**BIDDER RESPONSIBILITY FORM**

The lowest responsive Bidder(s), upon Library District’s request, shall be required to complete this Bidder Responsibility Form evidencing that Bidder meets both mandatory and supplemental responsibility criteria.

The Library District reserves the right to request such documentation from other Bidders as well and to request further documentation and explanation as needed to assess Bidder responsibility.

The Library District further reserves the right to obtain information from third parties and independent sources of information concerning a Bidder’s compliance with mandatory and supplemental criteria and to use that information in the evaluation.

The Library District may, but is not required to, consider mitigating factors in determining whether the Bidder complies with the requirements of the supplemental criteria.

This Bidder Responsibility Form, including both Mandatory and Supplemental criteria, must be completed in their entirety and submitted electronically (pdf) to the Contracting and Procurement Unit at [vendorsubmissions@sno-isle.org](mailto:vendorsubmissions@sno-isle.org). Failure to submit and meet the requirements as stated in this form and Section 1.4.7 of the ITB will disqualify the Bidder from consideration. The Library District will be the sole judge in determining if the Bidder meets the minimum requirements.

Bidder’s Company Name:

Solicitation: **ITB No.** **2025.05.21 – Landscaping & Grounds Care Snow & Ice Removal Services**

For the below Mandatory Bidder Responsibility Criteria, please check the appropriate box.

* 1. **MANDATORY BIDDER RESPONSIBILITY CRITERIA**
     1. The Library District will verify that the Bidder meets the following mandatory responsibility criteria as set forth in RCW 39.04.350(1). The Bidder may be rejected as not responsible if any answer to questions 2 through 4 is “No” or if the appropriate currently active number is not provided for questions 2 through 4. If the answer to questions 2 through 4 is “No” the Bidder is required to attach an explanation and acknowledge that they will be required to provide the requisite information, in 2 through 4 below, prior to Intent to Award. If the Bidder fails to meet the criteria 2 through 4 prior to Intent to Award the Bidder will be rejected as not responsible. The Bidder shall be rejected as not responsible if the answer to question 1 or 5 is “No” or the answer to question 6 is “Yes”.
        1. Did the Bidder have any of the following in effect at the time of Bid submittal?  
           *Check all that apply*

 Certificate of Registration in compliance with Chapter 18.27 RCW

 Plumbing contractor license in compliance with Chapter 18.106 RCW

 Elevator contractor license in compliance with Chapter 70.87 RCW

 Electrical contractor license in compliance with Chapter 19.28 RCW

 No

* + - 1. Does the Bidder have a current Washington State Unified Business Identifier number/Washington State Excise Tax Registration number as required in Title 82 RCW?

 Yes  No If no, attach explanation

*If Yes, include UBI number*

* + - 1. Does the Bidder have Industrial Insurance Coverage for the Bidder's employees working in Washington State as required in Title 51 RCW?

 Yes  No If no, attach explanation

*If Yes, include Industrial Insurance number*

* + - 1. Does the Bidder have an Employment Security Department number as required in Title 50 RCW?

 Yes  No If no, attach explanation

*If Yes, include Employment Security number*

* + - 1. Has the Bidder received training from the Department of Labor and Industries (L&I), or a [pr](http://apps.leg.wa.gov/rcw/default.aspx?cite=50)ovider with a L&I approved curriculum, on the requirements related to public works and prevailing wage under RCW 39.04.350 and 39.12, or is the Bidder exempt per RCW

39.04.350 (1)(f)?

 Yes  No or  Exempt

* + - 1. Is the Bidder disqualified from bidding on any public works projects under RCW 39.06.10 or

39.12.065(3)?

 Yes  No

If the answer to question 1 or 5 above is “No” or the answer to question 6 above is “Yes” **STOP HERE** and notify the Contract Specialist. The Bidder is not responsible for this Project. Otherwise proceed to 1.02.

For remaining criteria below, check or fill-out the appropriate box. Based upon the answer provided by the Bidder, the Library District may request additional information or seek further explanation.

* 1. **CONTRACT AND REGULATORY HISTORY**

The Library District will evaluate the Bidder’s and its subcontractor’s contract and regulatory history to determine if it demonstrates an acceptable record of past project performance and responsibility. The Bidder shall answer the following questions. The Bidder may be rejected as not responsible if any answer to questions 1 through 8 below is “Yes”.

* + - 1. Has the Bidder had a contract terminated for cause or default, in the last 5 years?  Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors been found to have violated a state or federal prevailing wage law while working on a public works project, or had a civil judgment entered against it for violating a state or federal prevailing wage law, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors failed to comply with commitments to, and contractual requirements for, Disadvantaged Business Enterprise (“DBE”) Utilization Requirements or Women/Minority Owned Business Enterprise (“WMBE”) Utilization Requirements on any public works project, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors been found to have violated ethical standards set forth in its contractual requirements in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors been in bankruptcy, reorganization, and/or receivership on any public works project, in the last 5 years?  Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors been disqualified by any federal, state or local agency from being awarded and/or participating on any public works project, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors required a Surety to take over all, or a portion of, a project to cure or respond to an asserted default or material breach of contract on the part of the Bidder on any public works project, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder or its subcontractors been terminated by a government or private/non-public entity prior to contract completion within the last 5 years?

 Yes  No

*If Yes, explain:*

* 1. **CRIMINAL HISTORY**

The Library District will evaluate whether the Bidder’s criminal history demonstrates a lack of business integrity or business honesty. The Bidder shall answer the following questions. The Bidder may be rejected as not responsible if any answer to questions 1 through 4 below is “Yes”.

* + - 1. Has the Bidder been convicted of a criminal offense related to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder been convicted under federal or state law of a crime relating to wage payment, embezzlement, theft, forgery, bribery, antitrust, falsification or destruction of records, receiving stolen property, making false claims while working on a project, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder been convicted of a crime involving willful violation of a federal or state environmental law or regulation while working on a project, in the last 5 years?

 Yes  No

*If Yes, explain:*

* + - 1. Has the Bidder been found in violation federal or state laws and/or regulations in the performance of the contract or subcontract, within the last 5 years?

 Yes  No

*If Yes, explain:*

* 1. **ACCIDENT/INJURY EXPERIENCE**
     1. The Library District will evaluate the Bidder’s accident/injury Experience Modification Factor (“EMF”) from the Washington State Department of Labor and Industries, or similar organization with jurisdiction in the United States, to assess whether the Bidder has an acceptable safety record preventing personal injuries on projects.
     2. List the Bidder’s accident/injury EMF for the last five (5) years. An experience factor is calculated annually by the Washington State Department of Labor and Industries.

|  |  |  |
| --- | --- | --- |
| Year | Effective Year | Experience Factor |
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If the Bidder has received an EMF of greater than 1.0 for any year, explain the cause(s) of the designation and what remedial steps were taken to correct the EMF. The Bidder may be rejected as not responsible if the Bidder’s EMF is greater than 1.0 and sufficient remedial steps have not been implemented. (Bidder may attach a separate sheet if necessary.)

* 1. **CONFLICT OF INTEREST**

Did the Bidder or its subcontractors have any employees who, for one (1) year after leaving Library District employment, were involved in the preparation of the Bid submitted for this contract?

 Yes  No

*If Yes, identify who and their role in bidding this project: (You may attach a separate, additional sheet if necessary.)*

|  |
| --- |
| Name(s): |
| Role(s): |

* 1. **WAGE THEFT PREVENTION**

Pursuant to legislative enactment in 2017, the responsibility criteria include a contractor certification that the contractor has not willfully violated Washington’s wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).

The Bidder hereby certifies (check one):

 **No Wage Violations**. This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](http://app.leg.wa.gov/RCW/default.aspx?cite=49.48.082), any provision of RCW chapters [49.46](http://app.leg.wa.gov/RCW/default.aspx?cite=49.46), [49.48](http://app.leg.wa.gov/RCW/default.aspx?cite=49.48), or [49.52](http://app.leg.wa.gov/RCW/default.aspx?cite=49.52) within three (3) years prior to the date of the above-referenced procurement solicitation date.

 **Violations of Wage Laws**. This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](http://app.leg.wa.gov/RCW/default.aspx?cite=49.48.082), a provision of RCW chapters [49.46](http://app.leg.wa.gov/RCW/default.aspx?cite=49.46), [49.48](http://app.leg.wa.gov/RCW/default.aspx?cite=49.48), or [49.52](http://app.leg.wa.gov/RCW/default.aspx?cite=49.52) within three (3) years prior to the date of the above-referenced procurement solicitation date

* 1. **SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA**
     1. **ADDITIONAL LICENSING AND CERTIFICATION**

Please provide proof of any and all current licensing required by the State of Washington for performing this scope of work in conjunction with public works projects. List any professional certifications, registrations, and licenses pertaining to this project beyond what is required in the above Mandatory Bidder Criteria.

*Criterion: Bidder shall be required to demonstrate that at the time of submitting its Bid it has in effect all licenses, certifications, registration, permits, and authorizations to provide all services it proposes.*

* + 1. **ICE MELT MOBILIZATION**  
       Please describe in detail below how Bidder decides when to mobilize crews for deicing at multiple dispersed locations throughout Snohomish and Island counties to ensure Bidder will meet all the requirements of this scope of work as described in the ITB.

*Criterion: Bidder’s methodology shall be reasonably sufficient to meet the requirements in Attachment A.*

* + 1. **SNOWPLOW MOBILIZATION**

Please describe in detail below how Bidder decides when to mobilize crews to snowplow multiple dispersed locations throughout Snohomish and Island counties to ensure Bidder will meet all the requirements of this scope of work as described in the ITB.  
  
*Criterion: Bidder’s methodology shall be reasonably sufficient to meet the requirements in Attachment A.*

* + 1. **SNOWPLOW EQUIPMENT CAPABILITY**

Are your snowplows capable of making a small turning radius to plow in tight corners without damaging property?

*Criterion: Bidder must have this capability to be considered a responsive and responsible Bidder.*

 Yes  No

If Bidder’s snowplow equipment does not have such capabilities, Bidder shall provide a written explanation detailing how Bidder would alternatively satisfy this requirement.

* + 1. **REFERENCES AND PROJECT EXAMPLES:**

The Bidder shall submit references with the Bidder Responsibility Form in conformance with the following requirements:

* + - 1. Provide a total of five (5) references within the last five years for projects of similar work, scope duration, and/or size that will help the Library District determine the best fit, skill level, experience, and coordination level required for this project.
      2. At least three (3) of the references must be from a client receiving landscaping services.
      3. At least one (1) reference must be from a client receiving snow removal and ice melt services.
      4. Where possible, references should be from clients in Island and/or Snohomish Counties
      5. For each reference please provide the following information:
         1. Names and Titles
         2. Addresses
         3. Telephone numbers
         4. Email addresses
         5. Building locations of the services provided
         6. Briefly describe the type of service provided

By submitting a Bid in response to this ITB, the Bidder grants Library District permission to contact these references and others, who from Library District’ perspective, may have pertinent information. Library District may have the option for a site visit as part of the reference check.

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| --- | --- | --- | --- | --- |
| **Name of Business Contact Name and Title Address, Phone, Email** | **Building location(s)** | **Snohomish or Island County?** | **Landscaping, Snowplow, and/or Ice Melt services?** | **Describe services provided** |
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**BIDDER RESPONSIBILITY FORM  
RESPONSIBILITY ATTESTATION**

**Attestation Requirement**: By completing and signing this Responsibility Attestation, the Bidder is certifying that the information contained within the Responsibility Detail Form, and any additional information requested by the Library District, is true and complete. The Bidder’s failure to disclose the required information or the submittal of false or misleading information may result in the rejection of the Bidder’s Bid, revocation of award, or contract termination, and/or may impact the Bidder’s ability to Bid on future projects with the Library District.

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| I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. | |
| Signature of Authorized Representative: | Date: |
| Location or Place Executed: (City, State): |  |
| Print Name and Title: |  |
|  |  |

**Bidder General Information**

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| --- |
| Bidder’s Legal Name: |
| Contact Name and Title: |
| Address: |
| Contact Phone Number: |
| Contact Email: |
| **If Joint Venture** |
| Legal Name of Joint  Venture: |
| Members of Joint  Venture: |