

INTRODUCTION

INVITATION FOR SEALED BIDS

The Sacramento Employment and Training Agency (SETA) Head Start/Early Head Start Program serves more than 4,400 families and their children, ages zero to five, including pregnant woman. Services are provided by the grantee (SETA), three partners, and five delegate agencies, including four school districts and one community-based organization. SETA, along with delegate agencies and partners provide preschool and infant/toddler services throughout Sacramento County, including designated cities of Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and Sacramento and all unincorporated areas of the county. SETA and its delegate agencies/partners operate more than 100 school locations throughout Sacramento County.

SETA currently operates an Early Learning Center (ELC) program housed in an existing building located at 2401 Northview Drive, Sacramento CA. SETA has already procured architect/design services with Williams + Paddon / 19 Six Architects and project management services with Brailsford & Dunlavy.

This Invitation for Sealed Bids ("IFSB") seeks to procure the General Contractor services required to complete the Northview ELC project. The prime General Contractor shall possess a valid Class B license issued by the State of California. All sealed bids must be submitted in writing. The award of a contract to the successful bidder is made to the qualified bidder offering the lowest price.

DO NOT ATTEMPT TO WRITE YOUR BID UNTIL YOU HAVE READ THIS INVITATION FOR SEALED BIDS IN ITS ENTIRETY.

**INVITATION FOR SEALED BIDS
CALENDAR**

<u>Date</u>	<u>Event</u>
October 15, 2024	Release of Invitation for Sealed Bids
October 15, 2024, and October 22, 2024	Public Notice Published in the Sacramento Bee
October 23, 2024, by 2:00pm	Bidders Conference and Onsite Bid Walk – NON-MANDATORY 2401 Northview Drive Sacramento, CA
November 13, 2024, by 4:00pm	Bid Questions Due All bid questions must be submitted in writing by the due date to SETA's Project Manager Cody Carpino at: CCarpino@bdconnect.com
November 15, 2024, by 2:00pm	Bid Addendums / Q&A Posted Final addendum and Q&A will be posted on Signature Reprographics plan room at: https://www.sgplanroom.com/projects/public Additionally, Q&A may be posted on SETA's website at: http://www.seta.net/public-notice-rfps/
November 20, 2024, by 2:00pm	WRITTEN BIDS DUE at SETA 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815 NO EXCEPTIONS
November 20, 2024, at 2:05pm	Bid Opening

GENERAL INFORMATION

Bid Conditions

This is a sealed bid procurement. Bids must be submitted in a sealed envelope with the closing date and time shown on the outside of the envelope.

A written bid results is a binding offer from the bidder to SETA and incorporates all of the General Conditions described in Attachment A (“General Conditions to Invitation for Sealed Bids”).

Extension of Bid Closing Date or Time for Receipt of Bids

Extension of the closing date or time for the receipt of sealed bids is permissible at any time as long as all known prospective bidders are notified. All bids received prior to or after the original closing date or time shall be kept sealed until the later closing date or time is reached. If an extension of the closing date is made, a bidder may seek the return of its original bid in order to submit a new bid before the extended closing date.

Extensions of the closing date for the receipt of sealed bids may be required for several reasons, such as insufficient time for bidders to prepare bids; a request from one or more potential bidders for additional response time that SETA, in its sole discretion, deems to be in the best interest of SETA to grant; a rescheduling of work by SETA; a departmental request within SETA for a later closing date; or a major change in the bid specifications.

Late Bids, Mistakes in Bids and Minor Deviations

Late bids are not acceptable under any circumstances in sealed bid situations. All late bids must be date stamped to show the time of actual receipt and then returned un-opened to the late bidder.

If a bidder makes a mistake in a sealed bid, the bidder may be relieved of the mistake as follows:

Mistake Discovered Before Bid Opening. A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid prior to bid opening.

- a. Mistake Discovered After Bid Opening. If the mistake is clerical in nature and if, in the sole discretion of SETA, the mistake is considered significant, the bidder may be relieved of its bid in accordance with the provisions of Sections 5100 through 5108 of the Public Contract Code, including the provisions of Section 5103 requiring notice to SETA within five (5) calendar days of the bid opening.
- b. Mistake of Judgment. If the mistake is one of judgment or carelessness in inspecting the site of the work or in reading the invitation for bids and specifications, the bidder may be relieved of the bid only if SETA, in its absolute discretion, determines that it is in the best interest of SETA to do so.
- c. Minor Deviations. Minor deviations or irregularities, such as failure to submit requested descriptive literature, may be waived at the option of SETA.

Receipt and Opening of Sealed Bids

When sealed bids are received, they shall be time stamped by SETA's receptionist and deposited unopened in the bid file. Any bid received after the time of closing as stated in the IFSB shall be time stamped to show the date of receipt and then returned to the bidder unopened, as specified in Government Code §53068.

Sealed bids will be publicly opened at the date and time specified in the IFSB by the SETA employee responsible for the procurement. Any bidder shall have the opportunity to read and abstract information from the bids received by SETA following the bid opening.

Analysis of Sealed Bids by SETA

Depending on the size and complexity of the procurement, analysis of the sealed bids may be determined immediately following the opening of bids or at a later time by the SETA employee responsible for the procurement.

The SETA employee responsible for preparing the IFSB shall review all bids for completeness, accuracy and compliance with the stated specifications. When necessary, a bid abstract will be prepared by such employee to summarize the bids received. Whether or not a bid abstract is prepared to compare the bids, the results of the bid analysis and supporting notes should be clearly available in the procurement file.

Following the opening of the sealed bids, bidders may obtain copies of any document in the bid file regarding a procurement, as long as the document is not confidential.

Cancellation of Invitation for Sealed Bids

SETA reserves the right to cancel the IFSB, or any and all bids rejected in whole or in part, when it is in the best interest of SETA to do so and is in accordance with SETA's Procurement Policies and Procedures.

After Bid Opening

After bid opening but prior to award of the contract, all bids may be rejected in whole or in part when the SETA employee in charge of the procurement determines in writing that such action is in SETA's best interest for reasons including, but not limited to, the following:

- a. The supplies or services that are the subject of the procurement are no longer required;
- b. Ambiguous or otherwise inadequate specifications were part of the IFSB;
- c. The IFSB did not provide for consideration of all factors of significance that SETA would be using to select the winning bid;
- d. Prices exceed available funds, and it would not be appropriate to adjust quantities to come within available funds;
- e. All otherwise acceptable bids are at clearly unreasonable prices; or
- f. There is reason to believe that the bids may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith.

Rejection of Individual Bids

Individual bids may be rejected in whole or in part when it is in the best interest of SETA to do so. The SETA employee responsible for the procurement shall document in writing the reasons for rejecting any bid, which may include, but are not limited to, the following:

- a. The bid is non-responsive to the specifications and does not conform in all material respects to the IFSB;
- b. The goods or services offered in the bid are unacceptable by reason of their failure to meet the requirements of the specification or permissible alternatives or other acceptability criteria set forth in the IFSB;
- c. The proposed price is clearly unreasonable; or
- d. The bidder has been suspended or debarred from participation in SETA procurements.

Disposition of Rejected Bids

When bids are rejected or an IFSB canceled after bids are received, the bids that have been opened shall be retained in the procurement file. If the bids are unopened, they shall be returned to the bidders upon request, or otherwise disposed of by SETA.

Litigations Status

Bidders are requested to furnish any information on the nature and magnitude of any litigation whereby, during the past three years, a court has ruled against their firm in any matter relating to services similar in nature to those being solicited by this IFSB. In addition, proposers are asked to describe the nature, magnitude and status of any litigation, current or pending, against their firm in any manner related to services that may be similar in nature to those being solicited by this IFSB.

Recognizing the need to maintain confidentiality in this matter, proposers may provide this information in a separate letter directly to the following:

Ms. Anita Maldonado
Executive Director
Sacramento Employment and Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815

If preferred to do so, this information on litigation may be included as part of a bidder's formal proposal.

PROJECT INFORMATION

Bid Due Date	November 20, 2024, at 2:00 PM (PST) <u>Timely response to the Invitation for Sealed Bids is mandatory and no late bids will be considered – NO EXCEPTIONS.</u>
Submit Written Sealed Bids to	SETA Headquarters RE: Northview ELC Office Pod and Site Improvements Project 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815
Project Location	2401 Northview Drive Sacramento, CA
Construction Start Date	December 9, 2024 (for submittals and long lead items) and March 3, 2025 (for site construction contingent on inclement weather)
Construction Completion Date	June 27, 2025 (substantial completion) <i>Construction / Project work shall not extend beyond July 31, 2025</i>

Scope of Work

This project generally consists of site improvements including updates to the existing play area and parking lot as well as a new office pod building. The General Contractor will be required to provide general contractor services including, but not limited to: selective demolition of parking lot areas, planter islands, trash enclosure, and playground as well as new site improvements, trash enclosure, office pod structure with all associated finishes and MEP items, site utilities, and landscape/irrigation as shown in the construction documents. The full scope of work is shown on the drawings title sheet.

Bid proposals should include a draft schedule of General Contractor work.

The project must be bid as a single lumpsum with no alternates.

Please review the permit set prepared by Williams + Paddon | 19 Six Architects.

Prospective bidders may designate those portions of the bid that contain trade secrets or other proprietary data that the bidder requires to be kept confidential.