**EXHIBIT B – BID PROPOSAL FORM**

NOTE TO CONTRACTORS: Use preferably **BLACK** ink for completing this Proposal form.

PROPOSAL DUE **October 11, 2024 at 12:00 pm Pacific Standard Time**

To: SPOKANE COUNTY LIBRARY DISTRICT

Address: 4322 N. ARGONNE RD, SPOKANE, WA 99212

**Project Title: GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICE CONTRACT**

Contractor’s person to contact for additional information on this Proposal:

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BIDDER’S DECLARATION AND UNDERSTANDING:**

The undersigned, hereinafter called the Contractor, declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official or representative of the District, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

The Contractor further declares that it has carefully examined Contract Documents for services, that it has inspected the sites and work locations where the work is to be performed, that it has satisfied itself as to quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of quantities of work and materials as included in this Form of Proposal is brief and is intended only to indicate the general nature of the work and to correlate said quantities with detailed requirements in the Contract Documents, and that this Proposal is made according to provisions and under terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

**CONTRACT EXECUTION, BONDS & INSURANCE:**

The Contractor agrees that its Proposal shall not be withdrawn for a period of 90 days after bid opening. The Contractor further agrees that if this Proposal is accepted, it will, within 10 calendar days after receipt of Notice of Award, sign the Contract and deliver to the District the required Retainage Bonds and Certificates of Insurance, and will, to the extent of its Proposal, furnish all machinery, tools, apparatus, and labor to-do the work and furnish all the materials necessary to complete all Work as specified or indicated in the Contract Documents.

**SALES AND USE TAXES:**

Prices quoted in the Proposal shall **NOT** include local and state sales taxes applied to the District’s payments. The District will pay the local and state sales taxes directly to the Contractor based on the monthly invoices. All other taxes as required by the laws and statutes of the State and its political subdivision shall be paid by the Contractor.

**ADDENDA:**

The Contractor hereby acknowledges that it has received Addenda No’s. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, (Contractor shall insert No. of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents, and further agrees that his Proposal(s) includes all impacts resulting from said Addenda.

**BID:**

The bidder agrees to accept as full payment for the Work, as specified in the Contract Documents and shown on the Drawings, and based upon the undersigned’s own estimate of quantities and costs, the following:

|  |
| --- |
| TOTAL BID PROPOSAL in DOLLARS ($ )\*Do not include tax\*  |
|  |

The undersigned hereby agrees this BID PROPOSAL shall be a valid and firm offer to contract for a period of ninety (90) days from closing time for the submission of BID Proposals.

**Acceptance of Proposal:**

Within ninety (90) days after the closing time for the submission of Bid Proposals, the District will act either to accept bids from one or more Contractors or to reject all bid proposals. The District reserves the right to request extension of such Proposal acceptance period. The acceptance of all or part of a Proposal is evidenced by a written Notice of Intent to Award Contract and be delivered via mail, email or personal delivery to the Contractor together with a request to furnish evidence of insurance to execute the agreement set forth in the INVITATION TO BID.

**Execution of Contract**

The undersigned will, within the ten (10) days after receipt of a Notice of Intent to Award Contract, execute a Contract in the form provided in the INVITATION TO BID.

**BIDDER:**

The name of the BIDDER submitting this Proposal is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

doing business at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_

(Street) (City) (State) (Zip)

and is the address for all communications concerned with this Proposal or Contract shall be sent.

**Proposal Signature:**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_