

**SECTION 00100**  
**NOTICE INVITING BIDS**

**ARTICLE 1 — BID OPENING**

- 1.01 NOTICE IS HEREBY GIVEN** that the Novato Sanitary District (hereafter referred to as “District” or “Owner”) invites and will receive sealed Bids at the front counter in the Lobby at the District’s office located at 500 Davidson Street, Novato, California, 94945, until **2:00 p.m. local time per Time.gov, on February 15, 2024**, at which time bids will be publicly opened and read aloud in the District’s Board Room adjacent to the Lobby for the following project.

**ROOF REPAIR**  
**PROJECT NO. 73003-2020-01**

NO LATE BIDS WILL BE ACCEPTED.

**ARTICLE 2 — PROJECT INFORMATION**

**2.01 DESCRIPTION OF THE WORK**

In accordance with Drawings and Specifications prepared by Daniel MacDonald AIA Architects, Inc., the Work includes furnishing of all labor, materials, tax, equipment, incidentals and services for the construction and completion of the Roof Repair (“Project”). The Work includes but is not limited to required demolition of the existing roofing system and equipment, placement of new roofing and new HVAC mechanical units, installation of a new roof ladder assembly, and all other additional work as needed to construct a complete and operational project as specified in these Contract Documents.

**2.02 CERTIFICATES OF EXPERIENCE AND QUALIFICATIONS**

Due to the complexity and scope of this project, the District requires minimum prior related successful project experience for General Contractors and General Contractor’s Project Manager and HVAC Subcontractors. These requirements are found in Section 00480, Certification of Bidder’s Experience and Qualifications and Section 00485, Certification of HVAC Subcontractor’s Experience and Qualifications.

**2.03 ESTIMATED COST OF THE WORK**

The estimated cost for this work is: \$350,000.

**2.04 CONTRACT TIME**

The Contract Time for the completion of all the Work of the Project is 90 (ninety) Calendar Days **plus the actual time to procure HVAC equipment, in accordance with Section 00800.1.3, HVAC Equipment Availability.**

**ARTICLE 3 — CONTRACT DOCUMENTS**

- 3.01** Complete sets of Contract Documents and related Supplemental Project Information Available to Bidders can be obtained from the District by contacting the District office via email at [info@novatosan.com](mailto:info@novatosan.com) or by phone at (415) 892-1694.
- 3.02** All Bidders must obtain a complete electronic bid set of Contract Documents in order to be considered responsive and to receive addenda notifications.
- 3.03** Complete sets of Contract Documents must be used in preparing Bids. The District does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets

of Contract Documents. Bidders shall develop and submit Bids at their own expense. The District will not reimburse any costs associated with the development and submittal of any and all Bids.

- 3.04** Bidding procedures are prescribed in the Contract Documents. Bids shall be executed upon the Bid Forms bound and made a part of the Contract Documents. Any exception taken to the Contract Documents and any changes made to terms and conditions of the Bid Forms may render the Bid non-responsive. All prescribed Bid Forms may be removed from the Contract Documents for submission in a sealed envelope.
- 3.05** The District, in making copies of the Contract Documents available on the above terms, does so only for the purpose of obtaining Bids for the Work and does not confer license or grant for any other use.

#### **ARTICLE 4 — MANDATORY PRE-BID MEETING AND SITE WALK**

- 4.01** A mandatory pre-bid meeting and project walk-through will be held on February 1, 2024, at 10:00 a.m. at the District office, 500 Davidson Street, Novato, CA, 94945. Shortly after this pre-bid meeting, a mandatory project site walk-through will occur at the project site location.
- 4.02** At the pre-bid meeting, representatives of District and District's consultants will discuss the Bid Form documents, site constraints, order of work and other items specific to this Project. A sign-in sheet will be available up until commencement of the pre-bid meeting only. Attendance at the entire pre-bid meeting and project walk-through is mandatory for bidding. Bids received from contractors who did not sign the sign-in sheet and attend both the meeting and project site walk-through will be deemed non-responsive and may be returned to the Bidder unopened. Attendance by subcontractors is not mandatory, but all interested prospective subcontractors are encouraged to attend. The District will transmit to all recipients of complete sets of Contract Documents such Addenda as District considers necessary in response to questions raised at the meeting and project walk-through. Oral statements not confirmed by Addenda may not be relied upon and are not binding or legally effective. Except for mandatory walk through, no other access to the project site will be granted pre-bid without the District's approval. During all site visits the Bidder must be accompanied full time by an authorized representative of the District. No exceptions to this requirement.

Bidders will acknowledge meeting this mandatory requirement (See Section 00420, Site Visit Affidavit).

#### **ARTICLE 5 — BID SECURITY AND BONDS**

- 5.01** Each Bid must also be accompanied by security in the form of a Bidder's Bond issued by a corporate surety, a certified check, or cashier's check payable to the District, or cash for an amount not less than ten percent (10%) of the Total Bid Price.
- 5.02** The successful Bidder shall be required to execute a Material and Labor Payment Bond and Performance Bond, issued by a corporate surety, in conformance with the requirements set forth in the Contract Documents, each for not less than one hundred percent (100%) of the Contract Price.
- 5.03** Pursuant to California Code of Civil Procedures Section 995.311, the District will verify all bonds for this Project are issued and executed by a California admitted surety.

#### **ARTICLE 6 — INQUIRIES**

- 6.01** Inquiries regarding further information about the Project may be directed to Erik Brown, Deputy General Manager at erikb@novatosan.com.

#### **ARTICLE 7 — LAWS AND REGULATIONS**

##### **7.01 CONTRACTOR'S LICENSE CLASSIFICATION AND REQUIREMENTS**

Bidders and their proposed subcontractors shall hold such licenses as may be required by the laws of the State of California for the performance of the work specified in the Contract

Documents. Bidders bidding as the prime Contractor shall possess a valid California Contractor's General Engineering License "B" at the time the bid is submitted and throughout the contract term. The Contractor will also be required to ensure that all subcontractors working on this project are holding valid licenses suitable for their trade.

#### **7.02 DEPARTMENT OF INDUSTRIAL RELATIONS REGISTRATION**

No Contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the State of California Director of Industrial Relations (DIR) pursuant to California Labor Code Section 1725.5 [with limited exceptions from this requirement for bid purposes only under California Labor Code Section 1771.1(a)]. No Contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to California Labor Code Section 1725.5. If awarded a contract, the Contractor and its subcontractors, of any tier, shall maintain active registration with the DIR for the duration of the Project.

#### **7.03 CALIFORNIA LABOR CODE**

This Project is subject to the general prevailing rate of per diem wages as determined by the State of California Director of Industrial Relations, and travel and subsistence pay as such are defined in applicable collective bargaining agreements filed in accordance with Section 1773.8 of said Labor Code, for work needed and performed on this Project. These rate determinations may also be found on the DIR's website at

<http://www.dir.ca.gov/OPRL/dprewagedetermination.htm> .

The successful bidding Contractor and its subcontractors shall employ the appropriate number of apprentices, in each apprenticeable craft, on the project site as stipulated in California Labor Code Section 1777.5.

Pursuant to California Labor Code Section 1771.4, this Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

#### **7.04 CALIFORNIA PUBLIC CONTRACT CODE 22300**

Pursuant to California Public Contract Code Section 22300, for monies earned by the Contractor and withheld by the District to ensure the performance of the Contract, the Contractor, may, at its option, choose to substitute securities meeting the requirements of California Public Contract Code Section 22300, or have the retained, earned monies deposited in an escrow account at a federal or state-chartered bank.

#### **7.05 CALIFORNIA PUBLIC CONTRACT CODE 3400**

In accordance with California Public Contract Code Section 3400, Bidders may propose equals of products listed in the technical specifications or project plans by manufacturer name, brand or model number, unless the technical specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the District's Office for review at least thirty (30) calendar days after the date of Notice to Proceed. The District may specify a product by a particular manufacturer on a "sole-sourced" basis for the following reasons:

- (1) In order that a field test or experiment may be made to determine the product's suitability for future use.
- (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.
- (3) In order to obtain a necessary item that is only available from one source.

**ARTICLE 8 — DISTRICT'S RIGHTS**

- 8.01** The District reserves the right to award the Contract, to reject any or all Bids, to waive non-material and inconsequential irregularities in any Bid, and to reject nonconforming, nonresponsive, non-responsible, or conditional Bids.
  
- 8.02** No Bid received and read aloud may be withdrawn for a period of sixty (60) days after the bid opening date, except pursuant to California Public Contract Code Section 5101.

/s/Sandeep Karkal  
Sandeep Karkal  
General Manager-Chief Engineer  
Novato Sanitary District

END OF SECTION