



# County 'of Santa Cruz

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## GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 950604073

(831) 454-2210 FAX: (831) 454-2710 TDD: (831) 454-2123

ROY HOLMBERG, DIRECTOR

October 29, 1999

AGENDA: November 16, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95060

### REQUEST TO ADVERTISE HVAC IMPROVEMENTS-BASEMENT COURTROOM #99C1-004

#### Members of the Board:

As part of the 1999/2000 Plant Budget, your Board allocated funds to provide for a licensed contractor to provide labor and materials to reconfigure HVAC **ducting** in the Court area of the basement of the Governmental Center at 701 Ocean Street, Santa Cruz. Plans and specifications have been prepared by the General Services Department. The purpose of this work is to improve ventilation in the courtroom and clerical areas and make them into independent heating and cooling zones since they have very different uses. These items and associated documents related to the project must be approved by your Board prior to solicitation of written proposals. Funds are available in Budget Index 333200 , Sub-Object 3405. The cost of the project is estimated at \$12,000.00.

It is therefore RECOMMENDED that your Board take the following actions:

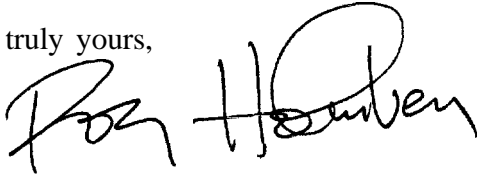
1. Approve plans and specifications on file with the Clerk of the Board for the HVAC Improvements - Basement Courtroom #99C 1-004;
2. Direct the General Services Department to advertise for bids; and

Request To Advertise, 99C 1-004  
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3. Set the bid opening for 10:45 a.m. on December 14, 1999.

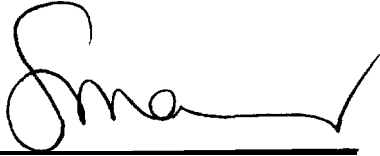
Very truly yours,



ROY K. HOLMBERG  
Director

RKH:mc

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

cc: County Administrative Office  
County Counsel  
Auditor-Controller  
General Services Department

m1-RTA99c1004

**COUNTY OF SANTA CRUZ****November 16, 1999****Notice to Contractors 99C1-004  
HVAC IMPROVEMENTS-BASEMENT COURTROOM**

Sealed proposals shall be delivered to the Purchasing Agent of Santa Cruz County, 701 Ocean Street, Santa Cruz, California, 95060, Room 330, no later than 10:00 a.m. on \_\_\_\_\_ and at 10:45 a.m., or soon after, they will be publicly opened and read in the Supervisor's Hearing Room, Room 525, Government Center, 701 Ocean Street, Santa Cruz, California, for a licensed contractor to reconfigure HVAC ducting in the Municipal Court area of the basement of 701 Ocean Street in accordance with the Specifications and Drawings therefor, to which special reference is made as follows: HVAC IMPROVEMENTS-BASEMENT COURTROOM

Bids are required for the entire work as described on the plans and specifications - prepared by County of Santa Cruz and General Services Department.

Plans, Specifications and Proposal forms to be used for bidding on this project can only be obtained at the Office of the Purchasing Agent, 701 Ocean Street, Room 330, Santa Cruz, California, 95060. A non-refundable fee of \$20.00 is required per set of bid documents. Mailing costs will be charged extra at \$5.00 per set. Any request for bid documents must be accompanied by a check for the correct charges.

Prospective bidders must be fully qualified, licensed, certified and insured to perform the work requested. All work performed must meet all current State and local laws and regulations.

Prior to bidding, interested contractors should attend a pre-bid conference and review of the work site conducted by the Engineer. Prospective bidders should meet at the work site, 701 Ocean Street, Municipal Court Basement at 10:00 a.m. on November 30, 1999 for the pre-bid conference. All pre-bid questions should be directed to John Jansen, Building Equipment Supervisor, (831) 454-4608.

No bid will be considered unless it is made on the form furnished by the Purchasing Agent and is made in accordance with the provisions of the specifications.

County will be the sole judge as to the technical acceptability of any proposals and any award will be as determined most advantageous to the County considering such factors as completeness and responsiveness to Request for Proposal, experience, references and anticipated costs. The County reserves the right to reject any or all proposals or parts thereof and to waive any informality or irregularity in any proposal.

**Bids shall be accompanied by cash or a certified or cashier's check payable to the order of the County of Santa Cruz, in the amount of ten percent (10%) of the bid, or by a bid bond in that amount signed by a corporate surety. The cash or check shall be forfeited or the bond shall become payable to the County in case the bidder does not enter into a contract with the County within ten (10) days, not including Sundays and legal holidays, after written notice that the contract has been awarded to him**

**Pursuant to Section 1770 of the Labor Code, the Director of the Department of Industrial Relations, State of California, has ascertained the general prevailing rate of per diem wages applicable to the work to be performed, which rates are filed in the Office of the Purchasing Agent, and copies of which are available to any interested parties on request.**

**Any bid proposal, or other response to a solicitation for bid or proposal which proposes or calls for the use of any tropical hardwood or wood product in performance of the contract shall be deemed nonresponsive pursuant to County Code Section 2.37.107.**