

**CITY OF MENLO PARK
ENGINEERING DIVISION**

**NOTICE TO CONTRACTORS
FOR**

" WOODLAND AVENUE SIDEWALK PROJECT "

PROJECT NO. 20-039

1. **BID OPENING.** Sealed bids for "**WOODLAND AVENUE SIDEWALK PROJECT**", will be received by the City of Menlo Park at the office of the Engineering Services Manager, at 701 Laurel Street, Menlo Park, CA 94025, up to Thursday, February 23, 2012 at 2:00 p.m., at which time they will be publicly opened and read.
2. **WORK DESCRIPTION.** The work to be done consists, in general, of the installation of concrete sidewalk, curb/gutter, driveways, handicap driveways and access ramps; asphalt concrete roadway and driveways; traffic signage; pavement striping and a storm drain piping system and other incidentals as necessary to complete the work as shown on the Plans and as specified in the Special Provisions.
3. **WORKING DAYS.** The work under this Contract is to be completed in **FORTY (40)** working days.
4. **CONTRACTOR'S LICENSE.** A valid **CLASS "A" OR C8-CONCRETE OR C12-EARTHWORK & PAVING** license is required for this Project. No bid will be accepted from a Contractor who has not been licensed according to Chapter 9, Division 3 of the Business and Professional Code. Specialized services shall be performed by contractors licensed in the appropriate classifications.
5. **BID DEPOSIT.** A Bid Deposit equal to at least ten percent (10%) of the total amount of the bid shall be placed in the sealed Proposal. The Bid Deposit shall be in one of the following forms: cash, cashier's check or certified check payable to the City, or bidder's bond in favor of the City executed by an authorized surety company acceptable to the City on the form included in the Proposal package. A Bid will not be considered unless one of the forms of bidder's security is enclosed with it.
6. **PERFORMANCE & PAYMENT BONDS.** Guaranty bonds as set forth in Section 3 of the Special Provisions, executed by a surety (or sureties) acceptable to the City on the forms provided in the Proposal package, will be required from the successful bidder.
7. **CITY'S RIGHT TO REJECT BIDS.** The City reserves, the right to reject any or all bids, or to waive any informality or minor irregularity in the bids.
8. **GENERAL PREVAILING WAGE RATES.** Prevailing wages must be paid for all of the work to be done. A tabulation of the various classifications of workers to be employed and the prevailing rate of wages applicable thereto is on file in the office of the Director of Engineering Services and is available from the California Department of Industrial Relations' website.
9. **OBTAINING THE PROJECT PLANS AND CONTRACT BOOK.** The Project Plans and the Contract Documents may be purchased at the Engineering Division upon payment of **\$75.00** for each set. Project Plans and the Contract Book may be mailed to prospective bidders upon payment of **\$75.00** plus **\$20.00** for postage and handling.
10. **OBTAINING THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.** The State of California Department of Transportation Standard Specifications

and Standard Plans may be purchased at the State of California Department of Transportation Publication Distribution Unit, 1900 Royal Oaks Drive, Sacramento, CA 95815; Telephone: (916) 263-0865; Fax: (916) 263-0469.

11. PRE-BID CONFERENCE. A non-mandatory conference for interested bidders will be held at the office of the Engineering Services Manager on Thursday, February 9, 2012 at 10:00 a.m. . Any contractors interested in submitting bids for this project are encouraged to attend.
12. WITHDRAWAL OF PROPOSALS. Any bid may be withdrawn at any time prior to the time of Bid Opening only by written request for the withdrawal of the bid filed with the Engineering Services Manager. The request shall be executed by the bidder or his/her duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time, nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.
13. RELIEF OF BIDDERS. As stated in Public Contract Code Sections 5100 to 5110, inclusive, concerning relief of bidders and in particular to the requirement therein, that, if the bidder claims a mistake was made in his/her bid, the bidder shall give the Engineering Services Manager written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice in detail how the mistake occurred.
14. DISQUALIFICATION OF BIDDERS. More than one Proposal from an individual, firm, partnership, corporation, or combination thereof under the same or different names will not be considered. Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one Proposal for the work contemplated may cause the rejection of all proposals in which such individual, firm, partnership, corporation or combination thereof is interested. If there is reason for believing that collusion exists among the bidders, any or all proposals may be rejected. Proposals in which any of the bid item prices deviate greatly from the range of prices for the item in the other bids received may be rejected.
15. PREVIOUS DISQUALIFICATION, REMOVAL OR OTHER PREVENTION OF BIDDING. A bid may be rejected on the basis of a bidder, any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder, having been disqualified, removed, or otherwise prevented from bidding on or completing a federal, state, or local project because of a violation of law or a safety regulation.
16. RESPONSIBILITY FOR VERIFYING CONTRACT ADDENDA. All bidders shall verify if any addenda for this project have been issued by the City of Menlo Park. It is the bidder's responsibility to ensure that all requirements of Contract Addenda are included in the bidder's Proposal.
17. ESCROW FOR SECURITY DEPOSIT IN LIEU OF RETENTION. Pursuant to Public Contract Code Section 22300, for monies earned by the Contractor and withheld by the City to ensure the performance of the Contract, the Contractor may choose to substitute securities or have those monies deposited into an escrow account as described in Public Contract Code Section 22300.
18. SHORING AND BRACING. Pursuant to the provisions of California Labor Code Section 6707, each bid submitted in response to this Notice to Contractors shall contain as a bid item, where applicable, adequate sheeting, shoring, and bracing, or equivalent method for the protection of life and limb in trenches and open excavation, which shall conform to applicable safety orders. By listing this sum, the bidder warrants that his action does not convey tort liability to the City, or its agents and consultants.

19. **AFFIRMATIVE ACTION.** Each prime and subcontract bidder will be required to comply with the City of Menlo Park Affirmative Action Program as set forth in Council Resolution No. 2340, a copy of which can be obtained at the office of the Engineering Services Manager. Guidelines and report forms are provided with the Contract Documents and shall be considered part of any Contract made pursuant thereto. The apparent low-bidding prime contractor and the second-lowest bidder, and each of their subcontractors, shall submit their **Minority Employment Program (M.E.P.** as described in the Affirmative Action section of the Proposal package) with the bid proposal or **within two business days of the bid opening.**