



PUBLIC UTILITY DISTRICT NO. 1

OF MASON COUNTY

N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS

MIKE SHEETZ, Commissioner

JACK JANDA, Commissioner

RON GOLD, Commissioner

Request for Proposals

Potable Water Reservoir/Tank Inspection and Cleaning

NOTICE IS HEREBY GIVEN THAT PUBLIC UTILITY DISTRICT No. 1 OF MASON COUNTY, WASHINGTON, does hereby invite bids from qualified, responsible bidders specializing in tank inspection and cleaning for potable water reservoirs. **Inspections and cleanings shall be completed by December 1, 2026. Final reports shall be submitted to Mason PUD 1 by December 30, 2026.**

SUBMISSION DEADLINE:

Bids must be submitted to Brandy Milroy, electronically at brandym@mason-pud1.org by mail to 21971 N. US Hwy 101, Shelton, WA 98584, no later than **Wednesday May 20, 2026 at 4:00 p.m.** Bids received after deadline will not be considered. The District's email will serve as the official date/time stamp for submittals.

Questions may be submitted to Brandy Milroy at brandym@maosn-pud1.org and answers will be posted on the District's website www.mason-pud1.org/bids/ next to the bid announcement so all bidders receive the same information.

All bidders must be registered on the District's small works roster online at MRSC Rosters www.mrscrosters.org.

DISTRICT OPTION TO REJECT ALL BID PROPOSALS:

The District may, at its sole discretion, reject any or all bid proposals submitted. The District shall not be liable for any costs incurred in connection with the preparation and submittal of any bid proposal. The District reserves the right to waive any informality in a submitted proposal.

SCOPE OF WORK:

Please see Attachment A.

PREPARATION AND CONTENT OF THE PROPOSAL:

Proposal submissions should be transmitted electronically **via email** in either MS Word or Adobe PDF format and contain the following information:

- Scope of work for inspection and cleaning including standard sediment level removal
- Inspection procedure including video recording format and final report format
- Method of reservoir cleaning including underwater operations
- Total number of days to inspect and clean all the tanks
- Price for inspection and cleaning each tank including prevailing wages



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- ❑ Total price for all services including applicable sales tax and prevailing wages
- ❑ Hourly price for additional labor and repairs

- ❑ Additional costs for:
 - Per hour for additional labor and/or repairs
 - Per tube of epoxy or other sealant for sealing minor cracks
 - per inch for removing additional sediment

Per hour for de-chlorination.

Additional Contractor Requirements

- Prior experience: Contractor shall have been in business for a minimum of five (5) years.
- The Contractor shall maintain during the life of this contract, including warranty period, commercial general liability insurance, and automobile insurance as shall protect against claims for damages resulting from (1) bodily injury, including wrongful death, and (2) property damage including loss of use thereof, and products/completed operations with the minimum policy limits of \$1,000,000.00, naming the District as an addition insured. (See all insurance requirements in the Agreement and General Conditions.)
- The Contractor is to provide a good and sufficient Payment and Performance Bond acceptable to the District and in accordance with the provisions of Chapter 39.08 RCW, and payable to Mason County PUD No. 1 in an amount of not less than one hundred percent (100%) of the total value of the project.

- Responsible Bidder Criteria:
 - A. It is the intent of the District to award a contract to the low 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 the District 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:
 - i. Have a current Washington Unified Business Identifier (UBI) number;
 - ii. If applicable, have:
 1. Industrial Insurance (workers compensation) coverage for the contractor's employees working in Washington, as required in Title 51 RCW;
 2. A Washington Employment Security Department number, as required in Title 50 RCW;
 3. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 4. An electrical contractor license, if required by Chapter 19.28 RCW
 5. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).



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6. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation.
 7. Have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW. The bidder must designate a person or persons to be trained on these requirements. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection.
 8. Within the three-year period immediately preceding the date of the bid solicitation, the Bidder shall not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.4.082, any provision of Chapter 49.46, 49.48, or 49.52 RCW. Before award of public works contract, a Bidder shall submit to contracting agency a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the Bidder is in compliance with the requirement.
- iii. Subcontractor Responsibility: The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parities. Upon request of the District, the Contractor shall promptly provide documentation to the District demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.
1. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following Bidder responsibility criteria:
 2. Have a current certificate of registration in compliance with Chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal:
 3. Have a current Washington Unified Business Identifier (UBI) number;
4. If applicable, have:



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- a) Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - b) A Washington Employment Security Department number, as required in Title 50 RCW;
 - c) A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW
 - d) d. An electrical contractor license, if required by Chapter 19.28 RCW;
5. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
 6. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation.
 7. Have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW. The bidder must designate a person or persons to be trained on these requirements. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection.
 8. Within the three-year period immediately preceding the date of the bid solicitation, the Bidder shall not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of Chapter 49.46, 49.48 or 49.52 RCW. Before award of a public works contract, a Bidder shall submit to the contracting agency a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the Bidder is in compliance with this requirement.

Public Records Act:

All bids, contract documents and related materials (collectively, "Materials") submitted in connection with any proposal or bid are subject to public review and approval by the Board of Commissioners. Contractor acknowledges and agrees to such public review and approval. With limited exceptions, all Materials submitted become public records and are subject to the provisions of RCW Chapter 42.56 (the "Act"). In most instances, all Materials will be subject to inspection and copying by the public.



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Any specific part of the Materials that is claimed to be confidential information or otherwise exempt from disclosure under the Act must be clearly identified as such by the Contractor by marking each page "PROPRIETARY AND CONFIDENTIAL" in capital letters and in a manner that makes the claim immediately obvious and identifiable. Contractor agrees that Materials which are not so marked may be inspected, copied, or both by the public, at the District's discretion.

If a request is made for inspection, copying, or both of any Materials, the District will review the Materials to determine if any are marked "PROPRIETARY AND CONFIDENTIAL." For Materials appropriately marked, the District agrees that it will notify Contractor of such request and provide at least five (5) days written notice of such request prior to public disclosure of the documents. The Contractor may take such efforts to assert or exercise any rights available to Contractor under the Act to prevent or limit such public disclosure or access at Contractor's sole and exclusive expense

PREVAILING WAGE:

All contractors and subcontractors are required to pay Washington State prevailing wages. View prevailing wage rates at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>, rates, or view a copy at Mason County PUD No. 1's office at N. 21971 Hwy 101, Shelton, WA.

DISADVANTAGED BUSINESS ENTERPRISE:

Mason County PUD No. 1 is an equal opportunity employer; small business, minority and women owned firms are strongly encouraged to apply.

PROPOSAL SELECTION AND EVALUATION:

SELECTION PROCESS

The District reserves the right to act as sole judge of the contents of the proposals and for selection of a contractor. The award of a contract will be based on the lowest responsive proposal submitted from a responsible contractor.

Adherence to Form

All proposals submitted in response to this RFP must adhere to the format set forth in this RFP. Failure of the contractor to adhere to this format may eliminate their proposal from any further consideration.

Required Additional Material

All bidders shall submit a brief statement of their proposed work schedule and work objective to achieve the required scope of work, description of qualifications with the total number of employees available to service this contract, and list a minimum of three (3) client references; and any other information which would be beneficial to the District for purposes of evaluating this proposal.

EVALUATION PROCESS



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Evaluation of the proposals and their cost effectiveness to the District will be made by the District's management team. The management team will evaluate all information provided in the proposal documents to determine the compliance to requirements set forth in this RFP, and responsible qualifications of the individual(s) or firm(s) submitting a proposal.

EVALUATION CRITERIA

The evaluation and determination of the fulfillment of the following requirements will be made by the District and its judgment will be final. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Criteria to be used in the selection process will include, but may not be limited to, the following considerations:

- **Cost**- To be considered cost effective, a proposal shall provide the required services at the lowest cost to the District.
- **Contractor's Experience** - Of particular interest will be those services provided to projects of similar size and scope of service.
- **Contractor's Capability** - Contractor's proposed scope of work, suggested materials, and visual enhancements.
- **Contractor's Understanding of the Work** - Demonstration of the Contractor's understanding of the magnitude and complexity of the maintenance services and expertise required to perform successfully under the contract. Ability to comply with minimum specifications as set forth in scope of work.

INVOICING:

Contractor shall provide time and material invoices for each project to the District at the completion of each project in a format acceptable to the District for work performed to the date of the invoice.

ATTACHMENTS:

- A - Scope of Work
- B - Reservoir RFP Quotation Sheet & Map of Site Locations
- C - Sample Service Contract



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Attachment A - SCOPE OF WORK

The Contractor shall:

- Inspect all reservoirs for sediment and defects.
- Clean as necessary to remove all sediment, debris, and bacteria harboring media, for reservoirs Alderbrook 1, 2, 3, and Madrona Beach.
- Clean as necessary to remove all sediment, debris, and bacteria harboring media, for Highland Estate tanks. These tanks will be drained prior to inspection and cleaning being completed.
- Record all procedures using cameras capable of focusing on the entire interior surface with high resolution video to include narration. Video record shall play back in Microsoft Media Player.
- Provide live video feed and live voice communication for monitoring of entire procedure.
- Defects shall be noted on inspection report, with owner option for repair.
- Final report of inspection findings and recommendations to be provided in Adobe PDF format and sent on USB drive, compact disc, or by electronic mail (email).
- Inspections and cleanings shall be completed by **December 1, 2026**.
- Final reports shall be submitted to Mason PUD 1 by **December 30, 2026**.
- Guarantee all bids are valid for a minimum of thirty (30) days from date of submission.

Reservoirs (Alderbrook 1, 2, 3, and Madrona Beach) will be left in service during cleaning, if possible. Highland Estate tanks will be taken off line one at a time and drained before inspection and cleaning is completed. Inspection and cleaning procedures shall not create any visible turbidity in water column. Preferred cleaning equipment 'scrubs' the interior surface utilizing a rotating brush, or approved equal method or equipment.

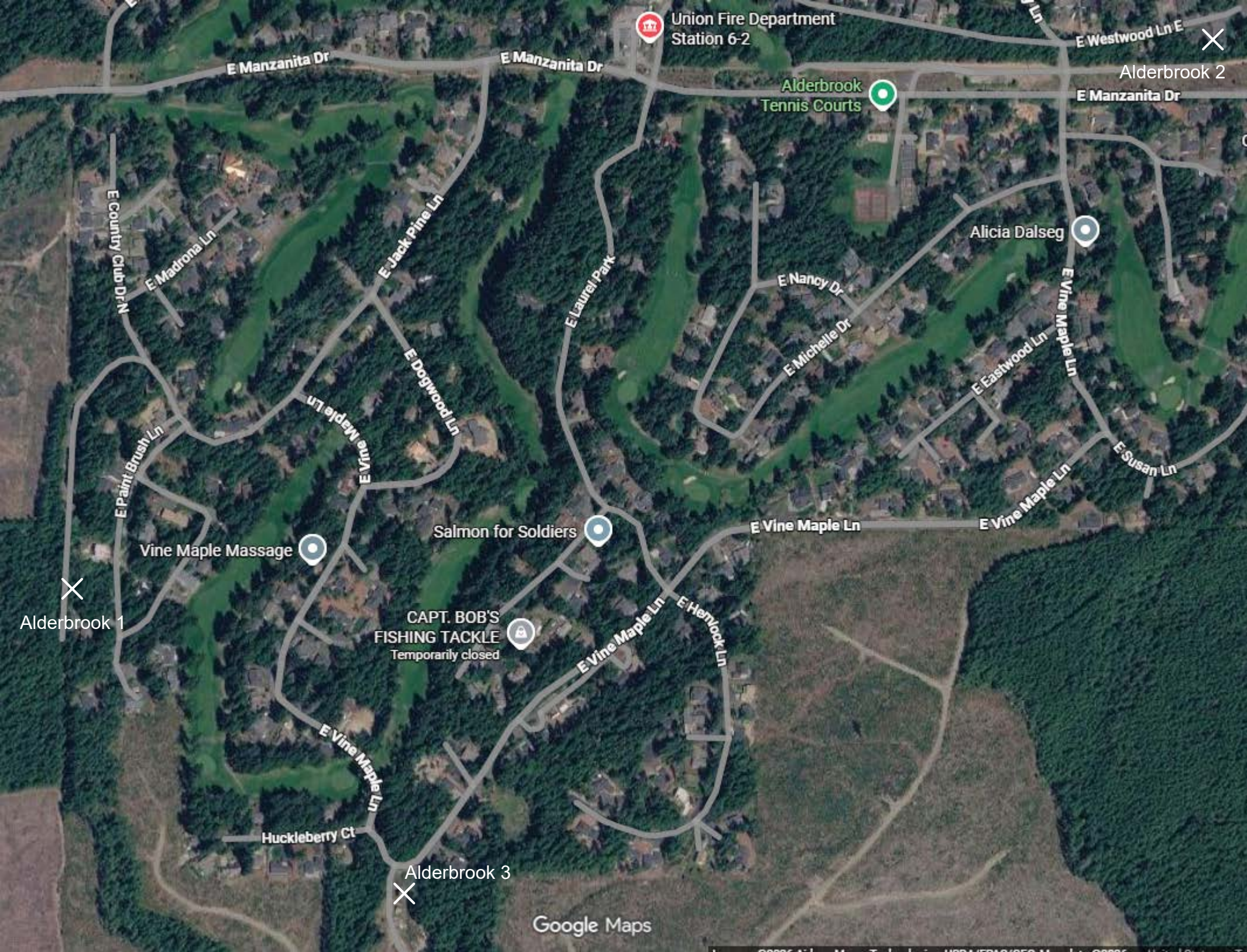
All divers entering reservoirs/tanks must wear a disinfected vulcanized rubber dry suit and hard hat or helmet dedicated for use in potable water. SCUBA and full face mask gear is not acceptable.

All dive equipment and procedures must meet WISHA, OSHA, ANSI, and ACDE regulations and guidelines. Additionally, procedures for potable water reservoir cleaning (including disinfection) must meet AWWA C652-02 and Washington State Department of Health established guidelines.

Attachment B - QUOTATION SHEET

**Mason County PUD No. 1 2026
Reservoir Inspection & Cleaning**

System Name	Height	Diameter	Volume	Hatch Size	Material	Style	Ladder	Vehicle Access	Power On Site	Last Inspected	Unit Bid Price
Alderbrook Well 1 570 E Jack Pine Ln, Union	30'	24'	101, 516	24"x24"	steel	stand pipe	interior & exterior	yes	yes	2021	
Alderbrook Well 2 across from 71 E Westwood Ln E, Union	30'	24'	101,516	24"x24"	steel	stand pipe	interior & exterior	yes	yes	2021	
Alderbrook Well 3 adjacent from 871 E Vine Maple Ln, Union	25'	26'	99,284	30"x48"	concrete	stand pipe	interior & exterior	yes	yes	2021	
Highland Estates 50 SE Springs Pl, Shelton Each tank will be taken off line, one at a time and drained prior to instection and cleaning.	4 tanks 7'	14'	1,028	24" diamater	pvc	stand pipe	none	yes	yes	2021	
Madrona Beach across from 6031 E SR 106, Union	10'	14'	11,515	36"x40"	concrete	stand pipe	interior	NO , steep hill	yes	2021	



Union Fire Department
Station 6-2

Alderbrook
Tennis Courts

Alicia Dalseg

Salmon for Soldiers

Vine Maple Massage

CAPT. BOB'S
FISHING TACKLE
Temporarily closed

Alderbrook 1

Alderbrook 2

Alderbrook 3

Google Maps



106

E State Rte 106

Madrona Beach Ln

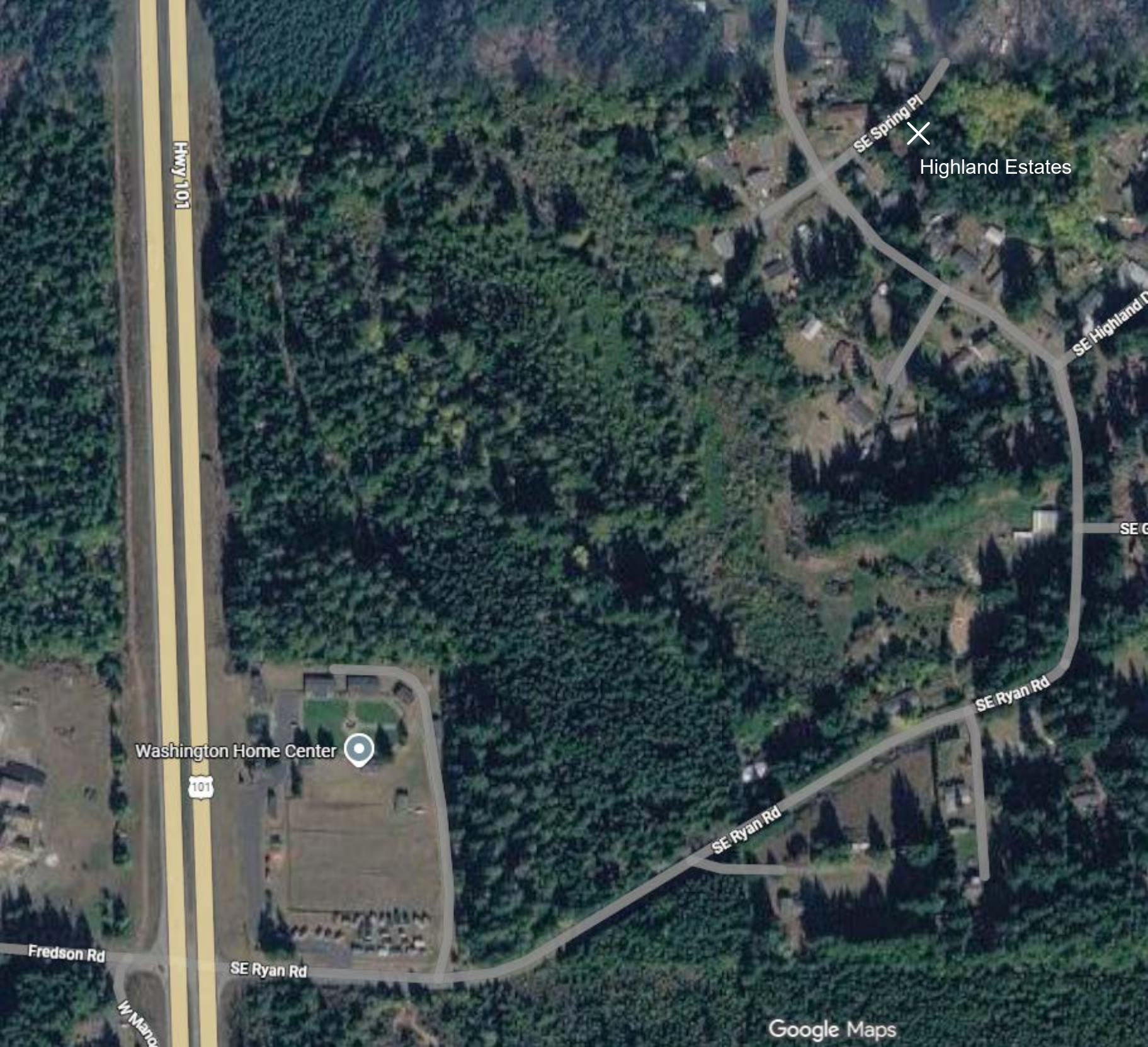
Madrona Beach Ln

106

Madrona Beach



E State Rte 106



Hwy 101

SE Spring Pl

Highland Estates

SE Highland D

SE C

SE Ryan Rd

SE Ryan Rd

Washington Home Center

101

Fredson Rd

SE Ryan Rd

W Manon

Google Maps



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Attachment B

Contract No. **X-#####**

Date Month Day, Year

STATE OF WASHINGTON

SERVICE CONTRACT

For Project

THIS CONTRACT made and entered into this **day** day of **month year**, shall be the agreed basis of performing the following work by and between Public Utility District No. 1 of Mason County, referred to as the Owner, and contractor, hereinafter referred to as the Contractor.

WITNESSETH: Whereas the parties hereto have mutually covenanted and by these presents do covenant and agree with each other as follows:

FIRST: The said Contractor agrees to furnish material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the contract documents entitled:

Project No. **X-#####**

Description of work being done.

according to the terms of the contract documents shall include, if applicable, Request for Bids form, Instruction to Bidders, General Conditions, Supplemental Conditions, Bid Proposal, Technical Specifications, Drawings, and Exhibits, and all modifications incorporated in the documents and this Contract. Contractor agrees to abide by all applicable laws, rules and regulations related to the project including, but not limited to, prevailing wage, district insurance requirements, retainage requirements, and licensing requirements. The Contractor shall maintain during the life of this contract such Commercial General Liability Insurance, and automobile insurance as shall protect against claims for damages resulting from (1) bodily injury, including wrongful death and (2) property damage including loss of use thereof, which may arise from or in consequence of the operations under this contract whether such operations be by the Contractor, any subcontractor or anyone directly or indirectly employed by either of them, with minimum policy limits of one million dollars (\$1,000,000.00) combined single limits and a provision that PUD 1 will be named an additional insured.

SECOND: The Contractor shall release, defend and hold harmless PUD 1 entirely without cost to PUD 1 and pay and/or satisfy any and all judgments and decrees which may be rendered against the utility or any of its officers and/or agents, together with any interest thereon and all the court costs for any actions of contractor's subcontractor or the Contractor or the subcontractor's agents, for any death, injury or damages to persons or



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property caused by the negligence or alleged negligence of the Contractor or the Contractor's subcontractors, or the Contractor or the subcontractor's employees or agents, and shall protect, indemnify, and keep and save harmless to PUD 1 and to its commissioners, officers, employees, agents, or authorized representatives for and from all suits, cost, damages, expense, judgments or decrees whatever arising out of such action or suits as may be brought as aforesaid.

THIRD: The Contractor is an independent Contractor and in the performance of work under this agreement shall pay all taxes, assessments or payments of every kind required by the State of Washington, or any subdivision, or agency thereof, and shall pay all assessments or payments required by the Federal Government or any agency thereof, in connection with the performance of this agreement and shall further carry Workmen's Compensation on all employees.

FOURTH: Time for Completion: The work to be performed under this contract shall commence as soon as the Contractor has been officially notified to proceed and shall be completed within ____ consecutive days after the date of notice to proceed, or no later than Month Day, Year.

FIFTH: In consideration of the Performance of the work, herein contained on the part of the Contractor, the Owner hereby agrees to pay the Contractor for said work completed according to the Contract Documents, the sum of \$#####.##, including 8.5% Sales Tax and consisting of the following:

BASE BID	\$ _____
SALES TAX	\$ _____
TOTAL CONTRACT AMOUNT	\$ _____

IN WITNESS WHEREOF: The Owner, has caused this Contract to be subscribed in its behalf, and the said Contractor has signed this Contract the day and year first above written.

Contractor:

Owner:
Public Utility District No. 1 of Mason County

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Washington State Contractor's
 License No. _____



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CONTRACTOR'S OPTION: Payment and Performance Bond Waiver

It is hereby requested that the payment and performance bond requirement be waived for the subject contract, and 50% of the amount of the contract withheld for a period of forty-five (45) days after the date of final acceptance, and/or until receipt of all necessary releases from the Department of Labor and Industries, and Department of Employment Security, and settlement of any liens filed under Chapter 60.28. RCW, whichever is latest, as set forth in RCW 39.08.

Contractor _____

Signature _____

Name/Title _____

Date _____



Public Utility District No. 1 (District) is a Washington municipal corporation, a government entity that is subject to the requirements of the Washington Public Records Act, Chapter 42.56 of the Revised Code of Washington (the "Act"). District agrees that upon receiving any request pursuant to the Act for public access to or disclosure of information associated with Bidder's financial information or any other confidential information defined by Bidder as confidential in District's possession or control, District will notify Bidder of such request and provide at least 5 days written notice of such request prior to public disclosure of the documents. Bidder may take such efforts to assert or exercise any rights available to Bidder under the Act to prevent or limit such public disclosure or access at Bidder's sole and exclusive expense.