

BIDDER'S PROPOSAL
RETURN WITH BID PROPOSAL

The undersigned submits this Bid in response to the Notice Inviting Bids issued by the City to construct the Work of the following Project in accordance with the Contract Documents:

Chevy Chase Sewer Diversion and Public Works Yard Recycled Water Main Extension Project
Specification No. 3445

A. Enclosed herewith and by this reference incorporated herein and made a part of this Bidder's Proposal are the following completed forms:

1. Bidding Form
2. Incumbency Certificate
3. Bid Security in the following form (*check one*):
☐ Cashier's Check ☐ Certified Check ☐ Bid Bond
4. Bidder's Statement of Qualifications
5. Questionnaire Regarding Bidders
6. Questionnaire Regarding Subcontractors
7. Contractor's Safety Questionnaire
8. Designation of Subcontractors
9. Contractor's Affidavit of Noncollusion
10. Certification of Insurance Requirements
12. Pre-Bid Site Inspection Certification

B. Acknowledgment of Addenda. The Bidder shall acknowledge the receipt of all Addenda by attaching a signed copy of all Addenda, and by listing all Addenda received and attached in the space below.

If an Addendum or Addenda have been issued by the City and not attached and noted above as being received by the Bidder, the Bid may be rejected.

C. Inspection of the Work and Contract Documents. Bidder certifies that it has carefully examined and is fully familiar with all of the provisions of the Bidding Documents and said Bidding Documents contain sufficient detail regarding the Work to be performed; that it has notified City of any errors or omissions in the Bidding Documents and/or any unusual site conditions; and that it has carefully checked all words, prices, and statements in this Bid Proposal Form. Bidder hereby certifies that he/she and his/her subcontractors have inspected the site and related drawings and specifications of Work and fully acquainted themselves with all conditions and matters which may in any way affect the Work, time of completion or the costs thereof.

Bidder also certifies he/she has observed the designated Contractor Work areas and access routes, if disclosed or shown, as part of the Work in this Contract. Bidder agrees that all costs of Work shown in the Bidding Documents, including work reasonably inferable therefrom and necessary thereto are included in his/her Bid. All Work shown in the Bidding Documents for which a specific line item is not provided in the Bidding Form is included in the Total Base Bid Price. Bidder agrees that City will not be responsible for any errors or omissions on the part of the undersigned in making this Bid Proposal.

- D. Forfeiture of Bid Security. Bidder further agrees that, in case of his/her default in executing the required Contract and the required bonds, or furnishing the required insurance, the money payable under the Bid Security accompanying this Bid Proposal shall be applied by the City towards payment of the damage to the City on account of such default, as provided in the Bidding Documents.
- E. Period of Irrevocability. Bidder agrees that this Bid shall remain open and shall not be withdrawn for a period of not less than ninety (90) calendar days from the date of Bid Opening, or until rejected by the City, whichever period is shorter.
- F. Bid Dispute Indemnification. In the event of a Bid dispute based upon the Bidder's submission of this Bid and the City acceptance of same, the Bidder shall indemnify, defend, and hold harmless at its expense, including the provision of legal counsel, the City, its agents, employees, and officers from liability, claims, demands, damages, and costs if such dispute or action arises solely upon the award of a Contract in compliance with federal, state, and local laws.

I hereby certify under penalty of perjury under the laws of the State of California that the representations made herein are true and correct.

Executed this _____ day of _____ at _____, _____
City State

NAME OF BIDDER

COMPANY NAME: _____

SIGNED: _____

PRINT NAME _____ TITLE: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: () _____

FAX TELEPHONE NUMBER () _____

E-MAIL: _____

CONTRACTOR'S LICENSE NO. _____

LICENSE CLASS _____

EXPIRATION DATE

TAX IDENTIFICATION NO.

SURETY

FORM OF ENTITY OF BIDDER

CORPORATION:

State of Incorporation _____

President: _____

Secretary: _____

PARTNERSHIP:

Name of all Partners: _____

JOINT VENTURE:

Name of all Joint Venturers: _____

SOLE PROPRIETORSHIP:

List All d/b/a's: _____

[If the Bidder is a corporation or a limited liability company, enter state or county of incorporation in addition to the business address and include an incumbency certificate executed by a Secretary thereof in the form set forth on the following page listing each officer with signing authority and his/her corresponding office. If the Bidder is a partnership or joint venturer stating that the respective partner or joint venturer agrees to be held jointly and severally liable for any and all of the duties and obligations of the Bidder under the Bid and under any contract arising therefrom. Attach evidence to the Bid Proposal Form that the individual signing has authority to do so.]

BIDDING FORM
RETURN WITH BID PROPOSAL

Chevy Chase Sewer Diversion and Public Works Yard Recycled Water Main Extension Project
Specification No. 3445

Pursuant to and in compliance with your Notice Inviting Bids and Contract Documents relating to the **Chevy Chase Sewer Diversion and Public Works Yard Recycled Water Main Extension Project, Specification No. 3445**, including all Addenda (attach signed copies), the undersigned bidder, having become thoroughly familiar with the terms and conditions of the Contract Documents and with local conditions affecting the performance and the costs of the Work at the place where the Work is to be done, hereby proposes and agrees to fully perform the Work within the time stated in strict accordance with the Contract Documents (including the furnishing of any and all labor, materials, tools, expendable equipment, and utility and transportation services necessary to fully perform the Work and complete it in a workmanlike manner) for the total Base Bid sum of:

_____ Dollars (\$ _____)
Written amount numeric amount

Common Items For Sewer Plan No. 3-1551 and 3-1561					
Item No.	Article	Estimated Quantity	Units	Unit Price	Total Price
1	Pipe Jacking Mobilization and Demobilization (48-Inch Boring Machine)	1	LS		
2	Pipe Jacking Mobilization and Demobilization (68-Inch Boring Machine)	1	LS		
Sewer Plan No. 3-1561, Colorado Blvd Wastewater Improvement In The City Of Los Angeles					
3	Pipe Jacking Shaft at Manhole No. 2 Location, 19 Feet Deep, +/-	1	EA		
4	Double Pipe Jacking Shaft at Manhole No. 3 Location, 37 Feet Deep, +/-	1	EA		
5	Receiving Shaft at Manhole No. 4 Location 39 Feet Deep, +/-	1	EA		
6	Bore Shaft at Manhole No. 5 Location 41 Feet Deep, +/-	1	EA		
7	Bore Shaft at Manhole No. 6 Location 45 Feet Deep, +/-	1	EA		
8	10-Foot Diameter Sewer Manhole No. 1, T-Lock Lined, 13 Feet Deep, +/-, Point of Connection in the City of LA	1	EA		
9	6-Foot Diameter Sewer Manhole No. 2, T-Lock Lined, 16 Feet Deep, +/-	1	EA		
10	6-Foot Diameter Sewer Manhole (Nos. 3, 4, 5) T-Lock Lined, 34 to 38 Feet Deep, +/-	3	EA		
11	48-Inch Steel Casing, 3/8-Inch Thick Open Shield Pipe Jacked per Plan No. 3-1561	300	LF		

Item No.	Article	Estimated Quantity	Units	Unit Price	Total Price
12	68-Inch Steel Casing, 15/16-Inch Thick Open Shield Pipe Jacked per Plan No. 3-1561	500	LF		
13	36-Inch OD HDPE DR 21 Sewer Pipe in Casing	529	LF		
14	48-Inch OD HDPE DR 21 Sewer Pipe in Casing	309	LF		
15	54-Inch OD HDPE DR 21 Sewer Pipe, Open Trench	41	LF		
16	20-Inch HDPE Air Jumper, Open Trench	50	LF		
17	Temporary Water By-Pass for 12-Inch Water Main*	1	LS		
18	City of Los Angeles Permit Work, Street Restoration	4,800	SF		
19	City of Los Angeles Permit Work, Street Light Conduit	1	LS		
20	City of Los Angeles Permit Inspection Services	1	Allowance	\$50,000	\$50,000.00
Sewer Plan No. 3-1551, Chevy Chase Sewer Diversion					
21	Receiving Shaft at Manhole No. 7 Locations 43 Feet Deep, +/-	1	EA		
22	Receiving Shaft at Manhole No. 9 Location 38 Feet Deep, +/-	1	EA		
23	Bore Shaft at Manhole No. 8 Location 41 Feet Deep, +/-	1	EA		
24	Bore Shaft at Manhole No. 12 (Sewer Metering Vault), 33 Feet Deep, +/-	1	EA		
25	6-Foot Diameter Sewer Manhole (Nos. 6, 7, 8, 9) T-Lock Lined, 34 to 42 Feet Deep, +/-	4	EA		
26	Sewer Metering Vault, Manhole No. 12, 30 Feet Deep, +/-	1	EA		
27	48-Inch Steel Casing, 3/8-Inch Thick Open Shield Pipe Jacked	1,860	LF		
28	36-Inch OD HDPE DR 21 Sewer Pipe in Casing	1,892	LF		
29	18-Inch Parshall Flume	1	LS		
30	Ultrasonic Transducer and Modem	1	LS		

Sewer Plan No. 3-1551, Open Cut Section					
Item No.	Article	Estimated Quantity	Units	Unit Price	Total Price
31	4-Foot Diameter Sewer Manhole (Nos. 13A, 21 and 22), 10 Feet Deep, +/-	3	EA		
32	6-Foot Diameter Sewer Drop Manhole (Nos. 13B and 14), 22 to 26 Feet Deep, +/-	2	EA		
33	6-Foot Diameter Sewer Manhole (Manhole Nos. 15, 16, 17, 18, 19), 16 to 21 Feet Deep, +/-	5	EA		
34	9-Foot Diameter Sewer Manhole No. 20, 14-Feet Deep, +/-,Point of Connection In Chevy Chase Drive	1	EA		
35	8-Inch VCP Sewer Main, Open Trench	120	LF		
36	10-Inch VCP Sewer Main, Open Trench	8	LF		
37	36-Inch VCP Sewer Main, Open Trench	1,444	LF		
38	Service Lateral Connections (6-inch and 8-inch)	21	EA		
39	Temporary Pipe Supports	20	EA		
40	Removal of Existing Sewer Manholes	5	EA		
41	Abandon Existing Sewer Manholes	2	EA		
42	Abandon Existing 10-inch Sewer Pipeline	250	LF		
43	Abandon Existing 12-Inch Sewer Pipeline	930	LF		
44	Expose Sides of RCSD Box at Sewer Crossing in San Fernando Rd and Los Angeles St and Remove Debris	1	LS		
45	Restoration of City Yard Existing Improvements Removed During Open Cut Trenching	1	LS		
Common Items For Sewer Plan Nos. 3-1551 and 3-1561					
46	24-Inch Manhole Frame and Cover Set	3	EA		
47	36-Inch Manhole Frame and Cover Set	17	EA		
48	Settlement Monitoring Points and Monitoring Program	33	EA		
49	Video Inspection of Completed Sewer Pipelines	4,346	LF		
50	Removal and Disposal of Contaminated Materials*	1	Allowance	\$11,000	\$11,000.00
51	Tunnel Ground Water Control and Dewatering Wells*	30	EA		
52	Obstruction Removal and Tunnel Boring Machine Downtime (See Pay Item Description)*	1	Allowance	\$50,000	\$50,000.00
53	MTA/SCRRA Flagging and Inspection Services	1	Allowance	\$100,000	\$100,000.00

BID SUB-TOTAL A

\$

Recycled Water Plan No. 6701-E

Item No.	Article	Estimated Quantity	Units	Unit Price	Total Price
54	Furnish and Install 8-inch C900 PC235 (DR18) purple Polyvinyl Chloride (PVC) Pipe.	1500	LF		
55	Furnish and Install 8-inch Welded Steel Flanged Outlet on the Existing 30 inch Steel Recycled Water Main, per Plan No. 6701-E, Connection Detail on Sheet 2.	1	EA		
56	Furnish and Install 8-inch tapping gate valve including all appurtenances.	1	EA		
57	Furnish and Install new 8-inch gate valve including all appurtenances.	1	EA		
58	Furnish and Install 2-inch Combination Air -Vac Valve, per GWP Std. Plan RW-1.	2	EA		
59	Furnish and Install Pump Out, per Plan 6701-E Detail 3 on Sheet 5.	2	EA		
60	Furnish and Install Concrete Pipe Protection Pad, as specified per Plan 6701-E, Detail 1 on Sheet 5.	20	SF		
61	Furnish and Install 2-inch Copper Irrigation Piping, including 4" PVC Schedule 80 Sleeve Pipe, per GWP Std. Plan RW-34.	120	LF		
62	Furnish and Install 6-inch Blow-Off Assembly (Fire Hydrant) excluding 6-inch Lateral Pipe, per GWP Std. Plan RW-6.	3	EA		
63	Furnish and Install 6-inch Steel Lateral Pipe (Sch. 40) for Blow-Off Assembly (Fire Hydrant), per GWP Std. Plan RW-6.	150	LF		
64	Furnish and Install 6-inch Steel Pipe Concrete Filled Bollards, per GWP Std. Plan 6074-A.	8	EA		

BID SUB-TOTAL B \$

BID TOTAL (A+B) _____

Item marked with a (*) indicates that quantities shown are for bidding purposes only. These items and quantities may or may not be used, at the discretion of the engineer. The Engineer shall determine the exact locations and quantities, if any, where the above quantities will be needed.

Respectfully submitted:

Signature

Address

Print Name/Title

Date

Contractor License Number

Date of Expiration

(SEAL - if BID is by a corporation)

Attest

Amount of Certified or Cashier's Check or Bid Bond

Name of Bonding Company

INCUMBENCY CERTIFICATE
RETURN WITH BID PROPOSAL

The undersigned hereby certifies to the City of Glendale that he/she is the duly elected and acting _____ Secretary of _____ (the "Company"), and that, as such, he/she is authorized to execute this Incumbency Certificate on behalf of the Company, and further certifies that the persons named below are the duly elected, qualified and acting officers of the Company, holding on the date hereof the offices set forth opposite their names and are authorized to sign this Bidder's Proposal and Bidding Form

NAME

OFFICE

IN WITNESS WHEREOF, the undersigned has executed this Incumbency Certificate this _____ day of _____.

Secretary

BID BOND

RETURN WITH BID PROPOSAL

(not necessary when cash, certified check, or cashier's check accompanies Bid)

KNOW ALL MEN BY THESE PRESENT,

That we, _____, the undersigned Bidder, as Principal and _____, as Surety, our respective heirs, executors, administrators, successors and assigns, are jointly and severally and firmly bound, unto **CITY OF GLENDALE**, hereinafter "Obligee," for payment of the penal sum hereof in lawful money of the United States, as more particularly set forth herein.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Principal has submitted the accompanying Bid for the _____ Project and the Bid must be accompanied by Bid security.

WHEREAS, subject to the terms of this Bond, the Surety is firmly bound unto the Obligee in the penal sum of \$_____ (**TEN PERCENT (10%)**) of the total amount of the Bid on the base contract work submitted by the Principal to the Obligee, as set forth above.

NOW THEREFORE, if the Principal shall not withdraw said Bid within the period specified in the Bidding Documents, or, if no period be specified, for sixty (60) calendar days after award of the Contract for the Project; or if the Principal does not attempt to withdraw the Bid when the requirements of Public Contract Code §5101 *et seq.* are not met; or if the Principal is awarded the Contract, and shall within the period specified therefore, or if no period be specified, within fourteen (14) calendar days after award of the Contract, enter into a written contract with the Obligee, in accordance with the Bid as accepted, and give such bond(s) with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract and for the payment for labor and materials used for the performance of the Contract and the required insurance documentation, then the above obligation shall be void and of no effect, otherwise to remain in full force and effect.

In the event that suit or other proceeding is brought upon this Bond by the Obligee, the Surety shall pay to the Obligee all costs, expenses and fees incurred by the Obligee in connection therewith, including without limitation, attorneys' fees and costs.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this ____ day of _____, 20____ by their duly authorized agents or representatives

Bidder:

(Corporate Seal)

(Principal's Name)

By:

(Signature)

(Typed or Printed Name and Title)

(Address)

Surety:
(Corporate Seal)

(Surety's Name)

By: _____
(Signature of Attorney-in-Fact for Surety)

(Attach Attorney-in-Fact Certificate)

(Typed or Printed Name)

(Address of Surety's Office where Bond is issued)

(Area Code and Telephone Number of Surety)

**NOTARIAL CERTIFICATION OF ATTORNEY IN FACT AND
SEAL OF SURETY MUST BE ATTACHED**

BIDDER'S STATEMENT OF QUALIFICATIONS
RETURN WITH BID PROPOSAL

1. ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor? _____
- 1.2 How many years has your organization been in business under its present name? _____
- 1.2.1 Under what other names has your organization operated? _____

- 1.3 If your organization is a corporation or a limited liability company, answer the following:
- 1.3.1 Date of incorporation/organization: _____
- 1.3.2 State of incorporation/organization: _____
- 1.3.3 Corporate ID number: _____
- 1.3.4 Name of President or Manager(s): _____
- 1.3.5 Agent for Service of Process: _____
- 1.4 If your organization is a partnership, answer the following:
- 1.4.1 Date of organization/formation: _____
- 1.4.2 Type of partnership (if applicable): _____
- 1.4.3 Name(s) of general partner(s): _____
- 1.4.4 List all states in which you are registered and state ID numbers for each: _____

- 1.5 If your organization is individually owned, answer the following:
- 1.5.1 Date of organization: _____
- 1.5.2 Name of owner: _____
- 1.6 If the form of your organization is other than those listed above, describe it and name the principals: _____

2. LICENSING

- 2.1 List jurisdictions in which your organization is legally qualified to do business, indicate registration or license numbers, and category of license, if applicable. _____

2.2 List jurisdictions in which your organization's partnership or trade name is filed. _____

2.3 List any licensing suspensions and/or violations assessed against your organization within the past five years. _____

3. EXPERIENCE

3.1 List the categories of Work that your organization normally performs with its own personnel. _____

3.2 Claims and Suits (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any Work awarded to it? _____

3.2.2 Has your organization ever been debarred from bidding on any public work of improvement by any state, county or local government agencies? If so, please explain. _____

3.2.3 Has your organization ever been assessed liquidated damages on any public work of improvement? If so, please explain. _____

3.2.4 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? _____

3.2.5 Has your organization filed any lawsuits or requested arbitration with regard to construction within the last five (5) years? _____

3.2.6 Have you or, if Bidder is a corporation, any principal of the corporation ever been convicted of a felony? If your answer is "Yes", please explain the details of that conviction and, if so, whether you or said officer have served his or her sentence. _____

3.2.7 Have you or your company ever been charged by any governmental agency for failure to follow safety procedures ? If so, please explain. _____

3.2.8 Has any governmental agency ever submitted a complaint against you to the California State Labor Commission for failure to submit certified payrolls? If your answer is "Yes", please provide the details of such complaint. _____

3.3 Within the last five years, has any officer or principal of your organization ever been an officer of another organization when it failed to complete a construction Contract? (If the answer is yes, please attach details.) _____

3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of the project, owner, architect/engineer Contract amount, percent complete and scheduled completion.

3.4.1 State total worth of Work in progress and under Contract: _____

3.5 On a separate sheet, list all projects your organization has completed in the past five years, giving the name of project, owner, owner's phone number, project manager, Contract amount, date of completion and percentage of the cost of the Work performed with your own forces.

3.5.1 State average annual amount of construction Work performed during the past five years: _____

3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

4. SURETY

4.1 If a performance and/or payment bond is required by this bid, identify the bonding company if arrangements for the bond have been made; if not, identify the bonding company for the Contractor's most recent project: _____

4.2 Name and address of agent: _____

QUESTIONNAIRE REGARDING BIDDERS

RETURN WITH BID PROPOSAL

Number of years and months engaged in the contracting business under present business name.

List of last three Contracts performed which show experience in Work of a nature similar to that covered in this proposal. If none, so indicate.

Year	Type of Work	Contract Amount	Location	For Whom Performed

State of California Contractor's License No. _____

Contractor's License expiration date _____

QUESTIONNAIRE REGARDING SUBCONTRACTORS
RETURN WITH BID PROPOSAL

Bidder shall answer the following questions and submit with his/her Contract proposal.

1. Were bid depository or registry services used in obtaining subcontractors bid figures in order to compute your bid?
Yes ☐ No ☐
2. If the answer to No. 1 is "Yes", please forward a copy of the rules of each bid depository you used with this questionnaire.
3. Did you have any source of subcontractors' bids other than bid depositories?
4. Has any person or group threatened you with subcontractor boycotts, union boycotts, or other sanctions to attempt to convince you to use the services or abide by the rules of one or more bid depositories?
Yes ☐ No ☐
5. If the answer to No. 4 is "Yes", please explain the following details:
 - (a) Date:
 - (b) Name of person or group:
 - (c) Job involved (if applicable):
 - (d) Nature of the threats:
 - (e) Additional comments:
(Use additional paper if necessary)
6. We declare under penalty of perjury that the foregoing is true and correct.
Dated this _____ day of _____, 20____.

Name of Company

By: _____

Title _____

All of the above statements as to experience, financial qualifications, and available plant and equipment are submitted in conjunction with the proposal, as a part thereof, and the truthfulness and accuracy of the information is guaranteed by the bidder.

Signature of Bidder _____

CONTRACTOR SAFETY QUESTIONNAIRE
RETURN WITH BID PROPOSAL

Company Name: _____

Primary Type of Work: _____

Person Completing Form: _____

Title: _____ Phone Number: _____

Signature: _____ Date: _____

A. SAFETY PERFORMANCE

1. List your company's Interstate Experience Rating Modifier (ERM) for the three most recent years.

20	_____
20	_____
20	_____

2. List your company's number of injuries/illnesses from your OSHA 300 logs for the three most recent years.

	20_____	20_____	20_____
a. Fatalities	_____	_____	_____
b. OSHA recordable incidents	_____	_____	_____
c. Lost work day incidents	_____	_____	_____
d. Total lost work days	_____	_____	_____
e. Total hours worked	_____	_____	_____

3. Please enclose copies of the following:

- a). OSHA 300 logs for the most recent three years and current year-to-date
- b). Verification of ERM from your insurance carrier
- c). Injury/Illness Report
- d). Complete written Safety Program
- e). Training Plans
- f). Training Certificates for Employees
- g). Emergency Response Training

Primary contractors must submit all information requested on No. 3. (a-g) to the City. Subcontractors must submit information (a-c) to the City and d-g to the primary contractor and should be made available to the City upon request.

4. Company Safety Contact:

a. Name _____

b. Phone _____

B. SAFETY PROGRAM

1. SAFETY PROGRAM DOCUMENTATION Circle One

- a. Do you have a written safety program manual? Yes No
1) Last revision date _____
- b. Do you have a written safety field manual? Yes No
- c. Are all workers given a booklet that contains work rules? Yes No
responsibilities and other appropriate information?

2. POLICY AND MANAGEMENT SUPPORT

- a. Do you have a safety policy statement from an officer of the company? Yes No
- b. Do you have a disciplinary process for enforcement of your safety program? Yes No
- c. Does management set corporate safety goals? Yes No
- d. Does executive management review:
☐ Accident reports? ☐ Safety statistics? ☐ Inspection reports?
- e. Do you safety pre-qualify subcontractors? Yes No
- f. Do you have a written policy on accident reporting and investigation? Yes No
- g. Do you have a light-duty, return-to-work policy? Yes No
- h. Is safety part of your supervisor's performance evaluation? Yes No
- i. Do you have a personal protective equipment (PPE) policy Yes No
- j. Do you have a written substance abuse program? Yes No
If yes, does it include:
☐ Pre-employment testing ☐ Return-to-duty testing
☐ Random testing ☐ Disciplinary process
☐ Reasonable cause testing ☐ Alcohol testing
☐ Post accident testing ☐ National Institute on Drug Abuse
☐ Panel Screen
- k. Does each level of management have assigned safety duties and responsibilities? Yes No

2. TRAINING AND ORIENTATION

- a. Do you conduct safety orientation training for each employee? Yes No
- b. Do you conduct site safety orientation for every Yes No

person new to the job site?

- c. Does your safety program require safety training meetings? Yes No
for each supervisor (foreman and above)? How often?
☐ Weekly ☐ Monthly ☐ Quarterly ☐ Annually
- d. Do you hold tool box/tailgate safety meetings Yes No
focused on your specific work operations/exposures?
☐ Weekly ☐ Daily
- e. Do you require equipment operation/certification training? Yes No

3. ADMINISTRATION AND PROCEDURES

- a. Does your written safety program address administrative procedures? Yes No

If yes, check which apply:

- | | |
|---|--|
| <input type="checkbox"/> Pre project/task planning | <input type="checkbox"/> Emergency procedures |
| <input type="checkbox"/> Record keeping | <input type="checkbox"/> Audits/inspections |
| <input type="checkbox"/> Safety committees | <input type="checkbox"/> Accident investigations/reporting |
| <input type="checkbox"/> HAZCOM | <input type="checkbox"/> Training documentation |
| <input type="checkbox"/> Substance abuse prevention | <input type="checkbox"/> Hazardous work permits |
| <input type="checkbox"/> Return-to-work | <input type="checkbox"/> Subcontractor prequalification |

- b. Do you have project safety committees? Yes No
- c. Do you conduct job site safety inspections? How often? Yes No
☐ Daily ☐ Weekly ☐ Monthly
- d. Do these inspections includes a routine safety Yes No
inspection of equipment (e.g., scaffold, ladders, fire
extinguishers, etc.)?
- e. Do you investigate accidents? How are they reported? Yes No
☐ Total company ☐ By superintendent
☐ By project ☐ By project manager
☐ By foreman ☐ In accordance with OSHA
- e. Do you discuss safety at all preconstruction and progress meetings? Yes No
- f. Do you perform rigging and lifting checks prior to lifting? Yes No
☐ For personnel ☐ For equipment ☐ Heavy lifts (more than 10,000 lbs.)

4. WORK RULES

- a. Do you periodically update work rules? Yes No
When was the last update? _____
- b. What work practices are addressed by your work rules?
☐ CPR/first aid ☐ Access—entrances/stairs
☐ Barricades, signs, and signals ☐ Respiratory protection
☐ Blasting ☐ Material handling/storage

- | | |
|---|--|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Temporary heat |
| <input type="checkbox"/> Compressed air and gases | <input type="checkbox"/> Vehicle safety |
| <input type="checkbox"/> Concrete work | <input type="checkbox"/> Traffic control |
| <input type="checkbox"/> Confined-space entry | <input type="checkbox"/> Site visitor escorting |
| <input type="checkbox"/> Cranes/rigging and hoisting | <input type="checkbox"/> Public protection |
| <input type="checkbox"/> Electrical grounding | <input type="checkbox"/> Equipment guards and grounding |
| <input type="checkbox"/> Environmental controls and Occupational health | <input type="checkbox"/> Monitoring equipment |
| <input type="checkbox"/> Emergency procedures | <input type="checkbox"/> Flammable material handling/storage |
| <input type="checkbox"/> Fire protection and prevention | <input type="checkbox"/> Site sanitation |
| <input type="checkbox"/> Floor and wall openings | <input type="checkbox"/> Trenching and excavating |
| <input type="checkbox"/> Fall protection | <input type="checkbox"/> Lockout/Tagout |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Energized/pressurized equipment |
| <input type="checkbox"/> Ladders and scaffolds | <input type="checkbox"/> Personal protective equipment |
| <input type="checkbox"/> Mechanical equipment/maintenance/pre-op checks/operation | <input type="checkbox"/> Tools, power and hand |
| <input type="checkbox"/> Welding and cutting (hot work) | <input type="checkbox"/> Electrical power lines |
| | <input type="checkbox"/> Other _____ |

5. OSHA INSPECTIONS

- | | | |
|----|--|--------|
| a. | Have you been inspected by OSHA in the last three years? | Yes No |
| b. | Were these inspections in response to complaints? | Yes No |
| c. | Have you been cited as a result of these inspections? | Yes No |

If yes, describe the citations:

DESIGNATION OF SUBCONTRACTORS
RETURN WITH BID PROPOSAL

NAME OF BIDDER _____

Each bidder shall set forth below:

1. The name and location of the place of business of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work of improvement, or a subcontractor licensed in the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the work of improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of one percent of the Contractor's total bid.
2. The portion and estimated dollar amount of the work which will be done by each subcontractor. The Contractor shall list only one subcontractor for each portion as is defined by the Contractor in his/her bid. The total estimated amounts of the work performed by all subcontractors shall not exceed Fifty percent (50%) of the Contractor Bid Amount.
3. If the Contractor fails to specify a subcontractor, or if the Contractor specifies more than one subcontractor for the same portion for work to be performed under the Contract in excess of one-half of one percent of the Contractor's total bid, then he/she agrees that he/she is fully qualified to perform that portion himself/herself, and that he/she shall perform that portion himself/herself. If after award of Contract, the Contractor subcontracts any such portion of the Work, the Contractor shall be subject to the statutory penalties.

Please type or legibly print (attach additional sheets as necessary).

Name of Subcontractor	License Number	City	Trade	Estimated \$ Amount

The Contractor shall not:

- A. Substitute any person as subcontractor in place of the subcontractor listed in the original bid, except that the City may consent to the substitution of another person as subcontractor:
 - 1. When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written Contract, based upon the general terms, conditions, plans and specifications for the project involved or the terms of such Contractor's written bid, is presented to him by the Contractor, or
 - 2. When the listed subcontractor becomes bankrupt or insolvent, or
 - 3. When the listed subcontractor fails or refuses to perform his/her subcontract, or
 - 4. When the listed subcontractor fails or refuses to meet the bond requirements of the Contractor, or
 - 5. When the Contractor demonstrates to the City that the name of the subcontractor was listed as the result of an inadvertent clerical error, or
 - 6. When the listed subcontractor is not licensed pursuant to the Contractors License Law, or
 - 7. When the City determines that the Work performed by the listed subcontractor is substantially unsatisfactory and not in substantial accordance with the Plans and Specifications, or that the subcontractor is substantially delaying or disrupting the progress of the Work.
- B. Permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original bid, without the consent of the City.
- C. Other than in the performance of "change orders" causing changes or deviations from the original Contract, sublet or subcontract any portion of the Work in excess of one-half of one percent of the Contractor's total bid as to which his/her original bid did not designate a subcontractor.

Prior to approval of a Contractor's request for a subcontractor substitution, the City will give notice in writing to the listed subcontractor of the Contractor's request to substitute and of the reason for the request. The notice will be served by certified or registered mail to the last known address of the subcontractor. The listed subcontractor who has been so notified shall have five Working Days within which to transmit to the City written objections to the substitution. Failure to file these written objections shall constitute the listed subcontractor's consent to the substitution.

If written objections are filed, the City will give notice in writing of at least five Working Days to the listed subcontractor of a hearing by the City on the Contractor's request for substitution.

The Contractor, as a condition to asserting a claim of inadvertent clerical error in the listing of a subcontractor, shall within two Working Days after the time of the bid opening by the City, give written notice to the City and copies of such notice to both the subcontractor he/she claims to have listed in error and the intended subcontractor who had bid to the Contractor prior to the bid opening.

Subletting or subcontracting of any portion of the Work in excess of one-half of one percent of the Contractor's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the City setting forth the facts constituting the emergency or necessity.

If the Contractor violates any of the above provisions the Contractor may be in breach of this Contract and the City may exercise the option, in its own discretion, of (1) canceling this Contract, or (2) assessing the Contractor a penalty

in an amount not more than ten percent of the amount of the subcontract involved, and this penalty shall be deposited in the fund out of which the prime Contract is awarded.

[END OF DOCUMENT]

CONTRACTOR'S AFFIDAVIT OF NON-COLLUSION

RETURN WITH BID PROPOSAL

STATE OF CALIFORNIA)
)
COUNTY OF _____)

_____ being first duly sworn, deposes and says:

1. That he/she is the _____ (Title of office if a corporation: "sole owner," "Partner," or other proper title) of _____, (hereinafter called "Contractor") who has submitted to the City of Glendale a Bid Proposal for the construction of _____
_____ (Insert Project Name);
2. That said Bid Proposal is genuine; that the same is not sham; that all statements of fact therein are true;
3. That said Proposal is not made in the interest or behalf of any person, partnership, company, association, organization, or corporation not named or disclosed;
4. That Contractor did not, directly or indirectly induce, solicit, agree, collude, conspire or contrive with anyone else to submit a false or sham bid, to refrain from bidding, or withdraw his/her bid, to raise or fix the bid price of Contractor or of anyone else, or to raise or fix any overhead profit, or cost element of Contractor's price or the price of anyone else; and did not attempt to induce action prejudicial to the interests of the City of Glendale, or of any other bidder, or anyone else interested in the proposed Contract;
5. That the Contractor has not in any manner sought by collusion to secure for himself an advantage over any other bidders or induce action prejudicial to the interests of the City of Glendale or of any other bidder, or anyone else interested in the proposed Contract;
6. That the Contractor has not accepted any bid from any subcontractor or material supplier through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Contractor from considering any bid from any subcontractor or material supplier, which is not processed through said bid depository, or which prevent any subcontractor or material supplier from bidding to any Contractor who does not use the facilities of or accept bids from or through such bid depository;
7. That the Contractor did not, directly or indirectly, submit the Contractor's bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Glendale, or to any person or persons who have partnership or other financial interest with said Contractor in his/her business.

Dated this _____ day of _____ at _____, _____
Month/Year City State

Signature Contractor

Name Title

Subscribed and sworn to before me this _____ Day of _____, 20

Notary Public in and for said County and State (SEAL)

[END OF DOCUMENT]

CERTIFICATION OF INSURANCE REQUIREMENTS

RETURN WITH BID PROPOSAL

At its own expense, the Contractor hereby certifies that he/she shall obtain, pay for, and maintain – and shall require each of its Subcontractors to obtain, pay for, and maintain – for the duration of the Agreement, policies of insurance meeting the requirements and all other conditions as described in the Project Specifications.

The Contractor hereby certifies that they have reviewed the Specifications, including the Insurance Requirements listed in General Conditions Section 12 and General Conditions Exhibit 4, have discussed the required insurance with qualified insurance carriers, and is approved, able and willing to provide said insurance as required.

Name (Please Print)

Signature

Date

[END OF DOCUMENT]

PRE-BID SITE INSPECTION CERTIFICATION
RETURN WITH BID PROPOSAL

The bidder hereby certifies that he/she and his/her subcontractors have inspected the site and related specifications of work and fully acquainted themselves with all conditions and matters which might in any way affect the work, time of completion or the cost thereof, including, but not limited to scheduling and disclosed outside Contracts involving this work.

The bidder also certifies he/she has observed the designated Contractor work areas and access routes, if disclosed or shown, as part of work in this Contract.

NAME OF BIDDER:

Date: _____

Persons who inspected site of the proposed Work for your firm:

Name _____

Date of Inspection _____

Title _____

Name _____

Date of Inspection _____

Title _____

[END OF DOCUMENT]