



San Juan Unified School District

Facilities Business Department

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Kent Kern, Superintendent of Schools

Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation

May 10, 2021

Kiz Construction, Inc.
Attn: Paul Kiz
5757 Robertson Ave. Suite D
Carmichael, CA 95608

RE: Notice of Intent to Award
Informal Bid Package # 21-129 – Encina Middle School Infill Office Wall and Exterior Flatwork
San Juan Unified School District

Dear Mr. Kiz,

On behalf of the San Juan Unified School District, we are pleased to give you Notice of Intent to Award for Bid Package #21-129, for Encina Middle School Infill Office Wall and Exterior Flatwork, Bid #21-129 SJUSD Project #055-9495-P2. Your contract date will be June 14th, 2021. Your contract amount will be \$151,00.00. 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 within ten (10) days of receipt of this letter to Kitchell CEM, 2450 Venture Oaks Way #500, Sacramento, CA 95833.

1. Payment Bond for 100% of the contract sum, dated with the date of this letter (Use form in Exhibit C). Submit in duplicate.
2. Performance Bond for 100% of the contract sum, dated with the date of this letter (Use form in Exhibit D). Submit in duplicate.
3. Local contact for Surety, with name, phone number, and address to which legal notices may be sent.
4. 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, Kitchell CEM and their officers and employees as additional insured.
5. The name and resume of the full-time superintendent for approval (Contractor's Agent).
6. Emergency contact names and numbers.
7. Copy of Safety Manual and name of Safety Supervisor.
8. The name of the person or persons authorized to sign documents for this project.
9. List of all subcontractors and suppliers (contact, address, phone and fax numbers) who have contracted with you on this project.
10. Fringe Benefit Statement Form for yourself and for all your subcontractors.

11. DAS 140 Form (copy) - Public Works Contract Award Information, for Prime and all Subcontractors
12. Asbestos-Containing Building Material (ACBM) Notification Statement.
13. 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 Thursday, June 03, 2021 at 1:00 p.m. and will be conducted at the Encina Middle School. 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: Nicholas Arps – Director Facilities Construction & Modernization – SJUSD
Laura Leet – Construction Manager - SJUSD
Saundra Scheer, Contract Administrator
Project Files C1

Attachments

Contract
CAPM (Electronic Word Doc)
Fringe Benefit Statement Form
DAS 140 Form
DOJ Fingerprinting Packet