

# **Request for Proposals, RFP 23-02**

## **Woodland Community College**

### **Performing Arts and Culinary Services Project**

#### **Theater Equipment**

DSA File No. 58-C1

DSA Application Number:

02-120867

tBP Job No. 22039.00

YCCD Project Number—RFP 23-02

Issuance Date: July 10, 2023

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**ADVERTISEMENT FOR BIDS**

July 10, 2023

**PROJECT:** Woodland Community College, Performing Arts and Culinary Services New Building,  
Theater Equipment Purchase (no installation)

Submit proposals on **August 3, 2023**, at the office of **YUBA COMMUNITY COLLEGE DISTRICT ,  
ATTN: DAVID WILLIS, YUBA COLLEGE, SUTTER COUNTY CENTER, DISTRICT  
OFFICES, 3301 EAST ONSTOTT ROAD, YUBA CITY, CALIFORNIA, 95991** at times as specified  
in the Section 00 21 13, "Instructions to Bidders".

The District will **not** be providing hard copy drawings and specifications.

**Bid security** will **not** be required on this RFP.

**Optional Pre-Bid Conference** Zoom Meeting: Monday, July 17, 2023; 12pm noon to 1:00pm.

**Topic: Optional Pre-Bid Mtg. RFP 23-02 WCC PA Theater Equipment**

**Time: Jul 17, 2023 12:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://yccd-edu.zoom.us/j/85249913656>

**Dial by your location**

• +1 669 444 9171 US

**Note:** There are no mandatory pre-bid meetings for this project.

**Requests for Information Due Date:** July 27, 2023: 1:00pm

**Proposal Due Date:** Thursday, **August 3, 2023: 11:00am Sharp.** Deliver proposal to the following  
address:

**Yuba Community College District, Sutter County Center**  
District Offices, Second Floor, Room 217  
Attention: David Willis  
3301 East Onstott Road  
Yuba City, California 95991

**Note:** Late proposals will not be accepted or considered. There will be a public bid opening.

Submit Bid Proposal on form provided in Document 00 41 00, "Bid Form". Do not use any other bid forms.

The Bid Proposal shall be submitted under a Condition of Irrevocability for a period of 90 days after submission.

The Owner reserves the right to accept or reject all offers, and to waive minor irregularities in compliance with bid procedures. All requirements established by the bidding requirements must be met in order for the Bid Proposal to be considered.

Thank you for your consideration of this invitation. Please direct requests for information and questions concerning this project in MS Word Format to the following:

1. **tBP Architecture. ;**

Daniel Manguy, email: [dmanguy@tbparchitecture.com](mailto:dmanguy@tbparchitecture.com)

Jennifer Davis, email: [jdavis@tbparchitecture.com](mailto:jdavis@tbparchitecture.com)

**AND** copy:

2. **YCCD**; David Willis, email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)

**Note:** Include "RFP 23-02, RFI, WCC PA Theater Equipment" in the subject field of your email.

The End.

**SECTION 00 11 13**  
**ADVERTISEMENT FOR BIDS**

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Jennifer Davis, email: [jdavis@tbparchitecture.com](mailto:jdavis@tbparchitecture.com)

**AND** copy:

2. **YCCD**; David Willis, email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)

**Note:** Include "RFP 23-02, RFI, WCC PA Theater Equipment" in the subject field of your email.

The End.

**SECTION 00 21 13**  
**INSTRUCTIONS TO BIDDERS**

**1.1 DEFINITIONS**

- A. Section 00 52 00, “Agreement for Services” Not Applicable.

**1.2 BIDDERS REPRESENTATION**

- A. Each bidder, by making his bid, represents that he has read and understands the Bidding Sections.

**1.3 BIDDING PROCEDURE**

- A. All bids must be prepared, in duplicate, on the forms provided and submitted in accordance with the Instructions to Bidders.
- Completed Bid Package includes:**
1. Section 01 61 00, “Bid Form”
  2. Section 00 61 00, “Bid Bond”
- B. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids.
- C. Submit bid package no later than the date and time listed in Section 00 11 13, “Advertisement for Bids” and Section 00 21 13, “Instructions to Bidders.”
- D. If email transmission method selected, Architect and Owner are not responsible for Contractor's inability to transmit Section for any reason, including equipment or transmission failure. **Note:** For this project, a hard copy written and signed proposal is required per the bid Form.
- E. Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw, or cancel his bid, or any part thereof, for **ninety (90) days** after the time designated for the receipt of bids.
- F. Prior to the receipt of bids, Addenda will be transmitted or delivered to each person, or firm, recorded by the Architect as having received the Bidding Sections, and will be available for inspection wherever the Bidding Sections are kept available for that purpose. Addenda issued after receipt of bids will be mailed or delivered only to the selected bidder.
- G. Each Bidder shall prepare and submit a list of suggested changes to products as shown on the Bid Form, Exhibit A. See Section 00 26 00, “Procurement Substitution Procedures” for requirements.

#### **1.4 EXAMINATION OF BIDDING SECTIONS**

- A. Each bidder shall examine the Bidding Sections carefully and, not later than **seven (7)** days prior to the date for receipt of bids, shall make written request to the Architect for interpretation or correction of any ambiguity, inconsistency, or error therein which he may discover. Any interpretation or correction will be issued as an addendum by the Architect. Only a written interpretation or correction by addendum shall be binding. No bidder shall rely upon any interpretation or correction given by any other method.

#### **1.5 SUBSTITUTIONS—NOT ACCEPTED**

DUE TO THE MAGNITUDE AND COMPLEXITY OF THIS PROJECT, SUBSTITUTIONS ARE NOT BEING CONSIDERED. IF HOWEVER THERE IS AN ISSUE (MANUFACTURE HAS DISCONTINUED THE ITEM, ETC..) WITH THE SPECIFIED ITEMS, PLEASE SEND A REQUEST FOR INFORMATION WITH SUPPORT DOCUMENTATION AND RECOMMENDATION.

#### **1.6 REJECTION OF BIDS**

- A. The Bidder acknowledges the right of the Owner to reject any or all bids, and to waive any informality or irregularity in any bid received. In addition, the Bidder recognizes the right of the Owner to reject a bid if the Bidder fails to furnish any required bid security, or to submit the data required by the Bidding Sections, or if the bid is in any way incomplete or irregular.

#### **1.7 SUBMISSION OF POST-BID INFORMATION**

- A. Upon request by the Architect or the District, the selected bidder shall, **within seven (7) days thereafter**, submit the following:
1. This is an equipment purchase only RFP. No installation is required.

#### **1.8 CONSTRUCTION LABOR AND MATERIAL PAYMENT BOND—NOT APPLICABLE**

#### **1.9 BID SECURITY**

- A. Provide bid security in the amount of **10 percent** of the proposal amount, on the form included in Section 00 61 00, "Bid Form", or approved equivalent.

#### **1.10 TIME OF COMPLETION – LIST LEAD TIMES ON SPECIFIC EQUIPMENT LIST ON BID FORM**

#### **1.11 PRELIMINARY CONSTRUCTION SCHEDULE—NOT APPLICABLE**

#### **1.12 PROJECT MANAGEMENT STAFF – NOT APPLICABLE**

#### **1.13 SUBMISSION OF BIDS**

- A. Sealed bids will be received by the Owner in accordance with procedures as defined in the Invitation to Bid.

**END OF SECTION**



**SECTION 00 26 00**  
**PROCUREMENT SUBSTITUTION PROCEDURES**

DUE TO THE MAGNITUDE AND COMPLEXITY OF THIS PROJECT, SUBSTITUTIONS ARE NOT BEING CONSIDERED. IF HOWEVER THERE IS AN ISSUE (MANUFACTURE HAS DISCONTINUED THE ITEM, ETC..) WITH THE SPECIFIED ITEMS, PLEASE SEND A REQUEST FOR INFORMATION WITH SUPPORT DOCUMENTATION AND RECOMMENDATION.

**PART 1 - GENERAL**

**1.1 DEFINITIONS**

- A. Procurement Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Procurement and Contracting Documents, submitted prior to receipt of bids.
- B. Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Contract Documents, submitted following Contract award. See Section 01 25 00 "Substitution Procedures" for conditions under which Substitution requests will be considered following Contract award.

**1.2 QUALITY ASSURANCE**

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

**1.3 PROCUREMENT SUBSTITUTIONS**

- A. Procurement Substitutions, General: By submitting a bid, the Bidder represents that its bid is based on materials and equipment described in the Procurement and Contracting Documents, including Addenda. Bidders are encouraged to request approval of qualifying substitute materials and equipment when the Specifications Sections list materials and equipment by product or manufacturer name.
- B. Procurement Substitution Requests will be received and considered by Owner when the following conditions are satisfied, as determined by Architect; otherwise requests will be returned without action:
  - 1. Extensive revisions to the Contract Documents are not required.
  - 2. Proposed changes are in keeping with the general intent of the Contract Documents, including the level of quality of the Work represented by the requirements therein.
  - 3. The request is fully documented and properly submitted.

#### 1.4 SUBMITTALS

- A. Procurement Substitution Request: Submit to Architect Procurement Substitution Request must be made in writing by prime contract Bidder only in compliance with the following requirements:
1. Requests for substitution of materials and equipment will be considered if received no later than ten (10) days prior to date of bid opening.
  2. Substitution Request Submittal Format: Submit PDF in format indicated in Section 01 25 00.10, "Substitution Request Form", and per procedures delineated in Section 01 25 00, "Substitution Procedures:".
  3. Provide certification by manufacturer that the substitute proposed is equal to or superior to that required by the Procurement and Contracting Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated.
- B. Architect's Action:
1. Architect may request additional information or documentation necessary for evaluation of the Procurement Substitution Request. Architect will notify all bidders of acceptance of the proposed substitute by means of an Addendum to the Procurement and Contracting Documents.
- C. Architect's approval of a substitute during bidding does not relieve Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents.

#### **PART 2 - PRODUCTS**

##### 2.1 NOT USED

#### **PART 3 - EXECUTION**

##### 3.1 NOT USED

**END OF SECTION**

**DOCUMENT 00 41 00**  
**BID FORM**

**TO:** Yuba Community College District, David Willis, District Director of Facilities Planning, Maintenance, and Operations

**From:** \_\_\_\_\_

**OFFER**

**A. OFFER SCOPE**

Proposal to provide ONLY the Theater Equipment listed in the link below, in this specification no later than December 1, 2023.

**B. PROJECT: WOODLAND COMMUNITY COLLEGE, PERFORMING ARTS AND CULINARY SERVICES NEW BUILDING, THEATER EQUIPMENT**

The undersigned agrees to construct this project for the lump sum price of:

\_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_).

**The total of “Exhibit A” which shall be attached to the Bid Form shall be the same as the above total lump sum price.**

We acknowledge receipt of the following addenda and have included their provisions in this bid:

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

**1.1 ACCEPTANCE**

In submitting this bid, we agree:

1. To hold this bid open until **ninety (90) days** after date for receipt of bids.
2. To accept the provisions of the Instructions to Bidders regarding disposition of bid security.
3. To commence work within five days after receipt of written notice to proceed and to complete the Work within the proposed Contract Time period.
4. That the Owner shall be allowed the use of such portions of the building, prior to completion, as may be required to install fixtures, or equipment.
5. That time and access necessary to inspect existing conditions, including concealed spaces, was sufficient to prepare a complete and competent bid.

The undersigned fully understands that a contract is formed upon acceptance of this bid by the Owner, and the undersigned further agrees that he will promptly execute and deliver to the Owner, written memorial of the Agreement together with the Performance Bond, the Labor and Material Payment Bonds and the required Insurance Certificates.

## 1.2 CONTRACT TIME

If this proposal is accepted, we propose to complete the work in accordance with the Contract Documents per the following milestone dates or sooner:

A. Important Milestone Dates:

1. Approximate Award Date: August 15, 2021
2. Delivery of All Theater Equipment: No later than December 1, 2023

A. **PROJECT: Woodland Community College; Performing Arts Bld.: Theater Equipment**

## 1.3 CONTRACTOR'S STAFF

The Contractor's/Vendor's Project Team consists of the following individuals:

Project Manager: \_\_\_\_\_

## ATTACHMENTS

We have attached the following documents, fully executed and complete for each project:

- A. Section 00 45 19, "Non-Collusion Affidavit"
- B. Section 00 61 00, "Bid Bond"

**1.5 AFFIRMATION AND SIGNATURE**

DATE: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_  
SURETY: \_\_\_\_\_  
SEAL (If Corporation)

**Attach Exhibit “A”: Theater Equipment Summary Spreadsheet**

Refer to shared folder link:

[https://goyccd-my.sharepoint.com/:x/g/personal/w0398409\\_yccd\\_edu/Ebb555Xg5TdKogrPZlfnHsB20wA4W5gA6BnDqW6ltP5Dg?e=ZIUhwd](https://goyccd-my.sharepoint.com/:x/g/personal/w0398409_yccd_edu/Ebb555Xg5TdKogrPZlfnHsB20wA4W5gA6BnDqW6ltP5Dg?e=ZIUhwd)

Please expedite submittals and ordering processes, shipping, and delivery of all equipment.

**END OF SECTION**

**PRE-BID INQUIRY FORM**

**Project:** Woodland Community College, Performing Arts and Culinary Services New Building, Theater Equipment

**Submittal Date** \_\_\_\_\_

Bidder inquiries will be responded to only if: (i) submitted on this Pre-Bid Inquiry Form; (ii) this completed Pre-Bid Inquiry Form is submitted prior to the latest date/time for submittal of pre-bid inquiries as set forth in the Call for Bids; and (ii) this completed Pre-Bid Inquiry Form is submitted to the person or entity noted in the Call for Bids.

<b>Item No.</b>	<b>Item Description</b>	<b>Drawing Sheet No. &amp; Detail No. Reference</b>	<b>Specifications Section and Paragraph No. Reference</b>

Submitted By:

(Bidder Name)

\_\_\_\_\_  
(Signature of Bidder’s Authorized Employee, Officer or Representative)

Bidder Contact Information:

(Bidder Contact Name)

\_\_\_\_\_  
(Phone and Fax)

**END OF SECTION**

**SECTION 00 51 00**  
**NOTICE OF AWARD**

**PART 1 - GENERAL**

1.1 BID INFORMATION

- A. Bidder: <Insert successful bidder name>.
- B. Bidder's Address: <Insert street address, city, state, zip, and telephone>.
- C. Prime Contract: <Insert prime contract name>.
- D. Project Name: Woodland Community College, Performing Arts and Culinary Services New Building, Theater Equipment Purchase Only, No Installation
- E. Project Location: 2300 East Gibson Road, Woodland, Ca., 95776
- F. Owner Representative: David Willis, District Director of Facilities, Maintenance, and Operations
- G. Architect: Phil Newsom, tBP Architecture.

1.2 NOTICE OF **INTENT TO AWARD** **AWARD** CONTRACT

- A. Notice: The above Bidder is hereby notified that their bid, dated <Insert date>, for the above Contract has been considered and the Bidder is hereby awarded a contract for the Woodland Community College, Performing Arts and Culinary Services Building, Audio Video Equipment.

**INCLUDE BELOW, IF APPLIES ONLY**

Alternates Accepted: The following alternates have been accepted by Owner and have been incorporated in the Contract Sum:

- 1. Alternate No. 1: <Insert alternate title>.
- 2. Alternate No. 2: <Insert alternate title>.
- B. Contract Sum: The Contract Sum is <Insert written amount> dollars (\$ <Insert numeric amount>).

1.3 EXECUTION OF CONTRACT—Not Applicable on the purchase of the Theater Equipment Project.

- A. Contract Documents: Copies of the Contract Documents will be made available to the Bidder immediately. The Bidder must comply with the following conditions precedent **within seven (7) calendar days** of the above date of issuance of the Notice:
  - 1. Emailed Contractor Agreement for Services (CAFS), fully filled-out and executable/ signed per specification 00 52 00 by email to:
    - a. Rachel Harvey; [rharvey@yccd.edu](mailto:rharvey@yccd.edu)
    - b. David Willis; [dwillis@yccd.edu](mailto:dwillis@yccd.edu)
  - 2. Deliver with the executed Contract Documents Performance and Payment Bonds and Certificates of Insurance required by the Contract Documents.

- a. Email a copy of these documents to:
  - 1) Rachel Harvey; [rh Harvey@yccd.edu](mailto:rh Harvey@yccd.edu)
  - 2) David Willis; [dwillis@yccd.edu](mailto:dwillis@yccd.edu)
- b. Mail one Original of the signed/notarized Performance and Payment Bonds to:
  - 1) Yuba Community College District  
Sutter County Center, District Offices  
Attention: David Willis  
3301 East Onstott Road, Yuba City, California, 95993

B. Compliance: Failure to comply with conditions of this Notice within the time specified will entitle Owner to consider the Bidder in default, annul this Notice, and declare the Bidder's Bid security forfeited.

1. Within seven (7) days after the Bidder complies with the conditions of this Notice, Owner will return to the Bidder one fully executed copy of the Contract Documents.

#### 1.4 NOTIFICATION

A. This Notice is issued by:

1. Owner: Yuba Community College District/ David L. Willis\_\_\_\_\_.
2. Authorized Signature: \_\_\_\_\_ (Handwritten signature).
3. Signed By: David L. Willis\_\_\_\_\_ (Type or print name).
4. Title: Director of Facilities Planning, Maintenance and Operations\_\_\_\_\_ (Owner).

### **PART 2 - PRODUCTS**

2.1 NOT USED

### **PART 3 - EXECUTION**

3.1 NOT USED

**END OF SECTION**

**SECTION 00 61 00**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS that we, \_\_\_\_\_, as Surety and \_\_\_\_\_, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto Yuba Community College District (“the Obligee”) for payment of the penal sum hereof in lawful money of the United States, as more particularly set forth herein.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

WHEREAS, the Principal has submitted the accompanying Bid Proposal to the Obligee for the Work commonly described as the Yuba College New Softball Field Project.

WHEREAS, subject to the terms of this Bond, the Surety and the Principal are jointly and severally firmly bound unto the Obligee in the penal sum equal to Ten Percent (10%) of the maximum amount of the Bid Proposal submitted by the Principal to the Obligee, inclusive of amounts proposed for Alternate Bid Items, if any.

NOW THEREFORE, if the Principal shall not withdraw said Bid Proposal within the period specified therein after the opening of the same, or, if no period be specified, for **sixty (60) days** after opening of said Bid Proposal; and if the Principal is awarded the Contract, and shall within the period specified therefor, or if no period be specified, within **five (5) calendar days** after the prescribed forms are presented to him for signature, enter into a written contract with the Obligee, in accordance with the Bid Proposal as accepted and give such bond(s) with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract and for the payment for labor and materials used for the performance of the Contract, or in the event of the withdrawal of said Bid Proposal within the period specified for the holding open of the Bid Proposal or the failure of the Principal to enter into such Contract and give such bonds within the time specified, if the Principal shall pay the Obligee the difference between the amount specified in said Bid Proposal and the amount for which the Obligee may procure the required Work and/or supplies, if the latter amount be in excess of the former, together with all costs incurred by the Obligee in again calling for Bids, then the above obligation shall be void and of no effect, otherwise to remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or the Call for Bids, the Work to be performed there under, the Drawings or the Specifications accompanying the same, or any other portion of the Contract Documents shall in no way affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of said Contract, the Call for Bids, the Work, the Drawings or the Specifications, or any other portion of the Contract Documents.

In the event suit or other proceeding is brought upon this Bond by the Obligee, the Surety and Principal shall be jointly and severally liable for payment to the Obligee all costs, expenses and fees incurred

**[CONTINUED NEXT PAGE]**

by the Obligee in connection therewith, including without limitation, attorneys' fees.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by their duly authorized agents or representatives.

\_\_\_\_\_  
**(Bidder-Principal Name)**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

Title: \_\_\_\_\_

**(Attach Notary Public Acknowledgement of Principal's Signature)**

\_\_\_\_\_  
**(Surety Name)**

By: \_\_\_\_\_  
(Signature of Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Typed or Printed Name of Attorney-In-Fact)

**(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)**

**Contact name, address, telephone number and email address for notices to the Surety**

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone Fax

\_\_\_\_\_  
(Email address)

**END OF SECTION**