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## OJAI UNIFIED SCHOOL DISTRICT

**BID ADDENDUM NO. 2** ISSUED 1/18/2019

### TO THE CONTRACT DOCUMENTS, SPECIFICATIONS AND PLANS FOR OJAI UNIFIED SCHOOL DISTRICT

#### **GYMNASIUM REROOF AND LOCKER ROOM REMODEL AT MATILIJA JUNIOR HIGH SCHOOL PROJECT NO. 2018-1602**

THE BIDDER SHALL ATTACH THE ADDENDUM TO THE DOCUMENTS SUBMITTED WITH THE BID TO OJAI UNIFIED SCHOOL DISTRICT TO CERTIFY THAT THE BID ADDENDUM INFORMATION WAS RECEIVED.

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**BID DUE DATE: 10:00 am (local) Thursday, February, 2019 (revised)**

The following additions, modifications, corrections, deletions and clarifications are hereby made to the Contract Documents of the subject Project and constitute **Addendum Number 2**. This Addendum is hereby incorporated into the contract documents by reference.

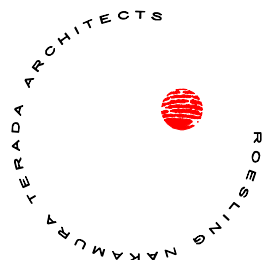
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#### **I. RESPONSES TO REQUESTS FOR INFORMATION**

<b>No.</b>	<b>QUESTION</b>	<b>RESPONSE</b>	<b>RESPONSE BY</b>
1	Is the deadline to submit a request for information (RFI) December 6 <sup>th</sup> 2018?	The bid schedule has been expanded to include a second bid walk January 29 <sup>th</sup> at 10:00 am at Matilija Junior High School 703 El Paseo Road, Ojai 93023. The bid opening date is now 2/7/2019 and the last date for RFIs is now 2/5/2019.	District
2	How do you typically allow	As long as the materials are on site and	District

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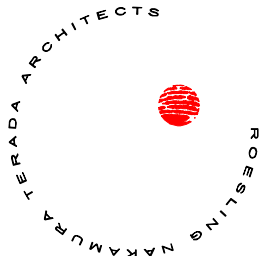
contractors to bill for materials prior to start date? It would be wise for us to have all materials on hand prior to starting so we do not encounter any delays....do you allow contractors to set up a Conex box and bill for materials as they arrive to the site, even if this is earlier than the start date?

secured, the materials can be included in applications for payment. New specification section 012900 Payment Procedures now included in the contract documents.

3	Do we need to add sales taxes to the bid? We typically do not do this for our federal contracts. Please advise.	Bid price should be all-inclusive.	District
4	#19 in information to bidders package mentions that we are to request and obtain a storm water permit, since this is in summer and we do not have any exterior trenching type work, is this something that we need to do?	Bid price should be all-inclusive.	District
5	We are responsible for the costs of the building permits, how do the other GC's typically show this cost or calculate this in the bid?	Bid price should be all-inclusive.	District
6	We noticed that the bond documents in the project Manual show Mira Monte School Painting and Project 2018-1206...do we simply mark the box of 2018-1206?	MJHS project 2018-1602. Revised bid documents included as part of this Addendum.	District
7	Page 7 #9 agreements and bonds says to provide the correct amount of Bond copies, can you please specify how many copies needed for bid opening?	Only one copy needed for bid. More copies will be requested by District if needed.	District
8	Please clarify if an A or B contractor can bid the project as the general contractor as long as they have a certified C-39 roofer for your roofing product.	A contractor with a B license can bid the project as the general contractor as long as they have sub contractors with appropriate specialty C licenses, including the C-39 for roofing. Notice to Contractors revised accordingly.	District

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## II. GENERAL INFORMATION

### A. Contract Documents

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- Item 1 **Information for Bidders Section 10** – The last date to submit a request for information shall be February 7<sup>th</sup>, 2019, not December 6<sup>th</sup> 2018 as previously indicated in the instructions to bidders. Revised page included in revised bid document package included in this Addendum.
- Item 2 **Notice to Contractors** - The date of the bid opening is revised to be Thursday February 7<sup>th</sup>, 2019 at 10:00 am. Revised page included in revised bid document package included in this Addendum.
- Item 3 **Notice to Contractors** - The date for a new job walk has been included and will take place on January 29<sup>th</sup> at 10:00 am at Matilija Junior High School 703 El Paseo Road, Ojai 93023.
- Item 4 **Notice to Contractors** – The contract IS subject to a labor compliance program, as described in subdivision (b) of section 1771.5 of the Labor Code.
- Item 5 **Notice to Contractors** – The contractors license requirement is corrected to read “California Contractors B License”.

## III. REVISED SPECIFICATIONS AND DRAWINGS

### A. Specifications – All Projects

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- Item 6 Specification **Section 012900 Payment Procedures** Included in Specifications.

### B. Drawings

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No Change.

END OF **BID ADDENDUM NO. 2**

ISSUED 1/18/2019

GYMNASIUM REROOF AND LOCKER ROOM REMODEL  
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# **PROJECT MANUAL**

**MJHS Gym Roof and Locker Rooms**  
**PROJECT NO. 2018-1602**

**Bid Opening: FEBRUARY 7TH, 2019, 10:00 A.M.**

**for**

**OJAI UNIFIED SCHOOL DISTRICT**

**DECEMBER 21, 2018**

**DOCUMENT 00020**

**NOTICE TO CONTRACTORS CALLING FOR BIDS**

**NOTICE IS HEREBY GIVEN** that Ojai Unified School District of Ventura County, California, acting by and through its Governing Board, hereinafter referred to as the DISTRICT will receive up to, but not later than 10:00 o'clock a.m. of the 7th day of February, 2019, sealed bids for the award of a contract for:

**MJHS Gym Roof and Locker Rooms**

**Project Number: 2018-1602**

Bids shall be received in the office of the Business Department, OJAI UNIFIED SCHOOL DISTRICT located at 414 E Ojai Ave, Ojai, CA 93023 and shall be opened and publicly read aloud at the above-stated time and place.

A pre-bid walk will be held on January 29TH, 2019 at 10:00 a.m. for the purpose of acquainting all prospective bidders with the bid documents and the work sites. The pre-bid meeting will begin at:

**Matilija Junior High School:** 703 El Paseo Road, Ojai 93023

It is required that all bidders attend the pre-bid walk for the project.

Each bid must conform and be responsive to the contract documents, copies of which are now on file and may be obtained after January 7th, 2019 on the Ojai Unified School District Website (<http://www.ojaiusd.org/Projects>).

Each bid shall be accompanied by the security referred to in the contract documents, the non-

**NOTICE TO CONTRACTORS**

collusion affidavit, the list of proposed subcontractors, and all additional documentation required by the Instructions to Bidders.

In contracts involving an expenditure in excess of \$25,000.00, the successful bidder shall file a payment bond issued by an admitted Surety approved to conduct business in the State of California approved by the District in the form set forth in the contract documents.

The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding.

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which this work is to be performed for each craft or type of worker needed to execute the contract which will be awarded to the successful bidder. The prevailing rate of per diem wages as determined by the State Director of Industrial Relations are AVAILABLE ON THE INTERNET at the World Wide Website of the State Department of Industrial Relations at [www.dir.ca.gov](http://www.dir.ca.gov) under Statistics and Research.

It shall be mandatory upon the Contractor to whom the contract is awarded, and upon any subcontractor under him, to pay not less than the said specified rates to all workers employed by them in the execution of the contract.

Minority, women, and disabled veteran contractors are encouraged to submit bids. This bid **is not** subject to Disabled Veteran Business Enterprise requirements.

This contract **is** subject to a labor compliance program, as described in subdivision (b) of Section 1771.5 of the Labor Code.

Each bidder shall be a licensed contractor pursuant to the Business and Professions Code and shall be licensed in the following classification: California Contractors B License.

No bidder may withdraw a bid for a period of sixty ( 60 ) days after the date set for the opening of bids.

Dated this January 7TH, 2019

Adam Dutter  
Bond Manager  
OJAI UNIFIED SCHOOL DISTRICT  
of Ventura County, California

**END OF DOCUMENT**

**NOTICE TO CONTRACTORS**

**DOCUMENT 00020**

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**NOTICE TO CONTRACTORS**

Any bidder may withdraw his bid either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of bids.

**9. Agreements and Bonds**

The Agreement form which the successful bidder, as Contractor, will be required to execute, and the forms and amounts of surety bonds which he will be required to furnish at the time of execution of the Agreement, are included in the contract documents and shall be carefully examined by the bidder. The required number of executed copies of the Agreement, the Performance Bond, and the Payment Bond for Public Works is as specified in the Special Conditions.

The Performance Bond must be executed by an admitted Surety approved to conduct business in the State of California which meets the highest standards the District is legally permitted to establish and which it has established.

The Payment Bond must be in the amount of 100 percent of the total amount payable. The Payment Bond must be executed by an admitted Surety approved to conduct business in the State of California which meets the highest standards the District is legally permitted to establish.

Bonds shall be in the form set forth in the contract documents.

**10. Interpretation of Plans and Documents**

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the drawings, specifications, or other contract documents, or other information pertaining to the site (including any available soils or geotechnical report) or finds discrepancies in, or omissions from the drawings and specifications, he is hereby required in accordance with Public Contract Code section 1104 to submit to the Architect a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the contract documents or other available information will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of the contract documents. At the option of the District, all addenda may be mailed, delivered, faxed, made available for pick-up or sent via electronic mail. District shall have the option to send a hard copy via regular mail or overnight delivery, at the option of District. No oral interpretation of any provision in the contract documents will be made to any bidder. Numbers spelled out in words will take precedence over numerals / figures. The last date to submit a request for information shall be February 5TH 2019.

**11. Bidders Interested in More Than One Bid and Bidders Not Qualified to Bid**

**INFORMATION FOR BIDDERS**



## SECTION 012900 - PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
  - 1. Section 012100 "Allowances" for procedural requirements governing the handling and processing of allowances.
  - 2. Section 012200 "Unit Prices" for administrative requirements governing the use of unit prices.
  - 3. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.

#### 1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

#### 1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule
  - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Architect and Owner's Representative at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the schedule of values:

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- a. Project name and location.
  - b. Name of Architect.
  - c. Owner's Project number.
  - d. Contractor's name and address.
  - e. Date of submittal.
2. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
  - a. Related Specification Section or Division.
  - b. Description of the Work.
  - c. Name of subcontractor.
  - d. Name of manufacturer or fabricator.
  - e. Name of supplier.
  - f. Change Orders (numbers) that affect value.
  - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
    - 1) Labor.
    - 2) Materials.
    - 3) Equipment.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
  - a. Differentiate between items stored on-site and items stored off-site.
5. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
6. Overhead Costs: Include total cost and proportionate share of general overhead and profit for each line item.
7. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling [five] <Insert number> percent of the Contract Sum and subcontract amount.
8. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect, Owner's Representative and Owner's Project Inspector and paid for by Owner.

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- B. Payment Application Times: Submit Application for Payment to Architect by the 10th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
1. Other Application for Payment forms proposed by the Contractor shall be acceptable to Architect and Owner. Submit forms for approval with initial submittal of schedule of values.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
  3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
  4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.
  2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
  3. Provide summary documentation for stored materials indicating the following:
    - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
    - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
    - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required. Notarized forms may be scanned and transmitted digitally.

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1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
  5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule (preliminary if not final).
  4. Products list (preliminary if not final).
  5. Sustainable design action plans, including preliminary project materials cost data.
  6. Schedule of unit prices.
  7. Submittal schedule (preliminary if not final).
  8. List of Contractor's staff assignments.
  9. List of Contractor's principal consultants.
  10. Copies of building permits.
  11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  12. Initial progress report.
  13. Report of preconstruction conference.
  14. Certificates of insurance and insurance policies.
  15. Performance and payment bonds.
  16. Data needed to acquire Owner's insurance.
- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

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1. Evidence of completion of Project closeout requirements.
2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. AIA Document G706.
5. AIA Document G706A.
6. Evidence that claims have been settled.
7. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
8. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

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