

**CITY OF WEST HOLLYWOOD INVITATION TO BID**  
**PROJECT NAME: WEST HOLLYWOOD HOMEKEY PHASE 2**  
**PROJECT ADDRESS: 8465 SANTA MONICA BOULEVARD,**  
**WEST HOLLYWOOD, CALIFORNIA**

**Advertisement Date: Wednesday, October 4, 2023**

All bids for this project shall be submitted through the City of West Hollywood's electronic bid management system (PlanetBids) at [PlanetBids Vendor Portal](#) no later than **1:00 p.m. Pacific Standard Time on or before Thursday November 9, 2023**. A bid submitted after the submittal deadline will not be considered.

As set forth in the Project Bid Documents, the proposed work consists of conversion of an existing 23 room motel to 20 transitional dwelling rooms and various other improvements to create office spaces, a limited kitchen, laundry rooms, site improvements, and common areas. The City's Estimate for the Project is **TBD**.

**Bid Opening:** Bids will be opened immediately after the submittal deadline. Bid information will be provided on the 'Bid Results' tab on PlanetBids.

**Contractor's License:** Bidder must possess a current **B General Contracting License** issued by and in good standing with the California Contractor's State License Board prior to Award of Construction Contract.

**Minimum Bidder Qualifications:** This project has minimum bidder qualifications that must be documented on City Bid Form 03 – Minimum Bidder Qualifications Questionnaire.

**Contractor Registration:** All Bidders and listed subcontractors must be currently registered with the California State Department of Industrial Relations pursuant to Labor Code §1725.5 prior to submitting a Bid.

**Standard Specifications:** The Work hereunder shall be done in accordance with the Standard Specifications of the AGENCY: the latest edition, including all supplements, addenda, and revisions, of Standard Specifications for Public Works Construction ("Greenbook;" currently the 2021 Edition), as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California. If there are discrepancies between the Provisions, Specifications, Conditions, etc., the City will determine the appropriate reference.

**Completion of Work:** All work shall be completed within **one-hundred and fifty (150) CALENDAR DAYS (this is an expediated schedule and should be bid accordingly)** from the date designated on the Notice to Proceed.

**MANDATORY Pre-Bid Job Walk:** There will be a MANDATORY job walk on **October 12, 2023, at 7:30 a.m., at the Project Address (8465 Santa Monica Boulevard), West Hollywood, California**. Because of federal funding restrictions, Bidders who fail to attend this meeting will be excluded from submitting a Bid for this Project.

**Bid Security:** Each Bid must be accompanied by a Bid Security in the form of a cashier's check,

certified check, or Bid Bond executed on the prescribed form, in an amount not less than ten percent (10%) of the total bid price offered and shall be payable to the City of West Hollywood. Bidders are hereby notified that in accordance with the provisions of Public Contract Code §22300, securities may be substituted for any monies which the City may withhold pursuant to the terms of this Contract to ensure performance.

**Addenda:** The City explicitly reserves the right to amend any project requirement including the bid submittal deadline by issuing one or more addenda. The City explicitly reserves the right to cancel this project.

Information on any addendum(a) issued for this project will be available on PlanetBids <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> . The City reserves the right to reject as nonresponsive any bid that fails to include the information required by any addendum(a) posted on the City website.

**Funding:** This Project will be funded, in whole or in part through a combination of Federal and State funding sources including funds from the Homekey Program – Round 2 from the California Department of Housing and Community Development (funded partly by the Coronavirus State Fiscal Recovery Fund) and the Cities and Councils of Governments Interim Housing Services grant from the County of Los Angeles. Bidders will be required to abide by these grant funding requirements as set forth in Article 26 of the Administrative Specifications and the Contract Documents.

**Retention:** Five percent (5%) retention will be withheld from payments made to the Contractor in accordance with §7201 of the California Public Contract Code.

**Obtaining Contract Documents:** Specifications and contract documents are posted in the City's electronic bid management system (PlanetBids) at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> . All Bidders must first register as a vendor on the City of West Hollywood PlanetBids System website to participate in a Bid or to be added to a prospective Bidders list. Only those parties that have registered with the City as a plan holder on a particular project will receive the addendum(a) for that project. The City is not responsible for notifications to those parties who do not directly register as a plan holder on the City's database. It is the responsibility of all perspective Bidders to register on the City's database to ensure receipt of any addendum(a) prior to Bid submittals.

**Questions:** Project-specific questions must be submitted in writing through PlanetBids at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> no later than **12:00 p.m. Pacific Standard Time on or before October 26, 2023**. All posted questions will be answered in writing and conveyed via written addenda to all Bidders via posting on PlanetBids.

**Project Labor Agreement:** This project is subject to a Project Labor Agreement between the City of West Hollywood and the Los Angeles/Orange Counties Building and Construction Trades Council, and the signatory Craft Councils and Local Unions. This Agreement establishes the labor relations Policies and Procedures for the City and for the craft employees represented by the Unions engaged in the City's Improvement Projects.

**Prevailing Wage Requirements:** This is a California Public Works Project. At all times and without interruption Contractor shall remain in full compliance of all requirements of Part 7, Chapter 1,

Public Works, of the California Labor Code (commencing with §1720. Prevailing Wage Determinations will be on file with the City Clerk's Office and will be included within the Bid Documents.

Bids shall be valid for a minimum of one hundred and twenty (120) calendar days from the Submittal Deadline but not less than ninety (90) calendar days following receipt by Bidder of Owner's Notice of Intent to Award the Contract whichever occurs last.

**City's Right to Postpone Opening of Bids.** The City reserves the right to postpone the date and time for the opening of bids at any time prior to the date and time initially announced in this Invitation to Bid in accordance with applicable law.

**Award:** If the Construction Contract is awarded by the City, the Contract will be awarded to the responsible Bidder offering the lowest priced responsive Bid. If awarded, the award will be made by the City Council of the City of West Hollywood. Contractor will be required to sign the Construction Contract prior to action by the City Council. Within ten (10) calendar days following Award of the Construction Contract by the City Council, the successful contractor shall deliver to and have approved by the City proof of all required insurance and bonding.

**Rejection of Bids:** The City reserves the right to reject any and all bids. Any Bid not conforming to the intent and purpose of the Contract Documents may be rejected. The City reserves the right to make all awards in the best interest of the City.

**Disqualification of Bidder:** If there is a reason to believe that collusion exists among any Bidders, none of the Bids of the participants in such collusion will be considered and the City may likewise elect to reject all bids received.

**Bid Security and Delivery of Bid Security:** Each Bid shall be accompanied by a Bid Security in an amount of not less than ten percent (10%) of the price offered in the Bid. The Bid Security shall be in the form of cash, a certified check made payable to the Owner, a cashier's check made payable to the Owner, or a Bid Bond made payable to the Owner that is executed by the Bidder as principal and surety as obligor. Any Bids received by Owner without the prerequisite Bid Security delivered in accordance with this Article will be deemed nonresponsive.

**Payment and Performance Bonds:** The successful Bidder will be required to furnish a Labor and Materials Payment bond in an amount equal to one hundred percent (100%) of the Contract price, and a Faithful Performance Bond in an amount equal to one hundred percent (100%) of the Contract price.

#### AFFIDAVIT OF POSTING

State of California )  
County of Los Angeles )  
City of West Hollywood )

I declare under penalty of perjury that I am employed  
by the City of West Hollywood in the Office of the  
City Clerk, and that this document was posted on:

Date: October 5, 2023  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk