciting bids to establish one contract with qualified vendors for comprehensive fall protection system upgrades at three theater venues: Pantages Theater, Theater on the Square, and Rialto Theater in Tacoma, WA. These facilities currently have non-compliant fall protection systems that require modernization to improve safety, enhance performance, and bring the venues into compliance with current applicable OSHA codes and standards. The primary objective of this project is to perform a full modernization to improve reliability, enhance performance, and bring all fall protection systems into compliance with current applicable codes and standards.

Estimate: N/A

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 Sara Bird by email to sbird@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.

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SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award. Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Bids page.

<p>The following items make up your complete electronic submittal package (include all the items below):</p>	
<p>Signature Page (Appendix B) 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.</p>	
<p>Price Proposal Form (Appendix B) The unit prices bid must be shown in the space provided. Check your computations for omissions and errors.</p>	
<p>Certification of Compliance with Wage Payment Statutes Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2017).</p>	
<p>State Responsibility and Reciprocal Bid Preference Information Bidder shall complete this form in its entirety to ensure compliance with state legislation (SHB 2010).</p>	
<p>After award, the following documents will be executed:</p>	
<p>City of Tacoma Contract (See sample in Appendix C) Must be executed by the successful bidder.</p>	
<p>Certificate of Insurance and related endorsements (Appendix D) Shall be submitted with all required endorsements</p>	
<p>Payment and Performance Bonds (See samples in Appendix C) Payment Bond and Performance Bond: Must be executed by the successful bidder and his/her surety company</p>	
<p>General Release (See sample in Appendix C)</p>	

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:
 - i. Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
 - ii. A Washington Employment Security Department number, as required in Title 50 RCW;
 - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
 - v. 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

See attached appendix

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@tacoma.gov 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.

1. MINIMUM REQUIREMENTS

1.1 Business Tenure

- Must have been in continuous operation in the fall protection industry for at least 10 years.

1.2 Relevant Experience

- Must provide a demonstrated list of at least three projects of similar type, size, and scope within the last three years.
- Experience with similar facility type and age is required.

1.3 Insurance Coverage

- Must carry valid and current insurance, including:
 - General Liability Insurance (minimum: \$1M per occurrence)
 - Workers' Compensation Insurance (per state requirements)
 - Bonding (if applicable or required by the client)

1.4 Licensing and Legal Compliance

- Must be a legally registered business and licensed to operate in the state or jurisdiction where services will be performed.
- Must comply with all local, state, and federal labor and safety laws (e.g., OSHA compliance).

1.5 Quality Assurance Program

- Must provide a documented Quality Control or Inspection Program to ensure consistent and high-quality service.

1.6 References

- Must provide at least three professional references from current or former clients with similar contracts.

1.7 Environmental Practices

- Preference may be given to companies that use eco-friendly or green-certified cleaning products and procedures.

2. GENERAL PROVISIONS

City of Tacoma General Provisions apply.

3. INSURANCE REQUIREMENTS

Successful proposer will provide proof of and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements contained in this solicitation. (See Appendix D)

4. DESCRIPTION OF WORK

The City of Tacoma (City) is soliciting bids to establish one contract with qualified vendors for comprehensive fall protection system upgrades at three theater venues: Pantages Theater, Theater on the Square, and Rialto Theater in Tacoma, WA. These facilities currently have non-compliant fall protection systems that require modernization to improve safety, enhance performance, and bring the venues into compliance with current applicable OSHA codes and

standards. The primary objective of this project is to perform a full modernization to improve reliability, enhance performance, and bring all fall protection systems into compliance with current applicable codes and standards. To learn more about the City of Tacoma, visit www.tacoma.gov.

Appendix A includes Tacoma City Theatres Inspection report and specific recommendations.

Contract(s) will be awarded to the lowest responsive and responsible bidder(s) based on price, product quality and availability.

SCOPE OF SERVICES AND DELIVERABLES

4.1 General Requirements

- The selected contractor shall provide all labor, materials, equipment, and services necessary to design, engineer, and install comprehensive fall protection systems at three theater venues. All work must comply with current OSHA regulations and utilize engineering-approved solutions with structural drawings and designs stamped by a qualified Professional Engineer (PE).

4.2 Site-Specific Services

Pantages Theater:

- Install vertical fall arrest systems or safety nets on five existing ladders (10-15 feet height)
- Replace non-compliant single chains with self-closing safety gates at ladder tops
- Install engineered horizontal lifelines at Mid (Pin) Rail and Loading Gallery
- Provide temporary covers for unprotected Grid Level openings using rigid materials
- Install permanent Class 2 self-retracting lifelines (SRLs) on four Box Boom lighting positions
- Provide engineered anchor points behind/beneath balcony seats for fall arrest harnesses and Class 2 SRLs
- Evaluate and replace existing front-of-house catwalk lifeline system with compliant alternative
- Install guardrails or fall protection at ceiling-level walkways with fall hazards

Theater on the Square:

- Install guardrails at all openings adjacent to front-of-house catwalk (above booth)
- Install code-compliant guardrail along downstage light positions at catwalk
- Provide engineered horizontal lifeline at Loading Gallery
- Evaluate and install suitable anchors on main roof structure for Box Boom positions

Rialto Theater:

- Replace or engineer new anchor systems above Box Boom lighting positions
- Install new SRLs/taglines at anchor points above light fixtures
- Provide SRL on ladder anchor post above rungs
- Install safety gate at ladder platform

4.3 Key Deliverables

Equipment Installation:

- Self-retracting lifelines (SRLs) and anchor points as specified for each venue
- Horizontal lifeline systems with engineered supports
- Code-compliant guardrails and safety gates
- Ladder-mounted fall protection systems

Documentation:

- PE-stamped structural drawings and calculations
- Fall Protection and Rescue Plan specific to each venue
- As-built drawings showing all installed systems
- Equipment specifications and maintenance manuals
- Compliance certification documentation

Training and Safety:

- Site-specific fall protection training for all system users
- Documented training records and certification
- User orientation upon system turnover
- Ongoing support recommendations

4.4 Project Management Requirements

- Coordination with venue operations to minimize disruption
- Work performed during normal business hours (7:30 AM - 4:30 PM, Monday-Friday) unless approved otherwise
- Regular progress reporting and communication with venue management
- Site safety management throughout installation period
- Quality assurance and system testing upon completion

5. ANTICIPATED CONTRACT TERM

The contract will be for a one-year period, with the option of three (3) 1-year extensions if the work extends beyond. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

6. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFB is as follows:

Pre-Bid Meeting:	7/23/2025
Question Deadline:	7/30/2025
City response to Questions:	8/5/2025
Submittal Due Date:	8/20/2025
Anticipated Award Date, on or about:	August

7. INQUIRIES

- 7.1 Questions can be submitted to *Sara Bird*, Senior Buyer, via email to Sbird@tacoma.gov. Subject line to read:
PF25-0171N Theaters Fall Protection Upgrades – *VENDOR NAME*
- 7.2 Questions are due by 3 pm on the date included in the Calendar of Events section.
- 7.3 Questions marked confidential will not be answered or included.
- 7.4 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 7.5 The answers are not typically considered an addendum.
- 7.6 The City will not be responsible for unsuccessful submittal of questions.
- 7.7 Written answers to questions will be posted alongside these specifications at www.tacomapurchasing.org.

8. PRE-BID MEETING

- 8.1 A pre-bid meeting will be held on July 23, 2025, at 10 am in the lobby of the Pantages Theater at 901 Broadway Tacoma, WA 98401.

9. DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials, or a proposal submitted in response to this RFB, for conducting any presentations to the City, or any other activities related to responding to this RFB, or to any subsequent requirements of the contract negotiation process.

10. RESPONSIVENESS

Bid submittals must provide ninety (90) days for acceptance by City from the due date for receipt of submittals. All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFB. The Respondent is specifically notified that failure to comply with any part of this RFB may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial. The City also reserves the right to not award a contract or to issue subsequent RFB's

11. AWARD

Awardee shall be required to comply with 2 CFR part 25 and obtain a unique entity identifier and/or be registered in the federal System for Award Management as appropriate.

Award will be made to the lowest responsive, responsible bidder. All bidders shall provide unit or lump sum pricing for each line item. Each line item will be added up for a subtotal price. The subtotal price will be compared amongst each bidder, including any payment discount terms offered twenty (20) days or more. The City may also take into consideration all other criteria for determining award, including evaluation factors set forth in Municipal Code Section 1.06.262.

All other elements or factors, whether or not specifically provided for in this specification, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the contract. The final award decision will be based on the best interests of the City.

The City reserves the right to let the contract to the lowest responsible bidder whose bid will be the most advantageous to the City, price and any other factors considered. In evaluating the proposals, the City may also consider any or all of the following:

1. Compliance with specification.
2. Proposal prices, listed separately if requested, as well as a lump sum total
3. Time of completion/delivery.
4. Warranty terms.
5. Bidder's responsibility based on, but not limited to:
 - a) Ability, capacity, organization, technical qualifications and skill to perform the contract or provide the services required.
 - b) References, judgment, experience, efficiency and stability.
 - c) Whether the contract can be performed within the time specified.
 - d) Quality of performance of previous contracts or services

12. PREVAILING WAGE INFORMATION

If this project requires prevailing wages under chapter 39.12 RCW, any worker, laborer, or mechanic employed in the performance of any part of the work shall be paid not less than the applicable prevailing rate of wage.

The project site is located in Pierce County.

The effective date for prevailing wages on this project will be the submittal deadline with these exceptions:

1. If the project is not awarded within six months of the submittal deadline, the award date is the effective date.
2. If the project is not awarded pursuant to a competitive solicitation, the date the contract is executed is the effective date.
3. Janitorial contracts follow WAC 296-127-023.

Except for janitorial contracts, these rates shall apply for the duration of the contract unless otherwise noted in the solicitation.

Look up prevailing rates of pay, benefits, and overtime codes from this link:

<https://secure.lni.wa.gov/wagelookup/>

REQUIRED FILINGS

The contractor and all subcontractors covered under [39.12 RCW](#) shall submit to the Department of Labor and Industries (L&I) for work provided under this contract:

1. A Statement of Intent to Pay Prevailing Wages must be filed with and approved by L&I upon award of contract.
2. An Affidavit of Wages Paid must be filed with and approved by L&I upon job completion.
3. For on-call contracts, retainage can be release annually. Please see the Intent-Affidavit Info for On-Call Contracts in Appendix D

Payments cannot be released by the City until verification of these filings are received by the engineer. Additional information regarding these filings can be obtained by calling the Department of Labor & Industries, Prevailing Wage at 360-902-5335, <https://secure.lni.wa.gov/> or by visiting their MY L&I account.

If so stated in the Contract Provisions, cash will not be accepted for a bid deposit.

13. PAYMENT AND PERFORMANCE BOND

If a payment and performance bond is stated herein, the required bond including power of attorney, will be 100 percent of the Contract total and is subject to the following requirements.

- 13.1 The City's payment and performance bond forms must be used.
- 13.2 The payment and performance bonds must be executed by a surety company licensed to do business in the state of Washington.
- 13.3 The cost of a payment and performance bonds must be included in submittal prices. Bonds will not be paid as a separate line item.
- 13.4 For a supply-type contract, a certified cashier's check or cash may be substituted for the bonds; however, this cash or check must remain with the City through the guarantee period and any interest on said amount shall accrue to the City

14. DELIVERY

- 14.1 Delivery shall be to the specified Theater;
 - Pantages Theater: 901 Broadway Tacoma, WA 98402
 - Theater on the Square: 915 Broadway, Tacoma, WA 98402
 - Rialto Theater: 310 S 9th St, Tacoma, WA 98402

14.2 Each vendor will be required to submit a delivery timeline they can commit to. Purchase order delivery dates will reflect this timeline. In the event a purchase order deliver date is not met, the City reserves the right to purchase these products elsewhere if they are in a time constraint. If constant late deliveries occur, the City may terminate the contract.

14.3 Hours of operation shall be Monday through Friday, 9:00 a.m. to 5:30 p.m., excluding legal holidays, as referred to in the Standard Terms and Conditions or as otherwise approved by the City.

15. WARRANTY – If Applicable

Labor: Minimum three (3) year warranty.

Parts: Manufacturer's warranty or minimum one-year warranty whichever is greater.

Contractor shall arrive on-site at the specified Theater within 48 hours of notification for all warranty repairs during normal work hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Repairs shall include free pick-up and delivery. Repairs must be completed, and vehicle returned within 48 hours of pick-up.

Contractor agrees to allow City to make minor warranty repairs where that is most cost effective and, if requested, contractor will credit City for cost of parts, but not labor.

Vendor will warrant goods according to the manufacturer's warranty guidelines. The start of the warranty commences once the goods are delivered and accepted by the City.

16. INSPECTION – If Applicable

All goods are subject to final inspection and acceptance by the City. If any inspection fails, the vendor shall be required to make arrangements to exchange the goods at their own expense and replace it in a timely manner acceptable to the City.

Material failing to meet the requirements of this contract will be held at Vendor's risk and may be returned to Vendor. If so returned, the cost of transportation, unpacking, inspection, repackaging, reshipping, or other like expenses are the responsibility of the Vendor.

17. COMPLIANCE WITH SPECIFICATIONS

All products shall be new and unused. Any product that does not comply with any part of these technical specifications shall be rejected and the vendor shall, at its own expense, including shipping, replace the item.

18. MATERIALS AND WORKMANSHIP

The successful bidder shall be required to furnish all materials necessary to perform contractual requirements. Materials and workmanship for this contract shall conform to all codes, regulations and requirements for such specifications contained herein and the normal uses for which intended. Material shall be manufactured in accordance with the best commercial

practices and standards for this type of goods. All literature and products must be packaged and labeled to sell in the United States.

19. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the [City's Sustainable Procurement Policy](#) and [Climate Action Plan](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Durability, reusability, or refillable
- Pollutant releases, especially persistent bioaccumulative toxins (PBTs), low volatile organic compounds (VOCs), and air quality and stormwater impacts
- Toxicity of products used
- Greenhouse gas emissions, including transportation of products and services, and embodied carbon
- Recycled content
- Energy and water resource efficiency

20. LEAP REQUIREMENTS

This project has no LEAP requirements; however, the City of Tacoma is committed to equality in employment for WA-State approved Apprentices, City of Tacoma residents, residents of local economically distressed areas, youth, veterans, minorities, and women. Please contact the [LEAP Office](#) for assistance in locating qualified employees. Visit the [LEAP website](#) for more information.

21. EQUITY IN CONTRACTING

This project has no EIC requirements, however, the City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

APPENDIX A

Tacoma City Theatres Inspection

APPENDIX B

Signature Page

Price Proposal Form

Certification of Compliance With Wage Payment Statutes

State Responsibility and Reciprocal Bid Preference Information

APPENDIX C

Sample Contract

Sample Payment Bond

Sample Performance Bond

Sample General Release Form

APPENDIX D

City of Tacoma Insurance Requirements

City of Tacoma General Provisions