

# **INVITATION TO BID (ITB)**

## **Parking Lot Repair & Maintenance**

ISSUING AGENCY:  
Whatcom County Library System

RELEASED:  
05/20/2026  
CLOSES:  
06/17/2026

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

**WHATCOM COUNTY LIBRARY SYSTEM**  
**Invitation To Bid for**  
**Parking Lot Repair & Maintenance**

**NOTICE**

The Whatcom County Library System (WCLS) is inviting bids from qualified firms to perform parking lot repair & maintenance at its Administrative Services and North Fork library facilities located in Whatcom County.

**I. INTRODUCTION AND BACKGROUND**

Whatcom County Library System (WCLS), invites bid proposals from qualified contractors that can provide minor asphalt repair, crack sealing, asphalt sealing, wheel stop installation, and parking lot painting at its Administrative Services location at 5205 Northwest Dr. Bellingham WA, 98226 and its North Fork library location located at 7506 Kendall Rd. Maple Falls, WA, 98266.

WCLS is a rural county library district serving Whatcom County, Washington. WCLS served an estimated population of about 142,160 as of 2025, with 10 branch libraries, a bookmobile, homebound services, outreach, and its website.

This project is funded by WCLS internal capital funds. The owner has estimated the cost of this work to be no more than \$85,000. WCLS intends to award this project to the lowest responsive responsible bidder for the main scope of work. The scope of work existing in Alternate #1 shall not be used to determine the lowest bid. It is WCLS' intent to evaluate the budget for the project and award the additional work associated with Alternate #1 should there be funds available.

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 sustaining its operations through maintenance of its parking lots.

B. Project Goals

- Repair & maintain the parking lot by ensuring the existing asphalt is protected against further oxidation and weathering.

C. Project Scope Elements:

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

- Preparing existing asphaltic surfaces for sealant by using air compressors, leaf blowers, grinders, and pressure washing the parking lots

- Repair of transition between concrete and asphalt in two locations at the Administrative Services facility
- Installation of wheel stops
- Removal and disposal of dirt and debris
- Sealing cracks in asphalt surfaces using hot-applied asphaltic-based sealant
- Sealing the general surface of existing asphalt surfaces (seal coating) in two coats of even thickness
- Painting / applying thermoplastic markings to ADA and other parking lot lines including crosswalks and speed bumps in colors required by code

D. Project and Site-Specific Scope:

- a. At the North Fork Library, located at 7506 Kendall Rd. Maple Falls, WA, 98266:
  - i. Clean, crack seal, seal coat, and restripe the parking lot (approximately 6,200 Square feet, 31 parking spaces)
  - ii. Replace wheel stops in one location; dispose of old wheel stops
  - iii. Replace existing ADA paint with thermoplastic ADA compliant markings
  - iv. Install new parking lot signage in one selected location
- b. At the Administrative Services facility, located at 5205 Northwest Dr Bellingham, WA, 98226:
  - i. Clean, crack seal, seal coat, and restripe the parking lot (approximately 50,000 Square feet, 65 parking spaces)
  - ii. Install new wheel stops in one location
  - iii. Replace existing ADA paint with thermoplastic ADA compliant markings
  - iv. Alternate #1 (See attachment B): Remove asphalt, excavate and remove roots, install 75 lineal feet of root barrier, backfill, and install approximately 1,500 square feet of new asphalt in this location

**III. OPTIONAL SITE WALKTHROUGHS**

A mandatory walkthrough of the sites is not required. Contractors may attend an optional walkthrough at each site. The non-mandatory walkthrough at the Administrative Services facility will take place on May 27, 2026 at 1PM. The non-mandatory walkthrough at the North Fork library will take place on May 27, 2026 at 3PM. Questions asked and answered about the project during the non-mandatory walkthroughs will be on an informal basis.

**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 responsive 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 Microsoft Teams meeting shall be emailed to prospective bidders and a link placed on WCLS' website one week prior to bid opening. Bid tabulation results shall be emailed to each bidder the day after the RFP deadline. 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 a retainage in connection with this work. In lieu of performance and payment bonds, WCLS will retain 10% of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens as required by RCW 39.08.010.

## **10. Execution of Contract**

The successful bidder must sign and return the Contract and furnish the Performance and Labor & Material Payment Bond (if required), stipulate its retainage selection (if required), supply a certificate of insurance coverage as required by Section 11, 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 this Invitation to Bid, 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 Invitation to Bid 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 [Prevailing Wage Rates](#).

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. Should retainage be required, WCLS will retain five percent (5%) in an account as designated by RCW 60.30.010. The lowest responsive bidder will select their retainage after a Notice Of Award is issued by WCLS.

### **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 3 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 RFP 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 Request For Proposal (RFP)	05/20/2026
Voluntary Intent to Apply notice	open
Optional Site visit w/ prospective Contractors	05/27/2026
RFP questions submission deadline	06/10/2026
<b>Bid submission deadline</b>	06/17/2026
Bid Opening	06/18/2026
Notice of Award sent to successful bidder	06/22/2026
Board of Trustees Contract Approval (if required)	07/21/2026
Contract Execution	07/23/2026
Notice to Proceed	07/24/2026
Project Kickoff Meeting	07/27/2026

**VI. PLAN HOLDER LIST**

WCLS will maintain a plan holder list on the procurement website (<https://www.wcls.org/about-us/rfq/>). The plan holder list will be published no later than Thursday May 28, 2026. The plan holder list will be updated periodically until the Bid Submission Deadline on June 17, 2026. Please email Ryan Cullup ([ryan.cullup@wcls.org](mailto:ryan.cullup@wcls.org)) to be added to the plan holder list.

**VII. 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.

**VIII. 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.

## **IX. PROJECT SPECIFICATIONS**

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Asphalt Repair, Crack Sealing, Seal Coating, Paint Striping, and Vertical Root Barrier Panels (Alternate #1)

#### **1.2 GENERAL NOTES:**

- A. All work and materials shall be provided in accordance with current WSDOT/APWA Standard Specifications, Whatcom County Development Standards (WCDS), ADA law, and shall be subject to approval by Whatcom County Public Works Department, Engineering Division, Engineering Services (PWD) if such approval is required.
- B. Normal working hours are 7:30 a.m. to 5:00 p.m., Monday through Friday. Work during holidays, weekends, and outside the normal work hours requires prior arrangements and approval.
- C. The North Fork library is closed on Mondays. Ideally, all work at the North Fork library will take place on a Monday when the library is closed.
- D. Sight distance required at all intersections per chapter 5, Road Standards, Whatcom County Development Standards
- E. Contractor shall procure a land disturbance permit if so required. If Alternate #1 bid is accepted, a land disturbance permit will be required.
- F. A revocable encroachment permit shall be obtained prior to commencing work within County-maintained road rights-of-way if so required.
- G. All work required to release posted security.

#### **1.3 REFERENCE STANDARDS**

- A. American Society for Testing Materials (ASTM)
  - 1. D 2939-03 Standard Test Methods for Emulsified Bitumen used as Protective Coatings
  - 2. The following ASTM test methods: D140, D466, D529, D244, C88, C131, C117, C127, C123, D1310, D2170, D95, D402, D2171, D5, D113, D2042, D711, D969, D1475, D3960, D2486, E70, D562, D3583, D3236, D5249, D6690, B117, D977
  - 3. Sealcoating meets ASTM D8099/D8099M-17 Standard Specification for Asphalt Emulsion Pavement Sealer and FAA Item P-623 Specification for Emulsified Asphalt Spray Sealcoat.
  - 4. D1074-17 Standard Test Method for Compressive Strength of Asphalt Mixtures
- B. South Coast Air Quality Management District
  - 1. SCAQMD Method 304 – Determination of Volatile Organic Compounds (VOC) In Various Materials.
- C. Washington State Department of Transportation
  - 1. TT-P-1952E Types I, II, and III

2. TTP-1952D
3. TT-P-1952B
4. WSDOT "Standard Specifications for Road, Bridge and Municipal Construction" - current edition. These will be referred to as "State Standard Specifications."

D. Washington State Building Code Council

1. Washington State Amendments to the 2012 International Building Code(link is external)  
(Includes adoption of Appendix E, ICC/ANSI A117.1 - 2003 and the 2009 International Building Code. Effective July 1, 2010)
2. Chapter 51-50 WAC. State building code adoption and amendment of the 2012 edition of the international building code.(link is external)
3. Chapter 70.92 RCW - Provisions in buildings for aged and handicapped persons

**1.4 SUBMITTALS**

A. Product Data

1. Submit manufacturer's product data including O&M and Safety Data Sheets within 30 days of Notice To Proceed for approval by owner's representative

**1.5 PROJECT/SITE CONDITIONS**

A. Ambient Conditions

1. Both surface and ambient temperature must be a minimum of 60°F and rising before applying cold applied crack fillers, oil spot primers, pavement sealers or traffic paints (materials). Ambient and surface temperature shall not drop below 50°F for a 24-hour period following application of materials.
2. Apply materials during dry conditions when rain is not imminent or forecast for at least 24 hours after application.

B. Pavement/Surface Conditions

1. Newly placed (paved) asphalt pavement surfaces should be allowed to cure before applying coatings.
2. New pavement surfaces shall be free of residual oils or chemicals associated with the placement of new asphalt pavement.
3. Aged pavement surfaces shall be cleaned and prepared as recommended in this specification under PART 3 Sections 3.1 through 3.7 of this specification.

**PART 2 PRODUCTS**

**2.1 MATERIAL SUBMITALS**

- A. Submit product information including Safety Data Sheets within 30 days of projected start date.

**PART 3 EXECUTION**

**3.1 EXAMINATION**

- A. Examine pavement surface prior to performing work
- B. Notify owner's representative of any adverse or unacceptable conditions that would affect successful crack sealing, seal coating, and paint efforts or application of materials
- C. Do not commence work until unacceptable conditions are corrected

**3.2 ASPHALT SURFACE PREPARATION**

- A. Surface must be clean and free from all loose material and dirt. Remove grass along edge of pavement to find true edge of pavement. Power blowers, pressure washers, air compressors, mechanical sweeping devices, and push brooms are acceptable cleaning methods.
- B. Tack Coating
  - 1. Tack Coating (priming surface) with asphalt emulsion is beneficial on extremely oxidized and weathered parking surfaces.
  - 2. Apply tack coating where necessary.

### **3.3 ASPHALT CRACK REPAIR**

- A. Hot Applied Crack Sealant/Filling Materials and Methods
  - 1. Cracks must be free from dust, dirt, vegetation and moisture. Clean cracks with mechanical wire brush followed by a compressed air heat lance to remove loose debris and moisture.
  - 2. For all cracks up to 3/4" wide apply hot asphalt: Parking Lot Grade crack sealant shall be melted in a conventional oil-jacketed unit equipped with an agitator.
  - 3. For cracks over 3/4" wide: Route asphalt cracking with router cutting 1/8" from each side of crack. Route to a depth of no less than 3/8"; apply and fill with asphalt sealing mastic. Any asphaltic area with more than 20% crack density shall be discussed for replacement with owner prior to routing.
  - 4. Apply heated Parking Lot Grade crack sealant using a pump and wand system, a crack banding unit, or a pour pot.
  - 5. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for Parking Lot Grade Crack Sealant.

### **3.4 ASPHALT ALLIGATORED PAVEMENT REPAIR**

- A. Repair Alligator Cracks with Full-Depth Hot Mix Asphalt
  - 1. Saw cut and remove the alligatored pavement to the depth necessary to reach firm support (firm base materials).
  - 2. Replace base materials to minimum depth of 3" of 5/8" minus crushed aggregate
  - 3. Prime bottom of patch area and vertical sides of saw cut with asphalt emulsion (tack coat).
  - 4. Fill patch area with fresh hot mix asphalt.
  - 5. Compact fresh hot mix with vibratory-plate compactor or asphalt roller. Finished patchwork shall be flush and level with adjoining pavement.
  - 6. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions.

### **3.5 ASPHALT POTHOLE AND REPAIR**

- A. Asphalt Repair – Potholes
  - 1. Remove loose material, debris and standing water from potholes prior to application.
  - 2. Apply asphalt directly into pothole
  - 3. Compact asphalt patch with a vibratory-plate compactor or asphalt roller. Finished patchwork shall be flush and level with adjoining pavement.

- B. Asphalt Repair - General
  - 1. In selected areas per attached exhibits remove and replace failed asphalt
  - 2. Inspect subgrade materials; grub and remove existing plant material including logs and roots to ensure stable base for new asphalt
  - 3. Replace subgrade fill materials as needed using best industry practices
  - 4. Apply hot asphalt to minimum depth of 3"
  - 5. Compress hot asphalt using a drum roller; compressing to referenced standards for maximum asphalt life.

### **3.6 ASPHALT OIL SPOT PRIMING**

- 1. Prime Oil Spots with an appropriate primer prior to seal coating asphalt
- 2. Wipe or scrape excessive build-up of oil, grease, and gasoline spots. A torch may be used to burn away any residual. Notify owner's representative prior to torch use.
- 3. Apply oil spot primer with brush, roller or sprayer.
- 4. Allow to dry before sealcoating.
- 5. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions.

### **3.7 EMULSIFIED ASPHALT SEAL COAT APPLICATION**

- A. Applying emulsified asphalt seal coat
  - 1. Remove all loose material and dirt from pavement surface. Remove grass along edge of pavement to find true edge of pavement. Power blowers, pressure washers, air compressors, mechanical sweeping devices, and push brooms are acceptable cleaning methods.
  - 2. Equipment used to apply seal coat shall have continuous agitation or mixing capabilities to maintain homogeneous consistency of pavement sealer mixture throughout the application process. Spray equipment shall be capable of mixing and spraying pavement sealer with sand added. Self-propelled squeegee equipment with mixing capability shall have at least 2 squeegee or brush devices (one behind the other) to assure adequate distribution and penetration of sealer into pavement surface. Hand squeegees and brushes shall be acceptable in areas where practicality prohibits the use of mechanized equipment.
  - 3. Mix according to manufacturer directions before applying.
  - 4. Apply two coats as required with coverage rates as suggested by manufacturer entire asphalt area. Allow first coat to dry thoroughly before applying second coat.
  - 5. Allow pavement sealer to dry prior to applying line striping or traffic paint.

### **3.8 TRAFFIC MARKINGS / LINE STRIPING / ADA MARKING**

- A. **SECTION INCLUDES TRAFFIC MARKINGS, LINE STRIPING, ADA MARKING**
  - 1. Applying Traffic Paint / Thermoplastic Marking Decals
  - 2. Remove all loose material and dirt from existing pavement. Freshly applied pavement sealer shall be allowed to cure prior to applying Traffic paint and Thermoplastic Marking Decals
  - 3. Apply Traffic Paint with pressurized line striping spray equipment at wet thickness of 15 to 20 mils.
  - 4. Match existing yellow and white paint striping where applicable.
  - 5. Apply preformed thermoplastic permanent traffic markings to all handicapped parking spots and handicapped areas. Match local codes and ADA law requirements for handicap spot sizing and marking requirements.
    - i. Use: Premark® torch down, preformed thermoplastic available from

FlintTrading, Inc., P.O. Box 160, Thomasville, NC 27361-0160,  
336/475-6600. **Substitutions for this specified product will not be  
accepted.**

- B. Work results
1. Allow paint to dry thoroughly prior to opening to traffic.

### **3.9 PRECAST CONCRETE WHEELS TOPS**

**A. SECTION INCLUDES PRECAST WHEEL STOPS**

1. Precast concrete wheel stops shall be six (6') feet minimum in length and six (6") inches minimum in height. Each wheel stops shall be fixed to the pavement surface with a minimum of two galvanized steel bolts.

**B. MATERIALS:**

1. Concrete for precast concrete wheel stops shall comply with requirements of Section 3.05, Class A-40, Type IIA. An approved air entraining agent shall be added at the time concrete ingredients are mixed with water.
2. Reinforcement shall comply with the requirements of ASTM A615, Grade 40.
3. Anchor bolts shall be one (1") inch in diameter by not less than twenty-four (24") inches long, unless otherwise shown on the Contract Drawings, and shall be galvanized in accordance with the requirements of ASTM A123.
4. Setting cement for bolts shall be a hydraulic type cement which, when mixed with water, will harden rapidly to produce a permanent anchoring bond. It shall contain neither Portland Cement, ferrous metals, nor rust promoting agents. Unit weight shall not exceed 125 pounds per cubic foot. The material shall require no more than 48 fl. oz. of water to 10 lbs. of cement to achieve a pourable consistency and no more than 38 fl. oz. of water to produce a plastic consistency.
5. The compound when prepared in either of the consistencies above shall show no shrinkage on setting, but may exhibit a slight expansion of not more than 0.002 inches per linear inch.
6. Two (2") inch cubes cast from this material shall have the following minimum compression strengths:
  - At age 1 hour: 4500 psi
  - At age 24 hours: 5000 psi

**C. METHODS:**

1. Precast concrete wheel stops shall be manufactured in accordance with the requirements of the approved shop drawings. The Contractor shall be required to furnish shop drawings of the proposed precast concrete wheel stops for approval prior to fabrication. Pre-casting of wheel stops shall be done in accordance with the either subsections (1) or (2), below:
2. When precast wheel stops are supplied by an approved manufacturer, the Contractor shall furnish the manufacturer's certification that the precast wheel stops furnished are, at a minimum, in compliance with the requirements of this Section.
3. The Contractor shall use extreme care in handling and moving the precast concrete wheel stops. Wheel stops damaged in storage, handling, hauling, delivery or setting shall be replaced at the Contractor's expense. All surfaces of the wheel stops which will be exposed after installation shall be smooth and uniform in color with no coarse aggregate showing through. Mortar, used in filling holes, honeycombs or pock marks, shall be a 1:1 mix of Portland cement and sand, colored to match the color of the wheel stop on which it is to be used. Mortar shall be applied to fill all depressions and shall be rubbed flush with adjacent surfaces. Each precast concrete wheel stop to be installed shall be set in place where shown on the Contract Drawings or as directed by the Owner. After being set in place, each wheel stop shall be fixed to the pavement using two galvanized steel anchor bolts. The Contractor shall be required to drill two holes per wheel stop of sufficient depth into the asphalt pavement and install the

anchor bolts and non-shrink hydraulic cement in each hole as shown on the Contract Drawings or as directed by the Owner. The spacing of anchor bolts shall be as approved by the Owner. Equipment used for drilling shall be as approved by the Owner, prior to use. Drilling method shall not cause spalling or other damage to the concrete. Concrete spalled or otherwise damaged by the Contractor's operations shall be repaired in a manner approved by and to the satisfaction of the Owner. Such repair shall be done at the expense of the Contractor. Holes shall have all foreign and loose material removed immediately prior to grout placement.

**D. APPROVED MANUFACTURERS:**

1. Bode's Precast Concrete; 1961 E. Pole Road, Everson, WA
2. Oldcastle Infrastructure; 4029 Bakerview Spur, Bellingham, WA 98226

**3.10 VERTICAL ROOT BARRIER PANELS (ALTERNATE #1)**

**A. SECTION INCLUDES**

1. Root barrier sheet material and installation

**B. SUBMITTALS**

1. Product Data: Submit manufacturer's product data, including installation instructions. Samples: Submit manufacturer's 12-inch by 12-inch sample of root barrier sheet material.
2. Manufacturer's Certification: Submit manufacturer's certification that materials comply with specified requirements and are suitable for intended application. Sustainable Design Submittals: Submit manufacturer's sustainable design submittals for root barrier sheet material.
3. Warranty Documentation: Submit manufacturer's standard warranty.

**C. QUALITY ASSURANCE**

1. Manufacturer's Qualifications: Manufacturer regularly engaged, for a minimum of 10 years, in the manufacturing of root barrier sheet material of similar type to that specified.

**D. DELIVERY, STORAGE, AND HANDLING**

1. Delivery Requirements: Deliver materials to site in manufacturer's original, unopened containers and packaging, with labels clearly identifying product name and manufacturer.
2. Storage and Handling Requirements:
  - Store and handle materials in accordance with manufacturer's instructions.
  - Keep materials in manufacturer's original, unopened containers and packaging until installation.
  - Store materials in clean areas, protected from exposure to harmful weather conditions.
  - Store materials out of direct sunlight.
  - Protect materials during storage, handling, and installation to prevent damage.

**E. AMBIENT CONDITIONS FOR INSTALLATION**

1. During Cold Weather: Do not use frozen materials. Do not use materials mixed or coated with ice or frost. Do not build on frozen Work. During Wet Weather: Do not build on wet, saturated, or muddy subgrade.

**F. PRODUCTS**

**1. MANUFACTURERS**

- Manufacturer: NDS, Inc., 851 North Harvard Avenue, Lindsay, California 93247. Toll Free 800-726-1994. Phone 559-562-9888. Toll Free Fax 800-726-1998. Fax 559-562-4488. Website [www.ndspro.com](http://www.ndspro.com). Email [nds@ndspro.com](mailto:nds@ndspro.com).
- Substitutions: **Permitted**

## 2. MATERIALS

- Root Barrier Sheet Material: Root barrier sheet material, part number RP-4850, part number RP-3650
- Material: Injection-molded, 1-piece polyethylene with UV inhibitors.
- Recycled Content: 50 percent.
- Depth: 24 inches
- Length of individual sheet material: 36 inches or 48 inches
- Total Length of root barrier wall: 75 feet.
- Root Barrier Wall Thickness: 0.040 inch to 0.060 inch.
- Reinforcing Ribs: Vertical, flared, molded, 90-degree, root-deflecting ribs protruding 1/2 inch from wall.
- Spacing: 6 inches to 8 inches on center.
- Sheet Ends: Root-impervious, molded end using staples or sealant to bind to next sheet.
- Color: Black.
- Physical Properties:
  - Wall Thickness: 0.040-Inch
  - Break Strength, ASTM D 638:
    - Machine Direction: 4,238 psi.
    - Transverse Direction: 3,278 psi.
  - Break Elongation, ASTM D 638:
    - Machine Direction: 725 percent.
    - Transverse Direction: 607 percent.
  - Puncture Strength, ASTM D 4833: 111 lbs.
  - Tear Strength, ASTM D 1004:
    - Machine Direction: 46 lbs.
    - Transverse Direction: 42 lbs.
    - Hydrostatic Resistance: 403 psi.
  - Multi-Axial Tensile Properties, ASTM D 5617, Procedure A, Centerpoint Deflection Versus Pressure:
    - Maximum Stress: 1,954 psi.
    - Elongation at Rupture: 31.1 percent.

## 3. MATERIAL ACCESSORIES

Tape: Use to seal ends of sheets. Dual-sided, solvent-based tape. Tuff Industries, Inc.

### A. EXECUTION

#### 1. EXAMINATION

- Examine areas to receive root barrier sheet material.
- Notify Owner of conditions that would adversely affect installation or subsequent use.
- Do not begin installation until unacceptable conditions are corrected.

### B. INSTALLATION

1. Install root barrier sheet material in accordance with manufacturer's instructions at locations indicated on the Drawings.
2. Install root barrier sheet material plumb.
3. Linear/Root Pruning Applications: Place root barrier sheet material directly adjacent to hardscape being protected.
4. Do not allow roots to circle or grow over top of root barrier sheet material.

### C. PROTECTION

Protect Work of this Section from damage during construction.

### **3.11 WORKING TIMES**

#### **A. For Administrative Services:**

1. Working hours are to be limited in order to reduce the effect to owner operations. The contractor will communicate and negotiate a timeline for the work to take place that will minimize deleterious effects to the owner's operations. Preferentially, the owner would prefer work to take place on owner recognized holidays. See attached holiday schedule. A minimum of 21 days' notification is required before beginning work. Before any work is performed, the Contractor shall communicate with the Owner to ensure that there are no special events that would interfere with the planned work.

#### **B. For the North Fork Library:**

1. The library is closed on Mondays. The contractor will make efforts to schedule the work to take place on a Monday, Tuesday, and Wednesday in order to reduce the effect to the owner's operations. Preferentially, the owner would prefer work to take place on owner recognized holidays. See attached holiday schedule. A minimum of 21 days' notification is required before beginning work. Before any work is performed, the Contractor shall communicate with the Owner to ensure that there are no special events that would interfere with the planned work.

### **3.12 WARRANTY**

- A. Contractor will provide a one-year workmanship warranty.

### **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 – Project Scope Area Map
- Exhibit H – Selected Original Plans

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

Bid To: WHATCOM COUNTY LIBRARY SYSTEM                      Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

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 **Parking Lot Repair & Maintenance**. 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): \_\_\_\_\_

Bid amount – Alternate #1 (including all applicable sales tax): \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

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

**Exhibit D**  
**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  
"\_\_\_\_\_" 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 and retainage  
selection if so required, 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:

\_\_\_\_\_

**Exhibit E**  
**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 "\_\_\_\_\_", and may be forfeited to WCLS as provided in the Invitation to Bid.

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

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

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

## Exhibit F

### 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)