

Prime Contractor/Bidder Information

Name of Contractor/Bidder: _____

Address if Contractor/Bidder: _____

Contractor/Bidder Phone No.: () _____

Contractor/Bidder Fax No.: () _____

Contractor/Bidder License No.: _____

Contractor/Bidder Email: _____

Contractor/Bidder Website: _____

Management Contact Name: _____

Management Contact Phone No.: () _____

Management Contact Fax No.: () _____

Sales Contact Name: _____

Sales Contac Phone No.: () _____

Sales Contact Fax No.: () _____

Accounting Contact Name: ** _____

Accounting Contact Phone No.: () _____

Accounting Contact Fax No.: () _____

(This document MUST be SUBMITTED with your bid!)

VENDOR APPLICATION

When completed mail to:

San Bernardino City Unified School District
 Purchasing Department
 777 N. "F" Street, San Bernardino, CA 92410
 (909) 381-1126

Business Name: _____

*Business License Number: _____ Expiration Date: _____

Representative Name: _____ Title _____

Business Address: _____

Number of years in business: _____ Email address: _____

Business Telephone Number: _____ Fax Number: _____

Products or Services Provided: _____

Comments: _____

List of References Where Your Company Provided Products/Services: (Preferably other school districts)

Other Schools or Business Name/Address	Contact	Phone	Dates of Service	Products/Service
1.				
2.				
3.				

“By signing below, I certify under penalty of perjury that the information provided is true and correct to the best of my knowledge. I understand it is the vendor’s responsibility to update the above information as needed. I further agree that as a vendor of the District this company will conform to all Federal, State, County and City laws, ordinances, codes and regulations covering the products, work or services provided, including but not limited to, obtaining a *San Bernardino City business license as required by the San Bernardino City Clerk’s Office. I understand that it is the vendor’s total responsibility to determine specific details of such requirements and warrant that all work performed, or provided, totally conforms to such legal requirements. I understand the submission of this application does not guarantee that this company will be used as a vendor for the District or requested to quote on any or all requirements. I understand it is the vendor’s responsibility to follow up and request the opportunity to quote. I understand the District reserves the right to use, any, or all vendors for the submission of quotes. Formal bids are advertised in The Sun newspaper’s legal ads.”

Authorized Vendor Representative Signature _____ Date _____

Name _____ Title _____

Equal Opportunity Certification

When completed mail to:

San Bernardino City Unified School District
777 N. "F" Street
San Bernardino, CA 92410
(909) 381-1126

Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____ Number of Employees _____

Please check one of the following categories. This company is:

Minority Owned _____ Woman Owned _____ Disadvantaged _____

Disabled Veteran Owned _____ None of the Other Categories _____

Please check and complete below. This company is:

Independently Owned and Operated: _____

An Affiliate of _____ Parent Company _____

A Subsidiary of _____ Address _____

A Division of _____

"By signing below, I certify that we are an Equal Opportunity Employer and have made a good faith effort to improve Minority, Women and Disabled Veteran employment.

Signature _____

Printed Name _____

Title _____

Date _____

**PRIME BIDDER CERTIFICATION OF DISABLED VETERAN
BUSINESS ENTERPRISE PARTICIPATION**

To be completed by the Prime Bidder.

GENERAL INSTRUCTIONS

All or part of the funding for the proposed work/services/equipment/supplies for which your firm is bidding has been made available by the State Allocation Board (SAB) through the Lease-Purchase Program or the State Relocatable Classroom Program and as a result, the contract award must be made in accordance with the SAB participation requirements for Disabled Veterans Business Enterprises (DVBE). The SAB requires that all contracts over \$10,000 awarded must meet a DVBE participation goal of not less than three percent of the contract amount. *If your firm cannot meet the three percent DVBE participation goal, you must demonstrate a good faith effort to attempt to meet the three percent participation.* The school district issuing this solicitation document, not the SAB/OPSC, is responsible to assure compliance with the DVBE program.

PART I—IDENTIFICATION INFORMATION

BIDDER'S NAME		TELEPHONE
BUSINESS ADDRESS		
SCHOOL DISTRICT	COUNTY	APPLICATION NUMBER

PART II—METHOD OF COMPLIANCE WITH DVBE PARTICIPATION GOALS

Include this form and any other applicable documents listed in this table with your bid/proposal. Read the three columns in the table below as sentences from left to right. Check the appropriate box to indicate your method of committing the contract dollar amount. If no box can be checked, your bid/proposal will be deemed non-responsive and disqualified.

Important Note

Architectural, engineering, environmental, land surveying or construction management firms must indicate their method of compliance by marking the appropriate box A, B, C, or D after selection by the district and before the contract is signed.

YOUR BUSINESS ENTERPRISE...	AND YOU...	AND YOU...
A. <input type="checkbox"/> is Disabled Veteran owned and your forces will perform at least three percent of this contract	will include a copy of your DVBE letter from the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS).	
B. <input type="checkbox"/> is Disabled Veteran owned but is unable to perform the three percent of this contract with your forces	will use DVBE subcontractors/suppliers to bring the contract participation to at least three percent	will include a copy of each DVBE letter from OSDS (including yours, if applicable).
C. <input type="checkbox"/> is not Disabled Veteran owned	will use DVBE subcontractors/suppliers for at least three percent of this contract	
D. <input type="checkbox"/> is unable to meet the required participation goals	will complete a Good Faith Effort to obtain DVBE participation	will include the Prime Bidder's Good Faith Effort Worksheet.

Note

An Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) letter must be attached for each DVBE participating in the contract. The DVBE letter is obtained from the participating DVBE. If the letter is not provided, the bid may be deemed nonresponsive and may be ineligible for award of the contract.

**PRIME BIDDER CERTIFICATION OF DISABLED VETERAN
BUSINESS ENTERPRISE PARTICIPATION**

PART III—DVBE DOLLAR PARTICIPATION OF BID/PROPOSAL

Architectural, engineering, environmental, land surveying or construction management firms complete this part after selection by the district and before the contract is signed. All others must complete this section and include it with the bid.

Show deductive alternate(s) in parenthesis. For more alternates/base bids, use a separate page to show items.

- A. If your business enterprise is a DVBE, list in the appropriate column the total dollar amount of your bid to be performed by your own participation.
- B. List all your DVBE subcontractors/suppliers. Enter in the appropriate column the dollar amount for each of your subcontractors/suppliers.
- C. Enter the total of Lines A and B for each column.
- D. Enter the dollar amount of the bid/proposal to be performed by non-DVBE firms. Note: This line is the sum of the prime and subcontractor(s) non-DVBE dollar participation.
- E. Enter the sum of the column totals from Line C and Line D. Note: Please be aware that the final determination of DVBE compliance is made based on the contract amount resulting from the district's acceptance or rejection of alternates.

	Base Bid/Proposal	Alternate No. 1	Alternate No. 2	Alternate No. 3 or Base Bid B	Alternate No. 4 or Base Bid C	Alternate No. 5 (Modernation or Reconstruction Only)
A. Prime Bidder, if DVBE (own participation)	\$	\$	\$	\$	\$	\$
B. DVBE Subcontractor or Supplier						
1.						
2.						
3.						
4.						
C. Subtotal (A and B)						
D. Non-DVBE						
E. Total Bid						

PRIME BIDDER GOOD FAITH EFFORT WORKSHEET

PART II—ADVERTISEMENTS

You must make at least two (2) advertisements, one (1) in a paper that focuses on DVBE and one (1) in a trade paper. Advertisements must be published at least 14 days prior to bid/proposal opening; if you cannot advertise 14 days prior, advertise as soon as possible and provide an explanation. (Advertisements must be published in time to allow for a reasonable response.) Advertisements must include that your firm is seeking DVBE participation, the project name and location, your firm's name, your firm's contact person, and phone number.

Attach copies of advertisements to this form.

FOCUS/TRADE PAPER NAME	CHECK ONE		DATE OF ADVERTISEMENT
	FOCUS	TRADE	

PART III—DVBE SOLICITATIONS

List DVBE subcontractors/suppliers that were invited to bid. Use the following instructions to complete the remainder of this section (read the three columns as a sentence from left to right). If you need additional space to list DVBE solicitations, please use a separate page and attach to this form.

IF THE DVBE...	THEN...	AND...
was selected to participate	check "YES" in the "SELECTED" column, include the applicable dollar amount in Part III of the "Prime Bidder Certification of Disabled Veteran" form.	include a copy of their DVBE letter from OSDC.
was not selected to participate	check "NO" in the "SELECTED" column	state why in the "REASON NOT SELECTED" column.
did not respond to solicitation	check the "NO RESPONSE" column.	

DISABLED VETERANS BUSINESS ENTERPRISES CONTACTED	SELECTED		REASON NOT SELECTED THIS SECTION MUST BE COMPLETED	NO
	YES	NO		

Important Note

Please be aware that certification of the "Good Faith Effort" may only be made if you fully complete Parts I, II, and III on both sides of this form. A copy of this form must be retained by you and may be subject to a future audit.

CERTIFICATION

I, _____ certify that I am the bidder's Chief Executive Officer and that I have made a diligent effort to ascertain the facts with regard to the representations made herein. In making this certification, I am aware of Section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims.

SIGNATURE OF CHIEF EXECUTIVE OFFICER	DATE
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**BUILDING SCHOOLS.
BUILDING EDUCATION.
BUILDING OPPORTUNITIES.**

SBCUSD LOCAL BUSINESS OUTREACH PROGRAM



SBCUSD LBOP REGISTRATION

Company Information

Contact Information

Company Name and Address	Name	Title/Position
	Cell phone - -	
	Office phone - -	Fax - -
Corporate Address (if different than local)	E-mail	
	Web Address	

Ownership Type
(check type)

Employee Count

Gross Receipts

Small Business Certification
(check type)

<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other:(describe)		YR/\$	<input type="checkbox"/> SB <input type="checkbox"/> DVBE <input type="checkbox"/> other: <input type="checkbox"/> none Name on Certification: _____ Certifying Agency: _____
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Business Goods and/or Services (CSI)

(Check all that apply and circle or note specialty)

<input type="checkbox"/> General Contracting (00)	<input type="checkbox"/> Doors and Windows (08)	<input type="checkbox"/> Electrical (16)	<input type="checkbox"/> Planning
<input type="checkbox"/> General Requirement (01)	<input type="checkbox"/> Finishes (09)	<input type="checkbox"/> Utilities	<input type="checkbox"/> Architect/Engineer
<input type="checkbox"/> Site work (02) Demo/remed	<input type="checkbox"/> Specialties (10)	<input type="checkbox"/> Communications/ IT	<input type="checkbox"/> Construction Mgmt
<input type="checkbox"/> Concrete (03)	<input type="checkbox"/> Equipment (11)	<input type="checkbox"/> Landscape/Irrigation	<input type="checkbox"/> CADD/Drafting
<input type="checkbox"/> Masonry (04)	<input type="checkbox"/> Furniture (12)	<input type="checkbox"/> Security	<input type="checkbox"/> Admin/office Graphic Design
<input type="checkbox"/> Metals (05)	<input type="checkbox"/> Spec Constr (13)	<input type="checkbox"/> Portable/mod facilities (lease/purchase)	<input type="checkbox"/> Accounting AP,AR, HR, Payroll
<input type="checkbox"/> Woods and plastics (06)	<input type="checkbox"/> Conveying systems (14)	<input type="checkbox"/> Real Estate/Appraisal/CEQA	<input type="checkbox"/> DSA, CEQA, CDE Specialty:
<input type="checkbox"/> Thermal and moisture (07)	<input type="checkbox"/> Mechanical (15)	<input type="checkbox"/> Inspection DSA certified: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IP	<input type="checkbox"/> OTHER:(specify)

Local Business Program Qualifications

To qualify as a local business complete #1 and #2

To be designated as an "ED Friendly" local business also complete #3

1a. All above Registration information filled out yes

b. Deliver program information via: USPS E-mail

2. Local Business (located within San Bernardino County) (check all that apply)(attach copy of documentation)

local business license local business address local residence

City of San Bernardino County of San Bernardino/City:

Other:

3. "ED Friendly" Designation (you must check at least one)

As a local business, contribute time, talent and/or treasure in support of SBCUSD education programs (attach copy of documentation)

Partner/Subcontract with other local businesses who are Ed Friendly (attach copy of documentation)

Contact name/tel	School/Co.

MAIL OR FAX TO: SBCUSD Facilities Management – LOCAL BUSINESS OUTREACH PROGRAM

1257 Northpark Blvd, San Bernardino, CA 92407

Tel (909) 881-8008 x 1308264 Fax (909) 495-1775



May 12, 2006

Agenda

Lease and / or Purchase of DSA and DOH approved Modular Buildings and Restroom Buildings

Welcome

Introductions

Note: all verbal communication provided during this meeting is unofficial. Questions, clarifications, requests for information must be provided in writing. Email questions to stan.hartman@sbcusd.com.

Instruction to Bidders

Issue Date	May 4, 2006
Pre-Bid Meeting	May 12, 2006 – (10:00 AM)
Last Day for Questions	May 18, 2006 – (12:00 PM)
Bids Due	May 22, 2006 – (2:00 PM)
Bids Open	May 22, 2006 – (2:00 PM – revised)
Board Approval	June 6, 2006

Scope of work

Purchase or rental of 24' X 40', 60' DSA or DOH approved modular buildings and or Restroom buildings per specification.

Delivery, installation, utility connections

Local Business Outreach

Questions asked during the meeting.

1. Are there specifications or plans to provide prices for and for equal comparison of prices?
 - 1.1. The District needs standard units in the sizes and types identified in the bid package (i.e. 24x40, 24x60, restrooms) for DSA and DOH modular buildings. The classroom buildings will have to be with open span, windows, door, HVAC unit and markers boards as the basic specifications.
 - 1.2. Bidders may provide sample of their company's standard specifications and plans for the subject units.
 - 1.3. District reserves the right to evaluate sufficiency of the standard specifications, if the proposed units do not include the above-mentioned basics.

2. What is the basis for the award?
 - 2.1. The award will be based on the following
 - 2.2. The lowest price for the types of units needed at a specific timeframe. Example: For a specific project, the District may need four 24x40 DOH units, with one additional ramp each, to be craned to the site, for a 24 month period. The bidder who has provided the lowest TOTAL price for this need will be awarded the contract.
 - 2.3. The lead time for delivery, the lead time to be calculated from the date the order is put to the bidder/vendor by the District.

3. What assumptions shall we make on the size, height, distance (reach) and weight capacity of the crane?
 - 3.1. Provide price for crane capable of moving a 12' by 60' unit over an obstruction no greater than 30' in height over a distance of no more than 80'.
 - 3.2. Provide unit prices for other types of cranes that may need to be used or as alternative types.

4. Are bidder's standard specifications acceptable to the District?
 - 4.1. Yes, as long as they meet the minimum basic criteria identified in the answer to question #
1

5. Will the District accept used units?
 - 5.1. Yes, please see the bid package, Supplemental Bid Instructions and Conditions, Pages 1-6. Also, please see and use the new Bid Sheet attached.

6. How is the district going to differentiate or deem acceptable used/refurbished units?
 - 6.1. The following is a list of some of performance measures that will be used in determining if a used/refurbished unit is acceptable for the District.
 - 6.1.1. Odor free
 - 6.1.2. New floor coverings including baseboard material
 - 6.1.3. Defect free hardware
 - 6.1.4. No cracked or broken windows
 - 6.1.5. All new interior and exterior paint
 - 6.1.6. Defect free lighting fixtures with all new bulbs and ballasts
 - 6.1.7. All new plumbing fixtures, drains, infrastructure. (where appropriate)
 - 6.1.8. All new ceiling tiles
 - 6.1.9. HVAC system capable of maintaining a temperature of 72 degrees at all times.
 - 6.1.10. Defect free roofing system
 - 6.1.11. Maintenance of all building features is included in rental price.
 - 6.1.12. District to need to provide cleaning services only.

7. Are there floor plans? If so, where are the floor plans?
 - 7.1. All classrooms are open plan (see the answer to question 1). The restroom will need to have three compartments as identified in the bid package.
 - 7.2. As relates to the number of units and the configuration of how the units are put together, the District needs vary from site to site. A site plan showing the number and types units needed, their location on campus and how they are to be put together will be provided at the time of actual procurement.

8. What shall be assumed for the distance of the modular units from the owner-supplied utility stub-out?
 - 8.1. Three feet maximum. In some cases, the District's other contractors will connect the utilities lines to the junction boxes of the modular units after they are delivered and installed.

9. The specifications ask for "self contained" restrooms. Can the bidders provide ones that need utilities instead?
 - 9.1. The District has identified two types of restroom units: "self contained" (requiring pumping services) and "to be plumbed" (not requiring pumping services). The bidders are asked to provide prices for either one or both, depending on what they have available.
 - 9.2. For the self contained units, the District will provide electrical service. The restrooms building must be completely self contained including water supply, holding tanks, and the necessary pumping services.

10. There may not be sufficient time for bidders to comply with the DVBE requirement for due diligence. How shall the forms be filled out?
 - 10.1. The bidders may fill out the form to the best of their ability. If some provisions are not possible, provide justification for relief. District will evaluate if due diligence has been attempted, given program and policy guidelines.

11. Is the District asking us to hold the prices for the full 3 year term and then project the escalation for the next two should the District choose to extend? Or can the bidders quote the first year and then escalate year to year there after?
 - 11.1. Bidders are asked to provide prices for the first year and escalation as a percentage increase (or decrease) or dollar amount increase (or decrease) for year to year adjustment for each subsequent year.

12. Can bidders provide separate specifications and prices for the purchased vs. leased units?
 - 12.1. Yes, as identified in the bid package. Please use the new Bid Sheet that separates the new units from the used/refurbished ones.