



WASHINGTON  
**APEX**  
ACCELERATOR  
FORMERLY WASHINGTON PTAC

# Preparing to Bid

**Flooring and Flooring Installation**

February 5, 2025

While we wait to get started,  
Introduce yourself in the Chat.

# Agenda

- Why today?
- About APEX Accelerator, formerly PTAC
- Solicitation history
- Review of the Opportunity
- Pre Bid Check List – Interactive! Have the solicitation and check list ready
- Bid or No-Bid Decision
- Resources

# About APEX Accelerator

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## Funding

- Funded in part by the US Department of Defense since late 1980's
- Supported locally by Washington State, Green River College, and economic development organizations

## Mission

- Increase government contracts and subcontracts to Washington firms
- Focus on small, minority, women, and veteran owned firms

## Reach

- 17 advisors across the state
- Serving 1400 businesses each year who win \$300 million in contracts and subcontracts



### 1 Kitsap Economic Development Alliance

Mary Jo Juarez, Terry Homburg, James Davis  
[kitsap@washingtonapex.org](mailto:kitsap@washingtonapex.org)



### 2 Thurston Economic Development Council

Grady Smith  
[thurston@washingtonapex.org](mailto:thurston@washingtonapex.org)



### 3 Columbia River Economic Development Council

Julia Krivoruk  
[swva@washingtonapex.org](mailto:swva@washingtonapex.org)



### 4 Economic Alliance Snohomish County

Cara Buckingham, Mark Johnson  
[snohomish@washingtonapex.org](mailto:snohomish@washingtonapex.org)



### 5 Green River College

Darrell Sundell, Melinda Martirosian  
[king@washingtonapex.org](mailto:king@washingtonapex.org)



### 6 Washington APEX Accelerator in Pierce County

Trena Payton  
[pierce@washingtonapex.org](mailto:pierce@washingtonapex.org)  
Maryam Lynch-Tate  
[mlynchtate@washingtonapex.org](mailto:mlynchtate@washingtonapex.org)



### 7 Greater Spokane Incorporated

Aleesha Roedel  
[spokane@washingtonapex.org](mailto:spokane@washingtonapex.org)



### 8 Tri-City Regional Chamber of Commerce

Maria Aleman  
[tricity@washingtonapex.org](mailto:tricity@washingtonapex.org)

## Other APEX Accelerators Serving Washington State

**North Olympic Peninsula APEX Accelerator:**  
Rebekah Miller  
[apex@clallam.org](mailto:apex@clallam.org)

**American Indian Chamber Education Fund PTAC:**  
Jeremy Sandoval  
[Jeremy.sandoval@aicccal.org](mailto:Jeremy.sandoval@aicccal.org)

**NW Native Apex Accelerator:**  
Michelle Ramey  
[mramey@nnapex.org](mailto:mramey@nnapex.org)

## Innovation & SBIR Program Manager

Kate Hoy  
[innovationstation@washingtonapex.org](mailto:innovationstation@washingtonapex.org)



See full staff listing at [washingtonapex.org/about-apex/staff](http://washingtonapex.org/about-apex/staff)

# Difference between APEX Accelerator and Government Agencies

## State Government

- Official contracting officers / procurement professionals
- Are authorized to spend taxpayer dollars
- Cannot help you bid
- Must be fair and impartial and never give competitive advantage to a firm over another

## APEX Accelerators

- Work for non-profit organizations (or Green River College)
- Authorized only to provide procurement technical assistance through counseling and education
- Can review your bid proposal and suggest improvements

# 5 Reasons to Attend Pre-Bid Conferences

1. Meet the Buyer; meet potential partners
2. Hear which parts of the solicitation they emphasize; plain language explanation of the requirement
3. Pre-Bids are typically not recorded so you must attend live
4. Better understand your competition
5. Ask questions

Mandatory or not, attend the pre-bid conference: **Thursday, February 6<sup>th</sup> at 1pm.**

See details in solicitation document from DES.

# Solicitation History

- Washington State Department of Enterprise Services manages Statewide Contracts with over 1500 vendors and \$1.9b in annual spend
- State agencies and local governments use statewide contracts to buy commonly purchased goods and services
- Staff at DES conduct research to determine if state and local governments need a statewide contract for this service.
- **Flooring** is a new statewide contract for Washington State
  - DES created it because they think it'll have at least a million in spend by a variety of agencies (state and local)
  - Agencies will take time to pivot from the way they purchased flooring before or other ways they could purchase flooring

# Solicitation History –

## Potential Market Research Questions:

- What is the similar contract referenced in the solicitation?
- Was this spend data for the flooring or flooring install?
- When DES Public Works Department needs flooring installation, do they plan to use this contract or will they use the Small Works Roster?



- 2.4. **ESTIMATED SALES.** Historically, for prior contracts, annual total sales were approximately \$1,800,000 for the goods/services among all eligible Purchasers. Total potential or estimated contract sales for this Competitive Solicitation are not known. As stated in this Competitive Solicitation, however, the resulting Contract will be available for use by all eligible Purchasers. Such Purchasers will decide whether the Contract meets their needs and whether they use the Contract. Although Enterprise Services does not represent or guarantee any minimum purchase from the Contract, prior purchases under a similar contract are set forth in the following chart:

Customer Type	2021	2022	2023
AGY	\$16,007.00	\$875,061.67	\$1,138,306.34
CIT		\$227,257.00	\$192,272.67
COU	\$4,267.00	\$142,478.00	\$162,889.67
CUS		\$60,592.01	\$56,133.33
DIS		\$71,458.33	\$211,173.00
HED	\$68,364.00	\$52,647.67	\$352,530.00
LIB			\$4,200.00
OTH			\$2,271.00
POR		\$22,933.00	
SCH		\$168,932.00	\$51,000.00
<b>Grand Total</b>	<b>\$88,638.00</b>	<b>\$1,621,359.68</b>	<b>\$2,170,776.01</b>



# What will happen after award?



1. If you are one the Awardees, you'll be listed on the statewide contract site.
1. You'll implement your marketing strategy to potential customers? Don't have a marketing strategy? APEX can help.
2. After award, you'll work with specific state/local agencies on specific work scopes
3. You'll report quarterly to DES

**There is no guarantee you will get any work.**



# Current Opportunity

- WEBS is the only authoritative source
- Check your commodity codes
- Are you getting emails?



## Solicitation Details

<b>System Identifier</b>	<b>Customer Reference Number</b>
51949	29223
<b>Organization Name</b>	<b>Title of Opportunity</b>
Enterprise Services Flooring and Installation Services (DES), Dept. of	
<b>Description Of Opportunity</b>	
This contract is for the purchase of flooring and/or installation services for Carpet, Carpet Tile, Luxury Vinyl Plank/Tile, and Rubber Flooring. This Contract does also allow for minor site repairs or routine work needed for installation, including but not limited to minor crack or joint repair, surface preparation, and routine levelling.	
<b>Date Posted</b>	<b>Date Closed</b>
1/28/2025	2/27/2025
<b>Estimated Initial Contract Value</b>	<b>Contact Name</b>
1,800,000	Kara Wells
<b>Contact Phone</b>	<b>Contact Email</b>
(360) 407-2215	DESContractsTeamCedar@des.wa.gov
<b>Comm Codes</b>	<b>Counties</b>
909-45 - Finishes: Flooring, Wall and Ceiling, etc.	Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason,
914-44 - Flooring	Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania,
360-21 - Hardwood Flooring	Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima
360-60 - Special Flooring, Industrial, Resinous, Elastomeric Liquid, etc.	
360-69 - Steel Flooring	
360-76 - Tile, Carpet	

# Current Opportunity

- See Vendors Downloading
- Are you correctly listed as SB = Small Business?

## Legend:

- M** - OMWBE Certified Minority Owned
- W** - OMWBE Certified Women Owned
- MW** - OMWBE Certified Minority & Women Owned
- SB** - Self-Certified Washington Small Business
- Mn** - Self-Certified Washington Mini Business
- Mc** - Self-Certified Washington Micro Business
- V** - Washington Certified Veteran-Owned



Vendors Downloading [View More Detail](#)

This feature supports partnering opportunities for vendors only. The below list of vendors represents only those vendors interested in this solicitation who have "opted in" to information sharing. It does not necessarily represent all vendors interested in the solicitation.

Company Name	Email	Phone	Status
A&S Builders Professional Services Corporation	sara@aandsbuilds.com	(206) 369-5870	Mc
Advanced Healthstyles Fitness Equipment, Inc.	tspleker@advancedexercise.com	(303) 996-0048	
Apex Supply LLC	JOHN_LOVELACE@APEXSUPPLYLLC.COM	(940) 923-3706	SB-V
Axiom Northwest Construction Inc.	james@axiomnw.com	(425) 903-4038	SB
Bentz Contracting L.L.C.	BentzContractingLLC@GMAIL.COM	(509) 300-3715	SB
Boards & Buddies LLC	tori@craftsmancfc.com	(509) 943-0637	MW-SB
Clearwater Preservations	ClearwaterPreservations@outlook.com	(509) 780-2310	Mc
Cliff Thorn Construction	marc.s@ctcbuilds.com	(509) 416-2007	SB
Complete Restoration & Construction, LLC	admin@crcrestoration.com	(509) 388-1175	Mc
Construction Bid Source	mlantz@constructionbidsource.com	(888) 786-9450	
Custom Carpets Inc.	blake@abbeycapitolfloors.com	(360) 357-5559 Ext. 104	Mn
DGR*Grant Construction,	nwagner@dgrgrantinc.com	(509) 727-	SB

# Current Opportunity

- Check Your profile



**Manage Profile** [help](#)

**Account Administrator** [MAKE CHANGES TO PROFILE](#)

**Account Administrator Name**  
Tiffany Scroggs

**Email Address**  
tscroggs@thurstonedc.com

**Notify the account administrator of opportunities?**  
Yes

**Display company contact information to other companies for partnering opportunities**  
Yes

**Registered:** 8/1/2011 **Updated:** 10/9/2023

**Company Profile**

**Federal ID# (FEIN)**  
91-1183169

**SSN**

**Company Name**  
Thurston EDC

**DBA Name**

Web Address	Washington UBI #	# of Employees
		20

**Ownership Profile**

Do you wish to enter the demographic profile of your company?  No

**OMWBE/Veteran/Washington Small Business Status**  
Washington Small Business

Other certifications or licenses you possess

**Corporate Location**

**Street Address 1**  
4220 6th Ave SE

**Street Address 2**

# Current Opportunity

- Download ALL attachments and label with date downloaded
  - Solicitation Documents
  - Solicitation Amendments
- Read & Understand all documents
- Be aware of embedded and/or linked documents

## Attachments:

### Solicitation Documents

<a href="#">29223_CompetitiveSolicitation.docx</a>
<a href="#">29223_ExhibitABiddersCertification.docx</a>
<a href="#">29223_ExhibitB_BidderQualifications.docx</a>
<a href="#">29223_ExhibitCBidPrice.xlsx</a>
<a href="#">29223_ExhibitDStatewideContract.docx</a>
<a href="#">29223_ExhibitEDiverseBusinessInclusionPlan.docx</a>
<a href="#">29223_Specifications.docx</a>

### Solicitation Amendments

# Pre-Bid Checklist / Solicitation Review

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# Pre-Bid Checklist



## APEX's Pre-Proposal Checklist

**Disclaimers:** This check list is not intended to be inclusive of every element of the solicitation. It is designed as a starting template that each business can customize to meet their own needs. Some of these items will be not applicable.

Solicitation Review Check Sheet for Solicitation #: **STATEWIDE CONTRACT COMPETITIVE SOLICITATION - No. 29223**

Check List Item	Answer	Location of Content (name page #, exhibit #, Q/A, amendment, etc)
Deadline to Submit Proposal/Quote	Feb 27, 11:59pm	Solicitation doc, p6
Pre-proposal conference date	Feb 6, 1pm	Solicitation doc, p6
Site visit date	n/a	
Pre-proposal inquiry cut-off date (Q/A Period)	Feb 11th	Solicitation doc, p6
Issue date of solicitation	Jan 28	Solicitation doc, p5
Reserved Award / Preferences for Veteran Owned Business and SB / Set Asides / other competitive advantages	Yes - for WA small or Veteran owned	Solicitation doc p3
Commodity Codes / NAICS		



# Pre-Bid Checklist Continued

Method of proposal submission (e-mail, over-night, etc.)	3.3. PRICE CHANGES FOR MATERIALS ONLY. Contractor shall not change the percent discount listed in <b>Exhibit B – Prices for Goods</b> . Prices must be based on the current Manufacturer’s Suggested Retail Price (MSRP) list at the time of the order.
Type of solicitation (Low Price, Low Bid, Technically Acceptable, Best Value, etc.) How Evaluate?	3.4. ECONOMIC ADJUSTMENT FOR INSTALLED PRICE. Contractor may request an economic price adjustment to prices for Installed Prices set forth in <b>Exhibit B – Prices For Goods</b> between sixty days before the end of the contract year; <i>Provided</i> , however, that the parties must timely execute a contract amendment to incorporate such price adjustments. Enterprise Services will utilize the current MSRP list and discount % off from the price sheet for price adjustments to the proportion of the installed prices that is materials cost. The Contractor may request a percentage change for the for portion of the Installed Price that is not covered by the material price change. The adjustment request must clearly state the percentage change requested along with sufficient documentation for Enterprise Services to verify the requested change is consistent with industry labor cost changes. Data regarding wage increases must at a minimum cite relevant prevailing wage changes. Requested price adjustments cannot exceed a 3% change.
Type of contract (Firm Fixed Price, Purchase Order, Time & Materials, etc.) FFP is there a price escalation clause?	3.5. PRICE CEILING. Although Contractor may offer lower prices to Purchasers, during the term of this Contract, Contractor guarantees to provide the Goods and/or Services at no greater than the prices set forth in <b>Exhibit B – Prices for Goods/Services</b> (subject to economic or other adjustment as set forth herein).
Self-performance requirement / Limitations on Subcontracting?	





# Bid or No-Bid?

- Conduct a bid/no-bid analysis based on your company's goals, proficiencies, and likelihood for success.
  - Forces you to slow down and read the solicitation
  - Small businesses don't have the luxury of wasting time bidding on something they won't win
  - Allows space to think about WHY you want this work and HOW you'll bid competitively

# Bid or No-Bid?



Bid/No Bid Assessment					
CAN we BID?	5	4	3	2	1
Can we meet the technical requirements of the request?					
Can we meet the schedule requirements of the request?					
Do we understand the risks associated with the program, and can we adequately mitigate them?					
Does our experience match the needs of the request?					
Do we have the resources to put together a winning bid?					
Do we have the bandwidth (time) to put together a winning bid?					
Do we understand all of the deliverables for the proposal?					
Are we able to capture all costs direct and indirect to bid properly?					
Can we be profitable?					
Do we have a steady cash flow to cover expenses for the duration of the project?					
Can we demonstrate recent successful programs with of a similar scope and size?					
Are you able to deliver the lowest bid?					
Can we meet the schedule as described in the request?					
Is our product / service cost competitive?					
<b>TOTAL</b>	0	0	0	0	0

# Bid or No-Bid?



## INSURANCE REQUIREMENTS

1. **INSURANCE OBLIGATION.** During the term of this Contract, Contractor shall possess and maintain in full force and effect, at Contractor's sole expense, the following insurance coverages:
  - a. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Commercial general liability insurance (and, if necessary, commercial umbrella liability insurance) covering bodily injury, property damage, products/completed operations, personal injury, and advertising injury liability on an 'occurrence form' that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) under the most recent version of form CG 00 01 in the amount of not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. This coverage shall include blanket contractual liability coverage. This coverage shall include a cross-liability clause or separation of insured condition.
  - b. **WORKERS' COMPENSATION INSURANCE.** Contractor shall comply with applicable Workers' Compensation or Industrial Accident insurance providing benefits as required by law.
  - c. **EMPLOYERS' LIABILITY (STOP GAP) INSURANCE.** Employers' liability insurance (and, if necessary, commercial umbrella liability insurance) with limits not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 bodily injury by disease policy limit.
  - d. **COMMERCIAL GENERAL AUTOMOBILE LIABILITY INSURANCE** (applicable when accessing purchaser premises). Commercial automobile liability insurance covering the ownership, maintenance, and/or use of all owned/leased, non-owned, and hired vehicles used in the performance of the Contract, with limits of not less than \$1,000,000 per accident, combined single limit for bodily injury and property damage liability. Coverage shall be provided on Insurance Services Office (ISO) form number CA 0001 or an equivalent. The required limits can be satisfied by any combination of primary, umbrella, or excess policy.

The insurance coverage limits set forth above may be satisfied by any combination of primary, umbrella, or excess policy. The insurance coverage limits are the minimum. Contractor's insurance coverage shall be no less than the minimum amounts specified. Coverage in the amounts of these minimum limits, however, shall not be construed to relieve Contractor from liability in excess of such limits. Contractor waives all rights against the State of Washington for the recovery of damages to the extent such damages are covered by any insurance required herein.

# Bid or No-Bid?

2. **INSURANCE CARRIER RATING.** Coverages provided by Contractor must be underwritten by an insurance company deemed acceptable to the State of Washington's Office of Risk Management. Insurance coverage shall be provided by companies authorized to do business within the State of Washington and rated A- Class VII or better in the most recently published edition of Best's Insurance Rating. Enterprise Services reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

CONTRACT NO. 29223 – FLOORING AND INSTALLATION  
ev. 2024-08-19)

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3. **ADDITIONAL INSURED.** When specified as a required insurance coverage (*see* § 1 – Insurance Obligation, above) Commercial General Liability, Commercial Automobile Liability, and Pollution Liability Insurance shall include the State of Washington and all authorized Purchasers (and their agents, officers, and employees) as Additional Insureds evidenced by copy of the Additional Insured Endorsement attached to the Certificate of Insurance on such insurance policies.
4. **CERTIFICATE OF INSURANCE.** Prior to execution of the Contract, Contractor shall furnish to Enterprise Services, as evidence of the insurance coverage required by this Contract, a certificate of insurance satisfactory to Enterprise Services that insurance, in the above-stated kinds and minimum amounts, has been secured. In addition, no less than ten (10) calendar days prior to coverage expiration, Contractor shall furnish to Enterprise Services an updated or renewed certificate of insurance, satisfactory to Enterprise Services, that insurance, in the above-stated kinds and minimum amounts, has been secured. Failure to maintain or provide proof of insurance, as required, shall result in Contractor suspension and/or contract termination. **All policies and certificates of insurance shall include the Contract number stated on the cover of this Contract.** All certificates of Insurance and any related insurance documents shall be sent via email to Enterprise Services at the email address as set forth below:

Email: DESContractsTeamCedar@des.wa.gov

*Note:* The Email Subject line must state:

**Contract Insurance Certificate – Statewide Contract No. 29223 –  
Flooring and Installation**

**PO Box 41411**

# Bid or No-Bid?

5. **PRIMARY COVERAGE.** Contractor's insurance shall apply as primary and shall not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above including, at a minimum, the State of Washington and/or any Purchaser. All insurance or self-insurance of the State of Washington and/or Purchasers shall be excess of any insurance provided by Contractor or subcontractors.
6. **SUBCONTRACTORS.** Contractor shall include all subcontractors as insureds under all required insurance policies. Alternatively, prior to utilizing any subcontractor, Contractor shall cause any such subcontractor to provide insurance that complies with all applicable requirements of the insurance set forth herein and shall furnish separate Certificates of Insurance and endorsements for each subcontractor to Enterprise Services. Each subcontractor must comply fully with all insurance requirements stated herein. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.
7. **WAIVER OF SUBROGATION.** Contractor waives all rights of subrogation against the State of Washington and any Purchaser for the recovery of damages to the extent such damages are or would be covered by the insurance specified herein.
8. **NOTICE OF CHANGE OR CANCELLATION.** There shall be no cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage, either in whole or in part, without at least sixty (60) calendar days prior written Legal Notice by Contractor to Enterprise Services. Failure to provide such notice, as required, shall constitute default by Contractor. Any such written notice shall include the Contract number stated on the cover of this Contract.

# Bid or No-Bid?

5. **PRIMARY COVERAGE.** Contractor's insurance shall apply as primary and shall not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above including, at a minimum, the State of Washington and/or any Purchaser. All insurance or self-insurance of the State of Washington and/or Purchasers shall be excess of any insurance provided by Contractor or subcontractors.
6. **SUBCONTRACTORS.** Contractor shall include all subcontractors as insureds under all required insurance policies. Alternatively, prior to utilizing any subcontractor, Contractor shall cause any such subcontractor to provide insurance that complies with all applicable requirements of the insurance set forth herein and shall furnish separate Certificates of Insurance and endorsements for each subcontractor to Enterprise Services. Each subcontractor must comply fully with all insurance requirements stated herein. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.
7. **WAIVER OF SUBROGATION.** Contractor waives all rights of subrogation against the State of Washington and any Purchaser for the recovery of damages to the extent such damages are or would be covered by the insurance specified herein.
8. **NOTICE OF CHANGE OR CANCELLATION.** There shall be no cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage, either in whole or in part, without at least sixty (60) calendar days prior written Legal Notice by Contractor to Enterprise Services. Failure to provide such notice, as required, shall constitute default by Contractor. Any such written notice shall include the Contract number stated on the cover of this Contract.

# Bid or No-Bid?

9. **EXTENDED REPORTING PERIOD.** If any required insurance coverage is on a claims-made basis (rather than occurrence), Contractor shall maintain such coverage for a period of no less than three (3) years following expiration or termination of the Contract.

\* \* \* END OF INSURANCE REQUIREMENTS \* \* \*

# Bid or No-Bid?

Do we WANT to Bid?	5	4	3	2	1
Is this program core to our business?					
Is there additional work after this program?					
Can you be profitable on this program? If not, is this a step to other profitable work?					
Can we meet or negotiate the terms and conditions as stated?					
Have we worked with this customer before?					
Do we have a good history with this customer? If not, have we established a good rapport with the customer?					
Do we know the key decision makers for this effort?					
Do we understand the evaluation process for this effort?					
Is this a qualifications-based opportunity (e.g. NOT lowest price wins)?					
Is there an incumbent for this? The incumbent wins 70% of the time.					
Do we understand what our competitors will be offering?					
Is our solution unique (truly something no one else can offer)?					
<b>TOTAL</b>	0	0	0	0	0



# Pre-Bid Checklist

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- Your APEX Advisor can help at any stage of the process
- Email [info@washingtonapex.org](mailto:info@washingtonapex.org) to be connected to an advisor to
- “Become a Client” at [www.washingtonapex.org](http://www.washingtonapex.org) or [napex.us](http://napex.us) (out of WA)



# Top Tips

1. Ask questions and identify barriers to participation NOW.
2. Ask for a debrief regardless of if you win (3 days)
3. Didn't win? See if any of the successful contractors need subs? Target agencies who aren't mandated to use the statewide contracts.
4. Save all documents with the date you received them.
5. Double check if you're Washington In-State "small" in WEBS and certify if eligible for Washington's Veteran Owned Business Certification:  
<https://www.dva.wa.gov/veterans-service-members-and-their-families/veteran-owned-businesses>

# Questions or Discussion?

**Tiffany Scroggs & Trena Payton**

[Training@washingtontapex.org](mailto:Training@washingtontapex.org)

[www.washingtontapex.org](http://www.washingtontapex.org)

Not in WA? [www.napex.us](http://www.napex.us)

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