

Facilities, Emergency Management and Construction

Hassan Mirza, Facilities Project Manager



Point of Contact

Project Manager
Facilities, Emergency
Planning and
Construction

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(909) 388-6954

Preparing a Bid with SBCCCD

Bidding for SBCCCD Projects

UCCAP (Uniform Construction Cost Accounting Procedures)
Informal bidding through PlanetBids (< \$200,000)

Prequalification Program : This program will apply to construction projects between \$200,001 and \$3,000,000

Public Bid : (General bidding process)



Preparing a Bid with SBCCCD

Bidding Process

- Advertisement for public bids
- Request for Proposal (RFP), NIB
- Job Walk
- Requests for Information (RFI)
- Addenda
- Bid Submittal
- Bid Opening Date/Time
- Notice of Intent to Award (NOITA)
- Board Approval
- Construction Contract and Purchase Order (PO)
- Notice to Proceed (NTP)



Bid Package

- Bid Alternatives
- Allowance
- Required License
- License and Department of Industrial Relations Number (DIR)
- Scope of Work
- Time Schedule
- Subcontractors
- Public Works Reforms (SB 854) Requirements
- Prevailing Wage Requirements
- Bonds (Separate Payment and Performance Bonds)
- Notice of Inviting Bids (NIB) Exhibits





BIDDING DOCUMENTS
FOR THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

550 E. Hospitality Lane, Suite 200
San Bernardino, CA 92408

FOR
CRAFTON HILLS COLLEGE
EXTERIOR LIGHTING IMPROVEMENTS

NIB # CC02-3626.01
Project No. CC02-3626-01

NIB RELEASED: 07/04/2020
Pre-Bid Meeting (nonmandatory): 8:00 AM PDT on 07/08/2020
REQUESTS FOR INFORMATION DUE: on July 15, 2020
FINAL ADDENDUM ISSUED: July 22, 2020
PROPOSALS DUE: 2:00 PM PDT July 31, 2020
PROPOSALS Opened on July 31, 2020

Submit Requests for Information to:
Sherri Lien Giffin, Measure CC Bond Program, Program Controls Analyst
Email: sherri.lien.giffin@aecom.com

Submit Proposals To: PlanetBids.com
<https://www.planetbids.com/portal/portal.cfm?CompanyID=29414>
Bidders must be a registered vendor with SBCCD in PlanetBids to submit.

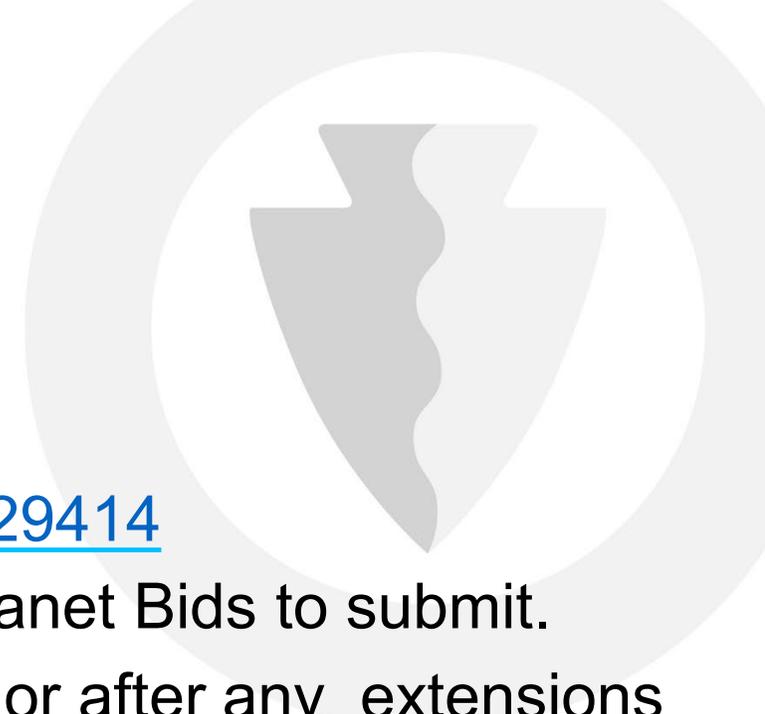
Issued July 04, 2020



Procurement Schedule (Example)

- NIB Issued Saturday July 4, 2020
- Pre-proposal Meeting: 8:00 am PST Wednesday July 8, 2020
- Requests for Clarifications (“RFCs”) Wednesday July 15, 2020
- Due prior to: 2:00 pm PST
- Final Addendum Issued Wednesday July 22, 2020
- Bid Due prior to: 2:00 pm PST Friday July 31, 2020
- Bids Opened on: Friday July 31, 2020
- Anticipated Start 30 to 45 Days

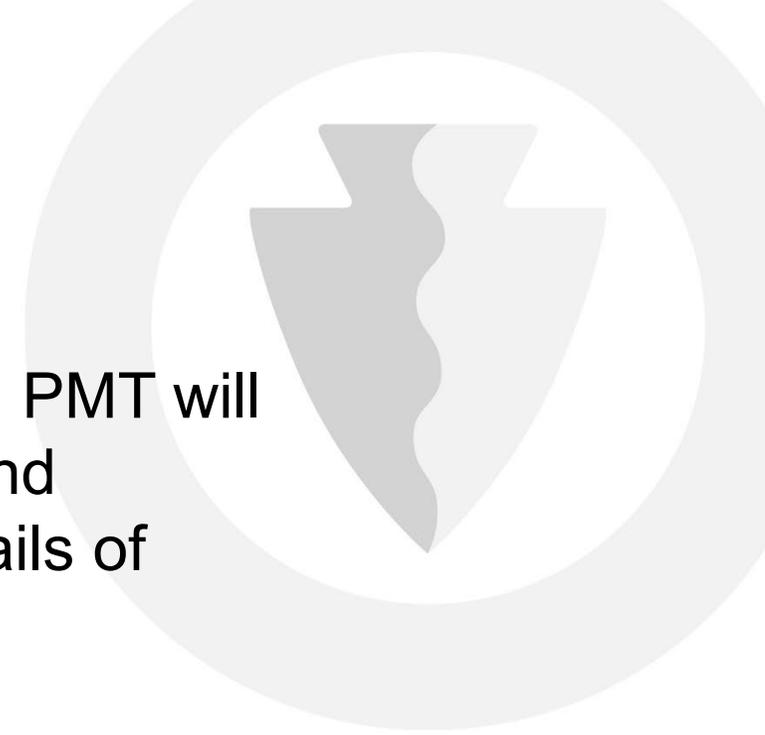
Bid Submissions



- Submit Proposals To: PlanetBids.com
<https://www.planetbids.com/portal/portal.cfm?CompanyID=29414>
- Bidders must be a registered vendor with SBCCCD in Planet Bids to submit.
- Any bids received after the time and date stated above or after any extensions due to material changes will not be opened. "Please take notice that PlanetBids' system will not allow electronic submissions after 2:00 PM PDT".
- The proposals shall be submitted by the bidders through PlanetBids Sealed Envelope electronic system

Bid Opening

- San Bernardino Unified Community College District and PMT will hold a bid opening shortly after the receipt of the bids and “UNSEAL” the electronic bids on the same day. The details of this will be provided in a future Addendum.
- The bids will be tabulated, analyzed for completeness, and assurance that all forms have been received in accordance to the instructions to bidders
- Lump Sum bid will be awarded to the Lowest Responsible Bidder, the successful bidder will receive a notification of intent to award



Notice of Intent to Award (NOITA)

Requirements

- Two sets of Contract Agreement
- Performance and Payment Bonds
- Other Forms of Construction Agreement
- Proof of Department of Industrial Relations Number (DIR #)
- Certificate of Insurance per Contract Requirements
- California Proof of Active Construction Contractor License
- Completed Supplier Information Form
- Completed W-9



NOTICE OF INTENT TO AWARD CONTRACT

Via Email
September 4, 2020

Champion Electric Inc.
3950 Garner Road, Riverside,
CA 92301

Attn: Pat Howard

Subject: San Bernardino Community College District
Crafton Hills Exterior Lighting Project #CC02-3626.01
Construction Services, NOITA-Revised

Please take notice, that pursuant to the Instructions for Bidders issued by the District in connection with the above referenced Project. This shall constitute the District's Notice of Intent to Award the Contract for the construction service for Crafton Hills Exterior Lighting Project #CC02-3626.01. The District intends to award the Contract for the Project in the amount of **\$834,900.00** to Champion Electric, Inc. as the responsible and responsive bidder. Award of the Contract for the Project will be considered by the District's Board of Trustees at the monthly meeting of the District's Board of Trustees on **October 8, 2020** beginning at 4:00 pm via conference video/call at Zoom Conference: <https://zoom.us/j/9151549366869> or (669) 900-6833. Champion Electric, Inc. is invited to attend.

It is the District's Intent to Award the Contract provided that all of the following requirements are complied. Please furnish the following documents to the District as soon as possible, no later than **September 17, 2020** at 4:10 PM. (except items 2 and 8 below, see dates below)

1. Contractor Form Agreement with your signature for final execution. Please note that each page of the Contract Agreement needs to be filled out where applicable and signed in the lower right-hand corner as acknowledgment that you have read and agreed to all terms contained on that page and the Agreement, and corporate seal is required.
2. All Performance and Payment bonds for the above total awarded amount shall be executed



Supplier Information Form

Date: _____

Instructions: Please provide information about your company as indicated. Submit completed form by email to businessservices@sbccd.org with a completed IRS W-9 form

Please note this is a companion form to the IRS's form W-9, the Name on this form must match name on the W-9 companion form

1. Company Name & Mailing Address (for quotes & purchase orders)		2. Payment Mailing Address: (if different from previous)	
Name: _____	Address: _____	Name: _____	Address: _____
City: _____	City: _____	State: _____	State: _____
State: _____	Zip Code: _____	State: _____	Zip Code: _____
County/Parish: _____	County/Parish: _____	Phone Number: _____	Phone Number: _____
Phone Number: _____	Fax Number: _____	Fax Number: _____	E-mail Address: _____

Optional

3. Electronic Payment Information - For direct deposit of payments. *Must include a copy of Canceled Check or letter from your Banking Institution*

Name of Financial Institution: _____

Account Number: _____ Routing Number: _____

4. On the Submitted W9, is Supplier listed as Individual/Sole Proprietor or Single-Member LLC? Yes No

If No, Please skip to section 5.

If Yes, please complete the following: This information is **required** by the State of California Employment Development Department

Owners Name: _____

Owners Social Security number: _____

5. For all Public Works Suppliers: i.e. work on public buildings or landscape over \$1,000; repair, maintenance, construction, etc. This field is required, only for Public Works Suppliers. (If not a public works suppliers, please skip to section 6.)

Department of Industrial Relations Number if Applicable (DIR#) _____

The Name of the Supplier DIR Number is listed under _____

General Contractor's License Number: _____

6. Persons authorized to sign bids, offers and contracts:

Name: _____ Position: _____ Phone: _____

7. Person to contact regarding sales or services:

Name: _____ Position: _____ Phone: _____

E-mail: _____

Form Version 07-01-2020



**Request for Taxpayer
Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

C Corporation

S Corporation

Partnership

Trust/estate

Other (see Instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

____ - _____

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.







INLAND EMPIRE

PTAC

PROCUREMENT TECHNICAL
ASSISTANCE CENTER

RCCD

Procurement Technical Assistance Center

2022

RCCDPTAC.COM

Julie Ann Santana-Padilla, EdD
Director, PTAC



Julie.santana-padilla@rccd.edu

Government vs Commercial

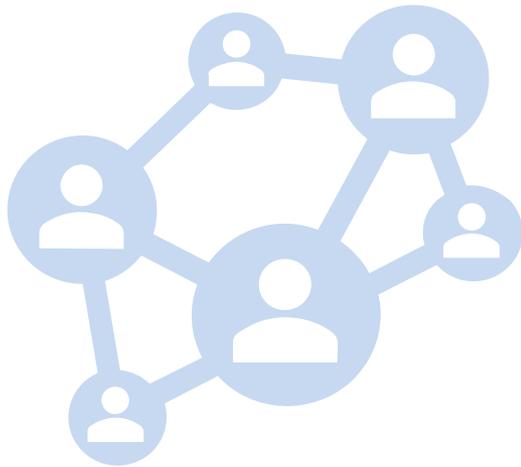
- Regulations
- Competition
- Cost breakdown
- Disclosure of customers and contracts
- Disclosure of operational system
- Labor Laws
- Audits

Benefits of doing business with the government

- Diversify your business
- Increase sales



Potential New Customers



- Federal Government
- State Government
- Local Government
 - Cities
 - Counties
 - School Districts
- Government Prime Contractors

Procurement Technical Assistance Center (PTAC)

This procurement technical assistance center is funded in part through a cooperative agreement with the Department of Defense.

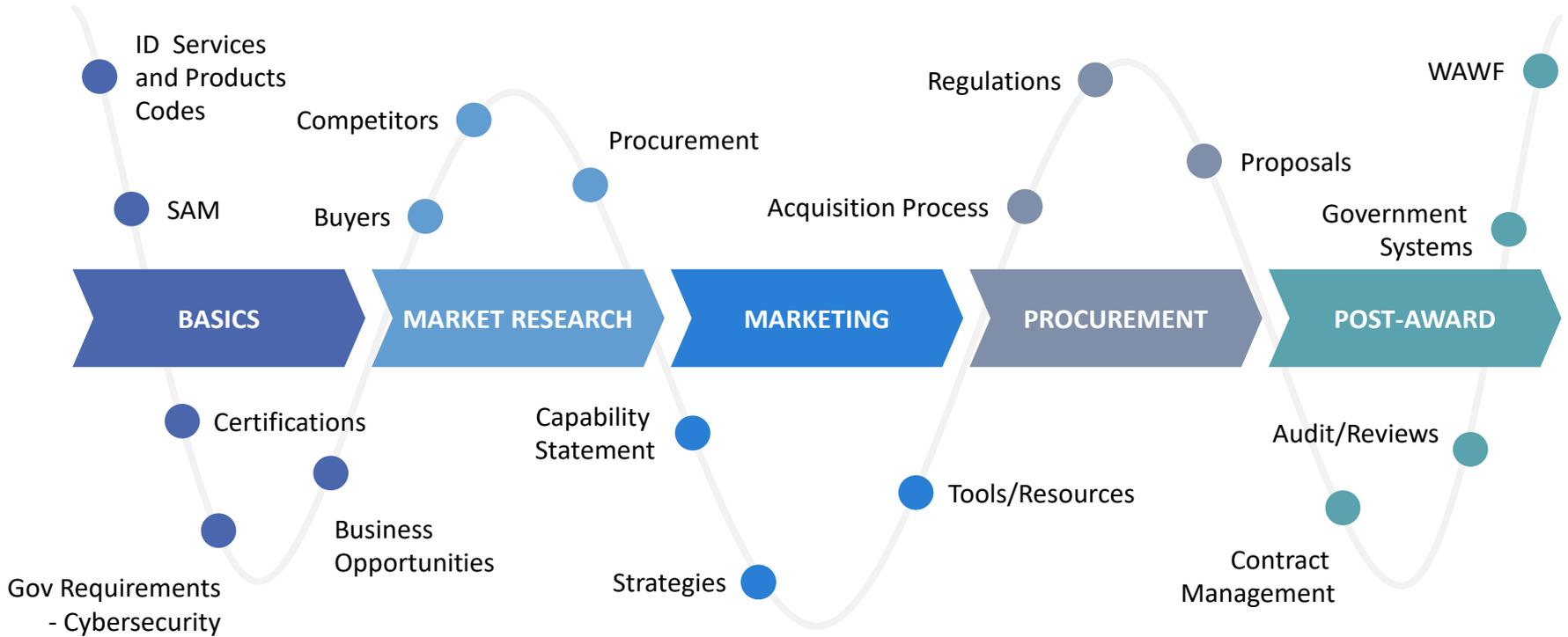
Services

- * Procurement hands-on counseling and technical support
- * Full service bid matching via e-mail; automatic searches every business day for customized “key words” pertaining to your business
- * Regular workshops on doing business with government agencies and related topics



Services

TOUCHPOINTS



Outreach events

- How to become a GSA contractor
- Doing business with the government(webinar)
- Doing business with the State of California
- Government Capability Statement (Online Training)

In-person | Webinar | Online Training



WWW.RCCDPTAC.COM

Online Conference & Expo

Construction

Government Contracting

Learn.Connect.Act



May 19 • Starts in 9 days

Construction Government Contracting | Virtual Conference & Expo

👤 51

👤 Organized by Julie Santana-Padilla, EdD

★ IE Procurement Technical Assistance Center

Business & Networking

Government Contracting

Networking

Contracting Opportunities

Subcontracting Opportunities

Construction Contracting

This event is open to users located on this [list of countries and regions](#). Users located outside of these countries or regions will not be able to register for this event.

<https://events.zoom.us/j/98012345678>



PTAC Client's Requirements

- Have a business
- Business location: Riverside or San Bernardino counties
- Customer base that demonstrates past performance
- Computer literacy
- Respond to our two surveys:
 - Contract awards – quarter report
 - Annual Customer Satisfaction Survey

Thank you!



Telephone: 951-222-8887

Email: ptac@rccd.edu

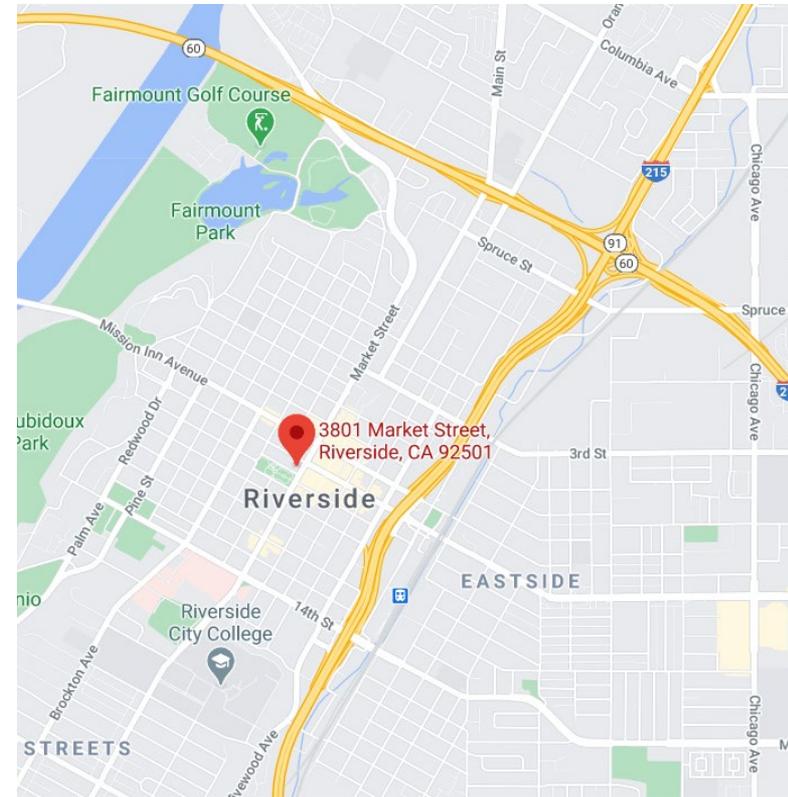
Website: www.rccdptac.com

LinkedIn: www.linkedin.com/company/ieptac

Facebook: www.facebook.com/ieptac/

Connect with us "Construction - Business
Collaboration | IE PTAC

www.linkedin.com/groups/13934654/



Riverside Community College District
Office of Economic Development
3801 Market Street
Riverside CA 92501