



City of West Hollywood  
Facilities and Field Services Division

## **NOTICE INVITING SEALED BIDS FOR HVAC REPLACEMENT CIP 55-14/15-01**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed bids to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> for the above stated project and will only receive such bids no later than the hour of **10:00 AM ON NOVEMBER 4, 2014** at which time or thereafter said bids will be electronically opened and available online. Bids received after this time will be considered to be non-responsive.

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 general items of work include removal and replacement two HVAC units located at 8383 Santa Monica Boulevard, Kings Road Parking Structure, West Hollywood, CA. 90069.

Bids must be submitted electronically for the exact item(s) requested in the bid specifications. Copies of the plans, specifications, and contract documents are available for free from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids>

Each bid submitted electronically is required to be accompanied by the Bid Documents; Bid, Bidder's Information, Proposal Bid Schedule (enter online), List of Subcontractors (enter online), References, Designator of Sureties, Bid Bond, Bidder's

Violation of Law/Safety Questionnaire, Non-Collusion Affidavit, Certificate of Non-Discrimination by Contractors, Statement Acknowledging Penal & Civil Penalties Concerning Contractors' Licensing Laws, Addendum Acknowledgement, and all additional documentation required by the Instructions to Bidders. Bids must be submitted on the Agency's bid forms.

The bid must be accompanied by certified or cashier's check, or bidder's bond, made payable to the AGENCY for an amount no less than ten percent (10%) of the total bid price. Any bid not accompanied by such a guarantee will not be considered.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

The AGENCY will deduct 5-percent retention from all progress payments as specified in Section 9-3.2 of these specifications. The Contractor may substitute an escrow holder surety of equal value to the retention. The Contractor shall be beneficial owner of the surety and shall receive any interest thereon.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

**Mandatory Pre-Bid Conference and Site Walk:** Each prospective bidder is responsible for fully acquainting themselves with the conditions of the Project Site (which may

include more than one 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. To this end, a Pre-Bid Conference and Site Walk will be held on the **Wednesday, October 22, at 9:00 a.m. at 8383 Santa Monica Boulevard, West Hollywood, CA (Meet at Kings Road entrance)** (punctual attendance required) and under the conditions indicated in the Notice Inviting Bids included in the Proposal/Bid Forms. Each and every Bidder **must** attend the Pre-Bid Conference and Site Walk.

**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 **subproposal** 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.

**Requests for Information (RFI's) and Questions:** All questions and requests for information shall be submitted electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> under the above stated project. Any questions addressing the interpretation or clarification of the Proposal/Bid Forms or the Bid Documents **must** be submitted no later than **Monday, October 27, 2014 at 1:00 p.m.** Following this deadline no questions regarding the bid packet will be accepted.

**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 in order to perform the Work: C20 - Warm-Air Heating, Ventilating and Air-Conditioning and all Subcontractors must possess the appropriate licenses for each specialty subcontracted.

**Owner's Rights:** The City of West Hollywood reserves the right to reject any and all proposals or bids or to waive any irregularities or informalities in any bids or in the bidding should it deem this necessary for the public good, and also the bid of any Bidder who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all bids under advisement for a period of ninety (90) days. No bidder may withdraw its bid for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be to the lowest responsible Bidder as determined solely by the City of West Hollywood.

Point of contact for this project is Helen Collins at 323-848-6895 or via email at [hcollins@weho.org](mailto:hcollins@weho.org).

BY ORDER OF the City of West Hollywood.

Yvonne Quarker,  
City Clerk