

INSTRUCTION TO BIDDERS

1. All Bids must be submitted in a sealed envelope.
2. Performance and Payment Bonds, on forms approved by the Owner, as provided in the Contract Documents in the amount of one hundred percent (100%) of the Contract Price with a corporate surety approved by the Owner, will be required for the faithful performance of Contracts, and the Bidder shall state in the proposal the name and address of the surety or sureties who will sign the Bonds in case the Contract is awarded to them. The Performance Bond guarantees the repair of all damage due to improper materials or workmanship for a period of one year after the acceptance of the Work by the Owner. Performance and Payment Bonds will be required for Contracts equal to or in excess of \$25,000.
3. The party to whom the Contract is awarded will be required to execute the Agreement and furnish Performance and Payment Bonds, and Certificate of Insurance within ten (10) calendar days from the date when the written "Notice of Award" of the Contract is mailed to the Bidder at the address given by him, said Contract being conditioned upon the approval of the Administrator of the USDA Rural Development or his/her delegate. In case of failure by the Bidder, the Owner may, at its option, consider that the Bidder has abandoned the Contract.
4. All Contractors wishing to bid on this project must have a valid California Contractor's License, Vehicle Insurance and General Liability Insurance.
5. The Contractor shall submit a construction schedule(s) with each Bid, a construction schedule form is incorporated in the Contractor's Contract Documents.
6. Bidders must satisfy themselves by personal examination of the location of the proposed work, by examination of the Plans and Specifications, by exploratory borings, by reviewing the requirements of the Work and the accuracy of the estimates of the quantities of the Work to be done, and shall not at any time after the submission of a bid, dispute or complain of such estimates nor assert that there was any misunderstanding in regard to the nature or amount of work to be done.
7. For the purpose of clarification, it is understood that the work to be done may be financed in whole or in part by means of a loan and/or grant made or insured by the United States of America, acting through the United States Department of Agriculture Rural Development. The United States Department of Agriculture Rural Development will, therefore, require approval or concurrence by its representatives of all Contracts, attachments, and similar documents, all partial and final payment estimates, and all change orders. Bids shall include sales tax and all other applicable taxes and fees.
8. Payment to each Contractor will be made in monthly progress payments and one final payment. Monthly estimates for progress payments will be ninety-five percent (95%) of the contract value of the Work during the preceding calendar month. Retainage may be reduced as set forth in the General Conditions of the Contract Documents. Final payment will be made to the Contractor no earlier than thirty-one

(31) days from and after the final acceptance of work by the Owner in accordance with the requirements of the Contract Documents.

9. If the Contract exceeds \$10,000 a "Compliance Statement," Form RD 400-6, is required with the Contract. If the Contract exceeds \$25,000 the Certification Regarding Debarment is required with the Contract. If the Contract exceeds \$100,000 the Certification for Contracts Grants and Loan is required with the Contract.
10. The Contract Documents including the detailed Plans contain the provisions required for the construction of the Project. No information obtained from any officer, agent, or employee of the Owner on any such matter shall in any way effect the risk or obligation assumed by the Contractor or relieve him from fulfilling any of the conditions of the Contract.
11. Bid forms, Plans and Specifications may be obtained from PCCDC
12. Inspection trips may be scheduled for this project by contacting:
Susan Merriman at (530) 258-3040

13. COMPETITIVE NEGOTIATION PROCEDURES

13.1 Contract(s) for the work shall be awarded based on Competitive Negotiation Procedures. Award of contract shall be based on the Bidder(s) who submit the highest ranked proposal as that which is determined to be the most advantageous to the Owner, considering technical merit, price and other factors. **Although price is an important factor, the award may not necessarily be made to the Bidder submitting the lowest bid.**

13.2 Owner may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to Owner all such information and data for this as the Owner may request. The Owner may request some or all of the Bidders to appear before the Evaluation Committee and make a presentation of their proposals. The Owner reserves the right to reject any Bid if the evidence submitted by, or an investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

13.3 The following information shall be submitted as part of the Proposal:

13.3.1 Bidder's Proposal

13.3.2 Competitive Negotiation Selection Criteria Form

13.3.3 Construction schedule

14. Unacceptable bidders. The following will not be allowed to bid on, or negotiate for, a contract or subcontract related to the construction of the project:

- (1) An engineer, architect, or individual/entity as an individual or firm who has prepared plans and specifications or was involved in the development of the project, or anyone who will be responsible for monitoring the construction;
- (2) Any firm or corporation in which the owner's architect or engineer is an officer, employee, or holds or controls a substantial interest;
- (3) The governing body's officers, employees, or agents;
- (4) Any member of the immediate family or partners in the entities referred to in paragraphs (1), (2), or (3) of this section; or
- (5) An organization which employs, or is about to employ, any person in the entities referred to in paragraphs (1), (2),(3), or (4) of this section.

Owner: Plumas County Community Development Commission

BIDDER'S PROPOSAL

Place _____

Date _____

1. In compliance with the invitation for bids subject to all the conditions thereof, the undersigned

(hereinafter called Bidder) doing business as _____

_____, of the City of _____, State of _____ hereby proposes to furnish and complete work required by the Contract Documents for the construction of all structures listed at the prices shown for each bid item on the Bid Schedule. Any total cost found inconsistent with the unit cost when the bids are examined will be deemed in error and corrected to agree with the unit cost which shall be considered correct.

2. The undersigned Bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Notice and Instructions to Bidders, the Construction Contract, the Detailed Specifications, and the Plans pertaining to the work to be done, all of which have been examined by the undersigned.
3. All the various phases of work enumerated in the Detailed Specifications with their individual jobs and overhead, whether specifically mentioned, included by implication or appurtenant thereto, are to be performed by the Bidder under one of the items listed in the Bid Schedule, irrespective of whether it is named in said list.
4. Payment for work performed will be in accordance with the Bid Schedule, subject to changes as provided for in the Construction Contract.
5. The undersigned Bidder understands that this contract must be concurred in by USDA Rural Development.
6. The Bidder will execute the contract within 10 days after notification of contract award.
7. Attach Construction schedule.



Competitive Negotiation Selection Criteria

Submit this form with the Bid Form

Company Name: _____

Company Address: _____

Phone #: _____ FAX#: _____

These criteria will be used to select the best proposal for the project. While price is an important factor, the selected proposal may not be the lowest bid submitted.

1. State the base bid amount included on your Bid Form: \$ _____
(30 percent)

2. How many employees does your company employ: (5 percent)

Administration and Clerical _____

Superintendents: _____

Construction Personnel: _____

3. List proposed major subcontractors to be used on this project: (20 percent)

4. List three previous similar projects completed with, along with reference name and phone number: (10 percent)

5. State the number of days from Notice to proceed until project completion: (20 percent)

We will complete the work within _____ calendar days from Notice to Proceed.

6. State your ability to provide timely follow-up service and maintenance: (15 percent)

BID SCHEDULE

NOTE: Bids shall include sales tax and all other applicable taxes and fees.

Item No.	Description	Estimated Quantity	Total Price	Unit Price	Total

Total Bid Price \$_____

Bidder's License No. (if applicable)

Bidder

Seal (if a corporation)

By_____

Title

(Business Address)

*Insert: "a corporation incorporated in the State of _____," "a partnership" or
an individual, as applicable