

SMALL WORKS ROSTER APPLICATION

Introduction

Public Hospital District #4, King County (the District), is a taxpayer-supported special purpose district located in eastern King County, Washington.¹ The District is organized as a municipal corporation and operates Snoqualmie Valley Hospital, the Snoqualmie Specialty Clinic, Snoqualmie Ridge Medical Clinic, the Primary Care Clinic at Snoqualmie Valley Hospital, and the Rehabilitation Clinic at Snoqualmie Valley Hospital and maintains various other support offices and facilities.

The District has established a Small Works Roster under the auspices of RCW 39.04.155. The purpose is to establish a roster of businesses interested in participating in public works projects undertaken by the District with value less than \$300,000.

What is the Small Works Roster?

Capital projects undertaken by the District are normally Public Works projects subject to full Public Works advertising and bidding requirements. A Small Works Roster is a pre-established listing of contractors, which under state law the District may use as an alternative to a full Public Works bid for projects with a value, including sales tax, of under \$300,000.

Contractors must apply for inclusion on the roster. The District requires that contractors meet certain requirements to be placed on the roster, such as holding appropriate licenses and having insurance coverage (details are outlined in this document.)

Typical Categories of Work

Typical categories of work include, but are not limited to, the following:

- Asphalt Paving and Sealing
- Awnings/Canopies
- Cabinet Fabrication and Installation
- Concrete Paving/Flatwork/Curbs
- Construction/General Contractors
- Data/Telecom/Low Voltage Wiring
- Demolition
- Drywall
- Electrical Work
- Fencing & Gates
- Floor Coverings and Installation
- Fire Protection/Fire Sprinklers
- Glazing, Windows, Doors & Hardware
- Grading & Excavation
- HVAC
- Landscaping
- Low Voltage/Alarm/Communications
- Masonry
- Mechanical/HVAC
- Modular Buildings
- Painting
- Pavement Marking
- Plumbing
- Refuse removal/disposal
- Protection Specialties (Corner Guards, etc.)
- Roofing
- Signage - Electrical
- Signage – Non-Electrical
- Snow Removal
- Utility Work
- Wall Coverings
- Window Washing

¹ Public Hospital District #4, King County (The “District”) is an independent public agency. Public Hospital District #4 is not a part of King County government. The District is also known as King County Public Hospital District #4 and Snoqualmie Valley Hospital.

How Does It Work?

Contractors may submit an application to be included on the Small Works Roster at any time. This document contains instructions for preparing and submitting an application as well as summary sheets to be completed and returned with the application. The submittal of an application is not a guarantee of future work and contractors are solely responsible for the costs of preparing their application. When the District is in need of contracted services to complete a project with value between \$75,000 - \$300,000, the Small Works Roster can be used to solicit bids or quotes. The District may also choose to use the Small Works Roster to bid projects with value below \$75,000 (hospital district statutory bid limit.) Project values for these purposes include sales tax.

For projects between \$75,000 and the state small works limit of \$300,000, requests for bids will be sent to all contractors on the Roster that have indicated the capability of completing the type of work being contemplated. The contractors will receive notification from the District describing the scope of work and the timeline for the project. The notification may include drawings or specifications as appropriate or instructions for obtaining them, as well as instructions for submitting a bid specific to each project. The District will select the lowest responsible bidder for each project.

What is a "Public Works" project?

Public Works includes all work, construction, alteration, repair or improvement, other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

Projects awarded under the Small Projects Roster are public works projects.

Qualifications

Before award of a public works contract under the small works roster, contractors shall meet the following minimum requirements, including:

- General Contractors must have a current certificate of registration (license) in compliance with Chapter 18.27 RCW;
- General Contractors must have a current state unified business identifier (UBI) number;
- If applicable, contractors must have industrial insurance coverage (worker comp) for employees working in Washington as required by Title 51 RCW,
- Contractors must have an Employment Security Department number as required in Title 82 RCW;
- Contractors must not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3);
- For the work categories of Construction/General Contracting (Exterior Work) and Construction/General Contracting (Interior Work) Contractor's general liability insurance is required in the amount of \$3 million aggregate/\$1 million per occurrence. For other categories, insurance limits are \$1 million per occurrence/\$1 million aggregate. Contractor must deliver a certificate of insurance naming Public Hospital District #4, King County as an additional insured before beginning work.
- For interior work within the hospital, contractors must be able to demonstrate the satisfactory completion of at least one project, minimum value \$75,000, in an acute care environment, in or adjacent to an occupied patient care area.
- For other types of work, contractors must be able to demonstrate experience with comparable scope and value of work.
- Contractors must obtain a City Business License if required by the local municipality. (At time of publication of this document, the District operates facilities in the City of Snoqualmie and in

unincorporated King County.) City Business Licenses, if needed, may be obtained after award of bid but must be current before work begins;

- Prevailing wages must be paid and documented in compliance with Chapter 39.12 RCW. See additional information in this document;
- A performance bond must be executed in compliance with Chapter 39.08 RCW before beginning work. (A bid bond is not typically required unless specifically called for in an Invitation to Bid.)

Required Information

Complete the application summary included in these instructions. Contractors are encouraged to supplement the Application Summary with brochures, capability statements, and statements of qualifications illustrating and enhancing understanding of work completed and qualifications for the types of work sought.

Prevailing Wages

- Prevailing wages must be paid to all employees who work on public works contracts, including contracts awarded under this Small Work Roster process.
- At project award, Contractor must file a Statement of Intent to Pay Prevailing Wages with the Industrial Statistician of the Department of Labor & Industries (L&I). Contractor must also provide a copy of the Statement of Intent to the Hospital District before the District can make payments under the contract.
- At completion of the contract, Contractor must file an Affidavit of Wages Paid with the L&I Industrial Statistician and with the District. If filed electronically, Contractor must notify District so that the filing can be verified.
- Retainage cannot be released by the District until filing of the Affidavit of Wages Paid has been verified.

Other Information

A bid bond is not normally required for bids received under the Small Works Roster. If the District chooses to require a bid bond for an individual project, that information will be included with the invitation to bid.

Performance and payment bonds issued by a surety company licensed to do business in Washington are required for all public works projects, including projects awarded under the Small Works Roster.

As public works projects, projects awarded under this process are subject to 5% retainage.

Submittal Instructions

Submittals may be in paper or electronic format (preferred). Paper submittals should be submitted to the following address:

Snoqualmie Valley Hospital
9801 Frontier Avenue SE
Snoqualmie, WA 98065
Attention: Scott Nohavec, Facilities Director

If in a format that can be transmitted via e-mail, please send to:

scottn@snoqualmiehospital.org

Paper documents must be in a format that can be filed in a letter-sized (8½" x 11") file drawer. Please mark outsides of packages "Small Projects Roster Submittal."

Please ensure that electronically-transmitted documents are in a format that can be commonly opened and will not be distorted or altered by software version differences or the like when opened by District staff. PDF format is ideal. If District staff cannot open electronic documents, it is the Contractor's responsibility to provide a format that the District can open.

There is no submittal period or deadline for submittals; submittals will be accepted at any time. The District will periodically re-advertise for submittals to the Small Works Roster. Contractors may submit updated information at any time. If a Contractor wishes to withdraw from the Small Works Roster, please notify one of the individuals listed above. In the event that a project is contemplated in a category of work for which no appropriate Contractor is represented in the Small Works Roster, the District may from time to time directly solicit submittals from Contractors in that category of work who are identified by common means such as websites, telephone directory, etc.

Submittals will be maintained in the Small Works Roster indefinitely or until the District determines that resubmittal is appropriate to maintain updated information. The District may determine that resubmittal for the entire Small Works Roster is warranted, or only Contractors performing a particular category of work. If the District so determines, a new advertisement will be placed indicating that existing submittals will be discarded and that existing Contractors must resubmit to maintain their inclusion in the Roster.

Any Contractor on the Roster who does not respond to an Invitation to Bid may be removed from the roster. It is not necessary to bid in response to each request; a response of "no bid" will be sufficient to maintain inclusion on the roster.

Questions

Questions regarding submittals, projects, or the Small Works Roster process should be directed to the following:

Scott Nohavec, Facilities Director

Snoqualmie Valley Hospital

425-831-2377

scottn@snoqualmiehospital.org

PUBLIC HOSPITAL DISTRICT #4 SMALL WORKS ROSTER SUMMARY INFORMATION

Applicant Profile

Please complete this form and include with any other information (brochures, etc.) that fully describe the services provided by your business.

Please answer all questions clearly and completely. This form is available in electronic format by request and can be filled out using your computer. Otherwise, please print clearly. Answer each category as best you can or indicate "N/A" for not applicable. Remember that the goal is for District staff to be able to understand your business; be more concerned with communicating clearly than with fitting information into the categories provided.

Business Name

Address

City, State, ZIP

Telephone

Fax

e-mail

Website

Business, License, and Insurance Information

Type of Business

Sole Proprietorship

Corporation

Partnership

Other: _____

Licenses

Federal Tax ID Number: _____

UBI Number _____

Contractor's License No.: _____

Expires: _____

City of Snoqualmie Business License No.:² _____

Expires: _____

City of North Bend Business License No.:² _____

Expires: _____

² It is not necessary to obtain a city business license until a project is awarded in that city. If your business already has a city business license in Snoqualmie or North Bend, fill in that information here.

Insurance Information

Name of Carrier

Address

City, State, ZIP

Policy Number

Aggregate Limit

Limit Each Occurrence

Categories of Work

Please indicate the categories of work for which you wish your company to be considered. Check all categories for which you wish to be considered.

- | | |
|--|---|
| <input type="checkbox"/> Asphalt Paving and Sealing | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Awnings/Canopies | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Cabinet Fabrication and Installation | <input type="checkbox"/> Low Voltage/Alarm/Communications |
| <input type="checkbox"/> Concrete Paving/Flatwork/Curbs | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Construction/General Contractors ³ (interior work) | <input type="checkbox"/> Mechanical/HVAC |
| <input type="checkbox"/> Construction/General Contracting ³ (exterior work) | <input type="checkbox"/> Modular Buildings |
| <input type="checkbox"/> Data/Telecom/Low Voltage Wiring | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Pavement Marking |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Electrical Work | <input type="checkbox"/> Refuse removal/disposal |
| <input type="checkbox"/> Fencing & Gates | <input type="checkbox"/> Protection Specialties (Corner Guards, etc.) |
| <input type="checkbox"/> Floor Coverings and Installation | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fire Protection/Fire Sprinklers | <input type="checkbox"/> Signage - Electrical |
| <input type="checkbox"/> Glazing, Windows, Doors & Hardware | <input type="checkbox"/> Signage – Non Electrical |
| <input type="checkbox"/> Grading & Excavation | <input type="checkbox"/> Utility Work |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Wall Coverings |
| <input type="checkbox"/> Other _____ | |

³ See "Special Qualifications" for this section.

Range of Work/Bonding Capacity

Performance and Payment bonds are required for all public works projects, including projects awarded under this Small Works Roster. Bond must be for 100% of the value of the work to be performed.

Bond Capacity: _____

If the range of work that you wish your company to be considered for is less than your bond capacity, please indicate below. (Desired range of work cannot be greater than bond capacity.) Indicate all desired categories.

\$75,000 or less

\$150,001 - \$300,000

\$75,001 - \$150,000

Certifications and Special Qualifications

All Categories of Work

- I certify that the company(ies) represented by this Small Works Roster submittal has not been disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
- I certify that all workers on projects to be completed by the company(ies) represented under this Small Works Roster submittal will be paid not less than prevailing wage in compliance with RCW 39.12, and that I have verified current prevailing wage rates with the Washington State Department of Labor and Industries.
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>
- I certify that the company (ies) represented by this Small Works Roster submittal will maintain, throughout the duration of any project for which the company is awarded a contract, contractors general liability insurance in the minimum amount of \$1 million per occurrence/\$1 million aggregate for work in all categories other than “Construction/General Contracting – Exterior” and “Construction/General Contracting – Interior.” (See separate insurance requirements for those categories, below.) If a contract is awarded, I will provide a Certificate of Insurance naming “Public Hospital District #4, King County” as an additional named insured.

Construction/General Contracting – Interior Work and Exterior Work

The following are required for all Construction/General Contracting Work.

- I certify that the company(ies) represented by in this Small Works Roster submittal carry industrial insurance (workers comp) insurance as required by Title 51 RCW and an employment security number as required in Title 82 RCW.
- I certify that the company(ies) represented by this Small Works Roster submittal will maintain, throughout the duration of the project, contractors general liability insurance in the minimum amount of \$1 million per occurrence/\$3 million aggregate. I will provide a Certificate of Insurance naming “Public Hospital District #4, King County” as an additional named insured.

Construction/General Contracting – Interior Work

The following is required for all Construction/General Contracting – Interior Work.

- I certify that the company(ies) represented in this Small Works Roster submittal has completed at least one project with value above \$75,000 in a licensed Acute Care Hospital environment, adjacent to an occupied patient care area, which required development and implementation of an Infection Control Risk Assessment (ICRA) and Plan.

Project References

Complete the following for a minimum of three projects. Preferred: Please provide supplemental information, such as brochures, capabilities statements, photographs, etc. that more fully illustrate the capabilities of your organization. There is no defined format for supplemental information. Use as many additional pages as necessary. Supplemental information should include the three projects listed below, but may include other projects as well.

Project #1

Project Name: _____
Location (City, State): _____
Date Completed: _____
Project Construction Cost⁴ _____

Description of Project:

Owner Reference We May Contact

Contact Name: _____ Title: _____
Telephone: _____ E-mail: _____

Project #2

Project Name: _____
Location (City, State): _____
Date Completed: _____
Project Construction Cost⁵ _____

Description of Project:

Owner Reference We May Contact

Contact Name: _____ Title: _____
Telephone: _____ E-mail: _____

⁴ Do not include sales tax

⁵ Do not include sales tax

Project #3

Project Name: _____

Location (City, State): _____

Date Completed: _____

Project Construction Cost⁶ _____

Description of Project:

Owner Reference We May Contact

Contact Name: _____

Title: _____

Telephone: _____

E-mail: _____

Signature

To be signed by an officer or authorized representative of the company:

I certify that the information contained in this Small Works Roster submittal is true and correct to the best of my knowledge. I understand that submittal to the Small Works Roster is neither a guarantee nor a promise of work, and I understand that Public Hospital District #4, King County, is not responsible for any costs incurred by me or by the represented company in the preparation of this submittal.

Signature _____

Printed Name _____

Title _____

Date _____

⁶ Do not include sales tax