



PIERCE COUNTY
REQUEST FOR PROPOSAL NUMBER 2007
BALLOT PRINTING, INSERTION, AND MAILING SERVICES

RETURN PROPOSALS TO:

Pierce County Procurement & Contract Services
950 Fawcett Avenue, Suite 100
Tacoma, WA 98402
Phone: 253-798-7456

PROPOSAL DUE DATE/TIME: Tuesday, February 27, 2018, 4:00 PM

Proposals must be submitted in a sealed envelope or appropriate packaging with the proposer's name and address, RFP Title and RFP Due Date clearly legible on the exterior prior to the date/time listed above.

RFP ISSUED BY:

Pierce County Procurement and Contract Services
Attention: Jana Prince, Senior Buyer
pcpurchasing@co.pierce.wa.us
253-798-7456

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RFP HOLDER'S LIST

All interested potential proposers must email the main procurement contact on the front page of this Request for Proposals ("RFP") to request to be put on the RFP Holder's List for this procurement in order to receive RFP addenda and updates.

By requesting to be placed on the RFP Holders List, potential vendor will automatically be notified when new documents or changes relating to this procurement occurs.

EXPECTED TERM OF RESULTING AGREEMENT

The expected contract will be for one (1) year, with four (4) annual renewal options.

GENERAL INFORMATION

Pierce County serves nearly 500,000 registered voters in 526 precincts in The State of Washington, an all vote-by-mail state. The Pierce County Auditor's Office ("Auditor") normally conducts four elections per year that can be county-wide or smaller in scope. As an all vote-by-mail state all eligible voters in an election will have a ballot printed and mailed to their address on file. Ballot packets include an outgoing envelope, return envelope, secrecy envelope, ballot, and often one or more informational inserts.

There are two major categories of voters, standard vote by mail (VBM) and overseas/military UOCAVA). Standard VBM ballots are mailed 18 days in advance of every election. UOCAVA ballots are mailed either 30 days or 45 days before every election. VBM ballots are mailed under the county's non-profit bulk mail permit while UOCAVA ballots are mailed under a nationwide permit. In the past Pierce County utilized an in-house mail inserter and processed our own mailings. This equipment has reached the end of its useful life and a new solution is needed.

DESCRIPTION OF PROJECT

The purpose of this RFP is to contract with a qualified vendor for ballot printing, insertion of ballots and other variable materials, mailing, and mail tracking services for the Auditor.

SCOPE OF WORK

The Auditor wants to eliminate large volume in-house insertion and mailing services. A new solution shall provide for ballot printing or procurement, insert printing or procurement, envelope printing or procurement, insertion services, addressing, mailing, and tracking of outgoing ballot packets for all voters in the county. The proposed solution shall meet all minimum requirements as well as add enhanced services to help provide accurate and efficient ballot packet production and mailing services including mail tracking.

The proposal and all responses by the successful proposer may become a part of the final contract.

Minimum Requirements

Vendor shall:

1. Produce or procure ballots made to Clear Ballot standards capable of being scanned and tabulated using the Clear Ballot Tabulation System including any required certifications. Provide test decks and blank ballot stock.
2. Unless mutually agreed upon otherwise, paper shall be either 80 lb. or 100 lb. text.
3. Ballot stock shall be conditioned at least 48 hours before printing and ballots shall not expand or contract out of specification. Grain orientation is important to minimize changes in length and to accommodate the folding of the ballot.
4. Ballots shall be trimmed and folded to specifications.
5. Produce or procure required envelopes including VBM outgoing, UOCAVA outgoing, VBM oath/return, UOCAVA oath/return, and secrecy.
6. Provide services related to envelope design and obtain envelope approval by USPS.
7. Produce or procure informational inserts of varying sizes and colors.
8. Perform insertion of ballots and informational inserts into ballot packets, insuring that all correct materials are included.
9. Accurately address envelopes based on county provided voter file, ensuring all addresses have been CASS certified and meet postal mailing standards.
10. Print additional variable information on outer envelope.
11. Ensure all printing is of a high and professional standard and quality with proper registration and ink density.
12. Sort and prepare mailing to provide lowest mailing cost.
13. Provide for the delivery of ballot packets to the USPS by required statutory mailing deadline.
14. Prepare all required USPS electronic or hardcopy paperwork to USPS.
15. Ensure ballots are mailed with required USPS Tag 191 for "Ballots Only".
16. Provide tracking of ballot packet production and mailing.
17. Assist in tracking through the USPS mail stream via intelligent bar code.
18. Provide enhanced quality control to ensure that all voters are issued the correct ballot, insert materials, and ballots are mailed on or before statutory deadlines.
19. Ensure all private voter information is protected at all times.
20. Secure all materials in accordance with State law and County policies.
21. Vendor shall not allow any unauthorized access to ballots or their removal from the facility. After the election, all unused ballot shall be rendered unusable and recycled in a destructive manner.
22. Vendor shall provide for standard support as well as extended support during election periods (including weekend, holiday, and after-hours support).
23. Vendor shall provide training on all processes, manuals and documentation, as well as on-going support and maintenance services.
24. Vendor may be required to be trained by Clear Ballot or be certified as a Clear Ballot printer. Any and all, related costs will be the responsibility of the vendor.

TIMELINES/SCHEDULE

PROCUREMENT TIMELINE	TIME	DATE
Question must be submitted, in writing, to the contact listed above	4:00 PM	February 14, 2018
Proposals must be received by the Purchasing Department	4:00 PM	February 27, 2018
Proposals will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews may be held with the top proposers		Approximately two weeks after due date
Estimated date of notice of intention to negotiate a contract with the selected proposer		Approximately three weeks after due date
Estimated date of contract execution.		April 27, 2018

PROJECT TIMELINE	DATE
Initial meeting and develop election mailing timeline	No later than May 4, 2018
Testing and Training (including sample files/mock election)	May 22 – June 8, 2018
First UOCAVA Mailing	June 22, 2018
First Main Mailing	July 19, 2018
First Election	Primary Election – August 7, 2018

SUBMITTAL CHECKLIST

For proposals to be considered the following must be included in your submittal:

	Required Signature Page for Proposal which includes name, local address, email address and phone number of the firm making the proposal with a legally binding signature.
	The name and title of the person authorized to execute a contract on behalf of the firm.
	Complete Attachment A – Ballot Sorter RFP Questions , fully responding to all questions, company information and minimum of three references.
	Complete Attachment B – Pricing Spreadsheet for all services in the Proposal and trade-in value for legacy equipment.
	A statement outlining any proposed exceptions to the County's requirements and/or the attached PSA General Conditions. Note: Selected vendor must provide certificate of insurance and Exhibit C prior to award .
	Any additional services or procedures of benefit to the County not specifically required by this Request for Proposal, which the Contractor offers to provide.
	All proposal must be sealed in an envelope or appropriate packaging and addressed to Pierce County Purchasing, clearly state the name of the vendor and the RFP title and number.
	By submitting a proposal, proposer agrees that all documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the County because of this solicitation.
	All printed items submitted to Pierce County should be printed both sides on recycled paper whenever practicable.
	Four (4) hard copies and one (1) electronic copy, in pdf format, of the complete proposal. The proposals must be in a sealed envelope or appropriate packaging with the proposer's name, address, RFP title, RFP number and RFP Due Date clearly marked on the outside of the envelope/package. One copy must be marked 'original' and contain a legally binding signature.
	Provide a list that clarifies proprietary portions of the proposal requiring public disclosure notification.

COUNTY'S EVALUATION OF PROPOSALS

Reserved Rights and Procedures:

1. Pierce County expressly reserves the following rights:
 - a. To waive any and/or all irregularities in the proposals submitted.
 - b. To reject any or all proposals or portions thereof.
 - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the County, is in the best interest of Pierce County.
2. Pierce County may return unopened any proposal or modification received after the hour and date specified.
3. Prior to final contract award:
 - Pierce County reserves the right to seek, review and research company financial information.
 - Pierce County reserves the right to conduct presentation/demonstrations/interviews with top proposers. An oral presentation/demonstration/interview may be required of vendors whose proposals are under final consideration. Prospective vendors may be informed that an oral presentation is desired and will be notified of the date, time and location of the oral presentation.

Evaluation Criteria:

Matters relating to qualification to meet the County's needs will receive highest priority in evaluation. Matters relating to the means of meeting those needs described in the proposal will be considered secondary. Actual prices may be used to select successful vendor, and pricing methods and flexibility offered by a proposer for use in negotiation of a resulting contract may be considered in evaluation. After a team is selected, the County expects to negotiate the details of work to be performed based upon the proposal and the County's needs and appropriate pricing of selected tasks. If negotiations fail for any reason, including price, the County may choose to negotiate with other vendors to obtain an appropriate contract for needed services.

A Vendor's proposal will be initially evaluated on the following criteria:

1. The ability of the firm to provide the proposed services based on the contemplated scope of work and volume of business. The firm's proposed approach to this work, including compliance with requirements, innovative offerings, services offered and other related matters..... 60 %
2. The experience of the firm, length of time in business, and individuals who will be assigned to provide the proposed services, past performance when providing services to the County and other matters relating to relevant experience..... 10 %
3. Overall cost effectiveness and pricing..... 30 %
4. Other information as appropriate

Final evaluation for short-listed firms will be on the following criteria:

1. Customer references which may be requested to be submitted from a firm, or may be gathered by the County.
2. Project interviews, presentations, and demonstrations as invited by the County, when deemed necessary. The County will notify invited teams of the schedule, agenda and any additional information being requested.

REQUIRED SIGNATURE PAGE FOR PROPOSAL

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Pierce County, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Pierce County.

ADDENDA: Firm acknowledges receipt of add addenda through number _____

Firm Name: _____

Signature: _____

Printed Name and Title: _____

Firm Address: _____

Email: _____ Phone Number: _____

MAIN CONTACT INFORMATION, if different than named above:

Printed Name and Title: _____

Email: _____ Phone Number: _____

RFP ATTACHMENTS

ATTACHMENT A – BALLOT SORTER RFP QUESTIONS

**Attached ** and [included as a separate document for proposers to fill out](#)

ATTACHMENT B – PRICING SPREADSHEET

Attached and [included as a separate document for proposers to fill out](#)

ATTACHMENT C – SAMPLE DOCUMENT PERSONAL SERVICE AGREEMENTS

Attached

Ballot Printing, Insertion, and Mailing Services Questions

Respond to each question. Points will be awarded based on your answer to each question.

1. Executive summary -overview

- Provide an overview of your proposed solution.
- Outline the major features of the proposed solution.
- Describe any special benefits to the county of your proposed solution. What makes your product and services superior to other vendors.
- Describe your firm's company history and experience.
- Submit a project management plan and project schedule.

Click or tap here to enter text.

2. Proposed Solution Details

- Describe in detail your proposed solution. Provide a process schematic, flowchart or diagram.
- Describe the main functions performed, your processes and capabilities.
- Describe any limitations related to ballot dimensions, insert dimensions and envelope dimensions.
- Specify anticipated envelope dimensions and paper weight. Provide samples of anticipated envelopes used in other accounts.
- Describe your firm's overall capacity to service this account. Please include details regarding printing capacity, insertion capacity, mailing capacity, workforce capacity and project management capacity.

Click or tap here to enter text.

3. Ballot Printing

- Describe your experience printing, trimming and folding election ballots.
- Include a list of any election vendor printing certifications.
- How many years have you been printing ballots digitally? Traditional offset?
- Describe your experience printing Clear Ballot election ballots.
- Describe your capabilities and quality control process as it relates to printing.
- Describe your software, hardware and process controls to ensure accuracy in printing, trimming and folding.
- What is your maximum ballot length? Can you print, insert and mail multiple ballot cards?
- Specify anticipated ballot paper weight 80 lb or 100 lb text. Please provide specifics including manufacturer. Provide ballot paper samples.

Click or tap here to enter text.

4. Ballot insertion and Mailing

- Describe your software, hardware and process protocols to ensure accuracy in printing, inserting and preparing election ballots for mailing.
- Describe your quality control process as it relates to mailing.
- How do you make sure the correct ballot is mailed to the correct voter at the correct time?
- Describe your protocols to ensure each voter receives a ballot, receives only one ballot at a time, receives the correct ballot, receives the correct insert and does not receive two ballots unless one is a valid replacement ballot.
- Describe your experience preparing and performing mailing services where deadlines are critical.
- Describe the process for handling UOCAVA mailing, main (bulk) mailings, second mailings and smaller subsequent (daily) mailings.
- Many times, after the initial pull of voter names for a mailing, a small portion of voters will be suspended, the address change and a new ballot remailed. Do you have a process to remove these ballot packets from the initial mailing?

Click or tap here to enter text.

5. Inserts and voter pamphlets

- Describe your experience in printing inserts and voter pamphlets for insertions.
- Describe the process of how inserts and/or voter pamphlets are included with ballot packets.
- Can you include a large booklet type pamphlet with the ballot packed and mail as a flat? If so, please explain.
- Can you include small local voter pamphlets as an insert with the ballot pamphlet? If so, please explain.
- Can you insert variable customized pamphlets? This will require the pamphlet to be linked to the ballot, so the right pamphlet is mailed with the ballot. Please explain the process and controls.
- Specify dimensions, available colors, and paper weight for inserts. Provide samples inserts used in other accounts.
- Please describe any limitations on the number/type of inserts for a ballot packet.

Click or tap here to enter text.

6. United States Post Office

- Describe your experience working with the USPS.
- What postal services and functions will you perform as part of your solution?
- Describe your ability to advise on USPS mailing requirements.
- Describe your experience and expertise with regards to mail piece design.
- How do you confirm that each ballot packet is properly addressed and conforms to all USPS mailing requirements?
- Describe the process for CASS certification of the County's data.
- Describe how you ensure ballots are mailed at the lowest rate possible.
- Describe the process to provide the county with address correction information.
- Describe any services you will provide to assist counties with tracking mail delivery through the postal system.

Click or tap here to enter text.

7. Workflow

- Describe your solutions workflow including printing, inserting and mailing.
- Provide a workflow diagram.
- Describe the process for designing and printing envelopes
- Describe the process for printing inserts.
- What equipment is used to print ballots?
- Describe processes associated with ballot mailing.
- Describe the needed data from the county, what format, how it is transferred.

Click or tap here to enter text.

8. Project Management

- Describe your firm's approach and philosophy to project management.
- Describe any services provided to the county under your proposed solution.
- What steps do you take to make sure all deadlines are met?
- Have you ever missed a ballot mailing deadline? If so provide details.
- Describe your overall approach to support and training for county users.
- Describe tools used for training (training materials, manuals, checklists and documentation.
- Describe your support plan (online, phone, in-person).
- How do you provide future training for software/hardware/process flow changes or upgrades?
- Do you facilitate user-group meetings? Describe the process to incorporate user enhancements into your solution.

Click or tap here to enter text.

9. Qualifications and Experience

- Describe your firm's company history and experience.
- Describe your specific experience providing envelope printing, ballot printing and mailing services for election ballots.
- Describe the experience and qualifications of your workers who would be dedicated to this account. Resumes of major team members may be included.
- Describe your policy or philosophy to prioritize support for your clients. All Washington Counties have the same deadlines, how do you ensure equal and prompt support.
- Does your firm do any other political printing/mailing?

Click or tap here to enter text.

10. Similar Services

- Describe your experience providing these services to counties or other entities (agencies/businesses) of similar size and complexity of Pierce County.
- Describe how many days will be required to prepare a mailing of approximately 500,000 pieces for Pierce County
- How many days in advance of the mailing date, do you need the main list (first major pull) of mailing addresses?
- What is your turnaround time for other subsequent mailings/extractions?

Click or tap here to enter text.

11. Security

- Describe your physical plant and system security.
- Describe the redundancy and backup of your equipment and system. Describe your solution and response protocol for short term outages.
- Describe your disaster recovery plan.
- Describe the steps you take to protect the security of election ballots.
- How are unused ballots and election materials destroyed?
- Describe how you protect voter data from unauthorized access and use.

Click or tap here to enter text.

Company Information and Qualifications

Please complete the information requested below.

1. Name of company
Click or tap here to enter text.
2. Company address
Click or tap here to enter text.
3. Length of time in business, under current or previous names or additional assumed business names
Click or tap here to enter text.
4. Primary contact name
Click or tap here to enter text.
5. Primary contact phone
Click or tap here to enter text.
6. Primary contact email
Click or tap here to enter text.
7. How many employees will support the proposed solution? Where are these employees located?
Click or tap here to enter text.
8. Describe the experience of employees who will provide implementation services for Pierce County (design, configuration, testing, training, and go-live support)?
Click or tap here to enter text.
9. Do you plan to use any subcontractors? If so provide contact information for each subcontractor.
Click or tap here to enter text.

10. How many customer sites have deployed the proposed solution in a production environment. Attach a list of customers.
Click or tap here to enter text.
11. How many similar solutions have you completed in 2015, 2016 and 2017?
Click or tap here to enter text.
12. Have you ever had a customer terminate mid-project due to your firm's non-delivery of work or failure to perform. List the customer (s) and contact information, and explain the circumstances for each termination.
Click or tap here to enter text.
13. How many customers have terminated in the last five years? Provide a list of customers with contact information and reason for termination.
Click or tap here to enter text.
14. The caption, cause number, Court, Counsel, and general summary of any litigation pending or judgment rendered within the past 3 years involving the proposer.
Click or tap here to enter text.

Reference Information #1

(Will only be checked for top ranked proposers)

Please provide contact information for customers with the same or similar solution, who are the same size related to ballots/mail pieces processed. Submit a minimum of three (3) references.

Customer Name	Click or tap here to enter text.
Address	Click or tap here to enter text.
Contact Name	Click or tap here to enter text.
Title	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Installation Date	Click or tap here to enter text.
Solution	Click or tap here to enter text.
Total number of registered voters Or customers	Click or tap here to enter text.
Approximate number of vote-by- mail ballots mailed in last large election	Click or tap here to enter text.

Reference Information #2

(Will only be checked for top ranked proposers)

Please provide contact information for customers with the same or similar solution, who are the same size related to ballots/mail pieces processed. Submit a minimum of three (3) references.

Customer Name	Click or tap here to enter text.
Address	Click or tap here to enter text.
Contact Name	Click or tap here to enter text.
Title	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Installation Date	Click or tap here to enter text.
Solution	Click or tap here to enter text.
Total number of registered voters Or customers	Click or tap here to enter text.
Approximate number of vote-by-mail ballots mailed in last large election	Click or tap here to enter text.

Reference Information #3

(Will only be checked for top ranked proposers)

Please provide contact information for customers with the same or similar solution, who are the same size related to ballots/mail pieces processed. Submit a minimum of three (3) references.

Customer Name	Click or tap here to enter text.
Address	Click or tap here to enter text.
Contact Name	Click or tap here to enter text.
Title	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Installation Date	Click or tap here to enter text.
Solution	Click or tap here to enter text.
Total number of registered voters Or customers	Click or tap here to enter text.
Approximate number of vote-by- mail ballots mailed in last large election	Click or tap here to enter text.

Additional clauses or language to be included in RFP**Prior to final contract award:**

- Pierce County reserves the right to seek, review and research company financial information.
- Pierce County reserves the right to conduct Presentation/demonstrations/interviews with top proposers.

An oral presentation/demonstration/interview may be required of those prospective contractors whose proposals are under final consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location of the oral presentation.

Ballot Printing, Insertion, and Mailing Services Price Sheet

All prices should be stated in quantities of 1,000 (per/m)

Ballot Packet Components	(Ballot packets generally contain an outer envelope, return envelope, secrecy envelope, and ballot. UOCAVA packets contain a static 8.5"x14" insert. Packets generally include an 8.5"x3.75" static informational insert, and on occasion all packets will include an additional variable insert)
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Quantities (Please define tiers for quantity discounts **if applicable**, example Tier 1 = quantity 0-100/m, Tier 2 = quantity 100,001-500/m, etc.)
Use Tier 1 for your base price. List any quantity discounts in Tiers 2-5.

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Ballots (Double Sided Printing, One color (black) on white paper, trimmed and folded)					
8.5"x11"					
8.5"x14"					
8.5"x17"					
8.5"x22"					
Cost per 1,000 for additional color					
One additional color					
Two additional colors					
Full color					
Envelopes					
Outer envelopes					
UOCAVA					
UOCAVA Flats (9"x12")					
Standard Vote-By-Mail (VBM)					
Return envelopes (Oath)					
UOCAVA					
Standard Vote-By-Mail (VBM)					
Secrecy envelope					

Quantities (Please define tiers for quantity discounts **if applicable**, example Tier 1 = quantity 0-100/m, Tier 2 = quantity 100,001-500/m, etc.)
Use Tier 1 for your base price. List any quantity discounts in Tiers 2-5.

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Inserts (Colored paper or bleed, black ink, double sided)					
8.5"x3.75"					
8.5"x11"					
8.5"x14"					
11"x17"					
Assembly					
Standard insertion (Inner+Outer+Secrecy+Ballot)					
Add:					
Static insert					
Variable insert (Required insert changes with ballot type)					

Hand assembly for small quantities**Pamphlet insertion (Flats)**

(Pierce County mails booklet style voter's pamphlets to UOCAVA voters. This is done with a UOCAVA ballot packet and a pamphlet in a large 9"x12" flat envelope)

Mail Preparation (If not included elsewhere)**Other Materials/Services**

Blank Ballot Stock

8.5"x11"

8.5"x14"

8.5"x17"

8.5"x22"

Delivery to Post Office

Delivery to Pierce County

Test Ballots (If different pricing from standard ballot price)

Address Correction Service (ACS)

Tracking Services (If not included elsewhere)

Other discount options



PERSONAL SERVICES AGREEMENT

CONTRACT NO. **Contract Number**

Contractor's Legal Name, hereinafter called **Contractor**, and Pierce County, hereinafter called **County**, agree as set forth in this Agreement, including:

General Conditions pages 2 to 6
Exhibit A (Scope of Work) pages. to
Exhibit B (Compensation) pages to
Exhibit C (Contract Compliance) pages to
Exhibit D (any Special Provisions) pages to

Copies of the above mentioned are attached and incorporated herein by this reference as fully as if set forth herein.

Term of Agreement: _____ through _____, unless terminated or renewed elsewhere in the Agreement.

Maximum consideration for the initial term of this Agreement or for any renewal term shall not exceed \$ _____.

Contractor acknowledges and by signing this contract agrees that the Indemnification provisions set forth in Paragraphs 5, 7, 13, 15, 20, and 23, are totally and fully part of this contract and have been mutually negotiated by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of _____, 20_____.

CONTRACTOR:

Name

Signature

Title of Signatory Authorized by Firm Bylaws

Mailing Address

City, State, Zip

PIERCE COUNTY:

Approved as to legal form only:

Deputy Prosecuting Attorney Date

Recommended:

Finance Date

Approved:

Department Director Date

Pierce County Executive (\$250,000 or more) Date

CONTACT INFORMATION

Contractor		Pierce County Department	Pierce County Purchasing Agent
Name			Kenneth L. Matthews
Title			Purchasing Agent
Phone			253-798-7456
Cell			
Fax			253-798-6699
Email			kmatthe@co.pierce.wa.us
Address			950 Fawcett Ave, Suite 100 Tacoma, WA 98402

GENERAL CONDITIONS**1. Scope of Contractor's Services:**

The Contractor agrees to provide to the County services and any materials set forth in the project narrative identified as Exhibit "A" during the Agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.

2. Accounting and Payment for Contractor Services:

Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B." Where Exhibit "B" requires payments by Pierce County, payment shall be based upon billings, supported unless otherwise provided in Exhibit "B," by documentation of units of work actually performed and amounts earned, including where appropriate, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested. Unless specifically stated in Exhibit "B" or approved in writing in advance by the official executing this Agreement for Pierce County, (hereinafter referred to as the "Contracting Officer"), the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.

Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, through the County voucher system for the Contractor's service pursuant to the fee schedule set forth in Exhibit "B."

3. Assignment and Subcontracting:

No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the Contracting Officer.

4. Labor Standards and Contract Assistance:

The Contractor shall comply with the provisions of Exhibit "C", attached hereto, titled "Contract Compliance For Professional, Technical, Supply or Services".

5. Independent Contractor:

The Contractor's services shall be furnished by the Contractor as an independent Contractor and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent Contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any County benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to Pierce County employees. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract to the Internal Revenue Service, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

6. No Guarantee of Employment:

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

7. Taxes:

The Contractor understands and acknowledges that the County will not withhold Federal or State income taxes. Where required by State or Federal law, the Contractor authorizes the County to make withholding for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the County against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the County does not hold title. The County is exempt from Federal Excise Tax.

8. Regulations and Requirement:

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington, and to any other provisions set forth in Exhibit "D."

9. Right to Review:

This contract is subject to review by any Federal or State auditor. The County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the Contracting Officer. Such review may occur with or without notice, and may include, but is not limited to, on site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for 3 years after contract termination, and shall make them available for such review, within Pierce County, State of Washington, upon request.

10. Modifications:

Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

11. Termination for Default:

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

12. Termination for Public Convenience:

The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.

13. Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons, and for damages to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her Subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees.

The preceding paragraph is valid and enforceable only to the extent of the Contractor's negligence where the damages arise out of services or work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract and where the damages are caused by or result from the concurrent negligence of (i) the County or its agents or employees, and (ii) the Contractor or the Contractor's agents or employees."

14. Insurance Requirements

The insurance coverages specified in this paragraph (14.) are required unless modified by Attachment A of this agreement. If insurance requirements are contained in Attachment A they take precedence

The Contractor shall, at the Contractor's own expense, maintain, with an insurance carrier authorized or eligible under RCW Chapter 48.15 to do business in the State of Washington, with minimum coverage as outlined below, commercial automobile liability insurance, and either commercial general liability insurance, or, if any services required by the contract must be performed by persons authorized by the State of Washington, professional liability insurance:

<u>Commercial Automobile Liability</u>	Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence <u>OR</u> combined single limit coverage of \$2,000,000, with not greater than a \$1000.00 deductible.
<u>Commercial General Liability</u>	Bodily Injury Liability and Property Damage Liability Insurance \$1,000,000 each occurrence <u>OR</u> combined single limit coverage of \$2,000,000, with not greater than a \$1000.00 deductible.
<u>Professional Liability Insurance</u>	Shall include errors and omissions insurance providing \$1,000,000.00 coverage with not greater than a \$5,000.00 deductible for all liability which may be incurred during the life of this contract.

Pierce County shall be named as an additional insured on all required policies except professional liability insurance, and such insurance as is carried by the Contractor shall be primary over any insurance carried by Pierce County. The Contractor shall provide a certificate of insurance to be approved by the County Risk Manager prior to contract execution, which shall be attached to the contract.

Such insurance policies or related certificates of insurance shall name the Pierce County as an additional insured on all general liability, automobile liability, employers' liability, and excess policies. The Contractor may comply with these insurance requirements through a program of self insurance that meets or exceeds these minimum limits. The Contractor must provide Pierce County with adequate documentation of self insurance prior to performing any work related to this contract and treat the County as an insured under the indemnity agreement. Should the Contractor no longer benefit from a program of self-insurance, the Contractor agrees to promptly obtain insurance as provided above. A forty-five (45) Calendar Day written notice shall be given to prior to termination of or any material change to the policy(ies) as it relates to this Agreement.

Pierce County shall have no obligation to report occurrences unless a claim is filed with the Pierce County Auditor; nor shall Pierce County have an obligation to pay premiums.

In the event of nonrenewal or cancellation of or material change in the coverage required, thirty (30) days written notice will be furnished Pierce County prior to the date of cancellation, change or nonrenewal, such notice to be sent to the Pierce County Risk Manager, 955 Tacoma Ave South, Suite 303, Tacoma, WA 98402."

15. Industrial Insurance Waiver

With respect to the performance of this Agreement and as to claims against the County, its officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties to this Agreement.

16. Venue and Choice of Law:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Pierce. This Agreement shall be governed by the law of the State of Washington.

17. Withholding Payment:

In the event the Contracting Officer determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Contracting Officer set forth in a notice to the Contractor of the action required and /or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Agreement. The County may act in accordance with any determination of the Contracting Officer which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the County under this clause.

18. Future Non-Allocation of Funds:

Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payment for services or amounts after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by county ordinance. No penalty or expense shall accrue to the County in the event this provision applies.

19. Contractor Commitments, Warranties and Representations:

Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to the County. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.

20. Patent/Copyright Infringement:

Contractor will defend and indemnify the County from any claimed action, cause or demand brought against the County, to the extent such action is based on the claim that information supplied by the Contractor infringes any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the County in any action. Such defense and payments are conditioned upon the following:

- a. That Contractor shall be notified promptly in writing by County of any notice of such claim.
- b. Contractor shall have the right, hereunder, at its option and expense, to obtain for the County the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to the County.

21. Disputes**a. General**

Differences between the Contractor and the County, arising under and by virtue of the Contract Documents shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions, and decisions of the Contracting Officer, shall be final and conclusive.

b. Notice of Potential Claims

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Officer or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and material used, and all costs and additional time claimed to be additional.

c. Detailed Claim

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

22. Ownership of Items Produced

All writings, programs, data, public records or other materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the County.

23. Confidentiality:

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the Pierce County Prosecuting Attorney or an order entered by a court after having acquired jurisdiction over the County. Contractor shall immediately give to the County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the County, its officials, agents or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

24. Notice:

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the Contractor to the department head of the department for whom services are rendered, and to the County Purchasing Agent, 615 S. 9th, Tacoma, WA 98405-4673. Notice to the Contractor for all purposes under this Agreement shall be given to the address reflected below. Notice may be given by delivery or by depositing in the US Mail, first class, postage prepaid.

25. Severability:

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

26. Waiver:

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

27. Waiver of Non Competition:

Contractor irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Pierce County, and Contractor further promises that it will not in the future, directly or indirectly, induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Pierce County.

28. Survival:

The provisions of paragraphs 5, 7, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 25, 26, and 28, and the provisions of any non-collusion affidavit required by paragraph 4, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

29. Entire Agreement: This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.30. Cooperative Purchasing. The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods and services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties are willing. The Contract maximum for this contract per annual term, or for any renewal period, is for Pierce County's use only. Other agencies may use this contract up to their contract limits, if any, exclusive of and in addition to the County's contract maximum. By ordering and providing service under terms of this contract to any other governmental agency or jurisdiction, the governmental agency and the Agency agree to indemnify, defend and hold harmless Pierce County and District Court from any and all obligations, claims, or expenses, including attorney's fees, arising out of such action.

Contractor Name: _____

Contract No. _____

EXHIBIT "A"
(SCOPE OF WORK)

Contractor Name: _____

Contract No. _____

EXHIBIT "B"
(COMPENSATION)

EXHIBIT "C"
CONTRACT COMPLIANCE for PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES
Revised 3/10

It is the policy of Pierce County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Pierce County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises.

Bidders are encouraged to utilize qualified, local businesses in Pierce County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

A. MWBE DIRECTORY ASSISTANCE

A directory of MWBE firms is published quarterly by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Copies of the directory are available from the State OMWBE (360-753-9693) or may be viewed at the Public Works Department, 2702 S 42nd St Suite 201, Tacoma 98409, and the Tacoma Public Library, 1102 Tacoma Avenue South, Tacoma, 98402. Contact the Contract Compliance Office for additional information at (253) 798-7250.

B. EQUAL EMPLOYMENT OPPORTUNITY:

1. Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.
2. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.
3. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

C. CERTIFICATION OF NONSEGREGATED FACILITIES

The Contractor shall submit with its proposal a Certification of Nonsegregated Facilities. All requests to sublet or assign any portion of this contract, at any level, shall be accompanied by evidence of this certification in all subcontract agreements.

D. E-VERIFY DECLARATION

Pierce County requires that all businesses which contract with the County for contracts in excess of \$25,000 and of duration longer than 120 days, and are not specifically exempted by PCC 2.106.022, be enrolled in the Federal E-verify Program. The requirement extends to every subcontractor meeting the same criteria. The Prime Contractor must provide certification of enrollment in the Federal E-verify program to the County. The Prime Contractor will remain enrolled in the program for the duration of the contract. The Prime Contractor is responsible for verification of every applicable subcontractor. The County reserves the right to require a copy of the Memorandum of Understanding between the Prime or any Subcontractor and the Department of Homeland Security upon request at any time during the term of the contract. Failure to provide this document could result in suspension of the project.

A copy of Ordinance 2009-74 is on the Purchasing Department's website located at www.co.pierce.wa.us/cfapps/edocs/viewdocuments.cfm?did=95668&dnum .

The Federal E-Verify Program is a web based application and can be accessed at www.dhs.gov/everify .

E. SUBMITTAL REQUIREMENTS

1. Certificate of non-segregated facilities: Contractor shall submit with proposal, each subcontractor shall submit when work is sublet.
2. Professional and Technical Workforce Data Form: Contractor is encouraged to submit with proposal, each Subcontractor is encouraged to submit the form when work is sublet.
3. Subcontractors Participation Form: Check the appropriate box indicating the firm who will perform the work of the contract. Submit the completed form with the proposal documents.
4. E-Verify Declaration: Contractor shall submit with proposal.

CERTIFICATION OF NONSEGREGATED FACILITIES

The contractor certifies that no segregated facilities are maintained and will not be maintained during the execution of this contract at any of contractor's establishments.

The contractor further certifies that none of the contractor's employees are permitted to perform their services at any location under the contractor's control during the life of this contract where segregated facilities are maintained. The contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

The contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise.

The contractor agrees that identical certifications from proposed contractors will be obtained prior to the award of any subcontracts. Contractor will retain a copy of any subcontractor's certification and will send original to Contract Compliance Division.

NON-COLLUSION & DEBARMENT AFFIDAVIT

State of Washington, County of _____

As an authorized representative of the firm of _____, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the proposal, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

BY: _____ DATE: _____

TITLE: _____

Contractor Name: _____

Contract No. _____

SUBCONTRACTORS PARTICIPATION FORM FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICE PSAS

Check appropriate statement below:

☐ **Our firm will perform all contracted scope of work tasks.**☐ **Our firm will subcontract a portion of the work tasks.** The following firms were contacted and will be utilized in the performance of the work as indicated below.

List all potential subcontracting firms. Do not mark "N/A" unless the Bidder will perform all work or provide all supplies or services for this contract.

Firm Name/Address/Phone	Work Item(s) Solicited	Proposal Amount	Awarded? (yes/no)

1. List full name, address, and phone number of each firm listed to be utilized.
2. List specific work to be accomplished, supplies to be furnished and the amount proposed for each subcontract.
3. Contact the Pierce County Contract Compliance Officer at (253) 798-7250 if you have questions.

BY: _____ DATE: _____

TITLE: _____ PHONE: _____

Revised (6/99)

Contractor Name: _____

Contract No. _____

PERSONNEL WORKFORCE DATA FORM

FIRM NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PROJECT _____

PROJECT # _____

CONTRACT WORK HOURS (if applicable) _____

TYPE OF SERVICE PROVIDED _____

CONTRACTORS AGGREGATE WORK FORCE – if you need additional space, photo copy this section and attach it to this form.

OCCUPATION	TOTAL EMPLOYED		TOTAL MINORITY		NATIVE AMERICAN		ASIAN		BLACK		HISPANIC		APPRENTICE/ TRAINEE	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Management														
Professionals														
Technicians														
Administrative														
Other														
TOTALS														

Contractor Name: _____

Contract No. _____

**EXHIBIT D
SPECIAL PROVISIONS**