



**Business Services
Contracts Office**

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ADDENDUM NO. 3

Date: September 11, 2024

Issued by: Sacramento City Unified School District

Project: Project #: 0265-461-1 Oak Ridge Elementary School Furniture

This addendum shall supersede the original Information, attachments, and specifications regarding Project No. 0265-461-1 where it adds to, deletes from, clarifies or otherwise modifies them. All other conditions and any previous addenda shall remain unchanged.

Part A – Questions

Question #1: How will alternate items to the specified bid items be submitted or noted on the bid spreadsheet?

Answer #1: Highlight the row of the alternate items in Yellow

Question #2: Does this project require to pay prevailing wages?

Answer #2: Yes, prevailing wages are required

Part B – Clarifications

Clarifications #1: Include photograph and available color options for all substituted items

Part C – Specifications

Addendum item No 1: Specification change to Proposal Form Instructions 00 21 16

- Added Section 1.02 Bid Proposals sub section: *I*.

END OF ADDENDUM NO. 3

Acknowledgement of this Addendum will be required at time of bid.

Section 00 21 16 - PROPOSAL FORM INSTRUCTIONS

ARTICLE 1. INSTRUCTIONS

Section 1.01 Proposal Forms

Bidders are required to use the Proposal Form provided in Section 00 42 00. Additional Proposal Forms may be copied from the Project Manual.

Section 1.02 Bid Proposals

- A. A responsive Proposal consists of all the following:
 - 1. Completion of all 7 sheets of the Proposal Form, Section 00 42 00, as required, including Bid Questionnaire.
 - 2. Bid Security (see Section 00 21 13, Article 1.06)
 - 3. Excel list of all furniture by type and count.
- B. Proposals shall be submitted in a sealed Proposal Envelope. On the face of the envelope clearly write "**Bid Proposal - Do Not Open**" and indicate the **Contractor's Name, Address, Bid Package Description and Bid Package #**.
- C. All spaces provided on the Proposal Forms shall be filled in. If any space provided is not utilized by the Bidder, that space shall be filled in with the notation "NA" (Not Applicable).
- D. The Proposal Forms shall be filled in by typewriter or computer or manually printed in ink.
- E. Where indicated, all amounts shall be expressed in words and in figures. In case of discrepancy, the words shall govern. In the case of a discrepancy between the Total Base Bid Amount stated on the Proposal Form and the actual total, the lump sum amount, before allowances, stated on the Proposal Form and the actual mathematical total will govern.
- F. Bidders shall not make unsolicited notations or statements on the Proposal Forms. Alteration of the Proposal Forms is not permitted, and will result in proposal being considered non-responsive.
- G. All changes to and erasures or crossing out of the Bidder's entries shall be initialed by the signer of the Proposal.
- H. Each Proposal shall include the legal name of the Bidder and a statement regarding whether the Bidder is a sole proprietor, a partnership, a corporation, or other type of legal entity. Proposals submitted by corporations shall have the state of incorporation noted, and shall have corporate seals affixed. Any Bid submitted by an agent shall have a current Power of Attorney attached, certifying the agent's power to bind the Bidder.
- I. ***Each Proposal shall include a minimum of 51% specified items. Proposals containing less than this amount shall be deemed non-responsive.***

Section 1.03 Alternates

All requested Alternates shall be bid, or the Proposal may be considered incomplete. For further information refer to Special Provisions Section 00 73 00.

Section 1.04 Proposals for Multiple Bid Packages

Not Applicable

Section 1.05 Completion of Proposal Form

- A. Submit only one Proposal Form for each Bid Package.
- B. List Contractor's License number, contractor registration number (DIR) and expiration dates. Sign and date this section in the space provided.
- C. Fill in the numbers and dates of all Addenda received and considered in the Proposal. Proposals must include acknowledgment of all Addenda issued prior to the Bid Date.
- D. Fill in the amount of alternates as applicable.
- E. Fill out and sign the Non-Collusion Declaration.
- F. Fill out and sign the Bid Questionnaire.
- G. Fill in Subcontractors list; if there will not be any Subcontractors, check the box and **sign** the form.
- H. Fill out the DVBE list, including identifying whether the goal was met or good faith efforts documentation will be submitted
- I. Type or print the signer's name and title in the spaces provided below the signature.
- J. Date the form in the spaces provided.
- K. Sign the bottom of each page in the space provided.
- L. Affix corporate seal or stamp where indicated.

Section 1.06 Submission of Proposals

- A. Proposals shall be submitted to the District in writing, at the location stated in the Notice to Bidders. Telephone, email or faxed proposals including all required bid documentation will not be accepted.
- B. Proposals shall be submitted by the time and date stated in the Notice to Bidders.
- C. Bidders shall bear full responsibility for delivering Proposals to the location for receipt of Proposals by the time and date designated for receipt of Proposals.
- D. No telephones, fax machines or copy machines will be provided by the District or the District Representative.

Section 1.07 Modification or Withdrawal of Proposals

- A. A Proposal may not be withdrawn by the Bidder following the time and date designated for the receipt of Proposals, except in accordance with Sections 5100 - 5108 of the Public Contract Code.
- B. Prior to the time and date designated for receipt of Proposals, Proposals may be modified or withdrawn. Modifications and withdrawals shall be in writing. Telephone, email or fax modifications will not be accepted.
- C. Withdrawn Proposals may be resubmitted up to the time and date designated for receipt of Proposals.

END OF SECTION