

WEST VALLEY SCHOOL DISTRICT. 208

Phone: (509) 829-5911 Fax: (509) 972-6001

Website: <http://wvsd208.org/>

William Connolly –Assistant Superintendent

September 1, 2024

We appreciate your application to be added to the West Valley School District's Small Works Roster. Please review the General Requirements & Conditions document and all requirements listed on the application prior to completing the application. Return completed application to **our Facilities Department** by email mcaskillj@wvsd208.org or mail to:

Attn **Jack McAskill**
8902 Zier Road
Yakima, WA 98908

Once your application is received, it will be reviewed for addition to our Small Works Roster. Your application will expire on **8/31/2025**

Sincerely,

Jack McAskill,
Facilities
Director

West Valley School District No. 208 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Civil Rights Compliance Coordinator

Section 504/ADA Coordinator

Disclosure Statement and Background Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol.

An Equal Opportunity Employer

WEST VALLEY SCHOOL DISTRICT #208 GENERAL REQUIREMENTS & CONDITIONS

1. All work shall be completed in accordance with applicable laws, ordinances, codes and regulations. Unless otherwise specified, Contractor shall be responsible for obtaining all permits and approvals from agencies with jurisdiction.
2. Contractor shall comply with the requirements of RCW Ch. 39.12 regarding the payment of prevailing wages, including the requirements to deliver a Statement of Intent to Pay Prevailing Wages and post notice of such intent **prior to commencement of work**, and to file an Affidavit of Wages Paid after completion of the work. Prevailing wage rates can be found on Labor & Industries' website: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>
3. All work under this Agreement shall be subject to the requirements of RCW 60.28.011 regarding the retention of a percentage of the amount to be paid Contractor or the provision of other security, pending the completion of the work and the release of any and all liens by subcontractors and suppliers.
4. If the price to be paid for the work by District exceeds \$150,000, Contractor shall, pursuant to RCW 39.08.010, post a performance/payment bond.
5. If the price to be paid for the work by District is less than \$150,000, Contractor shall, pursuant to RCW 39.08.010, either post a performance/payment bond or the Owner will retain 10% of the contract amount for a period of 30 days from date of acceptance or until necessary releases and settlement from liens, if any, whichever is later.
6. Contractor shall maintain General Liability Insurance (\$1,000,000 per occurrence), Automobile Liability coverage, and evidence of Worker's Compensation. Such insurance shall protect against claims arising from any act or omission of the Contractor or the subcontractors or by anyone employed directly or indirectly by either of them. A certificate of insurance evidencing the coverage shall be forwarded to West Valley School District, prior to the commencement of work.

The District carries builder's risk insurance on its property for the interest of the District only. The contractor is responsible for any damage, which it may cause. The contractor may choose to purchase builders risk or other insurance to cover this risk.
8. Contractor shall protect all school occupants and property from injury or damage caused by the work, and to the extent possible. Contractor shall minimize any disruption of normal functions and activities of the school during the work.
9. Contractor shall clean up and remove all refuse and unused materials from areas open to school use at the end of each workday, and from all areas prior to final completion of the work. Contractor shall repair, at contractor's expense, any damage caused by contractor while working pursuant to this Contract.
10. All activities performed by Contractor are performed at its own risk. Contractor shall hold the District and authorities having jurisdiction harmless and defend the District against all claims, liens, suits, expenses, or other liability for injury or death to any person or damage to or destruction of any property arising from contractor's performance of the work, provided this provision shall not apply to any injury, death, damage or destruction caused by the sole negligence of the District.
11. Contractor shall guarantee all work to be new and free from faults and defects in materials and workmanship for a period of one year after the date of District's acceptance of the work, or for any longer period of time required by law.
12. Contractor shall comply fully with all ADA/504 requirements.
13. Prior to submitting the proposal, the Contractor and each Subcontractor shall have evaluated and satisfied themselves as to the conditions and limitations under which the work is to be performed.
14. The Owner shall have the right to terminate the Agreement for default if the Contractor:
 - a. Refuses or fails to supply sufficient properly skilled workmen or materials of the proper quality, or
 - b. Fails to prosecute the work continuously to completion with promptness and diligence, or
 - c. Fails to perform any of Contractor's obligations under the Agreement
15. The District reserves the right to request, prior to the release of final payment, that Contractors must submit proof of payment, for themselves and all subcontractors under their direct control, of all L&I Premiums affected by this project to the District.
16. Send all necessary paperwork to:

Attn: Jack McAskill
West Valley School
District 208

SMALL WORKS ROSTER APPLICATION 2024-25

In accordance with RCW 28A.335.190, the undersigned requests to be added to the Small Works Roster of the West Valley School District #208 and wishes to have the opportunity to submit quotations for the type of work and size of projects as shown below.

Contractors employed by the West Valley

School District #208 shall comply with all federal and local laws, ordinances, codes, and regulations which in a manner affect those engaged or employed in the contracted work, the materials, equipment, or procedures used in the work, or which in any way would affect the conduct on the work. State laws with which contractors shall comply include, but are not limited to:

- Chapter 18.27 RCW relating to registration of contractors;
- Chapter 39.08 RCW relating to contractor’s bonds;
- Chapter 39.12 RCW relating to prevailing wages on public works;
- Chapter 60.28 RCW relating to liens for labor, materials, taxes on public works, and retained percentages

The District is an equal opportunity employer. Compliance with applicable Federal and State nondiscrimination laws is a condition precedent to the right to quote and that violation of said laws may result in the rejection of a bid or subsequent cancellation of the Contract.

Fill in all spaces on both sides of the form.

Insert “NA” in spaces not applicable

Legal Name of Firm: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

_____ Contact Name: _____

_____ Title: _____ WA State Contractors License Number: _____

_____ Expiration Date: _____

Please include hardcopies of the following information

Federal Tax Identification Number: _____

(Form IRS W-9 Required)

Insurance Company name and proof of current liability insurance: _____

(Certificate of Liability Insurance must name the West Valley School District #208 as an additional insured with the additional insured endorsement attached) Requirement to be on Small Works Roster.

Washington Unified Business Identifier Number: _____

Please list three Municipality or School District *preferred* references: Name, Contact, phone and fax numbers, type of work performed:

1. _____

2. _____

3. _____

Please check ONLY the type(s) of work for which you are LICENCED and have EXPERTISE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Acoustical Ceiling Systems | <input type="checkbox"/> Fire Alarm/Security Systems | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Flooring | <input type="checkbox"/> Paving/Seal Coating/Striping |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> General Building Construction | <input type="checkbox"/> Playground Equipment/Bleachers |
| <input type="checkbox"/> Carpeting/General Flooring | <input type="checkbox"/> Grading/Excavation | <input type="checkbox"/> Plumbing/Boiler Work/Steam Fitters |
| <input type="checkbox"/> Carpentry/Remodeling | <input type="checkbox"/> Grounds Maintenance
(including tree service) | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Hazardous Material Abatement | <input type="checkbox"/> Site Clearing/Excavation |
| <input type="checkbox"/> Concrete Flatwork | <input type="checkbox"/> HVAC/Ductwork | <input type="checkbox"/> Sprinkler Systems (fire) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Hydro Seeding | <input type="checkbox"/> Stage Equipment |
| <input type="checkbox"/> Doors/Finish Hardware | <input type="checkbox"/> Insulation/Weather Stripping | <input type="checkbox"/> Underground Storage Tank Removal |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Intercom Installation/Repair | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> Electrical (commercial) | <input type="checkbox"/> Landscaping/Irrigation | <input type="checkbox"/> Wall Coverings |
| <input type="checkbox"/> Environmental Work | <input type="checkbox"/> Masonry | <input type="checkbox"/> Well Rehabilitation |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Network/Low Voltage Wiring | <input type="checkbox"/> Windows/Blinds/Shades/Drapes |

Comments or explanations, if any, on area of specialization: _____

By signing this application, I acknowledge that I have read and understand the requirements described in this application and to the best of my knowledge, the information provided is accurate. I certify that I am a responsible bidder per RCW 39.04.350. Further, I understand that WVSD is under no obligation to award work based on this application and that WVSD has the right to remove this application from the Small Works Roster at any time, due to your Company's qualifications and references. ***This application will be kept on file until 8/31/2025***

Print Name and Title

Signature

Date