

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI B-4
How Do I Determine the Documents that are included in the Bid Packet?		

A. Brief Description

The bid packet comprises of the following documents listed below. The majority of the documents or forms below can be accessed via the District website @ <http://albacore.laccd.edu/#facilitie> from the College Network computer. From the College network, the aforementioned link can also be reached by following the procedures below:

1. Log onto the District's website @ www.laccd.edu,
2. Next, click on the link **Faculty and Staff Resources**,
3. Next, click on the link **Intranet (District Network Only)**,
4. Finally, click on the link **Facilities**.

Each form direct link is listed under the **Facilities** linked aforementioned. These subsequent links are described by the **title** or **name** of the respective form.

The **College Plant Facilities Department** normally makes available to the prospective bidders Bid Forms with sets of specifications and drawings and provides a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings. A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned. **Board Rule 7101.12**

1. **Checklist** - Bid Checklist is a checklist of forms that must be submitted by the Bidders in a sealed envelope prior to the bid opening in order for the bid to be responsive. **(Section VI-A-1)**
2. **Invitation to Bidders** - This is a notice inviting contractors to bid on a specific project. This notice entails the name and location of the project and the required licenses. It also lists the dates of the pre-bid conference and the bid opening in addition to other pertinent information. **(Section VI-A-2)**
3. **Instructions to Bidders** - This is a standardized set of Instructions to the Bidders relating to the entire project from its inception to completion. **(Section VI-A-3)**
4. **Bid Form** - The form that the bidders submit with the bid (cost) for the project. The form prescribed by the Bidding Documents to be completed and signed by the Bidder and submitted as the bid. **(Section VI-A-4)**.
5. **Designation of Subs Form** - This is a form listing the proposed subcontractors and the dollar amount (cost) and portion of work each subcontractor is to complete as required by Subletting and Subcontracting Fair Practices Act (Public Contract Code section 4100 et seq. **(Section VI-A-5)**.

6. **Bid Bond** - Written guarantee from a third party (Surety Company) on behalf of the Contractor. The amount of the Bid Bond has to be at least 10% of the Base Bid. If the Bid Bond is submitted, the Bidder does not have to submit a Bid Security Receipt. **(Section VI-A-6). A Bid Security Receipt** is used in-lieu of a Bid Bond. A Bid Security receipt may be in the form of cash, certified or cashiers check made payable to the LACCD District for an amount equal to at least 10% of the amount of the Base Bid. If the Bid Security Receipt is submitted, the Bidder does not have to submit a Bid Bond. The Bid Bond or Security Receipt guarantees that if an Award of the Construction Contract is made to the Bidder, the Bidder will enter into the Construction Contract and furnish the performance Bond and Payment Bond and other Post-Award submittals as required by the Bidding documents.
7. **Non-Collusion Affidavit Form**- A form containing a notarized statement from the bidder indicating that the bid is not prepared in collusion with another party. The party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid. **(Section VI-A-7)**
8. **Construction Contract between the District and Contractor (Sample)** - A construction contract that is generated via the SAP system. The contract shall not be binding upon the LACCD (District) until it has been awarded by the Board of Trustees and signed by both the LACCD (District) and the Contractor. **(Section VI-A-8)**
9. **Payment Bond** - A document to be completed or issued by an admitted surety on behalf of the Contractor in the amount not less than 100% of the amount payable by the terms of the construction contract. This amount is in respect to work or labor performs under the contract. **(Civil Code 3248). (Section VI-A-9).**
10. **Performance Bond** - A document to be completed or issued by an admitted surety on behalf of the Contractor that guarantees faithful performance of all obligations under the construction contract. **(Section VI-A-10)**

11. **Contractor Certificate Regarding Workers Compensation Form** – Refer to the LACCD Facilities website for the required instructions for submitting evidence of insurance. **(Section VI-A-11).**
12. **Insurance Documents** - Refer to the LACCD Facilities website for the required instructions in submitting evidence of insurance. **(Section VI-A-11).**
13. **Performance Guarantee** - A document to be signed by the Contractor indicating that the work as installed will fulfill the requirements in accordance with the drawings and specifications of the project. **(Section VI-A-13).**
14. **Create Vendor Form** -If the selected contractor/consultant is a new contractor to the LACCD, the contractor/consultant must fill-out the Create Vendor Form on the LACCD or College website. **(Section VI-A-14).**
15. **General Conditions.** The general terms and conditions governing performance of work. **(Section VI-A-15)**
16. **Bid envelope** - A bid envelope for the submission of the bid documents aforementioned. The envelope may have a hand delivery return address. The bid envelope must be sealed upon return.