



## **INFORMATION SHEET FOR CONTRACTORS ON CASTLE ROCK SCHOOL DISTRICT SMALL WORKS ROSTER**

If you are awarded a job/project, there are some documents which will be required.

**A. Documents needed prior to start of work/first payment:**

1. Performance Bond (required for major projects only)
2. Certificate of Insurance
3. Statement of Intent to Pay Prevailing Wages
4. Contractor's Option for Retainage (Escrow Account Information)
5. Washington State Contractor License
6. Purchase Order, issued by Castle Rock School District

**B. Documents needed before final payment or release of retainage:**

1. Affidavit of Wages Paid
2. Department of Labor and Industries Release
3. Department of Revenue Release (if over \$20,000)
4. Department of Employment Release (if over \$20,000)

Please Note: Upon completion of your work, but prior to final payment or release of retainage, Notices of Completion will be sent to:

1. Castle Rock School District Maintenance Department
2. Castle Rock School District Accounts Payable Department
3. Department of Labor and Industries
4. Department of Revenue (if over \$20,000)
5. Department of Employment (if over \$20,000)



## Castle Rock School District Small Public Works Roster Application

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Submitting contractor is prepared to offer construction services in the following areas (please check all areas of qualification):

- |                  |                  |                   |                              |
|------------------|------------------|-------------------|------------------------------|
| _____ Asphalt    | _____ Haz Mat    | _____ Landscaping | _____ Mechanical             |
| _____ Demolition | _____ Painting   | _____ Roofing     | _____ Striping               |
| _____ General    | _____ Electrical | _____ Concrete    | _____ Utility                |
| _____ Plumbing   | _____ Glass      | _____ Excavation  | _____ Underground Utility    |
| _____ Insulation | _____ Flooring   | _____ Fencing     | _____ Inspection/Maintenance |
|                  |                  |                   | _____ Other: _____           |

Washington State Contractor license no.: \_\_\_\_\_

Tax ID number: \_\_\_\_\_

Is your firm registered as a Woman-Owned/Minority-Owned/Disadvantaged Business Enterprise?

No  Yes Reg. #: \_\_\_\_\_

Type of business:  Sole Proprietorship  Partnership  Corporation

In business since: \_\_\_\_\_

List principals (owners, partners, corporate officials):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contractor's financial standing and responsibilities (i.e. bonding capacity): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This application will be held on file for a period of one year and must be accompanied by a copy of current contractor's license and certificate of insurance.***

All contractors are required to pay prevailing wage.

# BID PROPOSAL

FOR: Castle Rock School District  
600 Huntington Ave. S.  
Castle Rock, WA 98611

BID OPENING: \_\_\_\_\_

Pursuant to and in compliance with the Advertisement for Bids, the Specifications & Requirements, and to other documents relating thereto, the Undersigned hereby propose to furnish

\_\_\_\_\_ to Castle Rock School District # 401.

As required by and in strict accordance with the specification documents and schedules including all addenda for the following lump sum not including sales tax:

\_\_\_\_\_ dollars, (\$\_\_\_\_\_).

State sales tax is not included in the bid price. The Owner shall pay the applicable sales tax at the time of purchase.

\_\_\_\_\_ dollars, (\$\_\_\_\_\_).

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

The Castle Rock School Board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.