

Request for Tree Planting Services

Clark Public Utilities

January 10, 2020



Zimmerly Riparian Project

Clark Public Utilities

Jeffrey Wittler

Environmental Resources

PO Box 8900

Vancouver, WA 98668

Phone: (360) 992-8577

jwittler@clarkpud.com

Issue date: **January 10, 2020**

Due Date: **January 17, 2020 NO LATER THAN 2:00 PM**

Submittal: Mailed or e-mailed submissions are accepted. In both cases submittal must be received at the Clark by the Due Date above. Clark will not be responsible for technological errors or failed transmission of bid forms. It is recommended to call to confirm receipt if submitting by email.

Inquiries: Questions pertaining to this project should be directed to Jeff Wittler, in writing by e-mail: **jwittler@clarkpud.com no later than 11:00 AM on January 17, 2020.**

A. Project Background

The successful vendor shall perform the required work for Clark Public Utilities at the following project location:

Zimmerly II Riparian Project

Location: 27518 NE Bjur Rd, Ridgefield, WA 98604

Project will involve planting 6,000 container trees and shrubs.

Total acreage: 6 acres

B. Statement of Needs

Contractor will provide all labor for planting 6,000 container trees and shrubs over approximately 6 acres.

Project must be completed by February 28, 2020.

Should a contractor wish to examine the job site contractor will need to contact Jeff Wittler, at 360-992-8577 to schedule the site visit. Site is accessible with trucks and trailers.

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C. Proposal Format/Submission Requirements

DESCRIPTION	UNITS	RATE
Labor Rate (per hour)	HRS	\$

Proposals should include Contractor name, address and contact information.

Proposals should include the project location information as described in section A, date, the description of services to be provided and all associated costs.

Proposals should also include when Contractor would be available to start.

Proposals should be submitted to Jeff Wittler (jwittler@clarkpud.com) via email no later than **2:00 PM, Thursday, January 17, 2020**.

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Attn: Jeff Wittler
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Vancouver, WA 98668

D. Other Requirements

The Contractor and any Subcontractors shall be bound by the provisions of Chapter 39.12 RCW, as amended, relating to prevailing wages. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries. The schedule of the prevailing wage rates with an effective date of **January 17, 2020** for Clark County where the Work will be performed as though fully set forth herein can be accessed at:

<https://lni.wa.gov/licensing-permits/public-works-projects/workers>

A hard copy is also available for viewing in the Clark Public Utilities Purchasing department, or will be mailed upon request.

The contractor and all sub-contractors, regardless of tier, must submit to the Utility, a "Statement of Intent to Pay Prevailing Wages" form certified by the Industrial Statistician before any payments on the contract can be made. Before the Utility can pay any retainage held during the contract, an "Affidavit of Wages Paid" form certified by the Industrial Statistician must be received by the Utility for the Contractor and all subcontractors regardless of tier.

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If awarded, Contractor agrees to register under the Utilities' Small Work Roster within (10) calendar days (if not previously registered and approved). All of this information can also be found by visiting our ProcureWare site at <https://clarkpud.procureware.com>.

No contract shall be made to parties listed on the General Services Administration's List of parties Excluded from Federal or Non-procurement Programs in accordance with E.O.s 12549 and 12689 "Debarment and Suspension" (www.sam.gov). This list contains the names and parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority.

MINORITY-OWNED (MBE) / WOMEN-OWNED PARTICIPATION

This project has an undefined certified minority-owned (MBE) and women-owned (WBE) participation goal. Clark Public Utilities is an equal opportunity and affirmative action employer and encourages disadvantaged, minority, women-owned, small, and veteran owned firms to respond. Clark Public Utilities hereby notifies all prospective bidders that it will affirmatively ensure that in any contract entered into, pursuant to this invitation to quote will afford disadvantaged, minority, women-owned, small, and veteran owned firms the full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling 360-992-8041.

Six Good Faith Efforts (40 CFR Part 33 Subpart C).

The contractor agrees to make the following good faith efforts whenever procuring subcontracts, equipment, services and supplies. The contractor shall retain records documenting compliance with the following six good faith efforts and make them available upon request.

1. Ensuring Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources. Qualified Women and Minority business enterprises may be found on the Internet at www.omwbe.wa.gov or by contacting the Washington State Office of Minority and Women's Enterprises at 360-664-9750.
2. Making information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
3. Considering in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and local Government

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recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.

4. Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
5. Using services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. If the prime contractor awards subcontracts, requiring the subcontractors to take the six good faith efforts in paragraphs 1 through 5 above. If the Contractor is utilizing subcontractors, then the Contractor shall solicit and recruit sub-bids, to the extent possible, from MBE and WBE subcontractors.

No contract award or rejection shall be made based on MBE, WBE or DBE participation, but all bidders must take the six (6) affirmative action steps listed above.

The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies.