



## San Juan Unified School District

### Facilities Business Department

5320 Hemlock Street, Sacramento, California 95841

Telephone 916- 971-7283

Internet Web Site: [www.sanjuan.edu](http://www.sanjuan.edu)

Kent Kern, Superintendent of Schools

Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation

December 4, 2019

Sauren Construction and Electric

Attn: Frank Crain

9183 Survey Rd #106

Elk Grove, CA 95624

RE: Notice of Intent to Award  
Informal Bid Package # 20-107 Del Campo High School Softball Score Board  
San Juan Unified School District

Dear Mr. Crain,

On behalf of the San Juan Unified School District, we are pleased to give you Notice of Intent to Award for Bid Package **#20-107, Del Campo High School Softball Scoreboard Project Number WO#193444-207CIP**. Your contract date will be January 16, 2020. Your contract amount will be **\$96,881.00 plus the add Alternate #1 \$49,000.00 for a total of \$145,881.00**. At this time, we request that you begin preparing and forwarding all required submittals for the project in order to expedite start of construction (See General Conditions Section 00 72 00, ARTICLE 11 - SUBMITTALS). In the event a contract is not awarded, reasonable costs for submittal preparation will be reimbursed. **Contractor shall submit material submittals for Scoreboard by December 6, 2019. Deadline to purchase to Scoreboard by December 13, 2019.**

Your date to start construction activities and completion date will be indicated in the Notice to Proceed. As stated in Section 1.10 of the Instructions to Bidders, the following documents need to be submitted no later than Thursday, January 9, 2020 to **Maria Mahon, Facilities Business Department 5320 Hemlock Street, Front Office, Sacramento, CA 95841**

1. Form of Contract (Use attached form 00 52 00).
2. Payment Bond for 100% of the contract sum, dated with the date of this letter (Use form in Exhibit C). Submit in duplicate.
3. Performance Bond for 100% of the contract sum, dated with the date of this letter (Use form in Exhibit D). Submit in duplicate.
4. Local contact for Surety, with name, phone number, and address to which legal notices may be sent.
5. Insurance Certificates as required in Article 3 of the General Conditions, Section 00 72 00 for workers compensation, comprehensive general liability, and automobile liability as required by the specifications including copies of endorsements naming the San Juan Unified School District, AEDIS ARCHITECTS. Greg Naslund - Building Maintenance Supervisor Maintenance & Operations, Chris Ralston Manager, Maintenance and Operations Facilities and their officers and employees as additional insured.
6. The name and resume of the full-time superintendent for approval (Contractor's Agent).
7. Emergency contact names and numbers.
8. Copy of Safety Manual and name of Safety Supervisor.
9. The name of the person or persons authorized to sign documents for this project.
10. List of all subcontractors and suppliers (contact, address, phone and fax numbers) who have contracted with you on

this project.

11. Fringe Benefit Statement Form for yourself and for all your subcontractors.
12. DAS 140 Form (copy) - Public Works Contract Award Information, for Prime and all Subcontractors
13. Asbestos-Containing Building Material (ACBM) Notification Statement.
14. Workers Compensation Affidavit and Prime Contractor Affidavit of Public Works Compliance Forms (LCP).

Additionally, please provide the following items:

1. Detailed Schedule
2. Schedule of values information according to Article 12 of Section 00 72 00 General Conditions.
3. Time and Materials wage sheet (submit within thirty (30) days of the date of the Notice to Proceed).
4. Matrix of all required submittals (submit within ten (10) days of the date of the Notice to Proceed).

Per Form of Contract, Section 12, Fingerprinting, enclosed please find 1 DOJ Fingerprinting packet for you and your subcontractors. Fingerprinting clearance will allow for obtaining picture identification badges. Those employees who are not cleared with DOJ will have non-picture ID badges and will require supervision on site.

Attached is the Contract for your signature and corporate seal. Please return the contract along with the requested documents and information listed above (Items 1 through 13) to San Juan Unified School District within the stated timeframe. Upon receipt and acceptance of these items, an electronic contract executed by the District will be sent to you.

A Pre-construction Conference has been tentatively scheduled for **a date, time, and location TBD**. Please make sure your Project Superintendent and major subcontractors are present for this very important kick-off meeting. Please call me if you have any questions.

We are looking forward to working with you on this project.

Very Truly Yours,

FOR THE SAN JUAN UNIFIED SCHOOL DISTRICT



Maria Mahon  
Procurement Specialist

cc: Chris Ralston – Manager, Maintenance and Operations Facilities - SJUSD  
Greg Naslund - Building Maintenance Supervisor  
Project Files C1

Attachments

Contract  
CAPM (Electronic Word Doc)  
Fringe Benefit Statement Form  
DAS 140 Form  
DOJ Fingerprinting Packet [Only required if they don't have an ORI #]