

**PROPOSAL
FOR THE
EMERGENCY OPERATIONS CENTER IMPROVEMENTS PROJECT
PROJECT NO.: PW 26-05**

Date _____, 20____

Company Name: _____
TO THE CITY OF EL SEGUNDO:

In accordance with the City of El Segundo's Notice Inviting Sealed Bids, the undersigned **BIDDER** hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above stated Project as set forth in the Plans, Specifications, and contract documents therefor, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instructions to Bidders, and all other contract documents. Submittal of this bid shall be considered evidence that the **BIDDER** has satisfied himself regarding the contract documents, access and any other field conditions which may affect bid prices. If this proposal is accepted for award, **BIDDER** agrees to enter into a contract with the City of El Segundo at the unit and/or lump sum prices set forth in the following Bid Schedule. **BIDDER** understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to the City of El Segundo of the proposal guarantee accompanying this proposal.

BIDDER understands that a bid is required for the entire work, that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. **THE CITY OF EL SEGUNDO RESERVES THE RIGHT TO INCREASE OR DECREASE THE AMOUNT OF ANY QUANTITY SHOWN AND TO DELETE ANY ITEM FROM THE CONTRACT.** It is agreed that the unit and/or lump sum prices bid include all apparent expenses, taxes, royalties, and fees. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the **BIDDER'S** default in executing the required contract and filing the necessary bonds and insurance certificates within ten working days after the date of the City of El Segundo's notice of award of contract to the **BIDDER**, including sending by U.S. Mail a Public Works Contract for signature by the Awardee, the proceeds of the security accompanying this bid shall become the property of the City of El Segundo and this bid and the acceptance hereof may, at the City of El Segundo's option, be considered null and void.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

BIDDER certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

AFFIRMATIVE ACTION CERTIFICATION

BIDDER certifies that affirmative action has been taken to seek out and consider minority business enterprises for those portions of the work to be subcontracted, and that such affirmative actions have been fully documented, that said documentation is open to inspection, and that said affirmative action will remain in effect for the life of any contract awarded hereunder. Furthermore, **BIDDER** certifies that affirmative action will be taken to meet all equal employment opportunity requirements of the contract documents.

NONCOLLUSION DECLARATION

BIDDER declares that the only persons or parties interested in this proposal as principals are those named herein; that no officer, agent, or employee of the City of El Segundo is personally interested, directly or indirectly, in this proposal; that this proposal is made without connection to any other individual, firm, or corporation making a bid for the same work and that this proposal is in all respects fair and without collusion or fraud.

BID SCHEDULE

EMERGENCY OPERATIONS CENTER IMPROVEMENTS PROJECT PROJECT NO.: PW 26-05

Company Name: _____

Note: Bid Item work is elaborated in detail in the Project plans and specifications.

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
BASE BID ITEMS					
1	Mobilization/ Demobilization	LS	1	\$	\$
2	Demolition, including demo of existing non-structural walls, wall coverings/wallpaper, soffit, carpet, baseboard, doors, doorframes, door hardware, in-floor cover plates at floor boxes, millwork, televisions and mounting brackets, ceiling mounted projector and mounting hardware, whiteboards, metal cabinets, plumbing, lighting, electrical, telecom, and data/technology	LS	1	\$	\$
3	Procurement and installation of new carpet and baseboard, including floor prep	LS	1	\$	\$
4	Installation of new millwork, counters, and cabinetry	LS	1	\$	\$
5	Modification of existing doorway to meet accessibility requirements including doorframe, drywall, any required structural steel, any required door hardware, door transition strips, and removal and reinstallation of existing door	LS	1	\$	\$
6	Procurement and installation of new televisions, smartboards, and mounting brackets	LS	1	\$	\$
7	Procurement and installation of new counter depth refrigerator	LS	1	\$	\$
8	Procurement and installation of new magnetic dry erase whiteboards including mounting hardware	LS	1	\$	\$
9	Construction of ceiling grid, ceiling tile, and soffit modifications	LS	1	\$	\$

10	Finishes – painting, patch/repair ceiling and drywall	LS	1	\$	\$
11	Installation of new light fixtures, switches, sensors, and controls	LS	1	\$	\$
12	Installation of electrical components including wiring, conduits, raceways, and outlets	LS	1	\$	\$
13	Installation of new flush mounted cover plates at existing floor boxes	LS	1	\$	\$
14	Installation of new plumbing fixtures including sink, faucet, and refrigerator water connection	LS	1	\$	\$
15	Installation of technology components, hardware, and equipment including wiring, cables, conduits, sleeves, raceways, supports, outlets, wire management, patch cords, jack panels, speakers, microphones, cameras, touch panels, and extenders	LS	1	\$	\$
16	Removal, relocation, storage, and reinstallation of existing furniture, wall plaques, and wall seals/signage to be reused	LS	1	\$	\$
17	Miscellaneous improvements as determined necessary by the engineer	LS	1	\$10,000	\$10,000

TOTAL BASE BID (#1 thru #17) =

\$ _____

TOTAL BASE BID WRITTEN IN WORDS:

All work shall be per these specifications and attachments. Prevailing wage rates apply. The City of El Segundo reserves the right to reject any or all bids, to waive any irregularity, and to take all bids under advisement for a period of **ninety (90) calendar days**.

BIDDER'S INFORMATION

Company Name: _____

BIDDER certifies that the following information is true and correct:

Form of Legal Entity (i.e., individual, partnership, corporation, etc.) _____

If corporation, State of Incorporation (i.e., California) _____

Business _____

Street Address _____

Telephone No. _____ Email Address _____

State Contractor's License No. and Class _____

Original Date Issued _____ Expiration Date _____

Contractor's Department of Industrial Relations (DIR) Information:

Registration No. _____ Expiration Date _____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having principal interest in this proposal:

The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal is as follows:

All current and prior DBA's, aliases, and/or fictitious business names for any principal having an interest in this proposal are as follows:

BIDDER'S INFORMATION (CONTINUED)

Company Name: _____

Bidder shall list the name of the person who attended the mandatory pre-bid job walk:

Name: _____

Title: _____

IN WITNESS WHEREOF, BIDDER executes and submits this proposal with the names, titles, hands, and seals of all aforementioned principals this _____ day of _____, 20____.

BIDDER NAME AND CONTACT INFORMATION

Bidder Signature: _____

Subscribed and sworn to this _____ day of _____, 20____.

NOTARY PUBLIC

**PROPOSAL GUARANTEE
BID BOND**

EMERGENCY OPERATIONS CENTER IMPROVEMENTS PROJECT
PROJECT NO.: PW 26-05

KNOW ALL MEN BY THESE PRESENTS that,

_____, as **BIDDER**, and

_____, as **SURETY**, are held and firmly bound unto the

City of El Segundo, in the penal sum of _____ **DOLLARS**
(\$ _____), which is ten (10%) percent of the total amount bid by **BIDDER** to the
City of El Segundo for the above stated Project, for the payment of which sum, **BIDDER and**
SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas **BIDDER** is
about to submit a bid to the City of El Segundo for the above stated Project, if said bid is
rejected, or if said bid is accepted and a contract is awarded and entered into by **BIDDER** in
the manner and time specified, then this obligation shall be null and void, otherwise it shall
remain in full force and effect in favor of the City of El Segundo.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this

_____ day of _____, 20_____.

BIDDER*

SURETY*

Subscribed and sworn to this _____ day of _____, 20_____.

NOTARY PUBLIC

*Provide **BIDDER/SURETY** name, title, address and telephone number and the name, title,
address and telephone number for authorized representative.

CONTRACTOR'S LICENSE DECLARATION
(Business and Professions Code Section 7028.15)

1. **BIDDER'S** Contractor's License Number is: _____

Class No.: _____

2. The expiration date of **BIDDER'S** Contractor License is: _____

3. **BIDDER** acknowledges that Section 7028.15(e) of the Business and Professions Code provides as follows:

"A licensed contractor shall not submit a bid to a public agency unless his or her contractor's license number appears clearly on the bid, the license expiration date is stated, and the bid contains a statement that representations herein are made under penalty of perjury. Any bid not containing this information, or a bid containing information which is subsequently proven false, shall be considered non-responsive and shall be rejected by the public agency."

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in this bid proposal are true and correct.

Executed on _____, 20____, at

_____ (insert City and State where Declaration signed).

Signature

Typed Name

Title

Company Name

NON-COLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
(pursuant to Cal. Pub. Contract Code § 7106)

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder that all statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[City], _____[state]."

Dated this _____ day of _____, 20____.

Name

Title

Signature

WORKER'S COMPENSATION CERTIFICATION

Section 1861 OF THE LABOR CODE (Workers' Compensation)

Pursuant to Section 1861 of the Labor Code, the **BIDDER**, in submitting his/her **PROPOSAL**, shall sign the following certification:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

Signature of Bidder: _____

Title: _____

Business Name: _____

Business Address: _____

Telephone Number: (____)_____

Dated this _____ day of _____, 20____.

BIDDER'S CERTIFICATION OF SUBCONTRACTORS
EMERGENCY OPERATIONS CENTER IMPROVEMENTS PROJECT
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Company Name: _____

As detailed in Section 2-3 (Page II-B-3) of the General Provisions, Bidder certifies that it has listed below all subcontractors who will perform work in excess of one-half of one percent (0.5%) of the total bid price or certifies that the bidder is fully qualified to perform and will perform that portion of the work itself.

Name of Subcontractor	Address	Subcontractor's Contractor License No. & DIR Registration No.	Description of Portion of Work Subcontracted	Estimated \$ Amount
	(Number and Street)	(CSLB #)		
	(City, Zip Code)	(DIR #)		

(Make copies of this page if additional space is needed)

Signature of Bidder Date

REFERENCES

Company Name: _____

The following are the names, addresses, and telephone numbers for public agencies for which **BIDDER** has performed similar work as the prime contractor or major subcontractor within the past five (5) years:

1. Project Owner: _____

Project title: _____
Type of work: _____
Contact name: _____
Telephone: _____
Email address: _____
Contract amount: \$ _____
Date completed: _____

Did your firm have any financial interest in Project? _____

2. Project Owner: _____

Project title: _____
Type of work: _____
Contact name: _____
Telephone: _____
Email address: _____
Contract amount: \$ _____
Date completed: _____

Did your firm have any financial interest in Project? _____

3. Project Owner: _____

Project title: _____
Type of work: _____
Contact name: _____
Telephone: _____
Email address: _____
Contract amount: \$ _____
Date completed: _____

Did your firm have any financial interest in Project? _____

4. Project Owner: _____

Project title: _____
Type of work: _____
Contact name: _____
Telephone: _____
Email address: _____
Contract amount: \$ _____
Date completed: _____

Did your firm have any financial interest in Project? _____

5. Project Owner: _____

Project title: _____
Type of work: _____
Contact name: _____
Telephone: _____
Email address: _____
Contract amount: \$ _____
Date completed: _____

Did your firm have any financial interest in Project? _____

Bidder may attach additional reference pages if necessary.

The following are the names, addresses, and telephone numbers for all brokers and sureties from whom **BIDDER** intends to procure insurance bonds:

**BIDDER'S STATEMENT OF
PAST CONTRACT DISQUALIFICATIONS**

EMERGENCY OPERATIONS CENTER IMPROVEMENTS PROJECT
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Please state all instances of being disqualified, removed, or otherwise prevented from bidding on, or completing, a federal, state, or local government project due to a violation of a law or safety regulation.

1. Have you ever been disqualified from any government contract?

Yes ☐ No ☐

2. If yes, explain the circumstances:

3. Are you registered in accordance with Labor Code § 1725.5 [Note: failure to register requires the City to reject your bid as nonresponsive]?

Yes ☐ No ☐

Bidder's Signature

Name (Please Print)

INSURANCE REQUIREMENTS
[MUST BE SUBMITTED WITH PROJECT PROPOSAL]
EMERGENCY OPERATIONS CENTER IMPROVEMENTS PROJECT
PROJECT NO.: PW 26-05

Company Name: _____

To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Business automobile liability:	\$1,000,000
Workers compensation:	Statutory requirement

**The city has the option to increase the limits as required for more complex and major waterworks, sanitation, and road pavement projects.*

Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 04 13. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by the City will be excess thereto. Such insurance must be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City. Insurer will agree in writing to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by Contractor for the City.

Automobile coverage must be written on ISO Form CA 00 01, covering Code 1 (Any Auto).

The Contractor must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of “A:VII.” Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Contractor will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word “endeavor” with regard to any notice provisions.

The City requires California Worker’s Compensation Coverage with the associated Waiver. Out-of-state coverage will not be accepted in lieu of the California coverage, because the work is being performed in the State of California.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City’s Contractor. Failure to provide this insurance will render the bidder’s proposal “nonresponsive.”

Date

Bidder’s Signature

END PROPOSAL SECTION