

NOTICE INVITING SEALED BIDS



INSTALLATION OF REGULATORY TRAFFIC AND PARKING SIGNS

Notice of Project: The City of West Hollywood (referred to herein as "Agency") invites sealed bids for the above-stated WORK and will receive such bids in the office of the City Clerk until **11:30 A.M. ON WEDNESDAY, MAY 8, 2013**, at 8300 Santa Monica Blvd., West Hollywood, California, 90069, at which time and place the bids will be publicly opened and read aloud.

The work to be done consists of but is not limited to furnishing all materials, equipment, tools, labor and incidentals as required for installation of regulatory traffic and parking signs.

An original of the bid, using the supplied Bid Forms with all blanks fully completed in ink and including all information required by the Bid Documents (hereinafter "Bid"), must be addressed and delivered on time, the City Clerk will receive such bids in the office of the City Clerk until **11:30 A.M. ON WEDNESDAY, MAY 8, 2013**, at the following address:

**City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069**

Any bidder who fails to submit its documentation by the above date and time shall have that Bid rejected and returned unopened. Partial, incomplete or non-responsive Bids, or Bids on other than the Bid Forms or clear and exact photocopies of such forms, will not be considered. Bids shall be valid for **60 days** after the bid opening date.

Deadline for Information and Questions: All questions and requests for information must be directed to the **City's Representative** Helen Collins at hcollins@weho.org. Any questions addressing the interpretation or clarification of the Bid Forms or the Bid Documents must be submitted to the **City's Representative** in writing not later than **Friday, May 3, 2013 at 1:00 P.M. via email to hcollins@weho.org.**

Availability of Bid Documents: Bids must be submitted to the Owner on the Bid Forms which are a part of the Bid Documents for the Work. One (1) complete set of the Bid Documents, can be requested for electronic delivery through Helen Collins at hcollins@weho.org or by calling 323-848-6895. Electronic copies of the documents are available at no cost. For printed copies of the documents may be obtained between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday, excepting holidays, at a cost of \$25.00 only from the Facilities and Field Services Division at the following address:

**City of West Hollywood
Facilities and Field Services Division
8300 Santa Monica Blvd.
West Hollywood, CA 90069**

Prospective bidders are encouraged to telephone the Facilities & Field Services Division at: 323-848-6895 in advance to determine the availability of Bid Documents.

Please Refer to Other Bid Documents: The work is described in more detail in the Bid Documents. In particular, Bidders are strongly encouraged to review the Instructions to Bidders for more complete information regarding the submission of bids.

Interest In More Than One Bid: No bidder shall be allowed to make, submit or be interested in more than one bid. However, a person, firm, corporation or other entity that has submitted a bid to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a subproposal or quoting prices to other bidders submitting a bid to the Owner.

Alternate Bid Items: If alternate bid items are called for in the Bid Documents, the lowest bid will be determined on the basis of the base bid only.

Bid Security and Insurance Certificates and Payment Bonds: Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the Owner in an amount not less than ten percent (10%) of the submitted Total Bid Price. The successful bidder will be required to furnish, within ten days of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, and a Payment (Material and Labor) Bond in the amount of one-hundred percent (100%) of the Total Bid Price for one year of work or 1/5 of the total bid price, on the forms provided and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A:VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

Substitution for Retentions: Bidders are advised that if awarded this Contract they will be permitted, at their request and expense and in accordance with Section 22300 of the California Public Contract Code, to substitute securities equivalent to monies withheld by the Owner to insure performance under the Contract.

Owner's Rights: Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to be the sole judge of the merits of the respective Bids received. The award, if made, will be made to the lowest responsible bidder whose bid is determined responsive to the Bid Documents.

Prevailing Wages: Bidders are advised that this Contract is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. Owner has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work. These rates will be on file at the Owner's office and they will be made available to any interested party upon

request. Each Contractor to whom a Contract is awarded must pay the prevailing rates, post copies thereof at the job site and otherwise comply with applicable provisions of state law.

Living Wage Ordinance: Bidders are advised that this Contract is subject to the City's Living Wage Ordinance and requires payment of wages at or above the adopted amount in effect at the time of award. Each Contractor to whom a Bid is awarded must abide by the City's Living Wage Ordinance.

BY ORDER OF the City of West Hollywood.
Corey Schaffer, City Clerk