



# **SAN DIEGO COMMUNITY COLLEGE DISTRICT**

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## 5. BID AND AWARD MANAGEMENT

### Introduction:

This section provides an outline and defines the documentation necessary to establish a standard for the San Diego Community College District (SDCCD) in the development and issuance of bid documents and award criteria. The purpose of this section is to provide a comprehensive overview of the responsibilities of the District Architect (DA)/District Contract Specialist (DCS) and the Campus Project Manager (CPM) in preparing standard bid documentation for all competitively bid construction projects involving contracts over \$15,000.00. This section will also provide overviews of the Bid Process, the Contract Award process, and specific procedures for the submittal of Bidding Documents.

### 5.1 BID PROCESS

#### DSA Approval

For projects requiring District of the State Architect (DSA) approval, a complete set of drawings and Technical Specifications, Division 01-16 must be submitted and approved by DSA prior to inclusion into the bidding documents. Upon final approval by DSA, the CPM may then initiate the bid process.

#### Responsibilities

The DA/DCS is overall responsible for preparation of bid package and administration of Bid and Award Procedures. The DA/DCS should utilize the SDCCD Bid Process Checklist (Enclosure 5-1) for proper administration of the Bid Process.

- Prior to any bid, the responsible CPM is to schedule a pre-bid meeting with the DA/DCS and the District Construction Manager (DCM) to discuss all necessary information such as description of work, construction schedule, estimated construction cost and bid time frame. The DCM/CPM will then prepare the Board Agenda Item for the appropriate month for Board approval.
- Preparation of Bid Package: The DA/DCS is to ensure that the bid package is complete. The CPM is to assist the DA/DCS in obtaining all of the necessary documents from the respective parties, i.e., specifications and drawings from the Architect/Engineer (A/E) for inclusion in the package. The CPM will place the bid and contract documents on the shared drive and notify the following staff for review:
  1. Vice Chancellor, Facilities Management
  2. District Construction Manager
  3. District Architect/District Contract Specialist
  - The CPM is to coordinate and set up a meeting with the DA/DCS. This meeting will include the A/E and/or the CM. From this meeting, appropriate dates for advertising, bid walks and bid openings shall be established.

The CPM, A/E, CM, and DA/DCS are to discuss, clarify, verify, confirm, and package all necessary documents for the compilation of the bid documents.

In preparation of the bidding documents, the DCS is responsible for editing and modifying the bid documents with final review and approval by the DA.

- **Modification of General Requirements:** The CPM is to review the A/E's General Requirements and make all necessary revisions to eliminate any conflicts or redundancies present within the District's General Conditions. The CPM is also to forward the A/E a copy of the District's General Conditions for review so as also to eliminate any redundancies prior to issuance to the CPM for review.
- **Modification of Technical Specification and Drawings:** The A/E is to edit Division 01-16 Specifications as per the District's mandated building design guidelines or standards for each type of project. As noted above, the CPM is to review the specifications prior to their inclusion in the bid package. 100% Construction Document drawings shall be reviewed by the CPM for completeness and compliance with the District's Building Construction Standards.

For State-funded projects, the DA will work with the State Architect to seek authorization to bid from the California Community Colleges Chancellor's Office (CCCCO). The District Architect will complete the State form JCAF 32 and submit it to the Director of Facilities of CCCCCO, seeking authorization to bid.

## **5.2 BID AND CONTRACT DOCUMENTS**

### **Overview:**

The procedures described herein are to be utilized by District staff, the Program Manager (PM), the CPM, Project Inspectors (PI), and Construction Managers (CM) to effectively manage, compile and administer bid packages and award documentation. Included are the specific procedures for the submittal of bidding documents and the bid process.

Bid Documents for formally advertised contracts will be issued as a bid invitation package by the District office for a fee (if applicable) as outlined on the advertisement.

Bidding information will be available from the SDCCCD website at:  
<http://www.sdccdprops-n.com/>

**Bid Documents:** The bid documents are all listed in the Table of Contents of the bid invitation package (Division 00 Requirements) and the proposed contract documents.

**Contract Documents:** Contract Documents include the following:

- Notice to Contractors Calling for Bids
- Information for Bidders/Pre-Qualification Documents
- Bid Form, Designation of Subcontractors
- Certificate Regarding Workers' Compensation
- Drug-Free Workplace Certification
- Information Required of Bidders
- Performance Bond
- Payment Bond

- Insurance Policies/OCIP Documents
- General Conditions, Special Conditions
- Supplementary General Conditions (if any)
- Drawings or Plans
- Specifications
- Contract (including all modifications, addenda and amendments)
- And any other documents generally included in an SDCCD bid

The bid and contract documents provide a compilation of all details of the project scope and specifications. These documents are listed on the Table of Contents of the bid invitation package.

The DA/DCS working with the CPM is responsible for ensuring that all Bid Invitation documents correctly reflect project information.

### **Preface**

This is a brief summary and scope of the Project and location information.

### **Title Page**

This is to include the name of the district, the name of the project and the date of the bid package. The CPM is required to review the information contained in this cover page. Items that do not pertain to the Project should be deleted.

### **Project Directory**

The Project directory must be modified according to the specific project requirements and must include the following: details for the District Representative, the CPM, and the Architect, including name, address, telephone number, facsimile number and contact person. Also to be included are the name and telephone numbers of the plan holders for the specific project.

### **Notice to Contractors Calling for Bids**

The CPM will customize the information contained in this section to comply with the Project requirements including:

- Project name, number, description, and the name of the person to receive the bids.
- Time and place for examining and obtaining bid documents.
- Name of owner, architect, etc.
- Statement of Affirmative Action and bonding requirements.

The CPM must also:

- Determine if bidders are to be pre-qualified or not.
- Indicate if State funds are to be used for the project.
- Indicate one of the options listed as the basis of the award: base bid only, base bid plus any additive or deductive alternates specifically identified in the bid solicitation. The instructions to bidders should indicate that the District reserves the right to accept none, all, or any combination of the alternates in its determination of the lowest bidder.
- Indicate the correct license classifications pertaining to the scope of the work or

project. (Indicate type of construction.) Refer to the California Contractor's License classifications located on the California State License Board's website. ([www.cslb.ca.gov/forms/glass.pdf](http://www.cslb.ca.gov/forms/glass.pdf)).

### **Information for Bidders**

This section involves all pertinent information for the use of the bidders, which will include but is not limited to the following:

- Bid Preparation: The proposal, bid security, contractor qualifications, subcontractor listing, affirmative action forms, non-collusion affidavit, etc.
- Project Information: Obtaining bid documents, pre-bid meetings, job walks, submission of questions and addenda.
- Bid Procedures: Interpretation of documents, submission of bids, bid opening, bid evaluation, responsive and responsible bidder, withdrawal of bids, rejection of bids, bid project and award procedure.
- Other information: Crucial financial, legal, procedural or construction items that the contractor must consider in preparation of the bid information.

The bid information document should not be altered by the CPM without discussion and prior approval by the DA/DCS.

### **Bid Proposal**

Information in this document must be consistent with all related bidding information throughout the bidding documents. The DA/DCS, working with the CPM, has overall responsibility for inserting the project title, bid package number and all other information.

- All additive or deductive bid items to be included in a table form must be identified by the CPM.
- In cases where a base bid break down is required, the CPM should instruct bidders that the base bid amount must equal the base bid break down. In cases where unit pricing is required, the CPM should insert the required unit pricing information which is also to be included in a table form. The following verbiage must also be included in the bid proposal form within the unit pricing section:

“A unit price is an amount proposed by the Contractor and stated on the bid Proposals; it is a price per unit of measurement for materials or services that may be added to or deducted from the contract by change order. These prices are not considered an award factor. If it is determined that the quantities in the specifications are different, the District may have the option to increase the quantities or deduct from the contract amounts by change order. Failure of a bidder to provide a unit price may render the bidder non-responsive.”

### **Bid Forms**

The DA/DCS is to ensure that the bidders return the following forms with their bids:

- Contractor's Certificate regarding Workers' Compensation.
- Bid Bond: This form is required to be signed by both the Contractor and the Surety Company representative. An Attorney in Fact certificate must be attached to the form. A corporate seal must be included on the form by both the contractor and the Surety Company.

- Information Required of Bidders: It is required that the bidder provide all information as requested in the form, i.e., license type, license number, references, etc. This information is to be carefully reviewed by the CPM during the analysis of the bids.
- Asbestos-Free Materials Certification: The Contractor is required to execute the form and submit it with his or her bid proposal.
- Contract Form: The DA/DCS is to ensure that the following blank forms are included in the bid package for bidder review purposes only. The awarded bidder will be required to review the forms at contract execution. The contract forms include the following:
  - Performance Bond
  - Payment Bond
  - Drug-Free Workplace Certification
- General Conditions: The General Conditions comprise the administrative section of the contract documents. The CPM is to note that the General Conditions are not to be altered without prior approval by the District Architect. The CPM is to check the terms of the General Conditions against Division One of the specification (usually prepared by the Architect) to eliminate any redundancy and conflicts. This document is a compilation of standardized SDCCD legal information which, as part of the package, binds the Contractor to comply with all contents. These are:
  - Article 1: Definitions
  - Article 2: District
  - Article 3: Architect- Duties of
  - Article 4: Contractor-Duties of
  - Article 5: Subcontractors
  - Article 6: Insurance, Indemnity, Bonds
  - Article 7: Contract Time
  - Article 8: Contract Price
  - Article 9: Submittals
  - Article 10: Materials and Equipment
  - Article 11: Changes
  - Article 12: Separate Contracts
  - Article 13: Protection of Persons and Property
  - Article 14: Tests and Inspections
  - Article 15: Uncovering and Corrections of Work
  - Article 16: Warranties
  - Article 17: Suspension or Termination of Work
  - Article 18: Statutory Requirements
  - Article 19: Miscellaneous
- Special Conditions: The Special Conditions section outlines how specific project issues are to be addressed. These issues include time of performance, liquidated damages, documents furnished, bonds, insurance, executed copies, and license classification. The CPM is to insert all applicable information as required. This document is a compilation of standardized SDCCD legal information that is specific to the current contract which, as part of the package, binds the contractor to comply with all contents. This includes:

- **Insurance:** This section details the type and levels of insurance coverage required to be obtained by the Contractor.
  - **Executed Copies:** This section calls out the number of executed copies required of the Agreement provided for Public Works.
  - **District Representative:** This statement identifies the name, address and phone number of the Campus Project Manager for this project.
  - **Project Starting and Completion Dates- Contract Time:** This statement identifies the duration in days from the NTP of the project.
  - **Liquidated Damages:** This section describes the financial assessment for work delays past the completion date.
  - **Liquidated Damages for delayed submittals:** This statement identifies per diem assessment for submittal delays.
  - **Environmental Safety and Health Requirements:** This statement references Article 13 of the General Conditions and states that compliance is mandatory.
  - **Notice Pursuant to Article 19.9:** This statement calls out the mailing address for all notices posted in accordance with Article 19.9 of the General Conditions.
  - **Project Geotechnical Report:** This is a summary statement on the geotechnical report, if available, for this project.
  - **Risk of Loss of Contractor:** A statement on risk and responsibilities.
  - **Employee Identification Badges:** Describes badge requirements.
  - **Project Sign:** Describes requirements for project sign with attached drawings.
  - **Documents Furnished:** Statement of number of copies provided to Contractor with no fee.
  - **Delay due to unforeseen obstacles:** Outlines conditions for unforeseen difficulties.
  - **Labor Compliance:** Refers all labor compliance matters to a Gafcon representative.
- Exhibits to the General Conditions: This supplement to the General Conditions is the section where the general conditions are amended or supplemented for specific adaptation to each project. The CPM is to forward any changes to the General Conditions as amended by the Supplemental General Conditions to the DA/DCS for review and approval. The DA/DCS may elect to forward the revisions to the District's legal counsel for review and approval.
    - **Exhibit "A" (Substitution Request Form):** This document identifies any material or product that the Contractor requests to use as a substitute for any material or product detailed in the work specifications.
    - **Exhibit "B"– Payment- Extra, Additional, or Deleted Work:** A summary document to accompany any extra or credit change orders. It must include detailed backup documentation including a wage rate supplemental worksheet.
    - **Exhibit "B-Supplement" (Wage Rate Worksheet):** This document provides the detailed hourly wage and payroll adjustment breakdown for all applicable employees of the Contractor and Subcontractor.

- **Exhibit “C” (Guarantee):** This document must be signed by the Contractor and submitted with the bid package. The statement verifies the Contractor's assurance that all work, material, equipment and workmanship will be warranted and guaranteed as specified.
- **Drawings:** All bid drawings are to be included in this section. The DA/DCS will ensure that a sufficient number of sets are printed for the bid, the DCM, the CPM, the CM, A/E, and the PI.
- **Specifications:** All bid specifications are to be included in this section. The A/E will prepare the specifications, as per the Construction Specifications. Upon DSA approval at the 100% Construction Document stage (final), the A/E submits the Technical Specifications to the CPM. In many cases the General Requirements (Division 01) prepared by the A/E may cause conflicts or may be redundant with the District's General Conditions. Before the final stage of Construction Documents, the CPM is required to cross-check the correct boilerplate language against the A/E's General Requirements specifications. The A/E will also provide the DA a CD-ROM containing all Construction Documents in Word, DWG, and PDF formats. Again, the DA/DCS will ensure that a sufficient number of sets are printed for the bid, the DCM, the CPM, the CM, and the PI.

### 5.3 MODIFICATION OF BIDDING DOCUMENTS

#### Overview:

In the preparation of bidding documents, the CPM is to ensure that the A/E prepares the documents per the District's standards and requirements. The DA/DCS will provide the CPM with the guidance and necessary documents for the A/E to prepare the General Requirements and Technical Specifications.

- **Modification of General Requirements (CSI Division 01):** During constructability review at different stages of Construction Document, the CPM will review the A/E's General Requirements and make all the necessary revisions to eliminate any conflicts or redundancies with the District's standards and requirements. As mentioned above, the CPM is also to forward the A/E a copy of the District's General Conditions for review so as to eliminate any conflicts prior to the issuance of the document to the CPM review. The General Requirements are adapted to serve the needs of specific projects such as the Summary of Work, Phasing of Work, Temporary Facilities, etc.
- **Modification of Technical Specifications (CSI Divisions 02-16) & Drawings:** The A/E is to edit Division 02-16 Specifications as per the District's Building Construction Standards for each type of project. As noted above, the CPM is to review the specifications prior to their inclusion in the bid package. 100% Construction Document drawings shall be reviewed by the CPM for completeness and compliance with the District's Building Construction Standards. The CPM is responsible for reviewing and approving these Specifications prior to submittal for bid.
- **Modification of Supplementary/Special Conditions:** The CPM is required to edit the sections of the Supplementary Conditions that are Project specific. This includes but is not limited to: establishing Contractor or District's financial responsibility for Project

required governmental fees, permits, licenses, liquidated damages, and changes in the Contractor scheduled work hours.

The CPM will obtain the approval of the DA for all other changes to the language of the General Conditions reflected in the Supplementary Conditions including requests for changes in the limits of liquidated damage amounts.

- **Modification of Bidding Requirements:** The DA/DCS is required to customize the information contained in the Bidding Requirements (Division 00) to comply with the Project criteria. The applicable Project information must be inserted in all text sections indicated by {brackets}, and items that are not applicable to the Project need to be deleted. All “documents” contained in the Bidding Requirements are submitted as part of the sealed bid.

## **5.4 BID ADVERTISEMENT AND ADMINISTRATION**

### **Overview:**

The dates for the advertisement are to be agreed upon at the pre-bid meeting. The Bid Notice is to be prepared by the DA/DCS. The DA/DCS will place advertisements of the bid in the San Diego Daily Transcript and local newspapers, etc.

All plans and Bid Packages will be distributed from the District Office. Each bidder will sign off on the Collection of Bid Package sheet. The Vice Chancellor, DCS, DA, and CPM will decide whether certain projects will require purchasing of the bid package by the bidders. The CPM is to verify the cost of bid package if applicable. The District Architect is responsible for the reproduction and distribution of all Bidding Documents including Addenda.

### **Request for Cancellation of Bids**

In order to cancel the bids, the CPM or the DA/DCS must obtain approval from the District's Vice Chancellor, Facilities Management. The DA/DCS is responsible for notifying all prospective bidders of the cancellation of the bid.

### **Pre-Bid and Site Walk Meeting**

The purpose of this procedure is to provide guidelines for conducting the Pre-Bid Meeting and Site Walks. If Pre-Bid and Site Walk meetings are required, the CPM is responsible for attending the meetings and reviewing all project issues with the attending Contractors. The CPM may delegate this role to the CM. This will also include a job walkthrough for the proposed work.

The CPM/CM will provide the Pre-Bid Meeting Attendance Sheet, which provides a place for the bidders to “sign-in” as proof of attendance. The Bidders must print their names legibly, may submit business cards for identification purposes, and must comply with all the requirements of the attendance sheet.

Note: A bidder may not be allowed to sign-in for more than one company.

The list of attendees may vary depending on the type of Project (i.e., Repair, New Construction, Renovation, etc.) or as determined by the CPM. The list could include the following:

- College Representative/Facilities Maintenance Representative
- CPM/CM
- A/E
- Labor Compliance Officer
- Other District consultants (as appropriate)

Pre-Bid Meetings are an important step in the construction process. It is the responsibility of the CPM to attend the meeting to discuss any special requirements, if they exist, on the project. The CPM, accompanied by the A/E and/or the CM if identified, attends the meetings and discusses the specific details of the project. The goal is to provide as much information to prospective bidders as possible. Typically, the CPM addresses the technical issues related to the project, clarifies issues to the fullest extent possible, and highlights and reviews any special requirements included in the project specifications, such as:

- Specific documentation that is required to be submitted with the bid
- Special qualifications or experience required of the subcontractors
- Unusual site conditions
- Special schedules required to be met by the contractor
- Any other unique features of the project

The CPM may give helpful details about the project design to the attending contractors and records all significant questions raised at the meeting. The CPM answers questions at the meeting if the answers to the questions are easily found in the plans, specifications, or bid documents. The CPM should document answers given to significant questions. The answers should be included in an addendum along with the meeting minutes.

The CPM, however, must be careful about answering certain types of questions at the meeting. The CPM may answer immediate questions about the project if the CPM believes that the answers to those questions raised at the meeting are administrative in nature, are easily found in the Plans or Specifications for the project, or if the answers do not give a competitive advantage to those attending the meeting. Again, all such questions and answers must be documented in the meeting minutes.

If a question is highly technical in nature, or if the answer would give a competitive advantage to those attending the meeting, then the participant should be asked to submit the question in writing. All questions submitted in writing and their answers will be issued to all plan holders through the Addenda process. This is necessary because Pre-Bid Meetings are not mandatory for most construction projects for the Board of Education.

If the CPM is unsure about any question, he or she should ask the participant to submit the question in writing. Answering questions through Addenda is an important way of making sure that all Contractors have the same information for bidding on the project.

**Site Walks** or Job Walks are typically held on the same day as the Pre-Bid Meetings. Walkthroughs are recommended for projects which are located outside of the public right-of-

way, which have restricted access to the public, which are complex in nature, which have site constraints, or which involve retrofitting or rehabilitation of existing facilities. Typical projects that are appropriate for Walkthroughs are pumping plant projects, central plant projects, and projects with gates or easements that do not permit access for the public. Walkthroughs are appropriate for these projects to ensure that all bidders actually see the site where the project will be built. Walkthroughs for projects built in the public right-of-way are optional since bidders can visit the site at any time.

The CPM will decide whether a Walkthrough is required for the project. The CPM and the A/E should be available at the Walkthrough to discuss the project. The CPM should follow the same procedures for answering questions as he or she does at the Pre-Bid Meetings.

The Walkthrough is an excellent opportunity to show potential bidders the conditions at the site that could affect the price of their bids. It also gives the CPM the opportunity to point out technical issues that potential bidders should consider before submitting their bids. The CPM is responsible for documenting any questions raised and answers given on the Walkthroughs. Again, answers that might give a competitive advantage to bidders attending the Walkthroughs should be issued to all plan holders by Addenda. Should the Walkthrough result in changes to the bid documents, such changes must be issued by Addendum.

For mandatory Pre-Bid meetings, the CPM must provide the *Pre-Bid Meeting Attendance Sheet* for proof of attendance that provides a place for the bidders to “sign-in” and “sign-out”. Bidders must print their names legibly, sign their names, submit business cards for identification purposes, and comply with all requirements of the attendance sheets, including the providing of an email contact for project updates. Within 24 hours of the opening bid, the CPM must submit the original pre-bid attendance sheets to the DA/DCS.

### **Labor Compliance Requirements**

The CPM is to provide notice of the pre-bid meeting to the Labor Compliance Officer. The Labor Compliance Officer should convey information regarding Federal and State law requirements and District policies as applicable to the contract (i.e., prevailing wages, certified payroll record submission, etc.).

The Labor Compliance Officer is to forward the labor compliance and additional information package to the bidders at the pre-bid meeting.

### **Pre-Bid Clarification**

Pre-Bid clarification requests shall be filed by bidders within the prescribed timeline prior to the bid opening. All clarifications or questions must be transmitted to the DA/DCS. If the request is received within the required timeframe as indicated in the bid requirement, the DA/DCS is to finalize the answer. The A/E can be consulted to finalize the answer if needed. The DA/DCS ensures that the questions and responses are sent out immediately to all bidders, in the form of written Addenda. The DA/DCS also provides a copy of Addenda to the CPM.

Verbal inquiries are not acceptable and questions must be submitted in writing by the bidders, so as to provide all bidders with an equal opportunity to modify their bid accordingly.

### **Addenda**

Pre-Bid Clarifications or any other notice of a change in the Bidding Documents will be issued only by the DA/DCS and only in the form of written *Addenda*, via registered mail to all who are known by the issuing office to have received a complete set of Bidding Documents. Any other purported Addenda are void and unenforceable.

The CPM will work with the DA/DCS for Addenda coordination.

### **Bid Opening**

The DA/DCS conducts all bid openings with the CPM in attendance. The DA/DCS prepares and provides the CPM with a copy of the Abstract of bids and a copy of the bids from the three (3) lowest bidders. The CPM prepares the ***Tabulation of Bids***, which summarizes the activities of the public bid opening, detailing the deficiencies of the three (3) lowest bidders.

The CPM is to verify that a room is made available for the opening of the bids. The DA/DCS will announce the bid amounts and verify that all required documents on the bid tabulation form have been correctly provided. The same day of the opening, the CPM will forward, via e-mail, a short description of the bid results to the following:

- Vice Chancellor, Facilities Management
- Construction Manager
- Program Manager
- College President/Vice-President
- CM

### **Bid Evaluations**

The DA/DCS is required to analyze and evaluate all bids to determine the lowest responsive and responsible bidder. The DA/DCS is to insert all applicable information in the Bid Analysis form (Enclosure 5-1) and perform all necessary reference and license checks. The DA will access reference and license checks on the web at [www.ccslb.org](http://www.ccslb.org). All information is to be inserted into the license and Reference Check form.

The CPM will provide assistance in analyzing and evaluating additional bidding requirements before finalizing and distributing the Tabulation of Bids to determine the lowest responsive bidder. If the low bidder is non-responsive, the DA/DCS will communicate, in writing, the reason for the non-responsiveness of the bidder.

Upon completion of the analysis and evaluation, the DA/DCS is to communicate, in writing, the outcome of the bids and make recommendations for award of contract to the District's Vice Chancellor, Facilities Management. The Bid Analysis and License and Reference Check forms are to be attached to the letter. The District Architect is to complete all analysis and evaluations within seven (7) calendar days from the receipt of the bids and is to recommend contract award.

The Program Manager ensures all the bid documents are safely stored in the Sharepoint.

### **Modification or Withdrawal of Bids**

It is the responsibility of the DA/DCS to exercise due diligence and cure all minor irregularities for the three (3) low bidders within five (5) business days. To comply with California Public Contract Code Section 5103, the District (DA/DCS) must allow the apparent low bidder to withdraw his or her bid within five (5) working days, excluding Saturdays, Sundays, and state holidays, from the bid opening upon discovery of a clerical error in the preparation of the bid.

The District (DA/DCS) is also responsible for processing a bidder's request to substitute a subcontractor due to inadvertent clerical error in the listing of a subcontractor. In accordance with California Public Contract Code Section 4107.5, this written notice must be submitted within two (2) business days from bid opening.

### **Request for Rejection of Bids**

The District has the right to reject any and all bids. This is stated in the Bid Notice. The District also has the right to deem any bid not accompanied by all items required by the bidding document, or a bid which is in any other way deemed materially incomplete or irregular, as a non-responsive bid. If bids are received over the budget and additional funding cannot be secured, the DCM must reject the bids as soon as possible with approval from the District's Vice Chancellor, Facilities Management, as well as from District's Legal Counsel.

### **Bid Protests**

All bid protests must be submitted in writing to the DA/DCS from bidders within five (5) working days following bid opening and must comply with the following requirements:

- The bid protest must contain a complete statement of the basis for the protest, and all supporting documentation.
- The Contractor filing the protest must have actually submitted a bid for the project. A subcontractor of a bidder cannot submit a bid protest.
- The protest must refer to the specific portion or portions of the contract documents upon which the protest is based.
- The bidder filing the protest must concurrently transmit a copy of the bid protest document and all supporting documentation, as required above, to all other bidders with a direct financial interest which may be affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- If the District determines that a protest is frivolous, the protesting bidder may be determined to be non-responsive and that bidder may further be determined to be ineligible for future contract awards by the District.

The DA/DCS will thoroughly review all bid protests and must request assistance from the District's legal counsel. A written response will be provided by the DA/DCS with a final review and approval required by the district's legal counsel. All findings and specified remedies will be considered final.

## **5.5 AWARD and EXECUTION OF CONTRACT**

Upon completion of the analysis and evaluation of bids and recommendations for award by the DA/DCS, the DCM reviews all documents and prepares the Board Item for award. Upon approval to proceed with award of contract to the lowest responsive and responsible bidder from the Board, the DA/DCS inserts all information into the contract and sends a Notice of Intent to Award to the selected contractor, along with three (3) original unsigned contracts.

Within ten (10) calendar days after receipt of the Notice of Intent to Award, the awarded contractor shall execute and return the following documents:

- Two (2) – Executed originals of the contract
- Two (2) – Executed originals of the payment bond
- Two (2) – Executed originals of the performance bond
- Two (2) – Executed originals of the Recycle Content Certification
- Two (2) – Executed originals of the Drug Free Workplace Certification
- Two (2) – Executed originals of Certificate of Liability Insurance
- Two (2) – Executed originals of Additionally Insured Endorsement Certificate
- Two (2) – Executed originals of Certificate of Workman’s Compensation Insurance

The DA/DCS will verify that, upon receipt of the above referenced documents, all the documents are properly filled out and executed; expiration dates are verified; Power of Attorney documents are included; documents are notarized where required; etc.

After final review of the original contract, the DA/DCS will forward the contracts to the Vice Chancellor of Business Services for final execution.

### **Notice to Proceed (NTP)**

The DA/DCS provides copies of official executed contract documents to the CPM and Program Manager. This allows the CPM to coordinate and schedule a pre-construction meeting. The DA/DCS issues the NTP at the pre-construction meeting.

The Program Manager ensures that all the contract documents are safely stored in the Sharepoint.

## SDCCD Prop S & N BID PROCESS

STEP	ACTIONS	CHECK
1	Board approval to bid.	
2	Mark up Bid Documents for Project Architect (Review and sign-off).	
3	Pre-bid meeting with the DA/DCS and the DCM (after architect input on bid document language).	
4	Project now ready for advertisement. Bid docs should be ready for contractor on first day of advertisement. Get Plans and Specifications in advance. Plans and Specs to be picked-up by contractors at the designated District office.	
5	Coordinate Site Walk if necessary. Have adequate time (10 days) remaining after site walk to bid date.	
6	Addendum process – typical – (this is any answer to a bid question). Need to set minimum time to issue addendum prior to bid date. If there is not enough time remaining and the question is significant, then it would be necessary to extend bid date.	
7	Bids opened by the DA/DCS.	
8	Use Bid Analysis & Document Checklist of required forms needed to verify a complete and responsive bid with all addenda acknowledged.	
9	Review analysis and make recommendations to Vice Chancellor.	
10	Receive Board Approval to award.	
11	Send Letter of Intent to contractor with a complete but unsigned contract and a list of required documents. Contractor to return signed contracts with exhibits within ten days.	
12	The DA/DCS is to review documents for conformance with contract requirements.	
13	Once contract signed and executed, coordinate a Pre-con meeting and issue a Notice-To-Proceed.	

# SDCCD Prop S & N

## BID ANALYSIS & DOCUMENT CHECKLIST

**Verification Websites**

License Verification  
www2.cslb.ca.gov

Bond Verification  
www.fms.treas.gov

**Legend**

Y: Included in Bid Package  
N: Not Included in Bid Package  
NR: Not Required in Bid Package

Campus: \_\_\_\_\_  
Project Name: \_\_\_\_\_

Bid Pkg. No.	Contractor	Base Bid (Lowest to Highest)	BID ALTERNATES		Bid Opening Verification					Post Bid Verification										
			Total Bid Alternates	Total Base Bid + Bid Alternates	Signed Bid Form Provided	Corporate Seal Provided	Acknowledgement of Addenda	Bond Verification	Bid Bond OR Equivalent	Corporate Seal Provided	License Verification	Designation of Subcontractors	Designation of DVBE Subcontractors	Info Required of Bidders	Asbestos Free Certificate	Public Notary Certificate Provided	Recycled Content Certification	Workers Comp Certificate	Non-Collusion Affidavit	Public Notary Certificate Provided
		\$ -		\$ -																
		\$ -		\$ -																
		\$ -		\$ -																

Reference Check:

Comments: