

**LEAD Agency: Covina-Valley Unified School District & Los Angeles County School Districts
Routine and Deferred Maintenance Services Award and Contract**

Mandatory Conference Meeting: Thursday, October 19, 2017, 2:00PM

Bid Opening: November 8, 2017, 2:00PM

Estimated Board Approval Date: December 4, 2017

Conference Notes: (listed are an adjunct to the bid documents).

INTENT: Covina Valley Unified School District is acting as a LEAD Agency in regards to a County Wide (Los Angeles County School District routine and deferred maintenance contract for services). The reasoning behind the contract / Award is to create the ease of access regarding basic labor services in regards to school district standard routine and deferred maintenance projects. The goal is to create continuity of quality, labor services in conjunction with ease of access and extended workmanship warranties.

WHAT IS A SCHOOL DISTRICT ROUTINE AND DEFERRED MAINTENANCE PROJECT?

A routine and deferred maintenance project is an "In-house Non-DSA maintenance project that will include: painting, flooring installation, concrete asphalt repairs, etc. A Non-DSA project will not include: structural applications, fire life safety, ADA access or any other project that would be deemed a DSA project. This award will be considered for simple routine and deferred maintenance labor services only."

BASIS OF AWARD

Basis of Award will be based on the hypothetical projects contained within the bid/contract documents. A cumulative total of all hypothetical projects will be the basis of determining low bid.

UNIT PRICING

All unit pricing pages must be filled in. Basis of Award / hypothetical unit prices must match the unit pricing pages where applicable. Failure to fill in costing in unit price pages will result in a non-responsive bid and your submittal will be rejected.

CONTRACTOR/LICENSED REQUIREMENTS

A B license is required to bid the project. Subcontractors listed must carry a C15 and a D12 (Primary Services).

CONTRACTOR/SPECIAL CONDITION REQUIREMENTS

1. Contractor to provide warehousing for District owned materials at no additional cost for the term of the contract.
2. Contractor to provide receiving and delivery services for owner supplied materials at no additional cost for the term of the contract.
3. Contractor to provide a 10 year latent defect warranty for labor services provided.
4. Contractor to provide project management at no additional cost to the District for the term of the contract.
5. Contractor to provide certified payroll on all service related projects.
6. Contractor to provide material samples at no additional cost to the District.

BONDING CAPACITY

Contractor will be required to have a minimum of a 45 million dollar bonding capacity aggregate with a recognizable surety company. The surety company will have a credit rating of A+ and licensed in the State of California.

BID BOND SURETY REQUIREMENT

A bid surety bond or cashier's check for 10% of the value based on the accumulated hypothetical totals will be required as part of the bid submittal.

CONTRACTOR QUESTIONNAIRE

The contractor questionnaire is a requirement of the bid submittal/See Bid Documents.

MANUFACTURER AND SERVICE INSTALLATION CERTIFICATIONS

(REQUIRED AS PART OF THE BID SUBMITTAL)

1. TARKETT (Gravity Plus / Gravity Squared) Flooring Certificate ML1959 (C-15)
2. TANDUS – CENTIVA (Powerbond, Broadloom and Carpet Tile) Flooring Certificate TC2016-0002
3. Act Global Turf Repair Program (Synthetic) Certificate AG201-01
4. DIR number and certificate including DIR number and certificates from all listed subcontractors.
5. Proposition 65 chemical use compliancy certificate (Self Certified).

HERA REPORTS

HERA reports are located at the offices of Robin Harbert, Assistant Director of Purchasing: rharbert@c-vusd.org

SCHOOLS MAPS, AS BUILTS AND SITE PROXIMITIES

Regarding school maps, As-built, and site proximity indicators are located at the offices of Robin Harbert, Assistant Director of Purchasing: rharbert@c-vusd.org

CONTRACT RENEWAL

The contract is good for one year with allowable extensions up to 3 additional years as long as both parties mutually agree. Cost increases will be allowed based on the consumer price index (CPI).

SCHOOL DISTRICT AGENCIES

This is a County (Los Angeles County Wide School Districts) service agreement designed to allow other school districts in Los Angeles County to adopt the service and costing within the agreement. This is not a piggyback bid, rather a county wide agreement to include all school districts within the Los Angeles County property line.

REQUEST FOR INFORMATION/QUESTIONS – DEADLINE: NOVEMBER 1, 2017 AT 2:00PM

All questions must be submitted in writing to the offices of Robin Harbert, Assistant Director of Purchasing: rharbert@c-vusd.org Subject line must read RFI Bid 17-18-101. Any RFI/Question received after the deadline of November 1, 2017 at 2:00pm will not be considered.

Robin Harbert, Assistant Director of Purchasing / rharbert@c-vusd.org
Covina-Valley Unified School District
Purchasing Department
519 E. Badillo Street, Covina, CA 91723
(626) 974-7000 x 800128

PREVAILING WAGE AND CERTIFIED PAYROLL RECORDS

Prevailing wage is required for projects over \$1,000. The threshold for electronic submittal of certified payroll records to DIR is \$15,000 for Maintenance Projects.