NOTE OF INFORMAL BIDDING AND BIDDING INSTRUCTIONS

TO ALL PRE-QUALIFIED BIDDERS WITH AN A OR C12 CONTRACTORS LICENSE ONLY

PROJECT: South Perimeter Road Repair, Phase II

PLEASE TAKE NOTICE, that the District will accept Bid Proposals under the District’s Informal Bidding Procedures (Public Contract Code §22030 et seq), for the Work of a Project described as South Perimeter Road Repair, Phase II at the office of the District’s Purchasing, Contracts & Risk Management, 6500 Soquel Drive, Bldg 2030, Aptos, California 95003 up to and no later than 2:00 P.M., May 24, 2012. Bid Proposals submitted thereafter will be rejected for non-responsiveness. Timely submitted Bid Proposals will be opened as soon thereafter as practicable.

1. **Project Information.** Additional information regarding the Project, including Drawings, Specifications and/or other Project requirements is available on the Internet at the District’s website, http://www.cabrillo.edu/internal/purchasing/. Alternatively, Bidders may purchase the Project Contract Documents, including Drawings, Specifications and/or other Project requirements, at a refundable cost of $50.00, from ARC – Santa Cruz by contacting Joshua Taylor, 21511 East Cliff Drive, Santa Cruz, California 95062, telephone: (831) 476-3700, facsimile: (831) 476-3557, e-mail: santacruz@e-arc.com.

2. **Interpretation of Drawings, Specifications or Contract Documents.** If the Bidder is in doubt as to the true meaning of any part of the Specifications or Contract Documents; finds discrepancies, errors or omissions, a pre-bid written request for interpretation or correction may be submitted to the District. Failure to request interpretation or clarification of any portion of the Contract Documents pursuant to the foregoing is a waiver of any discrepancy, defect or conflict therein. Bidders’ inquiries must be submitted on the form of Pre-Bid Request for Information included at the end of these Instructions for Bidders; the District will not respond to inquiries which are not submitted in the form of Pre-Bid Request for Information. **All questions are due by Friday, May 18, 2012 at 12:00pm (noon) and should be addressed to Gale Stevens, Buyer, District Purchasing, Contracts & Risk Management Office by email; gasteven@cabrillo.edu or by fax; 831-477-5640 on the RFI Form provided.**

3. **Mandatory Job-Walk.** The District will conduct a Mandatory Job Walk on Tuesday, May 15, 2012, beginning 10:00 a.m. Bidders are to meet at Bldg 2030, Purchasing, Contracts & Risk Management Office. 6500 Soquel Dr., Aptos, CA 95003 for the Job Walk. A Bid Proposal submitted by any Bidder whose representative(s) did not attend the Mandatory Job Walk, in its entirety, will be rejected by the District as being non-responsive.

4. **Project Planholder List.** The District’s Project Planholder List will be compiled exclusively from the sign-in sheet at the Mandatory Job Walk. Any Bidder failing to sign-in at the Mandatory Job Walk will be excluded from Project Planholder List and their Bid Proposal will be rejected by the District as being non-responsive. All Project Planholders will receive e-mails from the District advising of any and all Project Addenda issued by the District. Bidders bear sole responsibility for downloading the Project Addenda from the District’s website, http://www.cabrillo.edu/internal/purchasing/, or alternatively, purchasing the Project Addenda from ARC. The District will not fax Project Addenda to Planholders.

5. **Prevailing Wages.** The Contractor and all Subcontractors performing any portion of the Work shall pay not less than the applicable prevailing wage rate for the classification of labor
provide by their respective workers in prosecution and execution of the Work. Prevailing wage rate classifications and determinations may be viewed and obtained by accessing the Division of Labor Standards Enforcement databases at http://www.dir.ca.gov/dirdatabases.html.

6. **Documents Accompanying Bid Proposal.** The following must be submitted concurrently with the Bid Proposal: (a) Subcontractors List (identifying each Subcontractor performing a portion of the Work valued at or greater than one-half of one percent of the price proposed in the Bid Proposal); (b) Non-Collusion Affidavit; (c) Verification of Pre-Qualification Application Information; (d) Bid Security of not less than ten percent (10%) of the price proposed in the Bid Proposal in the form of cash, cashier’s check payable to the District or a Bid Bond in the form and content included with the Contract Documents; (e) Certificate of Workers Compensation Insurance in the form and content included with the Contract Documents; and (f) Drug-Free Workplace Certification in the form and content included with the Contract Documents.

7. **Award of Contract.** The Contract for the Work, if awarded, will be to the Bidder submitting the lowest priced responsive Bid Proposal. The District’s Director of Purchasing will take action to award the Contract. Bidders will be notified in writing by the District of the Bidder to whom the District has awarded the Contract. If Alternate Bid Items are included in the bidding, the selection of Alternate Bid Items for determination of the lowest priced Bid Proposal will be by the “blind bidder” process.

8. **Performance Bond; Labor and Materials Payment Bond.** The Bidder awarded the Contract for the Work shall obtain a Performance Bond and a Labor and Materials Payment Bond, each in a penal sum equal to one hundred percent (100%) of the Contract Price of the Contract awarded and in the form and content included with the Contract Documents for the Project.

9. **Rejection of Bid Proposals; Waiver of Minor Irregularities.** The District expressly reserves the right to reject all Bid Proposals. The District further reserves the right to waive minor irregularities in the bidding process or in Bid Proposals submitted in response hereto.

10. **Contractors License Classification.** Bidders must possess the following classification(s) of California Contractors License at the time that the Contract for the Work is awarded: A or C12 only. The Bid Proposal of any Bidder not duly and properly licensed in accordance with the foregoing shall be rejected as non-responsive and the Bidder shall be subject to all penalties imposed by law as a result of not being properly licensed at the time of submitting its Bid Proposal. No payment shall be made for the Work unless and until the Registrar of Contractors verifies to the District that the Bidder awarded the Contract is properly and duly licensed for the Work.

[END OF SECTION]