

County of Madera Administrative Management

200 West 4th Street, Suite 4200
Madera CA 93637-3538

559-675-7703 Fax 559-675-7950

REQUEST FOR BIDS

Installation of 10 KW Solar Power Generation System at Oakhurst Branch Library

ANNOUNCEMENT:

Madera County is requesting proposals for installation of a 10 Kilowatt solar power generation system located at the Madera County Library – Oakhurst Branch, located at 49044 Civic Circle Drive, Oakhurst, California 93644.

DATE OF ADVERTISEMENT: Friday June 24, 2016

SITE INSPECTION: No mandatory job walk is planned for this project, however, bidders are encouraged to visit the site to confirm all existing conditions.

DEADLINE FOR SUBMITTAL: All documents must be received by the Madera County – Administrative Management Office on or before **2:00 PM on Friday, July 15, 2016**. Postmarks and electronic or facsimile submittals not accepted. (Late submittals will not be considered.)

PROJECT DESCRIPTION:

Built in the mid 1970's, Oakhurst Branch Library is located in central area of the unincorporated community of Oakhurst, east of the intersection State Highways 41 and 49, and is adjacent to the south side of State Hwy 41. The existing facility consists of the 3,500 square foot Main Library, 2,000 square foot Community Room, and adjacent 1,500 square foot Sue Rhu Children's room addition constructed in the 1990's.

The project consists of the following construction components and work:

1. Engineering
 - Due to variations in equipment and associated gross weight bearing on the roof structure, provision shall be made for a written certification by a structural engineer, registered in

the State of California, that the existing structure shall adequately support the system components. Note roof pitch is 4:12 with 2x6 top chord on trusses 24" O.C.

- All electrical connections and components shall be designed by an electrical engineer registered in the State of California. All drawings or reports shall be submitted to the Madera County Building Inspection Division along with a permit application for the installation.
2. Installation of new solar power generation system on the roof
- Furnish and install new panel frames securely fastened to the roof and connection points sealed to prevent water intrusion.
 - Furnish and install new solar panels with individual inverters, control panel and related electrical work to connect to the main power panel.
 - Start and test new system prior to filing for substantial completion of the Work.
 - Provide testing and certification for above work.
3. Additional Items
- Installation costs to include all labor, shipping, taxes, insurance, labor and materials and/or performance bonds and permitting costs as required by Madera County.
 - All bids are to be itemized per attached bid proposal form.
 - Installation to include all costs for equipment to be used in the installation of the Work. Contractor to supply manufacturer's written warranty with a minimum Twenty Five (25) year performance warranty and Ten (10) year parts and labor for panel systems and Twenty (20) years on inverter units.
 - Contractor to supply manufacturers operation and maintenance manuals.
 - Time is of the essence. All work shall commence upon receipt of a Notice to Proceed and shall be completed within Sixty (60) calendar days.
 - As this is a public works project, all work will be done with prevailing wage as required.
 - All bidders shall submit bids in compliance with Madera County Master Contract No. 011 attached hereto as Exhibit A

Proposals should conform to the following: Please limit your response to no more than fifteen (15) pages per copy. All pages are to be numbered and shall include a table of contents. Any concept drawings, manufacturer information or data sheets are to be included as exhibits or attachments and are to be considered part of the fifteen (15) pages. In addition to the original document, one digital version of the proposal and five (5) copies shall be submitted.

PROJECT UNDERSTANDING AND APPROACH

Summary of approach to be taken for the project.

- a. A definitive work program and time line, including time of completion.
- b. Project is to be completed within 60 days from notice to proceed.
- c. Identify and include all tasks not under your control, and provide estimated time frames based upon prior experience.

INSURANCE

Bids in excess of \$25,000 require Performance and Labor and Materials Bonds which shall be equal to the cost of the work to be performed. All insurance, bonds or other security documents shall be with companies registered with the California Insurance Commissioner and shall be authorized to conduct business within the State of California.

Insurance coverage for proposed services shall include general liability and property damage insurance and automobile insurance in an amount as determined by Madera County Risk Management; as follows:

1. CONTRACTOR shall obtain and maintain the following insurance policies and limits of coverage: General Liability, One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate, with additional-insured endorsement; Automobile Liability, One Million Dollars (\$1,000,000.00) combined single limits;
2. Workers' Compensation, as required by California law.

SUBMITTAL

- a. All documents must be received by the Resource Management Agency on or before 2:00 PM on July 15, 2016. Postmarks, electronic and facsimile submittals will not be accepted. Late submittals will not be accepted.
- b. Incomplete proposals shall be considered non-responsive.
- c. All correspondences or inquiries should be directed to:

COUNTY OF MADERA
Administrative Management Office
200 W. 4th St., 4th Floor
Madera, CA 93637
Attn: William Hayter, Grants & Special Projects

Office: (559) 675-7703 ext 2266

Cell: (559) 308-1625

wlhassoc@aol.com

- d. All costs for preparation of the Proposal shall be borne by the proposer.
- e. This request does not constitute an offer of employment or to contract for services.
- f. The County reserves the right to retain all proposals submitted for consideration.

LICENSE

Bidders must possess a (B) General Building Contractor or (C-46) Solar Contractor license which is current and in good standing.

EXHIBITS

The attached exhibits are provided for informational purposes (Exhibits 1 thru 3) or are required as attachments to Bidder's Proposal (Exhibits 4 thru 6)

Proposals shall include the attached Attachments:

- Attachment A – Bid Form
- Attachment B – USDA required Debarment Form
- Attachment C – USDA required Compliance Statement

Bidders information:

- Exhibit 1 – Notice to Bidders
- Exhibit 2 – Madera County Master Contract #011
- Exhibit 3 – Sample Performance and Materials Bonds
- Exhibit 4 – Rear Building Elevation and Main Electrical Panel Photo
- Exhibit 5 – PG&E Utility bills from May 26, 2015 to May 23, 2016
- Exhibit 6 – Roof Plan
- Exhibit 7 – Minimum Specifications

Attachment A
Bid Form

Bid Form

Project Identification: County of Madera – Oakhurst Branch Library
Solar Power Generation Project

Contract Identification and Number: _____

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ARTICLE 1 - BID RECIPIENT

1.1 This Bid Is Submitted To:

Madera County Administrative Management Office (Owner)
200 W. 4th St.
Madera, CA 93637

1.2 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in the Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGMENTS

2.01 Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitations those dealing with the dispositions of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 - BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- B. Bidder has () or has not () visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Federal, State, and Local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and , with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.
- E. Based on the information and observations referred to in Paragraph 3.01.D above, Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- F. Bidder will submit written evidence of its authority to do business in the State or other jurisdiction where the Project is located not later than the date of its execution of the Agreement.

ARTICLE 4 - BIDDER'S CERTIFICATION

4.1 Bidder further represents that:

- A. This Bid is genuine and not made in the interest of or on the behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 - BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Part 1: Sprayfield Expansion

No.	Item Description	Unit	Estimated Quantity	Unit Price	Total Price
1	Engineering		lump sum	\$	\$
2	Permits		lump sum	\$	\$
3	Solar Panel System ^(a)		lump sum	\$	\$
Total Base Bid – Part 1					\$

Alternate 1 – Add or Deduct

No.	<i>INCREASE</i> Item Description	Unit	Estimated Quantity	Unit Price	Total Price
1	Expand or Reduce System Components ^{(a) (b)}		Per Kilowatt	\$	\$

^(a) Includes all labor and materials to complete the Work.

^(b) Alternative costs shall be used to keep project within budgetary limits

ARTICLE 6 - TIME OF COMPLETION

6.1 Bidder agrees that the Work will be substantially complete within Sixty (60) calendar days.

6.2 Bidder accepts the provisions of the Agreement as to liquidated damage which shall be assessed at Five Hundred Dollars (\$500) per calendar day.

ARTICLE 7 - ATTACHMENTS TO THIS BID

7.1 The following documents are attached to and made a condition of the Bid:

- A. List of Proposed Subcontractors;
- B. List of Project References;
- C. Evidence of authority to do business in the state or jurisdiction of the Project; or a written covenant to obtain such license within the time frame for acceptance of Bids;
- D. Contractor's License No.: _____
- E. Exhibit 5 – USDA required Debarment Form
Exhibit 6 – USDA required Compliance Statement

ARTICLE 9 - BID SUBMITTAL

9.1 This Bid is submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

SEAL

By: _____

(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____

SEAL

By: _____

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: _____

State or Jurisdiction of Incorporation: _____

Type (General Business, Profession, Service, Limited Liability): _____

By: _____

(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

CORPORATE
SEAL

Attest _____

(Signature of Corporate Secretary)

Date of Qualification to do business in _____ [State or other jurisdiction where Project is located] is ___/___/_____

A Joint Venture

Name of Joint Venture: _____

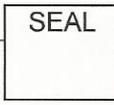
First Joint Venture Name: _____

By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

Name (typed or printed):

Title: _____

Second Joint Venture Name: _____



By: _____
(Signature of joint venture partner -- attach evidence of authority to sign)

Name (typed or printed):

Title: _____

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is party to the venture should be in the manner indicated above.)

Bidder's Business address: _____

Business Phone No. (_____) _____

Business FAX No. (_____) _____

Business E-Mail Address

State Contractor License No. _____ (If applicable)

Employer's Tax ID No. _____

Phone and FAX Numbers, and Address for receipt of official communications, if different from Business contact information:

9.2 Bid submitted on _____, 20__.

Attachment B
USDA Required Debarment Form

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment C
USDA Required Compliance Statement

COMPLIANCE STATEMENT

This statement relates to a proposed contract with _____

COUNTY OF MADERA

(Name of borrower or grantee)

who expects to finance the contract with assistance from either the Rural Housing Service (RHS), Rural Business-Cooperative Service (RBS), or the Rural Utilities Service (RUS) or their successor agencies, United States Department of Agriculture (whether by a loan, grant, loan insurance, guarantee, or other form of financial assistance). I am the undersigned bidder or prospective contractor, I represent that:

1. I have, have not, participated in a previous contract or subcontract subject to Executive Order 11246 (regarding equal employment opportunity) or a preceding similar Executive Order.
2. If I have participated in such a contract or subcontract, I have, have not, filed all compliance reports that have been required to file in connection with the contract or subcontract.

If the proposed contract is for \$50,000 or more and I have 50 or more employees, I also represent that:

3. I have, have not previously had contracts subject to the written affirmative action programs requirements of the Secretary of Labor.
4. If I have participated in such a contract or subcontract, I have, have not developed and placed on file at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor.

I understand that if I have failed to file any compliance reports that have been required of me, I am not eligible and will not be eligible to have my bid considered or to enter into the proposed contract unless and until I make an arrangement regarding such reports that is satisfactory to either the RHS, RBS or RUS, or to the office where the reports are required to be filed.

I also certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in my contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and wash rooms, restaurants and other eating areas time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. I further agree that (except where I have obtained identical certifications for proposed subcontractors for specific time periods) I will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that I will retain such certifications in my files; and that I will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): (See Reverse).

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays the valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR
CERTIFICATIONS OF NON-SEGREGATED FACILITIES**

A certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32F.R. 7439, may 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$ 10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____

(Signature of Bidder or Prospective Contractor)

Address (including Zip Code)