



June 14, 2022

Ms. Amber Scott  
Clerk-Treasurer  
City of Okanogan  
120 3<sup>rd</sup> Avenue North  
Okanogan, Washington 98840

SUBJECT: FINAL PROGRESS ESTIMATE 1, PROJECT ACCEPTANCE, AND  
RELEASE OF RETAINAGE; SANITARY SEWER CLEANING AND  
VIDEO INSPECTION – SMALL WORKS ROSTER  
CITY OF OKANOGAN, OKANOGAN COUNTY, WASHINGTON  
G&O #20869

Dear Ms. Scott:

This letter provides the City with guidance regarding the final progress estimate, accepting the project as complete, and release of the retainage.

## 1. FINAL PROGRESS ESTIMATE

We have enclosed the signed Final Contract Voucher and two copies of Progress Estimate 1, which is the final progress estimate for this project. One progress estimate is for the City's files and the other copy should be forwarded to the contractor with the payment. The amount due the contractor and the amount to be deposited in the retainage account are as follows:

| <u>Payment to Contractor</u> | <u>Amount to be Deposited<br/>in Retainage Account</u> | <u>Total Amount<br/>Earned this Period</u> |
|------------------------------|--------------------------------------------------------|--------------------------------------------|
| \$45,069.75                  | \$2,177.28                                             | \$47,247.03                                |

## 2. PROJECT COMPLETION ACCEPTANCE

The project has been completed in compliance with the Contract, with the exception of the contractor submitting Affidavits of Wages Paid for all subcontractors on the project. After the contractor has submitted documentation that all required Affidavits of Wages Paid forms have been submitted to the Department of Labor and Industries, we recommend the City accept the project as complete and submit the "Notice of Completion of Public Works Contract" form online via the Awarding Agency Portal



Ms. Scott  
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(<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/awarding-agency-portal>).

Note that the form will not be available if the prime contractor has not filed their affidavit or if it is still pending approval by the Department of Labor and Industries. The following data is provided to assist with the form submittal:

|                                                                                                                                                     |                                                                     |                                              |                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------|
|                                                                                                                                                     |                                                                     | Date Work Completed<br><b>March 23, 2022</b> | Date Work Accepted<br>Click to enter date.                       |
| Is this a Federally Funded Transportation Project?                                                                                                  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, attach the Contract Bond Statement   |                                                                  |
| Have Subcontractors been used?                                                                                                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, complete Addendum A                  |                                                                  |
| <input checked="" type="checkbox"/> Contract/Payment Bond                                                                                           | Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No    | <input type="checkbox"/> Retainage Bond      | Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Detailed Description of Work Completed                                                                                                              |                                                                     |                                              |                                                                  |
| Cleaning and video inspection of over 10,000 lineal feet of 8", 12", 15", and 18" sanitary sewer main pipe located throughout the City of Okanogan. |                                                                     |                                              |                                                                  |
| <b>DOR Tax Information</b>                                                                                                                          |                                                                     |                                              |                                                                  |
| Contract Amount                                                                                                                                     | \$38,371.30                                                         | Liquidated Damages                           | \$0.00                                                           |
| Additions (+)                                                                                                                                       | \$13,113.20                                                         | Amount Disbursed                             | \$45,069.75                                                      |
| Reductions (-)                                                                                                                                      | \$7,938.85                                                          | Amount Retained                              | \$2,177.28                                                       |
| Subtotal                                                                                                                                            | \$43,545.65                                                         | Other                                        | \$0.00                                                           |
| Sales Tax Amount                                                                                                                                    | \$3,701.38                                                          | Sales Tax Rate                               | 8.5%                                                             |
| <b>Total</b>                                                                                                                                        | <b>\$47,247.03</b>                                                  | <b>Total</b>                                 | <b>\$47,247.03</b>                                               |
| Both totals must be equal – If multiple sales tax rates, attach a list                                                                              |                                                                     |                                              |                                                                  |

After the City has accepted the project, please sign the enclosed "Final Contract Voucher" and forward a copy to the contractor and Gray & Osborne, Inc.

### 3. RELEASE OF RETAINAGE

We have also enclosed two copies of the release of retainage progress estimate for this project. One progress estimate is for the City's files and the other copy should be forwarded to the contractor with the payment. The retainage should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the Contract Completion Date.
2. The City receives the Washington State Department of Revenue "Certificate of Payment of State Excise Taxes by Public Works Contractor" (RCW 60.28).
3. The City receives the "Certificate of Payment of Contribution Penalties and Interest on Public Works Contract" from the Washington State Employment Security Department.



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4. There are no claims or liens filed for labor and materials furnished on this Contract.
5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

David G. Ellis, P.E.

DE/cah  
Encl.

cc: Mr. Mark Tobin, Chief Financial Officer, Pro-Pipe, Inc.

# **FINAL PROGRESS ESTIMATE 1** **MAY 18, 2022**

CITY OF OKANOGAN  
OKANOGAN COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
FEBRUARY 22, 2022 TO MARCH 9, 2022

**PROJECT:**

CITY OF OKANOGAN  
SANITARY SEWER CLEANING AND VIDEO INSPECTION  
G&O JOB NUMBER #20869

**CONTRACTOR:**

PRO-PIPE, INC.  
47 DISCOVERY, SUITE 250  
IRVINE, CA 92618

| BID ITEMS      |                                                                  |          |      | QUANTITIES |                   | PROJECT COSTS |                    | PERCENT OF CONTRACT QUANTITY |                |
|----------------|------------------------------------------------------------------|----------|------|------------|-------------------|---------------|--------------------|------------------------------|----------------|
| NO.            | DESCRIPTION                                                      | QUANTITY | UNIT | UNIT PRICE | TOTAL THIS PERIOD | TOTAL TO DATE | AMOUNT THIS PERIOD |                              | AMOUNT TO DATE |
| 1              | Mobilization and Demobilization                                  | 1        | LS   | \$4,500.00 | 100.00%           | 100.00%       | \$4,500.00         | \$4,500.00                   | 100%           |
| 2              | Traffic Control                                                  | 1        | LS   | \$5,000.00 | 100.00%           | 100.00%       | \$5,000.00         | \$5,000.00                   | 100%           |
| 3              | SPCC Plan                                                        | 1        | LS   | \$100.00   | 100.00%           | 100.00%       | \$100.00           | \$100.00                     | 100%           |
| 4              | Minor Change                                                     | 1        | CALC | \$5,000.00 | 0.00%             | 0.00%         | \$0.00             | \$0.00                       | 0%             |
| 5              | Temporary Bypass Pumping                                         | 1        | LS   | \$500.00   | 100.00%           | 100.00%       | \$500.00           | \$500.00                     | 100%           |
| 6              | Cleaning 18-Inch Diameter Sewer                                  | 766      | LF   | \$2.35     | 772.1             | 772.1         | \$1,814.44         | \$1,814.44                   | 101%           |
| 7              | Cleaning 15-Inch Diameter Sewer                                  | 554      | LF   | \$2.35     | 545.1             | 545.1         | \$1,280.99         | \$1,280.99                   | 98%            |
| 8              | Cleaning 8-Inch Diameter Sewer                                   | 6,419    | LF   | \$1.40     | 6,003.8           | 6,003.8       | \$8,405.32         | \$8,405.32                   | 94%            |
| 9              | Video Inspection, 18-Inch Diameter Sewer                         | 766      | LF   | \$2.15     | 772.1             | 772.1         | \$1,660.02         | \$1,660.02                   | 101%           |
| 10             | Video Inspection, 15-Inch Diameter Sewer                         | 554      | LF   | \$2.15     | 545.1             | 545.1         | \$1,171.97         | \$1,171.97                   | 98%            |
| 11             | Video Inspection, 8-Inch Diameter Sewer                          | 6,419    | LF   | \$1.30     | 6,003.8           | 6,003.8       | \$7,804.94         | \$7,804.94                   | 94%            |
| CHANGE ORDERS: |                                                                  |          |      |            |                   |               |                    |                              |                |
| COI            | Item 1 - Sanitary Sewer Cleaning and Video Inspection 2nd Avenue |          |      |            |                   |               |                    |                              |                |
| 1              | Traffic Control                                                  | 1        | LS   | \$3,000.00 | 100.00%           | 100.00%       | \$3,000.00         | \$3,000.00                   | 100%           |
| 2              | SPCC Plan                                                        | 1        | LS   | \$100.00   | 100.00%           | 100.00%       | \$100.00           | \$100.00                     | 100%           |
| 3              | Temporary Bypass Pumping                                         | 1        | LS   | \$250.00   | 100.00%           | 100.00%       | \$250.00           | \$250.00                     | 100%           |
| 4              | Cleaning 8-Inch Diameter Sewer                                   | 2,411    | LF   | \$1.40     | 1,404.5           | 1,404.5       | \$1,966.30         | \$1,966.30                   | 58%            |
| 5              | Cleaning 12-Inch Diameter Sewer                                  | 723      | LF   | \$2.35     | 719.7             | 719.7         | \$1,691.30         | \$1,691.30                   | 100%           |
| 6              | Video Inspection, 8-Inch Diameter Sewer                          | 2,411    | LF   | \$1.30     | 2,117.7           | 2,117.7       | \$2,753.01         | \$2,753.01                   | 88%            |
| 7              | Video Inspection, 12-Inch Diameter Sewer                         | 723      | LF   | \$2.15     | 719.7             | 719.7         | \$1,547.36         | \$1,547.36                   | 100%           |

# FINAL PROGRESS ESTIMATE 1 MAY 18, 2022

CITY OF OKANOGAN  
OKANOGAN COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
FEBRUARY 22, 2022 TO MARCH 9, 2022

PROJECT:  
CITY OF OKANOGAN  
SANITARY SEWER CLEANING AND VIDEO INSPECTION  
G&O JOB NUMBER #20869

CONTRACTOR:  
PRO-PIPE, INC.  
47 DISCOVERY, SUITE 250  
IRVINE, CA 92618

|                                     | PROJECT COSTS      |                |             |
|-------------------------------------|--------------------|----------------|-------------|
|                                     | AMOUNT THIS PERIOD | AMOUNT TO DATE | DATE        |
| SUBTOTAL EARNED TO DATE             | \$43,545.65        | \$43,545.65    |             |
| SALES TAX                           | 8.50%              | \$3,701.38     | \$3,701.38  |
| MATERIALS ON HAND                   |                    | \$0.00         | \$0.00      |
| TOTAL                               |                    | \$47,247.03    | \$47,247.03 |
| LESS 5% RETAINED (BEFORE TAX)       |                    | \$2,177.28     | \$2,177.28  |
| TOTAL EARNED TO DATE LESS RETAINAGE |                    |                | \$45,069.75 |
| LESS AMOUNTS PREVIOUSLY PAID        |                    |                |             |

TOTAL PAYMENT NOW DUE: \$45,069.75

ORIGINAL CONTRACT AMOUNT (WITHOUT TAX) \$38,371.30  
 CONTRACT AMOUNT WITH CHANGE ORDER 1 \$51,484.50  
 CONTRACT PERCENTAGE TO DATE 85%

FINAL PROGRESS ESTIMATE 1  
MAY 18, 2022

CITY OF OKANOGAN  
OKANOGAN COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
FEBRUARY 22, 2022 TO MARCH 9, 2022

PROJECT:  
CITY OF OKANOGAN  
SANITARY SEWER CLEANING AND VIDEO INSPECTION  
G&O JOB NUMBER #20869

CONTRACTOR:  
PRO-PIPE, INC.  
47 DISCOVERY, SUITE 250  
IRVINE, CA 92618

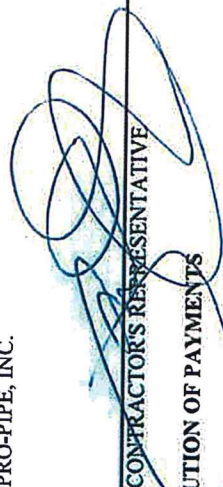
I HEREBY CERTIFY THE ABOVE ESTIMATE IS A  
TRUE AND CORRECT STATEMENT OF THE  
WORK PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.

  
DAVE ELLIS, P.E.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN  
ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

PRO-PIPE, INC.

  
CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

| PAY<br>EST<br>NO. | PROGRESS ESTIMATE PERIOD<br>DATES  | TOTAL                |                   | SALES         |        | MATERIALS ON   |             | TOTAL |  |
|-------------------|------------------------------------|----------------------|-------------------|---------------|--------|----------------|-------------|-------|--|
|                   |                                    | EARNED PER<br>PERIOD | SALES TAX<br>RATE | TAX<br>AMOUNT | HAND   | RETAINAGE (5%) | PAYMENT     |       |  |
| 1                 | FEBRUARY 22, 2022 TO MARCH 9, 2022 | \$43,545.65          | 8.50%             | \$3,701.38    | \$0.00 | \$2,177.28     | \$45,069.75 |       |  |

TOTAL: \$43,545.65 \$3,701.38 \$0.00 \$2,177.28 \$45,069.75

## Final Contract Voucher Certificate

|                                                                                |                    |                                                          |                             |
|--------------------------------------------------------------------------------|--------------------|----------------------------------------------------------|-----------------------------|
| Contractor<br><b>Pro-Pipe, Inc.</b>                                            |                    |                                                          |                             |
| Street Address<br><b>47 Discovery, Suite 250</b>                               |                    |                                                          |                             |
| City<br><b>Irvine</b>                                                          | State<br><b>CA</b> | Zip<br><b>92618</b>                                      | Date<br><b>May 18, 2022</b> |
| Project Number (Owner)                                                         |                    |                                                          |                             |
| Job Description (Title)<br><b>Sanitary Sewer Cleaning and Video Inspection</b> |                    |                                                          |                             |
| Date Work Physically Completed<br><b>March 23, 2022</b>                        |                    | Final Amount (including Sales Tax)<br><b>\$47,247.03</b> |                             |

### Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Okanogan nor have I rented or purchased any equipment or materials from any employee of the City of Okanogan; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Okanogan for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Okanogan from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.



X

Contractor Authorized Signature Required

**Jason Curtis**

Type Signature Name

Subscribed and sworn to before me this 27<sup>th</sup> day of May 2022

X Marleni Canas Notary Public in and for the State of Arizona

Residing at 1144 N 59<sup>th</sup> DR PHX, AZ 85043

### City of Okanogan Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date \_\_\_\_\_

X David Elm  
Project Engineer

X

City of Okanogan

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Okanogan for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

# RELEASE OF RETAINAGE PROGRESS ESTIMATE 2

MAY 18, 2022

CITY OF OKANOGAN  
OKANOGAN COUNTY  
WASHINGTON

PROJECT:  
CITY OF OKANOGAN  
SANITARY SEWER CLEANING AND VIDEO INSPECTION  
G&O JOB NUMBER #20869

CONTRACTOR:  
PRO-PIPE, INC.  
47 DISCOVERY, SUITE 250  
IRVINE, CA 92618

| BID ITEMS             |                                                                  |          |      | QUANTITIES |                   | PROJECT COSTS |                    | PERCENT OF CONTRACT QUANTITY |
|-----------------------|------------------------------------------------------------------|----------|------|------------|-------------------|---------------|--------------------|------------------------------|
| NO.                   | DESCRIPTION                                                      | QUANTITY | UNIT | UNIT PRICE | TOTAL THIS PERIOD | TOTAL TO DATE | AMOUNT THIS PERIOD | AMOUNT TO DATE               |
| 1                     | Mobilization and Demobilization                                  | 1        | LS   | \$4,500.00 | 0.00%             | 100.00%       | \$0.00             | \$4,500.00                   |
| 2                     | Traffic Control                                                  | 1        | LS   | \$5,000.00 | 0.00%             | 100.00%       | \$0.00             | \$5,000.00                   |
| 3                     | SPCC Plan                                                        | 1        | LS   | \$100.00   | 0.00%             | 100.00%       | \$0.00             | \$100.00                     |
| 4                     | Minor Change                                                     | 1        | CALC | \$5,000.00 | 0.00%             | 0.00%         | \$0.00             | \$0.00                       |
| 5                     | Temporary Bypass Pumping                                         | 1        | LS   | \$500.00   | 0.00%             | 100.00%       | \$0.00             | \$500.00                     |
| 6                     | Cleaning 18-Inch Diameter Sewer                                  | 766      | LF   | \$2.35     | 0.0               | 772.1         | \$0.00             | \$1,814.44                   |
| 7                     | Cleaning 15-Inch Diameter Sewer                                  | 554      | LF   | \$2.35     | 0.0               | 545.1         | \$0.00             | \$1,280.99                   |
| 8                     | Cleaning 8-Inch Diameter Sewer                                   | 6,419    | LF   | \$1.40     | 0.0               | 6,003.8       | \$0.00             | \$8,405.32                   |
| 9                     | Video Inspection, 18-Inch Diameter Sewer                         | 766      | LF   | \$2.15     | 0.0               | 772.1         | \$0.00             | \$1,660.02                   |
| 10                    | Video Inspection, 15-Inch Diameter Sewer                         | 554      | LF   | \$2.15     | 0.0               | 545.1         | \$0.00             | \$1,171.97                   |
| 11                    | Video Inspection, 8-Inch Diameter Sewer                          | 6,419    | LF   | \$1.30     | 0.0               | 6,003.8       | \$0.00             | \$7,804.94                   |
| <b>CHANGE ORDERS:</b> |                                                                  |          |      |            |                   |               |                    |                              |
| CO1                   | Item 1 - Sanitary Sewer Cleaning and Video Inspection 2nd Avenue |          |      |            |                   |               |                    |                              |
| 1                     | Traffic Control                                                  | 1        | LS   | \$3,000.00 | 0.00%             | 100.00%       | \$0.00             | \$3,000.00                   |
| 2                     | SPCC Plan                                                        | 1        | LS   | \$100.00   | 0.00%             | 100.00%       | \$0.00             | \$100.00                     |
| 3                     | Temporary Bypass Pumping                                         | 1        | LS   | \$250.00   | 0.00%             | 100.00%       | \$0.00             | \$250.00                     |
| 4                     | Cleaning 8-Inch Diameter Sewer                                   | 2,411    | LF   | \$1.40     | 0.0               | 1,404.5       | \$0.00             | \$1,966.30                   |
| 5                     | Cleaning 12-Inch Diameter Sewer                                  | 723      | LF   | \$2.35     | 0.0               | 719.7         | \$0.00             | \$1,691.30                   |
| 6                     | Video Inspection, 8-Inch Diameter Sewer                          | 2,411    | LF   | \$1.30     | 0.0               | 2,117.7       | \$0.00             | \$2,753.01                   |
| 7                     | Video Inspection, 12-Inch Diameter Sewer                         | 723      | LF   | \$2.15     | 0.0               | 719.7         | \$0.00             | \$1,547.36                   |

**MAY 18, 2022**

CONTRACTOR:  
PRO-PIPE, INC.  
47 DISCOVERY, SUITE 250  
IRVINE, CA 92618

**TOTAL PAYMENT NOW DUE:**

RELEASE OF RETAINAGE PROGRESS ESTIMATE 2  
MAY 18, 2022

CITY OF OKANOGAN  
OKANOGAN COUNTY  
WASHINGTON

PROJECT:  
CITY OF OKANOGAN  
SANITARY SEWER CLEANING AND VIDEO INSPECTION  
G&O JOB NUMBER #20869

CONTRACTOR:  
PRO-PIPE, INC.  
47 DISCOVERY, SUITE 250  
IRVINE, CA 92618

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A  
TRUE AND CORRECT STATEMENT OF THE  
WORK PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.



DAVE ELLIS, P.E.

SUMMARY AND DISTRIBUTION OF PAYMENTS

| PAY<br>EST<br>NO. | PROGRESS ESTIMATE PERIOD<br>DATES  | TOTAL                |                   | SALES      |        | MATERIALS ON |                | TOTAL       |  |
|-------------------|------------------------------------|----------------------|-------------------|------------|--------|--------------|----------------|-------------|--|
|                   |                                    | EARNED PER<br>PERIOD | SALES TAX<br>RATE | AMOUNT     | TAX    | HAND         | RETAINAGE (5%) | PAYMENT     |  |
| 1                 | FEBRUARY 22, 2022 TO MARCH 9, 2022 | \$43,545.65          | 8.50%             | \$3,701.38 | \$0.00 | \$0.00       | \$2,177.28     | \$45,069.75 |  |
| 2                 | MAY 18, 2022                       | \$0.00               | 8.50%             | \$0.00     | \$0.00 | \$0.00       | (\$2,177.28)   | \$2,177.28  |  |
| TOTAL:            |                                    | \$43,545.65          |                   | \$3,701.38 |        | \$0.00       | \$0.00         | \$47,247.03 |  |