



TEMPORARY CONSTRUCTION SERVICES
RFP NO. AVC2017/2018-13
Antelope Valley College District
Business Services - Purchasing and Contract Services
3041 W. Avenue K | Lancaster, CA 93536-5426
661-722-6310 | purchasing@avc.edu

REQUEST FOR RFP
FOR
TEMPORARY CONSTRUCTION SERVICES
RFP No. AVC2017/2018-13

Notice is hereby given that Antelope Valley Community College District, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to but no later than **11:00 a.m. (PST) on April 11, 2018** sealed submittals for **RFP #AVC2017/2018-13**. Such submittals must be submitted in the format specified in the RFP, and received by the Purchasing Department, 3041 West Avenue K, Adm. Bldg., Room #154, Lancaster, CA 93536-5426. All documents and any addenda or notices related to this solicitation will be posted by the District on the Purchasing website at: <https://www.avc.edu/administration/busserv/RFPbiddocs>.

MANDATORY JOB WALK scheduled on March 27, 2018, 9:00 a.m. (PST) at the following location: Antelope Valley Community College District, Lancaster Campus, 3041 W. Avenue K, Facilities Services Building, FS102, Lancaster, California 93536. Please send RSVP to purchasing@avc.edu.

Each submittal must conform and be responsive to this invitation. The District reserves the right to reject any and all Proposals, or parts of any Proposal, and to waive any irregularities or informalities in any Proposal. All inquiries must be submitted in writing by the date and time noted under Project Specific Dates to the Purchasing and Contracts Services Department at purchasing@avc.edu.

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

Purchasing and Contract Services

Publication Dates:

1st: March 16, 2018

2nd: March 23, 2018

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NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the governing Board (“Board”) of the Antelope Valley Community College District (“District”) is presently accepting Proposals for the following project (“Project”):

**Temporary Construction Services
RFP # AVC2017/2018-13**

Sealed Proposals must be received by, but **no later than 11:00 A.M. (PST), April 11, 2018**. Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any questions as to changes to the content of this document, the District’s copy shall prevail.

This RFP may be obtained from the District by contacting the District’s Purchasing and Contract Services whose contact information is noted herein. The RFP is also available online at <https://www.avc.edu/administration/busserv/RFPbiddocs>. In the event this RFP is obtained through any means other than the District’s distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

Bidders Submittal of Proposal. To facilitate the evaluation process, **one (1) complete electronic version on a flash drive, (1) original AND (3) additional copies of the Proposal shall be provided.** All materials submitted in response to this RFP shall be on 8 ½” x 11” paper, in portrait orientation, 11 or 12 point Arial, Calibri or Times New Roman font with 1” page margins on all sides. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the RFP materials which correspond format and contents. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the Proposal.

Delivered Proposal shall be enclosed and sealed in an envelope or container bearing the title of the project, the project’s number and the name of the Bidder, and delivered in one of the following methods:

<u>Hand-delivered to:</u> Antelope Valley Community College District Attention: Purchasing & Contract Services Department 3041 West Avenue K, Adm. Building Room 154 Lancaster, CA 93536-5426	<u>U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:</u> Antelope Valley Community College District Attention: Purchasing & Contract Services Department 3041 West Avenue K, Adm. Building Room 154 Lancaster, CA 93536-5426
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EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

Opening of Proposals. Sealed Proposals will be opened publicly and name of Bidders will be read aloud at the time, date and location noted in the timeline under Project Specific Dates.

It is the responsibility of the Bidder to verify that its Proposal has been received by the District prior to the opening date. Verification of receipt can be made by emailing purchasing@avc.edu.



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PROPOSALS DELIVERED OTHER THAN THE ABOVE STATED ADDRESSES, OR RECEIVED AFTER THE SCHEDULED SUBMITTAL DEADLINE, WILL BE REJECTED AND RETURNED UNOPENED TO THE BIDDER. It is the Bidder's sole responsibility to ensure that its Proposal, inclusive of any or all addendums, is received to the proper place at the proper time. Postmarks will not validate Proposals which arrive after the deadline date/time listed. Any Proposal received after the scheduled closing time for receipt of same will be returned to the Bidder unopened. Proposal may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFP prior to the scheduled closing time for receipt of Proposal. The award shall be subject to final contract documents and scope of work between the District and selected Bidder.

Bidders shall be bound to the pricing terms contained within their submitted Proposal, which shall remain in effect as stated until at least six (6) months after the due date for Proposal. Proposal shall be signed by an authorized individual or officer submitting the Proposal. If the Bidder is a corporation or limited liability company, the Proposal shall be executed by either the chairman of the board, president, or vice president, the secretary, or the chief financial officer.

Job-Walk. A job walk is scheduled to begin at 9:00 a.m. (PST) on March 27, 2018. Bidders are to meet at Antelope Valley Community College District, Lancaster Campus, 3041 W. Avenue K, Facilities Services Building, FS102, Lancaster, California 93536. **THIS MEETING IS MANDATORY.** Please RSVP at: purchasing@avc.edu. Following the job-walk, all further questions are to be made in accordance with the Notice to Bidders and Instruction to Bidders.

END OF SECTION

INTRODUCTION AND GENERAL OVERVIEW

Antelope Valley Community College District (the “District”) is within the California Community College system in Los Angeles County. From its humble beginnings in a classroom at Antelope Valley Joint Union High School in 1929 with an enrollment of 20 students, the District has grown to a campus of over 135 acres with 890 employees and an enrollment of over 14,000 students per semester. Throughout its 85 years, the college has gained a national reputation for its service to the community and industry. In addition to traditional classes, the District’s Lancaster campus is home to the award winning early college SOAR High School and a state-funded laboratory preschool. The campus also hosts upper division and graduate-level programs offered by California State University Bakersfield with its own satellite campus. In March 2015, the District was approved as one of only 15 community colleges in the state to begin offering a bachelor degree. The District’s Airframe Manufacturing Technology program is designed to meet the needs of the local aerospace industry for aircraft manufacturing leads. The program's curriculum will address airframe manufacturing, aircraft fabrication (structures and composites), electronics, and welding. To learn more, please visit the District’s website at <http://www.avc.edu/>.

PURPOSE OF RFP

The District is currently in the planning stages for several construction projects. The first of which is scheduled to begin the summer of 2018, with projects extending through 2023. Each project will require temporary services for the duration of construction.

The services required include:

- Temporary fencing
- Temporary power
- Temporary toilets and lavatories
- Temporary construction trailers
- Temporary trash and waste removal

The selected Bidder shall enter into a contract effective June 1, 2018 through May 31, 2019. Thereafter, the parties may extend the term of the Agreement for four (4) successive one-year periods upon written agreement signed by both parties.

Project Specific Dates: The following table identifies the estimated dates/time frame for receipt, evaluation and award of this RFP. Please note the following key dates when preparing your responses:

RFP ACTIVITY	DATE & TIME (PST)*
Bid Advertisement Dates	1st: March 16, 2018 2nd: March 23, 2018
<p>MANDATORY JOB WALK</p> <p>Antelope Valley Community College District, Lancaster Campus, 3041 W. Avenue K, Facilities Services Building, FS102, Lancaster, California 93536</p> <p>RSVP to purchasing@avc.edu</p>	<p>March 27, 2018 at 9:00 a.m.</p>

Last Day for Bidders to submit questions	April 2, 2018 before 5:30 p.m.
Last day for District to Respond to questions	April 5, 2018 before 5:30 p.m.
DEADLINE FOR PROPOSAL SUBMISSIONS	April 11, 2018 before 11:00 a.m.
Public Opening of Proposal 3041 W. Avenue K, Adm. Room A140 Lancaster, CA 93536	April 11, 2018 at 11:30 a.m.
Interviews (optional)	To be Determined
Anticipated Board Approval	May 14, 2018

**Dates may change with or without notice*

Evaluation of Proposal: The Proposal review process used to select qualified Bidders will be as follows:

- a. The District will review and evaluate all Proposals received using the criteria noted in following section. Incomplete Proposals may be rejected as non-responsive, and may result in being excluded from this legal resource pool.
- b. A District Evaluation Committee may elect to conduct oral interviews of selected Bidders. The District may request selected Bidders to make an oral/visual presentation in connection with the oral interview.

Evaluation Criteria: Bidders submitting Proposals are advised that all responsive documents will be evaluated to determine each Bidder's ability to best meet the needs of the District. The District's evaluation will include, but is *not* limited to, a consideration of the following criteria:

- a. **Responsiveness.** Responsiveness of the Proposal clearly states the Bidder's practice areas, services, and in meeting the requirements of the RFP.
- b. **Experience/Ability.** The extent of the Bidder's previous experience working with institutions of higher education, and specifically with community colleges, on said services. Such experience will also include assessment of the Bidder's outcomes for particular matters handled by the firm for higher education institutions.
- c. **Client Responsiveness.** The District will evaluate the prior experience and success of Bidders to establish effective working relationships within the setting of a higher education institution including the relationships with: management, administrative, technical and end-user staff of prior clients, relationships with other project consultants and participants on prior projects.
- d. **References.** Information obtained by the District from the Bidder's provided references and other clients.
- e. **Proposed Pricing.** The Bidder's proposed fees for services provided, including detailed fee schedules for different classifications of [example: attorneys, support staff, research and search tools], and a detailed explanation of billing practices (example: time billing increments).

Optional Proposal Interviews: It may also be necessary, at the discretion of the District, to conduct individual interviews with one or more of the Bidders who submitted Proposals. The Bidders will be notified of the time and exact location in advance of any interview. The purpose of this interview is to confirm information provided in Proposal submitted by the Bidders. This will also be another opportunity for the District Evaluation Committee to request additional clarifications. In these interviews, the Bidder may expand on the information provided in their submitted proposal with their key personnel present as the primary representatives during this process.



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Cancellation of Solicitation: The District may cancel this solicitation at any time.

Contract Award: The District will select a Bidder that demonstrates to be the highest, responsive, and responsible Bidder. Responsive refers to meeting the terms, conditions, requirements and specifications of this RFP. Responsible refers to those who can provide, for example, evidence and references that support a history of compliant contract performance and sound business operation. The District has the right to inspect the facilities, services areas, and business practices of all Bidders submitting offers prior to the award of this contract. The purpose of an inspection is to determine the Bidder's potential ability to perform under the terms of this Proposal. The District also has the right to inspect the facilities and operations of the selected Bidder at any time during the contract period. See Instruction to Bidders for more details.

Agreement: The form of Agreement, which the successful Bidder will be required to execute, is included in the RFP and should be carefully examined by Bidders. The Agreement will be executed in the following counterparts: the Agreement as shown in the sample herein; the RFP; the subsequent successful Proposal as accepted by the District, including all modifications thereof and duly incorporated therein; and the Purchase Order. All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include (not limited to): all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFP. Should Bidder request edits to the Agreement for consideration, such requests must be clearly identified and noted on Exhibit H and submitted at the time of Proposal. No additional terms and conditions will be accepted following receipt of Proposal, and the District will consider such additional contractual terms and conditions as part of its evaluation process.

Conflict of Interest/Restrictions on Lobbying and Contacts: For the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contracts, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contracts with any member of the District's Governing Board, selection members, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the Bidder.

Limitations: The District reserves the right to contract with any Bidder responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to amend this RFP and the RFP process and to discontinue or re-open the RFP process at any time.

Right to Negotiate and/or Reject Proposal: Bidders understand that this RFP does not commit or obligate the District to accept any response submitted. The District reserves the right to accept or reject any or all of the responses, waive any irregularities, and to negotiate with selected Bidder(s) any price or provision, in part or in its entirety, whenever, in the sole opinion of the District, such action shall serve its best interests and those of the taxpaying public. The District further expressly reserves the right to postpone the Proposal opening date for its own convenience. Bidders are encouraged to submit their best prices in their Proposals, and the District intends to negotiate only with Bidders whose Proposal most closely meets the District's requirements at the lowest estimated cost. The Contract, if any is awarded, will go to the Bidder whose Proposal best meets the District's requirements and provides the greatest overall value to the District.

Preparation Expenses: The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP. The sole responsibility for compliance with the requirements of this RFP lies with each Bidder submitting a response. Each Bidder is solely responsible for costs in preparing a response to this RFP and any and all other activities associated with same.

Confidential and Proprietary Information: All materials submitted relative to this RFP will be kept confidential until such time as an award is made or the RFP is cancelled. At such time, all materials submitted must be made available to the public. All information contained in Proposal submitted may be subject to the California Public Records Act (*California Government Code Section 6250 et seq.*), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Bidder as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

Errors/Discrepancies/Clarification/Information of RFP: Any errors, discrepancies, clarification or questions regarding information contained in this RFP should be immediately directed and submitted in writing to the Purchasing and Contract Services Department at purchasing@avc.edu. Bidders are encouraged to submit their questions as soon as possible in order to give the District an opportunity to reply in a timely manner. Please see "Project Specific Dates" for specific deadline dates and times.

Bid Protest Procedure: Any bidder may file a bid protest. The protest shall be filed in writing with the District's Purchasing and Contract Services Manager not more than two (2) business days after the date of the bid opening. An e-mail address shall be provided and by filing the protest, protesting bidder consents to receipt of e-mail notices for purposes of the protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based.

a. **Resolution of Bid Controversy:** Once the bid protest is received, the apparent lowest responsible bidder will be notified of the protest and the evidence presented. If appropriate, the apparent low bidder will be given an opportunity to rebut the evidence and present evidence that the apparent low bidder should be allowed to perform the Work. If deemed appropriate by the District, an informal hearing will be held. District will issue a written decision within five (5) business days of receipt of the protest, unless factors beyond the District's reasonable control prevent such resolution. The decision on the bid protest will be copied to all parties involved in the protest.

b. **Appeal:** If the protesting bidder or the apparent low bidder is not satisfied with the decision, the matter may be appealed to the District's Executive Director of Business Services, or their designee, within two (2) business days after receipt of the District's written decision on the bid protest. The appeal must be in writing and sent via overnight registered mail with all accompanying information relied upon for the appeal and an e-mail address from which questions and responses may be provided to:

Antelope Valley Community College District
Attn.: Diana Keelen, Executive Director of Business Services
3041 West Ave. K
Lancaster, CA 93536

c. **Appeal Review:** The Executive Director of Business Services or his or her designee shall review the decision on the bid protest from the Purchasing and Contract Services Manager and issue a written response to the appeal, or if appropriate, appoint a Hearing Office to conduct a hearing and issue a written decision. The written decision of the Executive Director of Business Services or the Hearing Officer shall be rendered within five

(5) business days and shall state the basis for the decision. The decision concerning the appeal will be final and not subject to any further appeals.

d. Reservation of Rights to Proceed with Project Pending Appeal. The District reserves the right to proceed to award the Project and commence the work/purchase pending an Appeal. If there is State Funding or a critical completion deadline, the District may choose to shorten the time limits set forth in this Section if written notice is provided to the protesting party. E-mailed notice with a written confirmation sent by First Class Mail shall be sufficient to constitute written notice. If there is no written response to a written notice shortening time, the District may proceed with the award.

e. Finality. Failure to comply with this Bid Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting bidder's administrative remedies.

END OF SECTION

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

SUMMARY AND BACKGROUND

The District is currently in the planning stages for several construction projects. The first of which is scheduled to begin the summer of 2018, with projects extending through 2023. Each project will require temporary services for the duration of construction.

The services required include:

- Temporary Fencing
- Temporary Power
- Temporary Toilets and Lavatories
- Temporary Construction Trailers
- Temporary Trash and Waste Removal

PROJECT PURPOSE AND DESCRIPTION

The purpose is to attain the cost of temporary construction for the various projects that the District proposes to do over the next five (5) years. The proposal will be separated by service or material provided and by each project. There are over 15 projects being budgeted at this time. We will be taking proposals for all of them. When all the pricing is done, some of these projects may be revised, delayed or eliminated.

In addition to the construction sites, there will be 3 construction management trailers and one meeting trailer. In the Project Scope section each service will be detailed further.

PROJECT TIMELINE

Projects are tentatively scheduled to begin June of 2018. Installation of the construction management trailers to be starting March or April of 2018.

Projects will be on going until 2023/2024 fiscal year.

PROPOSED CONSTRUCTION TIMELINE		
Project	Start	Completion
Swing Space 1a APL / FA4	4-10-18	9-1-18
Swing Space 1b Portables	9-1-18	11-30-18
Tennis Courts	7-1-18	5-7-19
Campus Security	7-1-18	5-7-19
Marauder Complex Phase 1	11-1-18	8-1-19

PROPOSED CONSTRUCTION TIMELINE (cont.)		
PROJECT	START	COMPLETION
Infrastructure – Portables	7-1-18	9-1-18
Dem- LS1, LS2, OF3, OF1	12-1-18	4-1-19
Infrastructure – Campus	12-18-18	1-31-20
Sage Hall	4-1-19	7-1-21
Infrastructure – PV	4-13-19	8-18-19
Student Services	6-1-19	7-1-21
Discovery Hall	6-1-19	7-1-21
Infrastructure Entry	6-3-19	8-16-19
AV Pavilion	7-15-19	4-15-21
Marauder Complex Phase 2-T800,T100	2-1-20	8-1-20
Commons	7-1-21	7-1-23
Demo – LC, SSV, ME, TE1, TE2, OF2	7-1-21	2-1-22
Swing Space 2	1-1-21	6-1-21
Joshua Hall	6-1-21	8-1-23
Cedar Hall	6-1-21	8-1-23
Removal of Portables	10-1-23	12-31-23

BUDGET

All proposals must include proposed costs to complete the individual services described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing shall be listed individually for each of the following items:

- Temporary Fencing
- Temporary Power
- Temporary Toilets and Lavatories
- Temporary Construction Trailers
- Temporary Trash and Waste Removal

NOTE: All costs and fees must be clearly described in each proposal.

PROJECT SCOPE

Temporary Fencing:

A screened security fence shall be installed around the perimeter of all construction projects, lay down sites and compounds. The fencing shall comply with the following requirements.

- a. Construction sites shall have a fence constructed of chain link that is 6 feet tall. The fence shall be constructed of 9 gauge fabric with 2" openings. The post shall be 2 1/2" corner and terminal posts, 2" line posts and 1-3/8" top and bottom rails. All post and rail material shall be a minimum of 16 gauge.
- b. Lay down yards and compounds shall have a fence constructed of chain link that is 8 feet tall. The fence shall be constructed of 9 gauge fabric with 2" openings. The post shall be 3" corner and terminal posts, 2-1/2" line posts and 1-3/8" top and bottom rails. The posts shall be sch 40 and the rails 16 gauge minimum.
- c. All chain link will be covered with a tan mesh screen to a height of 6 feet.
- d. Where possible, the fencing shall be set back 2 feet from all walkways and roadways.
- e. All sites will have a 4 foot pedestrian gate that swings into the property.
- f. All sites shall have a rolling traffic gate. This gate shall be a minimum of 8 feet in width and not be of the swinging type.
- g. All fence posts are to be set into the ground, panel stands are not permitted.

Temporary Power:

General - Each construction site, laydown yard and compound shall be supplied temporary power and lights as follows:

Construction sites shall have several poles located on construction site. These locations will be shown on the bid documents. Pole shall be constructed as shown on the pole detail supplied in the bid documents.

The minimum size wood pole to support voltage below 1000 Volts shall be 6" X 6" square or 5" round and shall be of sufficient height to maintain all required overhead clearances specified in CEC Section 225.18. But they shall not be less than 20 feet in length. The pole shall be embedded at least 4 feet in the ground. In area accessible to pedestrian traffic only, the poles shall be a minimum of 4" X 4" in conformance with Article 590 of the CEC.

Service Equipment and Panelboards – The service equipment including meters, meter enclosures, and panelboards shall be approved type and shall be identified for the purposes.

Wiring Methods – All wiring and wiring method shall comply with CEC Sec. 230.50, 230.43 and all applicable code sections.

Overcurrent Protection – Panelboards shall have overcurrent protection in accordance with CEC Sec. 408.36.

Grounding Electrode – A No. 8 AWG minimum copper grounding electrode conductor shall be installed in a metallic raceway or cable armor connected to one or more grounding electrodes complying with Article 250 of the CEC.

Bonding of Metallic Parts – Metallic raceway(s) containing service conductors or grounding electrode conductor shall be bonded using an approved method as per CEC Secs. 250.90, 92).

Receptacle Outlets – 120 volt, single-phase, 15, 20 and 30 amp receptacle outlets shall be of the grounding type having ground fault interrupters for personnel protection (CEC Sec. 590.6 (A)(1)). Receptacles of different voltages and current ratings shall not be interchangeable. The 15 and 20 amp 125 and 250 volt receptacles shall be weather resistant, marked WR and provided with a listed cover (CEC Secs. 590.4(D), 4086.9(B)(1)).

Feeder Pole Grounding – Grounding for feeder poles shall be installed and sized as per CEC Secs. 250.122, 250.4(A)(5) and (B)(4), 250.134, 250.148 and all other applicable Section of the CEC.

Overhead Feeder and Branch Circuit Span – Open individual conductors shall not be smaller than 10 AWG copper or AWG aluminum for spans of 50 feet or less and 8 AWG copper or 6AWG aluminum for longer spans unless supported as per CEC Sec. 225.6(A).

Feeder and Branch Circuit Open-conductor – Must be supported and spaced per CEC secs. 225.12 and 225.14(A).

Miscellaneous Pole Equipment – All poles shall have light installed. These light shall have photo sensors to automatically turn them on and off. The light shall be LED type with sufficient LUMENS to safely illuminated the jobsite.

Deteriorated and Malfunctioning Equipment – Equipment shall be maintained and kept in working order at all times. Defective material shall be replaced at no cost to Antelope Valley College. Equipment damaged by others shall be repaired or replaced at an additional cost to Antelope Valley College. All repairs or replacement work will be in accordance with CEC 110.11.

Temporary Restroom and Lavatory Facilities:

For the purpose of this RFP, those quoting restroom and lavatory services shall quote per restroom and lavatory, per service. The number of restrooms and lavatories will vary depending on the size of the project and will be determined at a later date. All temporary restroom and lavatory requirements will comply with OSHA regulations 1910, 1915, 1926 and all other applicable sections.

Temporary Construction Trailers:

The needs of Antelope Valley College are as follows:

3 - 10' X 44' Trailers one for each construction management firm

1 – 12' X 56' Trailer for joint use / meeting room

4 – 8' X 28' Jobsite trailers

The floor layout of each trailer will be included in the bid packages. Bid shall include both a lease and a purchase option of both new and used trailers.



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Temporary Trash and Waste Removal:

Supply various size bins and dumpsters to construction sites. Remove said bins and dumpsters weekly or when full and replace with empty bins and dumpsters.

END OF SECTION

BIDDER INSTRUCTIONS

Format and Content. The Bidder's Proposal should fully state its experience and expertise referenced in the Scope of Work. The submitted Proposal should be organized and indexed in a format noted below that ensures the District can easily review to effectively evaluate the Bidder's Proposal.

FORMAT TO CONSIST OF THE FOLLOWING:

- I. **Letter of Interest.** The individual who is authorized to bind the Bidder's business contractually, must sign the cover letter, which must accompany the Bidder's RFP response. This cover letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Bidder's firm. **An unsigned cover letter shall cause the Proposal to be rejected.** The cover letter must contain a statement that the Bidder acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record. The letter must also contain the following:
 - a. The Bidder's name, address, e-mail, telephone, and facsimile number.
 - b. The name, title or position, and telephone number of the individual signing the cover letter.
 - c. A statement indicating the signer is authorized to bind the Bidder contractually.
 - d. The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
 - e. A statement to the effect that the Proposal is a firm and irrevocable offer, good for six (6) months.
 - f. A statement expressing the Bidder's willingness to perform the services as described in this RFP.
 - g. A statement indicating that all forms, certificates, and compliance requirements included in this RFP are completed and duly submitted in the Proposal response.
 - h. Provide all applicable professional license #s for each specified area of work and that said licenses is in good standing.
 - i. A statement expressing the Bidder's availability of staff, office locations, hours and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.
- II. **Table of Contents.** Include a detailed table of contents for all sections of the submittal.
- III. **Bidder's Information (Exhibit A).** Bidders shall complete and submit the Bidder's Information document with its Proposal. Bids submitted without the Bidder's Information document may be deemed non-responsive and will not be considered. Submit one (1) copy.
- IV. **Prior Experience (Exhibit B).** Bidders shall complete and submit the Prior Experience document with its Proposal. Bids submitted without the Bidder's Information document may be deemed non-responsive and will not be considered. Submit one (1) copy for **each** service your company is able to provide.
- V. **Fee Schedule (Exhibit C-1 to C-5).** Bidders shall complete and submit the Fee Schedule document(s) with its Proposal. Bids submitted without the Fee Schedule document(s) may be deemed non-responsive and will not be considered. Submit the coordinating fee schedule for **each** service your company is able to provide.

- VI. Subcontractors List (Exhibit D).** Bidders shall complete and submit the Subcontractors List document with its Proposal. Bids submitted without the Subcontractors List document may be deemed non-responsive and will not be considered. Submit one (1) copy for each service your company is able to provide.
- VII. References (Exhibit E).** Bidders shall complete and submit the References document with its Proposal. Bids submitted without the References document may be deemed non-responsive and will not be considered. Submit one (1) copy for each service your company is able to provide.
- VIII. Certificate of Non-Discrimination (Exhibit F).** The Bidder shall submit a Certification of Non-Discrimination assuring that it will not discriminate in its hiring or employment practices on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, sexual orientation, gender, gender identity, gender expression, medical condition or physical or mental disability, or any other basis protected by law, in performing the work and services. Submit one (1) copy.
- IX. Non-Collusion Declaration (Exhibit G).** Bidders shall submit the Non-Collusion Declaration with its Proposal. Bids submitted without the Non-Collusion Declaration shall be deemed non-responsive and will not be considered. Submit one (1) copy.
- X. Agreement to Terms and Conditions (Exhibit H).** Bidders shall complete and submit the Agreement to Terms and Conditions with its Proposal. Should Bidder request edits to the Agreement for consideration, such requests must be clearly identified and submitted with its Proposal. No additional terms and conditions will be accepted following receipt of Proposals. The District will consider such additional contractual terms and conditions as part of its evaluation process. Submit one (1) copy.
- XI. Addenda Acknowledgement (Exhibit I).** Bidders shall complete and submit the Addenda Acknowledgement form with its Proposal. It is the Bidder's responsibility for ensuring that they have received any and all Addenda. If not, they may be considered non-responsive. Bidders are to review the Notice to Bidders for instructions on how to obtain said addenda/addendums. Submit one (1) copy.
- XII. Site-Visit Certification (Exhibit J).** A mandatory job walk/pre-bid site visit ("Job Walk" or "Site Visit") is requested as referenced in the Notice to Bidders. Bidders must submit the Site-Visit Certification with its proposal. The District will transmit and upload addenda to its website and Public Purchase website, as the District considers necessary, in response to questions arising at the Site Visit. Oral statements shall not be relied upon and will not be binding or legally effective. Addenda issued by the District, as a result of a Site Visit, if any, shall constitute the sole and exclusive record and statement of the results of the Site Visit. Submit one (1) copy.
- XIII. Bid Security:** Each bid must be accompanied by one of the following forms of bidder's security:
- (1) a cashier's check made payable to the District with Bid Guarantee Form (Exhibit K);
 - (2) a certified check made payable to the District with a Bid Guarantee Form (Exhibit K); or
 - (3) a bidder's bond executed by a California admitted surety as defined in Code of Civil Procedure section 995.120, made payable to the District in the form set forth in the Contract Documents (Exhibit L).

In the amount applicable to each project a proposal is being provided for:

- a. Temporary Fencing – Bid Security \$150,000.00
- b. Temporary Power – Bid Security \$60,000.00
- c. Temporary Toilets and Lavatories – Bid Security \$150,000.00
- d. Temporary Construction Trailers – Bid Security \$30,000.00
- e. Temporary Trash and Waste Removal – Bid Security \$30,000.00

This means if you submit a proposal for only fencing, your Bid security will be in the amount of \$150,000.00. If you submit a proposal for all services, your Bid security will be in the amount of \$420,000.00.

Such bidder's security must be in the amount set forth above as a guarantee that the bidder will enter into the Purchase Agreement (also referred to as "Contract") and provide the required documents. Time is of the essence regarding this Project, therefore, in the event the bidder to whom the Purchase Agreement is awarded fails or refuses to post the required bonds and return executed copies of the Purchase Agreement form within five (5) calendar days from the date of receiving the Notice of Award, the District may declare the bidder's bid deposit or bond forfeited as damages. Submit one (1) copy.

XIV. Additional Materials:

- a. Bidders may include other materials that they feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP.
- b. Bidders are encouraged to include letters of reference and/or testimonials in their Proposal.

END OF SECTION

SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Bidder's submission. It is only intended as a guide. Bidders are encouraged to use the following checklist when preparing their proposed Proposal:

- LETTER OF INTEREST**
- SUBMISSION OF BIDDER'S INFORMATION**
- RATE/FEE SCHEDULE**
- EXHIBIT A – Bidder's Information**
- EXHIBIT B – Prior Experience**
- EXHIBIT C-1 to C-5 – Fee Schedules**
- EXHIBIT D – Subcontractors List**
- EXHIBIT E – References**
- EXHIBIT F – Certification of Non-Discrimination**
- EXHIBIT G – Non-Collusion Declaration**
- EXHIBIT H – Agreement to Terms and Conditions**
- EXHIBIT I – Addenda Acknowledgement**
- EXHIBIT J – Site-Visit Certification**
- BID SECURITY – BID GUARANTEE (EXHIBIT K) OR BID BOND (EXHIBIT L)**
- ADDITIONAL MATERIALS (OPTIONAL)**

EXHIBIT A – BIDDER’S INFORMATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

1. Respondent Information.

1.1. Respondent Company Name:

1.2. Address:

Physical Office Location:

Street Address : _____

City, State and Zip Code: _____

Mailing Address (if different than address above):

Street Address : _____

City, State and Zip Code: _____

1.3. Phone:

(_____) _____

1.4. Fax:

(_____) _____

1.5. Respondent’s principal contacts:

Name: _____

Name: _____

Title: _____

Title: _____

Phone: (_____) _____

Phone: (_____) _____

Fax: (_____) _____

Fax: (_____) _____

E-Mail: _____

E-Mail: _____

1.6. Length of time Respondent has been in business providing Hazardous Waste Removal Services:

_____ years

1.7. Respondent Federal Tax ID No.: _____

1.8. Respondent DIR No.: _____

1.9. Respondent Contractor License No. (if applicable): _____

Classifications (if applicable): _____

1.10. Current number of employees:

Full Time Staff: _____ Part-Time: _____ Contractor Staff: _____

2. Insurance. All insurance obtained by respondent pursuant to the proposal shall be issued by a company or companies authorized to transact business in the State of California. All Insurance must be issued by companies licensed to write insurance policies in the State of California, which have a BEST rating of A:VII.

2.1. Commercial General Liability and Property Insurance.

Insurer: _____

Current Policy No.: _____

General Liability Insurance Broker:

Address: _____

Telephone No.: (____) _____

Fax No.: (____) _____

Contact Name: _____

2.2. Commercial Automobile Liability Insurance.

Insurer: _____

Current Policy No.: _____

General Liability Insurance Broker:

Address: _____

Telephone No.: (____) _____

Fax No.: (____) _____

Contact Name: _____

2.3. Workers' Compensation (statutory limits) and Employers Liability Insurance.

Insurer: _____

Current Policy No.: _____



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Workers' Compensation Insurance Broker:

Address: _____

Telephone No.: (____) _____

Fax No.: (____) _____

Contact Name: _____

3. Accuracy and Authority.

The undersigned is duly authorized to execute this Proposal and responses contained under penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Proposal and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Proposal.

The undersigned declares and certifies that the responses to this Proposal are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledge and agree that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Respondent's RFP Response may be rejected by the District.

Executed this ___ day of _____ 20__ at _____
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

(Signature)

(Typed or written name)

EXHIBIT B – PRIOR EXPERIENCE

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

Provide the names and dates of service for *all State and Local Governments* your organization provided service to *within the past five (5) years*.

Complete Exhibit B for *each* service your company is able to provide. This means if you supply only fencing, you will only complete one Prior Experience document for Temporary Fencing. If you supply all services, you will submit four (4) Exhibit B's, one for each service. Attach additional sheets as necessary.

SERVICE: _____ (Specify one of the following: Temporary Fencing, Temporary Power, Temporary Toilets Lavatories, or Temporary Construction Trailers)		
Agency Name, Telephone No., & Contact Name:	Date(s) of Service:	Reason Contract Not Renewed or Cancelled (if applicable):

BIDDER _____
 (Type or print complete legal name of Bidder)

BY _____ **Date** _____
 (Signature)

Name _____ **Title** _____
 (Type or print)

EXHIBIT C-1 – FEE SCHEDULE, TEMPORARY FENCING
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

The undersigned has read and understands all conditions and terms of this RFP, is authorized to submit this proposal for purposes of Vendor evaluation, and hereby offers to perform the services requested for the rates indicated. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.

Code	Description	Material \$	Labor \$	Notes
	6' tall - 9ga - 2" opening	/lnft	/lnft	Refer to the Scope of Work and Technical Specifications section of the RFP for material and installation dates, as well as the Location Drawings provided at the Mandatory Job Walk.
	8' tall - 9ga - 2" opening	/lnft	/lnft	
	Tan mesh screen 6' tall	/lnft	/lnft	
	4' pedestrian gate with hardware	/ea	/ea	
	8' single rolling gate with hardware	/ea	/ea	
	10' single rolling gate with hardware	/ea	/ea	
	12' single rolling gate with hardware	/ea	/ea	
	20' single rolling gate with hardware	/ea	/ea	
	10' double rolling gate with hardware	/ea	/ea	
	12' double rolling gate with hardware	/ea	/ea	
	20' double rolling gate with hardware	/ea	/ea	
	Additional Mobilization			Cost to move or adjust location of fencing during Construction.
	Rent On Material	/year		

BIDDER _____
 (Type or print complete legal name of Bidder)

BY _____ **Date** _____
 (Signature)

Name _____ **Title** _____
 (Type or print)

EXHIBIT C-2 – FEE SCHEDULE, TEMPORARY POWER
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

The undersigned has read and understands all conditions and terms of this RFP, is authorized to submit this proposal for purposes of Vendor evaluation, and hereby offers to perform the services requested for the rates indicated. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.

Description	Material \$	Labor \$	Notes
6" x 6" pole	/ea	/ea	Refer to the Scope of Work and Technical Specifications section of the RFP for material and installation dates, as well as the Location Drawings provided at the Mandatory Job Walk.
4" x 4" pole	/ea	/ea	
Lights	/ea	/ea	
Panel Boards	/ea	/ea	
Power Services Riser	/ea	/ea	
Spider Boxes	/ea		
Spider Box Cabling	/Inft		
Wiring (coverhead)	/Inft	/Inft	
Additional Mobilization			Cost to move or adjust location of poles during construction.
Rent on Equipment	/year		
Other as Listed			

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)

EXHIBIT C-3 – FEE SCHEDULE, TEMPORARY RESTROOM & LAVATORY FACILITIES

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

The undersigned has read and understands all conditions and terms of this RFP, is authorized to submit this proposal for purposes of Vendor evaluation, and hereby offers to perform the services requested for the rates indicated. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.

Description	Cost \$	Term	Notes
Men’s single stall	/ea	Per year	Refer to the Scope of Work and Technical Specifications section of the RFP for material and installation dates, as well as the Location Drawings provided at the Mandatory Job Walk.
Women’s single stall	/ea	Per year	
Unisex single stall	/ea	Per year	
ADA single stall	/ea	Per year	
Lavatory w/ towel dispenser	/ea	Per year	
ADA Lavatory w/towel dispenser	/ea	Per year	
Initial set-up	/ea	Per year	
Service 2 wk (Mon & Thu)	/ea	Per Year	
Additional Mobilization			Cost to move or adjust location of equipment during construction.

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)



EXHIBIT C-4 – FEE SCHEDULE, TEMPORARY CONSTRUCTION TRAILERS

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

The undersigned has read and understands all conditions and terms of this RFP, is authorized to submit this proposal for purposes of Vendor evaluation, and hereby offers to perform the services requested for the rates indicated. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.

Description	Set-up \$	Lease \$	Relocation \$	Notes
8' x 20' Office Trailer	/ea	/year	/ea	Refer to the sample Floor Plans provided at the Mandatory Job Walk.
8' x 28' Office Trailer	/ea	/year	/ea	
12' x 56' Office Trailer	/ea	/year	/ea	

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)

EXHIBIT C-5 – FEE SCHEDULE, TEMPORARY TRASH AND WASTE REMOVAL

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

The undersigned has read and understands all conditions and terms of this RFP, is authorized to submit this proposal for purposes of Vendor evaluation, and hereby offers to perform the services requested for the rates indicated. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.

Description	Set-up \$	Term \$	Relocation/Additional Service \$	Notes
3 yd dumpster	/ea	/month		Refer to the Location Drawings provided at the Mandatory Job Walk.
20 yd low boy	/ea	/month		
20 yd dumpster	/ea	/month		
30 yd dumpster	/ea	/month		
40 yd dumpster	/ea	/month		

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)

EXHIBIT D – SUBCONTRACTORS LIST

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

If your company must outsource or contract any work to meet the requirements contained in the RFP, this must be clearly stated in the proposal. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Identify any subcontractors your company may outsource any work identified in the RFP to, or check the box below if not applicable. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Complete Exhibit D for *each* service your company is able to provide. This means if you supply only fencing, you will only complete one Subcontractor’s List for Temporary Fencing. If you supply all services, you will submit four (4) Exhibit D’s, one for each service. Attach additional sheets as necessary.

Service: _____

(Specify one of the following: Temporary Fencing, Temporary Power, Temporary Toilets Lavatories, or Temporary Construction Trailers)

Check box if not applicable:

Licensed Name of Subcontractor	Subcontractor Office, Mill or Shop Address	Sub-contractor Trade or Portion of Work	Subcontractor Contractors’ License No.

Attach additional page(s) as required

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)



**TEMPORARY CONSTRUCTION SERVICES
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EXHIBIT E – REFERENCES

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

Complete Exhibit E for *each* service your company is able to provide. This means if you supply only fencing, you will only complete one References Document for Temporary Fencing. If you supply all services, you will submit four (4) Exhibit E's, one for each service. Attach additional sheets as necessary or desired.

Service: _____

(Specify one of the following: Temporary Fencing, Temporary Power, Temporary Toilets and Lavatories, or Temporary Construction Trailers)

Bidder shall provide a minimum of three (3) verifiable references **preferably from a California Community College District (CCCD)**. If your organization does not have CCD references, state or local government references may be listed.

REFERENCE #1	
NAME	
ADDRESS, CITY, STATE ZIP CODE	
CONTACT & TELEPHONE #	
DATES OF SERVICE	
REFERENCE #2	
NAME	
ADDRESS, CITY, STATE ZIP CODE	
CONTACT & TELEPHONE #	
DATES OF SERVICE	
REFERENCE #3	
NAME	
ADDRESS, CITY, STATE ZIP CODE	
CONTACT & TELEPHONE #	
DATES OF SERVICE	

BIDDER _____

(Type or print complete legal name of Bidder)

BY _____ **Date** _____

(Signature)

Name _____ **Title** _____

(Type or print)



EXHIBIT F – CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

Bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Bidder shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, ____.

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)



EXHIBIT G - NON-COLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

STATE OF CALIFORNIA)
COUNTY OF _____)

PROJECT: AVC2017/2018-13, Temporary Construction Services

I, _____, being first duly sworn, deposes and says that I am the
(Typed or Printed Name)

_____ of _____, ("the Bidder") the party
(Title Bidder Name)

submitting the foregoing Proposal for the above-identified Project. In connection with the foregoing Proposal,
the undersigned declares, states and certifies that:

- 1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company,
association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid,
and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone
else to put in sham bid, or to refrain from bidding.
4. The Bidder has not in any manner, directly or indirectly, sought by Contract, communication, or conference
with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of
the bid price or that of any other bidder, or to secure any advantage against the public body awarding the
contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents
thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person,
corporation, partnership, company, association, organization, bid depository, or to any member or agent
thereof to effectuate a collusive or sham bid.

Executed this ____ day of _____, 20__ at _____.
(City and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

(Address)

Name Printed or Typed

(City, County and State)

(_____)_____
(Area Code and Telephone Number)



EXHIBIT H – AGREEMENT TO TERMS AND CONDITIONS

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

Each Bidder must state below whether it accepts the attached Agreement and its attachments (if any) (“Agreement”). Any exceptions must be included, if at all, with Bidder’s Proposal submission.

NOTE: Exceptions taken to terms and conditions may be a negative factor in evaluation of Bidder’s Proposal or disqualification.

Initial the Appropriate Choice, below:

_____ Bidder **accepts** the form of Agreement **without exception**.

OR

_____ Bidder proposes **exceptions/modifications** to the form of Agreement. If this choice is selected, Bidder shall include all of the following:

1. Summarize any and all exceptions to the Agreement.
2. Provide written explanation to substantiate each proposed exception/modification.

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)



**EXHIBIT I – ADDENDA ACKNOWLEDGMENT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

Changes or corrections to the RFP will be issued via a numbered addendum format prior to the Proposal deadline (See Section 1 - Project Specific Dates). Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____
Addendum # _____	Date Received: _____

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)



EXHIBIT J – SITE-VISIT CERTIFICATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

Check whichever option applies:

_____ I certify that I visited the Site of the proposed Work and became fully acquainted with the conditions relating to the RFP. I fully understand the facilities, difficulties, and restrictions attending the execution of the Work under contract.

_____ I certify that _____ (Bidder's representative) visited the Site of the proposed Work and became fully acquainted with the conditions relating to the RFP. The Bidder's representative fully understood the facilities, difficulties, and restrictions attending the execution of the Work under contract.

Bidder fully indemnifies the **Antelope Valley Community College District** and all of their respective officers, agents, employees, and consultants from any damage, or omissions, related to conditions that could have been identified during my visit and/or the Bidder's representative's visit to the Site.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)



EXHIBIT K – BID GUARANTEE FORM

(Use only when not using a Bid Bond)

Accompanying this proposal is a cashier’s check payable to the order of the Antelope Valley Community College District or a certified check payable to the order of the Antelope Valley Community College District in an amount of _____ Dollars (\$_____).

The proceeds of this check shall become the property of said District, if, this proposal shall be accepted by the District through the District’s Governing Board, and the undersigned fails to execute a Purchase Agreement with and furnish the sureties required by the District within the required time; otherwise, said check is to be returned to the undersigned.

BIDDER _____
(Type or print complete legal name of Bidder)

BY _____ **Date** _____
(Signature)

Name _____ **Title** _____
(Type or print)

Note: Use this form, in lieu of Bid Bond form, when a cashier’s check or certified check is accompanying the bid.



EXHIBIT L – BID BOND

KNOW ALL MEN BY THESE PRESENTS that we, _____, as Surety and _____, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto **ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT** (“the Obligee”) for payment of the penal sum hereof in lawful money of the United States, as more particularly set forth herein.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Principal has submitted the accompanying Bid Proposal to the Obligee for the Work commonly described as **TEMPORARY CONSTRUCTION SERVICES, AVC2017/2018-13**.

WHEREAS, subject to the terms of this Bond, the Surety and the Principal are jointly and severally firmly bound unto the Obligee in the penal sum equal to _____ Dollars (\$ _____), inclusive of amounts proposed for additive Alternate Bid Items, if any.

NOW THEREFORE, if the Principal shall not withdraw said Bid Proposal within the period specified therein after the opening of the same, or, if no period be specified, for sixty (60) days after opening of said Bid Proposal; and if the Principal is awarded the Contract, and shall within the period specified therefore, or if no period be specified, within five (5) days after the prescribed forms are presented to him for signature, enter into a written contract with the Obligee, in accordance with the Bid Proposal as accepted and give such bond(s) with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract and for the payment for labor and materials used for the performance of the Contract, or in the event of the withdrawal of said Bid Proposal within the period specified for the holding open of the Bid Proposal or the failure of the Principal to enter into such Contract and give such bonds within the time specified, if the Principal shall pay the Obligee the difference between the amount specified in said Bid Proposal and the amount for which the Obligee may procure the required Work and/or supplies, if the latter amount be in excess of the former, together with all costs incurred by the Obligee in again calling for Bids, then the above obligation shall be void and of no effect, otherwise to remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or the Call for Bids, the Work to be performed there under, the Drawings or the Specifications accompanying the same, or any other portion of the Contract Documents shall in no way affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of said Contract, the Call for Bids, the Work, the Drawings or the Specifications, or any other portion of the Contract Documents.

[CONTINUED NEXT PAGE]

BID BOND (CONTINUED)

In the event suit or other proceeding is brought upon this Bond by the Obligee, the Surety and Principal shall be jointly and severally liable for payment to the Obligee all costs, expenses and fees incurred by the Obligee in connection therewith, including without limitation, attorneys' fees.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this _____ day of _____, 20__ by their duly authorized agents or representatives.

(Contractor-Principal Name)

By: _____

(Signature)

(Typed or Printed Name)

Title: _____

(Attach Notary Public Acknowledgement of Principal's Signature)

(Surety Name)

By: _____

(Signature of Attorney-In-Fact for Surety)

(Typed or Printed Name of Attorney-In-Fact)

(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)

Contact name, address, telephone number and email address for notices to the Surety

(Contact Name) _____

(Street Address)

(City, State & Zip Code)

Telephone (____) _____ Fax(____) _____

(Email address)



ATTACHMENT 1 - AGREEMENT