



**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**INFORMATION TO BIDDERS AND BID FORMS**  
**CONSTRUCTION PROJECTS UNDER \$15,000**  
Contact \_\_\_\_\_, Project Manager at: (415) \_\_\_\_\_

1. **PROJECT TITLE:** \_\_\_\_\_
2. **PROJECT SCOPE:**

(include additional pages if necessary and refer to any attached drawings)

3. **PROJECT ESTIMATE:** \_\_\_\_\_
4. **CONTRACTOR'S LICENSE:** All bidders must have an active and valid California Contractor's License, applicable to type of construction project being bid, prior to submission of bids, otherwise a bid shall be automatically nullified.
5. **SUBMIT BIDS ONLY ON BID FORM PROVIDED:** one copy, completely filled out, without qualifications or alternates (unless called for), and with duly authorized signature. Submit in sealed, opaque envelope addressed to the City College of San Francisco at the address shown in the INVITATION.
6. **BID PROPOSAL:** In preparing the proposal in soliciting and accepting bids, the following forms to be submitted with bid:
  - a. Information to Bidder with signed acknowledgement
  - b. FORM 1: Bid Form - completed and signed originals of Bid Form and Acknowledgment of Addenda, as applicable.
  - c. FORM 2: S/LBE Bid Discount Application with the San Francisco Human Rights Commission Certificate attached
  - d. Provide 3 reference for Owner your firm has contracted with in the last year.
7. **LIST ANY SUBCONTRACTORS:** It is not anticipated that these projects will involve subcontractors. If subcontractors are proposed, request a subcontractor listing form for submittal with the bid.
8. **SMALL LOCAL BUSINESS ENTERPRISE CONTRACTORS:** The City College of San Francisco encourages participation by all small local business enterprise contractors as both general and subcontractors. The participation of minority and women owned firms as general and subcontractors is tracked and monitored for compliance with the District's nondiscrimination and equal opportunity in contracting policies
9. **PREVAILING WAGE REQUIREMENTS:** The contractor shall not pay less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. The bidder is cautioned to inspect the minimum wage rates and the State-SFR for this project. The wage rates may be updated prior to award of contract.

10. **PAYROLL DOCUMENTS:** The successful bidder will be required to maintain certified payroll as required by the California Labor Codes. Certified payrolls may be requested at any time.
11. **VISIT THE SITE** and investigate the conditions existing, which might influence the conduct of the work. Failure to make such investigation shall not relieve the successful bidder from fulfilling all terms of the contract.
12. **CONTRACT DOCUMENTS** shall be examined carefully, including any addenda. Bidder agrees that he has familiarized himself with them, and that his bid includes all work described in construction project. Failure to include all addenda shall be grounds for rejection of the bid.
13. **DOCUMENTS REQUIRED FOR EXECUTION OF CONTRACT:** Upon approval of lowest responsive bidder, and notification of award, the selected Contractor must furnish, within (7) calendar days, a certificate of insurance by a surety or insurance company, as appropriate that has obtained a Certificate of Authority (Admitted) from the California Department of Insurance before the City College of San Francisco can execute the contract.

Certificates of Insurance (Admitted in CA) must be provide for:

- i) Comprehensive General Liability Insurance (away from project site) \$1,000,000/Occurance  
\$2,000,000 Aggregate
- ii) Worker's Compensation and Employers Liability (away from project site)  
Workers Compensation Coverage Statutory Employers Liability:
 

bodily injury per accident/per employee	\$1,000,000
bodily injury per disease/per employee	\$1,000,000
policy limit by disease	\$1,000,000
- iii) Automobile Liability \$1,000,000
- iv) All certificates must give thirty (30) days notice of cancellation or reduction in coverage to City College of San Francisco.
- i) & iii) Provide an endorsement naming San Francisco Community College District, its officers, staff, agents and representatives as Additional Insured. The Certificate of Insurance must reference the specific project.

14. **SUCCESSFUL BIDDER:** The contractor will be given up to 4 sets of plans and specifications at no cost. The cost of additional sets will be deducted from the amount of the contract award.
15. **BUSINESS TAX CERTIFICATE:** In order to receive an award, a Contractor must have a current Business Tax Certificate from the City and County of San Francisco. Provide a copy of the certificate to the District if selected to do the work (and a current copy is not already on file).
16. **BID PROTEST PROCEDURES:** Any prime contractor may file a formal written protest identifying the particular project and date bid was received. The Contract Compliance Officer must receive the protest within ten (10) calendar days after the bid opening date. All notices of protest must be sent to the following address:

San Francisco Community College  
Contract Compliance Office  
33 Gough Street  
San Francisco, CA 94103

**ACKNOWLEDGEMENT (Submit with bid):**

Prime Contractor: \_\_\_\_\_  
By: \_\_\_\_\_  
Signature of Authorized Person

**FORM 1 BID FORM – FOR PROJECTS UNDER \$15,000**

Contractor: \_\_\_\_\_

Bid Received by: - Date: \_\_\_\_\_ - Time \_\_\_\_\_

To the City College of San Francisco , Office of Facilities Planning and Construction, 50 Phelan Avenue, Bungalow 601, San Francisco, CA 94112. **Receptionist will date/time stamp each bid upon receipt Bungalow 601.** Bid for:

Project: \_\_\_\_\_

Site: \_\_\_\_\_

Project Duration: **30 Days from receipt of Term Purchase Agreement**

The undersigned hereby declares that he has fully investigated the existing conditions at the project site and carefully examined all of the Contract Documents as prepared by:

Name of Architect: \_\_\_\_\_

Drawings Dated: \_\_\_\_\_

The undersigned has examined all bidding documents and the site for the above project and agrees to furnish and pay for all labor, material, equipment, plant, appurtenances, services, sales, consumer and use taxes required by law, and including utilities and transportation required to complete this project according to all the requirements of the Contract Documents, including all addenda, at and for the price(s) stated below regardless of any increase in wage scales or material prices.

The Contractor in submitting its bid, guarantees the following prices for sixty days (60) days.

**LABOR COST :** \$ \_\_\_\_\_  
Price in Figures

**MATERIAL COST:** \$ \_\_\_\_\_  
Price in Figures

**TAX (8.5%)** \$ \_\_\_\_\_  
Price in Figures

**TOTAL BID AMOUNT** \_\_\_\_\_  
DOLLARS

Amount in words \_\_\_\_\_ Price in Figures

Acknowledge receipt of Addenda Nos. \_\_\_\_\_

Contractor:

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature of Bidder) (Date)

\_\_\_\_\_  
(Contractor License Number)

\_\_\_\_\_  
(Title of Bidder)

\_\_\_\_\_  
(License Expiration Date)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(San Francisco Business Tax Certificate #)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(FAX Number)

\_\_\_\_\_  
Federal ID # or Social Security #

This form must be completed and returned with your bid. If you fail to so, you will be denied the bid discount on this contract. The San Francisco Community College District does not certify firms. Only certifications issued by the San Francisco Human Rights Commission are accepted.

Failure to complete this portion of the bid documents shall also render the bid as non-responsive due to incompleteness. The District's Contract Compliance Officer shall make the determination of completeness.

1. Is your company certified with the Human Rights Commission (HRC)?

- Yes                      If yes, please attach HRC Certificate
- No
- Pending: Application Submittal Date \_\_\_\_\_

2. Please check the appropriate boxes representing ownership of your company (HRC Certified or not): (for statistical tracking purposes only)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chinese American  | <input type="checkbox"/> African American     | <input type="checkbox"/> Native American   |
| <input type="checkbox"/> Filipino American | <input type="checkbox"/> Hispanic American    | <input type="checkbox"/> Japanese American |
| <input type="checkbox"/> Caucasian         | <input type="checkbox"/> East Indian American | <input type="checkbox"/> _____             |
| <input type="checkbox"/> Male              | <input type="checkbox"/> Women                | Other                                      |

Project Name: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Authorized Person

Print or Typed Name

**For District Office Use Only**

APPROVED FOR CONTRACT AWARD: \_\_\_\_\_

Contract Compliance Officer

DATE: \_\_\_\_\_