

**TOWN OF TWISP**  
**118 S. Glover, Twisp, WA 98856**  
**(509) 997-4081 – Fax (509) 997-9204**

**To: All Contractors Applying to Work With Twisp**

Complete and return the attached application to Twisp Town Hall. You can fax to 509-997-9204 or mail (Town of Twisp, Attn: Clerk, PO Box 278, Twisp WA 98856).

**Qualifications.** Twisp seeks only those firms that meet the qualifications below:

- Hold a State of Washington contractors license and required bonding at the time of application and throughout enlistment on the roster;
- Hold specified insurance at the time of application and throughout enlistment on the roster;
- Companies that have been in business two consecutive years prior to application;
- Companies that have an understanding of the State prevailing wage requirements and can provide the necessary reports.
- Companies that have a responsible claims history, strong safety record and strong financial history.

The Town of Twisp uses this Roster to invite contractors to bid on projects under \$200,000. The Town invites at least five contractors, qualified in particular specialty, to submit quotes. Retainage will apply to all projects. Projects above \$30,000 require Performance and Payment Bonds. The lowest responsive and responsible bidder is selected. Proof of insurance is also required.

**Prevailing wages are required on every project.** Costs to file prevailing wage statements with the State of Washington are borne by the Contractor. The Town must receive all prevailing wage forms before invoice payments can be made.

The Town shall discard applications that are not complete or not acceptable. Companies may submit a new application at a later date; the Town receives applications year-round. If there is a change in business ownership or status the Contractor should reapply. Applications will be kept on the roster from year to year unless the Town advertises that all contractors have to reapply.

Please access our website at [www.townoftwisp.com](http://www.townoftwisp.com) to verify that your company is on the shared roster or for other information.

Thank you for your interest. If you have questions, call Town Hall, at 509-997-4081.

Sincerely,

Colleen G. Storms  
*Clerk/Treasurer, Town of Twisp*

**TOWN OF TWISP  
SMALL WORKS ROSTER  
ENROLLMENT APPLICATION  
CONSTRUCTION CONTRACTORS**

Return this application by mail or fax to:  
FAX: 509-997-9204

(This application is 4 pages plus the W-9 Form)  
Incomplete applications will be discarded.

**Town of Twisp**

Attn: Colleen Storms  
PO Box 278  
Twisp, WA 98856  
Telephone: 509-997-4081 Fax: 509-997-9204  
E-Mail: clerktreasurer@townoftwisp.com

Company Name (as licensed): \_\_\_\_\_ Date Established Current Business: \_\_\_\_\_

You do not need to have a formal government certification to check these boxes (Self-designated).

Woman Owned     Minority Owned     Federal Disadvantaged Business

**Business Classification:**

Individual/Sole Proprietor                       Limited Liability Company  
 Partnership     Corporation

List Owners or Officers	Title	Mailing Address	Phone #

Contact Person: \_\_\_\_\_ Contact's Title: \_\_\_\_\_

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

Physical Address (if different): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person Cell Phone: \_\_\_\_\_ Contact's Email: \_\_\_\_\_

Washington State Contractor License Number: \_\_\_\_\_

*Note: A State Contractor or Specialty License is a minimum requirement to submit an application.*

UBI Number: \_\_\_\_\_ Federal Tax ID or Social Security # \_\_\_\_\_

<p>(For Town use only)</p> <p>(Contractor's License Expiration date: _____)</p> <p>(L &amp; I Account open and current- checked on this date: _____, _____, _____)</p>
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### Minimum Qualifications

Minimum qualifications must be met. The Town Clerk/Treasurer reserves the right to reject at any time, including after an initial inclusion on the Roster, if the applicant is not responsible in the opinion of the Clerk/Treasurer.

- Do you have a current valid Contractors license and will you maintain the license while on the Roster? Yes:\_\_\_No:\_\_\_
- Do you have experience with the Washington Prevailing Wage requirements and will you provide our required reports? Yes:\_\_\_No:\_\_\_
- Does your company have bonding capacity for up to \$200,000? Yes:\_\_\_\_\_No:\_\_\_\_\_ If not, please state your limit: \$\_\_\_\_\_.
- Have you been in business at least 2 years without interruption? Yes:\_\_\_\_\_No:\_\_\_
- Do you maintain a current account with L & I and provide coverage on your employees and have a strong claims history, strong safety record? Yes:\_\_\_No:\_\_\_
- Does any employee or official of any of the Town of Twisp have any financial or other interest in your firm, which you know of? Yes:\_\_\_\_\_ No:\_\_\_\_\_ If so, name:\_\_\_\_\_

### Insurance Requirements

Applicant must have the following minimum insurance coverage in place at the time of application.

General liability insurance of at least \$1,000,000 per occurrence;

\$1,000,000 aggregate, Combined Single Limit (CSL);

Automobile liability of at least \$1,000,000 per accident CSL; and

Ability to name the Public Agency as an Additional Named Insured

Do you currently maintain the minimum required insurance coverage? Yes:\_\_\_No:\_\_\_

If no, describe any differences to the specified coverage amounts: \_\_\_\_\_

Are there any current claims that are pending against this insurance policy? Yes: \_\_\_No:\_\_\_

### Contractor Financial History

During the past five years, has the contractor been involved in any:

- Construction bond forfeiture; Yes:\_\_\_No:\_\_\_
- Construction litigation; or Yes:\_\_\_No:\_\_\_
- Claims exceeding ten percent of the contract price? Yes:\_\_\_No:\_\_\_

### Contractor History

Provide dates current company has been a licensed active contractor: \_\_\_\_\_

From

To

Has the company or any principal of the company been in bankruptcy, reorganization or receivership within the past seven years? Yes:\_\_\_\_\_No:\_\_\_: If yes, give date: \_\_\_\_\_

Has any principal or owner been convicted of a felony? Yes:\_\_\_No:\_\_\_

Has the company ever been disqualified by any public agency from participation in public contracts (including federal disbarred list)? Yes:\_\_\_ or No:\_\_\_ If yes, explain:

**Contractor Safety Experience**

- ☐ **SOLE PROPRIETOR:** The section below **will not apply to sole proprietors who never use employees or subcontract labor.** Check this box only if you are a sole proprietor without workers and skip the next section.

List contractor’s L & I Compensation Experience Modification Rate for the two most recent years. If score is above 1.0, provide explanation. Rates above 1.0 are subject to rejection. **This rate is given to you every year from Labor & Industries prior to January 1st. Your company receives a rate report each year, with these rates indicated. You can attach these forms if you prefer. If you don’t know this rate, call L&I or check their website at <https://fortress.wa.gov/lni/crpsi/>.**

Current Year Rate \_\_\_\_\_ Last Year’s Rate \_\_\_\_\_

Explanation of rates above 1.0: \_\_\_\_\_  
\_\_\_\_\_

**I swear under penalty of perjury that the above and attached information is correct, and that there are no known personal and/or organizational conflicts of interest, which are prohibited by law:**

**Authorized Company Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For (Company Name):** \_\_\_\_\_

*For Town Use Only*

\_\_\_\_\_  
Colleen G. Storms, Clerk/Treasurer

Date Received by Twisp: \_\_\_\_\_

# TOWN OF TWISP SMALL WORKS ROSTER APPLICATION

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

**Our company is available for emergency work:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Check all box(s) that describe the type of work your firm is qualified to perform.  
Add clarifying comments if helpful:**

**General Construction – Streets:**

- Asphalt/Concrete Paving
- Asphalt Demolition
- Asphalt Patching
- Chip Sealing
- Concrete – Curb & Gutter/Sidewalks
- Concrete/Asphalt Wheelchair Ramps
- Grading
- Channelization

**Electrical:**

- Street Illumination
- Traffic Signals

**General Construction – Utilities:**

Water Main Installation

- 12” and smaller
- 14” and larger

Sanitary/Storm Sewer Installation

- 10’ and less in depth
- Greater than 10’ deep

Sanitary/Storm Sewers Maintenance

- High velocity jetting of sanitary sewers
- Grouting of sanitary sewers
- Storm drain vactoring and cleaning
- Inflow and infiltration inspection/control
- Industrial pump repair
- Trenchless Pipe Installation

**Specialty Contractors:**

- Fencing
- Hydro-seeding
- Landscape/Irrigation Installation
- Landscape Maintenance
- Side Sewer Construction -  
(Separate Permit Required)
- Sidewalk Repair
- Guardrail Construction
- Swimming Pool Construction/Maint.
- Traffic Control Specialist

**Building & Specialty Construction:**

- Alarm Systems
- Asbestos/Lead Abatement
- Building Construction
- Carpentry/Remodeling
- Commercial Electrical
- Concrete (retaining walls, foundations, flat work)
- Demolition
- Floor Coverings
- HVAC
- Hazardous Materials Removal/Clean-Up
- Insulating
- Maintenance (window washing, carpets)
- Masonry
- Painting
- Plumbing
- Property Refuse Removal/Disposal
- Roofing
- Sprinkler Systems (fire)
- Underground Storage Tank Removal
- Waterproofing/Coating/Sealants
- Welding
- Windows/Glazing

**Earthwork**

- Excavation/Trucking
- Grading
- Erosion Control
- Dump Truck Hauling

**Other**

- Energy Auditing
- Low Voltage
- Pest Control
- Sidewalk Clearing
- Snow Clearing/Grading- Streets
- Street Sweeping- Mechanical
- Telephone Wiring/Installation
- Water/Sewer Damage Clean-Up
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_