

IT PHONES UPGRADES AT 4 SCHOOLS  
ULLOA ES, BESSIE CARMICHAEL/FEC  
SPRING VALLEY ES AND SF MONTESSORI  
SFUSD PROJECT ORG 220  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

---

SECTION 00100

---

NOTICE TO CONTRACTORS CALLING FOR BIDS

---

**DISTRICT:** SAN FRANCISCO UNIFIED SCHOOL DISTRICT

**PROJECT DESCRIPTION:** IT PHONES UPGRADES AT 4 SCHOOLS  
SFUSD PROJECT NO: ORG 220

**DATE/TIME FOR SUBMITTAL OF BID PROPOSAL:** Tuesday, May 20, 2014  
2:00 PM at 135 Van Ness Avenue  
Lobby, San Francisco, CA

**BID DOCUMENTS AVAILABLE:** Monday, May 5, 2014 at 12:00 noon

**BID AND CONTRACT DOCUMENTS:** ARC NORTHERN CALIFORNIA – BID SERVICES  
945 BRYANT STREET  
SAN FRANCISCO, CALIFORNIA 94103  
Contact: Priyantha De Pinto  
Tel: 415 495-8700 Fax: 415 495 2773  
Email: [sf.planwell@e-arc.com](mailto:sf.planwell@e-arc.com)

**SFUSD CONTACT:** Gioia Suplick  
415-355-2210

**NOTICE IS HEREBY GIVEN** that the above-named California School District, acting by and through its Board of Education, hereinafter "the District" will receive up to, but not later than the above-stated date and time, sealed Bid Proposals for the Contract for the Work of the Project generally described as: **IT Phone Upgrades at 4 Schools, PROJECT NO: ORG 220**

1. **The Project.** The Project is generally described as:  
**Removal of existing Executone digital PBXs equipment and installing the Mitel 5000 communications platform at 4 schools. This project also involves: the Mitel 5000/Mi Voice Office system including voicemail, endpoints, required software, licenses, ancillary equipment, programming and training for turnkey system at the selected school locations and installation of a new Tripp Lite 2-hour UPS.** The Estimated construction value of the Work is **\$250,000**

2. **Submittal of Bid Proposals.** All Bid Proposals shall be submitted on forms furnished by the District. Bid Proposals must conform with, and be responsive to, the Bid and Contract Documents, copies of which may be obtained from the District as set forth above. Only Bid Proposals submitted to the District prior to the date and time set forth above for the public opening and reading of Bid Proposals shall be considered.

**Bid and Contract Documents.** The Bid and Contract Documents are available at the location stated above during standard working hours (8:00AM-4:30PM) for a **non-refundable** payment, contact ARC for exact amount. Checks are to be made payable to **ARC Northern**

**IT PHONES UPGRADES AT 4 SCHOOLS  
ULLOA ES, BESSIE CARMICHAEL/FEC  
SPRING VALLEY ES AND SF MONTESSORI  
SFUSD PROJECT ORG 220  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

---

**California.** Bidder is responsible for all shipping and handling fees. Plans are available for viewing at, at [https://order.earc.com/arcEOC/PWELL\\_Main.asp?mem=23](https://order.earc.com/arcEOC/PWELL_Main.asp?mem=23), click on Public Planroom "button" and search for the project number and name.

Bid documents may also be available for viewing at the following plan rooms. Call first to check availability of plans:

- Asian Inc.
- Builders Exchange of Alameda County
- Builders Exchange of Stockton
- Contra Costa Builders Exchange
- EBidboard
- El Dorado Builders Exchange
- Marin Builders Association
- McGraw-Hill/Dodge-Daily Pacific Builder
- Peninsula Builders Exchange
- Placer County Builders Exchange
- Reed Construction Data
- Sacramento Builders Exchange
- San Francisco Builders Exchange
- Santa Clara Builders Exchange
- Solano-Napa Builders Exchange
- Sub-Hub
- iSqFt

**1. Documents Accompanying Bid Proposal.** Each Bid Proposal shall be accompanied by: (a) the required Bid Bond Security; (b) Subcontractors List; (c) Non-Collusion Affidavit; and (d) Statement of Bidder's Qualifications and all other items as described in the instructions to Bidder. All information or responses of a Bidder in its Bid Proposal and other documents accompanying the Bid Proposal shall be complete, accurate and true; incomplete, inaccurate or untrue responses or information provided therein by a Bidder shall be grounds for the District to reject such Bidder's Bid Proposal for non-responsiveness.

**2. Prevailing Wage Rates.** Pursuant to California Labor Code § 1773, the Director of the Department of Industrial Relations of the State of California has determined the generally prevailing rates of wages in the locality in which the Work is to be performed. Copies of these determinations, entitled "A PREVAILING WAGE SCALE" is maintained at the District's Contract Office, and are available to any interested party upon request. The Contractor awarded the Contract for the Work shall post a copy of all applicable prevailing wage rates for the Work at conspicuous locations at the Site of the Work. The Contractor and all Subcontractors performing any portion of the Work shall pay not less than the applicable prevailing wage rate for the classification of labor provided by their respective workers in prosecution and execution of the Work. This Project is subject to the provisions of the Labor Compliance Program adopted by the San Francisco Unified School District.

**3. Contractors License Classification.** In accordance with the provisions of California Public Contract Code § 3300, the District requires that Bidders possess the following classification(s) of California Contractors License at the time that the Bid Proposals are opened: **Class B, C-10 and C-7 General Building Contractor or Sub-Contractor performing the**

**IT PHONES UPGRADES AT 4 SCHOOLS  
ULLOA ES, BESSIE CARMICHAEL/FEC  
SPRING VALLEY ES AND SF MONTESSORI  
SFUSD PROJECT ORG 220  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

---

**Work.** Any Bidder not so duly and properly licensed shall be subject to all penalties imposed by law.

**4. Bid Security.** Each Bid Proposal shall be accompanied by Bid Security in an amount not less than **ten percent (10%)** of the maximum amount of the Bid Proposal, inclusive of any additive Alternate Bid Item(s). Failure of any Bid Proposal to be accompanied by Bid Security in the form and in the amount required shall render such Bid Proposal to be non-responsive and rejected by the District.

**5. No Withdrawal of Bid Proposals.** Bid Proposals shall not be withdrawn by any Bidder for a period of ninety (90) days after the opening of Bid Proposals. During this time, all Bidders shall guarantee prices quoted in their respective Bid Proposals.

**6. Job-Walks.** The District will conduct a **MANDATORY** job walk as set forth herein. Attendance at **both parts of the** job walk, 4 different schools, is a requirement to bid for General Contractors. All attendees are required to sign-in to be acknowledged to be in attendance and eligible to bid. The job walk schedule will be as follows:

**Job Walk No: 1: Monday, May 5, 2014, 2:30 P.M. (PART 1)  
Tuesday, May 6, 2014, 2:30 P.M. (PART 2)**

Bidders shall meet at **Ulloa Elementary School, 2650- 42<sup>nd</sup> Avenue, San Francisco**, Bidders shall meet directly in front of the main entrance along **42<sup>nd</sup> Avenue** at the date and time for the **Job Walk 1, after that school visit we are going to proceed to Bessie Carmichael/FEC School at 824 Harrison Street, San Francisco (Part 1) Monday, May 5, 2014.**

Bidders shall meet at **Spring Valley Elementary School, 1452 Jackson, San Francisco**; Bidders shall meet directly in front of the main entrance at the date and time for the **Job Walk 2, after that school visit we are going to proceed to San Francisco Montessori School at 2340 Jackson Street, San Francisco (Part 2) Tuesday, May 6, 2014.**

**7. Waiver of Irregularities.** The District reserves the right to reject any or all Bid Proposals or to waive any irregularities or informalities in any Bid Proposal or in the bidding.

**8. DVBE Participation Goal.** The District has promulgated a Disabled Veteran Business Enterprise (“DVBE”) Participation Goal Program (“the DVBE Program”) which establishes a three percent (3%) Participation Goal for DVBEs. All Bidders are required by the District, pursuant to the DVBE Program, to submit DVBE Worksheets that confirm two (2) advertisements were published at least 14 days prior to bid opening.

**9. Equal Opportunity.** The San Francisco Unified School District is an “Equal Opportunity” employer and requires that, if subcontractors are used, reasonable, good-faith outreach efforts be made to all subcontractor enterprises in the local community including African-Americans, Caucasians, Hispanics, Asians, Women and others without discrimination on the basis of race, color, religion, sex or natural origin. We encourage employing residents of the community where the Project is located. Bidders can publish their outreach efforts on the day of the bid opening by using the entities listed in the Outreach Certification form.

**IT PHONES UPGRADES AT 4 SCHOOLS  
ULLOA ES, BESSIE CARMICHAEL/FEC  
SPRING VALLEY ES AND SF MONTESSORI  
SFUSD PROJECT ORG 220  
SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

---

**10. Award of Contract.** The Contract for the Work, if awarded, will be by action of the District's Board of Education to the responsible Bidder submitting the **lowest priced responsive Total Base Bid Proposal**. The District reserves the right to reject any or all Bid Proposals or to waive any irregularities or informalities in any Bid Proposal or in the bidding.

**11. Bid Advertisement Dates: April 22, 2014 and April 29, 2014**

Contract advertisement is posted on the web at:

**<http://www.sfusd.edu/en/doing-business-with-sfusd/current-invitations-for-bids.html>**

**12. Plan Holders Lists. Plan Holders lists are available at ARC Northern California. Contact information for ARC is listed above.**

**END OF SECTION 00100**