

SOUTH WHIDBEY SCHOOL DISTRICT

Purchasing Department

5520 Maxwellton Road

Langley, WA 98260

Request for Quote - Public Works

Project Information

Project Name/Number:

Project Location:

Scope of Work:

Requested Start Date:

Requested Completion Date:

In order to be considered, quotes must be received in _____, located at _____, no later than _____ on _____.

Fax to: _____

Email to: _____

Contractor Information

Contractor Name

Phone #

Address

Email Address

UBI #

Quote

For and in consideration of the sum of \$ _____ dollars, not including state sales tax, the Contractor agrees to furnish to the South Whidbey School District the above scope of work within the request completion time. I have read the terms and conditions on the reverse side of this form and understand that prevailing wages will be paid on this project.

Contractor Signature

Date

Public Works Terms and Condition

Project Name:

Project Location:

Prevailing Wages:

The contractor shall be required to pay prevailing wages and submit to the Department of Labor and Industries the Intent to Pay Prevailing Wages prior to commencement on the project. Prior to final payment, the contractor shall submit to the Department of Labor and Industries the Affidavit of Wages paid. For projects under \$2,500, the district will accept the combined Intent/Affidavit form.

Safety Conditions:

All Contractors will be required to satisfy the applicable requirements of the Occupational Safety and Health Act and/or the Washington Industrial Safety and Health Act in effect for the duration of the project. It shall be the responsibility of the contractor to comply with this requirement insofar as compliance is within his control.

Insurance:

No prime contractor shall commence work they have submitted a Certificate of Liability Insurance, with a \$1,000,000 per occurrence minimum, naming South Whidbey School District as additional insured with the additional insured endorsement attached (acceptable forms are CG 20 10 11 85 or CG 20 10 07 04 with the CG 20 37 07 04 attached).

Performance and Payment Bonds:

Per RCW 39.08.010, performance and payment bonds shall be required for all projects. For projects under \$35,000, the District will give the contractor a choice to: a) present a performance and payment bond or b) in lieu of a performance and payment bond, have the District withhold 50% of monies earned for 30 days after final acceptance of the project or until receipt of all necessary releases from the department of revenue and department of labor and industries and settlement of any liens filed under RCW 60.28, whichever is later.

Retainage:

Per RCW 60.28.010, the District will withhold five percent (5%) of monies earned for 45 days after acceptance of the project by the district unless the contractor chooses to obtain retainage bond for the entire amount of the project (including taxes).

Payment:

Invoices should be mailed to 5520 Maxwellton Rd, Langley WA 98260 Attn: Accounts Payable. Invoices must be approved by the Project Manager before the Business Office will tender payment. The District's terms are Net 60.

Contract:

This informal quote, terms and conditions and a South Whidbey School District Purchase Order shall constitute the contract. Any additional terms shall be made in writing and signed by both parties prior to the effective date of the additional terms.

Information:

Questions regarding the project may be addressed to Project Manager, PM Phone or PM Email Address.