



# PUYALLUP SCHOOL DISTRICT

*A Tradition of Excellence*

## CAPITAL PROJECTS DEPARTMENT

323 12<sup>th</sup> St. NW  
Puyallup WA 98371  
(253) 435-6655

### INSTRUCTIONS

**STEP 1:** Use the TAB key or MOUSE to navigate to the desired fields and enter information into the form.

**STEP 2:** Please email to [goetscam@puyallup.k12.wa.us](mailto:goetscam@puyallup.k12.wa.us); Fax the signed completed form to 253-841-8640; or mail to the Puyallup School District, Capital Projects Department, 323 12<sup>th</sup> St NW, Puyallup, WA 98371.

If you have any questions, please call Andrea Goetsch, Capital Projects Expediter at 253-435-6655 or email to [goetscam@puyallup.k12.wa.us](mailto:goetscam@puyallup.k12.wa.us).



**REQUEST TO BE ADDED TO SMALL WORKS ROSTER**

In compliance with RCW 28A.335.190, the undersigned requests to be added to the Small Works Roster of Puyallup School District No. 3 and wishes to have the opportunity to submit proposals for the type of work and size of projects as indicated. It is understood that a "no response" to three (3) successive requests for proposals may result in removal from the roster. A written "no bid" response shall not be considered as a "no response".

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

**Mailing Address:** \_\_\_\_\_  
*(Include Street, City, and Zip code)*

**Physical Address:** \_\_\_\_\_  
*(Include Street, City, and Zip code)*

**Telephone Numbers:**  
Office: \_\_\_\_\_ Cell.: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

**Request for quotation should be directed to:**

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

**Type of Organization:**

Sole Proprietor     Partnership     Corporation

Date Formed: \_\_\_\_\_ State: \_\_\_\_\_

**Is your firm licensed by the State of Washington under provisions of RCW 18.27?**

Yes     No

**Contractor's**

**License No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**UBI Number:** \_\_\_\_\_

**Is your firm a member of a purchasing cooperative? (ex. KCDA, National IPA, NJPA, BuyBoard)**

Yes     No    If so, please list \_\_\_\_\_

**Affiliated Companies (list):**

1. \_\_\_\_\_

2. \_\_\_\_\_

**IN ORDER THAT WE MAY PROPERLY EVALUATE YOUR FACILITIES FOR SUBCONTRACTING PURPOSES, IT IS REQUESTED THAT THE FOLLOWING QUESTIONS BE ANSWERED IN FULL.**

**1. List principals -- (owner[s], partners, and corporate officials):**

1.	_____	_____
	<i>Name</i>	<i>Title</i>
2.	_____	_____
	<i>Name</i>	<i>Title</i>
3.	_____	_____
	<i>Name</i>	<i>Title</i>
4.	_____	_____
	<i>Name</i>	<i>Title</i>

**2. Bank(s):**

1. \_\_\_\_\_

2. \_\_\_\_\_

**3. For what type of work do you wish to submit proposals? (Check those that apply. You may also include brochures, if available.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Asphalt Paving and Sealing              | <input type="checkbox"/> Intercom/Telephones             |
| <input type="checkbox"/> Bleachers/Seating                       | <input type="checkbox"/> Kitchen Hood & Duct Cleaning    |
| <input type="checkbox"/> Cleaning                                | <input type="checkbox"/> Landscaping                     |
| <input type="checkbox"/> Commercial Kitchen Equip./Refrigeration | <input type="checkbox"/> Mechanical/Plumbing             |
| <input type="checkbox"/> Concrete                                | <input type="checkbox"/> Moving                          |
| <input type="checkbox"/> Demolition                              | <input type="checkbox"/> Operable Partitions             |
| <input type="checkbox"/> Electrical/High Voltage                 | <input type="checkbox"/> Painting                        |
| <input type="checkbox"/> Electrical/Low Voltage Integrator       | <input type="checkbox"/> Pavement Surfacing and Markings |
| <input type="checkbox"/> Environmental/Hazmat                    | <input type="checkbox"/> Playground and Sports Equipment |
| <input type="checkbox"/> Excavation                              | <input type="checkbox"/> Portable Transporting           |
| <input type="checkbox"/> Fencing                                 | <input type="checkbox"/> Roofing                         |
| <input type="checkbox"/> Fire Sprinkler/Suppression              | <input type="checkbox"/> Sewer/Septic                    |
| <input type="checkbox"/> Floor Coverings                         | <input type="checkbox"/> Signage/Readerboards            |
| <input type="checkbox"/> General Construction                    | <input type="checkbox"/> Swimming Pools                  |
| <input type="checkbox"/> HVAC/Controls                           | <input type="checkbox"/> Welding Fabrication and Repair  |
|  | <input type="checkbox"/> Other (please list below)       |

**Other type of work:**

**4. List principal companies for whom work is performed:**

<i>Company</i>	<i>Address</i>
<i>Company</i>	<i>Address</i>
<i>Company</i>	<i>Address</i>
<i>Company</i>	<i>Address</i>

**5. List previous work experience, if any, with other school districts or state agencies.**

<b>1.</b>	Name and Address of Client	Name & Tel. No. of Contact Person	Approx. \$ value	Date
	Description of work performed			
<b>2.</b>	Name and Address of Client	Name & Tel. No. of Contact Person	Approx. \$ value	Date
	Description of work performed			
<b>3.</b>	Name and Address of Client	Name & Tel. No. of Contact Person	Approx. \$ value	Date
	Description of work performed			
<b>4.</b>	Name and Address of Client	Name & Tel. No. of Contact Person	Approx. \$ value	Date
	Description of work performed			

**SMALL BUSINESS CERTIFICATE:** *“A Small Business is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding, and can further qualify under the criteria established by the Small Business Administration.”*

**6. Vendor Certifies:**     **it is**             **is not** a small business concern.

Total Number of Employees: \_\_\_\_\_

Union Affiliations: \_\_\_\_\_

**7. Will you provide performance/payment bond, affidavit of intent to pay prevailing wages and insurance certificates for work to be performed when required by the District?**

Yes     No

**8. Puyallup School District No. 3 is an equal opportunity and affirmative action employer and the provisions of Executive Order 11246, dated September 24, 1965, as amended, will apply to any work performed by you for Puyallup School District No. 3. Do you comply with these requirements?**

Yes     No

**9. Are you registered with the State of Washington as a minority or woman owned business?**

Yes     No

**10. What are the limits of your general liability insurance?**

*(minimum limit \$1,000,000)*

\_\_\_\_\_

**11. What are the limits of your auto liability insurance?**

*(minimum limit \$1,000,000)*

\_\_\_\_\_

**12. Project size for which you wish to receive requests for proposals:**

\$0 - \$ 15,000     \$15,001 - \$ 50,000     \$50,001 - \$350,000

**13. Brief history of company:**

\_\_\_\_\_  
*Authorized Company Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*