

**Foothill-DeAnza Community College District (“District”)  
Bidding and Award Procedure with Gilbane for Public Projects,  
including Construction, Repairs, or Remodeling,  
which cost \$15,000 or more [GBCVersion 05/20/02, Page 1 of 5]**

**NOTE: FOR PROJECT PLANNING PURPOSES, SCHEDULE STEPS 2 & 3 APPROX. 50 FHDA BUSINESS DAYS (10 WEEKS) BEFORE THE DESIRED NOTICE TO PROCEED DATE**

Responsible Party	ACTION
<b>Gilbane</b>	<b>1. Requests Bid Number from District Purchasing Services.</b>
District’s Construction Manager (CM)	2. Submits Purchase Requisition signed by District’s Director of Facilities & Construction Management to District Purchasing Services.
<b>Gilbane</b>	<b>3. At least 2 weeks before desired bid advertisement date, submits proposed final version of bid documents to District CM with transmittal sheet that states that all of Div. 2 through 16 plus all of the pages from Div. 0 and 1 that contain insertions, additions, deletions, or revisions to the form or content of the District’s standard bid documents are attached.<sup>1</sup></b>
District CM	4. Collaborates with Gilbane as needed to create a mutually acceptable draft of bid documents <sup>2</sup> and a proposed bid calendar. Ensures that the license classification legally required to bid and perform the project is accurately stated in the bid documents.
District CM	5. Submits paper copy of approved draft of bid documents <sup>3</sup> as well as an e-mailed copy to District Purchasing for review.
District CM	6. Sends Div. 2 through 16 to Gilbane so that it can make edits per the District CM’s instructions.
District Purchasing	7. Creates and maintains District Bid file.
District Purchasing Services	8. Reviews draft of bid documents, especially special conditions, alternates, allowances, and unit pricing to ensure clarity and compliance with applicable laws and policies.
District Purchasing Services	9. Collaborates with District CM to gain mutual agreement about necessary changes to the draft of bid documents and to create a final bid calendar.
District Purchasing	10. Gives Gilbane a copy of the final bid calendar.
District Purchasing Services	11 Edits Div. 0 and Div. 1 of bid documents. Includes bid calendar dates. Ensures that pagination is logical and accurate.
<b>Gilbane</b>	<b>12. Provides complete printer-ready copy of Div. 2-16 to District CM.</b>
District CM	13. Provides approved Div. 2-16 to District Purchasing for printing.
District Purchasing Services	14. Sends District-approved Div. 0 & Div. 1 (“The Project Manual”) and Div. 2-16 (“The Technical Specifications Manual”) to print shop and instructs print shop to deliver the requested quantity by a specific date to Gilbane.

<sup>1</sup> Process will be modified in near future so that Gilbane uses a locked fill-in-the-blanks pdf version of District bid documents.

<sup>2</sup> The technical specifications must comply with Public Contract Code 3400 regarding brand names, equals, and substitutions.

<sup>3</sup> Refers to Divisions 0 and 1 plus amendments and addenda unless otherwise required by District Purchasing for the particular project. Gilbane and District CM ensure that language in other Divisions does not conflict with Divisions 0 and 1 and that technical specifications are DSA-approved if mandated by law prior to the bid advertisement date.

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Responsible Party	ACTION
<b>Gilbane</b>	<b>15. Sends contract drawings to District-designated print shop.</b>
District Purchasing Services	16. Creates legal ad, submits to appropriate newspaper, and provides a copy of the ad to Gilbane. Publishes ad at least once per week for two weeks per Public Contract Code 20112.
District Purchasing Services	17. Creates “Notice to Contractors Calling for Bids” document.
<b>Gilbane</b>	<b>18. For specialty projects, the assigned Gilbane Project Engineer (P.E.) gives a list of potential bidders to District Purchasing Services, including company names, contact names, and fax numbers. The P.E. will contact these companies to encourage them to bid.</b>
District Purchasing Services	19. Faxes “Notice to Contractors Calling for Bids” to potential bidders including the ones listed by the Gilbane P.E. in step 18, as well as MBE’s, WBE’s, DVBE’s, and FHDA’s nine (9) SF Bay Area trade journals/builders’ exchanges.
<b>Gilbane</b>	<b>20. Provides Bid Documents to FHDA’s nine (9) SF Bay Area trade journals/builders’ exchanges and to other prospective bidders upon request. Provides full set of bid documents to District Purchasing Services.</b>
<b>Gilbane</b>	<b>21. Maintains a list of company names, mailing addresses, fax numbers, and contact persons that includes all contractors who request the bid documents. <sup>4</sup> Provides final copy of this plan holders list to District Purchasing Services.</b>
<b>Gilbane</b>	<b>22. Assists District Purchasing Services by scheduling conference room and inviting appropriate District and consultant representatives to pre-bid meeting(s) and job walk(s) in accordance with the bid documents, the bid calendar, and the legal ad which called for bids.</b>
District Purchasing Services	23. Conducts pre-bid/job walk with Gilbane Project Engineer. Creates a sign-in sheet of pre-bid/job walk attendees to be maintained in the District’s Bid File. Distributes RFI forms for bidder questions and maps/directions to bid opening location.
District Purchasing Services	24. Faxes copy of completed pre-bid/job walk sign-in sheet to all attendees and to Gilbane.

<sup>4</sup> Since they are public documents, any citizen is entitled to a copy of the bid document upon request, but the District is entitled to charge requestors its cost for making such copies.

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Responsible Party	ACTION
District Purchasing Services	25. Receives written questions from bidders for at least 3 business days after the pre-bid meeting/job walk in accordance with the “Contacts/Project Identification” section of the Division 0 bid documents.
District Purchasing and District CM	26. Review written questions and develop draft of bid document amendment. Obtain answers from Gilbane, architect, legal counsel, and campus as appropriate. The amendment may clarify or revise technical specifications; architectural addenda; District instructions, terms, and conditions; and/or other bid document content.
District Purchasing Services	27. Draft(s) the proposed bid document amendment(s) and references each page and paragraph to be changed. References attached drawings or architectural addenda if applicable.
District Purchasing Services	28. Reviews content of draft with District Construction Manager (CM). Makes revisions as agreed with District CM. District CM and District Purchasing sign off on the finalized amendment.
<b>Gilbane</b>	<b>29. Upon request by District Purchasing Services, distributes each District-approved sequentially numbered bid document amendment<sup>5</sup>. Issues the amendment to all prospective bidders on the bid document list (referenced in step 21 above) except those, if applicable, who have failed to attend <u>mandatory</u> pre-bid meetings and/or <u>mandatory</u> job walks. Also provides bid amendment to FHDA’s nine (9) SF Bay Area trade journals/builders’ exchanges. Sends copy of the amendment distribution list to District Purchasing.</b>
District Purchasing Services	30. Maintains a copy of each bid document amendment and the distribution list in the appropriate District bid file.
District Purchasing Services	31. Receives and opens bids <sup>6</sup> on the date and at the time and place published in the bid documents.
District Purchasing Services	32. Faxes bid opening results (2) business days after the bid opening to FHDA’s nine (9) SF Bay Area trade journals/builders’ exchanges and to all companies who submitted a bid provided they were represented at all applicable mandatory pre-bid meetings or job walks.

<sup>5</sup> Public Contract Code 4104.5 requires amendments to be issued at least 72 hours prior to bid closing date or the bid closing date must be extended at least 72 hours. FHDA prefers that bidders receive amendments at least three (3) business days prior to bid closing date.

<sup>6</sup> If the project is subject to DSA requirements, bids must be based upon the DSA-approved specification, otherwise the Board of Trustees cannot legally award a contract.

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Responsible Party	ACTION
District Purchasing Services	33. Analyzes the accepted bids, verifies licenses, and prepares a spreadsheet that shows the lowest responsible bidder. Calculates lowest, responsible bid based upon criteria disclosed in the bid documents and reviews analysis and spreadsheet with the District’s Construction Manager.
District Purchasing Services	34. Writes Board of Trustees Agenda Submittal that recommends award to the lowest responsible and responsive bidder. Submits the agenda item on or before the deadline to the Recording Secretary for the Board of Trustees through the District’s Vice Chancellor for Business Services.
<b>Gilbane</b>	<b>35. Prior to Board of Trustees award of a capital outlay contract, Gilbane requests and obtains any required State authorization for such an award.</b>
District Purchasing Services	36. Faxes “Notice of Intent to Award Contract” letter (in compliance with Div. 0, Sect. 00250, “Instructions for Bidders”) to all companies who submitted bids. This opens a five-calendar-day window for bid protests to be filed with the District Purchasing Director. Responds to all letters of bid protest, claims of mistakes, requests for bid relief, and the like.
District Purchasing Services	37. Prior to Board of Trustees meeting, drafts “Notice of Award” letter to successful bidder and the related “Contract Agreement” by filling in the blanks on the form that was published in the bid documents.
District Purchasing Services	38. Upon Board approval of District Purchasing’s recommendation, FAXES and mails (certified) to the successful bidder the FHDA standard “Notice of Award” letter signed by the District Purchasing Director. Includes the request for payment bond, performance bond, certificates of insurance, and three District standard Forms of Agreement to be signed by the contractor.
Successful Bidder	39. Must deliver signed contractor documents (i.e., Form of Agreement, payment bond, performance bond, and certificates of insurance) to District Purchasing Services by the date designated in the Notice of Award letter. (Note: If bidder fails to do so, District may ask the Board to approve award to next lowest bidder.)
District Purchasing Services	40. Reviews contractor’s documents. Meets with Risk Manager to review bonds and insurance and to obtain Risk Management sign-off. Obtains Purchasing Director’s signature on forms of Agreement.

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District Purchasing Services	41. Writes Notice to Proceed letter and has it signed by the District’s Director of Facilities and Construction Management. Sends Notice to Proceed and contractor’s copy of the signed form of Agreement to successful bidder. Adds signed copies of same to the Bid File. Sends signed copy of Notice to Proceed and signed form of Agreement to Gilbane.
District Purchasing Services	42. Creates and encumbers Purchase Order which references and incorporates associated bid documents, letters, and the form of Agreement. After FRS acceptance of PO, obtains Purchasing Director’s signature on PO. <sup>7</sup>
District Purchasing Services	43. Distributes signed PO as follows: <ul style="list-style-type: none"> <li>• Contractor’s photocopy PO to Contractor</li> <li>• Requestor pink PO to Gilbane</li> <li>• Purchasing white original PO to District Purchasing Services file</li> <li>• Accounts Payable yellow PO copy to District Accounting Services.</li> </ul>
<b>Gilbane</b>	<b>44. Instructs the contractor to reference the correct PO number on every associated invoice.</b>

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<sup>7</sup> PO creation is delayed if District and Gilbane Accounting do not provide correct account codes and sufficient funds.