

## CERTIFICATE OF COMPLETION

Project:	Citywide Bicycle Wayfinding
Contractor:	Always Active LLC
Work Order Number:	PW 3786

The above-mentioned Project was constructed per the plans and specifications and to the satisfaction of the Public Works Department.

The Contractor physically completed the Project within the time allowed in the Contract.

It is recommended that the City accept this Project as complete.

This certificate waives no rights that the City may have under the Contract, including without limitation rights to enforce the Contract against the Contractor for defective work.

Recommended:



\_\_\_\_\_  
Ryan Sass, Director of Public Works

Date: 05/09/2025

Approved:



\_\_\_\_\_  
Cassie Franklin, Mayor

Date: 05/09/2025

ATTEST:



\_\_\_\_\_  
Office of the City Clerk

STANDARD DOCUMENT  
APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY  
FEBRUARY 8, 2023



March 4, 2025

Ms. Amanda Franks and Mr. Sam Franks  
Always Active Services, LLC  
2014 171<sup>st</sup> Avenue SE  
Snohomish, WA 98290

RE: Citywide Bicycle Wayfinding Project  
Work Order # PW-3786  
Final Estimate and Final Contract Voucher: March 4, 2025

Dear Ms. Amanda Franks and Mr. Sam Franks,

A copy of the Final Estimate and one (1) original of the Final Contract Voucher Certification are enclosed for your review. If you agree with the final quantities paid your firm under this Contract, sign and return the original of the Final Contract Voucher Certification. A fully executed copy will be returned for your files.

As explained in the Physical Completion letter, due to changes in the law, Construction Management will not submit this project to City Council for acceptance until all "Affidavits of Wages Paid" forms have been filed by the prime contractor and all subcontractors, suppliers, and service providers on this project.

As soon as you have agreed to the final quantities, and all required documentation has been received by this office, including the documents listed below, a Certificate of Completion will be issued, and the project will be submitted to the City Council for approval.

- A letter from your firm stating that all bills and wages for this project have been satisfied.
- City of Everett Affidavit of Wages Paid DBE Participants, even if \$0.00

The retention bond will be released sixty (60) days after completion, provided there are no liens on the project, and releases have been received from the Department of Revenue, Department of Labor & Industries, and Employment Security.

If you have any questions, please contact me at 425-257-7225 or by email at [Kalewine@everettwa.gov](mailto:Kalewine@everettwa.gov).

Sincerely,

*Keith Alewine*

Keith Alewine  
Construction Manager

#### Public Works



3200 Cedar Street  
Everett, WA 98201



425-257-8800  
425-257-8882 Fax



[everettpw@everettwa.gov](mailto:everettpw@everettwa.gov)  
[everettwa.gov/pw](http://everettwa.gov/pw)





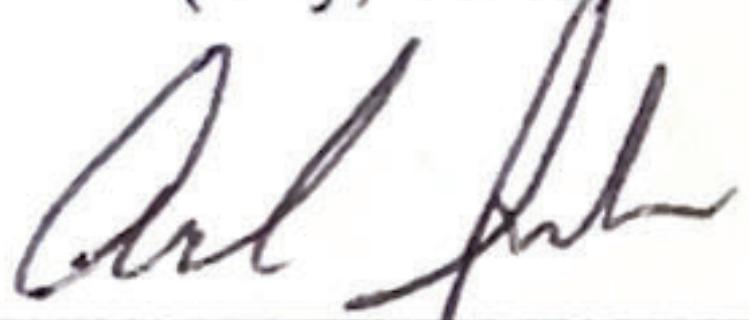
## Final Contract Voucher Certificate

Contractor <b>Always Active services, LLC</b>			
Street Address <b>2014 171st Avenue SE</b>			
City <b>Snohomish</b>	State <b>WA</b>	Zip <b>98290</b>	Date <b>3/4/2025</b>
Work Order No. <b>PW-3786</b>			
Project Title <b>Citywide Bicycle Wayfinding</b>			
Date Work Physically Completed <b>11/6/2025</b>		Final Amount <b>\$340,318.05</b>	

### Contractor's Certification

I, the undersigned, certify and declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct: 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 Everett, nor have I rented or purchased any equipment or materials from any employee of the City of Everett; that the attached final estimate is a true and correct statement showing all the monies due the claimant from the City of Everett for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same and; that I, on behalf of the claimant, hereby release and forever discharge the City of Everett from any and all claims of whatsoever nature which I or the claimant may have, arising out of the performance of said Contract, which are not set forth in said final estimate.

DATED at Snohomish, WA this 15<sup>th</sup> day of April, 2025.  
(City, State)

  
Contractor Authorized Signature  
Amanda Franks  
Printed Name

owner  
Title

### Public Works Department Certification

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

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

  
Keith Alewine, Construction Manager

\_\_\_\_\_  
Ryan Sass, Director of Public Works

The Affidavit of Wages Paid must be prepared by the prime contractor, all subcontractors, and all subcontractor's agents and forwarded with the Final Contract Voucher Certification. Contractor's Claims, if any, must be included and the Contractor's Certification must be labeled indicating a claim attached. Scanned and/or e-signatures have same effect as ink signatures.





City of Everett  
Construction Management

**Affidavit of Amounts Paid DBE Participants**

Contractor: <u>Always Active Services</u>		Date: <u>11/20/24</u>		
Address: <u>2014 171st Ave SE</u>		City: <u>Snohomish</u>		State: <u>WA</u> Zip Code: <u>98290</u>
Project Title: <u>Citywide Bicycle Wayfinding</u>				Project Work Order #: <u>PW- 3786</u>
Federal Aid Project Number (if Federally Funded)				
Contract Bid Price: \$			DBE Condition of Award: <u>n/a</u> \$	
DBE Participant Name and Address	Ethnic Code	Contract Type	Bid Item No.(s)	Amount Paid Participants (Including retainage held)
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
Ethnic Code: B = Black H = Hispanic A = Asian American		Contract Type: S = Subcontractor M = Material Supplier JV = Joint Venture		Total DBE Participation Achieved \$ <u>0</u>

**Affidavit**

I, the undersigned, do hereby certify that in connection with all work on the project for which this statement is submitted, each DBE participant contracted by me has been paid the amounts shown for bid items, or portions thereof, listed.

	Signature <u>[Signature]</u>	Title <u>owner</u>
	Subscribed and sworn before me this: <u>20th</u> day of <u>November</u> , <u>2024</u>	
	_____ Notary Public in and for the State of Washington	
	residing at <u>Lynnwood, WA</u>	

THIS FORM IS REQUIRED WITH THE FINAL ESTIMATE  
FROM THE PRIME CONTRACTOR ON ALL PROJECTS

SUBCONTRACTOR TRACKING LOG

PROJECTCitywide Bicycle Wayfinding

JOB NUMBERWO PW-3786

FEDERAL AID NUMBERTA

STATE FUND NUMBER:HLP-PB21(014)

CONTRACT BID AMOUNT(excludes WSST)\$363,113.00

	Prime Contractor: Always Active	604594690						NA	Yes	No	Yes	NA	NA	64925	8/5/2022	1420008	4/24/2024	1368538	12/23/2024
Req #	Subcontractor	UBI #	Amount	This %	Prior %	% To Date	Return Date	FED CERT	DBE	MBE	WBE	DBE ONSITE INTERVIEW	WAGE RATE INTERVIEW	COEBL	DATE RECEIVED	L&I Intent	Date	L&I Affidavit	Date
1	Specialized Pavement Markings (SPM)	602001003	\$142,882.00	39.349	0.00	39.349	3/27/2024	NA	NA	NA	NA	NA	NA	55302	3/2/2016	1428524	5/15/2024	1375638	1/7/2025
2	Method Traffic Control	604744529	\$20,075.00	5.529	39.349	44.88	5/23/2024	NA	NA	NA	NA	NA	NA	64146	1/25/2022	1428513	5/23/2024	1369302	3/11/2025
	Vendors, Suppliers, Services																		
1																			
	TOTAL		\$162,957.00																
	CHECKED DATE		3/27/2025																



3200 Cedar Street,  
Everett WA 98201  
(425) 257-8800

CONTRACT ESTIMATE VOUCHER  
Schedule: A

40730

1

Date: 11/7/2024 CM Check: Keith Alewine

Date: 11/7/2024

Recommended By: Keith Alewine

Retainage not withheld  
per Retainage Bond  
# 100024816

Date: 11/07/2024 PM Review: Laura L Claywell

Date: 11-19-2024

PW Director: [Signature]

Contractor: Always Active Services, LLC  
Project: Citywide Bicycle Wayfinding  
Estimate: 3  
W.O.# PW3786  
Ends: 11/1/2024

FINAL

SCHEDULE	ORG. CONTRACT	TO DATE	VARIANCE
A	\$ 363,113.00	\$ 340,318.05	\$ (22,794.95)
Total	\$ 363,113.00	\$ 340,318.05	\$ (22,794.95)

TOTAL  
LESS RETENTION 0.0%  
SALES TAX 0.0%  
AMOUNTS PAID  
DUE THIS ESTIMATE

TO DATE	PREVIOUS	PRESENT
\$ 340,318.05	\$ 315,895.25	\$ 24,422.80
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 340,318.05	\$ 315,895.25	\$ 24,422.80
		\$ 24,422.80

ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE	CONTRACT QUANTITY	CONTRACT TOTAL	UPDATED WITH CO & MOH QUANTITY	UPDATED WITH CO & MOH TOTAL	TO DATE QUANTITY	TO DATE TOTAL	PREVIOUS QUANTITY	PREVIOUS TOTAL	PRESENT QUANTITY	PRESENT TOTAL
1	MINOR CHANGE	F.A.	\$ 25,000.00	1.00	\$ 25,000.00	1.00	\$ 25,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
2	RECORD DRAWINGS (MINIMUM B/D)	L.S.	\$ 5,000.00	1.00	\$ 5,000.00	1.00	\$ 5,000.00	1.00	\$ 5,000.00	0.00	\$ -	1.00	\$ 5,000.00
3	SPCC PLAN	L.S.	\$ 500.00	1.00	\$ 500.00	1.00	\$ 500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
4	MOBILIZATION	L.S.	\$ 40,000.00	1.00	\$ 40,000.00	1.00	\$ 40,000.00	1.00	\$ 40,000.00	0.90	\$ 36,000.00	0.10	\$ 4,000.00
5	PROJECT TEMPORARY TRAFFIC CONTROL	L.S.	\$ 35,000.00	1.00	\$ 35,000.00	1.00	\$ 35,000.00	1.00	\$ 35,000.00	0.90	\$ 31,500.00	0.10	\$ 3,500.00
6	FLAGGERS	HR	\$ 1.00	720.00	\$ 720.00	720.00	\$ 720.00	55.25	\$ 55.25	55.25	\$ 55.25	0.00	\$ -
7	UNIFORMED POLICE OFFICER	HR	\$ 45.00	96.00	\$ 4,320.00	96.00	\$ 4,320.00	53.00	\$ 2,385.00	53.00	\$ 2,385.00	0.00	\$ -
8	EROSION/WATER POLLUTION CONTROL	L.S.	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	0.50	\$ 500.00	0.50	\$ 500.00
9	PERMANENT SIGNING	L.S.	\$ 100,000.00	1.00	\$ 100,000.00	1.00	\$ 100,000.00	1.00	\$ 100,000.00	0.96	\$ 96,000.00	0.04	\$ 4,000.00
10	REMOVING PLASTIC CROSSWALK LINE	S.F.	\$ 5.80	1,500.00	\$ 8,700.00	1,500.00	\$ 8,700.00	1,410.00	\$ 8,178.00	1,310.00	\$ 7,598.00	100.00	\$ 580.00
11	REMOVING PLASTIC LINE	L.F.	\$ 4.20	3,655.00	\$ 15,351.00	3,655.00	\$ 15,351.00	4,969.00	\$ 20,869.80	3,515.00	\$ 14,763.00	1,454.00	\$ 6,106.80
12	REMOVING PLASTIC TRAFFIC MARKING	EACH	\$ 265.00	2.00	\$ 530.00	2.00	\$ 530.00	2.00	\$ 530.00	2.00	\$ 530.00	0.00	\$ -
13	PLASTIC BIKE ROUTE ON SIDEWALK SYMBOL (WHITE)	EACH	\$ 368.00	29.00	\$ 10,672.00	29.00	\$ 10,672.00	29.00	\$ 10,672.00	27.00	\$ 9,936.00	2.00	\$ 736.00
14	PLASTIC BIKE SYMBOL - DRIVEWAY (WHITE)	EACH	\$ 900.00	1.00	\$ 900.00	1.00	\$ 900.00	1.00	\$ 900.00	1.00	\$ 900.00	0.00	\$ -
15	PLASTIC CROSSWALK MARKING (GREEN AND WHITE)	S.F.	\$ 24.00	2,625.00	\$ 63,000.00	2,625.00	\$ 63,000.00	2,592.00	\$ 62,208.00	2,592.00	\$ 62,208.00	0.00	\$ -
16	PLASTIC DOUBLE LINE (YELLOW)	L.F.	\$ 11.00	400.00	\$ 4,400.00	400.00	\$ 4,400.00	400.00	\$ 4,400.00	400.00	\$ 4,400.00	0.00	\$ -
17	PLASTIC BIKE LANE SYMBOL (WHITE)	EACH	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	0.00	\$ -
18	PLASTIC BIKE LANE STRAIGHT/LEFT TURN SYMBOL (WHITE)	EACH	\$ 1,000.00	2.00	\$ 2,000.00	2.00	\$ 2,000.00	2.00	\$ 2,000.00	2.00	\$ 2,000.00	0.00	\$ -
19	PLASTIC BIKE LANE LEFT/RIGHT TURN ARROW SYMBOL (WHITE)	EACH	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	1.00	\$ 1,000.00	0.00	\$ -
20	PLASTIC BIKE LANE LEFT/STRAIGHT/RIGHT TURN ARROW SYMBOL (WHITE)	EACH	\$ 1,000.00	2.00	\$ 2,000.00	2.00	\$ 2,000.00	2.00	\$ 2,000.00	2.00	\$ 2,000.00	0.00	\$ -
21	PLASTIC SHARROW STRAIGHT SYMBOL (WHITE)	EACH	\$ 1,000.00	13.00	\$ 13,000.00	13.00	\$ 13,000.00	13.00	\$ 13,000.00	13.00	\$ 13,000.00	0.00	\$ -
22	PLASTIC SHARROW STRAIGHT SYMBOL (WHITE ON GREEN BACKGROUND)	EACH	\$ 1,000.00	18.00	\$ 18,000.00	18.00	\$ 18,000.00	18.00	\$ 18,000.00	18.00	\$ 18,000.00	0.00	\$ -
23	PLASTIC SHARROW LEFT TURN SYMBOL (WHITE ON GREEN BACKGROUND)	EACH	\$ 2,575.00	1.00	\$ 2,575.00	1.00	\$ 2,575.00	1.00	\$ 2,575.00	1.00	\$ 2,575.00	0.00	\$ -
24	PLASTIC SHARROW RIGHT TURN SYMBOL (WHITE)	EACH	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	2.00	\$ 2,200.00	2.00	\$ 2,200.00	0.00	\$ -
25	PLASTIC SHARROW RIGHT TURN/STRAIGHT SYMBOL (WHITE)	EACH	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	0.00	\$ -
26	PLASTIC SHARROW LEFT/RIGHT TURN SYMBOL (WHITE)	EACH	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	0.00	\$ -

ITEM #	ITEM DESCRIPTION	UNIT	UNIT PRICE	CONTRACT QUANTITY	CONTRACT TOTAL	UPDATED WITH CO & MOH QUANTITY	UPDATED WITH CO & MOH TOTAL	TO DATE QUANTITY	TO DATE TOTAL	PREVIOUS QUANTITY	PREVIOUS TOTAL	PRESENT QUANTITY	PRESENT TOTAL
27	PLASTIC SHARROW LEFT/STRAIGHT/RIGHT TURN SYMBOL (WHITE)	EACH	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	1.00	\$ 1,100.00	0.00	\$ -
28	PLASTIC SHARROW LEFT/STRAIGHT/RIGHT TURN SYMBOL (WHITE ON GREEN BACKGROUND)	EACH	\$ 4,045.00	1.00	\$ 4,045.00	1.00	\$ 4,045.00	1.00	\$ 4,045.00	1.00	\$ 4,045.00	0.00	\$ -



W.O.# PW3786

Contractor: Always Active Services, LLC

Project: Citywide Bicycle Wayfinding

Notice to Proceed	1/0/1900
75% Completion	1/0/1900
Substantial Completion	1/0/1900
Substantial Completion of work achieved within	0

Reviewed By	Keith Alewine	Keith Alewine	Keith Alewine
Date	5/31/2024	6/17/2024	11/6/2024

Schedule	ITEM #	ITEM DESCRIPTION	UNIT	CONTRACT QUANTITY	TOTAL QUANTITY	Est 1	Est 2	Est 3	Est 4	Est 5	Est 6	Est 7	Est 8	Est 9	Est 10
						5/17/2024	6/17/2024	10/31/2024	Date4	Date5	Date6	Date7	Date8	Date9	Date10
A	1	MINOR CHANGE	F.A.	1.00	0.00	0.00	0.00	0.00							
A	2	RECORD DRAWINGS (MINIMUM BID)	L.S.	1.00	1.00	0.00	0.00	1.00							
A	3	SPCC PLAN	L.S.	1.00	0.00	0.00	0.00	0.00							
A	4	MOBILIZATION	L.S.	1.00	1.00	0.50	0.40	0.10							
A	5	PROJECT TEMPORARY TRAFFIC CONTROL	L.S.	1.00	1.00	0.44	0.46	0.10							
A	6	FLAGGERS	HR	720.00	55.25	55.25	0.00	0.00							
A	7	UNIFORMED POLICE OFFICER	HR	96.00	53.00	53.00	0.00	0.00							
A	8	EROSION/WATER POLLUTION CONTROL	L.S.	1.00	1.00	0.50	0.00	0.50							
A	9	PERMANENT SIGNING	L.S.	1.00	1.00	0.66	0.30	0.04							
A	10	REMOVING PLASTIC CROSSWALK LINE	S.F.	1,500.00	1,410.00	1,310.00	0.00	100.00							
A	11	REMOVING PLASTIC LINE	L.F.	3,655.00	4,969.00	3,515.00	0.00	1,454.00							
A	12	REMOVING PLASTIC TRAFFIC MARKING	EACH	2.00	2.00	0.00	2.00	0.00							
A	13	PLASTIC BIKE ROUTE ON SIDEWALK SYMBOL (WHITE)	EACH	29.00	29.00	0.00	27.00	2.00							
A	14	PLASTIC BIKE SYMBOL - DRIVEWAY (WHITE)	EACH	1.00	1.00	0.00	1.00	0.00							
A	15	PLASTIC CROSSWALK MARKING (GREEN AND WHITE)	S.F.	2,625.00	2,592.00	2,592.00	0.00	0.00							
A	16	PLASTIC DOUBLE LINE (YELLOW)	L.F.	400.00	400.00	400.00	0.00	0.00							
A	17	PLASTIC BIKE LANE SYMBOL (WHITE)	EACH	1.00	1.00	0.00	1.00	0.00							
A	18	PLASTIC BIKE LANE STRAIGHT/LEFT TURN SYMBOL (WHITE)	EACH	2.00	2.00	0.00	2.00	0.00							
A	19	PLASTIC BIKE LANE LEFT/RIGHT TURN ARROW SYMBOL (WHITE)	EACH	1.00	1.00	0.00	1.00	0.00							
A	20	PLASTIC BIKE LANE LEFT/STRAIGHT/RIGHT TURN ARROW SYMBOL (WHITE)	EACH	2.00	2.00	0.00	2.00	0.00							
A	21	PLASTIC SHARROW STRAIGHT SYMBOL (WHITE)	EACH	13.00	13.00	0.00	13.00	0.00							
A	22	PLASTIC SHARROW STRAIGHT SYMBOL (WHITE ON GREEN BACKGROUND)	EACH	18.00	18.00	0.00	18.00	0.00							
A	23	PLASTIC SHARROW LEFT TURN SYMBOL (WHITE ON GREEN BACKGROUND)	EACH	1.00	1.00	0.00	1.00	0.00							
A	24	PLASTIC SHARROW RIGHT TURN SYMBOL (WHITE)	EACH	1.00	2.00	0.00	2.00	0.00							
A	25	PLASTIC SHARROW RIGHT TURN/STRAIGHT SYMBOL (WHITE)	EACH	1.00	1.00	0.00	1.00	0.00							
A	26	PLASTIC SHARROW LEFT/RIGHT TURN SYMBOL (WHITE)	EACH	1.00	1.00	0.00	1.00	0.00							
A	27	PLASTIC SHARROW LEFT/STRAIGHT/RIGHT TURN SYMBOL (WHITE)	EACH	1.00	1.00	0.00	1.00	0.00							
A	28	PLASTIC SHARROW LEFT/STRAIGHT/RIGHT TURN SYMBOL (WHITE ON GREEN BACKGROUND)	EACH	1.00	1.00	0.00	1.00	0.00							













# Always Active LLC-Citywide Bicycle Wayfinding-Final Acceptance-TH-SD

Final Audit Report

2025-05-12

Created:	2025-05-09
By:	Ashleigh Scott (AScott@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqYKh1KcC6gn4pvRka4we71KWF6Z9F1rF

## "Always Active LLC-Citywide Bicycle Wayfinding-Final Acceptance-TH-SD" History

-  Document created by Ashleigh Scott (AScott@everettwa.gov)  
2025-05-09 - 4:04:27 PM GMT
-  Document emailed to Tom Hood (thood@everettwa.gov) for approval  
2025-05-09 - 4:05:28 PM GMT
-  Email viewed by Tom Hood (thood@everettwa.gov)  
2025-05-09 - 4:20:28 PM GMT
-  Document approved by Tom Hood (thood@everettwa.gov)  
Approval Date: 2025-05-09 - 4:21:06 PM GMT - Time Source: server
-  Document emailed to Ryan Sass (RSass@everettwa.gov) for signature  
2025-05-09 - 4:21:12 PM GMT
-  Email viewed by Ryan Sass (RSass@everettwa.gov)  
2025-05-09 - 4:40:38 PM GMT
-  Document e-signed by Ryan Sass (RSass@everettwa.gov)  
Signature Date: 2025-05-09 - 4:40:55 PM GMT - Time Source: server
-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval  
2025-05-09 - 4:41:01 PM GMT
-  Email viewed by Tim Benedict (TBenedict@everettwa.gov)  
2025-05-09 - 4:58:40 PM GMT
-  Document approved by Tim Benedict (TBenedict@everettwa.gov)  
Approval Date: 2025-05-09 - 4:58:57 PM GMT - Time Source: server





Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature

2025-05-09 - 4:59:02 PM GMT



Email viewed by Cassie Franklin (cfranklin@everettwa.gov)

2025-05-09 - 5:18:27 PM GMT



Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)

Signature Date: 2025-05-09 - 5:18:54 PM GMT - Time Source: server



Document emailed to Ashleigh Scott (AScott@everettwa.gov) for signature

2025-05-09 - 5:19:00 PM GMT



Document e-signed by Ashleigh Scott (AScott@everettwa.gov)

Signature Date: 2025-05-12 - 2:37:41 PM GMT - Time Source: server



Agreement completed.

2025-05-12 - 2:37:41 PM GMT