INSTRUCTIONS TO BIDDERS
(INFORMAL BIDS – UPCCAA)

1.1 ISSUING OF DOCUMENTS

A. Bidding Documents are available at the District Website link: http://www.4cd.edu/webapps/bids find the appropriate project.
B. Bidding Documents are usually composed of Notice Inviting Bids, Plans & Specifications, Bid Form, Site Visit Certification, Bid Security, Instructions to Bidders, and / or any Addendum issued prior to bid opening.
C. Download all documents, print, fill out, and send to the District on designated bid opening date.

1.2 QUALIFICATIONS OF BIDDERS

A. Bidders may be required to furnish evidence satisfactory to the District and the Architect that he has sufficient means and has had sufficient experience in the class of work called for to enable him to complete the Contract in a satisfactory manner.
B. Bidders shall be Contractors properly licensed in accordance with the laws of the State of California.
C. The Successful Bidder shall furnish satisfactory Certificates of Insurance coverage as specified in the Contract Documents.

1.3 RECEIPT AND OPENING OF BIDS

A. Contra Costa Community College District hereinafter referred to as the Owner, will receive Bids at the same time and place specified in the Notice Inviting Bids.
B. Fill in all blanks on the Bid Form included in the Bid Documents.
C. The envelopes containing the Bids shall be sealed, addressed to the Owner, and designated as:

D-19 OLD BUS LOOP ROAD REPAVING
Diablo Valley College, 321 Golf Club Rd, Pleasant Hill, CA 94523

The envelope shall contain the name and address of the Bidder.

D. Bids that are mailed shall have the previously described envelope placed inside an envelope addressed to:

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court St, Martinez, CA 94553
ATTENTION: JOVAN ESPRIT, Contracts Manager - Purchasing

Bids shall be mailed in time to be received prior to the time set forth in the Notice Inviting Bids.

E. Bids which are conditional (or which make alterations, omissions, or reservations to the terms of the Bidding Documents) may be rejected as non-responsive.
F. All figures are required, both in writing and in numerals. In the event of conflict between written quotations and numerical quotations, written quotations shall govern.

G. Type or print legibly in ink Bid data, except signatures. Mistakes may be crossed out and corrections inserted, if each is initialed in ink by signer of Bid.
H. Bidder's business address and signature shall be on the Bid. A Bid by a partnership shall furnish the full names of partners and be signed in the partnership name by one member of the partnership, or by authorized representative, followed by the signature and designation of the person signing. Bids by corporations, with corporate seal affixed, shall be signed with the legal name of the corporation followed by the name of the state of incorporation and by the signature and designation of the person authorized to bind it to the matter. The name of each person signing shall also be typed or printed below the respective signatures. When required by the District, satisfactory evidence of authority of the office signing in behalf of the corporation shall be furnished.

I. No Bids will be received after the date and time set forth in the Notice Inviting Bids.

1.4 BID SECURITY

A. Submit with the Bid a Bid Security in the amount of 10 percent (10%) of the Bid.
B. The District reserves the right to forfeit the Bid Bond submitted for failure of the successful bidder to secure Payment & Performance Bonds.

1.5 SURETY BONDS

A. The Successful Bidder shall furnish a Labor and Material Payment Bond in the amount equal to one hundred percent (100%) of the Contract Price and a faithful Performance Bond in the amount equal to 100 percent (100%) of the Contract Price as security for the successful performance of the work and payment of persons performing labor and furnishing materials. The Bonds shall be executed by a surety company or companies acceptable to the Owner and authorized to execute such in the State in which the Project is located and shall be furnished within 10 days after Notice of Acceptance of said Bid. Surety shall be made in favor of the District and shall cover the guarantee periods as well as the construction period.

1.6 WITHDRAWAL OR REVISIONS OF BID

A. This Bid may be withdrawn or revised prior to the scheduled time for receipt. Bids not withdrawn prior to the scheduled time for receipt may not be withdrawn for a period of 10 days.

1.7 AWARD AND REJECTION OF BIDS

A. In awarding or rejecting Bids, the District reserves the following rights:

1. Identification of Successful Bidder will not be determined at time of opening Bids.
2. To obtain opinion of counsel on legality and sufficiency of bids.
3. To reject Bids and waive irregularities or informalities in a Bid and to accept or reject alternates.
4. Request proof that the successful Bidder can provide performance and payment bonds as required.
5. If the District awards a bid, it will be to the lowest responsive and responsible bidder having the lowest sum price of the base bid plus alternate #1. The District reserves the right to either accept or not accept Alternate #1.

1.8 EXAMINE DOCUMENTS AND VISIT SITE

A. Before submitting a Bid, examine the Bidding Documents, visit the site of the work, ascertain existing conditions and limitations, including those of labor, and include in the Bid a sum to cover the cost of items described in the Bidding Documents.

No consideration will be granted for alleged misunderstanding of the materials to be furnished or work to be done. The tender of a Bid carries with it the agreement to items and conditions referred to in this Section and indicated in the Bidding Documents.

1.9 DISCREPANCIES, AMBIGUITIES, OR CONFLICTS

A. If the Bidder is in doubt as to the true meaning of any part of the Contract Documents; finds discrepancies, errors or omissions therein; or finds variances in any of the Contract Documents with applicable rules, regulations, ordinances and/or laws, a written request for an interpretation

or correction thereof may be submitted to the District's Contract Manager. Bidders are solely responsible for submitting to District's Contract Manager such request. Interpretations or corrections of the Contract Documents will be by written addendum issued by the Architect. No person is authorized to render an oral interpretation or correction of any portion of the Contract Documents to any Bidder, and no Bidder is authorized to rely on any such oral interpretation or correction. Failure to request interpretation or clarification of any portion of the Contract Documents pursuant to the foregoing is a waiver of any discrepancy, defect or conflict therein.

1.10 ADDENDA

A. Addenda issued during the time of bidding shall be covered in the Bid, and will become a part of the Contract. List Addenda received in the Bid Form.

1.11 FORM OF AGREEMENT

A. The form of agreement to be used for the Contract is provided by the Owner and is included in the Bid Documents.

1.12 AWARD OF CONTRACT

A. The Owner will be allowed a period of 10 days after Bid Opening Date for evaluating the Bids.
B. Bidders of record will be notified of the results of the Owner's evaluation of bids and Award of Contract, if any.
C. The contractor shall begin work within ten (10) calendar days of receipt of Notice to Proceed.

END OF DOCUMENT