

## INSTRUCTIONS TO BIDDERS

### **BIDDER QUALIFICATIONS**

A firm experienced in custom FRP vessel manufacture similar to that indicated for this project and with a record of successful in-service performance in similar applications. Minimum experience of at least 10 installations with an installed service record of 5 years or greater is required.

### **BID SUBMITTAL**

A paper bid shall be submitted on the blank forms provided herein, without substitution or omission, in accordance with Section 1.02 of the General Conditions. The bid shall be sealed in an envelope marked “**MANUFACTURE AND SUPPLY OF FIVE FIBERGLASS REINFORCED TANKS**”. All bids received at the District office or by mail shall be sealed and clearly marked. Sealed bids that do not meet these requirements shall not be eligible for consideration.

### **Instructions for electronic bids**

An electronic bid may be submitted to the District by downloading the fillable form at the following link:

<https://www.mpwmd.net/who-we-are/project-bids-rfps/>

Please submit the bid with relevant attachments to the MPWMD Project Manager email address listed in the Notice Inviting Bids. The Project Manager will acknowledge receipt of bids when received, but will not evaluate bids until after the bid submittal deadline. Bids received after the bid submittal deadline will not be considered.

It is the Bidder's responsibility to complete the bid process. MPWMD recommends submitting electronic bids at least 24 hours in advance of the bid deadline. Should there be any problems with electronic submittal, MPWMD may not be able to respond in a timely fashion to resolve technical difficulties with bid submittal.

All electronic bid documents must be in PDF format and digitally signed.

If you do not receive a confirmation message that a bid has been received within 24 hours, please contact the Project Manager for assistance.

A bid may be withdrawn from consideration up to the bid submittal deadline. Notice of a withdrawal of a bid must be received by email or in writing prior to the bid submittal deadline.

### **BID GUARANTY**

Each bid shall be accompanied by either U.S. currency, certified check, cashier's check, or proposed Contractor's bond of a surety company acceptable to the District in an amount not less than ten percent (10%) of the bid amount, and shall be made payable to the Monterey Peninsula Water Management District.

If an electronic bid is submitted, the successful bidder will be required to send the original bid guaranty prior to award of a contract.

**BID PRICE**

The bid price shall include everything necessary for the performance of the complete job, including but not limited to furnishing all materials, equipment, tools, superintendence, labor, and services except as expressly stated in the Construction Specifications.

**TAXES**

Bid prices shall include allowance for all federal, state, and local taxes.

**BONDS**

The posting of a Faithful Performance Bond by the Contractor in the amount of one hundred percent (100%) of the total contract price as specified in Section 4 of the General Provisions will be required as part of this project.

A Material-and-Labor Bond shall also be required to be posted by the Contractor in the amount of one hundred percent (100%) of the total contract price, as specified in Section 4 of the General Provisions.

The Contractor has the option to substitute certain securities for a faithful performance bond, pursuant to an escrow agreement. The Contractor shall inform the District in writing upon submittal of the bid of his intention to substitute securities for a faithful performance bond.



# Bid Submittal Form



Honorable Board of Directors

Monterey Peninsula Water Management District (District)

Proposal and Bid Items. Project Manager: Larry Hampson; [larry@mpwmd.net](mailto:larry@mpwmd.net); (831) 238-2543

Pursuant to, and in compliance with, the Notice to Bidders and the Contract Documents, relating to the

## Manufacture and Delivery of Five Fiberglass Reinforced Plastic Tanks

1. Bidder

2. Address

*Number, Street Name*

*City and State*

*Zip code*

3. Contact Information

Name

Email address

Telephone

Mobile

By filling out this form, Bidder agrees that he or she is aware that there is some level of risk that third parties might be able to read unencrypted emails. It is the Bidder's responsibility to update contact information and to submit all required forms.

4. List of Bid Forms to Submit

- |  |  |
|--|--|
| <input type="checkbox"/> Bid Form                  | <input type="checkbox"/> Bidder Understanding      |
| <input type="checkbox"/> Bidder Experience         | <input type="checkbox"/> Subcontractor Experience  |
| <input type="checkbox"/> Security for Compensation | <input type="checkbox"/> Fair Employment Practices |
| <input type="checkbox"/> Noncollusion Declaration  | <input type="checkbox"/> Bid Guarantee             |

7. Signature

Date of  
Signature

MM

DD

YYYY

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
MONTEREY COUNTY, CALIFORNIA**

**BID TO MANUFACTURE AND SUPPLY FIVE FIBERGLASS REINFORCED TANKS**

Monterey Peninsula Water Management District  
5 Harris Court Bldg. G, Monterey CA 93940  
or  
P.O. Box 85, Monterey, CA 93942-0085

Ladies and Gentlemen:

Pursuant to the foregoing Notice Inviting Sealed Bids, the undersigned hereby proposes and binds himself by the District, under this Bid, to execute in accordance with such award, a contract of which this Bid and the Specifications shall be a part, to furnish any and all labor, materials, equipment, and services necessary for satisfactory performance and completing the work set forth in said Specifications within the time hereinafter set forth and at the prices named in this bid as follows\*:

**BID FORM**

Item	Description	Quantity	Unit	Unit Cost	Total Cost
1	Manufacture tanks	5	EA		
2	Delivery to Sleepy Hollow	1	LS		
	<b>Total</b>				

1. Total price to include sales tax in Carmel Valley, California (currently 7.75%)

\* Upon award, this Bid Form shall become a part of the final contract

**BIDDER UNDERSTANDING**

The undersigned has examined the location of the proposed work site and/or is familiar with the Specifications and the local conditions at the site.

The undersigned has checked carefully all the above figures and understands that the District shall not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned understands that the District reserves the right to reject any or all bids, and to waive any irregularities or informalities in bids received. Award shall be made which, in the judgement of the District, is to the best interest of the District. It is agreed that this bid may not be withdrawn within a period of 180 days after the date set for the opening thereof.

In accordance with the Construction Specifications, the undersigned further agrees to so plan the work and prosecute it with such diligence that said work shall be commenced within 10 days after issuance of the notice to proceed and the work shall be completed within 60 days thereafter.

The undersigned agrees, if awarded the contract, that there shall be paid by the undersigned and all subcontractors under him, to all laborers, workmen, and mechanics employed in the execution of such contract or any subcontract thereunder, not less than the rates for overtime and legal holidays in the locality in which the work is to be performed, as established by the State Director of the Department of Industrial Relations.

The undersigned or his or her subcontractors currently possess and agree to maintain valid licenses and/or business certificates necessary to prosecute the work and issued by the State in which the tanks are manufactured.

Bidder: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

List all necessary licenses or certificates: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Title: \_\_\_\_\_

**BY SIGNING THIS DOCUMENT ELECTRONICALLY, YOU ACKNOWLEDGE THAT YOUR SIGNATURE IS VALID FOR ALL BID DOCUMENTS THAT REQUIRE SIGNATURE**

This form to be submitted with the bid.

## BIDDER'S EXPERIENCE QUALIFICATIONS

The Bidder has been engaged in the manufacture and supply of materials described in the bid under the present business name for \_\_\_\_\_ years. Experience in work of a nature similar to that covered in the bid extends over a period of \_\_\_\_\_ years.

The bidder, as a contractor, has never failed to satisfactorily complete a contract awarded to him, except as follows:

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Year	Type of Work	Contract Amount	Location and for Whom Performed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bidder \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

This form to be submitted with the bid.

## SUBCONTRACTOR'S EXPERIENCE QUALIFICATIONS

The subcontractor has been engaged under the present business name for \_\_\_\_\_ years. Experience in work of a nature similar to that covered in the bid extends over a period of \_\_\_\_\_ years.

The subcontractor has never failed to satisfactorily complete a contract awarded to him, except as follows:

\_\_\_\_\_

Please indicate for whom the work was conducted, the type of work, and who can be contacted as a reference for the work:

Year	Type of Work	Contract Amount	Location and for Whom Performed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please attach additional sheet(s) as needed.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

This form to be submitted with the bid.

**SECURITY FOR COMPENSATION CERTIFICATION**

TO: MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

I am aware of the provisions of Section 3700 of the Labor Code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract:

Bidder \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

This form to be submitted with the bid.



**FAIR EMPLOYMENT PRACTICES CERTIFICATION**

TO: MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he has or shall meet the standards of affirmative compliance with Fair Employment Practices requirements of the special provisions contained herein:

Bidder \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

This form to be submitted with the bid.

**NONCOLLUSION DECLARATION  
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_,  
the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_[date], at \_\_\_\_\_[city], \_\_\_\_\_[state].

Bidder \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

## **BID GUARANTEE**

Each bid shall be accompanied by either a U.S. currency certified check, cashier's check, or bidding Contractor's bond of a surety company acceptable to the District in an amount not less than ten percent (10%) of the bid amount, and shall be made payable to the District.

This form together with a copy of the bid guarantee must be submitted with the bid.