



Northshore
School District

CAPITAL PROJECTS

Support Services Center
22105 23rd Dr SE
Bothell, WA 98021
Phone: (425) 408-7866

We appreciate your desire to be added to the Northshore School District's Small Works Roster. Please review the General Requirements document and all requirements on the application prior to completing the application. Return completed application to Paul Field by email (pfield@nsd.org) or mail.

NSD Capital Projects Department
Attn: Paul Field
22105 23rd Dr SE
Bothell, WA 98021

Once your application is received it will be reviewed for addition to our Small Works Roster. Your application will expire one year after date of signature.

Sincerely,

Paul Field
Capital Projects Budget Coordinator

Encl: NSD General Requirements & Small Works Roster Application

NORTHSHORE SCHOOL DISTRICT #417

GENERAL REQUIREMENTS & CONDITIONS

1. All work shall be completed in accordance with applicable laws, ordinances, codes and regulations. Unless otherwise specified, Contractor shall be responsible for obtaining all permits and approvals from agencies with jurisdiction.
2. Contractor shall comply with the requirements of RCW Ch. 39.12 regarding the payment of prevailing wages, including the requirements to deliver a Statement of Intent to Pay Prevailing Wages and post notice of such intent once approved, and to file an Affidavit of Wages Paid after completion of the work. Prevailing wage rates can be found on Labor & Industries website:
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.
3. All work under this Agreement shall be subject to the requirements of RCW 60.28.011 regarding the retention of a percentage of the amount to be paid Contractor or the provision of other security, pending the completion of the work and the release of any and all liens by subcontractors and suppliers.
4. If the cost to be paid for the work by District exceeds \$150,000, Contractor shall, pursuant to RCW 39.08.010, post a performance/payment bond.
5. If the cost to be paid for the work by District is between \$2,500.01 and \$150,000, Contractor shall, pursuant to RCW 39.08.010, either post a performance/payment bond or the Owner will retain 10% of the contract amount for a period of 45 days from date of acceptance or until necessary releases and settlement from liens, if any, whichever is later.
6. Contractor must sign the form provided by district stating they are in compliance with bidder criteria requirements under RCW 39.04.350, subsection (1)(g): Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction, to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
7. Contractor shall maintain the following insurance issued by insurance companies admitted in the State of Washington and acceptable to the Owner, with a Best Rating of no less than "B+VII", providing no less than the following coverage and limits. Such insurance shall protect against claims arising from any act or omission of the Contractor or the Subcontractors or by anyone employed directly or indirectly by either of them. A certificate of insurance evidencing the following coverages shall be forwarded to Northshore School District (Attn: Christine Cash) prior to the commencement of work. Such certificate shall state that the coverage cannot be cancelled or materially changed without 30 days prior notice to the Owner:
 - a. Commercial General Liability with a limit of \$1,000,000 bodily injury, personal injury and property damage combined per occurrence, with \$2,000,000 aggregate is required. Such insurance shall include contractual, broad form property damage, and fire and water damage legal liability.
 - b. Endorsements CG 20 11 85 or its equivalent, such as CG 20 10 07 04 and CG 20 37 07 04, naming the Owner and its officials, employees, agents, and agencies having jurisdiction as additional insured. If these forms are not available, highlighted excerpts from the policy showing the equivalent coverage of these two forms shall be attached.
 - c. Automobile Liability covering all autos with a limit of \$1,000,000 bodily injury and property damage combined per accident.
 - d. Evidence of Worker's Compensation.

GENERAL REQUIREMENTS & CONDITIONS

The District carries builder's risk insurance on its property for the interest of the District only. The Contractor is responsible for any damage, which it may cause. The Contractor may choose to purchase builders risk or other insurance to cover this risk.

8. Contractor shall protect all school occupants and property from injury or damage caused by the work, and, to the extent possible, Contractor shall minimize any disruption of normal functions and activities of the school during the work.
9. Contractor shall clean up and remove all refuse and unused materials from areas open to school use at the end of each workday, and from all areas prior to final completion of the work. Contractor shall repair, at Contractor's expense, any damage caused by Contractor while working pursuant to this contract.
10. All activities performed by Contractor are performed at its own risk. Contractor shall hold the District and authorities having jurisdiction harmless and defend the District against all claims, liens, suits, expenses, or other liability for injury or death to any person or damage to or destruction of any property arising from Contractor's performance of the work, provided this provision shall not apply to any injury, death, damage or destruction caused by the sole negligence of the District.
11. Contractor shall guarantee all work to be new and free from faults and defects in materials and workmanship for a period of one year after the date of District's acceptance of the work, or for any longer period of time required by law.
12. Contractor shall comply fully with all ADA/504 requirements.
13. Prior to submitting the proposal, the Contractor and each Subcontractor shall have evaluated and satisfied themselves as to the conditions and limitations under which the work is to be performed.
14. Adjustments to contract sum will be limited to 15% overhead and profit for Contractor and 15% overhead and profit for Subcontractor with a maximum 30% overhead and profit combined for all tiers.
15. The Owner shall have the right to terminate the Agreement for default if the Contractor:
 - a. Refuses or fails to supply sufficient properly skilled workmen or materials of the proper quality, or
 - b. Fails to prosecute the work continuously to completion with promptness and diligence, or
 - c. Fails to perform any of Contractor's obligations under the Agreement.
16. The District reserves the right to request, prior to release of final payment, that Contractor must submit proof of payment for themselves, and all Subcontractors under their direct control, of all L&I premiums affected by this project to the Business Office. This includes sufficient detail to reconcile the corresponding premium liability generated as a result of this project to the payment.
17. Send all necessary paperwork to:

NORTHSHORE SCHOOL DISTRICT #417
Attn: Trudy Wright, Buyer
3330 Monte Villa Parkway
Bothell, WA 98021-8972

NORTHSHORE SCHOOL DISTRICT NO. 417 (NSD)22105 23rd Dr SE, Bothell WA 98012

Phone: 425-408-7864

pfield@nsd.org

SMALL WORKS ROSTER APPLICATION

For Public Works Projects (i.e. construction & construction-related projects)

In accordance with RCW 39.04.155 and 28A.335.190, the undersigned requests to be added to the NSD Small Works Roster, and requests the opportunity to submit proposals for the type of work and size of projects shown below.

COMPANY NAME: _____
 MAILING ADDRESS: _____
 PHYSICAL ADDRESS (If different): _____
 PHONE: _____ FAX: _____
 WA STATE CONTRACTOR'S LICENSE NO.: _____ DATE FIRM ESTABLISHED: _____
 UBI NUMBER: _____ FEDERAL TAX ID: _____
 TYPE OF ORGANIZATION (Individual, Partnership, or Corporation): _____

PERSON AUTHORIZED TO PROVIDE PROPOSALS: _____
 TITLE: _____ EMAIL: _____

INSURANCE CARRIER: _____
 AGENCY ADDRESS: _____
 PHONE: _____ FAX: _____
 POLICY NO.: _____ EXPIRATION DATE: _____
 COMMERCIAL GENERAL LIABILITY LIMITS:
 PER OCCURANCE: _____ GENERAL AGGGREGATE: _____

HAVE YOU PREVIOUSLY PERFORMED WORK FOR NSD? ☐ YES ☐ NO

CONTRACT REQUIREMENTS: Contractors employed by NSD shall comply with all federal, state and local laws, ordinances, codes and regulations which in any manner might affect those engaged or employed in the contracted work, the materials, equipment or procedures used in the work, or which in any other way would affect the conduct of the work. State laws with which contractors shall comply include, but are not limited to:

RCW 18.27 Registration of Contractors

RCW 39.12 Prevailing Wages on Public Works

RCW 39.08 Contractor's Bond

RCW 60.28 Retainage, Liens

If awarded a small works job, contractor shall provide a Certificate of Insurance and Performance/Payment Bond if the project exceeds \$150,000. Retainage will be held according to the RCW above.

NSD is an equal opportunity employer. Compliance with applicable Federal and State non-discrimination laws is a condition precedent to the right to quote and the violation of said laws may result in rejection of a bid or subsequent cancellation of a contract.

INDICATE THE SIZE(S) FOR WHICH YOU WISH TO RECEIVE REQUESTS FOR PROPOSALS:

☐ \$0 - \$35,000 ☐ \$35,000 - \$100,000 ☐ \$100,000 - \$150,000 ☐ \$150,000 - \$300,000

CHECK UP TO TEN (10) DIVISIONS/SPECIALTIES OF WORK YOU WISH TO SUBMIT PROPOSALS:

- ☐ 010000 General Contracting (Must have General Contractors License)
- ☐ 020000 Hazard, Materials Abatement/Remediation/Handling
- ☐ 024000 Demolition
- 030000 Concrete
- ☐ 030000 Concrete Slab Moisture Vapor Remediation
- ☐ 032000 Concrete Reinforcing
- ☐ 033000 Cast-In-Place concrete
- ☐ 038000 Concrete Cutting
- ☐ 040000 Masonry
- 050000 Metals
- ☐ 050000 Welding
- ☐ 051000 Structural Steel Framing/Erection
- ☐ 055000 Metal Fabrication
- 060000 Wood, Plastics, & Composites
- ☐ 061000 Rough Carpentry
- ☐ 062000 Finish Carpentry
- ☐ 064100 Architectural Casework
- ☐ 068000 Glass-Fiber-Reinforced Plastic (FRP)
- 070000 Thermal & Moisture Protection
- ☐ 071000 Dampproofing/Water Proofing
- ☐ 072000 Insulation & Vapor Retardation
- ☐ 074000 Metal Roofing
- ☐ 075000 Membrane Roofing
- ☐ 076000 Flashing & Sheet Metal
- ☐ 077000 Roof Accessories
- ☐ 078000 Fireproofing
- ☐ 079000 Joint Sealants
- 080000 Openings
- ☐ 081000 Doors & Frames
- ☐ 083300 Ceiling Doors & Grilles
- ☐ 083600 Sectional Doors
- ☐ 084000 Entrances, Storefronts, & Curtain Walls
- ☐ 085000 Windows
- ☐ 086000 Skylights
- ☐ 087000 Door Hardware
- ☐ 088000 Glass & Glazing
- 090000 Finishes
- ☐ 092000 Gyp Board/Plaster Assemblies & Framing
- ☐ 093000 Tile – Floor/Walls
- ☐ 095100 Acoustical Ceilings
- ☐ 096000 Floor Coverings
- ☐ 098000 Acoustical Coverings
- ☐ 099000 Painting & Coatings
- 100000 Specialties
- ☐ 101100 Visual Display Boards
- ☐ 101400 Signage
- ☐ 102100 Toilet Partitions
- ☐ 102238 Operable Panel Partitions
- ☐ 102800 Toilet & Bath Accessories
- 100000 Specialties Cont.
- ☐ 104400 Fire Protection Specialties
- ☐ 105100 Lockers
- ☐ 107500 Flagpoles
- 110000 Equipment
- ☐ 110114 Fall Restraint & Fall Arrest Systems
- ☐ 114000 Food Services Equipment
- ☐ 115000 Video Systems Equipment
- ☐ 115010 Sound Systems Equipment
- 120000 Furnishings
- ☐ 122000 Window Treatments
- ☐ 123000 Casework/Cabinets
- ☐ 126600 Seating/Bleachers
- ☐ 129300 Site Furnishings
- ☐ 130000 Special Construction (Moving, Portables, Etc.)
- ☐ 140000 Conveying Systems
- ☐ 210000 Fire Suppression Systems
- ☐ 220000 Plumbing Systems
- ☐ 230000 HVAC Systems
- ☐ 250000 Integrated Automation/Controls
- ☐ 260000 Electrical
- 270000 Telecommunications
- ☐ 271500 Communications Cable Systems
- ☐ Communications Copper Cabling
- ☐ Communications Optical Fiber Cabling
- ☐ 274116 Audio/Visual Systems
- ☐ 275123 Intercom/Clock System
- ☐ 275139 Internal Cellular, Paging, & Antenna Systems
- 280000 Electronic Safety & Security
- ☐ 281300 Access Control System
- ☐ 281600 Intrusion Detection
- ☐ 282300 Video Surveillance
- ☐ 283000 Fire Detection/Alarm
- ☐ 310000 Earthwork
- 320000 Exterior Improvements
- ☐ 321200 Asphalt Paving
- ☐ 321300 Concrete Paving
- ☐ 321400 Unit Pavers
- ☐ 321700 Pavement Markings/Specialties
- ☐ 321800 Athletic/Recreational Surfaces
- ☐ 323000 Fences & Gates
- ☐ 323200 Retaining Walls
- ☐ 329000 Landscaping & Irrigation
- 330000 Utilities
- ☐ 331100 Water
- ☐ 333100 Sanitary Sewer
- ☐ 334100 Storm Drainage
- ☐ 334600 Foundation Drainage

Indicate more detailed description of work within the division(s) listed above, include areas of specialization:

REFERENCES: List the names and addresses of three (3) governmental agencies or other clients for whom you have performed work in the last two (2) years.

FIRM NAME: _____ CONTACT: _____
ADDRESS: _____ PHONE: _____

FIRM NAME: _____ CONTACT: _____
ADDRESS: _____ PHONE: _____

FIRM NAME: _____ CONTACT: _____
ADDRESS: _____ PHONE: _____

By signing this application:

I acknowledge that I have read and understand the requirements described in this application and to the best of my knowledge, the information provided is accurate.

I certify that I am a responsible bidder per RCW 39.04.350.

I certify that within the three-year period immediately preceeding the date of this application, this contractor is not a "willful" violator as defined in RCW 49.48.082, of any provisions of chapters 49.46, 49.48, or 49.52 RCW.

Further, I understand that NSD is under no obligation to award work based on this application and that NSD has the right to remove this application from the Small Works Roster at any time.

Applications expire one year from date signed.

SIGNATURE*: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

For questions/concerns/comments please contact Paul Field.

Email: pfield@nsd.org

Phone: 425-408-7864