



*Amador Tuolumne Community Action Agency - Early Childhood Services*

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**BID PACKAGE FOR BLUE BELL  
FAMILY CENTER  
PAINTING & MISCELLANEOUS  
REPAIR**

# 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.**
- **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 . 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 contract period, and the date the project will be substantially complete.**

**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY  
BLUE BELL PAINTING & MISCELLANEOUS REPAIR  
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 November 29, 2017, 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 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 AND CA PREVAILING WAGE?

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  
BLUE BELL PAINTING & MISCELLANEOUS REPAIR

**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  
BLUE BELL PAINTING & MISCELLANEOUS REPAIR**

**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:

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(Name of Bidder)

Partner if Bidder is a partnership:

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(Name of Partner)

Officer if Bidder is a corporation

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(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 \_\_\_\_\_

# Request for Proposals of Blue Bell Painting & Miscellaneous Repair

## SECTION I. Overview

Amador Tuolumne Community Action Agency (ATCAA) is requesting bids from qualified contractors for a project at our Blue Bell Family Center located at 18080 Blue Bell Road East, Sonora, CA 95370.

Contractors shall be licensed with the CSLB and have experience in CA Prevailing Wage and Davis Bacon Wage requirements.

## SECTION II. Scope of Work

1. Power wash building to remove dirt, cobwebs, etc.
2. Scrape & prep all wood surfaces.
3. Repair Stucco:
  - Caulk all cracks smaller than ¼ inch with Big Stretch or equivalent.
  - Repair larger stucco damage with acrylic stucco patch
  - Any repairs need to match existing texture
4. Replace the gable end rafters on the front and back of the building with dry 2 by Douglas Fir or equivalent.
5. Prep, prime and paint body of the building to be \_\_\_\_\_ (Color To Be Determined) \_\_\_\_\_ and gutters, trim and posts to be \_\_\_\_\_ (Color To Be Determined) \_\_\_\_\_. The paint should be Kelly-Moore Elastomeric Paint or equivalent.
6. This job is CA prevailing wage and certified payroll must be submitted.
7. Work should be conducted in a workman like manner (mask windows, doors, walkways, parking area, etc.). Care should be taken to eliminate any overspray on any surfaces.

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 # (if applicable).
2. **Qualifications.** Please provide licenses currently held, work experience on public jobs or CA DIR jobs and work history.
3. **Cost.** Including all cost components.
4. **References.** Please provide at least 3 recent client references.
5. **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

**Proposal Due:** December 7, 2017 by 3:00 p.m.

**Selection Date:** December 8, 2017

**Completion Date:** Job will begin December 18, 2017 and completion date to be discussed and scheduled around school operations and weather

RFP Ranking Tool for 2017 Blue Bell Painting & Miscellaneous Repair

Name	Expertise in industry	Experience with similar proposals	Ability to meet timelines & flexibility	Minority, small, women-owned business	Cost	TOTAL

Please indicate if you need further information from the submitting entities.

A-TCAA will review the responses to the Request for Proposal based on the following selection criteria (Total of 65 points possible):

1. Expertise in industry (up to 10 points)
2. Experience with similar proposals. (up to 20 points)
3. Ability to meet timelines (up to 10 points)
4. Minority, small, women-owned business (up to 5 points)
5. Cost (up to 20 points)

General Notes: (attach other pages as needed)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_