



How To Do Business With The City of Port Angeles

Public Works and Utilities Department

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INTRODUCTION

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Public Works and Utilities

Department

Presenters

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City Contracting Offices

Engineering Office – City Hall

■ Focus Area:

- ◆ Public Works Capital Projects
- ◆ Small Works Roster Projects
- ◆ Engineering and Design Contracts
- ◆ Technical Contracts

City Contracting Offices

Operations Office – Corps Yard, 1701 B St

■ Focus Area:

- ◆ Limited Public Works Process Contracts
 - ◆ Maintenance and Repair
- ◆ Service Contracts
- ◆ Equipment and Material Procurements

Contract Types & Thresholds

- Consultant Agreements
- Public Works – Sealed Bidding
- Public Works – Small Works Roster
- Limited Public Works Process
- Supplies – Sealed Bidding
- Supplies – Vendor List
- Supplies – Direct Procurement
- Services

Contract Types & Thresholds

- Consultants – Professional architectural and engineering services,
 - ◆ Selection process per 39.80 RCW
 - ◆ Statement of Qualifications and Performance Data
 - ◆ Awards made to firms “most highly qualified”
 - ◆ criteria set by the Contracting Agency
 - ◆ Minority and women-owned firms afforded the maximum practicable opportunity to compete
 - ◆ Negotiated contract
 - ◆ based on attaining fair and reasonable pricing

Contract Types & Thresholds

- Public Works - Sealed Bidding
 - ◆ Normally contracts greater than \$200,000
 - ◆ Formal advertising
 - ◆ Typically large capital projects
 - Eight Street Bridges
 - Gateway
 - Major waterline replacements
 - Senior Center Addition

Contract Types & Thresholds

- Public Works
 - ◆ Small Works Roster
 - ◆ Less than \$200,000
 - ◆ 5 Contractors
 - ◆ Limited Public Works Process
 - ◆ Less than \$35,000
 - ◆ 3 Contractors
 - ◆ Typically maintenance and repair
 - ◆ Fence installations, Tree removal, Erickson park restroom installation, building repairs

Contract Types & Thresholds

- Supplies and Equipment
 - ◆ Sealed Bidding
 - ◆ Procurements greater than \$15,000
 - ◆ Formal advertisement, open competition
 - ◆ Typically vehicle procurements, transformers, or other large items
 - ◆ Vendor List
 - ◆ Between \$7,501 and \$15,000 (Includes Tax)
 - ◆ 3 Quotes from vendor list
 - Verbal, Electronic, Faxed

Contract Types & Thresholds

- Supplies and Equipment (continued)
 - ◆ Direct procurement
 - ◆ Procurements less than \$7,500
 - ◆ Competitive quotes encouraged where practical, but not required
- Services
 - ◆ Competition encouraged
 - ◆ Procedures set forth by the City
 - ◆ The City has defined authority levels by ordinance
 - ◆ Typical services: grounds-keeping, janitorial, inspection & testing

Application for Vender List

(Supplies and Equipment)

- ◆ Applications available at City Hall
 - ◆ City Clerk's Office – inquire at the Customer Service Counter

Application for Roster Contracts

Small Works Roster and Consultant Roster

- MRSC – Manages Two City Rosters

- ◆ www.mrscrosters.org

- ◆ Ellen Hutchinson, (206) 625-1300

- ◆ ehutchinson@mrsc.org

- Accepting Applications **NOW**

Web-based Tutorial

Sealed Bidding Process

- Advertisement of Public Works Competitive Bids
 - ◆ Peninsula Daily News
 - ◆ Daily Journal of Commerce
 - ◆ City Website
 - ◆ www.cityofpa.us/pw-bids.htm
 - ◆ Builder's Exchange
 - ◆ www.bxwa.com

- Advertisement or Bidding Period:
 - ◆ Project specific: normally 2 – 4 weeks for public works contracts

Sealed Bidding Process

- Site Visit
 - ◆ Typical part of bidding process for Public Works Contracts
 - ◆ Bidder's responsibility to visit the site

- Specification Problems or Contractor Questions:
 - ◆ Submit all questions in writing
 - ◆ May result in an addendum

Sealed Bidding Process

- Bid Submission Requirements
 - ◆ Bid form
 - ◆ Affidavit of non-collusion
 - ◆ Bid security (typically a bond)
 - ◆ Subcontractor list
 - ◆ Bidder's construction experience (PW Only)
 - ◆ Acknowledgement of any Addendum
 - ◆ Other requirements as specified

Sealed Bidding Process

Bidding Tips

- Tip #1: Timeliness – don't be late
- Tip #2: All forms and requirements
 - included, signed, and sealed (as req'd)
- Tip #3: Submit to correct location
- Tip #4: No exceptions or variances
 - unless explicitly stated in the bid package

Sealed Bidding Process

- Bid Opening
 - ◆ Public Openings in City Hall
 - ◆ Bid results available
 - City Website

Quotations

- Used for:
 - ◆ Small Works Roster Contracts
 - ◆ Limited Public Works Process Contracts
 - ◆ Vendor List Contracts
- Companies requested to quote:
 - ◆ Number depends on type of contract
- Less formal – not generally advertised
 - ◆ Rotated fairly for the procurement category or the entire category is used

Quotations

- Submission
 - ◆ Delivered
 - ◆ Mail
 - ◆ Electronic (email)
 - ◆ Fax
 - ◆ Telephonic (limited use)

Public Works Contract Requirements

- Bonds and Retainage
- Insurance
- Prevailing Wage Rates
- Responsibility Checks

Public Works Contract Requirements

■ Bonds

- ◆ **Bid Bond** – 5% of the bid
- ◆ **Payment and Performance Bond** – after award of the contract, for the amount of the bid
- ◆ **Retainage 10%**
 - ◆ Escrow account at bank or City retains
 - ◆ Until WA State Departments of Revenue, L&I, and Employment Security certifications complete

Public Works Contract Requirements

■ Insurance

- ◆ **Automobile Liability** - \$1M per occurrence
 - ◆ **Commercial Liability** - \$3M each occurrence, \$3M general aggregate and a \$3M products-completed operations aggregate limit.
 - ◆ **Workers' Compensation** - as required by the Industrial Insurance laws of Washington State.
 - ◆ **Builder's Risk** – for value of the project
 - ◆ **Contractor's Pollution Liability** (as required)
- ## ■ Sample Acord-25 form – example handout

Public Works Contract Requirements

- What is Prevailing Wage?
 - ◆ the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics.

- When is Prevailing Wage Applicable? - Public Works
 - ◆ Public work is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. RCW 39.04.010

Public Works Contract Requirements

- Prevailing Wages:
 - ◆ Applies to all “public works” contracts
 - ◆ Wages set by Dept of Labor and Industries (LNI)
 - ◆ Published February 1 & August 1
 - ◆ Applicable as of the bid due date (or contract option date)
 - ◆ LNI Wage rates takes effect 30 days after publication
 - ◆ Wage rates include fringe benefits if they are paid by an employer
 - ◆ see LNI for specific requirements

Public Works Contract Requirements

- Prevailing Wage Filing Requirements
 - ◆ All employers on the project must file:
 - ◆ Statement of **Intent** to Pay Prevailing Wages
 - ◆ **Affidavit** of Wages Paid
 - ◆ No minimum contract amount
 - ◆ every public works contract no matter how small
 - ◆ Owner/Operators (no employees in company)
 - ◆ Still must fill Intents and Affidavits
 - ◆ Don't pay prevailing wage rates on themselves

Public Works Contract Requirements

■ Prevailing Wage Filing Requirements

◆ Statement of **Intent**

- ◆ Normally filed immediately after the contract is awarded and before work begins

◆ **Affidavit** of Wages Paid

- ◆ After all the work is completed
- ◆ Agency cannot make payment without a copy of the approved affidavit

Public Works Contract Requirements

- Exception To Prevailing Wage Filings
 - ◆ Contracts under \$2,500.00
 - ◆ Combined Intent and Affidavit Form
 - ◆ Filed after work is complete
 - ◆ No fees
 - ◆ Form available from City Contracting Offices

Public Works Contract Requirements

- Employer Responsibilities – Prevailing Wage
 - ◆ Proper classifications of labor are reported
 - ◆ Posting of Intents – greater than \$10,000
 - ◆ Proper payroll records – retain 3 years from project acceptance

- Any questions:
 - ◆ Contact LNI - Prevailing Wage office

Public Works Contract Requirements

- Projects with partial or full Federal funding
 - ◆ Both the state prevailing wage law and the federal Davis-Bacon and related Acts apply
 - ◆ Contractors must pay the higher of the state or the federal wage rates, on a classification by classification basis

Public Works Contract Requirements

■ Bidder Responsibility Check

(State mandated July 2007)

- ◆ In order to award a public works contract, City will verify:
 - ◆ Contractor Registration (License)
 - ◆ Unified Business Identifier (UBI)/Tax Registration Number (Excise Tax)
 - ◆ Workers' Compensation Number / Industrial Insurance Coverage
 - ◆ WA State Employment Security Dept Number
 - ◆ Not on WA State debarred or infraction lists

Public Works Contract Requirements

Contractor Tip

- Keep your registration, licensing, and tax status current with the State of Washington

Contract Award & Construction

- Contract Award
 - ◆ City Council Approval
- Initial Submittals
 - ◆ Insurance
 - ◆ Payment & Performance bond (as required)
 - ◆ Pre-construction submittals, shop drawings, product literature, etc.
 - ◆ Statement of Intent to Pay Prevailing Wage
 - ◆ Other as applicable
- Notice-to-Proceed

Contract Award & Construction

- Site Mobilization
- Requests for Information
 - ◆ Preferred to be in writing
- Change Orders
 - ◆ Prompt notification – in writing
 - ◆ Contractor must show contract entitlement
 - ◆ Fair and equitable adjustment
- Inspection
 - ◆ Designated representative of contacting office
 - ◆ Pre-final, punch-lists, and final acceptance

Contract Award & Construction

- Progress payments and retainage
- Final Submittals
 - ◆ As-built drawings
 - ◆ Affidavit of Wages Paid
 - ◆ or combined Statement of Intent & Affidavit of Wages Paid – contracts less than \$2,500
 - ◆ Final Invoice
 - ◆ Final Release
- Final Payment



How To Do Business With The City of Port Angeles

For more information contact:
Public Works and Utilities Department

360-417-4800 or

Email: publicworks@cityofpa.us