
NOTICE OF ELECTRONIC INFORMAL BIDDING AND BIDDING INSTRUCTIONS
TO ALL QUALIFIED BIDDERS FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

PROJECT: Bid 2094 BGS Door Installation at Saddleback College

PLEASE TAKE NOTICE, that the District will accept electronically submitted Bid Proposals under the District's Informal Bidding Procedures (Public Contract Code §22030 et seq.), for the Work of a Project described as **Bid 2094 BGS Door Installation at Saddleback College**.

1. **Project Information.** Additional information regarding the Project, including Drawings, Specifications and/or other Project requirements are available at <https://www.planetbids.com/portal/portal.cfm?CompanyID=39861>.
 2. **Optional Pre-Bid Conference Call and Virtual Job Walk.** There will be an optional pre-bid conference call and virtual job walk conducted via Zoom at 10:00am, Tuesday, June 23, 2020. All interested Bidders shall confirm their attendance by email to purchasing-dept@socccd.edu by 2:00pm on Monday, June 22, 2020. The subject line should read: "Bid 2094 Zoom Confirmation." A call-in number will be provided prior to the meeting day to those who confirm attendance.
 3. **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.
 4. **Submittal of Electronic Bid Proposals.** Bid Proposals for the Work must be electronically submitted at <https://www.planetbids.com/portal/portal.cfm?CompanyID=39861> no later than 2:00 PM Monday, July 6, 2020. 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.
 5. **Documents Accompanying Contract for Field Services Bid Request Form.** The following must be submitted with the Contract for Field Services Bid Request Form; failure to submit all of the following will result in rejection of the Bid Proposal for non-responsiveness:
 - i) Attachment 2 – Bidders Price Proposal on Company Letterhead.
 - ii) Evidence of Insurance
 - iii) Attachment B – Subcontractors List
 - iv) Attachment C – Non-Collusion Affidavit
 - v) Attachment D – Bid Bond
 6. **Bid Security.**
 - 6.1. **Cash, Cashiers/Certified Check.** If Bid Security is in the form of cash or cashiers/certified check, 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 to the District's Procurement Services 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. The Procurement Department address is:

South Orange County Community College District
28000 Marguerite Parkway
Health Sciences Building, 3rd Floor
Mission Viejo, CA 92692
 - 6.2. **Electronic Bid Bond.** Bid Security in the form of a Bid Bond may be submitted electronically in the form and content included with the Contract Documents and issuance of the electronic Bid Bond is verified through
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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.

- 6.3. Paper/Hard Copy Bid Bond.** Hand delivered Bid Bonds will not be accepted at this time. Bid security in the form of the Bid Bond may be submitted by paper/hard copy to the District. Bidders shall utilize a courier service with tracking to verify time of delivery. 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 the 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 Procurement Department.
- 7. Award of Contract.** The Contract for the Work, if awarded, will be to the responsible Bidder submitting the lowest priced responsive Bid Proposal. The District's Purchasing/Contracts Manager 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. The Contract is subject to ratification by the District's Board of Trustees.
- 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 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.

[END OF SECTION