

## **ADVERTISEMENT FOR BIDS**

NOTICE: THE CITY OF CUPERTINO, a Municipal Corporation of the State of California (“City”) hereby gives notice that it will accept Bids for construction of the following public work:

CITY PROJECT NUMBER 2011-01  
2011 CONTRACTUAL JANITORIAL SERVICES

1. **BID SUBMISSION:** The City uses a two-part Bid process with Bids in Envelope “A” and Statements of Qualification and Financial information in Envelope “B”. City will accept Envelope “A” and Envelope “B” no later than 2:00PM, on Tuesday, May 10, 2011 in the City Clerk’s Office. Bids will be publicly read at 2:05pm in the City Community Hall at 10350 Torre Avenue (adjacent to City Hall). City’s representative will call out the designated time in the Office of the City Clerk, 10300 Torre Avenue, stating that the period for accepting Bids is closed. The Bid opening will be in accordance with procedures set forth in Document 00200 (Instructions to Bidders).
  
2. **CONTACT INFORMATION:**  
Roger S. Lee, Asst. Director of Public Works  
408 777 3269 general  
408 777 3399 fax  
rogerl@cupertino.org  
Service Center, 10555 Mary Avenue  
Cupertino, CA 95014
  
3. **STATEMENT OF QUALIFICATIONS:** Each Bidder shall be required to submit a “Statement of Qualifications” in accordance with Document 00200 (Instructions to Bidders), Document 00450 (Statement of Qualifications for Janitorial Services) and Document 00455 (Proposed Staffing Schedule).
  
4. **DESCRIPTION OF THE WORK:** Specified janitorial maintenance is to occur at City of Cupertino building facilities and at various bus stops. Listing of locations is as follows:
  1. City Hall
  2. Community Hall
  3. Creekside Park
  4. Library
  5. McCellan Ranch
  6. Monta Vista
  7. Park Restrooms
  8. Portal Park
  9. Quilan Community Center
  10. Senior Center
  11. Service Center

12. Sports Center
  13. Wilson Park
  14. Bus Stops
5. **CONTRACT TIME:** The term of this contract shall be two (2) years from the start date of the agreement. The City shall retain the option to extend the term of the agreement on a year-to-year basis not exceeding two (2) years from the expiration of the original term, for a possible total of four (4) years.
6. **REQUIRED CONTRACTOR'S LICENSE:** A California State License Board license is not required to Bid this Contract. Joint ventures must secure a joint venture license prior to award of this Contract. Removal, handling, and/or disposal of hazardous materials may, by law, require hazardous substance removal certification by the Contractors State License Board and/or state of California.
7. **PREVAILING WAGE LAWS:** Janitorial services, of routine nature are excluded from prevailing wage documents.
8. **INSTRUCTIONS:** Bidders shall refer to Document 00200 (Instructions to Bidders) for required documents and items to be submitted in sealed envelopes to City Clerk's office, as well as applicable times for submission.
9. **SUBSTITUTION OF SECURITIES:** Not applicable.
10. **PRE-BID CONFERENCE:** All Contractors are required to attend the Pre-Bid Conference and Site Visits which will be conducted on **Wednesday, April 27, 2011** starting at **9:00 AM** and continue on **Thursday, April 28, 2011** starting at **9:00 AM**, meet at 10300 Torre Avenue, Cupertino, CA 95014, in Cupertino City Hall. Attendance on both days is mandatory for any Contractor supplying a bid. This will be the Contractors only time that site visits will be allowed to some facilities, except for the sites that are open to the public during business hours.

Sites that will not be visited:

1. Jollyman Park Restrooms
2. Linda Vista Park Restroom
3. Memorial Park Restrooms (2)

These facilities have public areas that can be visited during the hours listed:

1. Library (Public areas only, Library staff areas / offices restricted.)
  - Monday and Tuesday 1:00 pm to 9:00 pm
  - Wednesday and Thursday 10:00 am to 9:00 pm
  - Friday and Saturday 10:00 am to 6:00 pm
  - Sunday 12:00 pm to 6:00 pm
2. Quinlan Community Center (offices are restricted)

- Monday thru Friday 8:00 am. to 5:00 pm
3. Senior Center (offices are restricted)
    - Monday thru Friday 8:00 am. to 5:00 pm
  4. Service Center
    - Monday thru Friday 6:30 am. to 3:30 pm
  5. Sport Center
    - Monday thru Friday 6:30 am. to 9:00 pm.
  6. Park Restrooms
    - 7 days a week 8:00 am to 5:00 pm
  7. Bus Stops – any time
11. **PROCUREMENT OF BIDDING DOCUMENTS:** Bidders may examine a complete hard-copy set of bid documents at the City’s Service Yard, City Hall, 10555 Mary Avenue, in Cupertino. Bidders may purchase a complete set of Bidding Documents on a CD, at the Service Yard, upon payment of a non-refundable fee of \$13.00. Bidders who wish to have a CD mailed to them must first submit a check by mail or process a credit card purchase by phone with the City. City will accept payment by credit card, cash, or check, made payable to the “City of Cupertino”. Bidding Documents need not be returned to City. Bidder is responsible for printing any or all of the bidding documents.
  12. **BID PREPARATION COST:** Bidders are solely responsible for the cost of plan and specification printing and preparing their Bids.
  13. **RESERVATION OF RIGHTS:** City specifically reserves the right, in its sole discretion, to reject any or all Bids, or re-bid, or to waive inconsequential deviations from Bid requirements not involving time, price, or quality of the Work.
  14. **PORTION OF WORK PERFORMED BY THE CONTRACTOR:** The Contractor shall perform no less than 95% of the Work, excluding Specialty Items, with its own organization. Specialty Items will be identified on the Bid Form.

CITY OF CUPERTINO

/KIMBERLY SMITH/  
 CITY CLERK  
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