

## NOTICE OF ELECTRONIC INFORMAL BIDDING AND BIDDING INSTRUCTIONS

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

#### PROJECT: Bid 27 ATEP Phase 1 – Campus Site Signage Project

PLEASE TAKE NOTICE, that the District will accept electronically submitted Bid Proposals for the Work of a Project described as Bid 27 ATEP Phase 1 – Campus Site Signage Project.

**Project Information:** Additional information regarding the Project, including Drawings, Specifications and/or other Project requirements are available at the website address below:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=39861>.

A complete set of Drawings, Specifications and/or other Project requirements may be also viewed in the Purchasing Department at South Orange County Community College District, 28000 Marguerite Parkway Health Sciences Building, 3rd Floor Mission Viejo, CA 92692, by telephone at (949) 348-6016 or by email at purchasing-dept@socccd.edu. The documents are also available online at [www.socccd.edu](http://www.socccd.edu) at the Bids link.

**Mandatory Job Walk / Pre-Bid Conference:** There will be a mandatory job walk / pre-bid conference at 10:00 AM, Monday, September 23, 2019 at the Advanced Technology & Education Park, IDEA Building, Room 125, 1624 Valencia Ave, Tustin, CA 92782. A map showing the meeting location is included with the bid documents. Any bidder that does not attend the entire mandatory job walk/pre-bid conference and/or does not arrive on-time shall be deemed non-responsive.

**Requests for information (RFIs):** Any and all questions must be submitted through the PlanetBids system by no later than Friday, September 27, 2019 at 5:00 PM.

**Submittal of Electronic Bid Proposals:** Bid Proposals for the Work must be electronically submitted through the PlanetBids system at <https://www.planetbids.com/portal/portal.cfm?CompanyID=39861> no later than 12:00 PM Friday, October 18, 2019. Bid Proposals submitted thereafter will be rejected for non-responsiveness. Timely submitted Bid Proposals will be opened as soon thereafter as practicable. The District is not responsible for or liable to Bidders for: (i) inaccessibility of the PlanetBids portal; or (ii) untimely, incomplete or inaccurate data submitted through the PlanetBids portal.

**Contractor's License Requirements:** In accordance with the provisions of California Business and Professions Code Section 7028.15 and Public Contract Code Section 3300, the DISTRICT requires that the bidder possess the following classification of CONTRACTOR'S license at the time the bid is submitted: Class License "B". Any bidder not so licensed at the time of the bid opening will be rejected as non-responsive.

**Labor Code:** The Work is subject to prevailing wage rates and other applicable Labor Code requirements; the Contractor and all Subcontractors shall pay not less than the prevailing wage rates for the classification(s) of labor necessary to complete the Work and comply with all applicable Labor Code requirements.

**Bid Security - Electronic Bid Bond:** Bid Security in the form of a Bid Bond in an amount not less than ten percent (10%) of the total bid price may be submitted electronically in the form and content included with the Contract Documents and issuance of the electronic Bid Bond is verified through Surety2000

(<http://www.surety2000.com/>). Bidders submitting an electronic Bid Bond are solely responsible for completing Surety2000 registration requirements and payment of Surety2000 fees and charges. The District is not responsible to Bidders for: (i) Surety2000 acts or omissions; (ii) the complete/timely verification of electronically issued Bid Bonds; or (iii) any other errors in the electronically issued/verified Bid Bond.

**Bid Security - Paper/Hard Copy Bid Bond:** Bid security in the form of the Bid Bond in an amount not less than ten percent (10%) of the total bid price may be submitted by paper/hard copy to the District. A Bidder who intends to meet bid security requirements by submittal of a paper/hard copy Bid Bond must comply with all of the following; failure to do so will render the Bid Proposal non-responsive and rejected. Paper/hard copy Bid Bonds must be: (i) in the form and content included with the Contract Documents; (ii) completed, executed and notarized; (iii) received in the District's Procurement Office no later than **twenty-four (24) hours prior to the latest date/time for submitting Bid Proposals**; (iv) submitted in a sealed envelope with the envelope prominently marked with the Project Name, Bid Number and Bidder's name; (iv) received by an employee of the Procurement Department with a notation of the date/time of the Procurement Department's receipt thereof. Bidders are advised that the District utilizes a central mailroom; materials delivered to the District mailroom are not deemed delivered to the Procurement Department until materials are actually delivered by mailroom personnel to the Procurement Department. Bidders intending to submit a paper/hard copy Bid Bond are encouraged to personally deliver the paper/hard copy Bid Bond to the Procurement Department or to utilize a messenger service for personal delivery of the paper/hard copy Bid Bond to the Purchasing Department.

**Bid Security - Cash, Cashiers/Certified Check:** If bid Security is in the form of cash or cashiers/certified check, it shall be in an amount not less than ten percent (10%) of the total bid price and the cash proceeds or cashiers/certified check must be submitted in a sealed envelope with the exterior prominently marked with the Bidder's name, Project Name and Bid Number and received in the District's Procurement Department before the latest date/time for submitting Bid Proposals. Bid Security received thereafter will result in rejection of the Bidder's Bid Proposal for non-responsiveness.

**Award of Contract:** The Contract for the Work, if awarded, will be to the responsible Bidder submitting the lowest priced responsive Bid Proposal. The Contract is subject to approval by the District's Board of Trustees.

**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 in the form and content included with the Contract Documents for the Project.

**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.

**Withdrawal of Bids:** No bidder may withdraw any bid for a period of ninety (90) calendar days after the date set for the opening of bids.

*Priya Jerome*

*Executive Director, Procurement, Central Services & Risk Management*

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