

# **INVITATION TO BID (ITB)**

## **Administrative Services Grounds Improvement**

ISSUING AGENCY:  
Whatcom County Library System

RELEASED:  
01/19/2026  
CLOSES:  
02/16/2026

**Whatcom County Library System**  
**Attn: Ryan Cullup, Facilities Services Manager**  
**5205 Northwest Drive**  
**Bellingham, WA 9826**  
**Ryan.Cullup@wcls.org**

**WHATCOM COUNTY LIBRARY DISTRICT**  
**Request for Proposals for**  
**Administrative Services Grounds Improvement**

**NOTICE**

The Whatcom County Library System (WCLS) is inviting bids from qualified firms for the improvement of grounds located at its administration facility.

**I. INTRODUCTION AND BACKGROUND**

Whatcom County Library System (WCLS), invites bid proposals from qualified contractors that can provide landscape improvement services. WCLS seeks to improve its existing East lawn area with an updated irrigation system and selected planting of native botany at its Administrative Services facility – 5205 Northwest Drive, Bellingham WA, 98226

The selected landscaping and irrigation contractor will evaluate the supplied planting plan and create a planted area complete with new irrigation tied into the existing system.

WCLS is a rural county library district serving Whatcom County, Washington. WCLS served an estimated population of about 139,843 as of 2023, with 10 branch libraries, a bookmobile, homebound services, outreach, and its website.

This project is funded by WCLS internal capital funds.

For current information about this project including original construction plan documentation, owner schematics, and scope area map please see the WCLS website under <https://www.wcls.org/rfq/>.

**II. SCOPE OF SERVICES**

**A. Services – Generally**

- Assist and promote WCLS’ goals for pleasing outdoor areas, and reduced need for irrigation by planting drought resistant plants.

**B. Project Goals**

- Design, install and commission irrigation system in scope area.
- Install plant material per planting plan.

**C. Project Scope Elements:**

The selected Contractor will perform the following but not limited to:

- Remove and replace topsoil.
- Remove existing root structure from approximately 6 Mughal Pines to accommodate irrigation system and new plants.
- Choose irrigation materials and sprinklers to best suit planting plan.
- Trench and install irrigation system, commission irrigation system.
- Deliver and install new topsoil, grade for effective drainage.

- Purchase and install plant material per planting plan.
- Coordinate installation work with Project Manager/Owner's Representative/Utility Provider

### **III. MANDATORY SITE WALKTHROUGH**

A mandatory walkthrough of the site is required. The walkthrough will be held at 5205 Northwest Dr. Bellingham, WA, 98226 on February 2<sup>nd</sup>, 2026, at 1PM.

### **IV. BID PROPOSAL REQUIREMENTS AND INSTRUCTIONS**

#### **1. Bidder Responsibility Criteria**

All Bid Proposals must be submitted to Ryan Cullup for this invitation to bid. It is the intent of WCLS to award a contract to the lowest responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by WCLS to submit documentation demonstrating compliance with the criteria. The bidder must:

- (a) Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
- (b) Have a current Washington Unified Business Identifier (UBI) number;
- (c) If applicable:
  - i. Have Industrial Insurance coverage (workers' compensation) for the bidder's employees working in Washington as required in Title 51 RCW;
  - ii. Have an employment security department number as required in Title 50 RCW; and
  - iii. Have a Washington Department of Revenue state excise tax registration number as required in Title 82 RCW;
- (d) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

#### **2. Bid Security Bond**

A bid bond (the "Bid Security") is required with each bid in an amount equal to five percent (5%) of the bid amount. No bid shall be considered unless accompanied by such Bid Security. The Bid Securities of all unsuccessful bidders will be returned as soon as practical after reviewing of the bids. WCLS will retain the Bid Security of the successful bidder until execution of the Agreement pursuant to Section 12. If no contract is awarded, WCLS will promptly return all Bid Securities to the respective bidders.

#### **3. Verification of Subcontractor Responsibility Criteria**

The Contractor must verify responsibility criteria for each first-tier subcontractor, and the Contractor must contractually require each first-tier subcontractor to verify responsibility criteria for each of its subcontractors and to require each of its subcontractors to undertake to verify responsibility criteria for each of its subcontractors. Such verification shall include that each subcontractor, at the time of subcontract execution, meets all of the applicable responsibility criteria listed in Section 4(a) through (d) above and possesses an electrical contractor license (if required by chapter 19.28 RCW) or an elevator contractor license (if required by chapter 70.87 RCW). Upon request of WCLS, the Contractor must promptly provide (or, as applicable, cause all subcontractors of any tier to provide) to WCLS documentation demonstrating such verification.

#### **4. Signature**

A bid by a corporation or company shall include the printed name of the corporation or company, the printed name and title and the signature of the President, Secretary, or other officer authorized to bind the corporation or company. An impression of the corporate seal must appear on bids submitted by a corporation. A bid by a firm shall include the printed firm name and member or agent's name. Any person signing the proposal as an agent for another or others must also file legal evidence of his authority to do so. The business mailing address and telephone number must be provided.

#### **5. Bid Results**

Bidders will be able to attend public bid opening via a Microsoft Teams Meeting invitation scheduled for the date under section V – Estimated Request for Bid Timeline at 11AM. The public bid opening invitation will be emailed to attendees of the mandatory site walk and posted to WCLS' website approximately 1 week before the bid opening. Bid tabulation results shall be emailed to each bidder the day after the bid opening. An official Notice of Award will be sent by WCLS to the successful bidder. If in the opinion of WCLS, all bids are unsatisfactory, WCLS may reject all of them and re-advertise. Please note: the successful bidder must procure and provide the appropriate bonds and insurance documents to WCLS. The contractor must receive a Notice to Proceed from WCLS after a contract has been executed before work commences.

#### **6. Non-Collusion Affidavit**

Proposals must be prepared without the assistance of any officer or other person employed by or connected in any manner with the Whatcom County Library System. The signed and notarized Non-Collusion Affidavit must be submitted with the Bid Proposal described in Section 4.

#### **7. Examination of Site & Conditions**

The contractor, by filing a bid, acknowledges that he or she has examined the premises and site so as to compare them with the drawings and specifications, and to have satisfied him or herself as to the facilities and difficulties attending the execution of the proposed contract (including local conditions, uncertainty of weather and all other contingencies) before the delivery of his proposal, and no allowance shall be subsequently made on behalf of the Contractor by reason of any error or neglect on his or her part.

#### **8. Withdrawal of Proposal**

Proposals may only be withdrawn by written and signed request and only if such request is received prior to the bid due date. No bid will be received or considered after the due date.

#### **9. Performance Bond and Labor & Material Payment Bonds**

To the extent permitted by law, WCLS will waive any requirements related to a performance and payment bond and retainage in connection with this work.

#### **10. Execution of Contract**

The successful bidder must sign and return the Contract and furnish the Performance and Labor & Material Payment Bond (if required), a certificate of insurance coverage as required by Section 13, and an Intent to Pay Prevailing Wages within fourteen (14) days from the Notice of Award date. In the event that the successful bidder fails to timely sign and return the Agreement and furnish such other documents required by Section 10, all rights of said bidder with regard to this project will be annulled to the extent allowed by law and the successful bidder's Bid Security will be forfeited to WCLS. The



Agreement is executed once all of the documents listed in this Section 12 are furnished within the timeline specified and the WCLS Executive Director or designee then signs and dates the Agreement.

### **11. Insurance & Liability**

The Contractor shall procure and maintain during the life of this contract such insurance as shall protect him and any subcontractor performing work covered by this contract from claims or damages for bodily injury, including death resulting therefrom as well as from claims for property damage, which may arise from operations under this contract, whether such operations are performed by himself or by any subcontractor or by anyone directly employed by either of them.

Insurance must be placed with commercial insurance companies licensed to do business in the State of Washington and which possess minimum financial standards of A.M. Best Company, A-:VI or better. Certificates of Insurance for all insurance shall be filed with WCLS naming WCLS as Additional Insured. The policy amount shall be \$1,000,000 combined single limit.

All insurance policies by the Contractor shall provide (1) that the policies shall not be cancelled or the amount thereof reduced without forty-five (45) days prior written notice to WCLS, and (2) that forty-five (45) days prior written notice shall also be given if the policy is not to be renewed at the scheduled expiration date.

### **12. Prevailing Wage**

All laborers, workers or mechanics employed in the performance of this contract, whether by the Contractor, subcontractor or other person, shall be paid no less than the prevailing wage. It is the sole responsibility of the Contractor to assign the appropriate classifications to such laborers, workers or mechanics and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Section, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at <http://lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.

Before any payment is made by WCLS for work performed by a Contractor or subcontractor, such Contractor or subcontractor must submit to WCLS a statement of intent to pay prevailing wages in accordance with RCW 39.12.040. Prior to acceptance of such work by WCLS, such Contractor or subcontractor shall submit to WCLS an affidavit of wages paid in accordance with RCW 39.12.040.

### **13. Retainage**

To the extent permitted by law, WCLS will waive any requirements related to retainage in connection with this work.

### **14. Rejection of Bids**

WCLS will have the right to reject any and all bids and in particular to reject a bid received after the deadline for bids due or bids that are not accompanied by the required Bid Security or Non-Collusion Affidavit or a bid in any way incomplete or nonresponsive to the bid package. These bids will be deemed non-responsive. WCLS further reserves the right to accept that proposal which is in the best interest of WCLS.

### **15. Appeal Process**

If WCLS determines that the apparent low bidder does not meet bidder responsibility criteria in Section 4 above and is therefore not a responsible bidder, WCLS shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within 24 hours of receipt of WCLS's determination by presenting additional information to WCLS. WCLS will consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, WCLS will not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

### **V. ESTIMATED REQUEST FOR BID TIMELINE**

The following schedule has been established for submitting and evaluating the bids and selecting the contractor. Except for the ITB due date, the remaining dates are tentative only, and WCLS reserves the right to adjust them at its sole discretion.

| <b><u>Activity</u></b>                            | <b><u>Due Date</u></b> |
|---|------------------------|
| Issue Invitation To Bid (ITB)                     | 01/19/2026             |
| Voluntary Intent to Apply notice                  | open                   |
| Mandatory Site visit w/ prospective Contractors   | 02/02/2026             |
| ITB questions submission deadline                 | 02/06/2026             |
| <b>Bid submission deadline</b>                    | 02/16/2026             |
| Bid Opening                                       | 02/17/2026             |
| Notice of Award sent to successful bidder         | 02/03/2026             |
| Board of Trustees Contract Approval (if required) | 03/17/2026             |
| Contract Execution                                | 03/18/2026             |
| Notice to Proceed                                 | 03/23/2026             |
| Project Kickoff Meeting                           | 03/24/2026             |

### **VI. SUBMISSION INSTRUCTIONS**

Submit bid, bid bond, and anti-collusion certification electronically to Ryan Cullup, Facilities Services Manager at [ryan.cullup@wcls.org](mailto:ryan.cullup@wcls.org) . Alternatively, bids may be mailed via United States Postal Service to:

Ryan Cullup, Facilities Services Manager  
Whatcom County Library System  
5205 Northwest Drive  
Bellingham WA, 98226

All submissions must be submitted by the dated submission deadline above by 5PM. Late submissions or submissions lacking the appropriate documentation will not be considered.

## **VII. GENERAL TERMS AND CONDITIONS**

These general terms and conditions shall be made a part of and govern any purchase order/contract resulting from this Invitation to Bid.

**CONFLICT OF INTEREST:** The selected company must agree to disclose all potential, current conflicts of interest, as well as potential conflicts as they might occur.

**CERTIFICATION:** Bidder shall furnish certification of authority demonstrating authority to conduct business in the State of Washington. Registration is obtained from the Washington Secretary of State, who will also provide certification thereof.

**TITLE AND RISK OF LOSS:** The title and risk of loss for goods delivered under this contract, if any, shall not pass to WCLS until it actually receives, takes possession and accepts the goods at the point or points of delivery.

**ACCEPTANCE OF PRODUCTS AND SERVICES:** All products furnished and/or services performed under this Contract shall be to the satisfaction of WCLS and in accordance with the specifications, terms, and conditions of the Contract.

**INDEMNIFICATION:** To the fullest extent permitted by law, the Bidder agrees to indemnify and hold harmless WCLS, its officers, employees, and agents harmless from and against all claims of any nature or kind arising out of or caused from the performance of services, or provision of goods, by the Respondent pursuant to this contract, which are caused, in whole or in part, by any negligent act or omission of the Respondent.

**COMPLIANCE WITH LAW:** Bidder is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, Affordable Care Act of 2010, and all other applicable laws and regulations.

**MWBE CONTRACTOR:** WCLS is committed to providing opportunities to MWBE contractors.

**COMPLIANCE WITH WCLS POLICIES:** Bidders must abide by all applicable WCLS policies and procedures, including but not limited to those relating to safety, confidentiality, use of technology, harassment, and drug and alcohol use. On-site Respondent's personnel may be required to undergo a criminal background check.

**PAYMENTS:** Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with applicable WCLS policies and procedures.

**CONTRACT AMENDMENTS:** The Contract may be amended within the Contract period by mutual consent of the parties. No modification or amendment to the Contract shall become valid unless in writing and signed by the parties.

**INDEPENDENT RESPONDENT STATUS:** Respondent agrees that it is engaged as an independent Respondent and acknowledges that WCLS will have no responsibility to provide benefits normally associated with an employer-employee relationship such as transportation, insurance, vacation, or other fringe benefits. Respondent agrees that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of WCLS, including unemployment, insurance benefits, social security coverage, or retirement benefits. Respondent agrees to make its own arrangements for any fringe benefits as it may desire and agrees that it is responsible for all income taxes required by applicable laws.

**NON-DISCLOSURE:** Respondent and WCLS acknowledge that they or their employees may, in the performance of this contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organizations, whether directly or indirectly affiliated with Respondent or WCLS, unless required by law.

**PUBLICITY:** Respondent agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of WCLS name in connection with any sales promotion or publicity event without the prior express written approval of WCLS.

**SEVERABILITY:** If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

**FORCE MAJEURE:** If either WCLS or Respondent is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder or give rise to any claim for damages.

**GOVERNING LAW:** This contract will be governed and construed according to the laws of the State of Washington. Both parties agree that venue for any litigation arising from this contract shall lie in Whatcom County, Washington.

**ASSIGNMENT:** The Respondent shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of WCLS.

**RIGHT TO A JURY TRIAL:** Neither WCLS nor Respondent shall waive its right to a jury trial for any claims arising out of the formation, performance, breach or enforcement of this contract, or any claim for damages resulting therefrom.

INSURANCE: Respondent shall obtain and keep in effect during the term of this contract, insurance coverage in the below listed types and amounts. As evidence of insurance coverage, Respondent shall furnish to WCLS certificate(s) of insurance before commencement of any work under this contract.

TYPE OF COVERAGE LIMITS A. Worker's Compensation Statutory B. Comprehensive General Liability \$1,000,000 Ea. occurrence \$2,000,000 aggregate C. Automobile Liability (owned/leased, non-owned, and hired) (1) Bodily Injury \$1,000,000 Ea. Person \$1,000,000 Ea. Occurrence (2) Property Damage \$1,000,000 Ea. Occurrence

MINIMUM WAGE: WCLS requires that all employees of prime contractor and respondents who submit proposals or statements of qualifications for and perform contractual work for WCLS receive a prevailing wage. Washington State law requires prevailing wages for public works. This project is identified as a public work.

## **VIII. PROJECT SPECIFICATIONS**

### **- MECHANICAL**

#### **1. Mechanical**

- a) Remove and dispose of existing root balls of Mughal Pines. Backfill with appropriate soil. Protect existing main sprinkler lines as shown in Exhibit H.
- b) Apply topsoil as needed to maintain existing grade.

#### **2. Irrigation**

- a) Design irrigation system for Exhibit G – Administrative Services Planting Plan.
- b) Match existing zone valve type (Rain Bird using existing voltage for control).
- c) Provide and install sprinkler heads matching existing type (Rain Bird rotator pop-up or similar) on site while minimizing number of heads. Provide enough heads to ensure coverage of new flora and existing grass areas.
- d) Select, provide, and install piping types and sizes as required to provide flow to all sprinkler heads.
- e) Trench and install new piping at a depth that reduces likelihood of freeze/thaw damage.
- f) Modify existing sprinkler controller program to ensure system works as intended.
- g) Commission zone(s) as required to ensure proper operation of existing sprinkler system.

#### **3. Chemical**

- a) Treat with herbicide, competing vegetation growing within a 3 ft. diameter around plantings.
- b) When operating within 25 feet of water (including streams, ponds, seeps, springs, bogs, wetlands, standing water, and riparian areas) applicators will conduct a special, site-specific evaluation and will select a pesticide that is least toxic to aquatic organisms and is consistent with the intended purpose of the applications.
- c) Pesticides will be applied at the lowest application rate consistent with the intended purpose.
- d) Use a low-pressure hand wand after mowing.
- e) Recommendations on the use of chemicals require a license and are subject to Washington State Department of Agriculture regulations. Chemicals must be applied according to label instructions and registered for specific uses.

#### **4. Plant Protectors**

- a) Provide plant protectors for trees and shrubs.

### **- PLANT SPECIFICATIONS**

#### **1. See planting plan for species and quantities.**

- a. Perennials shall be a mix of the varieties specified in Exhibit G.

#### **2. Disease and Insect Free.** Plants shall meet the specifications of federal, state, and local laws requiring inspection for plant disease and insect control.

#### **3. Seed Zones.** Native plant seedlings must be climatically adapted to Whatcom County. Seed zones 201, 202, 401, and the “Maritime” seed zone of British Columbia are preferred.

4. **Healthy Plants.** Plants must be healthy and vigorous with a well-formed fibrous root system.
5. **Deciduous Trees and Shrubs.** Bareroot plants must be 2-0 or older and minimum 12- 18 inches in height.
6. **Conifers.** P-1 or larger plugs are preferred. 2-0 bare root acceptable minimum 12 – 24 inches in height.
7. **Live Stakes.** Live stakes should be cut from dormant, healthy plants and have side branches removed. Stakes should be a minimum of ½ inch caliper and 36 inches in length. They should have a straight cut at the top and the lower rooting end should be cut at a 45-degree angle.
8. **Damaged Stock.** Trees with damaged, crooked, multiple or broken leaders will be rejected unless labeled and priced as conservation grade material by prior agreement. Woody plants with abrasions of the bark, sunscald, or fresh limb cuts over ½ inch, which have not completely callused over, will be rejected.

- **PLANT INSTALLATION**

1. **Plant Root Moisture** - Seedling survival will be best when planting occurs on rainy, cool, cloudy days; avoid planting on dry, windy days when humidity drops below 32 percent. Roots of bareroot stock shall be kept moist during planting operations. Options for keeping roots moist include using a saturated slurry of compost, soil, super-absorbent (e.g., polyacrylamide) synthetic material, or other equivalent material until planted. Seedlings can also be rolled in wet burlap to keep them moist. Exposing the roots, even for short periods, to dry air may damage the plant.
2. **Plant Storage** - Refrigerate trees until planted. Nursery seedlings can be kept in sealed packages for up to 3 months if kept cool, moist, and refrigerated at 34°F. Seedlings kept longer can be “heeled in” to temporary transplant beds. Do not expose bags or boxes to direct sun.
3. **Plant Between Mid-November and Mid-April** - Trees should be planted while the trees are dormant, when the ground is exposed but not frozen, and soil moisture is good.
4. **Vegetative Competition** - Grass sod should be eliminated from a 2-3 foot diameter area around plants.
5. **Brush** should be controlled where it has the potential to overtop the seedlings. Mechanical and chemical controls are both acceptable methods. Herbicide applications should always be done according to label directions.
6. **Proper Depth** - Rooted stock will be planted in a vertical position with the root collar positioned even with the soil surface/grade. Insert cuttings to the depth required to reach adequate soil moisture with at least 2-3 buds above ground. The planting trench or hole must be deep and wide enough to permit roots to spread out and down without J-rooting or L-rooting. After planting rooted stock or cuttings, firmly pack soil around each plant to eliminate air pockets. A color change at root collar indicates the proper depth. Roots should never be exposed nor should branches be buried.
7. **Root Disturbance** - Immediately before installation, plants with broken, damaged, and twisted roots must be pruned. Matted or circling roots of containerized planting must be pruned or straightened, and the sides of the root ball must be roughened from top to bottom to a depth of approximately 1/2 inch, in two to four places.
8. **Firm Soil** - Avoid leaving loose soil that can form air pockets around roots. After planting of rooted stock or cuttings, pack soil around each plant firmly to eliminate air pockets.

9. **Plant Protection** – All planted stock will receive 18-inch solid wall seedling protectors set at least 1inch into the ground and anchored with a bamboo stake unless specified otherwise.

See Exhibit G for additional plant specifications.

10. **Note:** No substitutions will be accepted for plants specified in Exhibit G for the purpose of this bid opportunity. After selection, the selected contractor will make every effort to procure the specified plants. Should some varieties be unavailable, the selected contractor will notify the owner and provide a list of possible substitutes and prices.

**IX. LIST OF ATTACHMENTS**

**Exhibit A – Acknowledgement of Addenda**

**Exhibit B – Anti-collusion Certification**

**Exhibit C – Bid Proposal Form**

**Exhibit D – Bid Security Form (Bond)**

**Exhibit E – Bid Security Form (Check)**

**Exhibit F – Bidders Qualification Form**

**Exhibit G – Administrative Services Planting Plan 2025**

**Exhibit H – Administrative Services Existing Irrigation Plan**

**Exhibit I – Administrative Services 1990 Construction Drawings**



**Exhibit A**  
**ACKNOWLEDGEMENT OF ADDENDA**

The Proposer acknowledges receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the statement of qualification. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your statement of qualification. Material impacts include but are not limited to changes to specifications, scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Date \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The respondent represents that the following principals are authorized to sign statements of qualifications, proposals, negotiate and/or sign contracts and related documents to which the proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

|       |               |
|-------|---------------|
| _____ | Name (print)  |
| _____ | Title         |
| _____ | Signature     |
| _____ | Date          |
| _____ | Address       |
| _____ | City          |
| _____ | State         |
| _____ | Phone Number  |
| _____ | Email address |

**Exhibit B**  
**NON-COLLUSION DECLARATION**

This form must be submitted by all respondents with their statement of qualifications. WCLS will not accept any statement of qualification that is not accompanied by a completed Non-Collusion Declaration.

STATE OF WASHINGTON }

} ss

COUNTY OF \_\_\_\_\_ }

, being first duly sworn, on her/his oath says that the statement of qualifications above submitted is a genuine and not a sham or collusive statement of qualifications, or made in the interest or on behalf of any person not therein named; and he/she further says that the said respondent has not directly or indirectly induced or solicited any proposal or statement of qualification on the above Work or supplies for the Work to put in a sham bid, statement of qualifications, or any other person or entity to refrain from bidding or responding to the above work; and that said respondent has not in any manner sought by collusion to secure itself an advantage over any other respondents.

Signature

Print Name

Print Title and Company Name

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature

Print Name

Notary Public in and for the State of Washington,  
Residing at:  
Appointment expires:

**Exhibit C**  
**Bid Proposal Form**

Bid To: WHATCOM COUNTY LIBRARY SYSTEM

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

Job Name: Administrative Services Grounds Improvement 2026

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

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

1. This Bid Proposal (this "Bid") is made in connection with the Invitation to Bid (the "Invitation to Bid"), dated \_\_\_\_\_ issued by WHATCOM COUNTY LIBRARY SYSTEM ("WCLS") for a public works project described therein (the "Work") and known by the name Administrative Services Building Remodel. Capitalized terms used but not defined herein shall have the meanings given in the Invitation to Bid.
2. The undersigned, as or on behalf of the bidder (the "Bidder"), proposes and agrees, if this Bid is accepted, to enter into an Agreement with WCLS in accordance with the terms set forth in the Invitation to Bid to perform the Work.
3. Bidder hereby accepts all of the terms and conditions of the Invitation to Bid governing the procedures for bidding on the Work including, without limitation, requirements pertaining to the provision, retention and return of the Bid Security. Bidder acknowledges that this Bid will not be accepted if it is not accompanied by the Bid Security and Non-Collusion Affidavit described in the Invitation to Bid.
4. This Bid will remain open until it is withdrawn by the Bidder pursuant to Section 10 of the Invitation to Bid or until the Bidder has received bid results disclosing that this Bid was not successful. If this Bid is successful, the Bidder will sign and return the Agreement and furnish the Performance and Labor & Material Payment Bond if so required, retainage selection if so required, a certificate of insurance coverage and a statement of intent to pay prevailing wages within fourteen (14) days of the Notice of Award date. The Bidder's failure to timely sign and return the Agreement or furnish such other documents will result in the annulment of all rights of the Bidder with regard to the Work and the forfeiture of the Bidder's Bid Security to WCLS.
5. Bidder has examined the Invitation to Bid including the bid specifications, terms, conditions and deadlines for commencement and completion set forth therein.
6. Bidder has attended the Pre-Bid Showing and has examined the premises and site so as to compare them with the drawings and specifications provided by WCLS, and to have satisfied itself as to the facilities and difficulties attending the performance of the Agreement. Bidder has

familiarized itself with the nature and extent of the Work, the site and locality where the Work is to be performed, the legal requirements (including applicable federal, state and local laws, ordinances, rules, regulations and taxes), and the other conditions (including uncertainty of weather and all other contingencies) which may affect cost, progress or performance of the Work and has made such independent investigations as Bidder deems necessary. Bidder hereby acknowledges that no allowance shall be subsequently made on behalf of Bidder by reason of any error or neglect on the part of the Bidder in the submission of this Bid.

7. If the Bidder is a corporation or company, this Bid shall include the printed name of the corporation or company, the printed name and title and the signature of the President, Secretary or other officer authorized to bind the corporation or company with this Bid. If the Bidder is a corporation, this Bid includes an impression of the Bidder's corporate seal. If the Bidder is a firm, this Bid includes the printed firm name and member or agent name. If the undersigned is an agent for another or others, the undersigned has filed a certificate or other legal evidence of his authority to submit this Bid.

**For the complete and timely performance of all Work described in the Invitation to Bid for that project entitled as above the Bidder agrees to accept in full payment therefore the bid amount stated below.**

Bid amount (including all applicable sales tax): \_\_\_\_\_

Dated: \_\_\_\_\_ Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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

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

\_\_\_\_\_

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

## Bid Security

(BID GUARANTY BOND)

KNOW ALL PERSONS BY THESE PRESENTS THAT: \_\_\_\_\_,  
hereinafter called "Principal", and \_\_\_\_\_, a corporation organized under  
the laws of the State of \_\_\_\_\_ and authorized to transact surety business in the State of Washington,  
hereinafter called the "Surety," are jointly and severally held and firmly bound unto the Whatcom  
County Library System, hereinafter called "Owner", in the sum of \$\_\_\_\_\_ (which amount equals  
five percent (5%) of the aggregate of the Bid proposal of Principal for the Work) lawful money of the  
United States. The Principal binds itself, its heirs, executors, administrators, successors, and assigns, and  
the Surety binds itself, its heirs, executors, administrators, successors and assigns, all jointly and  
severally.

WHEREAS, this Bid Security is submitted in connection with the Invitation to Bid (the "Invitation to Bid"),  
dated \_\_\_\_\_ issued by WHATCOM COUNTY LIBRARY SYSTEM ("WCLS") for a  
public works project described therein (the "Work") and known by the name "Administrative Services  
Grounds Improvement" Capitalized terms used but not defined herein shall have the meanings given in  
the Invitation to Bid.

NOW, THEREFORE, the condition of this obligation is such that if Principal is notified that it is the lowest  
responsible bidder for the Work, and if Principal within fourteen (14) days from the Notice of Award  
date enters into, executes, and delivers to Owner a signed Agreement, certificate of insurance coverage,  
intent to pay prevailing wages and the Performance and Labor & Material Payment Bond, then this  
obligation shall be void. If, however, the Principal fails or refuses to furnish, execute and deliver to  
Owner all such documents within the time required, then Principal and Surety shall forfeit to Owner the  
sum hereof, and Surety shall pay such sum to the Owner within ten (10) days following written demand  
by the Owner.

AND IT IS HEREBY DECLARED AND AGREED the Surety shall be liable under this obligation as Principal,  
and that nothing of any kind or nature whatsoever that will not discharge Principal shall operate as a  
discharge or a release of liability of Surety.

SIGNED AND SEALED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Seal

\_\_\_\_\_  
Name of Principal

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Seal

\_\_\_\_\_  
Name of Surety

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**[Power of Attorney Must be Attached]**

Surety's Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surety's Phone and Fax Number:

\_\_\_\_\_

**Bid Security**  
(CASHIER'S CHECK)

Herewith find the deposit in the form of a certified check in the amount of \$\_\_\_\_\_, which amount is equal to five percent (5%) of the total Bid submitted by or on behalf of the undersigned Principal. This amount is submitted as Bid Security in connection with the Invitation to Bid (the "Invitation to Bid"), dated \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, issued by Whatcom County Library System ("WCLS") for a public works project described therein and known by the name Administrative Services Building Remodel, and may be forfeited to WCLS as provided in the Invitation to Bid.

\_\_\_\_\_  
Name of Principal

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

## Bidder's Qualification Certificate

The undersigned hereby certifies and submits the following qualifications:

1. Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. State of Washington Contractor Registration Number: \_\_\_\_\_  
 Expires: \_\_\_\_\_

3. Washington Unified Business Identifier (UBI): \_\_\_\_\_

4. Bidder must meet additional criteria listed in the Invitation to Bid, if applicable:

- a. Does the Bidder have Industrial Insurance coverage (worker's compensation) for the bidder's employees working in Washington as required in Title 51 RCW?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable \_\_\_\_\_
- b. Does the Bidder have an employment security department number as required in Title 50 RCW?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable \_\_\_\_\_
- c. Does the Bidder have a Washington Department of Revenue state excise tax registration number as required in Title 82 RCW?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable \_\_\_\_\_

5. The undersigned certifies that the Bidder has not been disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

6. Did the Bidder attend the mandatory Pre-Bid Showing?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

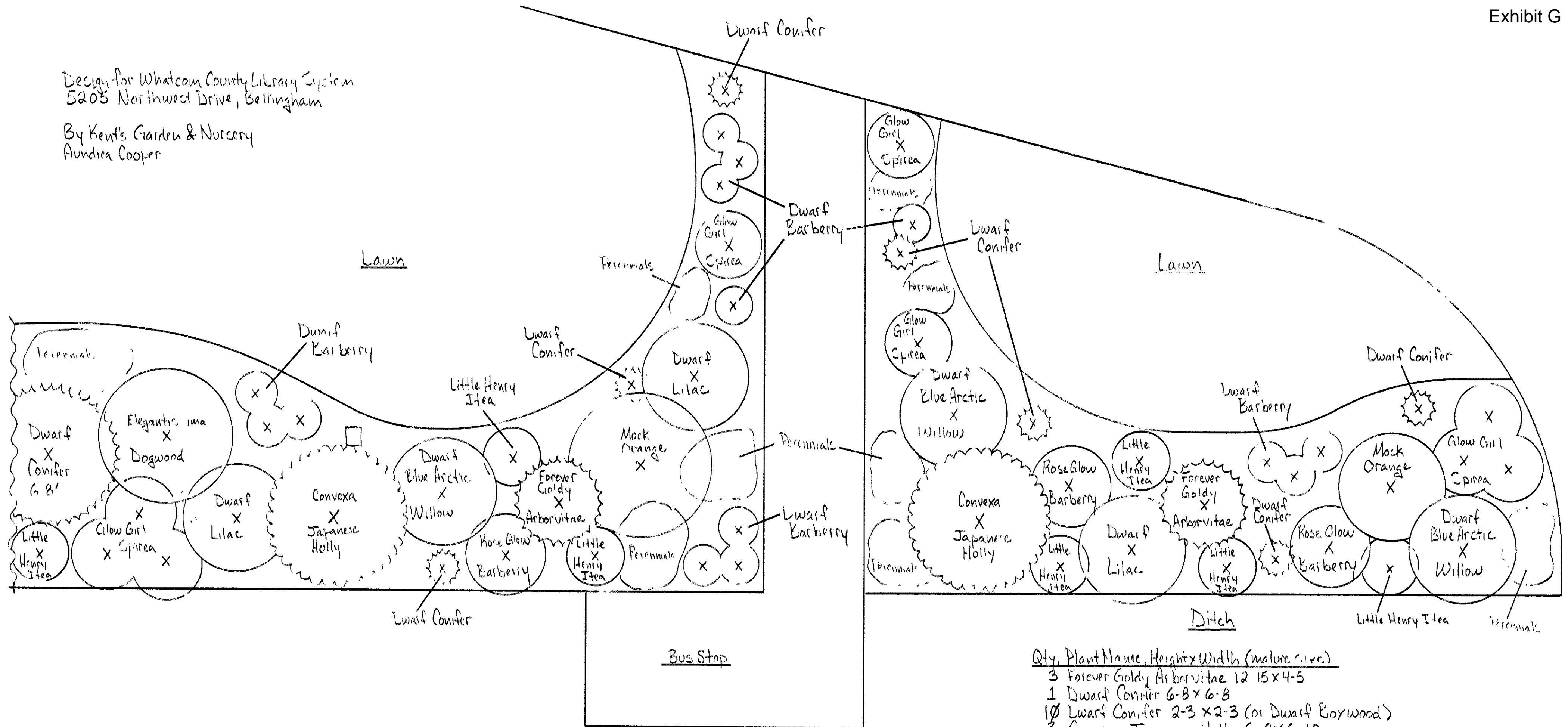
Bidder: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Authorized Signature)



Design for Whatcom County Library System  
5205 Northwest Drive, Bellingham

By Kent's Garden & Nursery  
Aundrea Cooper



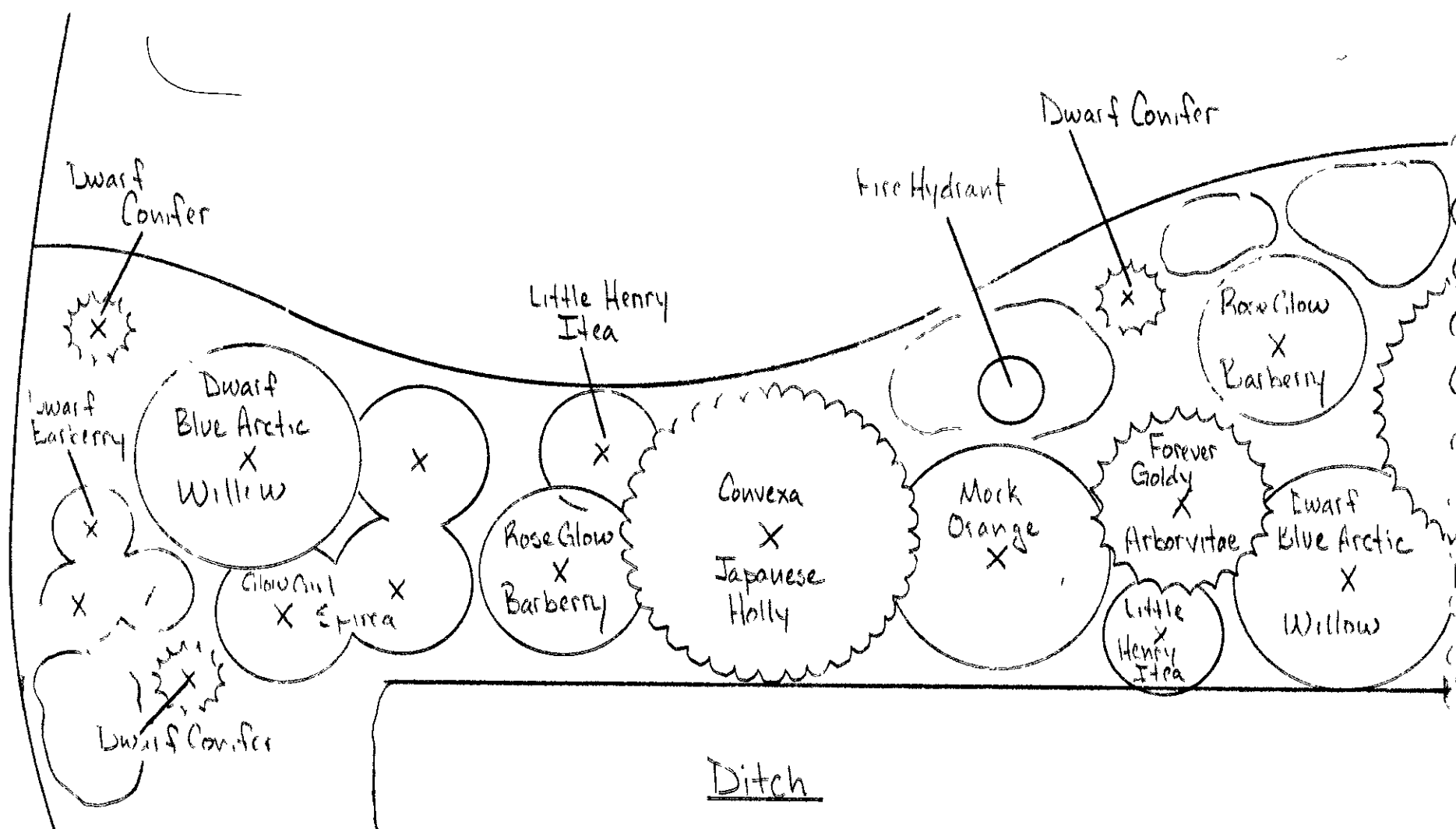
| Qty. | Plant Name               | Height x Width (mature size)   |
|------|--------------------------|--------------------------------|
| 3    | Forever Goldy Arborvitae | 12' 15' x 4'-5'                |
| 1    | Dwarf Conifer            | 6-8' x 6-8'                    |
| 10   | Dwarf Conifer            | 2-3' x 2-3' (or Dwarf Boxwood) |
| 3    | Convexa Japanese Holly   | 6-8' x 6-10'                   |

|    |                          |                               |
|----|--------------------------|-------------------------------|
| 3  | Mock Orange              | 6-8' x 6-8'                   |
| 5  | Dwarf Blue Arctic Willow | 5-6' x 5-6'                   |
| 1  | Elegantissima Dogwood    | 6-8' x 6-8'                   |
| 3  | Dwarf Lilac              | 4-6' x 4-6'                   |
| 5  | Rose Glow Barberry       | 4-5' x 4-5'                   |
| 12 | Glow Girl Spirea         | 3-4' x 3-4'                   |
| 17 | Dwarf Barberry           | 2-3' x 2-3' (orange/red leaf) |
| 9  | Little Henry Itea        | 2-3' x 2-4' (or similar)      |

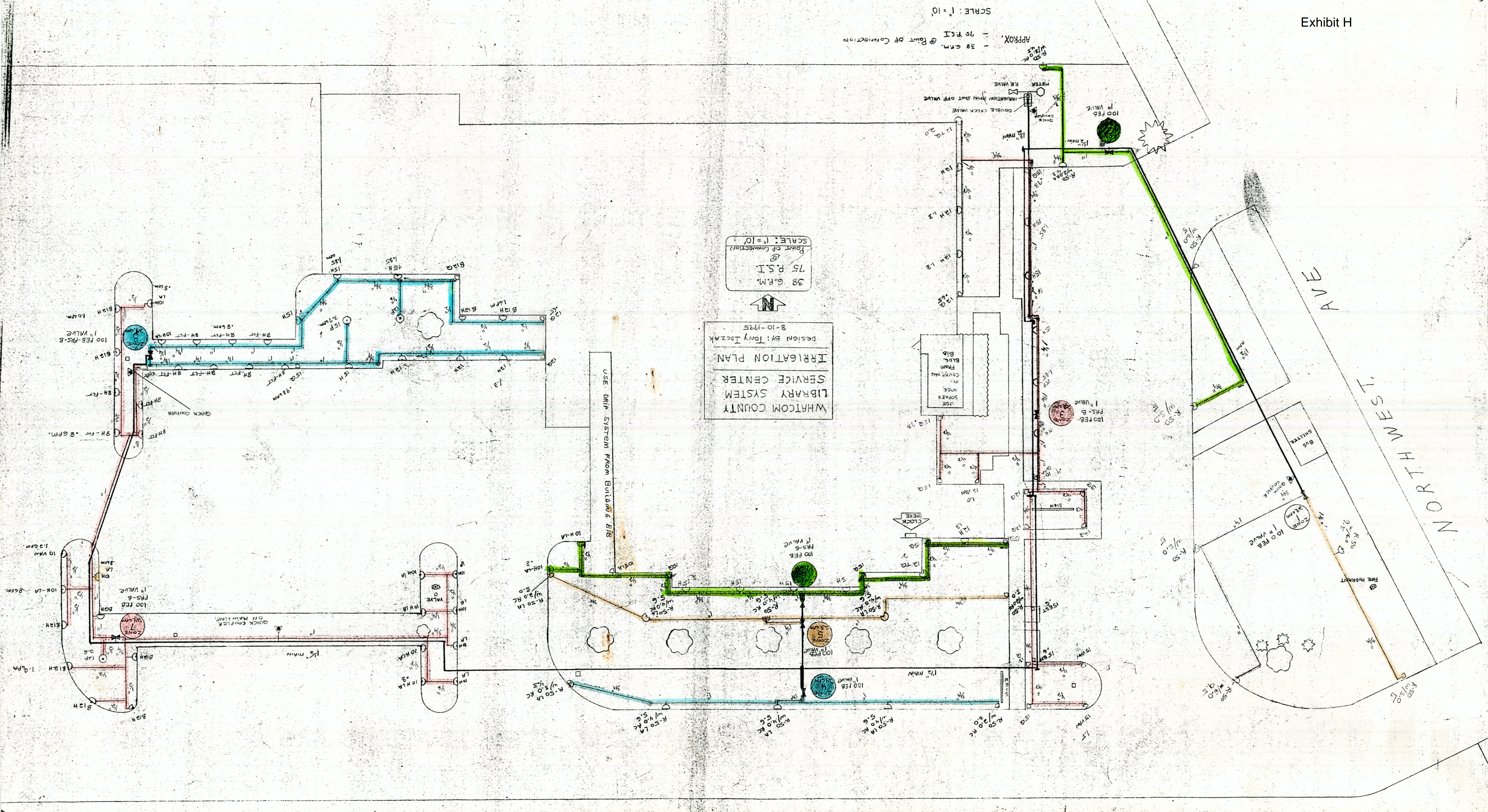
Ideas for low maintenance Perennials-  
Rudbeckia  
Catmint  
Laisy  
Salvia  
Echinacea

- = 1 square foot
- ✱ = Conifer
- ✱ = Broadleaf Evergreen
- ✱ = Deciduous
- N

Plants are drawn at mature size.  
X marks where to plant









ERNST ASSOCIATES

ARCHITECTURE  
LANDSCAPE PLANNING  
INTERIOR ARCHITECTURE

306 WEST CHAMBERLAIN  
BELLINGHAM, WASHINGTON 98225  
(206) 671-4333 FAX (206) 671-9967

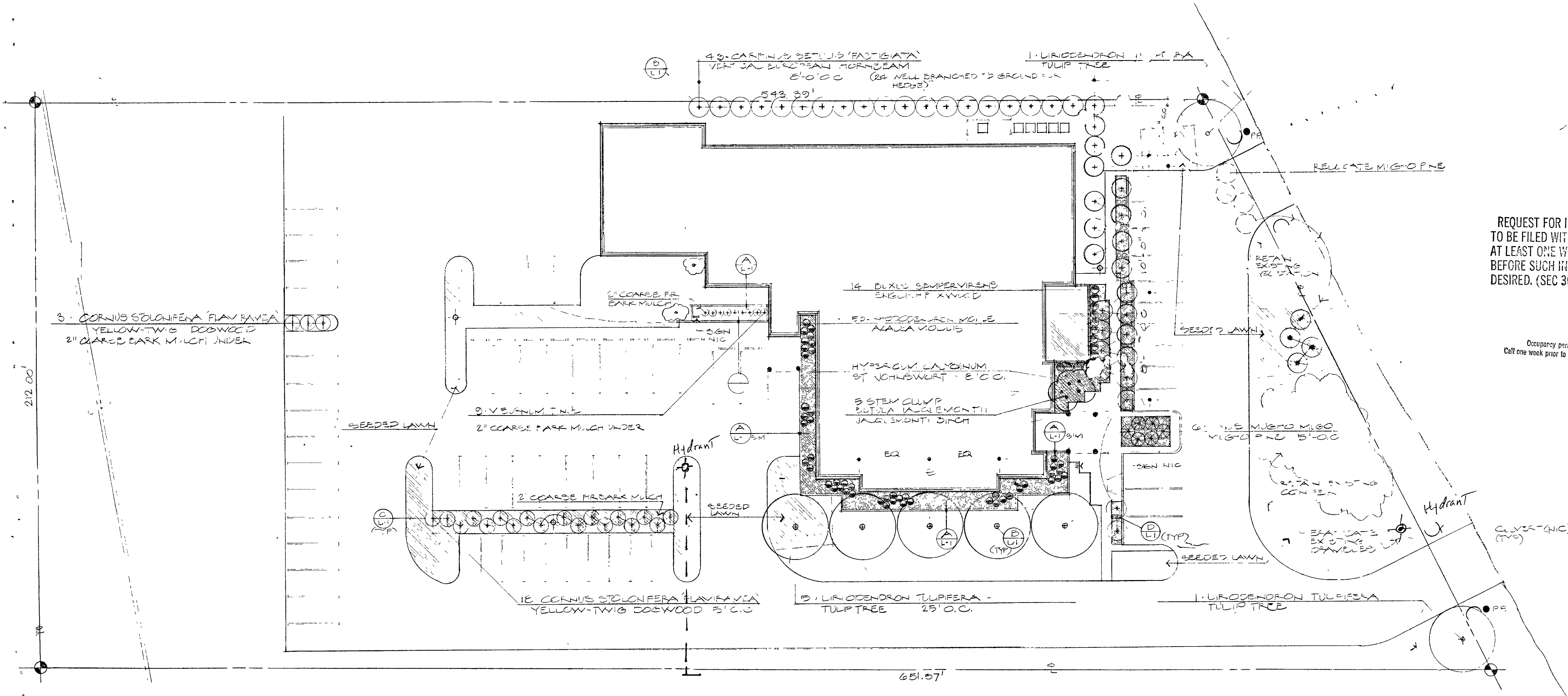
REQUEST FOR INSPECTION IS  
TO BE FILED WITH OUR OFFICE  
AT LEAST ONE WORKING DAY  
BEFORE SUCH INSPECTION IS  
DESIRED. (SEC 305(b) UBC)

Occupancy permit required -  
Call one week prior to desired occupancy date

LEGEND



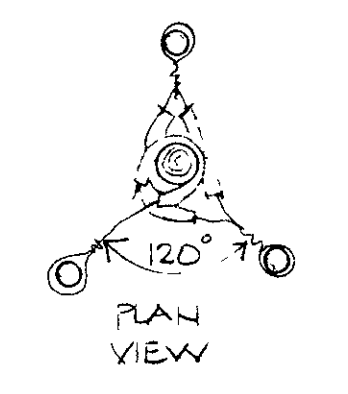
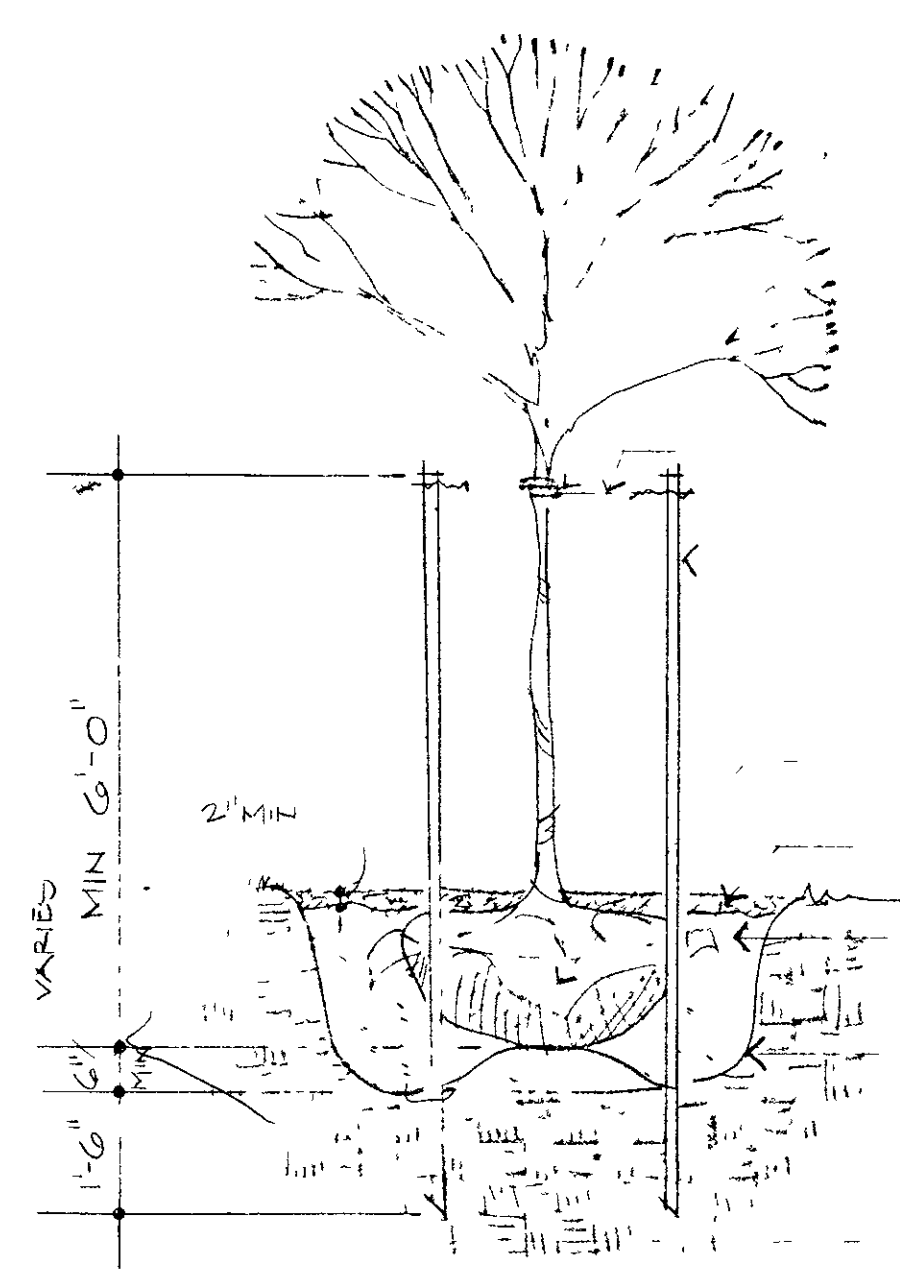
NOTE



Plant Schedule

| SYMBOL                 | QUANTITY | BOTANICAL NAME<br>COMMON NAME                               | SIZE<br>CONDITION                          | REMARKS   |
|------------------------|----------|---|--|---|
| EXISTING VEGETATION:   |          |   |  |   |
|                        |          | EXISTING VEGETATION TO REMAIN                               |  | ALL CONIFERS<br>EXCEPT THOSE TO<br>BE RELOCATED                               |
|                        |          | EXISTING VEGETATION TO BE<br>RELOCATED                      |  |   |
| NEW VEGETATION: TREES  |          |   |  |   |
|                        |          | BETULA JACQUEMONTII<br>JACQUEMONTI BIRCH                    | 1 1/2" CAL<br>D.B. CR. B.R.<br>10'-12' HT. | SPACE TO ALLOW EACH STEM TO<br>MATURE WITHOUT CROWDING.<br>MATURE HT. 40'-60' |
|                        |          | CARPINUS BETULUS 'FASTIGIATA'<br>VERTICAL EUROPEAN HORNBEAM | 1 1/2" CAL<br>D.B. CR. B.R.<br>10'-12' HT. | SELECT FOR WELL-BRANCHED TO GROUND<br>MATURE HT. 30'-40'                      |
|                        |          | LIRIODENDRON TULIPIFERA<br>TULIP TREE                       | 2" CAL<br>D.B. CR. B.R.<br>4'-10' HT.      | MATURE HT. 60'-80'; SPREAD 40'  |
| NEW VEGETATION: SHRUBS |          |   |  |   |
|                        |          | BUXUS SEMPERVIRENS<br>ENGLISH BOXWOOD                       | 24"-30" HT<br>CONTAINER<br>OR B.D.         |   |
|                        |          | CORNUS SERICEA 'FLAVIRAMEA'<br>YELLOW-TWIG DOGWOOD          | 2 GAL<br>CONTAINER<br>OR 30" HT B.D.       | MATURE HT. 15'  |
|                        |          | PINUS MUGO 'MUGO'<br>MUGHO PINE                             | 24"-30" HT<br>CONTAINER<br>OR B.D.         | MATURE HT. 4'-6'  |
|                        |          | RHODODENDRON MOLLE<br>AZALEA MOLLE (LEMON CROWN)            | 24"-30" HT<br>D.B. CR.<br>CONTAINER        | MATURE HT. 4'   |
|                        |          | YUCCA FILAMENTOSA<br>LANTANUS                               | 24"-30" HT                                 |   |
| GROUND COVER:          |          |   |  |   |
|                        |          | HYPERICUM CALYCEUM<br>ST. JOHNSWORT                         | 1 GAL                                      | 24" O.C.  |
|                        |          | LAWN  |  | SEE SPEC IN PROJECT MANUAL  |

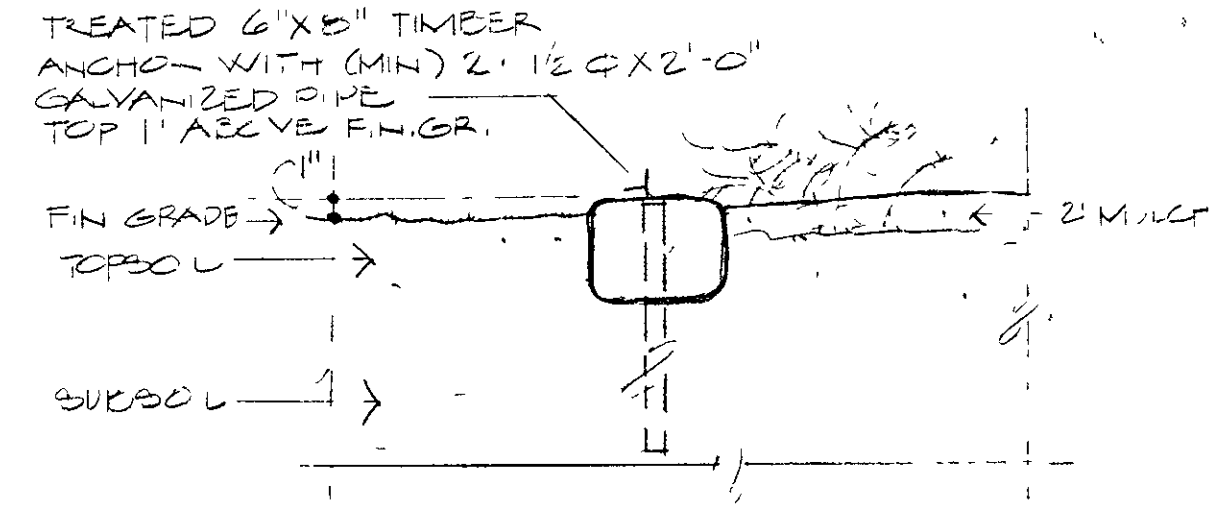
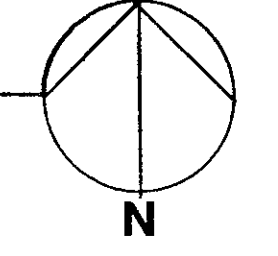
PLANT TREES 1' HIGHER THAN DEPTH AT WHICH GROWN  
AT NURSERY  
AVOID DAMAGE TO TREES, DRIVE STAKES  
OUTSIDE FOOTCURE  
EXCAVATE PLANTING HOLE, NO LESS THAN 2  
TIMES THE DIAMETER OF ROOTBALL  
SET ROOTBALL OR BAREROCKS ON COMPACTED  
CROWN OF TRODOL BACKFILL.



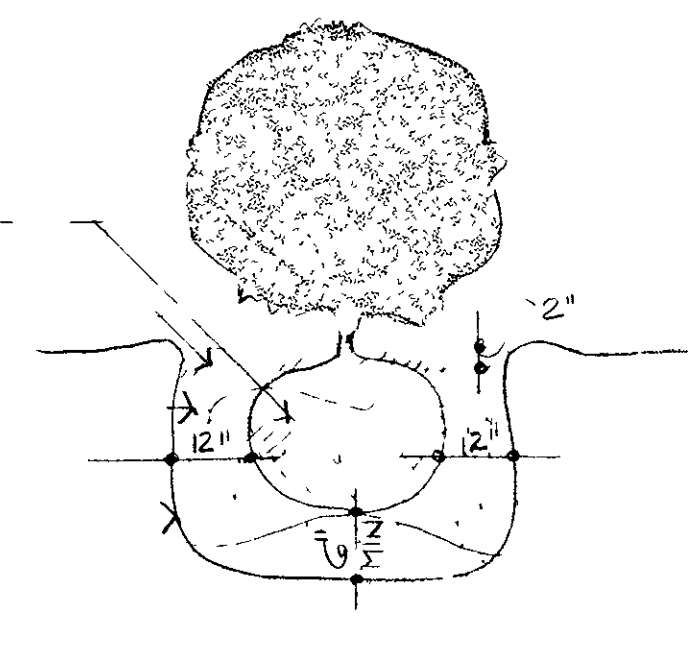
1/2" OR DRESS HOLE  
12 GA. GALV. WIRE  
2" X 2 DOUG. FIR STAKES  
OR 1 1/2" GALV. PIPES  
DRIVEN MIN. 1'-6"  
INTO UNDISTURBED  
SUBSOIL  
PULL BARK OFF TOP  
1/3 OF ROOT BALL  
SPECIFIED MULCH  
PLANTING MIX  
SEE PROJECT MANUAL  
BREAK SIDES & BOTTOM  
OF PLANTING PIT TO  
ALLOW ROOT PENETRATION

(B) TREE HOLE/STAKING  
NOTES

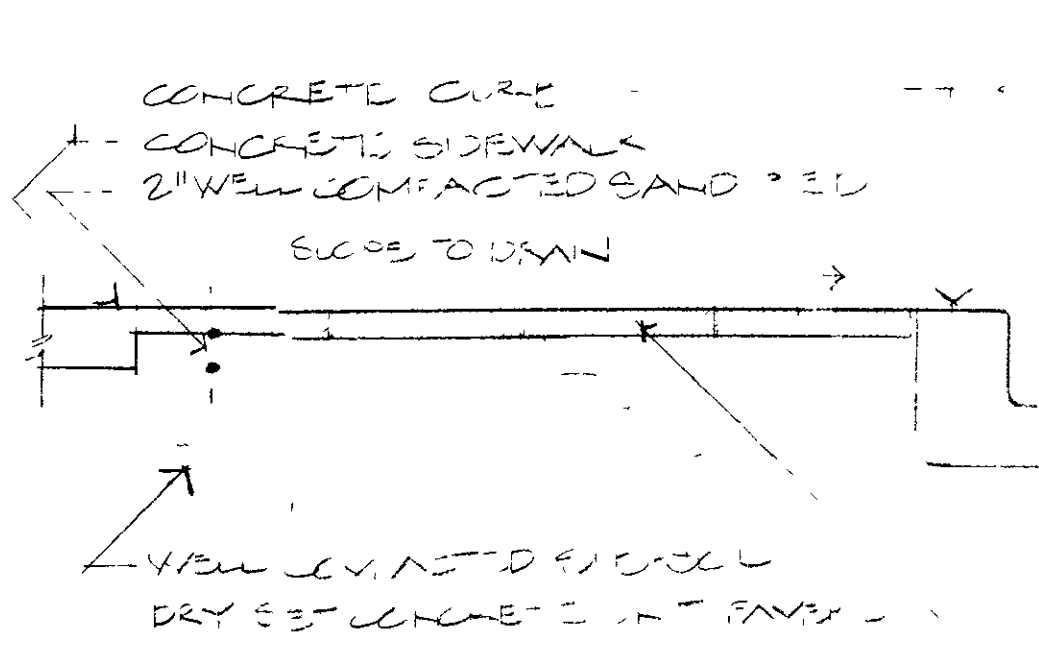
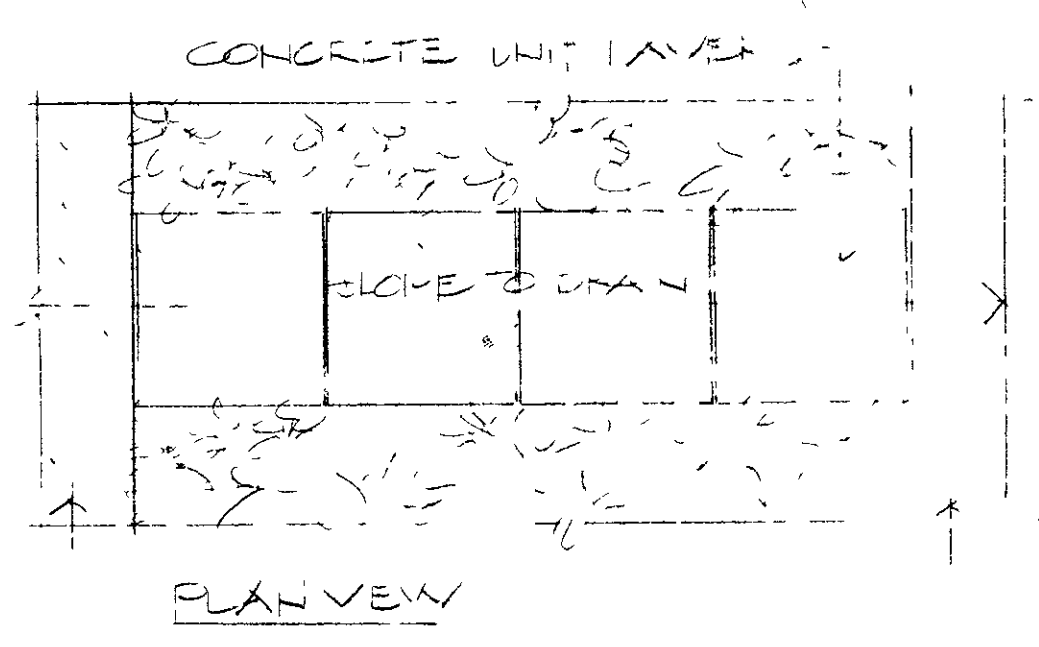
Planting Plan  
1" = 20'



(A) MOWING STRIP  
1" = 20'



(C) SHRUB PLANTING PIT  
NOTES



(D) CONCRETE UNIT SAVE  
NOTES

WCS  
Additions  
APR 10 2004  
BLDG  
DEPT  
SET

# ERNST ASSOCIATES

ARCHITECTURE  
LANDSCAPE PLANNING  
INTERIOR ARCHITECTURE

306 WEST CHAMPION  
BELLINGHAM, WASHINGTON 98226  
(206) 671 4030 FAX (206) 671-9967

## General Information:

**LEGAL DESCRIPTION:**  
Within the NE 1/4 of Section 34  
T 39N, R 2E, W 1W,  
Assessor's Parcel No. 79408  
Address 5205 Northwest Road  
Bellingham, Wa 98226

**ZONING INFORMATION:**  
Sub Area: Cherry Point-Ferndal  
Zone: R 5A  
Comprehensive Plan  
Minimum front yard required: 45'  
Side yard required: 5'

**PARKING INFORMATION:**  
Handicapped spaces required  
1.08 (2 provided)  
Total spaces required: 54  
Total spaces provided: 63

**SITE ANALYSIS:**  
Total area: 2.9 acres

**Building coverage:**  
Existing: 8,339 s.f.  
Proposed new: 7,416 s.f.  
Total: 15,945 s.f.

**Paved surface area:** 47,653 s.f.  
Total surface area  
(building+paving): 58,798 s.f.

**BUILDING INFORMATION:**  
Occupancy group: B2  
Construction type: V-N  
Building area: 15,945 s.f.  
Occupant load:  
Garage: 640  
Office: 9042  
Stack: 5.72  
Lib. reading: 37.44  
Lounge: 29.50  
Conference: 19.00  
Total: 204.58

**Seismic Zone:** III  
**Wind Exposure:** C

**Code:**  
1998 Uniform Building Code

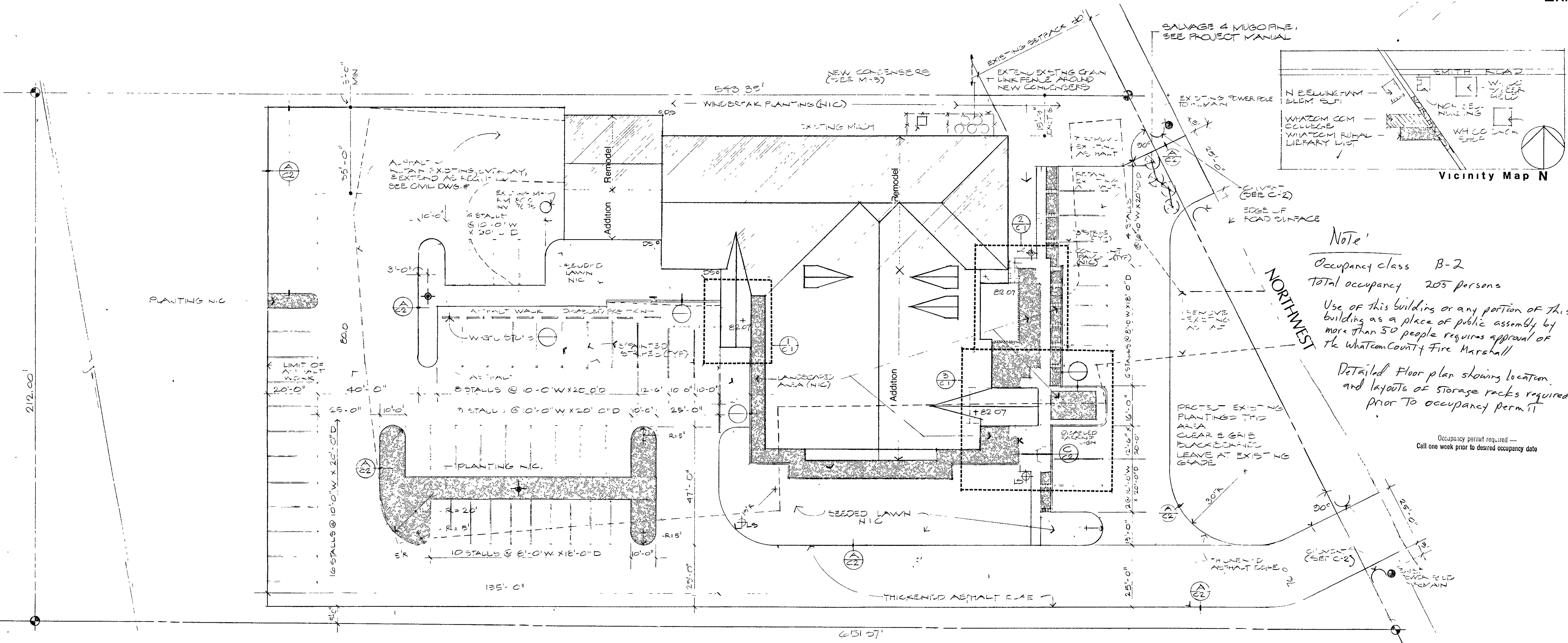
**NOTE:**  
LANDSCAPING N.I.C.  
SEE PROJECT MANUAL

WCLS Service Center  
Additions & Alterations

## CIVIL SITE PLAN & DETAILS

Revised

Proj. No. C-1  
Scale  
Date



## Drawing Schedule

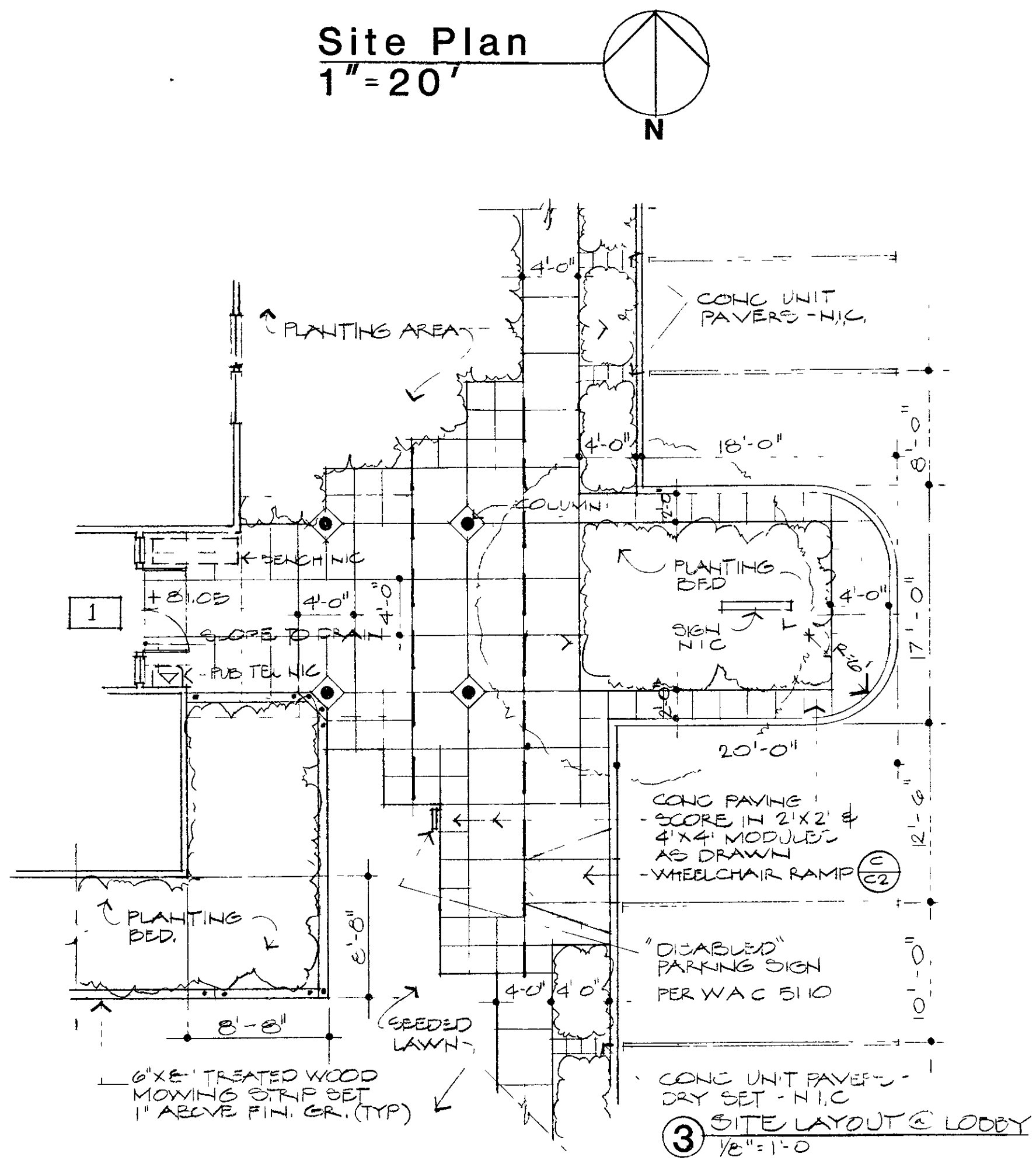
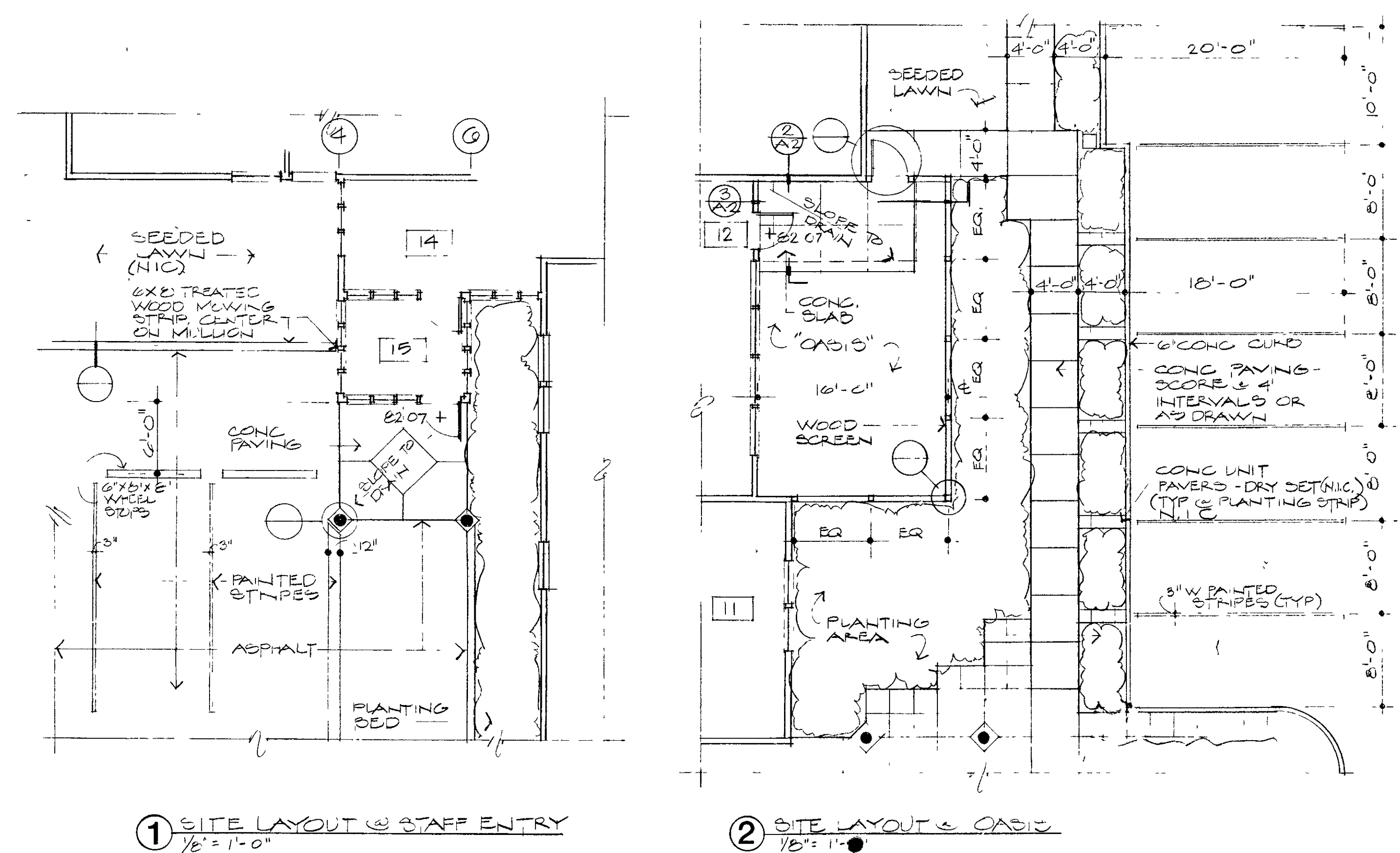
C1. SITE PLAN & DETAILS  
C2. CIVIL SITE PLAN & DETAILS  
C3. DEMOLITION PLAN

S1. FOUNDATION PLAN  
S2. FLOOR FRAMING PLAN  
S3. ROOF FRAMING PLAN  
S4. STRUCTURAL DETAILS  
S5. STRUCTURAL DETAILS

A1. FLOOR PLAN  
A2. ELEVATIONS  
A3. BUILDING SECTIONS & DETAILS  
A4. WALL SECTIONS  
A5. DETAILS  
A6. DETAILS  
A7. INTERIOR ELEVATIONS  
A8. " " " " " "  
A9. " " " " " "  
A10. " " " " " "  
A11. " " " " " "  
A12. " " " " " "  
A13. " " " " " "  
A14. REFLECTED CEILING PLAN

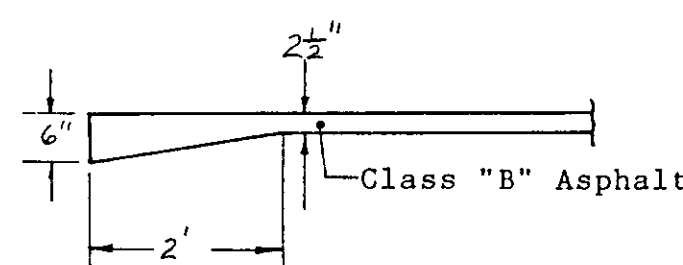
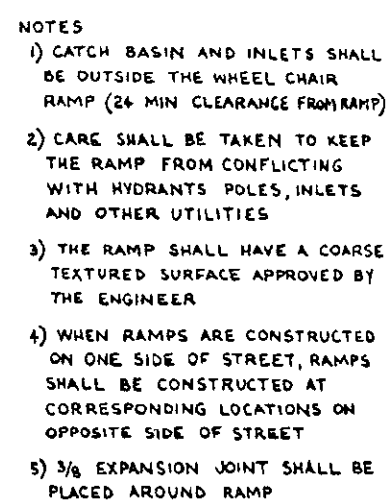
M1. SCHEDULES, DIAGRAMS, LEGEND  
M2. PLUMBING FLOOR PLAN  
M3. HVAC FLOOR PLAN

E1. ELECTRICAL SITE PLAN  
E2. ELECTRICAL POWER  
E3. ELECTRICAL LIGHTING  
E4. ELECTRICAL PANEL DIAG & POWER BOX SCHEDULE





(206) 671-4030 FAX (206) 671-9967



RETAIN EXISTING ASPHALT WHERE  
POSSIBLE AND CONSTRUCT 1½"  
CLASS "B" ASPHALT OVERLAY  
APPLY TACK COAT TO EXISTING/  
SURFACE BEFORE PAVING (TYP.)

CONSTRUCT CLASS "B" ASPHALT —  
PAVEMENT PER ROAD SECTION (TYP.)

CONSTRUCT 50' DRAINAGE DITCH  
SLOPE 1.0% MIN

|                          |       |        |                            |
|--------------------------|-------|--------|----------------------------|
| Install Type I-C C.B. #5 | 78 7  | LEGEND | 78 6                       |
| Rim                      | 78 7  | -----  | TIGHT LINE AND PERF. DRAIN |
| Inv. in (NE)             | 76 45 |        |                            |
| Inv. in (E)              | 76 45 |        |                            |
| Inv. out                 | 76 35 | -----> | CONCEPTUAL FLOW            |

### LEGEND

----- TIGHT LINE AND PERF. DRAIN

CONCEPTUAL FLOW

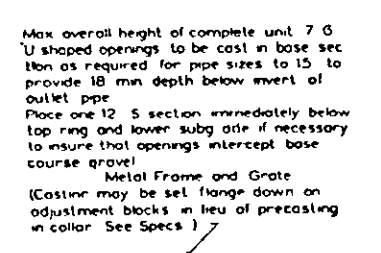
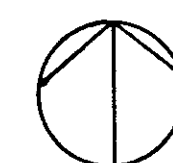
LINES TO C B

798 FINISHED GRADE

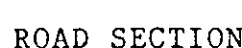
NOTE    CONTOURS SHOWN  
INDICATE EXISTING ELEVATIONS

## PLAN

SCALE 1"=20

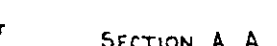


STANDARD PLAN NO. 52  
Type I-C Catch Basin  
1st Report



4" Tight line @ 0.5% Minimum Slope

1/4" Pea Gravel—



## SIDEWALK DETAILS

GENERAL NOTES:

1. ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO APPLICABLE PROVISIONS OF THE "1988 STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION", DOT/APWA AND THE "STANDARD PLANS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION", DOT/APWA.
2. THE CONTRACTOR IS CAUTIONED THAT UNDERGROUND UTILITIES DO EXIST IN THE CONSTRUCTION AREA WHICH MAY INTERFERE WITH EXCAVATION. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO LOCATE THE UTILITIES AHEAD OF THE EXCAVATION AND SHALL BE RESPONSIBLE FOR THEIR MAINTENANCE AND PROTECTION DURING HIS OPERATION.  
  
ANY DELAY OR RESCHEDULING OF THE CONTRACTOR'S WORK CAUSED BY THE RELOCATION OF ANY UTILITIES SHALL BE CONSIDERED AS INCIDENTAL TO CONSTRUCTION AND NO ADDITIONAL COMPENSATION SHALL BE ALLOWED.
3. UTILITY TRENCHES WITHIN DRIVING AREAS SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY IN THE TOP 2 FEET AND TO 90% OF MAXIMUM DENSITY BELOW THE 2 FOOT LEVEL.
4. ALL STORM SEWER PIPE SHALL BE PVC CONFORMING TO SECTION 9-05.12 OF THE STANDARD SPECIFICATIONS.
5. ALL CONCRETE CULVERT PIPE SHALL BE REINFORCED RUBBER GASKET PORTLAND CEMENT CONCRETE PIPE CONFORMING TO SECTION 7 OF THE STANDARD SPECIFICATIONS.
6. REFER TO OTHER DRAWINGS FOR ADDITIONAL INFORMATION ON SITE WORK.