



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

Brian Barnacle
Janice Cader-Thompson,
Dist. 1
Mike Healy
Karen Nau, Dist. 3
Dennis Pocekay
John Shribbs, Dist. 2
Councilmembers

City of Petaluma Public Works and Utilities Office Cubicle Installation

PRE-BID JOB WALK: **Wednesday March 6, 2024,** **at 11:30 am** **at 1318 Redwood Way, Petaluma, CA**

CONTRACT WORK COMPLETED BY MARCH 22, 2024

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

Environmental Services
Ellis Creek Water
Recycling Facility
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax (707) 656-4067

Facilities, Parks &
Streets Maintenance
840 Hopper St.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Transit Division
555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations
202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail:
publicworks@
cityofpetaluma.org

The City of Petaluma Public Works and Utilities Department will have additional leased office space available March 1, 2024 and desires to occupy the building as soon as possible. The modular systems furniture is previously owned Knoll product and will be refurbished and delivered to site by others. The City of Petaluma will hire an electrician to wire in the power whip provided by the furniture seller. Multiple 'power whip' locations are already established by the previous tenant. See the attached diagram for installation locations.

The electrician will supply the wiremold chase for the ceiling drops.

Project Requirements and Scope of Work:

- Contractor, submitting a bid for this work, confirms that they are available to complete this work by March 22, 2024, during regular business hours. No overtime is expected for this work.
- Contractor shall procure and purchase all necessary material to complete the work, whether specifically called out or not in the attached documents.
- No building permit is required for this work.
- Contractor is responsible for preparing any plan updates resulting from their work due to modifications to the instructions. Any changes to the plans must be approved by the city and submitted for final review and approval.
- Contractor shall include all disposal costs assumed to be included in the items above. All installation and finish work, incidental materials, vehicle, equipment, and insurance costs required for the scope of work described as included in the items above and no additional payments will be made therefor.

- The Contractor shall have an active Department of Industrial Relations license at the time of bid. DIR # is _____.

-Bonds: A Bid Bond is not required with the submittal of the Schedule of Bid Prices; the City will **not** require the Faithful Performance Bond, the Labor and Materials Bond, or the Maintenance Bond. Any Bonds required after the submittal of the Schedule of Bid Prices will be compensated as the actual cost of the Bond.

Bids due by 5:00PM Friday March 8, 2024, to Diane Ramirez, dramirez@cityofpetaluma.org

Attachments:

- Drawings
- Insurance Requirements
- Minor Construction Agreement
- Labor Compliance

Name of Bidder (Company): _____

SCHEDULE OF BID PRICES

No.	Description	Qty	Unit	Unit Price	Total
1A	Mobilization, Demobilization, Demolition, Site Protection, Disposal and Clean-up	1	LS		
1B	Assorted Materials	1	LS		
2A	Build four cubes in Area A per plan	1	LS		
2B	Build seven cubes in Area B per plan	1	LS		
2C	Build nine cubes in Area C per plan	1	LS		
2D	Build one copy area near Area C per plan	1	LS		
	TOTAL BID SECTION TWO (in figures)				

* Note: In case of error in extension of price into the total column, the unit price will govern.

Total amount of base bid (written in words) is: _____ _____ Dollars and _____ Cents. In the event of discrepancy between words and figures, the words shall prevail. \$ _____ (Figures)
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Award of Contract shall be based on the lowest price of the Base Bid Total

Contractor Information:

Address of Bidder

Signature of Bidder

City

Name of Bidder (print)

Telephone Number of Bidder

Fax Number of Bidder

Contractor's License Number

License's Expiration Date

Addendum Acknowledgement

Addendum No. 1 Signature Acknowledging Receipt: _____ Date: _____

Addendum No. 2 Signature Acknowledging Receipt: _____ Date: _____

Addendum No. 3 Signature Acknowledging Receipt: _____ Date: _____