

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT



BOOK 1 OF 2 PROJECT MANUAL

SCUSD Serna Center Generator

5735 47th Avenue
Sacramento, CA 95824
Sacramento County

Bid Package #0825-417

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT, PROCUREMENT SECTION

Submitted to the Sacramento City Unified School District by:

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Sacramento, CA 95833

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Section 00 11 13 - NOTICE TO BIDDERS

ARTICLE 1. GENERAL

Section 1.01 Notice is hereby given that the Board of Education of the Sacramento City Unified School District ("District") will receive sealed Bids for

0825-417 SCUSD Serna Center Generator ("Project")

License required: **A and/or B**
Engineer's Estimate: **\$390,000**

Scope of Work including but not limited to: Installation of two new gas powered emergency generators within existing CMU enclosure, new screen wall with gates on the front face of the existing CMU enclosure, construction of a new CMU trash enclosure.

The following is the anticipated schedule for bidding and award of the contract for the Project:

Bidding Documents Released	Wednesday, November 6 th , 2024
Mandatory Bidder's Conference	Thursday, November 14 th , 3:00pm
Bidder question deadline	Tuesday, November 19 th , 2024, 10:00am
Prequalification application deadline	Tuesday, November 19 th , 2024
Addendum responding to questions	Friday, November 22 nd , 2024, 10:00am
Bids due	Tuesday, December 3rd, 2024 by 2:00 pm
Good Faith Efforts documentation due	Wednesday, December 4th, 2024 by 2:00 pm
Notice of Intent to Award	Tuesday, December 10 th , 2024
Board Meeting to Award contract	Thursday, December 19 th , 2024
Anticipated Notice to Proceed	Friday, December 20 th , 2024

All general inquiries regarding the bid or issues with the District's Online Bid Platform are to be directed to Robert Aldama at robert-aldama@scusd.edu, Tina Alvarez-Bevens at tina-alvarez-bevens@scusd.edu, and Ryan Wade at rwade@Kitchell.com. It shall be the responsibility of each prospective Bidder, upon discovery of any ambiguity or discrepancy in the Notice to Bidders, Instructions to Bidders, Bid Form, specifications, or drawings, to bring such ambiguity or discrepancy to the attention of the District prior to the Bid date and time. Failure to raise any such ambiguity or discrepancy prior to the Bid deadline shall waive the Bidder's right to object to the ambiguity or discrepancy after bidding.

Notice is hereby given that the Project is a public works project within the requirements of Division 2, Part 7, Chapter 1 of the California Labor Code, and that each bidder and listed subcontractor is required to be registered pursuant to Labor Code section 1725.5 at the time of bidding. **Failure of the bidder to be registered at the time of bidding shall render the bid non-responsive and unavailable for award. Bidder's listing of an unregistered subcontractor may render the bid non-responsive and unavailable for award unless such failure is the result of an inadvertent error and the provisions of Labor Code section 1771.1 apply.**

The plans and specifications may be obtained from the District's Website (<https://www.scusd.edu/construction-projects-bids>) and the District's Online Bid Platform (<https://gateway.app.e-builder.net/app/bidders/landing?accountid=aaf85f30-eade-4a97-af1d-5076c07d8a32&projectid=4b66d6d6-9639-4751-9ff6-c3bce4a29c80&bidpackageid=dddd794c-e361-48c0-aa44-4fd95c973e27>)

Notice is hereby given that the Project is subject to the requirements of Public Contract Code section 20111.6 as a project funded under the Leroy F. Greene School Facilities Act of 1998 or a project that involves a projected expenditure of one million dollars (\$1,000,000) or more and is funded from a state school bond. As such, the District will accept Bids only from prequalified Bidders. In addition, all mechanical, electrical and plumbing ("MEP") subcontractors (as defined by Public Contract Code section 20111.6(k)) must be prequalified prior to the Bid due

1 date. MEP subcontractors subject to these requirements are those with any of the following license classifications:
2 C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43 and C-46.
3

4 **The District's Prequalification Application is done on-line.** The direct link to the on-line application is
5 <https://www.scusd.edu/contractor-prequalification>. Bidders and MEP subcontractors must have submitted their on-line
6 applications no later than ten (10) business days before the due date for Bids or have been prequalified for at least
7 five (5) business days before the due date for Bids. Bids will not be accepted from any Bidder who has not complied
8 with these requirements.
9

10 Every Bid shall set forth information on subcontractors required by Public Contract Code sections 4100 to 4114,
11 inclusive. Failure to list a subcontractor for a portion of work, if required, is a representation that the Bidder will perform
12 that portion of work itself.
13

14 The Project includes a goal that each Bidder commit to provide at least three percent (3%) of the work to one or more
15 Disabled Veteran Business Enterprises ("DVBE") certified by the California Department of General Services. **[If a
16 Bidder does not achieve at least the 3% DVBE goal, then the Bidder must establish Good Faith Efforts ("GFE")
17 to have met the goal,** as addressed more fully in Instructions to Bidders, in order to be eligible for contract award.]
18

19 Bids are due:

20 **BID INFORMATION**

21 Location: 5735 47th Avenue, Sacramento, CA 95824
22 Contact: Tina Alvarez-Bevens
23 Date: Tuesday, December 3rd, 2024
24 Bids Due: 2:00pm
25

26 At this time such Bids will be opened and publicly read. Untimely Bids will not be accepted or opened.
27

28 If Bidders choose to submit GFE documentation, that documentation is due:
29

30 **GOOD FAITH EFFORTS DOCUMENTATION**

31 Location: 5735 47th Avenue, Sacramento, CA 95824
32 Contact: Tina Alvarez-Bevens
33 Date: Wednesday, December 4th, 2024
34 Bids Due: 2:00pm
35

36 Documentation received after that time will not be considered to determine whether a Bidder made GFE to meet the
37 DVBE goal.]
38
39

40 Section 1.02 A **mandatory** pre-bid conference will be held at:

41 **MANDATORY PRE-BID CONFERENCE INFORMATION**

42 Location: 5735 47th Avenue, Sacramento, CA 95824
43 Contact: Tina Alvarez-Bevens
44 Date: Thursday, November 14th, 2024
45 Time: 3:00pm
46

47 Bidders will be required to sign-in to verify attendance. The pre-bid conference will include an in-person site walk to
48 familiarize Bidders with existing site conditions. Attendees shall meet at the flagpole.
49

50 **Attendance for duration of meeting at the site, including the site walk, is mandatory and each prime contract
51 bidder ("Bidder" or "Bidders") shall be required to certify, as part of its Bid, that it attended the entirety of
52 the Pre-Bid conference. Failure to attend the entirety of the pre-bid conference or to include the certification
53 will render the bid non-responsive.** For all Pre-Bid visits (other than the Pre-bid conference), Bidder must make an
54 appointment with the Construction Manager prior to visiting the Site.
55
56

1 Section 1.03 The District's forms shall be used for all Bid documents. Bidders shall read and review the Bidding
2 Documents carefully, and shall familiarize themselves thoroughly with all requirements. To be responsive, a Bid must
3 conform to the requirements of the Bidding Documents.
4

5 Section 1.04 No Bid will be considered unless it is accompanied by Cashier's Check, Certified Check, or Bid Bond
6 from a surety authorized to do business in California for ten percent (10%) of the total amount of the Bid, including
7 additive Alternate Bids (if any), made payable to the District. The above-mentioned check or bid bond shall be given
8 as a guarantee that the Bidder shall, if selected by the District, execute the Contract, in conformance with the Contract
9 Documents.
10

11 Section 1.05 Bids shall not expire for a period of 90 days after the date set for the bid opening. Within ten (10) days
12 after notification of the District's Notice of Intent to Award the Contract, the successful Bidder will be required to furnish
13 a Labor and Material (Payment) Bond, and a Performance Bond in substantially the form set forth in the Construction
14 Forms Manual, proof of insurance (if required), and all other documents and information specified in the Notice of
15 Intent to Award.
16

17 Section 1.06 The District is an equal opportunity employer. The Bidder shall not discriminate against any employee
18 or applicant for employment because of race, religion, color, sex, gender, national origin, or other class protected by
19 Government Code section 12940(a). The District encourages the participation of DVBE businesses.
20

21 Section 1.07 The successful Bidder shall be required to pay its workers on this Project a sum not less than the general
22 prevailing rate (applicable at time of bid advertisement date) of per diem wages and not less than the general prevailing
23 rate for holiday and overtime work for work of a similar character in the locality in which the Project is performed, as
24 provided under California Labor Code Sections 1726-1861. Copies of the prevailing rate of per diem wages may be
25 obtained at <https://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. The Project is subject to compliance
26 monitoring and enforcement by the Department of Industrial Relations.
27

28 Section 1.08 The District reserves the right to reject any and all Bids and to waive any irregularity in any Bids received.
29

30 Section 1.09 At the request and expense of the successful Bidder, eligible securities shall be accepted in lieu of
31 retention payments to insure performance under the Contract, pursuant to California Public Contract Code Section
32 22300. Said securities shall be deposited prior to the submission of the successful Bidder's first progress payment
33 application.
34

35 Section 1.10 The District participates in all available rebate programs. The successful Bidder agrees to notify the
36 District of any available rebate of which the successful Bidder is aware, and to provide the District with invoices and
37 all other documentation necessary to claim any available rebate. The District will apply for available rebates, and the
38 rebates will be paid directly to the District, not the successful Bidder.
39

40 Section 1.11 The selected contractor shall be required to complete any and all fingerprinting requirements and
41 criminal background checks required by State law and shall also be required to complete a Drug-Free workplace
42 certificate.
43

44 Section 1.12 NOT USED
45

46 Section 1.13 The District has entered into a Project Labor Agreement that is applicable to this Project. A copy of the
47 Project Labor Agreement is available for review at the District Facilities Office and may be downloaded from the
48 District's website, www.scusd.edu, using the <https://www.scusd.edu/pod/project-labor-agreement> link. The successful
49 bidder and all subcontractors will be required to agree to be bound by the Project Labor Agreement.
50

51
52
END OF SECTION

Section 00 21 13 - INSTRUCTIONS TO BIDDERS

Section 1.01 Project Team

The Project Team consists of the following:

The District:	Sacramento City Unified School District
The District Representative:	Kitchell CEM
The Project:	SCUSD Serna Center Generator 0825-417
The Project Address:	5735 47th Avenue, Sacramento, CA 95824

Section 1.02 Bidding Documents

The "Bidding Documents" include the Notice to Bidders, Instructions to Bidders, Proposal Forms, Subcontractor Listing Form, Non-collusion Declaration, Iran Contracting Act Certification, Certification Regarding Russian Sanctions, Post Bid Interview, Agreement for Construction, Bid Security, Performance and Labor & Material (Payment) Bond Forms, the General Conditions, the Special Provisions, the General Requirements, Exhibits, the Technical Specifications, the Contract Drawings and Plans, the Hazardous Materials Requirements (if applicable), Addenda, and the Construction Forms Manual.

- ↳ Bidders shall use complete sets of Bidding Documents in preparing Bids. Bidders are responsible for ascertaining that the Bidding Documents upon which their Bids are based are complete sets. Failure to fully complete and submit all pages of the Bid Form and Bidding Documents required at the time of the Bid may result in the Bid being rejected as non-responsive.
- ↳ Bidding Documents are provided to Bidders for bidding only. No other use is permitted.
- ↳ Should a Bidder find discrepancies, ambiguities, inconsistencies, errors or omissions in the Bidding Documents, Contract Documents and/or applicable Federal, State, and local regulations or requirements, and/or should Bidder have any doubt about the meaning of any of the Contract Documents, the Bidder shall submit questions to Robert Aldama at robert-aldama@scusd.edu, Tina Alvarez-Bevens at tina-alvarez-bevens@scusd.edu, and Ryan Wade at rwade@Kitchell.com. Bidder's questions shall be submitted no later than **Tuesday, November 19th, 2024, 10:00am**.
- ↳ The District will post to the District Online Bid Platform (all registered bidders will receive notification) and District website all clarifications in the form of Addenda (<https://gateway.app.e-builder.net/app/bidders/landing?accountid=aaf85f30-eade-4a97-af1d-5076c07d8a32&projectid=4b66d6d6-9639-4751-9ff6-c3bce4a29c80&bidpackageid=dddd794c-e361-48c0-aa44-4fd95c973e27>)
- ↳ Each Bidder shall ascertain, prior to submitting a Bid, that every Addendum issued prior to the Bid Date has been considered, and shall acknowledge receipt of each Addendum on the Bid form. Each Addendum will become a part of the Contract for Construction.
- ↳ After issuance of the Bid Documents and except as expressly provided, communication with the District regarding the substance of the Bid Documents or Project outside of the Pre-Bid Conference, including without limitation communication with District employees or any Board member, is prohibited until a Notice of Intent to Award is issued. Notwithstanding the foregoing, potential Bidder may direct general questions related to the Bid to: Robert Aldama at robert-aldama@scusd.edu, Tina Alvarez-Bevens at tina-alvarez-bevens@scusd.edu, and Ryan Wade at rwade@Kitchell.com.

Section 1.03 Safety Requirements

In order to be eligible for award, Bidders must have an average Workers' Compensation Experience Modification Rate (EMR) of 1.25 or less over the last five (5) years OR the current published year. In addition, Bidders must have no "serious" and "willful" violations of Labor Code sections 6300 *et seq.* in the past five (5) years. As a condition of award, the selected Bidder will be required to provide its Injury and Illness Prevention Program.

1 Section 1.04 Bid Security
2

- 3 A. Each Bid shall be accompanied by Bid Security, pledging that the Bidder will enter into a contract with the
4 District in accordance with the terms stated in the proposal, and will furnish required payment and
5 performance bonds. The Bid Security will be returned to Bidders within ten (10) days after the successful
6 Bidder has executed and returned the contract for the Project. Should any Bidder awarded a contract fail or
7 refuse to enter into such a contract or fail to furnish required bonds, the Bid Security shall be used to
8 compensate the District for added costs associated with awarding the contract to another Bidder, including
9 any costs of rebidding the Project if the District elects to rebid.
10
11 B. Bid Security shall be in the amount of ten percent (10%) of the total Bid(s), including additive Alternate Bids.
12
13 C. Bid Security shall be in the form of a Bid Bond from a surety company authorized to do business in California,
14 Cashier's Check or a Certified Check, or Cash. The District shall be listed as obligee on the bond or payee
15 on the check.
16
17 D. If a Bid Bond is submitted, the attorney-in-fact who executes the bond on behalf of the Surety shall attach to
18 the Bond a certified, current copy of its Power of Attorney. The bid bond form supplied by the Surety is
19 adequate
20

21 Section 1.05 Subcontractor Listing

22 Pursuant to the Subletting and Subcontracting Fair Practices Act, Sections 4100 to 4114, inclusive, of the California
23 Public Contract Code, every Bidder shall in its bid set forth:
24

- 25 A. The name, contractor license number, DIR registration number, and location of the place of business of each
26 subcontractor that will perform work valued at more than one-half of one percent (0.5%) of the Bidder's total
27 Bid. Only subcontractors required to be listed by Public Contract Code section 4104 are required to be listed.
28
29 B. The portion of the Work that will be done by each Subcontractor, including for additive Alternate Bids. If the
30 Bidder fails to specify a Subcontractor for any portion of the Work to be performed under the Contract in
31 excess of one-half of one percent (0.5%) of the Bidder's total Bid, including additive Alternate Bids, the Bidder
32 agrees that it is fully qualified to perform that portion itself, and that the Bidder shall perform that portion itself.
33 The successful Bidder shall not, without the written consent of the District, either:
34
35 1. Substitute any person as Subcontractor in place of the Subcontractor designated in the original bid.
36 2. Permit any subcontract to be assigned or transferred or allow it to be performed by anyone other than
37 the original Subcontractor listed in the bid. This requirement shall not prohibit a listed subcontractor from
38 further subcontracting a portion of its work, so long as such subcontracting is otherwise permitted by
39 law.
40 3. Sublet or subcontract any portion of the Work in excess of one-half of one percent (0.5%) of the total
41 Bid, including additive Alternate Bids, as to which its original Bid did not designate a Subcontractor.
42

43 In addition, **Bidders shall list all Disabled Veteran Business Enterprises ("DVBE") for which the Bidder seeks**
44 **credit**, even if the DVBE is not otherwise required to be listed by the Subletting and Subcontracting Fair Practices Act.
45 If the DVBE is a lower tier subcontractor, the Bidder must identify the first tier subcontractor under which the DVBE
46 will be performing its scope of work to avoid listing two subcontractors for the same portion of work.
47

48 Any subcontractor listed in accordance with Public Contract Code section 4104 shall be registered pursuant to Labor
49 Code section 1725.5 at the time of bidding.
50

51 The District has entered into a Project Labor Agreement that is applicable to this Project. A copy of the Project Labor
52 Agreement is available for review at the District Facilities Office and may be downloaded from the District's website,
53 www.scusd.edu, using the <https://www.scusd.edu/pod/project-labor-agreement> link. The successful bidder and all
54 subcontractors will be required to agree to be bound by the Project Labor Agreement.
55

56 Section 1.06 Bid Submittal

1 Bids shall be submitted at the SCUSD Serna Center, 5735 47th Avenue, Sacramento, California 95824. Bids not
2 received by the deadline will not be considered. Please be advised that there may be a heavy demand at the deadline
3 for submitting Bids, and the District assumes no responsibility if the Bidder is unable to timely complete submission
4 of its Bid. Bids will not be opened or reviewed until the Bid deadline.

5
6 By submitting a Bid, each Bidder certifies that:

- 7
- 8 A. The Bidder has read and understands the Bidding Documents,
- 9
- 10 B. The Bid is made in accordance with the Bidding Documents,
- 11
- 12 C. The Bidder has visited the project site and is familiar with the local conditions under which the work will be
13 performed. The Bidder acknowledges that failure to visit the site will not relieve the Bidder of the responsibility
14 for observing and considering those conditions which a contractor would have observed and considered
15 during a site visit, estimating properly the difficulty and cost of successfully performing the work or proceeding
16 to perform the work without additional cost to the District.
- 17
- 18 D. The Bidder agrees that the plans, specifications, and reports are adequate to the best of the Bidder's
19 knowledge and that the work can be performed for the amount bid in strict accordance with the terms of the
20 Contract Documents.
- 21
- 22 E. Bidder has attended the full duration of the mandatory Pre-Bid Conference.
- 23

24 Section 1.07 Bid Opening and Contract Awards

- 25
- 26 A. Bids will be opened publicly and read aloud at the time and date established in the Notice to Bidders. Bid
27 Summaries may be made available to Bidders not sooner than 72 hours after the Bid Date.
- 28
- 29 B. Contract award, if any, will be to the lowest responsive, responsible Bidder. If the Bidding Documents include
30 Bid Alternates, the lowest Bid will be determined based on any combination of Base Bid and Alternates as
31 determined by the District. This process is conducted by the District in a "blind selection" format, i.e., without
32 knowledge of the identity of any of the Bidders before ranking of all Bidders from lowest to highest has been
33 determined. All awards will be made in the District's best interest. No award will be made to a Bidder which
34 is not pre-qualified if pre-qualification is required, and no award will be made to a Bidder that is not registered
35 in accordance with Labor Code section 1725.5.
- 36
- 37 C. The District reserves the right to waive any informality or irregularity in any Bid.
- 38
- 39 D. The District reserves the right to reject any and all Bids.
- 40
- 41 E. If the District elects to award the Contract, then the District will issue a Notice of Intent to Award to the
42 successful Bidder and post the notice on its website and Online Bid Platform. The Notice will require the
43 selected Bidder to submit specified documents to the District prior to the Board meeting at which award will
44 be considered.
- 45

46 Section 1.08 Bid Protests

- 47
- 48 A. Any Bidder may file a protest against the award of the Contract to any other Bidder. The protest must be in
49 writing, filed within five (5) calendar days after the posting of the Notice of Intent to Award the contract, and
50 must set forth all factual and legal grounds for the protest. These requirements are to be strictly construed.
51 Untimely protests and/or grounds not set forth in the protest will not be considered. Further, the failure to
52 comply with these protest requirements will constitute a waiver of the right to challenge and forever bar the
53 Bidder from challenging, whether before the District or any administrative or judicial tribunal, any particular
54 Bid(s), the bidding process, or any ground not set forth in the protest.
- 55
- 56 B. The District will provide a written response to any timely bid protest.

1
2 Section 1.09 Post-Bid Interviews
3

- 4 A. Bidders in contention for contract awards may be asked to attend a Post-Bid interview and submit Post-Bid
5 submittals in rough draft form for review.
6

7
8 Section 1.10 Post-Bid Submittals
9

10 The successful Bidder shall submit all required Post-Bid documents by the date identified in the Notice of Intent
11 to Award. The Post-Bid documents include:

- 12 1. Payment Bond
- 13 2. Performance Bond
- 14 3. Local contact for Surety
- 15 4. Insurance Certificates
- 16 5. Agreement: To be executed by successful Bidder. Submit two (2) original, hard copies, each
17 bearing an original signature.
- 18 6. Criminal Background Investigation/Fingerprinting Certification.
- 19 7. Worker's Compensation Certification
- 20 8. Prevailing Wage and Related Labor Requirements Certification.
- 21 9. Drug-Free Workplace Certification.
- 22 10. Tobacco-Free Environment Certification.
- 23 11. Hazardous Materials Certification.
- 24 12. Lead-Based Materials Certification.
- 25 13. Imported Materials Certification.
- 26 14. Disabled Veteran Business Enterprise Participation Certification.
- 27 15. List of all Subcontractors and suppliers with their contractor license numbers, contractor registration
28 number (DIR), addresses, telephone and fax numbers (2 copies required)
- 29 16. Name of the full-time superintendent
- 30 17. Emergency contact names and numbers
- 31 18. The name of the safety supervisor
- 32 19. Copy of Safety Manual (Illness and Injury Prevention Program)
- 33 20. Name of the person(s) authorized to sign documents for this project
- 34 21. Resume for full time superintendent
- 35 22. W9
- 36 23. Escrow Agreement in Lieu of Retention (Contractor's Option)

37
38 The contract will not be submitted to the District's Board for approval and award until all required pre-award
39 documents are received. If the intended awardee fails to submit the required documents in the time specified, the
40 District may reject its Bid and award to the next lowest responsive, responsible Bidder.
41
42
43
44

45
END OF SECTION

Section 00 21 16 - BID FORM INSTRUCTIONS

ARTICLE 1. INSTRUCTIONS

Section 1.01 Bid Forms

Bidders are required to use the Bid Form provided.

The "Bid" stated in the Bid Form is the total amount for which the Bidder proposes to perform the Work.

Where bid Alternates are required, "Base Bid" is the total amount stated on the Bid Form for which the Bidder offers to perform Work that necessarily is part of any contract awarded, and from which "Alternates" may be added or deleted at the District's discretion. The "Total Base Bid Amount" stated on the Bid Form is the total of the Base Bid plus the required allowances, if any. Where the Bid Form requests unit prices, "Unit Prices" are amounts bid by unit measure of materials and/or services, as required in the Bidding Documents; amounts paid under a contract will be based on actual units multiplied by the unit price. Estimated units stated in the Bid Form are for evaluation purposes only, and are not a guarantee of any specific amount of units of work.

Section 1.02 Bids

A. A responsive Bid must include all of the following:

1. Completion of all sheets of the Bid Form, Section 00 42 00, as required
2. Bid Security (see Section 00 21 13, Article 1.06)

B. Bids shall be submitted at the SCUSD Serna Center, 5735 47th Avenue, Sacramento, California 95824

C. All spaces provided on the Bid Forms shall be filled in. If any space provided is not utilized by the Bidder, that space shall be filled in with the notation "NA" (Not Applicable).

D. Complete Bid Forms legibly, preferably by typewriter or computer. At the District's discretion, if any bid amount on the Bid Form is not legible, the District may reject the Bid as uncertain and unavailable for award.

E. Where indicated, all amounts shall be expressed in words and in figures. In case of discrepancy, the words shall govern. In the case of a discrepancy between the Total Bid Amount stated on the Bid Form and the actual total, the actual mathematical total will govern. In the case of a discrepancy between a Unit Price and an extended price, the unit price shall govern. Failure to list a Unit Price or lump sum price for a type of work where indicated shall be understood to be a unit price/lump sum price of \$0.

F. Bidders shall not make unsolicited notations or statements on the Bid Forms. If the District determines that any notation indicates a conditional Bid, the Bid shall be rejected as being non-responsive.

G. All changes to and erasures or crossing out of the Bidder's entries shall be initialed by the signer of the Bid.

H. Each Bid shall include the legal name of the Bidder and a statement regarding whether the Bidder is a sole proprietor, a partnership, a corporation, a limited liability company, or other type of legal entity. Bids submitted by corporations shall have the state of incorporation noted. Any Bid submitted by an agent shall have a current Power of Attorney attached, certifying the agent's power to bind the Bidder.

I. If the Bid Form includes Bid Alternates, all requested Alternates shall be bid or the Bid will be incomplete and non-responsive.

1 Section 1.03 Completion of Bid Form
2

- 3 A. Submit only one Bid Form for each Bid Package.
4
5 B. List Contractor's License number, contractor registration number (DIR), and expiration dates of both. Sign
6 and date this section in the space provided.
7
8 C. Fill in the numbers and dates of all Addenda received and considered in the Proposal. Bids must include
9 acknowledgment of all Addenda issued prior to the Bid Date. Failure to acknowledge any Addendum
10 containing substantive information about, or changes to, the Bidding Documents shall make the Bid
11 non-responsive and unavailable for award.
12
13 D. Fill in the amount of Bid Alternates, as applicable.
14
15 E. Fill out and sign the Non-Collusion Declaration, Iran Contracting Act certification (if applicable), Certification
16 Regarding Russian Sanctions, and Site Visit Certification.
17
18 F. Fill in Subcontractors list, **including all DVBEs for which the Bidder claims credit**; if there will not be any
19 Subcontractors, check the appropriate blank. State whether the DVBE goal was met [or good faith efforts
20 documentation will be submitted].
21
22 G. Type or print the signer's name and title in the spaces provided below the signature.
23
24 H. Date the form in the spaces provided.
25
26 I. Sign in the spaces provided.
27
28

29 Section 1.04 Submission of Bids
30

- 31
32 A. Bids shall be submitted at the SCUSD Serna Center, 5735 47th Avenue, Sacramento, California 95824.
33
34 B. Bids shall be submitted by the time and date stated in the Notice to Bidders. Late Bids will not be accepted.
35
36 C. If the DVBE participation goal is not met, submit documentation of DVBE Good Faith Efforts ("GFE") **within**
37 **24 hours after the proposal deadline**. Bidders are encouraged to submit GFE documentation even if they
38 believe they have met the DVBE goal in the event there is a problem with a listed DVBE. Late GFE
39 documentation will not be accepted and will result in any Bid that fails to meet the DVBE goal being rejected
40 as non-responsive.
41
42 D. Bidders shall bear full responsibility for ensuring that Bids are received by the time and date designated for
43 receipt of Bids. There may be a heavy demand at the deadline for submitting Bids, and the District assumes
44 no responsibility if the Bidder is unable to complete the submission of its Bid by the deadline.
45
46 E. No telephones, fax machines, scanners, or computers will be provided by the District or the District
47 Representative.
48

49 Section 1.07 Modification or Withdrawal of Bids
50

- 51 A. A Bid may not be withdrawn by the Bidder following the time and date designated for the receipt of Bids,
52 except in accordance with Sections 5100 - 5108 of the Public Contract Code.
53
54 B. Prior to the time and date designated for receipt of Bids, Bids may be withdrawn and a revised Bid may be
55 submitted before the Bid deadline. Withdrawals shall be through the Online Bid Platform. Telephone, fax,
56 and email withdrawals will not be accepted.

- 1
- 2 C. Withdrawn Bids may be resubmitted up to the time and date designated for receipt of Bids.
- 3

4 END OF SECTION