

**NOTICE OF INVITING BIDS
EL MONTE UNION HIGH SCHOOL DISTRICT**

Public notice is hereby given that the El Monte Union High School District, hereinafter referred to as the District, will receive up to, but not later than **10:00 AM PST on August 30, 2023**, proposals for the award of a contract for **RFP # 2023-24(P1) CalSHAPE HVAC Assessment and Maintenance Services**.

Miscellaneous Information

Each bidder shall be a licensed contractor pursuant to the California Business and Professions Code and be licensed to perform the work called for in the Contract Documents. The successful bidder must possess valid and active contractor's licenses as detailed in the requirements at the time of award and throughout the duration of this Contract. The Contractor's California State License number shall be clearly stated on the bidder's proposal.

Subcontractors shall be licensed pursuant to California law for the trades necessary to perform the Work called for in the Contract Documents.

Each bid must strictly conform with and be responsive to the Contract Documents as defined herein.

In accordance with California Public Contract Code Section 22300, the Owner will permit the substitution of securities for any monies withheld by the Owner to ensure performance under the Contract.

Prevailing wages are applicable to the Project. These per diem rates, including holiday and overtime work, as well as employer payments for health and welfare, pension, vacation, and similar purposes, are available from the Director of the Department of Industrial Relations. Pursuant to California Labor Code Sections 1720 et seq., it shall be mandatory upon the Contractor to whom the Contract is awarded, and upon any subcontractor under such Contractor, to pay not less than the said specified rates to all workers employed by them in the execution of the Contract.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in the Labor Code, unless currently registered and qualified to perform public work pursuant to Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

The Contractor and all subcontractors shall furnish certified payroll records as required pursuant Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 on at least on a monthly basis (or more frequently if required by the District or the Labor Commissioner) and in a format prescribed by the Labor Commissioner. Monitoring and

enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

It is each bidder's sole responsibility to ensure its bid is timely delivered and received at the location designated as specified above and below. Any bid received at the designated location after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.

The purpose of this Request for Proposal is to provide the District with a qualified CalSHAPE HVAC Assessment and Maintenance Services provider, hereinafter referred to as the Vendor, who can meet the current and future CalSHAPE HVAC Assessment and Maintenance Services needs for the District in the most cost-effective manner.

Digital submissions can be provided on a submitter furnished USB drive, or via email to purchasing@emuhsd.org. Digital proposals on a USB Pen Drive, or a hard copy of the proposal shall be received in the Purchasing Department office located at 1003 Durfee Ave., South El Monte, CA 91733.

Each proposal must conform and be responsive to the request for proposal documents, copies of which may be obtained on or after August 11, 2023, from the District website at www.emuhsd.org/bids. Prospective proposers may also request a proposal via email at purchasing@emuhsd.org.

All proposals can be provided in hard copy but shall be provided in Digital PDF format as well. Hard copies of the proposal or a digital copy of the proposal on a USB drive shall be sent to the address listed above. Each proposal must strictly conform with and be responsive to this notice, the Instructions for Vendors, and other proposal documents. The District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposals. Any proposals received after the specified date and time will not be opened nor viewed. Late submissions will be deemed unresponsive. No submitter may withdraw a proposal for a period of sixty (60) calendar days after the opening of the proposals. Per Public Contract Code Section 20118.2, all proposers must honor their proposals, as submitted, after the date proposals are opened by the District. All proposals received before the deadline will be opened and read in a closed session at the District Office.

If the Vendor chooses to offer alternative services than described in this proposal, they must describe, in detail, how their proposed services will satisfy the requirements.

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San Gabriel Valley Tribune
Published: 8/11/2023 & 8/16/2023