

Post Bid Documents Package for

<PROJECT NAME>

CAPITAL IMPROVEMENT PROJECT NO. <#>

REQUIRED TO BE FILLED OUT BY APPARENT LOW
BIDDER OR SUBSEQUENT APPARENT LOW BIDDERS
(as required by the City)

SUBMISSION DEADLINE:

In accordance with Chapter 2.63 of the National City
Municipal Code this package shall be completed and
returned to the City **no later than 5 days** after being
notified of being the lowest responsive bidder.

THE COMPLETED PACKAGE SHALL BE SUBMITTED TO:

ENGINEERING DEPARTMENT
1243 NATIONAL CITY BOULEVARD
NATIONAL CITY, CALIFORNIA 91950

INSTRUCTIONS

You are required to complete this package so the City may determine whether you are a qualified and responsible contractor prior to the award of any contract. The City has sole discretion whether any contract is awarded at this stage, but completion and submission of this package is a required step in the award process.

Please use the forms provided for responses and additional information as required in either 11 or 12 point Calibri or Helvetica font.

You have until the deadline on the cover of this package to provide the information requested herein. Failure to provide thorough and complete answers to the requested information herein may subject your bid to rejection at the sole discretion of the City.

If any information provided causes the City concern, you may be required to provide additional information. The exact additional information that is required and its due date will be sent to you in writing. Failure to provide thorough and complete answers to the additional requested information may lead the City to reject your bid in its sole discretion.

If the City determines that you are not qualified or are not a responsible contractor as required to perform the work, the City will notify you in writing of such determination. You must exercise your right to request a hearing by delivering the request in writing to the City Engineer within 5 calendar days from the receipt of the notice and finding. Failure to complete and submit the written request for a hearing within this set time will be deemed a waiver to the right to a responsibility hearing. At a responsibility hearing, you will be given the opportunity to provide additional information and arguments to rebut the finding of being unqualified or non-responsible.

After the hearing, the City will make a final determination regarding your qualifications and responsibility and will notify you in writing.

Completion of this package, and the responses provided herein, is a condition precedent to any condition or obligation the City may have to you as the contractor. You will not be awarded the project if, prior to awarding the contract, the City determines that you provided false information in response to the questions and requests herein ("False Information"). The City may find you in substantial breach of the contract, or potentially not award you future projects if the City discovers any False Information after the contract was awarded.,. If the City discovers False Information at any time, the City may terminate the contract at its own discretion, and you will be responsible for all associated costs to the City for any substantial breach of the contract.

<PROJECT NAME>, CIP NO. <XX-XX>

POST BID DOCUMENT

If at any time you have questions, or require an extension of time to fully respond to the requests for information, please contact Roberto Yano, Deputy City Engineer at 619-336-4380 for clarification or an extension no later than 24 hours prior to the due date and time.

CERTIFICATE REGARDING CONTRACTOR'S LICENSE

1. Contractor is required to possess one of the following State Contractor's License:

State of California Class "<insert license type>" Contractor's License

2. A failure to possess the required license, a failure to truthfully set forth the following information, or a failure to execute this Certificate renders the proposal nonresponsive and requires the City to reject the proposal. (Business and Professions Code Section 7028.15)

3. Contractor declares, under penalty of perjury, that he possesses the required Contractor's license(s) which:

a. Bears the license number(s): _____

b. Expires on: _____

c. Official Company Name: _____

This required license determination has been made by the Owner. Any Contractor holding a different license who feels he is qualified to bid on this work must so advise the owner at least seven (7) days prior to the bid opening. A review of the contemplated work will be made and the Owner's decision as to the required license will be final.

CONTRACTOR'S CERTIFICATE OF WORKER'S COMPENSATION INSURANCE

Section 3700 of the Labor Code provides in part as follows:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation to one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. I further certify that if I should contract or subcontract with any person, including firm or company, to do all or any part of the work for which this proposal covers, I shall assure compliance by that contractor or subcontractor with the provisions of Section 3700 of the Labor Code.

(In accordance with Article 5, commencing at Section 1860, Chapter 1, Part 7, Division 2, of the Labor Code, the above certificate must be signed and filed with the awarding body with proof of insurance, or self-insurance prior to performing any work under this contract.)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of Officer Authorized to Sign Contracts by the Bidder Company)

(Print Name)

(Title)

(Date)

INFORMATION REQUIRED OF BIDDERS

Failure to complete all information may render your bid non-responsive. (Indicate not applicable "N/A" where appropriate.)

NOTE: Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

Name of Bidder: _____

Type, if Entity: _____

Bidder Address: _____

Facsimile Number

Telephone Number

E-Mail

How many years has Bidder's organization been in business as a Contractor?

How many years has Bidder's organization been in business under its present name?

Under what other or former names has Bidder's organization operated?

If Bidder's organization is a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice-President's Name(s): _____

Secretary's Name: _____

Treasurer's Name: _____

If an individual or a partnership, answer the following:

Date of Organization: _____

Name and address of all partners (state whether general or limited partnership):

If other than a corporation or partnership, describe organization and name principals:

List other states in which Bidder's organization is legally qualified to do business:

What type of work does the Bidder normally perform with its own forces?

List Trade References:

List Bank References (Bank and Branch Address):

Name of Bonding Company and Name and Address of Agent:

EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

List each person's job title, name and percent of time to be allocated to this project:

Summarize each person's specialized education:

List each person's years of construction experience relevant to the project:

Summarize such experience:

Bidder agrees that personnel named in this Bid will remain on this project in their designated capacities until completion of all relevant Work, unless replaced by personnel of equivalent experience and qualifications approved in advance by the Agency.

Additional Bidder's Statements:

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

BIDDER'S REFERENCE LIST OF COMPLETED PROJECTS

Attach to this bid a list of all similar projects completed by the Bidder in the last five <(5) years>. Bidder must have completed at least <three (3)> similar projects in the past <five (5)> years on which the Bidder and his subcontractor(s) have successfully constructed and completed projects with the same type (elements), size and complexity of work. The Engineer will make the final determination as to whether the projects listed here are of the same type, size and complexity as this project.

Failure of Bidder to supply sufficient documentation of similar experience shall be considered grounds for finding the bid non-responsive.

Project Name: _____

Contract Price: _____

Date of Completion: _____

Name, Address, and Telephone Number of Client/Owner's Representative:

Scope of the Project:

Project Name: _____

Contract Price: _____

Date of Completion: _____

Name, Address, and Telephone Number of Client/Owner's Representative:

Scope of the Project:

Project Name: _____

Contract Price: _____

Date of Completion: _____

Name, Address, and Telephone Number of Client/Owner's Representative:

Scope of the Project:

(Attach additional pages as necessary)

BIDDER'S CURRENT PROJECTS

Bidder shall list all current projects that are greater than \$50,000 in value. The purpose of this section is to determine your current and near future workload to determine your ability to complete the project on time with your available resources:

Project Name: _____

Contract Price: _____ Estimated Time of Completion: _____

Name, Address, and Telephone Number of Client/Owner's Representative:

Scope of the Project: _____

Project Name: _____

Contract Price: _____ Estimated Time of Completion: _____

Name, Address, and Telephone Number of Client/Owner's Representative:

Scope of the Project: _____

Project Name: _____

Contract Price: _____ Estimated Time of Completion: _____

Name, Address, and Telephone Number of Client/Owner's Representative:

Scope of the Project: _____

(Attach additional pages as necessary)

Contractor Responsibility Questionnaire
<Project Name and CIP No. XX-XX>

In compliance with California Public Contract Code §20101(a) this Contractor Responsibility Questionnaire is CONFIDENTIAL and is not available for public viewing or dissemination.

1. Has this company ever been debarred or prevented from bidding or being awarded contracts by any governmental or quasi-governmental agency in the last 5 years?

_____ No _____ Yes

If yes, provide the effective dates of each debarment and the names of each governmental or quasi-governmental agency on a separate attachment.

2. Has this company ever had a contract terminated?

_____ No _____ Yes

If yes, provide the name and number of the contract(s), the name of the entity for each, the dates of the termination(s) and the reason(s) for termination on a separate attachment.

3. Has this company ever used a debarred subcontractor?

_____ No _____ Yes

If yes, provide the name(s) of the subcontractor(s), names and dates of projects and the agency for which the project was done on a separate attachment.

4. Has your company ever filed for bankruptcy in the last 7 years?

_____ No _____ Yes

If yes, provide the dates of the dates each filing and the outcome of each case on a separate attachment?

5. Has your company ever had a "False Claim Act" action against it?

_____ No _____ Yes

If yes, provide the date of the action, agency involve and case number (if applicable) on a separate attachment.

6. Have any of the owners of the company or persons with a financial interest in the company currently hold a financial interest in any other California licensed construction company?

_____ No _____ Yes

If yes, provide the names and license numbers of the other companies on a separate attachment?

7. Have any of the owners of the company or persons with a financial interest in the company held a financial interest in a construction company in the last 7 years that is currently out of business?

_____ No _____ Yes

If yes, provide the names and license numbers of the other companies on a separate attachment?

8. Has your company ever had a bond called to finish any project in the last 7 years?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency and the date(s) of the project construction on a separate attachment.

9. Has your company ever been fined or reprimanded in any way by the Department of Industrial Relations (DIR) in the last 5 years?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency, the date(s) of the project and the DIR action against the company on a separate attachment.

10. Has the company ever been sued by a subcontractor or supplier for nonpayment?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency, the date(s) of the project construction, the name of the subcontractor or supplier and the outcome of the case(s) on a separate attachment.

11. Has the company ever been sued by a person providing services for nonpayment?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency, the date(s) of the project construction, the name of the person and the outcome of the case(s) on a separate attachment.

12. Has your company ever been assessed liquidated damages on any construction contract in the last 5 years?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency, the date(s) of the project construction and the amount of liquidated damages assessed on a separate attachment.

13. Has your company ever been fined or penalized for improperly substituting a subcontractor in the last 5 years?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency, the date(s) of the project construction and the amount of the penalty or fine assessed on a separate attachment.

14. Has your company or any of its owner or officers been convicted of a crime involving any aspect of a government or quasi-governmental contract? This does not include owners who own stock in your company if it is publicly traded.

_____ No _____ Yes

If yes, provide the names of each defendant, the types of charges brought against each, the outcome of the case(s) and the jurisdiction and case number for each on a separate attachment.

15. Has your company ever been fined by a governments agency for a safety violation in the last 5 years?

_____ No _____ Yes

If yes, provide the name of the project(s), the corresponding agency, the date(s) of the project construction and the amount of the penalty or fine assessed on a separate attachment.

Providing false information on this Contractor Responsibility Questionnaire may amount to a substantial breach of any contract in which the contractor executes with the City after providing the above answers to the City. The City, in its sole discretion, may terminate any contract with the contractor after finding that false answers were provided herein. In such event, all damages suffered by the City due to the breach shall be deducted from any payments due to the Contractor and also may be recovered by the City by any legal means to compensate the City for all costs associated with the breach.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of Officer Authorized to Sign Contracts by the Bidder Company)

(Print Name)

(Title)

(Date)