
NOTICE TO CONTRACTORS, INVITATION TO BID
THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

JOB ORDER CONTRACT – JOC 09-019
For Facilities – Minor Capital Outlay Projects

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
Facilities -- Bldg. 70
San Luis Obispo, CA 93407-0690

The Trustees of The California State University will receive sealed bid proposals in the Facilities Department, Building 70, Attn: Kristeen Eto de González, California Polytechnic State University, San Luis Obispo, CA 93407-0690, **before** 2:00 p.m., on Wednesday, November 18, 2009, for the furnishing of all labor and materials for the JOB ORDER CONTRACT (JOC), For Facilities – Minor Capital Outlay Projects, Project Number JOC 09-019.

Bids must be received, before 2:00 p.m. on Wednesday, November 18, 2009, to:

Facilities -- Building 70
Attn: Kristeen Eto de González
California Polytechnic State University
One Grand Avenue
San Luis Obispo, CA 93407-0690.

Bid proposals will be publicly opened and read starting at 2:00 p.m. on Wednesday, November 18, 2009, in Facilities, Building 70, Room 114, California Polytechnic State University, San Luis Obispo, CA 93407.

Mandatory First Pre-Bid Conference

As a condition of bidding, prospective bidders must attend a Mandatory First Pre-Bid Conference. The mandatory first pre-bid conference will be held on **Wednesday, November 4, 2009, from 9:30 a.m. until 11:00 a.m.** The purpose of the Mandatory First Pre-Bid Conference is to discuss the JOC concept, documents, and bid considerations. **YOU WILL NOT BE ELIGIBLE TO BID ON THIS PROJECT IF YOU DO NOT ATTEND THIS MANDATORY FIRST PRE-BID CONFERENCE.** The mandatory first pre-bid conference will be held at California Polytechnic State University, San Luis Obispo, in the Facilities Building (#070). All campus parking is by permit only. A one-day parking permit may be purchased by checking in at the Information kiosk located at the campus entrance on Grand Avenue. Mention the JOC Pre-Bid Conference for directions to the designated parking area next to Building 70.

Optional (non-mandatory) Second Pre-Bid Conference

An optional (non-mandatory) second pre-bid conference will be held on Wednesday, November 4, 2009, following the mandatory first pre-bid conference, in Facilities, Building 70. The purpose of the optional (non-mandatory) second pre-bid conference is to answer questions and discuss Job Order Contracting from a contractor's viewpoint.

Contract Documents Availability

JOC Contract Documents will be available on CD at no cost to contractors. The CD will be distributed to those contractors who attend the Mandatory First Pre-Bid Conference.

Please note: This is the only way to receive contract documents for the Job Order Contract. They will not be available before the Mandatory Pre-Bid Conference and will not be mailed, with the exception of additional sets requested by attendees after the Mandatory Pre-Bid Conference.

The Job Order Contract

This Notice to Contractors is for a Job Order Contract (JOC). A JOC is a competitively bid, firm fixed-priced, indefinite quantity contract. The scope of work includes a collection of detailed repair and construction tasks and specifications that have established unit prices. Contractors are bidding on a mark-up, not on a project cost. The University intends to enter into a JOC agreement with the successful bidder for the accomplishment of repair, alteration, modernization, rehabilitation, demolition and minor construction of infrastructure, buildings, structures, or other public works. Work is accomplished by issuing individual Job Orders under the JOC. With the JOC concept, the Contractor furnishes all management, documentation, labor, materials, and equipment needed to perform the work. The JOC awarded under this solicitation will have a minimum value of \$50,000.00 and a maximum value of \$3,000,000.00. The term of the JOC contract is 365 calendar days.

Prequalification

Each bidder offering a proposal must comply with bidding provisions of Article 2.00 *et seq.* of the Contract General Conditions. The bidder must be familiar with all the provisions of the Contract General Conditions. This includes, but is not limited to, **Article 2.02, regarding the necessity to prequalify with the Trustees (completed forms must be filed at least five (5) days prior to the date for opening bids AND approved not less than one (1) day prior to the date set for opening bids)**, as well as Article 4.02(c) regarding prevailing wage rates.

YOU WILL NOT BE ELIGIBLE TO BID ON THIS PROJECT IF YOU DO NOT ATTEND THE MANDATORY FIRST PRE-BID CONFERENCE. To bid this project, contractors must have an available prequalification rating of one hundred percent of the maximum amount of the Job Order Contract (Contract Documents, Supplementary General Conditions).

From the website shown below, download, complete and **submit the 'Prequalification of Prospective Bidders – Standard Form of Questionnaire and Financial Statement, Form 703.11' forms to the address indicated on page 1 (following the cover page) of Form 703.11.** Please note that the prequalification form address is different from the address for submitting bids. Be sure to submit the prequalification forms to the proper address. Forms submitted to the incorrect address will not be forwarded on your behalf. You will see the link to the prequalification form at the following web address by clicking on "Prequalification" and following that page to Form 703.11:

<http://www.calstate.edu/cpdc/CM/>

Please note: Contractors are advised to inquire about prequalification requirements and submit their prequalification forms to the Trustees (at the proper address indicated on the prequalification forms) as early as possible.

Prevailing Wages

Bidders should familiarize themselves with all the provisions of the Contract General Conditions, including prevailing wage rates.

Small Business Preference

Preference will be granted to bidders properly approved as "Small Business" in accordance with Title 2, California Code of Regulations, Section 1896 *et seq.* and the application of the five percent small business bidding preference is also extended to any non-small business that **commits to subcontracting at least 25% of its net bid price for each and every Job Order proposal** under the Job Order Contract (and not merely the aggregate of all work performed under the Job Order Contract) to California certified small businesses and/or microbusinesses (Contract General Conditions Article 2.10).

DVBE

The Trustees require a minimum of 3% DVBE participation.

Bonds

Bid Security in the amount of \$25,000 is required. If the security is in the form of a bidder's bond, Contractor must use the Bidder's Bond form supplied by the University without alteration. In addition, the successful bidder will be required to provide Payment and Performance Bonds at 100% of the maximum JOC contract value (\$3,000,000).

Obtaining a Bid Proposal Package

It will be the responsibility of each bidder to obtain a Bid Proposal Package in sufficient time to fulfill requirements therein. Bid Proposal Packages are obtainable only by prequalified contractors, licensed in the State of California with a **B (General Building) License**. The Bid Proposal Packages must be requested from the Bid Coordinator.

Contractors requesting a Bid Proposal Package should fax a written request along with a copy of their CSU Prequalification letter to the Bid Coordinator: Kristeen Eto de González, Facilities, Building 70, California Polytechnic State University, San Luis Obispo, CA 93407-0690. Fax: 805.756.7566 Phone: 805/756-7240

Note: Bid Proposal Packages will NOT be provided to Contractors without a copy of a valid CSU Prequalification letter for the maximum JOC contract value (\$3,000,000) from the Chancellor's Office.

Submitting a Bid Proposal Package

Proposals submitted by mail or any other means than timely personal delivery must be submitted sufficiently in advance of the bid opening to ensure delivery to the address below prior to the specified opening time. The University assumes no responsibility for delay in delivery of the proposal either by the United States Postal Service, by any other delivery means, or after it is delivered to a central location on campus, nor for knowing an unmarked express delivery package contains a bid proposal.

Bids must be received, before 2:00 p.m. on Wednesday, November 18, 2009, to:

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Attn: Kristeen Eto de González
California Polytechnic State University
One Grand Avenue
San Luis Obispo, CA 93407-0690.**

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Plan Holders List (posted weekly), as well as any addenda and questions/responses issued, are available at the website listed below. Although an effort may be made to transmit project information to all parties who attended the Mandatory Pre-Bid Conference, it is the responsibility of each bidder to check the below listed website and ascertain the existence of any addenda and questions/responses prior to submitting a bid.

http://www.facilities.calpoly.edu/campusprojects/proj_bid.htm