



NOTICE INVITING SEALED BIDS

1343 N. Laurel Ave. Stabilization Phase I- Mothballing Project

CIP No. 55-13/14-03

Notice of Project: The City of West Hollywood (referred to herein as "Agency") invites sealed bids for the above-stated project and will receive such bids in the office of the City Clerk until **2:00 p.m. on Tuesday, October 8th, 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 furnishing all materials, equipment, tools, labor and incidentals as required by the Plans, Specifications and Contract Documents for the above-stated project. The items of work to be done hereunder consists of stabilizing and mothballing the 1343 Laurel Avenue house, grounds and support structures to include but not limited to mechanical, electrical, plumbing, site and structural work; Areas of work will need to be repaired, corrected and implemented to protect the buildings against the elements and to stabilize it from deterioration. Protection of character defining features of these historic structures and surrounding site and daily clean-up will be required. The surrounding site includes public park areas where there is no work and will remain open during construction. Estimated quantities for each item of work are indicated on the Project Bid Sheet.

The Project must be completed within **60** Working days, beginning ten (10) calendar days after the date on which the Notice to Proceed is sent by the Owner to the Contractor. Working days shall include product procurement and lead time. Please note, should the City elect to go with the bid alternate, the awarded contractor will be given a lead time of 30 working days for the order and receipt of the custom colored shingles.

A mandatory pre-bid meeting and site walk will be held on Thursday, September 26, 2013 at 8:00 a.m. at 1343 N. Laurel Avenue. This meeting will allow Bidders to review the scope of work and receive answers to any questions. Each prospective bidder is responsible for fully acquainting themselves with the conditions of the Project Site, as well as those relating to the construction and labor of the Project, to fully understand the facilities, difficulties and restrictions which may impact the total and adequate completion of the Project. Each and every Bidder **MUST** attend the Pre-Bid Conference and Site Walk. Individuals who do not arrive on time for the start of the meeting at 8:00 a.m. may be denied entry and therefore, shall be deemed unable to bid.

Prospective bidders **MAY NOT** visit the Project Site without making arrangements through the **City Representative, or his or her designee**. If necessary,

prospective bidders will have to be accompanied to the Project Site by a person appointed by the Owner.

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 Project. A complete set of the Bid Documents are available via email/electronically at no cost by sending an email to hcollins@weho.org to request the documents. One (1) complete set of the Bid Documents may be obtained at the office of the City Facilities and Field Services Division by appointment for a **non-refundable fee of \$50.00**. Documents may be obtained by appointment between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday, excepting holidays, 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 requested 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 Project 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. Unless otherwise indicated, all capitalized terms shall have the meanings ascribed to them in the Special Provisions for the Project.

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 sub-proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders submitting a bid to the Owner.

Deadline for Requests for Information (RFI's) is Wednesday, October 2, 2013 at 10:00 a.m. 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 via email at hcollins@weho.org. All questions must be numbered and only one question per number.

Deadline for Submission: All Bids must be in writing, sealed in an envelope and received by the office of the City Clerk of the City of West Hollywood no later than **2:00 p.m. on Tuesday, October 8th, 2013**. The exterior of the envelope shall clearly state the name the project in the right hand corner to include the statement "Bid Documents Do Not Open with Regular Mail". All Bids will be publicly opened, examined and read aloud at the office of the City Clerk. Bids may be publicly opened, examined and read aloud at a nearby location on Owner property as instructed by the City's Representative.

An original of the bid, using 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 to the Owner's offices 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 Proposal/Bid Forms or clear and exact photocopies of such forms, will not be considered. Bids shall be valid for **ninety (90) calendar days** after the bid opening date.

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; Performance 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, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) 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.

License Requirements: Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Contractors shall possess the following California Contractor's licenses the State of California Class A and/or Class B Contractor license and the appropriate specialty licenses. Specialty licenses may be subcontracted, however, all subcontractors must possess the appropriate licenses for the subcontracted work.

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.

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.

Diversion of Recyclable Waste Materials: In support of the Owner's waste reduction and recycling efforts, Contractor will be required to divert all Recyclable Waste Materials to appropriate recycling centers rather than area landfills. The Contractor shall be required to follow the City's Green Building General Requirements as outlined in the Municipal Code for the City of West Hollywood, which shall be used in conjunction with the Green Building Standards of the California Code of Regulations Title 24, Part 11. Where conflicts in language may exist between this section and the California Code of Regulations, Title 24, Part 11, the more restrictive green building provision shall prevail. All costs incurred for these waste diversion efforts shall be included as part of each Bidder's Total Bid Price.

BY ORDER OF THE CITY OF WEST HOLLYWOOD
City Clerk