

## COLFAX DOWNTOWN ASSOCIATION INVITATION TO BID

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**COLFAX DOWNTOWN ASSOCIATION  
Invitation To Bid  
203 Main Street, Colfax, Washington**

**Project: Social Media Consulting & Services - Small Business Innovation Incubator**

**Bid Date: 01/26/2023**

**Bid Due Date: 02/09/2023**

**Budget: Not to exceed each budget line Item 1-3 listed below.**

1. Social Media Business Consulting Not to exceed **\$5,000**
2. Social Media Services provided to the Colfax Downtown Association not to exceed **\$3,500**
3. Bidder will be given a **\$1,000** marketing budget for the purposes of the CDA's paid promotional ads and boosted social media posts.

**The total budget for this project is \$9,500 (Nine Thousand Five Hundred). The bidder is required to stay within the budget for each line item. Bidder must send each payment request with each budget line item invoiced separately.**

**Pre-Bid Meeting:**

Sealed bids for Social Media Consulting & Services for the COLFAX DOWNTOWN ASSOCIATION will be received at PO BOX 724 COLFAX, WA 99111 (Colfax Downtown Association Mailing Address) no later than **1 pm (PST) on February 09, 2023**. Bids received after this time will not be accepted.

**Project Description:**

The goal is to set our Incubator Tenants up for success by providing them with the social media education and knowledge they need to succeed in their business endeavors. Bidder will also assist the Colfax Downtown Association Executive Team throughout the course of this project - See the scope of work for more details. Bidder can begin Social Media Services for the Colfax Downtown Association's Incubator Program Immediately following the contract signing date. We are anticipating to have 6 Incubator tenants. Business Incubator Tenants have not been selected yet, so their social media skillsets are unknown at this time. We estimate that tenants will be selected no later than mid-March of 2023, and Bidder's educational consulting services will be expected to follow immediately.

**The scope of work on this project includes providing Social Media Consulting & Social Media Services in all the areas described below, sections 1-10. Including, but not limited to:**

1. Bidder will provide Social Media business coaching and curriculum for Business Incubator Tenants and the CDA Executive Team.
2. Targeted Demographics- Bidder will provide education on best practice methods to identify each participant's target business demographic and the importance of this matter.

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3. Various Social Platforms- Bidder will teach techniques and skills to navigate and professionally execute the various social media platforms. Assisting with identifying which platforms may serve each business best. If necessary, provide technical assistance for setting up those platforms.
4. Content Creation & Quality Images- Bidder will provide education on the best and most efficient ways to create content. How to get professional and quality Images for their social media platforms and website. As well as educating tenants on why this subject is so important for the success of their business.
5. SEO & SEM- Bidder will provide education on what SEO & SEM are and how to leverage them to drive customers to each tenant's social media platforms and or website.
6. Storytelling Through Social Media- Bidder will provide education on the importance of connecting with potential customers through various storytelling methods.
7. Bidder must agree to release copyrights to the Colfax Downtown Association for all provided curricula. As well as provide digital copies of the provided curriculum to the Colfax Downtown Association Executive Team to review at least two weeks prior to providing education.
8. Bidder is required to maintain high levels of communication with the CDA's Executive Team at all times. As well as provide monthly progress reports detailing the curriculum completed, number of hours worked, wages, all other associated billing details, and each participant's responsiveness to materials provided. Ensuring that all three budget line items described on page 1 (one) are invoiced for payment separately with all the details described in this section (8).
9. Bidder will be responsible for the Colfax Downtown Association's social media marketing needs for this Business Incubator Project. Bidder will be required to create content and post content to all new and existing social platforms up to six times a week. Including capturing quality images and video/reels, creating social media stories, writing content, and responding to comments and messages in a timely manner. **Please note: This is not for the purpose of marketing any individual business incubator tenant and is only for the purpose of marketing this Business Incubator as a whole.**
10. Bidder will need to seek prior approval from the Colfax Downtown Association's Executive Team before publicly posting anything to any CDA social media platform. As well as receive prior approval for all CDA-paid promotional ads and boosted social media posts.

**Work must commence:**

**This project has a capped budget amount not to exceed \$9,500.**

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CDA has no obligation to compensate any bidder for any costs incurred in responding to this Bid.

Bids will be opened publicly and read aloud immediately following the specified closing time. All interested parties are invited to attend.

Bid documents may be examined at the Colfax Downtown Association Office located at 203 N Main St., COLFAX, WA 99111.

The CDA reserves the right to reject any or all offers if such action is in the best interest of the Colfax Downtown Association and waives informalities and minor irregularities in offers received. Bids may be delivered by mail or delivered in person at 203 N Main St., Colfax, Wa 99111.

**This invitation to bid is only for consultants who can complete the scope of work described above and fulfill all terms of the contract by the deadline of Date: 05/22/2023.**

### **INSTRUCTIONS TO BIDDERS**

#### **ARTICLE 1: QUALIFICATION OF BIDDERS**

- A. Generally, no prequalification requirements are imposed prior to submitting a Bid. However, the COLFAX DOWNTOWN ASSOCIATION may make such investigations as they deem necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish to the CDA all such information and data for this purpose as the CDA may request. The CDA reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the CDA that such Bidder is properly qualified to carry out the obligations of the contract and to complete the Work contemplated therein.
- B. The Bidder must be familiar with all Federal, State, and local laws, including ordinances and regulations which in any manner might affect those engaged or employed in the Work, the materials, equipment, or procedures used in the Work, or which in any other way would affect the conduct of the Work. It is assumed the Bidder is familiar with such laws and regulations, and no plea of misunderstanding or ignorance of the law will be considered.
- C. The Bidder must be registered and licensed as may be required by the laws of the State of Washington when Bids are publicly opened.
- D. Bidder must attach a resume highlighting their professional experience with three (3) professional references, including their contact information. as well as any staff person(s), partners, or subcontractor's resumes who will work directly with our Incubator Tenants. Resume(s) must be included in the Bidders Sealed Bid Documents.
- E. Bidder must also complete the chart on the bid form outlining the number of estimated hours for each scope of work section with the hourly rate(s) of pay listed. As well as the person(s) who will be assigned to each scope of work with their hourly rate of pay (Including prep time & on the job training hours) and attach it in the Sealed Bid Documents.

#### **ARTICLE 2: BIDDER'S REPRESENTATION**

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Each Bidder, by submitting a Bid, represents that:

- A. The Bidder has read and understands the Bidding Documents and that the Bid is made in accordance with all applicable documents.
- B. The Bid is based on the Work described or presented within the Bidding Documents.
- C. The Bidder understands that the period of time for the final completion of the work shall be June 1, 2023.
- D. The failure or omission of the Bidder to examine all pertinent forms, instruments, applicable statutes, or other documents shall in no way relieve the Bidder from the contractual obligations required by the Bidding Documents.
- E. The Bid submitted is unconditional in all respects.
- F. It shall be the responsibility of the Consultant to ensure, at all times during the performance of the work, to the maximum extent feasible, a safe environment to protect the safety of CDA staff, the Consultant's staff, subcontractors, and the public. This shall include, but not be limited to, compliance with OSHA/WISHA-related Federal, State, and local laws, codes, and regulations.

### ARTICLE 3: BIDDING DOCUMENTS

#### 3.1 AVAILABILITY

- A. Bid documents may be examined at 203 N. Main Street, Colfax, WA 99111, or obtained from the CDA via US mail or email.
- B. The COLFAX DOWNTOWN ASSOCIATION assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- C. Bidding Documents issued as stated above are for bidding purposes only. The CDA does not confer a license or grant for any other use.

#### 3.2 INTERPRETATION & CLARIFICATION

- A. Bidders shall promptly notify the CDA of ambiguities, inconsistencies, or errors, if any, which they may discover upon examination of the Bidding Documents or the site and local conditions.
- B. Interpretations and Clarifications

1. Every request for interpretation or clarification should be submitted in writing to:

Colfax Downtown Association  
203 N. Main Street  
Colfax, WA 99111  
(509) 208-9063  
[Colfaxdowntown@gmail.com](mailto:Colfaxdowntown@gmail.com)

2. To be given consideration, the request **must be received NO LATER THAN 1:00 PM on February 7, 2023**. Questions received after this date and time may not receive a response from the CDA.

C. Oral interpretations or clarifications will be without legal effect.

### **3.3 ADDENDA**

- A. Clarifications, interpretations, or supplemental instructions will be issued only in the form of written addenda.
- B. Each bidder shall acknowledge within their Bid that they have obtained all addenda issued.
- C. All addenda issued shall become part of the Contract Documents.

### **3.4 INSURANCE REQUIREMENTS**

The Consultant shall, through the life of this Contract, carry and maintain at Consultant's expense the following insurance:

- A. Statutory Worker's Compensation Insurance covering Consultant's employees as required by law. The consultant is fully responsible for ascertaining whether any federal industrial insurance laws apply to this agreement. Consultant shall comply with all required workers' compensation requirements, whether through the purchase of commercial insurance or as a qualified self-insurer relative to federal industrial insurance laws. The Consultant shall obtain evidence of equivalent coverage from all subcontractors;
- B. Commercial General Liability Insurance to include Contractual and Products/Completed Operations Liability. Such insurance shall provide Bodily Injury and Property Damage Liability coverage on an occurrence basis.
- C. Commercial Automobile Liability Insurance provides Bodily Injury and Property Damage Liability coverage.
- D. Maintenance of this insurance coverage during the performance of the work is essential to the CDA.

### **3.5 INSURANCE - GENERAL CONDITIONS**

Prior to performance under this Contract, the Contractor shall furnish to the CDA either original policies or certificates of insurance from an insurer(s) licensed or authorized to do business in the State of Washington evidencing compliance with the Liability Coverage Requirements provision above. Such policies or certificates shall contain the following provisions:

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- A. Such insurance shall not be canceled, non-renewed, modified, or materially altered without the insurer first giving thirty (30) days written notice to the Colfax Downtown Association, 203 N. Main Street, Colfax, Washington, 99111.
- B. Such insurance shall be primary to any owned by the Colfax Downtown Association.
- C. Regarding those insurances described in Section 4.4(b) and (c) of the Liability Coverage Requirements provision above, the CDA shall be named as an additional insured with respect to operations arising out of this Contract. A copy of the Additional Insured Endorsement is required to be submitted to the COLFAX DOWNTOWN ASSOCIATION along with the Certificate of Insurance.
- D. Insurance for subcontractors: If the contractor subcontracts any conditions of this Contract, the Contractor shall include all subcontractors as insureds under its policies or shall require separate certificates of insurance and policy endorsements from each subcontractor. Insurance coverage provided by subcontractors as evidence of compliance with the insurance requirements of this contract shall be subject to all of the requirements stated herein.

### ARTICLE 4: EXECUTION OF BID

#### 4.1 FORM OF BID

- A. Bids shall be submitted in written form. Specific bidding forms may be required depending upon the nature of the project. The said requirement will be included in the project description.
- B. All blanks on the Bid Form, if required, shall be filled in by typewriter or printed by hand in ink.
- C. For lump sum Bids, the total Contract lump sum price shall be submitted.
- D. Where so indicated by the makeup of the Bid Form, sums shall be expressed in figures only.
- E. Such prices shall be stated in clearly legible figures only and shall be in ink or typed.
- F. Alterations, erasures, or interlineations, if any, shall be in ink and initialed by the signer of the Bid.
- G. The Bidder shall make no additional conditions or stipulations on the Bid or qualify his Bid in any manner.
- H. The Bid Form shall include the legal name, registration number, EIN or UBI Number of the Bidder, and a statement indicating whether the Bidder is a sole proprietor, a partnership, a corporation, a joint venture, or other legal entity. The Bid Form shall be signed by the person or persons legally authorized to bind the Bidder to a contract.

#### 4.2 IRREGULAR BIDS

A Bid shall be considered irregular and may be rejected by the CDA for any of the following reasons:

- A. If required, the Bid Form furnished or authorized is not used or is altered;
- B. If the Bid Form is incomplete or if any required supplemental documents contain any additions, deletions, unauthorized alternate bids, conditions, or otherwise fail to conform to the COLFAX DOWNTOWN ASSOCIATION requirements;
- C. If the Bidder adds any provisions reserving the right to reject or accept the award or enter into the contract;
- D. If the CDA deems any Bid to be excessively unbalanced, either above or below the amount of a reasonable bid for the item of work to be performed to the potential detriment of the CDA.
- E. If Bid is not based on United States of America dollars.

#### **4.3 RESPONSIBLE BIDDER**

It is the intent of the CDA to award a contract to the “lowest responsible Bidder” where possible. Before award, the Bidder must meet the following Bidder responsibility criteria to be considered a responsible Bidder. The Bidder may be required by the CDA to submit documentation demonstrating compliance with the criteria. The Bidder must:

- A. if applicable, have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
- B. Have a current Washington Unified Business Identifier (UBI) number;
- C. If applicable:
  - 1. Have Industrial Insurance (workers’ compensation) coverage for the Bidder’s employees working in Washington, as required in Title 51 RCW;
  - 2. Have a Washington Employment Security Department number, as required in Title 50 RCW;
  - 3. Have a Department of Revenue state excise tax registration number, as required in Title 82 RCW;
- D. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
- E. Meet any supplemental criteria requirements, including detailed reports/invoices that meet the requirements of the project.
- F. A Bidder may be deemed not responsible and its Bid rejected if:
  - 1. More than one Bid is submitted on the same project from a Bidder under the same or different names.

2. Evidence of collusion with any other Bidder or Bidders. Participants in such collusion may be disqualified from submitting Bids on further work.
- G. If requested, the apparent awarded Bidder must provide within two (2) business days of receiving the CDA's request, the following:
1. Information demonstrating that the Bidder is responsible, consistent with the criteria set forth in RCW 43.19.1911(9) or above. The CDA may specifically request information addressing any of the items listed in the RCW or above. The CDA reserves the right to request such documentation from other Bidders also.
- H. If the CDA determines that the awarded Bidder is not responsible, the CDA will notify the Bidder of its preliminary determination in writing. Within two (2) days of receipt of the preliminary determination, the Bidder may either withdraw its bid or protest the CDA's determination by presenting additional information to the CDA. The CDA will consider the additional information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the CDA will not execute a contract with any other Bidder until two (2) business days after the Bidder, determined to be not responsible, has received the final determination.

**ARTICLE 5: SUBMISSION OF BIDS**

- A. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof. The Bid, the bid guarantee, if applicable, and all other documents required to be submitted with the Bid shall be sealed in the envelope. The envelope shall be clearly marked with the words "Bid By" followed by the name and address of the Bidder, the CDA-designated project name, and the date and time for the opening of the Bid.
- B. Oral or telephonic bids are invalid and will not receive consideration.
- C. No Bid shall be considered which has not been received by the CDA before the date and time fixed in the published call for Bids.
- D. Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

**ARTICLE 6: WITHDRAWAL OR MODIFICATION OF BIDS**

**6.1 PRIOR TO BID DEADLINE**

- A. Prior to the time and date designated for the receipt of Bids, a Bidder may withdraw or modify a Bid submitted earlier. Withdrawal, or modification, of the Bid, shall be by written notice signed by the Bidder or by email received prior to the time and date designated for the receipt of Bids.

**6.2 AFTER BID OPENING**

- A. A Bid may not be modified, withdrawn, or canceled by the Bidder after the submission time and date deadline. By submitting a Bid, the Bidder agrees to the above conditions.



**6.3 RESUBMITTAL OF MODIFIED BIDS**

- A. A Bid which has been withdrawn or modified prior to the time and date designated for the receipt of Bids may be resubmitted. The resubmitted Bid will be considered valid only if it is received prior to the date and time originally set for the receipt of Bids and contains the Bid security covering all modifications, and all documents requested in the original submittal signed and initialed as mentioned heretofore.

**ARTICLE 7: OPENING OF BIDS**

**7.1 PUBLIC OPENING**

- A. Bids will be opened and read publicly at the time indicated in the call for Bids unless the CDA has changed through Addendum the date of opening Bids to another date, rejected any Bid or Bids, or has canceled the call for Bids. Bidders, their authorized agents, and other interested parties are invited to be present.

**7.2 READING OF BIDS**

- A. Unless stated otherwise in the Advertisement, all Bids which have been properly identified and received will be publicly opened and read aloud. At the bid opening, the CDA will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid. The CDA will, at a later time, review all bids in detail, may potentially interview some Bidders, and will, in a timely manner, notify all bidders of any bidder that is, as a result of the detailed inspection of bids submitted, ruled to be non-responsible or non-responsible.

**7.3 EVALUATION OF BIDS**

- A. After evaluation by the Executive Director, the CDA retains the right to reject any or all Bids.

**7.4 CLAIM OF ERROR**

- A. A Bidder claiming error in its Bid must submit superseding evidence by the close of the next business day after bid opening and provide any other superseding documentation requested by the CDA. If the Bidder demonstrates an error in the Bid to the CDA's satisfaction, the CDA may allow the Bidder to withdraw its Bid.

**ARTICLE 8: ACCEPTANCE OF BIDS (AWARD)**

**8.1 VERIFICATION OF BID PRICES**

- A. When Bids are reviewed, they will be checked for mathematical accuracy. The total of extensions, corrected where necessary, will be used as the amount of the Bid for award purposes and will fix the amount of the Contract bonds.

**8.2 RIGHTS OF THE CDA**

- A. The CDA shall have the right to waive any informality or irregularity in any Bid received.
- B. The right is reserved to accept a Bid of the lowest responsible Bidder, an Alternative Bid, if applicable, based upon plans and specifications prepared by the Bidder, to reject any or all Bids, republish the call for Bids, revise or cancel the work to be performed, or to do the work otherwise, if in the judgment of the CDA Commission, the best interest of the CDA is served thereby.

**8.3 FAILURE TO EXECUTE CONTRACT**

- A. If the Bidder awarded the Contract fails to execute the Contract and furnish satisfactory bonds within ten (10) days from receipt of the Notice of Intent to Award or declares in writing their intent not to execute the Contract, their Bid deposit, if applicable, shall be forfeited to the CDA who may provide Notice of Intent to Award to the second lowest responsible Bidder. If the second lowest responsible Bidder fails to enter into the Contract and furnish bonds within ten (10) days after receipt of the Notice of Intent to Award, forfeiture of their Bid deposit shall also be made, and the Contract may be awarded to the third lowest responsible Bidder, and in like manner, until the Contract and bonds are executed by a responsible Bidder to whom the award is made or further Bids are rejected, or the number of Bids is exhausted.

**8.4 AWARD OF CONTRACT**

- A. All parts of the Instructions to Bidders and Specifications will be part of the Contract between the selected bidder and the CDA.
- B. The successful Bidder will receive a “Notice of Intent to Award” by the CDA. The letter will direct the Bidder to submit Certificates of Insurance, list of staff, partners, or subcontractors, within ten (10) days after receipt.
- C. The Bidder shall also execute the Contract, furnished by the CDA, within ten (10) days after receipt of the “Notice of Intent to Award.”
- E. The Contract period shall include, but not be limited to, the following: completion schedules and training, final acceptance of work, issuance, and acceptance of closeout documents, release of copyrights, and issuance of a request for final payment.

**8.5 EXTENSION OF TIME**

- A. If the Contract is not executed or not provided within the time required, and there appears to be circumstances which the CDA deems to warrant an extension of time, it may extend the time for execution of the Contract for up to ten (10) additional days.

**8.6 COMMUNICATION**

- A. The CDA shall be the primary on-site point of contact for the Contractor pertaining to this work. The Contractor shall be free to converse and communicate with the CDA during or

between visits; however, all requests for changes or decisions shall be submitted to the CDA and approved by the Executive Director after receipt and consideration of a written request from the Contractor. The CDA anticipates that it will typically make a decision on such matters within three workdays of receipt, though such a response time frame may be shorter or longer, depending on the situation. Accordingly, the Contractor shall be required to submit such written requests in a timely manner as reasonably possible. When the project commences, all communication must be directed to the designated CDA contact person only.

#### 8.7 REQUEST FOR PAYMENT

- A. CDA is responsible for making progress payments. Typically, progress payments for acceptable and completed work and materials delivered will be made at 30-day intervals.
- B. Payment will be based on the completed monthly hours worked on this project during a one-month period. Payment invoices must reflect completed hours worked, dates, times, hourly rates, assigned staff, and descriptions.

#### 8.8 AGREEMENT RENEWALS

- A. The term of the contract shall be from the date of execution until the final payment is made in June 2023. The contract will specifically state that any work performed after June 1, 2023, will not be paid for.
- B. Prices bid for each year will be firm for the duration of the contract.

#### 8.9 SIGNING OF CONTRACT

- A. Copies of Contract Documents shall be signed by the Executive Director or Authorized Representative and the Consultant.

#### 8.10 CANCELLATION OF AWARD

- A. The CDA reserves the right to cancel its Intent to Award of any Contract at any time before the execution of said Contract by all parties without liability to the CDA.

#### ARTICLE 9: PREVAILING WAGES

- A. PREVAILING WAGES: Payment of Washington State Prevailing Wages applies to this contract. Contractors and subcontractors shall comply with the requirements of RCW 39.12 regarding the payment of prevailing wages, including the requirements to deliver a Statement of Intent to Pay Prevailing Wages and to post notice of such intent **prior to commencement of work** and to file an Affidavit of Wages Paid after completion of the work. The State of Washington prevailing wage rates applicable for public works projects may be found at the following website address of the Department of Labor and Industries:  
<https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>.  
**The applicable effective date for prevailing wages is the due date in which the bid is due.**

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- B. A copy of the applicable prevailing wage rates are also available for viewing at the CDA office, located at 203 N MAIN ST. COLFAX, WA 99111. Upon request, the CDA will mail a hard copy of the applicable prevailing wages for this project.
- C. The cost of filing Prevailing Wage forms with the State Department of Labor and Industries shall be at no additional cost to the Colfax Downtown Association.
- D. No payment will be made on this contract until the contractor and each and every subcontractor has submitted a Statement of Intent to Pay Prevailing Wages that has been approved by the Department of Labor and Industries. No final payment or release of retainage will be made until the contractor and each and every subcontractor has submitted an Affidavit of Wages Paid following Labor and Industries filing requirements and that has been approved by the Department of Labor and Industries, and other State agencies as required by law.
- E. Various Consulting Services may or may not be subject to the payment of Washington State Prevailing Wages. However, you may still have to file a Statement of Intent with the Department of Labor and Industries. It is the sole responsibility of the Bidder to inquire with the Department of Labor and Industries to file the correct required documents and provide copies of those documents to the Colfax Downtown Association prior to receiving any payments for this project.

**End of Section**

**BID FORM**

**203 Main Street, Colfax, Washington**

**NOTE: ANY ALTERATION OR ADDITION TO THE BID FORM MAY INVALIDATE THE BID**

BIDDER'S BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_ Individual Proprietor                      \_\_\_ Partnership                      \_\_\_ Joint Venture  
\_\_\_ Limited Liability Corporation              \_\_\_ Corporation

Business EIN or SSN: \_\_\_\_\_ Business UBI: \_\_\_\_\_

- 1. Having carefully examined the contract documents titled COLFAX DOWNTOWN ASSOCIATION INVITATION TO BID for the project at 203 Main Street, Colfax, Washington as well as the site of the project and conditions affecting the work, the undersigned proposes to furnish all the labor, materials, equipment, superintendence, insurance and other accessories and services necessary to perform and complete all of the work required by and in strict accordance with the above documents and implied intent thereof, for the following schedule of prices:

**LOADED HOURLY LABOR RATES for all Contract Work.** For all labor as may be necessary for the particular operation, the total bid amount shall include the sum of the following: prevailing wage rate, wage premiums, overhead, profit, insurance, medical premium, as applicable, and all other costs incurred in supplying such labor, including but not limited to all costs associated with transported to and from job site and tools and PPE and equipment supplied to the Worker for the execution of the work. The Contractor shall meet the Washington State Prevailing Wage Rates, including benefits current for the trade/position of the work.

- 2. The "Total Bid Price" on the Bid Schedule will be used for basis of award. Payment will be made on the basis of the actual quantities satisfactorily completed in accordance with the Contract requirements. A list of identified projects is provided in the Specifications Section. The CDA reserves the right to add or remove projects from this list.
- 3. Bidder has examined copies of the Bid Documents and of the following Addenda (a receipt of which is hereby acknowledged): **EACH ADDENDUM MUST BE ACKNOWLEDGED.**

Date	Number

