

Don Hoch, Director



STATE OF WASHINGTON  
**WASHINGTON STATE PARKS AND RECREATION COMMISSION**

1111 Israel Road SW • PO Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500  
Internet Address: <http://www.parks.wa.gov>

December 20, 2019

Eben Twaddle, President  
Interwest Construction, Incorporated  
609 North Hill Blvd  
Burlington, WA 98233-4600

Re: **Contract No. FW-C1818 - Fort Worden Historical State Park– Sanitary Sewer Replacement Phase 2 & Replace Failing Water System Phase 1**

Dear Mr. Twaddle:

Your firm has submitted the low qualifying bid for the above-referenced project. We are prepared to execute the required contract forms with your firm as we were directed by Dustin Madden, Capital Program Manager.

Enclosed are three (3) sets of the contract, a blank sub-contractor's list, a blank IRS Form W-9 "Request for Taxpayer Identification Number and Certification", and an instruction sheet to assist you.

In the Instruction to Bidders for this project, it states, "Should the successful Bidder fail to enter into a contract and furnish a satisfactory performance bond within 15 (fifteen) days after receiving properly prepared contract forms from the Commission, the certified check, cashier's check, or bid bond may be forfeited as liquidated damages for advertisements and administration of bid procedures." Therefore, please complete the following items and return within the required 15 (fifteen) day period:

1. On all sets of contracts, sign and date the "Declaration of Intent" page and check which box to show whether or not you want to have your retainage placed into an escrow account that you will have to set-up later with your bank.
2. Sign and date all sets of contracts on page two (2). Do not date the preceding page because that represents the date the contracts are finalized by the Commission representative at Headquarters.
3. Verify that your Payment and Performance bond, from your Surety Company is for 100% of the contract amount including Washington State sales tax (that amount would be \$ 1,307,671.91).

4. Submit your Certificate of Insurance on a form and in a format that your insurer advises has been approved for use by the Washington State Office of the Insurance Commissioner.
5. Complete, sign, and date the W-9 Federal Tax ID form and complete the Insurance & Surety Information form.

If you do not complete and return the Sub-Contractors Utilization List with the contracts, the project representative will require it at the pre-construction conference. If there will be no sub-contractors for this project, please check the box that states, "I do not plan to use sub-contractors", sign and date it and return it with your contracts.

We also remind you that the Washington State Department of Labor & Industries has very strict requirements regarding Prevailing Wages and Sub-Contractor Utilization, so be sure you are in complete compliance with all of their additional requirements during the course of this project.

**Return all three (3) sets of contract documents and the required enclosures to:**

**Contracts, Grants & Procurement Services  
Washington State Parks & Recreation  
1111 Israel Road SW – PO Box 42650  
Olympia, WA 98504-2650**

When our processing is completed, we will send you a formal Notice to Proceed Letter and an original signed contract for your files.

Sincerely,



Manuel Iglesias, Contracts Specialist  
Contracts, Grants & Procurement Services

Enclosures

cc: Darrel Hopkins, Region Manager  
Dustin Madden, Capital Program Manager  
Brian Yearout, Region Construction Project Coordinator  
Larry Mallo, Project Representative  
Park Manager  
Fiscal