DOCUMENT 00 11 16

INVITATION TO BID

1. Notice is hereby given that the governing board (“Board”) of the Marin Community College District (“District” or “Owner”) will receive sealed bids for the following project (“Project” or “Contract”):

   **Tree Removal, Kentfield Campus** (Project # 317A)
   **Tree Removal, Indian Valley Campus** (Project # 414A)

2. Sealed Bids will be received until **1 p.m., Wednesday, June 14, 2006**, at the District Program Headquarters, Swinerton Management & Consulting Office, 835 College Ave., Bldg MS-3, Kentfield, California, at or after which time the bids will be opened and publicly read aloud. Any claim by a bidder of error in its bid must be made in compliance with section 5100 et seq. of the Public Contract Code. Any bid that is submitted after this time shall be non-responsive and returned to the bidder.

   The project addresses tree health and tree hazard mitigation issues on both campuses, Kentfield and Indian Valley. The project consists of selective tree removal and pruning, thinning of tree canopies and fertilizing as described in the contract documents. **The estimated value of the project is less than $250,000.**

3. The Project completion date shall be **September 15, 2006.**

4. All bids shall be on the form provided by the District. Each bid must conform and be responsive to all pertinent Contract Documents, including, but not limited to, the Instructions to Bidders.

5. To bid on this Project, the Bidder is required to possess one or more of the following State of California Contractor Licenses:

   - D49 – Tree Service
   - C27 – Landscape

   The Bidder's license(s) must remain active and in good standing throughout the term of the Contract.

6. A bid bond by an admitted surety insurer, that meets the requirements of Section 00 72 13 , on the form provided by the District, cash, or a cashier's check or a certified check, drawn to the order of the Marin Community College District, in the amount of ten percent (10%) of the total bid price, shall accompany the Bid Form and Proposal, as a guarantee that the Bidder will, within seven (7) calendar days after the date of the Notice of Award, enter into a contract with the District for the performance of the services as stipulated in the bid.
7. The successful Bidder shall be required to furnish a 100% Performance Bond and a 100% Payment Bond if it is awarded the contract for the Work.

8. The successful Bidder may substitute securities for any monies withheld by the District to ensure performance under the Contract, in accordance with the provisions of section 22300 of the Public Contract Code.

9. The Contractor and all Subcontractors under the Contractor shall pay all workers on all work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code. Prevailing wage rates are also available from the District or on the Internet at: <http://www.dir.ca.gov>.

10. A **mandatory** pre-bid conference and site visit will be held on **Thursday, June 1, 2006, at 8:30 a.m.** at 1800 Ignacio Blvd, Swinerton Office, Building 10, Room 140, Indian Valley Campus, Novato, California. All participants are required to sign in. The pre-bid conference and site visits are expected to take approximately 4 hours. It will start at the Indian Valley Campus and end with a tour of the Kentfield Campus. Failure to attend or tardiness will render bid ineligible.

    A. Contract Documents are available for review at the District Program Headquarters, Swinerton Management & Consulting Office, 835 College Ave., Bldg MS-3, Kentfield, California, 94904-4003.

    Beginning **Thursday, May 25, 2006** plans and specifications may be purchased directly from Ford Graphics, San Francisco office and electronically on Planwell from Ford Graphics, 981 Mission Street, San Francisco, CA 94103. Phone 415.777.9346, Fax 415.957.1139


    Reference Project:

    **Tree Removal, Kentfield Campus** (Project # 317A)
    **Tree Removal, Indian Valley Campus** (Project # 414A)

12. The Board reserves the right to reject any and all bids and/or waive any irregularity in any bid received. If the District awards the Contract, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no bidder may withdraw its bid for ninety (90) days after the date of the bid opening.

13. The District shall award the Contract, if it awards it at all, to the lowest responsive responsible bidder based on:

    A. The base bid amount only.