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## NOTICE TO CONTRACTORS, INVITATION TO BID

### JOB ORDER CONTRACT – JOC 16-039 For Facilities – Minor Capital Outlay Projects

#### THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO Facilities, One Grand Avenue, San Luis Obispo, CA 93407-0690

The Trustees of The California State University will receive sealed bid proposals in the Facilities Department, Building 70, at the above address, **before 2:00 p.m. on Wednesday, March 23, 2016**, for furnishing all labor and materials for the JOB ORDER CONTRACT (JOC), For Facilities – Minor Capital Outlay Projects, Project Number JOC 16-039, for the California Polytechnic State University, San Luis Obispo campus.

Proposals will be received in Facilities, Building 70, Room 114, at the above-mentioned address **until 2:00 p.m. on Wednesday, March 23, 2016**, in accordance with the contract documents, at which time the proposals will be publicly opened and read.

#### **Mandatory First Pre-Bid Conference**

As a condition of bidding, prospective bidders must attend a Mandatory First Pre-Bid Conference. The mandatory first pre-bid conference will be held on Wednesday, **February 3, 2016, beginning promptly at 10:30 a.m.** The purpose of the Mandatory First Pre-Bid Conference is to discuss the JOC concept, documents, and bid considerations. **YOU WILL NOT BE ELIGIBLE TO BID ON THIS PROJECT IF YOU DO NOT ATTEND THIS MANDATORY FIRST PRE-BID CONFERENCE ON TIME.** At 10:30 a.m., the start of the Mandatory First Pre-Bid Conference will be announced. Any individuals who arrive at or after 10:30 a.m. and are not physically present when the start of the Mandatory First Pre-Bid Conference is announced will not be eligible to bid. The mandatory first pre-bid conference will be held at California Polytechnic State University, San Luis Obispo, in the Facilities Building (#070), Room 110. All campus parking is by permit only. A one-day "vendor" parking permit may be purchased by checking in at the Information kiosk located at the campus entrance on Grand Avenue. Mention the JOC Pre-Bid Conference for parking directions.

#### **Optional (non-mandatory) Second Pre-Bid Conference**

An optional (non-mandatory) second pre-bid conference will be held on Wednesday, February 3, 2016, following the mandatory first pre-bid conference, in Facilities, Building 70, Room 110. The purpose of the optional (non-mandatory) second pre-bid conference is to answer questions and discuss Job Order Contracting from a contractor's viewpoint.

#### **Contract Documents Availability**

JOC Contract Documents will be available on CD at no cost to contractors. The CD will be distributed to those contractors who attend the Mandatory First Pre-Bid Conference.

***Please note: This is the only way to receive contract documents for the Job Order Contract. They will not be available before the Mandatory Pre-Bid Conference and will not be mailed, with the exception of additional sets requested by attendees after the Mandatory Pre-Bid Conference.***

#### **The Job Order Contract**

This Notice to Contractors is for a Job Order Contract (JOC). A JOC is a competitively bid, firm fixed-priced, indefinite quantity contract. The scope of work includes a collection of detailed repair and construction tasks and specifications that have established unit prices. Contractors are bidding on a mark-up, not on a project cost. The University intends to enter into a JOC agreement with the successful bidder for the accomplishment of repair, alteration, modernization, rehabilitation, demolition and minor construction of infrastructure, buildings, structures, or other public works. Work is accomplished by issuing individual Job Orders under the JOC. With the JOC concept, the Contractor furnishes all management, documentation, labor, materials, and equipment needed to perform the work. The JOC awarded under this solicitation will have a minimum value of \$25,000.00 and a maximum value of \$1,000,000.00. The Trustees

reserve the right to increase the maximum amount up to \$3,000,000.00. The term of the JOC contract is 365 calendar days.

**NOTE: Contractors bidding on JOC 16-039 shall NOT have a current Job Order Contract or intent to accept bid for a Job Order Contract with the California Polytechnic State University, San Luis Obispo campus.**

### **Prequalification**

Each bidder offering a proposal must comply with bidding provisions of Article 2.00 *et seq.* of the Contract General Conditions, and should be familiar with all the provisions of the Contract General Conditions and Supplementary General Conditions. This includes, but is not limited to, **Article 2.02, regarding the necessity to submit prequalification at least ten (10) business days prior to the bid date.**

Bidders must be prequalified with the Trustees. Contractors shall register and log in to “PlanetBids” to apply for prequalification at [http://www.calstate.edu/cpdc/cm/contractor\\_prequal\\_bidders.shtml](http://www.calstate.edu/cpdc/cm/contractor_prequal_bidders.shtml).

To bid these projects, contractors must have an available prequalification rating of one hundred percent of the maximum amount of the Job Order Contract (Contract General Conditions) AND meet all criteria in the Supplementary Prequalification Form (Supplementary General Conditions). Prequalified contractors will receive a project specific prequalification letter from the Chancellor’s Office.

### **Supplementary Prequalification**

In addition to the prequalification requirements above, bidders must meet all criteria in the ‘**Supplementary Prequalification Form 703.11-JOC**’ (Supplementary General Conditions, Article 2.02) in order to bid on this project. Email the Bid Coordinator at [cflack@calpoly.edu](mailto:cflack@calpoly.edu) to obtain form. All bidders shall provide the information requested on the Supplementary Prequalification Form and submit to the Prequalification Coordinator at the California State University, Chancellor’s Office, 401 Golden Shore, Long Beach, CA 90802-4210 or via e-mail to [cocm@calstate.edu](mailto:cocm@calstate.edu) at least ten business days prior to bid opening date.

**Note: Contractors are advised to inquire about prequalification requirements and submit their prequalification forms to the Trustees (at the proper address indicated on the prequalification forms) as early as possible. The Supplementary Prequalification form is project specific.**

### **Prevailing Wages**

Bidders should familiarize themselves with all the provisions of the Contract General Conditions, including prevailing wage rates. This project is a public works project and is subject to prevailing wage rate laws (see Contract General Conditions, Article 4.02-c). All contractors and all tiers of subcontractors bidding on this project shall register to bid public works projects with the Department of Industrial Relations (DIR), and maintain current this registration pursuant to Labor Code Section 1725.5. Please go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for more information and to register.

### **Small Business Preference**

Preference will be granted to bidders properly approved as “Small Business” in accordance with Title 2, California Code of Regulations, Section 1896 *et seq.* and the application of the five percent small business bidding preference is also extended to any non-small business that **commits to subcontracting at least 25% of the total aggregate dollar value of all Job Orders** under the Job Order Contract to California certified small businesses and/or microbusinesses (Contract General Conditions and Supplementary General Conditions Article 2.10).

### **DVBE**

The Trustees require the successful bidder to achieve a minimum of three percent (3%) DVBE participation in contracting construction projects as established in the bidding documents. In accordance with Government Code section 14838(f), and Military and Veterans Code sections 999.5(a) and 999.5(d), the Trustees are granting a bid incentive for bid evaluation purposes only to Bidders that exceed the three percent DVBE participation requirement. The level of DVBE incentive will correlate to the level of participation; that is, the more DVBE participation proposed, the higher the incentive. The bid incentives are as follows:

DVBE Participation	Incentive
3.00% to 3.99%	None
4.00% to 4.99%	1%
5.00% to 5.99%	2%
6% or more	3%

The DVBE incentive may not exceed \$100,000. When used on combination with the Small Business Preference, the cumulative adjustment amount shall not exceed \$100,000. If the lowest responsive, responsible bid is a California certified small business, for bid evaluation purposes only, the only bidders eligible for the incentive will be California certified small businesses.

### **Bonds**

Bid Security in the amount of \$25,000 is required. If the security is in the form of a bidder's bond, Contractor must use the Bidder's Bond form supplied by the University without alteration. In addition, the successful bidder will be required to provide Payment and Performance Bonds at 100% of the maximum JOC contract value (\$1,000,000).

### **Obtaining a Bid Proposal Package**

It will be the responsibility of each bidder to obtain a Bid Proposal Package in sufficient time to fulfill requirements therein. Bid Proposal Packages are obtainable only by prequalified contractors, licensed in the State of California with a **B (General Building) License**, and registered with the DIR to bid public works projects. The Bid Proposal Packages must be requested from the Bid Coordinator.

Contractors requesting a Bid Proposal Package should submit a written request specifying project number, along with a copy of their CSU Prequalification letter to the Bid Coordinator: Tina Flack, Facilities – Building 70, California Polytechnic State University, One Grand Avenue, San Luis Obispo, CA 93407-0690. Fax: 805.756.7566 Email: [cflack@calpoly.edu](mailto:cflack@calpoly.edu)

*Note: Bid Proposal Packages will NOT be provided to Contractors without a copy of a valid CSU Prequalification letter for the maximum JOC contract value (\$1,000,000) from the Chancellor's Office and confirmation that Contractor meets all criteria in the Supplementary Prequalification Form. All requests must be submitted in writing and specify the project number for which documents are being requested.*

### **Submitting a Bid Proposal Package**

Proposals submitted by mail or any other means than timely personal delivery must be submitted sufficiently in advance of the bid opening to ensure delivery to the address below prior to the specified opening time. The University assumes no responsibility for delay in delivery of the proposal either by the United States Postal Service, by any other delivery means, or after it is delivered to a central location on campus, nor for knowing an unmarked express delivery package contains a bid proposal.

**ALL Bids must be received before 2:00 p.m. on Wednesday, March 23, 2016 to:**

**Facilities -- Building 70  
Attn: Tina Flack  
California Polytechnic State University  
One Grand Avenue  
San Luis Obispo, CA 93407-0690.**

**YOU WILL NOT BE ELIGIBLE TO BID ON THIS PROJECT IF YOU DO NOT ATTEND THE MANDATORY FIRST PRE-BID CONFERENCE ON TIME.**

Plan Holders List (posted weekly), as well as any addenda and questions/responses issued, are available at the website listed below. Although an effort may be made to transmit project information to all parties who attended the Mandatory Pre-Bid Conference, it is the responsibility of each bidder to check the below listed website and ascertain the existence of any addenda and questions/responses prior to submitting a bid. Click on 'Planning & Capital Projects' then 'Projects Currently Bidding.'  
<http://www.afd.calpoly.edu/facilities/>