

BID PROPOSAL CHECKLIST

1. **PROPOSAL FORMS**

The Bidder shall submit the following forms, which must be executed in full and submitted with the proposal.

- Proposal
- Deposit or Bid Bond
- Non-Collusion Certificate

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PROPOSAL FORM

This is the address to which all communications concerned with this bid and contract should be sent:

Contractor	Contractors Registration No. and Expiration Date
Street Address	Federal Tax I.D. No. or Social Security No.
City, State and Zip Code	L & I Account Number
Phone	Fax
Unified Business Identity Number	

ATTN: Cristy Brubaker
 TO: City of Arlington
 ADDRESS: 238 North Olympic Avenue
 Arlington, Washington 98223

**PROJECT: Centennial Trail Improvements
 City Project Number: P02.339**

Pursuant to and in compliance with your Invitation for Bid and the Instructions to Bidders and other documents relating thereto, the undersigned has carefully examined the drawings and specifications, as well as the premises and conditions affecting the work, and hereby proposes to furnish all labor and materials and to perform all work as required for construction of the improvements in strict accordance with the contract documents, specifications, and drawings for the amount shown. The following bid amounts shall be lump sum values and include 8.6% sales tax.

SOUTH TRAIL BID: \$ _____
 (This price includes sales tax) (Indicate total amount bid in words)

CENTRAL TRAIL BID: \$ _____
 (This price includes sales tax) (Indicate total amount bid in words)

TOTAL BID: \$ _____
 (This price includes sales tax) (Indicate total amount bid in words)

Bidder's Declaration and Understanding

If the undersigned is notified of the acceptance of this bid within sixty (60) calendar days of the time set for the opening of bids, the undersigned agrees to execute a contract for the above work bid in the form of the contract bound in these specifications and to provide a Performance and Payment Bond as required by the specifications.

The undersigned further agrees that the bid guaranty accompanying this bid is left in escrow with the City of Arlington; that the liquidated damages which the City of Arlington will sustain by the failure of the undersigned to execute and deliver the above-named contract and surety bond, for any or all units of this bid accepted by the City of Arlington, will be not less than five percent (5%) of the total bid for such unit or units; and that if the undersigned defaults in executing that contract and in furnishing the performance and payment bonds within time frame stated in Instructions to Bidders, then the bid guaranty shall become the property of the City of Arlington who shall be obligated only to refund that portion in excess of the liquidated damages. If, however, this bid or any part thereof is not accepted within sixty (60) calendar days of the time set for the opening of bids or if the undersigned executes and delivers said contract and performance and payment bonds, the bid guaranty shall be returned.

Name of Bidder	Date
Signed By	Title

PROPOSAL FORM (CONTINUED)

ADDENDA

Receipt of Addenda numbered and dated below is hereby acknowledged.

Addendum No.	Dated		Addendum No.	Dated		Addendum No.	Dated	

PRE-BID SITE WALK

Bidder shall certify below that they have visited the site prior to the bid due date and fully understand the project parameters along with all site constraints. Select one from the following:

- Attended Prebid Site Walk on specified date Visited the site on: _____

PREVAILING WAGES

The prevailing wages shall be paid to all workers, laborers, or mechanics. Refer to <https://fortress.wa.gov/lni/wagelookup/ApprenticeWageLookup.aspx>

BID DEPOSIT

A Bid Deposit in an amount not less than five percent (5%) of the Total Bid Amount(s) based upon the Lump Sum or Bid Schedule approximate quantities at the unit prices including applicable taxes and in the form indicated on the following pages.

Cashier's Check No.: _____ \$ _____ Payable to the Owner

Certified Check No.: _____ \$ _____ Payable to the Owner

Bid Bond No.: _____ BY SURETY IN THE AMOUNT OF NOT LESS THAN 5% OF THE TOTAL BID

PROPOSAL FORM (Continued)

If Sole Proprietor, Partnership, or Limited Liability Company:

IN WITNESS hereto, the undersigned has set his (its) hand this _____ day of _____, 20__.

Signature of Bidder

Title

If Corporation:

IN WITNESS WHEREOF, the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this _____ day of _____, 20__.

Attest:

Name of Corporation

WITNESS

Signature of Corporate Officer

Title

Sworn to before me this _____ day of _____, 20__.

Notary Public in and for the State of Washington

residing at _____

My Commission Expires _____

NOTE:

1. If the Bidder is a co-partnership, so state, giving the name under which business is transacted and have notarized.
2. If the Bidder is a corporation, this Proposal must be executed by a duly authorized officer, have the Corporate Seal affixed and be notarized.

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DEPOSIT OR BID BOND FORM

DEPOSIT STATEMENT

Herewith find deposit in the form of certified check or cashier's check in the amount of \$ _____, which amount is not less than five percent of the total bid.

SIGN HERE: _____

RETURN OF DEPOSIT

_____, 20__.

Received return of deposit in the sum of \$ _____

BID BOND

KNOW ALL PEOPLE BY THESE PRESENTS:

That we, _____, as Principal, and _____, as Surety, are held firmly bound unto the City of Arlington, a municipal corporation of the State of Washington, in the penal sum of 5% of total bid amount, 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:

Centennial Trail Improvements (P02.339)

according to the terms of the bid made by the Principal therefore, 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 the faithful performance thereof, with Surety or Sureties approved by the Obligee, or if the Principal shall, in case of failure to so do, 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