



## 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

April 9, 2021

Pac Shield Roof Services, Inc.

Attn: Rafael Lapizco

5151 Pentecost Dr., Ste A-1

Modesto, CA 95356

RE: Notice of Intent to Award  
BP#21-117, SJUSD Project #120-9233-N1  
Green Oaks Fundamental Deferred Maintenance Re-Roof  
San Juan Unified School District

Dear Mr. Lapizco:

On behalf of the San Juan Unified School District, we are pleased to give you Notice of Intent to Award for **Green Oaks Fundamental Deferred Maintenance Re-Roof project, BP#21-117, SJUSD Project #120-9233-N1**. Your contract date will be **April 27, 2021**. Your contract amount will be **\$536,770.00**. 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.

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 not later than **Thursday, April 22, 2021, to Innovative Construction Services, 5433 El Camino Ave., Suite 2, Carmichael, CA 95608**.

1. Form of Contract (Use form 00 52 00 attached).
2. Payment Bond for 100% of the contract sum, dated with the date of this letter (Attached Specification Section 00 61 13.13). Submit in duplicate.
3. Performance Bond for 100% of the contract sum, dated with the date of this letter (Attached Specification Section 00 61 13.16). Submit in duplicate.
4. Local contact for Surety, with name, phone number, and address to which legal notices may be sent.
5. Name and qualification of Supervising Technician as noted in Notice to Bidders 00 11 13, Section 1.13.
6. Insurance Certificates as required in Article 3 of the General Conditions, Section 00 72 00 and Special Provisions 00 73 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, Nacht & Lewis Architects, Innovative Construction Services, Inc.** and their officers and employees as additional insured.
7. The name and resume of the full-time superintendent for approval (Contractor's Agent).
8. Emergency contact names and numbers.
9. Copy of Safety Manual and name of Safety Supervisor.
10. The name of the person or persons authorized to sign documents for this project.

11. List of all subcontractors and suppliers (contact, address, phone and fax numbers) who have contracted with you on this project.
12. Fringe Benefit Statement Form for yourself and for all your subcontractors.
13. DAS 140 Form (copy) - Public Works Contract Award Information, for Prime and all Subcontractors
14. Asbestos-Containing Building Material (ACBM) Notification Statement.
15. Workers Compensation Affidavit and Prime Contractor Affidavit of Public Works Compliance Forms – CAPM Book 2.
16. Current W9 version 2018 or newer.

**Additionally, please provide the following items by April 16<sup>th</sup> by email to [john@icscm.com](mailto:john@icscm.com):**

1. Matrix of all required submittals.
2. Scheduling information according to Article 13 of Section 00 72 00 General Conditions.
3. Schedule of values information according to Article 12 of Section 00 72 00 General Conditions.
4. Time and Materials wage sheet.

Per Section 00 52 00 form of Contract, Section 17, Fingerprinting, please visit the District website (<https://www.sanjuan.edu/Page/559>) regarding DOJ Fingerprinting information 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 17) to the Construction Manager 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 will be scheduled in the near future by the Construction Manager. 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*

Maria Mahon  
Procurement Specialist

cc: Nicholas Arps, Director Facilities Construction & Modernization – SJUSD  
Meredith Collins, PM – ICS, Inc.  
Project Files C1

Attachments  
Contract and P&P Bonds