



OUTREACH PROGRAM FOR QUALIFIED BUSINESSES

APPENDICES

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APPENDIX A

Notice to Contractors Calling for Bids

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

DOCUMENT 00 11 15

NOTICE TO CONTRACTORS CALLING FOR BIDS

DISTRICT: SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

PROJECT DESCRIPTION: [SAN JOSE CITY] [EVERGREEN VALLEY] COLLEGE
PROJECT NAME, #XXXXX
BID #G2010.0XXX

**LAST DATE/TIME FOR
SUBMITTAL OF
BID PROPOSAL:** 3:00 P.M.
DATE

**PLACE FOR SUBMITTAL OF
BID PROPOSALS:** SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICES BUILDING, Reception Desk
40 SOUTH MARKET ST.
SAN JOSE, CA 95113

**BID AND CONTRACT
DOCUMENTS AVAILABLE AT:**

<http://www.sjecc.edu/district-services/fiscal-services/purchasing-bids>

NOTICE IS HEREBY GIVEN that the above-named California Community College District, acting by and through its Board of Trustees, hereinafter the "District" will receive up to, but not later than the above-stated date and time, sealed Bid Proposals for the Contract for the Work generally described as [SAN JOSE CITY] [EVERGREEN VALLEY] COLLEGE – PROJECT DESCRIPTION, #XXXXX.

- 1 Summary of Work.** The project entails [DESCRIBE PROJECT, LIST TRADES]. Contractor must coordinate its work with a scheduled power shut-down, as well as ongoing day-to-day operations of an active school site.
- 2 Submittal of Bid Proposals.** All Bid Proposals shall be submitted on forms furnished by the District and are contained herein. Bid Proposals must conform with, and be responsive to, the Bid and Contract Documents, copies of which may be obtained from the District as set forth above. Only 'sealed' Bid Proposals with the Bid # G2010.0XXX on the outside of the envelope, submitted to the District at or prior to the date and time set forth above for the public opening and reading of Bid Proposals shall be considered.
- 3 Bid and Contract Documents.** Electronic versions of the Bid and Contract Documents are available at the location stated above. The Bid and Contract Documents can also be viewed at most Bay Area Builders Exchanges. The Contractor shall be solely responsible for any printing and reproduction costs of the Bid and Contract Documents.
- 4 Documents Accompanying Bid Proposal.** Each Bid Proposal shall be accompanied by: (a) the required Bid Security; (b) Proposed Subcontractors Form; (c) Non-Collusion Declaration; (d) the "Agreement to be Bound" and the "Agreement of Contractors"; and (e) Small/ Disadvantaged Business Utilization Form. All information or responses of a Bidder in its Bid Proposal and other

documents accompanying the Bid Proposal shall be complete, accurate and true. Incomplete, inaccurate or untrue responses or information provided therein by a Bidder shall be grounds for the District to reject such Bidder's Bid Proposal for non-responsiveness.

- 5 **Prevailing Wage Rates.** Pursuant to California Labor Code §§1770-1782, the Director of the Department of Industrial Relations (DIR) of the State of California has determined the generally prevailing rates of wages in the locality in which the Work is to be performed. Copies of these determinations, entitled "PREVAILING WAGE SCALE", are maintained at the District's Offices located at 40 South Market St., San Jose, California 95113, and are available to any interested party upon request. The Contractor awarded the Contract for the Work shall post a copy of all applicable prevailing wage rates for the Work at conspicuous locations at the Site of the Work. The Contractor and all Subcontractors performing any portion of the Work shall pay not less than the applicable prevailing wage rate for the classification of labor provided by their respective workers in prosecution and execution of the Work.
- 6 **Contractors License Classification.** In accordance with the provisions of California Public Contract Code §3300, the District requires that Bidders possess the following classification(s) of California Contractors License at the time that the Contract for the Work is awarded: **License Classification (A, B, etc.)**. Any Bidder not so duly and properly licensed shall be subject to all penalties imposed by law. No payment shall be made for work, labor, materials or services provided under the Contract for the Work unless and until the Registrar of Contractors verifies to the District that the Bidder awarded the Contract is properly and duly licensed to perform the Work.
- 7 **Contractors Registration.** Each Bidder submitting a proposal to complete the work, labor, materials, and/or services ("Work") subject to this procurement must be a Department of Industrial Relations registered contractor pursuant to Labor Code §1725.5 ("DIR Registered Contractor"). A Bidder who is not a DIR Registered Contractor when submitting a proposal for the Work is deemed not qualified and the proposal of such a Bidder will be rejected for non-responsiveness. Pursuant to Labor Code §1725.5 all Subcontractors identified in a Bidder's Subcontractors' List shall be DIR Registered Contractors. If awarded the Contract for the Work, at all times during performance of the Work, the Bidder and all Subcontractors, of any tier, shall be DIR Registered Contractors.
- 8 **Bonds.** The successful bidder will be required to furnish a Performance Bond and a Payment Bond, each in the amount of 100% of the Contract Price. The costs associated with providing these bonds should be included in the total amount of the bid as submitted by the Contractor.
- 9 **Contract Time.** Substantial Completion of the Work shall be achieved by **(XXX) calendar days** after the date for commencement of the Work as set forth in the Notice to Proceed issued by the District. Failure to achieve Substantial Completion within the Contract Time will result in the assessment of Liquidated Damages as detailed in Document 00 73 10 Special Conditions.
- 10 **Bid Security.** Each Bid Proposal shall be accompanied by Bid Security in an amount not less than **ten percent (10%)** of the maximum amount of the Bid Proposal. Failure of any Bid Proposal to be accompanied by Bid Security in the form and in the amount required shall render such Bid Proposal to be non-responsive and rejected by the District.
- 11 **No Withdrawal of Bid Proposals.** Bid Proposals shall not be withdrawn by any Bidder for a period of **ninety (90) days** after the opening of Bid Proposals. During this time, all Bidders shall guarantee prices quoted in their respected Bid Proposals.
- 12 **Job-Walk.** The District will conduct a **[mandatory/non-mandatory]** Job-Walk for all contractors to perform the Work. The Job-Walk will be conducted beginning at:

2:00 PM on **DD/MM/YY**

Bidders are to meet at **WHERE** located on the **[Evergreen Valley] [San Jose City]** College Campus at **[3095 Yerba Buena Road] [2001 Moorpark Avenue]**, San Jose, CA at the above

date and time for the Job Walk. It is the Bidder's responsibility to place their name on the sign-in sheet at proof of attendance. Late arrivals may be prevented from attending at the sole discretion of the District. All attendees should park **WHERE?** or bring quarters to buy a parking permit for other Lots.

13 Process and deadline for Bid Questions: All questions must be emailed to the District's Program Manager at **name@gilbaneco.com**, with a copy email to Purchasing at **purchasing.name@sjeccd.edu**. The deadline to submit questions is **5:00 PM** on **DATE**. A question form is included herein, see Bid Document, 00 31 07. If you do not use the question form, you must still include the same details in your question that are requested by the form. The District will issue written response(s) to the bid questions as Amendments to the bid documents. Do not direct questions to any other person associated with this project; such action will only slow the District's ability to respond to your inquiry.

14 Substitute Security. In accordance with the provisions of California Public Contract Code §22300, substitution of eligible and equivalent securities for any monies withheld by the District to ensure the Contractor's performance under the Contract will be permitted at the request and expense of the Contractor and in conformity with California Public Contract Code §22300. The foregoing notwithstanding, the Bidder to whom the Contract is awarded shall have **ten (10) days** following action by the District's Board of Trustees to award the Contract to such Bidder to its written request to the District to permit the substitution of securities for retention under California Public Contract Code §22300. The failure of such Bidder to make such written request to the District within said ten (10) day period shall be deemed a waiver of the Bidder's rights under California Public Contract Code §22300.

15 Waiver of Irregularities. The District reserves the right to reject any and all Bid Proposals or to waive any irregularities or informalities in any Bid Proposal or in the bidding procedure.

16 Award of Contract. The Contract for the Work, if awarded, will be by action of the District's Board of Trustees to the responsible Bidder submitting the lowest responsive Bid Proposal. If the Bid Proposal requires Bidders to propose prices for Alternate Bid Items, the District's selection of Alternate Bid Items, if any, for determination of the lowest priced Bid Proposal and for inclusion in the scope of the Contract to be awarded shall be in accordance with the Instructions for Bidders. The District reserves the right to reject any and all Bid Proposals or to waive any irregularities or informalities in any Bid Proposal or in the bidding procedure.

17 Construction Estimate (Base Bid only): Approximately **\$~~XX,XXX,XXX~~**

18 Construction Careers Agreement. General Contractors submitting bids must provide evidence of acceptance of the terms and conditions of the Construction Careers Agreement (PSA) between San Jose / Evergreen Community College District and the Santa Clara & San Benito Counties Building and Construction Trades Council at the time of bid. Therefore, contractors must submit the completed and signed "Agreement to Be Bound" and the completed and signed "Agreement of Contractors" with their bid. Additionally, all contractors and subcontractors of any tier on this project will be subject to, and will also be required to be bound by the PSA. The PSA can be found at:

<http://www.sjeccd.edu/Bids/Documents/Construction%20Careers%20Agreement%20w%20all%20Docs%206-25-13.pdf>

19 Small, Local, and Diverse Business Enterprises. The District has set a goal of ^{25%}~~15%~~ combined utilization of small, local and diverse ~~contractors and subcontractors~~ on all projects unless otherwise noted.

A. The District recognizes ~~small, local, and diverse contractor~~ certifications granted to firms by any of the following agencies:

Certifying Department or Agency California State Department of General Services (DGS) – Office of Small Business & Disabled Veteran Business Enterprise Services (OSBS) California Public Utilities Commission Supplier Clearinghouse Address National Minority Supplier Development Council (NMSDC) or its affiliate Women Business Enterprise National Council (WBENC) National Women Business Owners Corporation (NWBOC) US Dept of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, Center for Verification and Evaluation – Service-Disabled Veteran-Owned Small Business (SDVOSB) Program	Certification SE, DVBE MBE, WBE, DVBE SE, DVBE MBE WBE WBE DVBE
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The District reserves the right to revise this list at its own discretion

B. The Anticipated Utilization of Small, Local and Diverse Contractors, Document 00 42 13 A, is required to be submitted with each bid.

257 C. If there is no anticipated participation of small, local and diverse businesses on this project or Bidder believes the 35% goal will not be achieved, Bidder must submit a detailed letter with the Bid for the District's review explaining what specific attempts were made to secure compliance and specific reasons why it is believed the 35% goal cannot be achieved. The District, in its sole discretion, will determine if the Contractor has provided reasonable justification for the Contractor's failure to attain the 35% anticipated level of participation.

END OF DOCUMENT

APPENDIX B
Bid Proposal

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

DOCUMENT 00 41 13

BID PROPOSAL

TO: SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT, a California Community College District, acting by and through its Board of Trustees ("the District").

FROM:

(Name of Bidder)

(Address)

(City, State, Zip Code)

(Federal Tax I. D.)

(Telephone/Fax)

(Contractor's License Number)

(Contractor's DIR Registration Number)

[E-Mail Address of Bidder's Representative(s)]

[Name(s) of Bidder's Authorized Representative(s)]

1. Bid Proposal

1.1 Acknowledgment of Bid Allowances. The Bidder confirms that the Bid Proposal amount shown in paragraph 1.2 below, incorporates and is inclusive of all Allowances detailed in Section 01 21 00 for added work at District's request.

Allowance #1, (Description):	\$XX,000.00
Allowance #2, (Description):	\$XX,000.00
Allowance #3, (Description):	\$XX,000.00
Total Schedule of Allowances.....	\$XX,000.00

1.2 Base Bid Proposal Amount. The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the contract & complete the [San Jose` City] [Evergreen Valley] College – Project Name, project #XXXXXX for the sum of:

_____ Dollars

\$ _____
The Bidder confirms that it has checked all of the above figures and that the Bid Proposal amount includes the allowances described in Paragraph 1.1 above. Furthermore, the Bidder understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal. The Contract Award will be pursuant to Document 00 21 13, Instructions to Bidders, Paragraph 12.3, in accordance with Public Contract Code Section 20103.8(a), the lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items described in Paragraph 1.3 below.

1.3 Bid Alternates. The Bidder's price proposal for bid alternates is set forth in the Bid Alternates section below. Reference Section 01 23 00 for the description of the Bid Alternates required and enter the calculated amount below.

Bid Alternates shall state the NET AMOUNT to be ADDED TO or DEDUCTED FROM the BASE BID PRICE, as applicable.

The changes described in each Bid Alternate shall only become incorporated into the work if the District elects to proceed with one or more or any combination of the Bid Alternates and amends the District-Contractor Agreement accordingly. The selection of Bid Alternates may occur prior to the Contract Date, or may, by the Agreement, be deferred for possible selection at a subsequent date.

Acceptance or Rejection: Acceptance or rejection of each Bid Alternate is at the discretion of the District. None, any, or all Bid Alternates may be accepted or rejected in any sequence by the District.

Modifications to the work shall require furnishing and installing the selected Bid Alternate materials and labor to the satisfaction of the District's Representative at no additional cost to the District other than described in the applicable Bid Alternate.

Extent of Bid Alternates: Bidders shall determine the full extent of work affected by each Bid Alternate and shall make full and proper allowance for such extent.

Each Bid Alternate price must include all labor, materials, equipment, facilities, transportation, and services to complete all work related to the Bid Alternate.

No increase in Contract days or extension of Contract completion schedule shall be made for work required by Bid Alternate improvements.

Bid Alternates:

Alternate #1: Name

Describe.

_____ Dollars, \$ _____

Alternate #2: Name

Describe.

_____ Dollars, \$ _____

1.4 Acknowledgment of Bid Addenda. The Bidder confirms that this Bid Proposal incorporates, and is inclusive of, all items or other matters contained in Addenda issued by or on behalf of the District.

Addenda # ____ to the Bid Documents has been received & acknowledged. ____ (initial)

Addenda # ____ to the Bid Documents has been received & acknowledged. ____ (initial)

Addenda # ____ to the Bid Documents has been received & acknowledged. ____ (initial)

Addenda # ____ to the Bid Documents has been received & acknowledged. ____ (initial)

- 2. Documents Accompanying Bid.** The Bidder has submitted with this Bid Proposal the following: (a) Bid Security; (b) Proposed Subcontractors Form; (c) Non-Collusion Declaration; (d) Construction Careers Agreement To Be Bound and Construction Careers Program Agreement of Contractors and (e) Small/Disadvantaged Business Utilization Form. The Bidder acknowledges that if this Bid Proposal and the foregoing documents are not fully in compliance with applicable requirements set forth in the Notice to Contractors Calling for Bids, the Instructions to Bidders and in each of the foregoing documents, the Bid Proposal may be rejected as non-responsive.
- 3. Award of Contract.** If the Bidder submitting this Bid Proposal is awarded the Contract, the undersigned will execute and deliver to the District the Agreement in the form attached hereto within five (5) working days after notification of award of the Contract. Concurrently with delivery of the executed Agreement to the District, the Bidder awarded the Contract shall deliver to the District: (a) Certificates of Insurance evidencing all insurance coverages required under the Contract Documents; (b) the Performance Bond; (c) the Labor and Material Payment Bond; (d) the Certificate of Workers' Compensation Insurance; and (e) the Drug-Free Workplace Certificate. Failure of the Bidder awarded the Contract to strictly comply with the preceding may result in the District's rescission of the award of the Contract and forfeiture of the Bidder's Bid Security. In such event, the District may, in its sole and exclusive discretion elect to award the Contract to the responsible Bidder submitting the next lowest Bid Proposal, or to reject all Bid Proposals.
- 4. Contractor's License.** The undersigned Bidder is currently and duly licensed in accordance with the California Contractors License Law, California Business & Professions Code §§7000-7020., under the following classification "X" bearing License Number _____, with expiration date of _____. The Bidder certifies that: (a) it is duly licensed, in the necessary class(es), for performing the Work of the Contract Documents; (b) that such license shall be in full force and effect throughout the duration of the performance of the Work under the Contract Documents; and (c) that all Subcontractors providing or performing any portion of the Work shall be so properly licensed to perform or provide such portion of the Work.
- 5. Contractor's Registration.** Each Bidder submitting a proposal to complete the work, labor, materials and/or services ("Work") subject to this procurement must be a Department of Industrial Relations registered contractor pursuant to Labor Code §1725.5 ("DIR Registered Contractor"). A Bidder who is not a DIR Registered Contractor, when submitting a proposal for the Work is deemed "not qualified" and the proposal of such a Bidder will be rejected for non-responsiveness. Pursuant to Labor Code §1725.5, all Subcontractors identified in a Bidder's Subcontractors' List shall be DIR Registered Contractors. If awarded the Contract for the Work, at all times during performance of the Work, the Bidder and all Subcontractors, of any tier, shall be DIR Registered Contractors.
- 6. Designation of Subcontractors: Subcontractors' List.** Each Bidder shall submit a list of its proposed Subcontractors (with location of businesses and contractors' license numbers) for the proposed Work as required by Bidletting and Subcontracting Fair Practices Act (California Public Contract Code §§4100 – 4114) on the form published. The failure of any Bid Proposal to include information required by the Subcontractors' List will result in a rejection of the Bid Proposal for non-responsiveness..

7. Participation of Small, Local, and Diverse Business Enterprises: The Bidder acknowledges the District's Outreach Program goal of achieving greater than 15% participation by Small, Local, and Diverse contractors and subcontractors. The Bidder will make significant good faith effort to meet or exceed that goal. 25%

8. **Acknowledgment and Confirmation.** The undersigned Bidder acknowledges its receipt, review and understanding of the Drawings, the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Bidder certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing, performing and constructing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Bidder certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount bid herein within the Contract Time and in accordance with the Contract Documents.

9. **Unit Pricing:** (To be developed on a per project basis. Do not use if no unit pricing required.)

By: _____
(Signature)

(Corporate Seal)

(Typed or Printed Name)

Title:

END OF DOCUMENT

APPENDIX C

Contractor Business Enterprise Certification

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

CONTRACTOR BUSINESS ENTERPRISE CERTIFICATION

San Jose/Evergreen Community College District, in compliance with California Code of Regulations Section 59500 et.seq., requests your response to the following questionnaire, which is for informational use only. Using the following guidelines, please determine whether your business qualifies under any of the following classifications:

LBE - LOCAL BUSINESS ENTERPRISE

Generally, your firm is considered by the San Jose Evergreen Community College District to be a Local Business Enterprise if its primary place of business is in Santa Clara County. The place of business must be a fixed office and not a post office box, a temporary location, a moveable property, or a location established to oversee a project (such as a construction project office).

SB - SMALL BUSINESS

Generally, your firm is considered by the State of California to be a Small Business if it has (a) fewer than 100 employees and (b) for general construction and services industries, average annual receipts less than \$14 million for three preceding fiscal years.

MBE - MINORITY BUSINESS ENTERPRISE

A Minority Business Enterprise is a business concern which is at least 51% owned by one or more minorities (Native American, African American, Asian/Pacific American or Hispanic American). A publicly owned corporation qualifies if at least 51% of the stock is owned by one or more minorities. Management and daily business operations must be controlled by one or more such individuals. The firm must have its home office located in the United States and it must not be a branch or subsidiary of a foreign corporation, firm or other business.

WBE - WOMEN OWNED BUSINESS ENTERPRISE

A Women Owned Business Enterprise is a business concern which is at least 51% owned by women. A publicly owned corporation qualifies if at least 51% of the stock is owned by women. Management and daily business operations must be controlled by one or more such individuals. The firm must have its home office located in the United States and it must not be a branch or subsidiary of a foreign corporation, firm or other business.

DVBE - DISABLED VETERANS BUSINESS ENTERPRISE

A Disabled Veterans Business Enterprise is a business concern which is at least 51% owned by disabled veterans. A publicly owned corporation qualifies if at least 51% of the stock is owned by disabled veterans. Management and daily business operations must be controlled by one or more such individuals. The firm must have its home office located in the United States and it must not be a branch or subsidiary of a foreign corporation, firm or other business. The State of California's Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSBSES) defines "disabled veteran" as a veteran of the military, naval or air service or the United States with a service-connected disability of at least 10% or more and who is a resident of the State of California.

BUSINESS CATEGORY - CHECK ALL THAT APPLY

- LBE - Local Business Enterprise
 SB - Small Business
 MBE - Minority Business Enterprise
 WBE - Women Owned Business Enterprise
 DVBE - Disabled Veterans Business Enterprise
 OTH - None of the Above

OWNED AND MANAGED BY (INDICATE % IF APPLICABLE):

- % African American
 % Asian/Pacific American
 % Caucasian/White American
 % Hispanic American
 % Native American (Native Americans Include: American Indians, Eskimos, Aleuts and Native Hawaiians)
 % Other (Please Specify) _____

I am authorized to execute this certification on behalf of this business enterprise:

Name of Company _____

Signature _____ Date _____

Print Name _____

Title _____

END OF DOCUMENT

APPENDIX D

Anticipated Utilization of Small, Local, and Diverse Contractors (1/2)

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

DOCUMENT 00 42 13 A

ANTICIPATED UTILIZATION OF SMALL, LOCAL, AND DIVERSE CONTRACTORS

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

Contractor Name _____

Project Name **PROJECT NAME** _____

Bid No. **G2010.00XX** _____

Subcontractor, Contact Name, & Phone	S	L	M	D	Describe Work	Contract Amount
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____						
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____						
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____						

Subcontractor, Contact Name, & Phone	S	L	I	D	B	E	W	O	R	D	Describe Work	Contract Amount
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____												
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____												

TOTAL SLDBE Contract Amount \$ _____

TOTAL BASE BID Amount \$ _____

SLDBE Contract Amount as % _____ %
 OF BASE BID

JUSTIFICATION LETTER ATTACHED (if anticipated small, local & diverse participation is less than the 15% goal)

25%

 (Signature)

 (Address)

 (Name Printed or Typed)

 (City, State)

(_____) _____
 (Area Code and Telephone Number)

END OF DOCUMENT

APPENDIX E

Final Utilization of Small, Local, and Diverse Contractors (1/2)

DOCUMENT 00 42 13

FINAL UTILIZATION OF SMALL, LOCAL, AND DIVERSE CONTRACTORS

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

Contractor Name _____

Project Name **PROJECT NAME** _____

Bid No. **G2010.00XX** _____

Subcontractor, Contact Name, & Phone	B	I	D	I	V	I	D	Describe Work	Contract Amount
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____									
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____									
Subcontractor: _____ Contact Name: _____ Phone: _____ CSLB License: _____									

Subcontractor, Contact Name, & Phone					Describe Work	Contract Amount
Subcontractor _____ Contact Name: _____ Phone: _____ CSLB License _____						
Subcontractor _____ Contact Name: _____ Phone: _____ CSLB License _____						

TOTAL SLDBE Contract Amount \$ _____

TOTAL BASE BID Amount \$ _____

SLDBE Contract Amount as % _____ %
 OF BASE BID

JUSTIFICATION LETTER ATTACHED *(if anticipated small, local & diverse participation is less than the 25% goal)*

 (Signature)

 (Address)

 (Name Printed or Typed)

 (City, State)

(_____) _____
 (Area Code and Telephone Number)

END OF DOCUMENT

APPENDIX F

Sample Good Faith Effort Checklist

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

DOCUMENT XX XX XX

GOOD FAITH EFFORT CHECKLIST

SMALL, LOCAL, AND DIVERSE BUSINESS ENTERPRISES OUTREACH PROGRAM

DISTRICT: SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

**PROJECT: [SAN JOSE CITY] [EVERGREEN VALLEY] COLLEGE
PROJECT NAME, #XXXXX
BID #G2010.0XXX**

NAME OF BIDDER: _____

Please indicate which of the following actions you have taken in support of the District's Outreach goal of greater than ~~15%~~^{25%} participation by small, local, and diverse business enterprises. Provide further description as requested

_____ Bidder attended pre-solicitation or pre-bid meeting scheduled by San Jose Evergreen Community College District

_____ Bidder identified scopes or portions of the work to be subcontracted or performed by SLDBE

_____ Bidder advertised, not less than 10 calendar days before the bid opening date, in one or more daily or weekly newspapers, trade association publications, minority- or trade-oriented publications, trade journals, or other print media for SLDBEs interested in participating in the Project.

Please describe with particularity:

_____ Bidder utilized electronic media to recruit SLDBE subcontractors for this Project.

Please describe with particularity:

_____ Bidder made reasonable efforts to follow up with initial solicitations of interest by contacting SLDBEs to determine whether enterprises were interested in performing scopes or portions of the work for this Project.

Please describe with particularity:

_____ Bidder has either provided or made available at Bidder's office hard copies of project plans and specifications for interested SLDBEs.

_____ Bidder requested assistance from community organizations, SLDBE contractor groups, veterans groups, local, state, or federal disadvantaged business assistance officers, and/or other organizations that provide assistance in the recruitment and placement of SLDBEs.

Please describe with particularity:

BIDDER CERTIFIES that all items marked on the checklist were performed by the Bidder prior to the Bid opening date. Failure to complete the above checklist may result in finding the proposal or bid to be non-responsive, subject to the San Jose Evergreen Community College District's determination. This checklist is provided as a courtesy to the Bidder and is not intended to be a waiver or modification to any of the specifications included in the Contract Specifications or in other contract documents, including but not limited to the SLDBE Program. Each Bidder must fully comply with all specifications and contract documents. The Undersigned states that the representations made herein are true and accurate and made under penalty of perjury under the laws of the State of California.

Name of Authorized Firm Representative

Title

Signature of Authorized Firm Representative

Date

END OF DOCUMENT