



Amador Tuolumne Community Action Agency - Early Childhood Services

BID PACKAGE FOR SONORA HEAD START FLOORING PROJECT

***PLEASE NOTE: ONLY THOSE ATTENDING A
MANDATORY PRE-BID WALK THRU WILL BE
ALLOWED TO SUBMIT BIDS.**

Request for Proposals of New Flooring at Sonora Head Start

SECTION I. Overview

Amador Tuolumne Community Action Agency (ATCAA) is requesting bids from qualified contractors for flooring installation at our Sonora Head Start located on the Sonora Elementary School Campus, 830 Greenley Road, Building G, Sonora, CA 95370.

Contractors shall be licensed with the CSLB and have experience in ADA compliance issues and Davis Bacon wage requirements.

Contractors must be registered with CA DIR in compliance with the public works contractor registration law.

There will be a mandatory walk through on April 26, 2017 at 3:30 p.m. with interested contractors.

SECTION II. Scope of Work

1. Removal, transportation and disposal of existing carpet flooring and other job debris. Existing tiles must be left intact and undisturbed due to possibility of asbestos. Flooring in those areas must be installed over the existing tiles. Total area is approximately 1660 square feet.
2. Installation of new vinyl plank flooring in 3 main classroom areas, front office area, front entrance area and children's bathroom.
3. Contractor will be responsible for moving furniture and moving furniture back into place while replacing flooring.
4. Contractor will also be responsible for removal of toilets and re-setting toilets correctly.
5. Contractor will remove and dispose of existing base boards and installation of rubber base boards.
6. Contractor will be responsible for any prep work needed to the existing slab and tiles before laying the new flooring.
7. The vinyl flooring specifications will be vinyl plank dry back glue down with a wear level of a minimum of 8 mil and a minimum warranty of 5 years. Color will be picked at a later date. If there are different prices for different colors for the product you are bidding, please indicate these differences on your submitted bid.

This Request for Proposals (RFP) does not obligate Amador Tuolumne Community Action Agency to complete the proposed project, and ATCAA reserves the right to cancel this solicitation if it is considered to be in its best interest.

SECTION III. Structure of Responses

Interested parties are asked to submit responses for each of the following items: Note: Parties submitting incomplete responses will not be considered for a contract.

1. **Company Identifiers.** Provide the full company name and address, a main contact person with title, phone and fax numbers, and email address. Also provide Federal Employer ID # and California Tax ID # (if applicable) and California DIR registration #.
2. **Qualifications.** Please provide licenses currently held, work experience on CA DIR jobs and work history.
3. **Cost.** Including all cost components.
4. **Product:** Please provide a sample of the product as well as manufacturer specifications & warranty on the product.
5. **References.** Please provide at least 3 recent client references.
6. **Contract.** Please provide contract.

SECTION IV. Evaluation of Responses

All complete proposals will be reviewed and considered. Proposals will be evaluated using the following criteria:

1. **Company Work Experience & History**
2. **Qualifications**
3. **Cost**
4. **References**

Submit Proposal To:

Jackie Roberts
AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
427 North Highway 49, Suite 202
Sonora, CA 95370

For Additional Information or Clarification, Contact:

Jackie Roberts
AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
427 North Highway 49, Suite 202
Sonora, CA 95370
jroberts@atcaa.org
Telephone: (209) 533-0361 ext. 243

Basis for Award of Contract

Lowest & Best Bid

Mandatory Walkthrough: April 26, 2017 at 3:30 p.m.

Proposal Due: May 11, 2017 by 3:00 p.m.

Selection Date: May 18, 2017

Completion Date: Job will begin June 12, 2017 and be completed by July 14, 2017

INSTRUCTION TO BIDDERS FORM

- **Cost will not be the only factor in awarding this contract. Quality of work, references, ability to complete on time and within budget and insurance are other factors that play a role in the award of the contract.**
- **Although the contract does not have to be awarded to the lowest bidder, it must be awarded to the lowest and *best* bid.**
- **The successful proposal is required to furnish references (business) licensing certification, insurances, and agree to all terms and conditions of the Grantee's design contract.**
- **Attention is called to the provisions for equal employment opportunities, and payment of not less than minimum wages as set forth in the Davis-Bacon Act/ California Prevailing Wage. They must be included in the Specifications, paid on this project, and posted on the job site. In addition, the contractor must be registered with CA DIR in compliance with the new public works Contractor registration law.**
- **After the bids are reviewed, the Grantee will determine if the candidate is on the U. S. General Services Administration List of Parties Excluded from Federal Procurement programs and registered with CA DIR. The references will be checked to determine the stability and business worthiness of the contractor.**
- **After review of the bids and a recommendation from the Project Consultant and Grantee, the contract will be awarded to the appropriate contractor.**
- **A Notice to Proceed will be written and issued to the contractor indicating the date the project may commence, the number of days of the construction contract period, and the date construction will be substantially complete.**

**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
SONORA HEAD START FLOORING
BID FORM**

TO: Amador Tuolumne Community Action Agency

Pursuant to and in compliance with your invitation for bids, the undersigned, being familiar with the CONTRACT DOCUMENTS and SPECIFICATIONS dated _____, and addenda, if any thereto, hereby proposes to perform the work and/or deliver the materials, all in conformity with said invitation for bids and with said Contract documents and specifications, for the sum of \$ _____.

1. The above bid includes all labor, materials and equipment required by the Contract documents and specifications.
2. In submitting this bid, the bidder understands the right is reserved by you to reject any and all bids, to accept that bid which best corresponds to your requirements in quality, fitness, and capacity, and to waive any informality in any bid received.
3. Attached hereto are the following (place an "X" on the blank line next to each required document accompanying this bid):
 - A. ___ Contractor's Questionnaire
 - B. ___ Non-collusive Affidavit
 - C. ___ Contractor's Certification
 - D. ___ Certification Regarding Lobbying
4. State Contractor's license classification is as follows:
Classification _____
State Contractor's License No. _____
CA DIR Registration No. _____
5. The undersigned has checked carefully all of the above figures and understands that the Sponsor will not be responsible for any errors or omissions on the part of the undersigned making up this bid.

DATED

OFFICIAL ADDRESS

NAME OF BIDDER

BY

TITLE

PHONE and FAX NUMBERS

CONTRACTOR QUESTIONNAIRE

NAME _____

DATE _____

D.B.A. _____

ADDRESS _____

Phone and E-Mail _____

CA STATE LICENSE NO _____

CA DIR REGISTRATION NO _____

LIST THREE MOST RECENT FLOORING JOBS BY NAME AND ADDRESS:

HOW LONG IN BUSINESS?

NUMBER OF EMPLOYEES _____ ARE YOU AN EQUAL OPPORTUNITY EMPLOYER?

ARE YOU ELIGIBLE TO PERFORM STATE GOVERNMENT WORK?

ARE YOU REGISTERED WITH CA DIR?

ARE YOU FAMILIAR WITH DAVIS BACON ACT REQUIREMENTS?

NAME AND ADDRESS OF INSURANCE CARRIER OR BROKER:

Conflict of interest: Are you or any member of your family related to any Employee or Board Member of Amador Tuolumne Community Action Agency? Yes _____ No _____

If yes, please explain relationship

Signature of License Holder

Signature of Company Representative

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
SONORA HEAD START FLOORING

NON-COLLUSIVE AFFIDAVIT

STATE OF CALIFORNIA

COUNTY of _____

_____, being first duly sworn, deposes and says:

That he or she is the _____ of the
firm of _____

The party making the foregoing bid; that such bids are genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of any other bidder, or to secure any advantage against the Sponsor or any person interested in the proposed construction contract; and that all statements in said bid are true.

That neither Members of Congress, Local or State Public Officials, or any employee or representative of the Sponsor is in any manner interested, directly or indirectly in the bid to which this Non-Collusive Affidavit is attached, nor in the construction contract which may be made pursuant to said bid, nor in any expected profits which may arise there from.

SIGNATURE OF:

Bidder if Bidder is an individual:

(Name of Bidder)

Partner if Bidder is a partnership:

(Name of Partner)

Officer if Bidder is a corporation:

(Name of Officer)

**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
SONORA FLOORING PROJECT**

CONTRACTOR'S CERTIFICATION

The undersigned further certifies that the Bidder who submitted the Bid to which this certification is attached, is appropriately licensed by, and in good standing with, the California Contractors' State License Board, and is not listed on the federal Consolidated List of Debarred, Suspended, and Ineligible Contractors.

SIGNATURE OF:

Bidder if Bidder is an individual:

(Name of Bidder)

Partner if Bidder is a partnership:

(Name of Partner)

Officer if Bidder is a corporation

(Name of Officer)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____

Title _____

Company _____