

**PREBID CONFERENCE – June 19, 2008**  
**Job Order Contract – Campus Paving Projects – FM 080457/JOC**

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Thank you for attending the mandatory prebid conference for this project. Please turn off all cell phones, pagers, and other electronic media that may interrupt this presentation.

The mandatory prebid conference consists solely of this meeting. There is no site visit. Please provide your company's name, address, phone & fax, your name and an e-mail address on the sign in sheet. If possible please pass forward a business card that includes the full company name and address. Sign the mandatory attendance sheet and initial where indicated for this portion of the mandatory prebid conference and that you have received the contract bidding documents. You must sign and initial the sign in sheet in order to be eligible to bid on this project.

I will provide you with the general information regarding the project; explain the bidding documents and the University requirements for compliance. No statements made by me or any other consultant or University Representative during this meeting will modify or change any provision included in the bidding documents. Only changes that are issued in writing by addenda will change the provisions of the bidding documents. In the event of any conflict or inconsistency between any information provided today or in the bidding documents, the bidding documents will control.

All questions regarding the project need to be submitted in an e-mail format to the University Representative, Ray Aronson ([ray.aronson@dcs.ucsb.edu](mailto:ray.aronson@dcs.ucsb.edu)) with a copy to both Jerome Ripley and Luis Patin ([l.patin@gordian-group.com](mailto:l.patin@gordian-group.com)) ([jerome.ripley@dcs.ucsb.edu](mailto:jerome.ripley@dcs.ucsb.edu)) by 4:00PM Tuesday, June 24, 2008. their e-mail addresses are posted on the whiteboard.

At the conclusion of my portion, I will turn the conference over to:

Luis Patin and Jacob Guy from The Gordian Group

**DESCRIPTION OF THE WORK:**

**Scope.**

The Campus Paving Project Job Order Contract includes but is not limited to sidewalks, walkways, parking lots, bicycle paths and adjacent service roads. This includes, but is not limited to removal and replacement of adjacent curb and sidewalks, removal and

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reconstruction of new asphalt pavement, crack/seal/slurry coat, and refurbish old pavements; and pavement striping.

The **License Requirement** is either a General Engineering, A OR an Earthwork Paving, C-12.

The Job Order Contract will have a **Maximum Job Order Contract amount of \$750,000.00** for the initial term of the agreement with **two possible renewal options for \$750,000.00 each**. Please refer to the General Conditions Article 4.5 for the terms.

**The minimum value of work to be purchased under this contract will be \$50,000. No maximum contract amount is guaranteed.**

**LIQUIDATED DAMAGES**

- A. Contractor will be assessed as liquidated damages the sum of One Hundred Dollars (\$100.00) per day for Job Orders with a Job Order Sum of \$100,000.00 or less.
- B. the sum of Two Hundred Fifty Dollars (\$250.00) per day for Job Orders with a Job Order Sum between \$100,000.00 and \$250,000.00.
- C. the sum of Five Hundred Dollars (\$500.00) per day for Job Orders with a Job Order Sum between \$250,001.00 and \$750,000.00.

**RETENTION:**

The University will withhold 5% retention from each Individual Job Order. Retention is released at the completion of each individual job order.

**INSURANCE REQUIREMENTS (General Conditions & Supplementary Conditions**

The insurance requirements for this contract are as follows:

General Liability

- \$1M** Each Occurrence-Combined Single Limit for Bodily Injury and Property
- \$1M** Products - Completed Aggregate
- \$1M** Personal and Advertising Injury
- \$2M** General Aggregate; (not applicable to Comprehensive Form of Insurance).

Business Automobile Liability

- \$1M** Each Accident-Combined Single Limit for Bodily Injury and Property Damage

Workers Compensation & Employer's Liability insurance are as required by Federal and State of California Laws.

All Certificates of insurance shall be issued **ONLY** by insurers listed by BEST with a rating of A- or better, and with a financial classification of 8 or better.

Please review General Conditions Article 11 and the Certificate of Insurance form, Exhibit 1, carefully. The 4 special provision language cannot be modified or altered and

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both Auto and General Liability must include the 4 special provision language endorsements verbatim. Please confirm with your agent or broker that you can obtain these terms.

**BUILDERS RISK INSURANCE**

The University provides a Builder's Risk Coverage Program for all construction projects in excess of \$200,000. Builders Risk will be assigned and based on the actual value of each Job Order and not on the overall total Job Order Contract Value. The University will put this in place for each Job Order that qualifies, we do all the paperwork, and pay the premium. However, in the event that this coverage is necessary, the Contractor is responsible for the deductibles as contained in the provisions of the policy. Builder's Risk Coverage is described more fully in Article 11.2 of the General Condition and Exhibit 12 of the Contract Documents.

**BID FORM**

The majority of bids that are rejected are due to errors in the bid form. Material errors (those that involve money or time) can not be waived and cause a bid to be rejected as nonresponsive. Do not include any inclusive or exclusionary language, attachments, proposals, or references to the bid form. The only attachment to the bid form is either a bid bond or a cashier's check.

Use the Bid Form found in the Contract Documents. No other form is acceptable. Any Bids submitted that are not on the University provided form will be rejected.

All Bid Form blanks are to be completed in either ink or typewritten; any alterations or erasures to previously entered information are to be individually initialed by the bidder.

Bid Form, Item #3 – Pricing Schedule which is the Adjustment Factor:

The Gordian Group will explain this in more detail at the conclusion of my portion.

Bid Form, Item #6 – Bidder Information and Item #8 - Declaration:

All information regarding the bidder must be completed. A person legally authorized to bind the Bidder to a contract shall sign the Declaration Page in the Bid Form.

Bid Form, Item #7: Required Completed Attachments – Bid Security

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A Bid Security in the amount of \$25,000.00 is required. Fill in the type of bid security you are using, either a Bid Bond or Certified Check.

Use the **UNIVERSITY'S BID BOND** form provided in the contract documents. Do not use a form that was provided for any other UC campus. It is imperative that only our Bid Bond form is used. If another Bid Bond Form is submitted, it is a material error and your bid will be rejected as non responsive.

The Surety issuing your bid bond shall be, on the Bid Deadline, an admitted surety insurer as defined in California Code of Civil Procedures Section 995.120. Confirm with your bonding company that they are listed.

You may submit a Certified Check made payable to The Regents of the University in lieu of the Bid Bond (\$25,000.00), but you must keep in mind that the University will keep your Certified Check (as well as the bid bonds) until award of the Contract.

**Submitting the Bid:**

Submit your Bid on the enclosed **Bid Form** along with your **Bid BOND**, in an Opaque bidding envelope with the following proper identification:

- Project Name
- Project Number
- Your Company Name and return address

If you are mailing your bid, please place your bid in a separate envelope and mark on the outside of the mailing envelope, "Sealed Bid Enclosed."

Bids are submitted to:

Facilities Management, Building 439  
Door E, Reception Counter  
University of California, Santa Barbara  
Santa Barbara, California 93106

Bids must be received prior to the deadline time specified. Telephone, Oral, and Facsimile copies of bids are not acceptable and considered non-responsive.

Bid Date: Wednesday, July 2, 2008 at 2:30PM.

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**DETERMINING THE APPARENT LOWEST RESPONSIBLE BIDDER**

- The University will determine the low Bidder on the basis of the weighted Bid Adjustment Factors. Please refer to the Instructions to Bidders, Article 6.3. The Adjustment Factors will be discussed in more detail by the Gordian Group.

**AWARD & AGREEMENT:**

If you are selected as the Apparent Lowest Responsible Bidder for this project, we will mail you an Agreement for signature.

You will have 10 days after receipt of the Apparent Lowest Responsible Bidder Letter and package to return to this office:

- 1) The executed Agreement;
- 2) Certificates of Insurance (Exhibit 1) for General Liability and Auto
- 3) The Payment and Performance Bonds (Exhibits 2 & 3) in the amount of 100% of the contract price. For this project the Contract price is \$750,000.
- 4) The name and qualifications for the Project Manager and Superintendent proposed for the contract as required in Article 3.8 of General Conditions.

All of these items must satisfy the requirements as set forth in the Bidding Documents of the contract.

If you fail to properly submit these items as required on or before the time specified, you may be disqualified, the Bid Bond may be forfeited and the contract may be awarded to the next lowest responsible bidder.

You do not have a contract in place until the University signs the Agreement and we send you a Notice to Proceed. The Notice to Proceed will establish the Agreement start date.

Please be advised of the following contract requirements:

The University is subject to and follows the California Subletting and Subcontracting Fair Practices Act. Subcontractors shall be listed for each individual job order contract. Please refer to General Conditions, Article 5.

Certified Payrolls are required, and they are to be submitted with the Application for Payment, (Exhibit 4 in the Documents). Submit the Application for Payment to the project manager for each job order for review and preliminary signature. The University

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will process the Application for Payment when all required supporting data have been received.

Prevailing Wages are required for all construction work done on campus. The fine for not paying prevailing wages is \$50/per worker for every day that you are in violation.

A current list of prevailing wages is available through our web site on line and the web address is listed in Information Available to Bidders..

The Contractor and every Subcontractor will be required to submit their certified payrolls and shall use the FM International Labor Compliance Program software “LCPtracker” provided by the University.

**PARKING:**

If you park on campus the fee is \$8/day; \$56.00/month; \$113/quarter; or \$432.00 per year. Parking will be covered in more detail at the pre-construction kick-off meeting, where either a Parking Services representative will be in attendance or the Project Manager will provide you with more details.

**CONCLUSION:**

Does anyone have any questions regarding the bidding documents?

Thank you for attending this portion of the pre-bid conference.

I'll now turn this over to: Louis Patin and Jacob Guy from the Gordian Group.