

## NOTICE INVITING BIDS

### (HVAC PREVENTATIVE MAINTENANCE & REPAIR SERVICES)

NOTICE IS HEREBY GIVEN that the City Clerk, on behalf of and as authorized by the City Council of the City of Grand Terrace (hereinafter referred to as the "City"), **will receive sealed bids at 22795 Barton Road Grand Terrace, California, 92313** in care of the City Clerk, **until 1:00 p.m. on Monday, November 7, 2016** for HVAC preventative maintenance and repair services at City of Grand Terrace facilities designated as:

### **HVAC PREVENTATIVE MAINTENANCE & REPAIR SERVICES BID NO. 16-08**

**A non-mandatory pre-bid meeting will be held on Wednesday October 26, 2016 at 11:00 a.m. at Grand Terrace City Hall: 22795 Barton Road, Grand Terrace, CA 92313.**

At the time designated for receiving sealed bids on said Project, the bids will be publicly opened, examined and read aloud.

**All bids must be in writing, must be sealed in an opaque envelope, and addressed to the City, c/o City Clerk, and delivered or mailed to the City at 22795 Barton Road Grand Terrace, California 92313 in care of the City Clerk. The envelope shall be plainly marked in the upper left-hand corner as follows:**

**ATTENTION: CITY OF GRAND TERRACE c/o CITY  
CLERK (BIDDER'S NAME AND ADDRESS)  
BID FOR: HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES**

**Contractor must have Class A or Class C20 "HVAC Contractor" License.**

Any bid received after the hour stated above for any reason whatsoever, will not be considered for any purpose but will be returned, unopened, to the bidder.

This project involves HVAC Preventative Maintenance and Repair Services at City of Grand Terrace facilities.

The work shall be done under the supervision of the Director of Public Works / City Engineer and no work or portion of the work shall be paid for until it is approved for payment by the Director of Public Works / City Engineer, but this shall not prevent approval of and payment for completed portions of the work as it progresses, payment acceptance of these portions or of the completed project.

Each bidder must submit a proposal to the City, c/o City Clerk, on standard forms provided in the bid package. Said proposal is to be accompanied by a cash deposit, a certified or cashier's check, or a bid bond, made payable to the City, in an amount not

does not within ten (10) calendar days after written notice execute the Contract.

The successful bidder will be required to furnish certificates of insurance evidencing that all insurance coverage as required by the Specification has been so secured.

The Contractor may, at Contractor's sole cost and expense, substitute securities equivalent to any monies withheld by the City to insure performance under the Contract. Such securities shall be deposited with the City, or a state federally chartered bank as escrow agent, who shall pay such monies to the Contractor upon satisfactory completion of the Contract. Such securities, if deposited by the Contractor, will be valued by the City, whose decision on valuation of the securities shall be final. The Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any accrued interest thereon. Securities eligible for investment shall include those listed in Government Code Section 16430. No such substitution shall be accepted until the escrow agreement, letter of credit, form of security and any other document related to said substitution is reviewed and found acceptable by the City's attorney. The City reserves the right to waive any informalities or irregularities or to reject any or all bids, or any portions of any bid, or to reject and then negotiate the amount and/or terms of any bid with any bidder, and to be the sole judge of the merits of the respective bids received. The award of Contract, if made, will be on the basis of the lowest cost to the City to a responsible bidder whose proposal complies with all the prescribed requirements.

No bidder may withdraw his bid for a period of thirty (30) days after the bid opening.

Contract Documents, including the Plans and Specifications, may be examined at the City of Grand Terrace Public Works Department located at 22795 Barton Road, Grand Terrace, CA 92313 or may be obtained by email request to Adreane Freeman, Management Analyst, at [afreeman@grandterrace-ca.gov](mailto:afreeman@grandterrace-ca.gov).

**Any questions regarding the bid documents should be directed via e-mail to the Public Works Director, Yanni Demitri, P.E., T.E. [ydemitri@grandterrace-ca.gov](mailto:ydemitri@grandterrace-ca.gov).**

The successful bidder will be required to pay not less than the prevailing wage scale, determined by the Director of the California Department of Industrial Relations, copies of which scale are on file in the office of the City Clerk and the office of the Director of Public Works / City Engineer, and which shall be made available to any interested party upon request.

The Contractor shall execute the Contract and shall secure all insurance required within ten (10) calendar days after the Contractor has been notified in writing of the award of the Contract.

Payments will be made in cash to the Contractor in accordance with the provisions of the Specifications and on itemized estimates duly certified and approved by the Director of Public Works / City Engineer submitted in accordance therewith, based on labor and materials incorporated into said work during the preceding month by the Contractor.

City of Grand Terrace

10/20/16  
(Date)

BY: Pat Jacquez-Nares  
Pat Jacquez-Nares, City Clerk