**Request for Quotes – <Project Name>**

Quote Request Date:

Quote Return Date:

Site Location:

Work Timeframe:

Project Manager:

**Scope of Work:**

**Requirements:**

* Licensed and Bonded
* Prevailing wage is required and shall be included in the quote. Intent must be filed on LNI website before initial payment. The final payment will be made after affidavit of wages have been approved and state agencies have released. <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/#required-documents-for-doing-the-work>
* Insurance Certificate – Requirements: <https://shorturl.at/aDEY3>
* W9 Shall be Provided Prior to Issuance of P.O. – <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
* Separate out *Sales Tax*. (Lowest bid will be based on the total price before Sales Tax)
* City Business License – <https://cityofpt.us/finance/page/business-licensing>
* 10% Retainage – <https://shorturl.at/wxCDL>
* Title VI: Neither the City of Port Townsend nor its contractors, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000d, will discriminate on the grounds of race, color, or national origin.

**Enclosed:**