



# County of Santa Cruz 0023

## GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

(831) 454-2718 FAX: (831) 454-2710 TDD: (831) 454-2123

ROY HOLMBERG, DIRECTOR

June 6, 2000

AGENDA: June 20, 2000

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

### REQUEST TO ADVERTISE 1080 EMELINE BASEMENT HVAC #99C1-018

Members of the Board:

As part of the 1999/2000 Plant Budget, your Board allocated funds to provide for a licensed contractor to modify the existing HVAC system and install a new HVAC system in the basement of 1080 Emeline Avenue, Santa Cruz. Plans and specifications have been prepared by the Department of General Services and Gilcrest Engineering Services. 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 360112, Sub-Object 3405. The cost of the project is estimated to be \$36,000.

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 1080 EMELINE BASEMENT HVAC;
2. Direct the General Services Department to advertise for bids; and
3. Set the bid opening for 10:45 a.m. on August 1, 2000.

Very truly yours,

ROY K. HOLMBERG  
Director

RKH:

RECOMMENDED:

SUSAN A. MAURIELLO  
County Administrative Officer

cc: County Administrative Office  
County Counsel  
Fiscal

Auditor-Controller  
General Services Department



# County of Santa Cruz

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ROY HOLMBERG, DIRECTOR

June 20, 2000

Engineer's Estimate: \$36,000

**Notice to Contractors #99C1-018**  
**1080 EMELINE BASEMENT HVAC**

Sealed proposals shall be delivered to the Purchasing Agent of Santa Cruz County, 701 Ocean Street, Santa Cruz, California, 95060-4073, Room 330, no later than 10:00 a.m. on August 1, 2000 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 modify the existing HVAC system and install a new HVAC system in the basement at 1080 Emeline Avenue in accordance with the Specifications and Drawings therefor, to which special reference is made as follows: 1080 EMELINE BASEMENT HVAC.

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

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, 995060-4073. 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 basement of 1080 Emeline Avenue, Santa Cruz, CA at 10:00 a.m. on July 18, 2000 for the pre-bid conference. All pre-bid questions should be directed John Jansen, Project Manager at (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.

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Board Date: June 20, 2000  
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Bids shall be accompanied by cash 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.

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 non-responsive pursuant to County Code Section 2.37.107.