

INVITATION TO INFORMAL BID

DATE: 03/27/23

OWNER NAME:	YOLO COUNTY OFFICE OF EDUCATION
PROJECT NAME:	Greengate HVAC Replacement C&D Wing 285 W Beamer St. Woodland CA 95695
OWNER'S CONTACT:	Matthew Juchniewicz
OWNER'S PHONE:	530-668-3777/530-405-7265
OWNER'S EMAIL:	Matthew.juchniewicz@ycoe.org

PROJECT NUMBER:	23 – HPS - GG
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PROJECT DESCRIPTION (DOCUMENT MAY BE ATTACHED SPECIFYING INFORMATION)

BID PROCESS & TIMELINE

1. An initial pre-bid meeting and job walk will be held at **(03/27/23) at 10:00 am** by the design team and owner at **285 West Beamer St. Woodland CA 95695**. All invited bidders are **required** to attend.
2. Invited bidders will receive a complete set of plans and specifications at the pre-bid meeting. A link may be given to the on-line project documents folder after an email has been sent by the contractor to the design team contact. All future correspondence will be sent to the provided email address.
3. All contractors and subcontractors must possess the proper license under the State laws governing their respective trades. **All contractors must be pre-approved (see attached prequalification criteria) by the YCOE. No bid shall be accepted from any non-pre-approved construction company. Be sure to thoroughly answer all questions and submit them with your bid. If you have been pre-qualified within the last 18 months, you need not re-apply. All contractors and subcontractors are required to bid this project using prevailing wage and comply with all DIR requirements.**
4. Each proposal shall be broken down by general construction divisions, provide an estimated construction timeline, and meet all requirements specified by the owner pertaining to required insurances, deposits, and/or bonds. (Additional information may be requested if provided information is inadequate.)
5. Bids may be emailed to matthew.juchniewicz@ycoe.org, while CCing ray.lippincott@ycoe.org and will not be accepted if past **(04/03/23 at 2:00 PM)**. All bidders will be contacted within 7 days of the bid deadline with bid results.
6. No bid may be withdrawn for a period of 30 days after bid deadline.
7. The Owner reserves the right to waive minor informalities and irregularities and to reject any or all proposals.

QUESTIONS OR INTERPRETATIONS

1. Should a bidder find discrepancies in or omissions from the plans and/or specifications, or be in doubt as to their meaning, they should at once notify the Design Team/Owner who will send written instructions to all bidders. Neither the Owner nor the Design Team will be responsible for any oral instructions.
2. All requests for such interpretation or clarification shall be in writing or email to the design team/owner contact listed above. To be given consideration, the request must be received at least 3 days prior to the bid deadline of the project.
3. All interpretation and/or supplementary information will be made available to all prospective bidders no later than 2 days prior to the bid deadline.
4. Addendums and bulletins issued and received during the bidding process become part of contract documents and are the responsibility of the bidder to include in their proposal.

Pre-Qualification Process

General Contractors/Vendors operating in a GC (General Contractor) capacity are requested to submit their qualifications for evaluation per the requirements outlined in Section A. In advance of submitting any bid, submitter is **required** to attend the **(03/27/23 at 10:00 AM)** at which time the Contractors will be given an opportunity to ask questions, review available documents, and visit the site.

After the qualification packages are received, YCOE will, potentially with the advice of the Architect/Consultant, evaluate the qualifications of each Contractor and decide as to which Contractors meet the established criteria outlined below. Each responding firm will be notified as to the disposition of their pre-qualification status.

Only these pre-qualified Contractors will be allowed to submit a bid on the project.

Summary of the Schedule:

(03/27/23 at 10:00 AM)	Required pre-qualification conference, job walk, and site visit for General Contractors operating in a GC capacity. Construction documents distributed to contractors. (285 West Beamer St. Woodland CA 95695)
(04/03/23 At 10:00 AM)	1 copy of the General Contractor's pre-qualification package along with bid is due to the YCOE Support Operation Services Department
(04/04/23)	Anticipated award of contract.
(06/13/23)	Project start date.
(06/15/23)	Anticipated completion of contract.