



County of Santa Cruz⁰⁰¹⁹

GENERAL SERVICES DEPARTMENT

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

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

BOB WATSON, DIRECTOR

November 3, 2000

AGENDA: November 14, 2000

Board of Supervisors
COUNTY OF SANTA CRUZ
701 Ocean Street
Santa Cruz, California 95060

REQUEST TO ADVERTISE ASSESSOR /TAX COLLECTOR REMODEL #00C1-011

Members of the Board:

As part of the 2000/2001 Plant Budget and the General Services Building Maintenance Fund, financing was allocated to provide for the remodel of the Assessors Lobby, including the incorporation of the Information Booth, and the remodel of the Treasurer Tax Collector's Office. Plans and specifications have been prepared by the Department of General Services and Teall Messer Architect. These items and associated documents related to the project must be approved by your Board prior to solicitation of written proposals. Funds will be made available in Budget Index 191050/Q10040, Sub-Object 6610 from the 2000/2001 Plant Budget and savings from Plant projects that were completed in prior years. The cost of the this project is estimated to be \$215,000.

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 Assessor / Tax Collector Remodel project;
2. Direct the General Services Department to advertise for bids; and
3. Set the bid opening for 10:45 a.m. on December 12, 2000.

Very truly yours,

RECOMMENDED:

BOB WATSON
Director

SUSAN A. MAURIELLO
County Administrative Officer

BW:mc

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

Treasurer
General Services Department
Assessor



County of Santa Cruz 0020

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November 14, 2000

Engineer's Estimate: 215,000

Notice to Contractors #00C1-011
ASSESSOR / TAX COLLECTOR REMODEL

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 December 12, 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 provide labor and materials for the remodeling of two offices at the County Government Center, including construction of walls, doors, counters, cabinetry and tops in accordance with the Specifications and Drawings therefore, to which special reference is made as follows: ASSESSOR / TAX COLLECTOR REMODEL #OOCI-01 1.

Bids are required for the entire work as described on the plans and specifications prepared by County of Santa Cruz and Teall Messer Architect.

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, 95060-4073. A non-refundable fee of \$ \$25.00 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 - Room 330 Lobby, Santa Cruz, California, at 10:00 a.m. on December 4, 2000 for the pre-bid conference. All pre-bid questions should be directed Nancy Carr Gordon at (831) 454-2716.

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.

Notice to Contractors #00C1 -011
Board Date: November 14, 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.