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## REQUEST FOR BIDS PACKET

### GRANT COUNTY SHERIFF RTU 2020 Removal & Replacement

February 3, 2020

Grant County, Washington, by and through the Board of County Commissioners, is seeking to enter into a contractual agreement with the qualifying low bidder for the removal and replacement of 2 current RTU'S located at the Grant County Work Release facility.

Each bid shall specify each and every item as set forth in this Request for Bid (RFB) Packet. Any and all exemptions must be clearly stated in the bid submittal. Sections within this RFB Packet are categorized as follows:

- (1) General RFB Information;
- (2) Bid Preparation and Submission;
- (3) Vendor Information;
- (4) Project Requirements and Scope of Work;
- (5) Price and Payment Proposal Instructions;
- (6) Post Bid Submittals; and
- (7) Vendor Checklist.

Appendix A – Grant County Bid Proposal Form

Appendix B – Prevailing wage rates at the time of this posting

Failure to set forth any item in the RFB Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all bids and to waive any informality.

If your company is interested and qualified, please submit one original and one copy of your bid in a sealed envelope clearly marked with the project title "Grant County Sheriff's Office RTU 2020 Removal & Replacement Project" by 11:00 am (PST) on Monday February 24<sup>th</sup>, 2020 to:

Cory Woodiwiss, Sheriff Office Facilities Maintenance  
PO Box 37  
35 C ST NW  
Ephrata WA 98823

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**Grant County Sheriff's Office RTU 2020 Removal and Replacement**

Late bids and/or bids submitted via e-mail or facsimile will not be accepted.

Bids will be opened at 11:00 AM (PST) on Monday February 24<sup>th</sup>, 2020 in the Grant County Commissioners' offices, located on the 2nd floor of the Grant County Courthouse Annex located at 35 C Street NW in Ephrata, Washington.

Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies including those that are minority and woman-owned and are on the county's small works roster.

Should you have any questions about the bid process and/or instructions, please contact Cory Woodiwiss directly at 509-754-2011 ext. 3290 or [cwoodiwiss@grantcountywa.gov](mailto:cwoodiwiss@grantcountywa.gov) Thank you in advance for your courtesies.

Sincerely,

Cory Woodiwiss  
Grant County Sheriff Office  
Facilities Maintenance

cc: Board of County Commissioners, Grant County Sheriff

Important dates / requirements	Date	Yes	RCW / Notes
RFB Published	Feb 3 2020		MRSC roster members
Technical Questions Deadline	Feb 20 2020		by 3 p.m.
Submission Deadline	Feb 24 2020		No Later Than 11:00 am
Bid Opening	Feb 24 2020		11:00 AM BOCC Offices
Bonds Required		XX	Section 5.1b / <a href="#">RCW 39.08.010</a>
Insurance Required		XX	Section 5.1c
Prevailing Wage		XX	Section 5.3b / <a href="#">RCW 39.04.010</a> / <a href="#">WAC 296-127-010(5)(b)</a>
Retainage Required		XX	Section 5.3 / <a href="#">RCW 60.28.011</a>
Bid Guarantee		XX	Section 2.2a / <a href="#">RCW 36.32.250</a>
<b>Walkthroughs</b>	<b>required</b>	XX	<b>As noted in section 5.3</b>

**Work shall commence as soon as possible after contracts, bonds, and insurance are provided.**

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**Grant County Sheriff's Office RTU 2020 Removal and Replacement**

**1. GENERAL RFB INFORMATION**

**1.1 RFB Notices and Posting Location**

This project is advertised to members of the MRSC roster. The RFB and the Bid opening results will be posted as indicated below AFTER the bid opening. All questions, addendums or information pertinent to the RFB will be emailed directly to those on the roster. It is the responsibility of the MRSC roster members to ensure their email addresses are up to date.

To locate RFB notices, postings, etc. on the County's website for this project, access the County's website at [www.grantcountywa.gov](http://www.grantcountywa.gov) and scroll to the bottom portion of the left sidebar entitled "Grant County Quick Links". Select the link entitled "Request for Bid"; this will bring you to a listing of current/recent Grant County RFBs listed by project title. Click on the .pdf you are interested in.

**1.2 Objective of this RFB**

The purpose of this request is to remove and replace the current 2 RTU'S for Dorms C&,D at the Grant County Work Release

**1.3 RFB Organization**

The RFB is composed of six (6) sections, organized as follows:

<b>Section 1 – GENERAL RFP INFORMATION</b>  1.1 RFB Notices, Posting Location 1.2 Objective of this RFB 1.3 RFB Organization 1.4 RFB Official Contact(s) 1.5 Questions Regarding the RFB 1.6 Bidder Responsibility Criteria (RCW 39.04.350)	<b>Section 2 – BID PREPARATION AND SUBMISSION</b>  2.1 General Information 2.2 Bid Submittal, Format, Misc. 2.3 Bid Evaluations 2.4 Bid Preparation Instructions
<b>Section 3 – VENDOR INFORMATION</b>  3.1 Signature and Representations 3.2 Company Information 3.3 Subcontractor(s) 3.4 Warranties	<b>Section 4 – PROJECT REQUIREMENTS AND SCOPE OF WORK</b>  4.1 General Overview 4.2 Advanced Coordination/Timeliness 4.3 Drug, Alcohol, and Weapons-Free Worksite 4.4 Method of Measurement 4.5 Completion of Work
<b>Section 5 – PRICE AND PAYMENT PROPOSAL INSTRUCTIONS</b>  5.1 Fees and Insurance 5.2 Indemnification 5.3 Price Proposal	<b>Section 6 – POST BID SUBMITTALS</b>  6.1 Claims of Error 6.2 Bid Protests 6.3 Determination of Non-Responsible Bidder
<b>APPENDIX A: Grant County Bid Form</b>	<b>APPENDIX B: Location</b>

**1.4 RFB Official Contact(s)**

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**Grant County Sheriff's Office RTU 2020 Removal and Replacement**

Upon release of this RFB, all vendor communications must be directed to the RFB Official Contacts listed below. Unauthorized contact regarding this RFB with other County employees may result in disqualification. Any oral communications are discouraged and will be considered unofficial and non-binding on the County. Vendors may only rely upon written statements issued by the appropriate RFB Official Contact:

Cory Woodiwiss  
Facilities Maintenance  
Grant County Sheriff Office  
509-754-2011 ex. 3290  
[cwoodiwiss@grantcountywa.gov](mailto:cwoodiwiss@grantcountywa.gov)

**1.5 Questions Regarding the RFB**

Vendors who request a clarification of the RFB requirements may submit written questions to the appropriate RFB Official Contact by mail, or e-mail. The deadline for receipt of technical questions is February 20<sup>th</sup> by 2:00 pm (PST). Questions received and answers to those questions will be emailed directly to all members initially emailed with this RFB by February 21<sup>st</sup>, 2020 by 3:00 p.m.

**1.6a Bidder Eligibility, Small Public Works Projects**

Any company or individual that intends to bid, quote, or submit a proposal on a Grant County small works project advertised through MRSC Rosters must be an active member in good standing of MRSC Rosters for Grant County prior to the deadline for submittals.

Should a company or individual not be an active member of MRSC Rosters in good standing and submit to the County a bid, quote, or proposal for the listed small works project, said bid, quote, or proposal must and will be rejected.

**1.6 b Bidder Responsibility Criteria (RCW 39.04.350)**

Bidder Responsibility Criteria (RCW 39.04.350) A responsive bidder must meet the bidder responsibility criteria as set out in RCW 39.04.350, Bidder responsibility criteria – Supplemental criteria:

**New Training Requirement for Businesses**

Beginning July 1, 2019, all businesses are required to have training before bidding and/or performing work on public works projects. In 2018, the legislature passed [ESSHB 1673](https://leg.wa.gov/bills/2018/ESSHB_1673) ([app.leg.wa.gov](https://leg.wa.gov)) adding this training requirement to the responsible bidder criteria in RCW 39.04.350 and RCW 39.06.020 ([app.leg.wa.gov](https://leg.wa.gov)).

To see if your company is exempt, select the following link, search for your company either by name or by your UBI. Once found, select your company and open the section labeled “Public Works Requirements” This section will tell you if your company requires training or is exempt.

<https://secure.lni.wa.gov/verify/>

**2. BID PREPARATION AND SUBMISSION**

**2.1 General Information**

2.1a all respondents should read the entire RFB Packet carefully. Failure to comply with instructions may result in a bid being disqualified from consideration by the County.

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**Grant County Sheriff's Office RTU 2020 Removal and Replacement**

2.2 Bid Submittal, Format, Misc.

2.2a All bid submittals, consisting of one original and one (1) copy, must be received by the County via mail, recognized carrier, or hand delivery no later than 11:00 am. (PST) on February 24 2020 , as displayed on Grant County's official time/date stamp located in the Office of the Board of County Commissioners. Late bid submittals and/or bid submittals submitted via e-mail or facsimile will not be considered. All bids regardless of delivery must be accompanied by a bid guarantee of 5% in the form of a cashier's check, money order, surety bond, certified check, or cash ([RCW 36.32.250](#)).

2.2b All bids must be received by the County in a sealed envelope clearly marked with the project title "RTU'S 2020 by February 20<sup>th</sup>, 2020 by 11:00 am as displayed on Grant County's official time/date stamp located in the office of the Grant County Board of Commissioners.

Cory Woodiwiss  
Facilities Maintenance  
Grant County Sheriff Office  
PO Box 37 / 35 C Street NW  
Ephrata, WA 98823

2.2c Costs of preparation and presentation of the bid will be borne by the vendor.

2.2d Bids must be typed/computer generated or written in such a manner as to be clearly legible; any bid that contains illegible information and/or dollar amounts subject to interpretation will render the entire bid to be designated "Non-responsive" as it will not allow the County to confidently compare bid prices.

2.2e A cover letter is required, as set forth in Section 3.1 below.

2.2f Bids should contain straightforward and concise descriptions of the vendor's capabilities to satisfy the requirements of this RFB Packet. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

2.2g Grant County requires a signed, completed Grant County bid form with each qualifying bid submittal packet. The Grant County Bid Proposal form is located in Appendix A.

2.2h Bids must include itemized breakdowns of all costs and include all fees as directed.

2.2i Bids must show numerical dollar amounts with decimal and commas (as appropriate). Any required pricing breakdown that indicates "No Bid" or similar wording or is left blank will render the entire bid to be designated "Non-responsive" as it will not allow the County to confidently compare bid prices.

2.2j Mathematical calculations/totals on all bids will be checked by Grant County, and the County has the authority to correct any mathematical errors it identifies. For this reason, bids that appear to be higher or lower than others immediately upon bid opening may not be accurate. Grant County will not post the bid results until after the mathematical verification and totals check has been completed on each bid. Should any mathematical errors in submittals be identified, the County will notify the affected responders and the bid posting will reflect any necessary changes to the bid total(s).

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**Grant County Sheriff's Office RTU 2020 Removal and Replacement**

- 2.2k In the event of a low bid tie between qualifying vendors after verification of mathematical calculations/totals, a random method – such as a coin toss – to determine the low bid will be utilized.
- 2.2l A request for awarding a contract/agreement to be signed by the qualifying low bidder will be made by the Grant County Sheriff Office Representative and the Board of County Commissioners as set forth in Section 2.3a below.
- 2.2m This request does not constitute an offer of employment or to contract for services.
- 2.2n The County reserves the option to reject any or all bids, wholly or in part, received by reason of this request.
- 2.2o The County reserves the option to retain all bids, whether selected or rejected. Once submitted, the bids and any supplemental documents become the property of the County.
- 2.2p All bids shall remain firm for ninety (90) days following the closing date for receipt of proposals.
- 2.3 **Bid Evaluations**
- 2.3a The County will evaluate bids and determine responsiveness as follows:
- Grant County Central Services will perform an initial screening of each bid to determine responsiveness. A bid deemed responsive is one that materially conforms to the instructions/requirements of this RFB Packet
- The County reserves the right to reject or accept any bid with immaterial irregularities.
- Once Grant County Facilities & Maintenance has determined that a bid is responsive and mathematical calculations on the bid have been checked and/or corrected pursuant to paragraph 2.2j above, it will be compared to other responsive bid(s).
- 2.3b The responsible individual/company (pursuant to RCW 39.04.350) with the lowest responsive bid as set forth in this section will be named as the apparent successful bidder and recommended to the Board of County Commissioners for award of the contract.

3. **VENDOR INFORMATION**

Bid submittals shall contain the following

Bid submittals shall contain the following information and conform to the following requirements:

3.1 **Signature and Representations**

All bids must include a cover letter signed by an official of the company authorized to bind the company to the bid and pricing.

3.1a The signed cover letter must contain the following statements, without alteration:

The bid's pricing shall be valid and binding for Ninety (90) days following the RFB response due date and will become part of any contract with the County unless revisions, additions and/or deletions are expressly negotiated.

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It is acknowledged that this bid is subject to public disclosure under the Public Records Act and may be released in total as public information in accordance with Washington law. Any and all information believed to be proprietary and exempt from public disclosure has been plainly and clearly marked or otherwise identified.

3.1b Company Information

The cover letter shall include the company name, address, telephone number, federal employer tax number and Washington state business registration number (UBI). Provide the name, title, address and telephone number of the contact person authorized to represent the company and to whom correspondence should be directed.

3.1c Subcontractors

The cover letter shall indicate and specify whether or not subcontractor(s) will be used for any portion of the work, the type of work performed and the name of the sub-contractor

3.1d Warranties

Provide all warranty and exclusion of warranty language for the product(s).

4. **PROJECT REQUIREMENTS AND SCOPE OF WORK**

4.1 Grant County has a need to replace the current RTU'S for C and D Dorms

Grant County Work Release  
1631 Division Ave East  
Ephrata WA. 98823

The contractor shall provide all material, labor, equipment, supervision, and whatsoever else is necessary to accomplish the following:

Remove and dispose existing 2 RTU'S and replace with 2 new RTU Heat Pumps 460 volt 3 phase equipped with fresh air economizers, fully integrated controls, 20 kw electrical heat strips, and a minimum 11 EER rating. Curb adapters if needed, and any and all sheet metal work needed to finish. Line and low voltage controls to be terminated by licensed Journeyman Electrician.

4.2 Advanced Coordination/Timeliness - This project is safety and facility access sensitive and will require advanced coordination with the Sheriff's Office Facilities Maintenance to complete the project in a timely manner while ensuring the safety of operations and continuation of access to the facility by the public. This project must be completely finished within 7 days from agreed upon start date.

4.3 Drug, Alcohol, and Weapons-Free Worksite – Due to the safety and security requirements of the Courthouse facility, each contractor/subcontractor must take reasonable action to ensure that its owners/employees maintain a presence at the worksite that is free from substance abuse and the carrying of weapons.

4.4 Specific measurements for bid shall be the responsibility of the contractor and will not be given via e-mail or phone conversations. Measurements in this RFB are only approximate.

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**Grant County Sheriff's Office RTU 2020 Removal and Replacement**

- 4.5 Completion of Work – Prior to the County's acceptance of the work, the prime contractor must complete and/or ensure that all subcontractor work is completed to finish quality and that all surplus and/or rejected materials have been removed from the site, properly disposed of, and that all clean-up has been accomplished and the site is of a neat appearance.

5. **PRICE AND PAYMENT PROPOSAL INSTRUCTIONS**

5.1 **Fees and Insurance**

- 5.1a Propose all fixed fees and/or hourly rates of pay, as appropriate, for implementation of services as described within the RFP.

- 5.1b On the forms included in the Contract Provisions, the Contractor shall furnish both performance and payment bonds as required by RCW. Each bond shall have a penal sum in the full amount of the Contract price, including sales tax. The labor and material payment bond shall remain in force until the Contract Completion Date, and for such period of time thereafter during which the law allows claims to be filed and finally resolved by litigation. In addition to securing the faithful performance of all Contractors obligations under the Contract, the performance bond shall remain in force for a period of at least two years after the Substantial Completion Date, with respect to defective workmanship, equipment, and materials, and shall otherwise secure all other obligations of the Contractor throughout all periods of limitation and repose. The Contractor shall be required to provide extended warranties for specific materials or equipment as indicated further in the Contract Provisions. The required performance bond and labor and material payment bond shall each be issued by a corporate surety company acceptable to the Owner and authorized to do business in the state in which the work is located.

- 5.1c Prior to date of final signatures are obtained on the contract, the individual/agency shall provide the County with a certificate of liability insurance naming Grant County and its employees and officers as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County. Proof of insurance should be included with bond documents required in contract

5.2 **Indemnification:**

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- 5.2a Violation of statute, ordinance, or regulation;



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- 5.2b Willful, intentional or other wrongful acts, or failures to act;
- 5.2c Negligence or recklessness;
- 5.2d Furnishing of defective or dangerous products;
- 5.2e Premises liability;
- 5.2f Strict Liability;
- 5.2g Violation of civil rights; and/or
- 5.2h Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the contract are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the contract and the remaining language shall be given full force and effect.

5.3 Price Proposal

- 5.3a Payment will be made for all items complete and accepted on the unit or lump sum prices as stated in the proposal and measured and previously stated. The sum of each payment shall be full compensation for all materials, labor, and other costs to the Contractor.
- 5.3b Contractor is aware that this project is a "public work" as defined by RCW 39.04 and WAC 296-127 and is subject to the prevailing wage laws of the State of Washington. The qualifying low bid Contractor will be required to produce Certified Payroll Records to Grant County upon request. A five percent (5%) retainage will be withheld.
- 5.3c Interested parties may contact the Sheriff Office Representative to schedule a walkthrough.
- 5.3e The proposal shall include the cost of all material, labor, engineering, permitting, performance and payment bonds, surveying, grading, saw cutting, clean up, M.O.T. (Maintenance of Traffic), hauling, disposal of all material removed, mobilization, and all other fees and costs. If any of these items are not included, the bid will be considered non responsive.
- 5.3f The contractor shall provide a warranty and the proposal shall describe in detail the duration, terms and conditions of the proposed warranty. The proposal shall include the contractor's complete terms and payment schedule. Grant County will inspect all work.

6. **POST BID SUBMITTALS**

6.1 Claims of Error

- 6.1a Any claim of bid error by a respondent that occurs within twenty-four (24) hours of bid opening must be:
  - 1. Submitted in writing;
  - 2. Marked "URGENT"; Addressed to Grant County Sheriff's Office, Attn: Cory Woodiwiss

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3. Delivered to and in the care of the Office of the Board of County Commissioners, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington;
4. Identify the project bid and date of bid opening; and
5. Request authorization for withdrawal of the bid.

6.1b Grant County will automatically approve, in writing, any such timely and properly reported bid error and request for bid withdrawal it receives. Bidder will be asked for explanation of withdrawal. The withdrawn bid will be identified as such in the County's records and the submitted packet will remain a public record within the County's records pursuant to Washington State's Public Disclosure Act.

6.1c Grant County reserves the right to give consideration to any claim of bid error not meeting the criteria set forth in Section 6.1 paragraph 6.1a if doing so is believed by the County to be in the best interest of the County and the public it serves.

6.2 Bid Protests

6.2a The deadline for appealing a determination that a bidder is not responsible as set forth in Section 1.8 above must occur within twenty-four (24) hours of the bid opening and be:

1. Submitted in writing;
2. Marked "URGENT";
3. Addressed to the Grant County Sheriff's Office, Attn: Cory Woodiwiss;
4. Delivered to and in the care of the Office of the Board of County Commissioners, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington;
5. Identify the project bid and date of bid opening; and
6. Identify the purported non-qualifying bidder and the applicable sections of RCW 39.04.350 which render that bidder non-qualifying.

6.2b Grant County will have three (3) working days to make a determination as to the apparent qualifying low bidder's meeting or not meeting the requirements of RCW 39.04.350 and the reason(s) for the determination.

6.3 Determination of Non-Responsible Bidder

6.3a Should Grant County determine that a bidder does not meet the requirements of a responsible bidder pursuant to RCW 39.04.350, it will provide, in writing, the reason(s) for the determination. The bidder may appeal the determination within three (3) working days by presenting additional information to Grant County. The County will consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, then Grant County may not and will not execute a contract with any other bidder

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Grant County Sheriff's Office RTU 2020 Removal and Replacement

**APPENDIX A**

Project Name: RTU'S 2020

Project No: GCSO2001

Name of Firm: \_\_\_\_\_

UBI: \_\_\_\_\_

Amendment received (if any) (please initial) YES \_\_\_\_\_

**GRANT COUNTY SHERIFF / FACILITIES AND MAINTENANCE  
35 C STREET NW  
EPHRATA WA, 98823  
509-754-2011 EXT. 3290**

**BID PROPOSAL**

In compliance with the contract documents, the following bid proposal is submitted:

- 1) BASE BID for furnishing all labor, materials, equipment, and all else whatsoever necessary to complete the objectives detailed in the in the scope and objectives in Section 4.1 of the RFB.

Sub total \_\_\_\_\_

Ephrata sales tax 8.2% \_\_\_\_\_

TOTAL \_\_\_\_\_

The undersigned Bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

**\*\*COMPLETE ALL FIELDS AND SIGN\*\***



**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

Grant County reserves the right to accept or reject any or all bid prices within sixty (60) days of the bid date.

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**APPENDIX B (Prevailing Wage Information)**

County	Trade	Job Classification	Wage	Holiday	Overtime	Note	*Risk Class
Grant	<a href="#">Electricians - Inside</a>	Cable Splicer	\$72.98	<u>7H</u>	<u>1E</u>		<a href="#">View</a>
Grant	<a href="#">Electricians - Inside</a>	Construction Stock Person	\$36.47	<u>7H</u>	<u>1D</u>		<a href="#">View</a>
Grant	<a href="#">Electricians - Inside</a>	Journey Level	\$68.42	<u>7H</u>	<u>1E</u>		<a href="#">View</a>
County	Trade	Job Classification	Wage	Holiday	Overtime	Note	*Risk Class
Grant	<a href="#">Sheet Metal Workers</a>	Journey Level (Field or Shop)	\$56.61	<u>6Z</u>	<u>1B</u>		<a href="#">View</a>