

AD01-01 EXHIBIT A

MONTEREY BAY AIR RESOURCES DISTRICT

ROOFING REPAIR

BID NO. 01

PROJECT MANUAL

BID DOCUMENTS AND SPECIFICATIONS



SECTION 011000
SUMMARY OF WORK

1.1 WORK REQUIRED BY CONTRACT DOCUMENTS

A. Description:

1. The Monterey Bay Air Resources District Roofing Repair project consists of refreshing existing roofing systems. This includes removal and disposal of existing gravel and coating the existing Elasto-Deck 5000 system, fixing slope issues, installing Liquitec Reinforced Membrane Roofing application with walk pad areas as verified in the field; removal of existing light weight concrete roofing material and applying Pedestrian Traffic Coating (Dura-Walk Heavy Duty); power washing and caulking the existing metal roof; and water test rain water leaders. Also includes fixing trim piece that is loose at skylight and extending existing cricket at large gravel roof where ponding is occurring.
2. The Contractor shall be responsible for scheduling and coordinating the work with the MBARD Staff, Representatives, and contractors on other MBARD projects working concurrent with this project. Reference paragraph 1.04 of this section.
3. The work to be done includes all labor, tools and equipment necessary to furnish and install all materials and equipment shown on the drawings and described herein and to perform tests described herein, to provide complete and operating systems to the extent specified and shown on the drawings. The Contractor shall furnish all equipment, material and supplies, except where specifically noted as existing or supplied by the District.

B. Location of Work: The District Headquarters located at 24580 Silver Cloud Court, Monterey, CA 93940

C. Limits of Work: As shown on Drawings.

1.2 SUBSTANTIAL COMPLETION

Substantial Completion shall be applicable to the entire Work.

1.3 FUTURE WORK

Reference sub section 1.4

1.4 WORK SEQUENCE OR PHASING

A. The Work shall be conducted in one phase

B. Before commencing Work submit a schedule showing the sequence, commencement and completion dates.

1.5 SITE ACCESS

A. All construction vehicles and material/equipment deliveries shall access the work area using main roads. Contractors and their workers must at all times display a parking permit provided by the owner.

B. Sequence all construction, including connections to existing utilities to preserve the following existing site access, circulation, and use adjacent to the Site (access must be paved, lighted, and uninterrupted).

1.6 CONTRACTOR'S USE OF PROJECT SITE

SECTION 002113

INSTRUCTIONS FOR BIDDERS

1. Preparation and Submittal of Bid Proposal.

1.1 Bid Proposal Preparation. All information required by the bid forms must be completely and accurately provided. Numbers shall be stated in both words and figures where so indicated in the bid forms; conflicts between a number stated in words and in figures are governed by the words. Partially completed Bid Proposals or Bid Proposals submitted on other than the bid forms included herein are non-responsive and will be rejected. Bid Proposals not conforming to these Instructions for Bidders and the Notice to Contractors Calling for Bids ("Call for Bids") may be deemed non-responsive and rejected. All spaces provided on the proposal forms shall be filled in. If any space is not utilized by the Bidder, that space shall be filled in with the notation "NA" (Not Applicable).

1.2 Bid Proposal Submittal. Bid Proposals shall be submitted at the place designated in the Call for Bids in sealed envelopes bearing on the outside the Bidder's name and address along with an identification of the Work for which the Bid Proposal is submitted. The identification shall clearly state; "**Bid Proposal for Monterey Bay Air Resources District, Roofing Repair – Do Not Open.**" Bidders are solely responsible for timely submission of Bid Proposals to the District at the place designated in the Call for Bids.

1.3 Date and Time of Bid Proposal Submittal. The District will place a date/time stamp on received Bid Proposals. A Bid Proposal is submitted only if the outer envelope containing the Bid Proposal is stamped by the District's date/time stamp; Bid Proposals not so stamped as timely submitted will be rejected and returned to the Bidder unopened. The date/time stamp is controlling and determinative as to the date and time of the Bidder's submittal of its Bid Proposal. The foregoing notwithstanding, whether or not Bid Proposals are opened exactly at the time fixed in the Call for Bids, no Bid Proposals shall be received or considered by the District after it has commenced the public opening and reading of Bid Proposals; Bid Proposals submitted after such time are non-responsive and will be returned to the Bidder unopened.

2. Bid Security. Each Bid Proposal shall be accompanied by Bid Security in the form of: (a) cash, (b) a certified or cashier's check made payable to the District or (c) a Bid Bond, in the form and content attached hereto, in favor of the District executed by the Bidder as a principal and a Surety as surety (the "Bid Security") in an amount not less than ten percent (10%) of the amount of the Base Bid as submitted in the Bid Proposal. Any Bid Proposal submitted without the required Bid Security is non-responsive and will be rejected. If the Bid Security is in the form of a Bid Bond, the Bidder's Bid Proposal shall be deemed responsive only if the Bid Bond is in the form and content included herein and the Surety is an Admitted Surety Insurer under Code of Civil Procedure §995.120.

3. Documents Accompanying Bid Proposal; Signatures. The Bid Proposal must be submitted with: Alternate Bid Item Proposal, List of Subcontractors, Changes in List of Subcontractors due to Alternates, Non-Collusion Affidavit, Bid Bond; and Verification of Contractor and Subcontractor DIR Registration, and Statement of Qualifications. An individual duly authorized to execute the same on behalf of the Bidder shall execute the Bid Proposal, the Non-Collusion Affidavit, and the Bid Bond.

4. Modifications. Changes to the bid forms that are not specifically called for or permitted may result in the District's rejection of the Bid Proposal as being non-responsive. No oral or telephonic modification of any submitted Bid Proposal will be considered. A written modification may be considered only if actually received by the District prior to the scheduled closing time for receipt of Bid Proposals and the public opening thereof.

Erasures; Inconsistent or Illegible Bid Proposals. Bid Proposal Forms shall be filled in by typewriter or manually and legibly in ink. Bid Proposals must not contain any erasures, interlineations or other corrections unless the same are suitably authenticated by affixing in the margin immediately opposite such erasure,

Monterey Bay Air Resources District
Roofing Repair

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**DISABLED VETERAN BUSINESS ENTERPRISE (“DVBE”)
PARTICIPATION GOAL PROGRAM POLICY**

1. DVBE Participation Goal Program Policy. MONTEREY BAY AIR RESOURCES DISTRICT (“the District”) is committed to achieving the legislatively and administratively established Participation Goal for Disabled Business Enterprises (“DVBEs”). Through the DVBE Participation Goal Program, the District encourages contractors to ensure maximum opportunities for the participation of DVBEs in the Work of the Contract. The District’s commitment to the achievement of DVBE Participation Goal for the Work of the Contract shall not, however, result in the District’s discrimination in the award of the Contract on the basis of ethnic group identification, ancestry, religion, age, sex, race, color, or physical or mental disability.
2. Definitions.
 - 2.1 Disabled Veteran Business Enterprise. A “Disabled Veteran Business Enterprise” (“DVBE”) means a business enterprise certified by the Office of Small and Minority Business, State of California, Department of General Services, as a “Disabled Veteran Business Enterprise.”
 - 2.2 Good Faith Efforts. As use herein, the term “Good Faith Efforts” shall be deemed to mean demonstrable and effective efforts of the bidder to seek out, consider and secure DVBEs as potential Subcontractors or Material Suppliers, or both, in order to meet the Participation Goal; the Good Faith Efforts must be an active and aggressive effort to meet the Participation Goal, as more particularly set forth herein.
3. Participation Goal
 - 3.1 Participation Goal Defined. The term “Participation Goal” is a numerically expressed objective for DVBE participation in performing the Work of the Contract. The DVBE Participation Goal is not a quota, set-aside, or rigid proportion.
 - 3.2 DVBE Participation Goal. The DVBE Participation Goal is Three Percent (3%) of total amount of bidder’s Bid Proposal, inclusive of the value of additive Alternate Bid Items, if any.
4. Good Faith Efforts to Meet Participation Goal.
 - 4.1 Good Faith Efforts. The Bid Proposal submitted by any bidder who has not met the DVBE Participation Goal shall be considered responsive only if the bidder represents that it made Good Faith Efforts to meet the DVBE Participation Goal.
 - 4.2 Good Faith Efforts to Meet DVBE Participation Goal. A bidder must secure the participation of DVBEs in a timely manner to ensure that potential DVBE Subcontractors or Material Suppliers have an adequate opportunity to respond to the bidder’s solicitation of sub-bids and be given serious consideration by the bidder prior to the closing time for the receipt of Bid Proposals. Such Good Faith Efforts shall include, without limitation:
 - 4.2.1 The bidder’s identification of portions of the Work which may be provided or performed by DVBE Subcontractors and/or Material Suppliers and actively and sincerely seek DVBEs for those identified portions of the Work;
 - 4.2.2 Contact local, state and/or federal agencies, and local DVBE organizations to identify potential DVBEs for performing portions of the Work;
 - 4.2.3 Advertise (with sufficient time for submission of sub-bids and the bidder’s good faith consideration of the same) prior to the last date for submittal of Bid Proposals in: (i) one or more daily or weekly newspapers of general circulation published in the locality of the Work, and (ii) one or more construction trade

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~~publications, and (iii) one or more construction trade publications, journals or papers focusing on DVBEs. Each of the advertisements pursuant to the preceding, must state the following: (i) identification of the general description of the Work and an identification of the District; (ii) state the closing date and time for the District's receipt of Bid Proposals; (iii) state the last date and time for submission of sub-bids from DVBEs to the bidder; (iv) request sub-bids from DVBE Subcontractors or Material Suppliers; (v) identify the type of Work of the Contract available for sub-bids by DVBEs; and (vi) unequivocally state the requirement of bonds, if any, of a DVBE sub-bidder and who is to bear the expense of obtaining any required bonds;~~

4.2.4 Solicit by direct mail, telephone or personal contact a sufficient number of DVBEs who offer work or services appropriate for the Work identified by the bidder under (a) above. Solicitations shall be made in a timely manner and contain sufficient information for a sub-bidder to make a reasonable sub-bid and the bidder's good faith consideration of the same, including, without limitation, the following: (i) identification of the general description of the Work and an identification of the District; (ii) state the closing date and time for the District's receipt of Bid Proposals; (iii) state the last date and time for submission of bids from DVBEs to the bidder; (iv) request sub-bids from Subcontractors or Material Suppliers; (v) identify the type of Work of the Contract available for sub-bids by DVBEs; and (vi) unequivocally state the requirement of bonds of a DVBE sub-bidder and who is to bear the expense of obtaining any required bonds;

4.2.5 The bidder shall follow-up initial expressions of interest of DVBEs in performing a portion of the Work by contacting such DVBEs to determine with certainty whether such DVBEs are interested in performing specific items of the Work of the Contract and submitting a sub-bid for a portion of the Work; and

4.2.6 The bidder shall negotiate in good faith with potential DVBEs Subcontractors or Material Suppliers and shall not unjustifiably reject, as unsatisfactory, bids prepared by any DVBE for a portion of the Work of the Project. In the event that the District shall reasonably determine that the bidder has failed to engage in good faith negotiations with a potential DVBE participant or rejects the sub-bid of a DVBE without justification, the District may deem the Bid Proposal of such bidder to be non-responsive.

5. Documentation of Achievement of Participation Goal or Good Faith Efforts. Each Bidder shall note, where indicated, in the form of Bid Proposal whether the DVBE Participation Goal was achieved and if not, that Good Faith Efforts were made to achieve the DVBE Participation Goal. **The bidders submitting the three lowest priced Bid Proposals (as determined at the time of the District's public opening and reading of Bid Proposals), shall submit to the District documentation and supporting evidence of achievement of the DVBE Participation Goal or Good Faith efforts to achieve the DVBE Participation Goal.** Such documentation and supporting evidence shall be in the form of duly completed forms of the DVBE Participation Worksheets issued by the District; unless modified by the District, completed DVBE Worksheets **must be submitted to the District Purchasing Department no later than 5:00 p.m. of the third (3rd) working day after the date of the opening of Bid Proposals.** The District may, at its discretion, request that bidders, other than the bidders submitting the three lowest priced Bid Proposals, submit documentation of compliance with the DVBE Participation Goal Program at any time after the District's opening of Bid Proposals and prior to the District's award of the Contract. **If a bidder is required or requested by the District to submit DVBE Participation Goal Program documentation, the failure of any bidder to timely submit complete and accurate documentation on DVBE Participation**

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~~Worksheets issued by the District at or prior to the time established herein will render the bidder's Bid Proposal non-responsive and rejected.~~

6. Counting of DVBE Participation.

- 6.1 Certification. DVBEs must be certified in the category identified prior to the closing time for the District's receipt of Bid Proposals; any DVBE who is not so certified will result in such DVBE not counting towards the DVBE Participation Goal.
- 6.2 Bidder Acceptance of Sub-Bid. Sub-bids of DVBEs shall be accepted by the bidder prior to the closing time for the District's receipt of Bid Proposals, with such acceptance subject only to the District's award of the Contract to the bidder.
- 6.3 Value of Participation Goal. The total dollar value of a contract between the bidder and a certified DVBE will count towards the DVBE Participation Goal.
- 6.4 Joint Ventures. If a DVBE is a member of a joint venture, only the dollar value of the Work actually performed by the DVBE member of the joint venture will count towards the DVBE Participation Goal, unless the joint venture entity itself is certified as a DVBE.
- 6.5 Bidder as DVBE. A bidder certified as a DVBE may count towards the Participation Goal the dollar value of the Work actually performed by the bidder's own forces. A bidder certified as a DVBE is not relieved from meeting the DVBE Participation Goal or making Good Faith Efforts to achieve the Participation Goal if the value of its Work is less than the DVBE Participation Goal.
- 6.6 Lower Tier Subcontractors; Material Suppliers. The bidder may count towards the DVBE Participation Goal the total dollar value of contracts let by its Subcontractors or Material Suppliers to lower tier Subcontractors or Material Suppliers certified as DVBEs provided that such lower tier Subcontractors or Material Suppliers actually assume the contractual responsibility and obligation for the total dollar value of the Work or materials to be supplied by such lower tier Subcontractors or Material Suppliers.
- 6.7 Commercially Useful Functions. DVBEs used by the bidder to establish achievement of the Participation Goal shall be considered as meeting the Participation Goal only if the DVBE is responsible for execution of a distinct element of the Work of the Contract, carry out its obligations by actually performing, managing, or supervising the Work for which the DVBE is responsible for executing. Such DVBEs must be responsible for the portion of the Work which is normal for its business services and functions. A DVBE Subcontractor who subcontracts a significantly greater portion of the Work assumed by the DVBE Subcontractor than would be considered normal and usual under industry standards and practices will not be presumed to be performing a commercially useful function, and such DVBE Subcontractor will not count or be considered for purposes of achieving the Participation Goal.

7. Substitution of DVBEs. In the event that bidder awarded the Contract deems it necessary to substitute a DVBE Subcontractor or Material Supplier identified in the Subcontractor's List submitted with the bidder's Bid Proposal, all provisions of the Contract Documents relating to the substitution of Subcontractors shall be applicable and complied with by the successful bidder. In addition to the provisions of the Contract Documents relating to the substitution of listed Subcontractors, if a DVBE under a direct contract with the bidder is to be substituted, the successful bidder is strongly encouraged to substitute the listed DVBE with an equivalent and certified DVBE.

8. Monitoring of DVBE Participation.

- 8.1 DVBE Participation Worksheets. If the bidder awarded the Contract is required by the District to complete and submit DVBE Participation Worksheets, the completed forms of DVBE Participation Worksheets submitted by the bidder shall be deemed a part of the ~~Contract Documents.~~

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~~8.2 Continuing Responsibilities. Efforts of the successful bidder to include the participation of DVBEs in the performance of the Work of the Contract shall not terminate with the award of the Contract to such bidder. The successful bidder's efforts to secure the participation of DVBEs shall continue for the duration of the Work of the Contract, including when the successful bidder is purchasing materials, equipment, supplies, and/or needs additional Subcontractors (including substitution of listed Subcontractors).~~

8.3 DVBE Participation Reports and Data. During performance of the Work of the Contract, the successful bidder shall maintain complete and accurate records of DVBE Participation in executing the Work. From time-to-time, upon the request of the District the bidder awarded the Contract shall submit reports, in form and content satisfactory to the District, regarding DVBE Participation in the Work of the Contract, including the participation of DVBEs in the performance of approved Changes to the Work. The failure or refusal of the successful bidder to submit reports of DVBE Participation during performance of the Work within ten (10) days of the District's request for such reports may be deemed by the District to be the successful bidder's default of a material obligation of the Contract and thereupon, the District may exercise any right or remedy provided for under the Contract Documents or at law, including without limitation termination of the Contract for default or the withholding of payments otherwise due under the Contract Documents until such report(s) is/are received. If requested by the District, upon completion of the Work of the Contract, the successful bidder shall submit a final report identifying all DVBEs utilized in the performance of the Work, the type or classification of the Work performed by each such DVBE and the dollar value of the Work performed by each such DVBE. In the event that the District shall request a report of DVBE utilization upon completion of the Work of the Contract, the submission of such report in form and content satisfactory to the District shall be deemed a condition precedent to the District's obligation to make payment of the Final Payment under the Contract Documents. In such event, the submission of such final report shall be in addition to, and not in lieu of any other conditions precedent set forth in the Contract Documents for the District's obligation to make payment of the Final Payment. The bidder awarded the Contract shall maintain books and records of DVBE Participation in the Work for at least three (3) years following completion of the Project; during such time, the District shall have access, upon reasonable advance notice, to such books and records for inspection or reproduction.

8.4 Contract Audit. The successful bidder awarded the Contract agrees that the District, or its designee, shall have the right to review, obtain and/or copy any and all writings, materials, documents and other records pertaining to utilization of DVBEs in performance of the Contract. The successful bidder awarded the Contract agrees that the District, or its designee, shall have access to any of the successful bidder's premises upon reasonable notice, during usual business hours for the purpose of interviewing employees and inspecting and/or copying such writings, materials, documents and other documents which may be relevant to a matter under investigation for the purpose of determining compliance with the DVBE Participation Goal Program Policy.

9. Capitalized Terms. Capitalized terms used herein shall be as defined herein or elsewhere in the Contract Documents.

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~~DVBE PARTICIPATION WORKSHEETS~~

**ATTACHMENT A
BIDDER'S DVBE STATEMENT**

1. **General Information.**

Bidder's Name: _____

Total Amount of Bidder's Bid Proposal (inclusive of the proposed price(s) for all additive Alternate Bid Item(s), if any):

_____ Dollars (\$ _____)

2. **Bidder's Compliance with DVBE Participation Program.** (Check the appropriate statement).

The bidder has achieved or exceeded the DVBE Participation Goal and all DVBEs counting towards the DVBE Participation Goal are set forth and identified in Attachments C-1, C-2 and C-3.

The bidder did not achieve the Participation Goal for DVBEs, but has made the required Good Faith Efforts to secure the participation of DVBEs in accordance with guidelines established in the District's DVBE Participation Goal Program.

3. **DVBE Participation Achieved.**

Participation Goal
DVBEs: 3%

Participation Achieved
DVBEs: ____%

4. **Submittal of Documentation.**

Concurrently with the submittal of this Bidder's DVBE Statement, the Bidder has also submitted duly completed, and executed if required, forms of Attachments B, C, D, E, F, G and H of these DVBE Participation Worksheets to the extent required by the District's DVBE Participation Goal Program Policy. All of the information provided by the Bidder in its responses to Attachments B, C, E, F, G and H are true, correct and accurate; there are no omissions in the responses of the Bidder to the foregoing Attachments which render any of the Bidder's statements or information provided therein to be false or misleading. Incomplete, inaccurate, false, misleading or omissions rendering responses to be false or misleading will ~~render the Bid Proposal non-responsive and rejected.~~

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~~5. **Certification of DVBE Status.**~~

~~The bidder certifies, warrants and represents to the District that the bidder has exercised due diligence in ascertaining the status of each proposed DVBE identified in Attachment C as a DVBE in compliance with the applicable provisions of the District's DVBE Participation Program Policy and applicable law. By executing and submitting this Bidder's DVBE Statement, the Bidder represents to the District that each DVBE identified in Attachment C is duly and properly certified as a DVBE in conformity with the District's DVBE Program Goal Policy and applicable law. The Bidder acknowledges that in the event that the District shall reasonably determine that any DVBE identified in the bidder's responses to Attachment C is not a duly and properly certified DVBE, the Bid Proposal may be rejected by the District as being non-responsive. For each DVBE identified in Attachment C, the Bidder has submitted forms of DVBE Certification (Attachment D) duly completed and executed by each such DVBE.~~

6. **Authority to Execute.**

The individual executing this Bidder's DVBE Statement on behalf of the bidder warrants and represents to the District that she/he is duly authorized to execute this Bidder's DVBE Statement on behalf of the Bidder.

Executed this ___ day of _____ 20___, at _____
(City and State)

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

(Signature)

(Name of Individual Executing Statement)
[Printed or Typed]

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~~DVBE PARTICIPATION WORKSHEETS~~
~~ATTACHMENT B~~
~~SUBCONTRACTIBLE ITEMS OF WORK~~

Bidder Name: _____

Project Name: Roofing Repair

List each item of Work, including supplies, equipment, services, and trucking made available to DVBEs. Also list the approximate dollar value and approximate percentage of the bidder's total Bid Proposal amount that each item of Work identified below represents. (Photocopy if additional sheets are needed.)

Item or Description of Work	Approximate Dollar Value	Approximate Percentage of Total Amount of Bid Proposal

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~~**INSTRUCTIONS FOR COMPLETION OF
ATTACHMENT C
(DVBE PARTICIPATION SUMMARY)**~~

1. **Submittal of Attachment C.** The Bidder shall complete and submit Attachment C regardless of whether or not such bidder has achieved some or all of the Participation Goal. Failure of the Bidder to submit completed form of Attachment C as and when required by the DVBE Participation Goal Program Policy will result in the District rejecting the Bid Proposal of such Bidder as being non-responsive.
2. **Firm Name.** State name of the enterprise proposed by the Bidder for meeting DVBE Participation Goal; the full name of each enterprise identified must be listed and if the enterprise conducts business under a fictitious business name, the same shall be stated. If the Bidder is a certified DVBE and wishes to be counted in the category certified for purposes of meeting the Participation Goal, the bidder must be identified in Attachment C.
3. **Item or Description of Work.** Identify, with specificity, the item or portion of the Work of the Contract to be provided or performed by the proposed DVBEs identified.
4. **Contracting With.** Identify the name of the company or firm with whom the proposed DVBE will be contracting with in connection with the Work of the Contract.
5. **Tier.** Identify the tier of contracting for each proposed DVBE with the following designations:
 - 0 = Bidder.
 - 1 = First Tier Subcontractor or Material Supplier under a direct contract with the bidder.
 - 2 = Second Tier Subcontractor or Material Supplier under a direct contract with a First Tier Subcontractor or Material Supplier, regardless of whether or not the First Tier Subcontractor or Material Supplier is a DVBE.
 - 3 = Third Tier Subcontractor or Material Supplier under a direct contract with a Second Tier Subcontractor or Material Supplier, regardless of whether or not the Second Tier Subcontractor or Material Supplier is a DVBE.
6. **Claimed Value.** Set forth the total dollar value of the Work to be provided or performed by the proposed DVBE. The dollar value set forth in the responses to Attachments C must conform with the applicable provisions of the District's DVBE Participation Program Goal Policy.
7. **Certification.** For each DVBE identified in Attachment C, the Bidder shall indicate in this column whether such DVBE is self-certified or certified by a public agency as a DVBE. The Bidder's completion of this portion of Attachment C with respect to each DVBE identified therein is in addition to and not in lieu of the Bidder's submittal of duly completed and executed forms of DVBE Certification (Attachment D) from each proposed DVBE identified in Attachment C.

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**DVBE PARTICIPATION WORKSHEETS
ATTACHMENT C
DVBE PARTICIPATION SUMMARY**

Bidder Name: _____

Project Name: Roofing Repair

Firm Name	Item or Description of Work	Contracting with	Tier	Claimed Value	Certification

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~~**DVBE PARTICIPATION WORKSHEETS
INSTRUCTIONS FOR COMPLETION OF
ATTACHMENT D
DVBE CERTIFICATION**~~

- ~~1. The Bidder submitting a Bid Proposal to the District shall make available to each DVBE identified by the Bidder in its responses to Attachment C a copy of the DVBE Certification (Attachment D) for completion and execution by each such DVBE.~~
- ~~2. The Bidder required by the DVBE Participation Goal Program Policy to submit documentation of compliance with the DVBE Participation Goal Program shall submit duly completed and executed forms of the DVBE Certification of each DVBE identified in the Bidder's responses to Attachment C. The failure or refusal, for any reason, of the Bidder to submit such completed and executed DVBE Certification(s) of each DVBE identified in the Bidder's responses to Attachment C as and when required by the DVBE Participation Goal Program Policy will result in the District rejecting the Bid Proposal of such Bidder as being non-responsive.~~
- ~~3. Each DVBE identified in the Bidder's responses to Attachment C shall complete and execute, under penalty of perjury, a DVBE Certification. Each such DVBE and the Bidder acknowledge that in the event that the District shall reasonably determine that there are any responses in the DVBE Certification(s) submitted which are incomplete, false or misleading or which omit facts rendering responses therein to be false or misleading, the District will reject the Bid Proposal of such Bidder as being non-responsive.~~

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**DVBE PARTICIPATION WORKSHEETS
ATTACHMENT D
DVBE CERTIFICATION**

1. **General Information.**

Company Name: _____

Address: _____

City/State/Zip Code: _____

Services or Goods Generally Provided: _____

Services or Goods to be Provided to Bidder: _____

Name of Contact: _____

Telephone Number: _____

Tax I.D. Number: _____

2. **Certification of DVBE Status.** The above-identified DVBE is certified as such by California Department of General Services Office of Small Business and Disabled Veteran Business Enterprise Services and a true and correct copy of such certification is attached hereto. The bidder and the above-identified DVBE acknowledge that if the certification of the above-identified DVBE's status is not attached, the above-identified DVBE will not be counted or considered for purposes of the bidder's achievement of the Participation Goal.

3. **Authority to Execute.** The undersigned individual executing this DVBE Certification warrants and represents to the District that she/he has made diligent inquiry to ascertain that all of the information provided herein is true, correct and complete, that there are no omissions of fact in any of the responses herein which would render such responses false or misleading and that she/he is duly authorized to execute this DVBE Certification on behalf of the above-identified DVBE.

Executed this ____ day of _____, 20__ at _____
(City and State)

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

(Signature)

(Name of Individual Executing DVBE Certification)
[Printed or Typed]

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DVBE PARTICIPATION WORKSHEETS
ATTACHMENT E
DVBES CONTACTED

For each Subcontractible Item of the Work identified in the Bidder's response to Attachment B (Subcontractible Items of the Work):

1. List all the DVBEs you solicited sub-bids from and how you obtained each firm's name;
2. Indicate method and date of solicitation (all written solicitations must conform with Public Contract Code § 4108 with respect to bonding requirements, if any);
3. List the method and date of follow-up and the person you contacted;
4. USE ONE SHEET FOR EACH SUBCONTRACTIBLE ITEM OF WORK IDENTIFIED IN ATTACHMENT B. (Photocopy as many sheets of this Attachment E as necessary.)

Bidder Name: _____

Project Name: Roofing Repair

DVBE Solicited & Source of the Firm's Name	Method & Date of Solicitation	Follow-up Method, Date & Person Contacted

[CONTINUED NEXT PAGE]

**DVBE PARTICIPATION WORKSHEETS
ATTACHMENT F
DVBE SUB-BIDS NOT ACCEPTED BY BIDDER**

List all DVBEs who submitted bids or quotations to the Bidder which were not accepted. Indicate if the sub-bidder is a DVBE, identify the item of Work or materials, list the Subcontractor/Material Supplier the Bidder intends to use in lieu of the DVBE submitting a sub-bid for the identified portion of the Work, and the amount of such other sub-bidder's bid. Give the reason the Bidder did not use the DVBE firm. **(Photocopy if additional sheets are needed.)**

Bidder Name: _____

Project Name: Roofing Repair

DVBEs Who Submitted Bids	Item of Work or Materials	Subcontractor/ Material Supplier to be Used	Reason DVBE Bid Not Accepted

[CONTINUED NEXT PAGE]

**DVBE PARTICIPATION WORKSHEETS
ATTACHMENT G
VERIFICATION OF DVBE SOLICITATIONS**

Bidder Name: _____

Project Name: Roofing Repair

SOLICITATIONS

Identify ALL DVBE firms contacted by the Bidder for purposes of meeting the DVBE Participation Goal. If a DVBE was solicited in writing, the Bidder shall attach hereto a true and correct copy of such written solicitation; failure of the Bidder to do so may result in the District's rejection of the Bidder's Bid Proposal as being non-responsive.

Name of DVBE Firm Solicited	Manner of Solicitation, i.e., written, personal, telephonic, etc.	Date of Solicitation	General Description of DVBE Response to Solicitation

[CONTINUED NEXT PAGE]

AGENCY CONTACTS

Identify all local, state or federal public agencies and DVBE organizations contacted by the Bidder for the purpose of identifying potential DVBEs to meet the Participation Goal. If the Bidder received any list or other writing identifying potential DVBEs from any agency or organization set forth in this Attachment H, the Bidder shall attach hereto a true and correct copy of each such list or other writing; failure of the Bidder to so attach such list(s) or other writing(s) may result in the District rejecting the Bid Proposal of such bidder as being non-responsive. (Photocopy if additional sheets are necessary)

LOCAL, STATE OR FEDERAL AGENCIES.

Agency Name & Address	Date of Bidder's Contact with Agency	Name & Telephone Number of Individual Contacted	DVBE List Received by Bidder <small>(INDICATE YES OR NO & IF YES, THE DATE OF BIDDER'S RECEIPT OF LIST)</small>

DVBE ORGANIZATIONS CONTACTED.

Organization Name & Address	Date of Bidder's Contact with Organization	Name & Telephone Number of Individual Contacted	DVBE List Received by Bidder <small>(INDICATE YES OR NO & IF YES, THE DATE OF BIDDER'S RECEIPT OF LIST)</small>

[END OF SECTION]