

CITY OF PASADENA

Notice Inviting Bids

2.1. INVITATION TO BID

NOTICE IS HEREBY GIVEN THAT THE CITY OF PASADENA, hereinafter referred to as "the City" or "City," will receive at the stated location prior to the Bid Deadline established below, electronic Bids for the Contract for construction of the Work generally described as:

Villa Parke Community Center - Locker Room Roof Replacement

BID DEADLINE: Thursday, March 14, 2024.prior to 2:00 pm

BID OPENING: Thursday, March 14, 2024. prior to 2:00 pm

PLACE FOR RECEIPT AND OPENING OF BIDS: Bids will be received via the City's [eProcurement Portal](#).

DEADLINE FOR BIDDER REQUESTS FOR INFORMATION AND OR EQUAL SUBSTITUTION REQUESTS: Date/Time: Thursday, March 7, 2024at 2:00 pm. Attention: Tiffany Chen. Email: tchen@cityofpasadena.net (all RFIs must be submitted via e-mail).

2.2. Bidder Information and Addenda:

This is in addition to the above "Invitation to Bid". Project Manual and Drawings are available on the City website at: [eProcurement Portal](#). free of charge.

Addenda, if any, will be issued and posted via the City's website. Material suppliers, Subcontractors, and other Sub-bidders may obtain copies of Bidding Documents at: [eProcurement Portal](#). The City reserves the right to extend the Bid Deadline by issuing an Addendum to Registered Bidders no later than 72 hours prior to the Bid Deadline.

From time to time, the City finds it necessary to issue addendum(a) to bid specifications after those bid specifications have been released. 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. Additionally, information on any addendum(a) issued for any bid specifications for any project will be available on the City website at: [eProcurement Portal](#).

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.

2.3. Pre-bid Conference

See the Timeline in the "Instructions to Bidders" section ([#Instructions to Bidders](#)). If there is a Mandatory pre-bid meeting, bidders are required to attend at the time, date, and location included in the Timeline ([#Instructions to Bidders](#)) of this solicitation. If there is a Non-Mandatory pre-bid meeting, bidders not required to attend.

Each prospective bidder will have the opportunity to clarify and ask questions regarding these Specifications. The Pre-bid Meeting will be held at the time, date, and location in the Timeline of this solicitation.

2.4. Contractors License Required:

Bidders must possess and provide the following licenses or certifications to be deemed qualified to perform the work specified.

The Bidder or a listed Subcontractor must hold all applicable State certifications from the California Contractors State License Board and any necessary registrations from the Division of Occupational Safety and Health at the Bid Deadline. In California, State law also requires a California Department of Public Health, Lead-Related Construction-certified Lead Supervisor or Worker (Title 17, CCR, Section 36100(a)(1)) for lead paint abatement. Regardless of tier and dollar value of the Work, all Specialty Contractor (Classification "C") licensee must be listed on the Subcontractor Listing form (000302) submitted with the Bid.

Each Bidder must hold an active license issued by the California Contractors State License Board in the following classification(s):

C39 (Roofing Contractor)

2.5. Pasadena City Business License:

Each Bidder shall obtain and keep current a Pasadena City Business License prior to commencement and throughout the duration of the Work.

2.6. Request for Information ("RFI").

All RFI's must be in writing, must be submitted via e-mail to the e-mail address specified above, and must be received no later than the date and time specified above. Any RFI submitted after the date and time specified above will not be considered.

2.7. Time for Completion:

The selected Contractor shall achieve Substantial Completion of the entire Work no later than 25 WORKING DAYS after the date of commencement established in City's initial Notice to Proceed ("Contract Time").

2.8. Liquidated Delay Damages:

If the selected Contractor fails to achieve Substantial Completion of each phase/milestone as defined and within the Contract Time dictated in the section titled "General" of Instructions to Bidders, liquidated delay damages in the amount of \$500 per day will be assessed, unless otherwise indicated.

2.9. Withdrawal of Bids:

Bids shall remain open and valid for one hundred eighty (180) days after the Bid Deadline.

2.10. Acceptance and Rejection of Bids:

City reserves the right to reject any or all Bids or to waive any irregularities or informalities in any Bids or in the bidding.

2.11. Contract Award:

Award will be made to the responsive and responsible Bidder submitting the lowest Bid Price; however, if Alternate Bid items are included in the Bid Form, the lowest Bid will be determined in accordance with Paragraph "Alternate Bid Items" of the Instructions to Bidders.

2.12. Bidder Mandatory Qualifications:

Bidder shall satisfy the mandatory qualification requirements established in the Instructions to Bidders, including, but not limited to, the insurance requirements established in AIA Document A101 of the Agreement.

2.13. Insurance:

All Contractors must provide the insurance described in AIA Document A101 of the Agreement.

2.14. Bid Security:

Electronic Bid bond is required. Bidders must provide all required information for the city to verify the bond with their bid. The bond must meet the following requirements and characteristics: Bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids. If the Bidder to whom the contract is awarded shall for fifteen (15) calendar days after such award fail or neglect to enter into the contract with the required insurance documentation and the Construction & Demolition Waste Management Plan, and file the required bonds, the City may deposit in its treasury said bid security and, under no circumstances, shall it be returned to the defaulting Bidder. Failure to return signed contract with all the attachments stated above may result in having the project awarded to the next lowest bidder.

The bid security of the 1st, 2nd, and 3rd low responsive and responsible bidders shall be retained by the Department of Public Works until the contract has been executed. All other bidder's securities shall be returned upon determination of the 1st, 2nd, and 3rd low responsive and responsible bidders.

PROJECT ID: 2023-IFB-AIA-930

Bid Bond Instruction:

Bidders must provide the following to their bonding agent when trying to setup a bid bond for the City of Pasadena: The Project ID of the solicitation on which you are bidding. Your Contractor Vendor ID which is your Federal Tax ID or it's equivalent. Both fields are required for validation. If you are having trouble finding these ID's, please contact Surety2000 at 1-800-660-3263 or email help@surety2000.com

2.15. Bid Forms:

Each Bid shall be submitted on the City's pre-printed forms. If any Bidder makes any alteration, strike-through or otherwise deviates from any of the pre-printed Bid forms, or makes any qualifications of the Bid forms in separate documents submitted with the Contractor's Bid, the Bid may be considered non-responsive. No verbal, telephoned, e-mailed, telegraphic, or faxed Bids and/or modifications of Bids will be accepted. Late Bids shall be returned to the Bidder unopened.

2.16. Subcontractors:

Each Bidder shall submit, on the form furnished with the Contract Documents, a list of Subcontractors to be used on this Project as required by the Subletting and Subcontracting Fair Practices Act, California Public Contract Code section 4100 et seq.

2.17. City Requirements:

This Project is subject to the City's Competitive Bidding and Purchasing Ordinance, (Chapter 4.08 of the Pasadena Municipal Code), the California Fair Employment and Housing Act (Government Code Section 12900 et. Seq.), the City's Living Wage Ordinance (Chapter 4.11 of the Pasadena Municipal Code) and the rules and regulations promulgated thereunder.

2.18. Prevailing Wages:

This Project is subject to the provisions of Labor Code Section 1720 et seq., and the requirements of Title 8 of the California Code of Regulations Section 16000 et seq., which govern the payment of prevailing wages on public works projects. The Director of the Department of Industrial Relations, State of California (DIR) pursuant to the California Labor Code, has determined the general prevailing rates of wages in the locality in which the Work is to be performed. Copies of these determinations are maintained at the City's Public Works Department office, are available during City's normal business hours and are also available on the Internet at the Department of Industrial Relations website: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>. Future effective general prevailing wage rates, which have been predetermined and are on file with the California Department of Industrial Relations are referenced but not printed in the general prevailing wage rates. If there is a difference in the Pasadena Living Wage rates and the California prevailing wage rates for similar classifications of labor, the Contractor and Subcontractors shall pay not less than the highest wage rates. See Section 16. Prevailing Wages and Employment of Apprentices for details regarding payment of Prevailing Wages.

2.19. California Department of Industrial Relations – Public Works Contractor Registration – Notice to Bidders and Subcontractors:

Contractor or Subcontractor shall not be qualified to bid on, be listed in a Bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of this public works project unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The Contractor must post job site notices prescribed by regulation (See e.g. 8 Cal. Code Reg. Section 16451(d)).

Contractors and Subcontractors must furnish electronic certified payroll records directly to the California Labor Commissioner (aka Division of Labor Standards Enforcement).

2.20. Neighborhood Friendly:

Local businesses, government facilities, and residents who are subject to potential impacts from the Project surround the Project site. The Contractor and Subcontractors on the job will be required to take all reasonable steps necessary to avoid inconvenience and disruptions to the Project site's neighbors. The Pasadena City Noise Ordinance will be strictly enforced, and traffic impact mitigation plans may be required in connection with hauling, cranes, and other activities that have the potential to excessively disrupt traffic flows.

2.21. Performance and Payment Bonds:

The selected Contractor shall furnish to the City within fifteen (15) calendar days after award and tender of a contract, a Faithful Performance Bond and Payment Bond, each in the amount of one hundred percent (100%) of the Contract Sum, and in conformance with the requirements of the Contract Documents. Each bond must be issued by a California admitted surety insurer.

2.22. Third-Party Project Manager:

The City may utilize City-staff to provide project management services or, in its discretion, may retain a third-party construction manager to assist with the administration, development, and management of the Project.

2.23. Substitution of Securities / Security Deposit in Lieu of Retention:

Pursuant to Section 22300 of the California Public Contract Code, the Contractor who receives award of the Contract may, at its sole cost and expense, substitute approved securities equivalent to any retained funds withheld by the City to ensure performance of the Work or, in the alternative, request the City make payment of retention to an escrow agent. Notwithstanding the foregoing, such Contractor shall have thirty (30) calendar days following award of the Contract to submit a written request to the City to permit the substitution of securities for retention or payment to an escrow agent; failure to do so shall be deemed a waiver of the right.

2.24. Publication and Authorization Date:

Release Dated: Thursday, February 22, 2024

MIGUEL MÁRQUEZ
City Manager