

**Procedure for Sale and distribution of Foothill-De Anza Community College
District Public Project Bid Documents
(Updated 4/18/08)**

Responsibility	Action
GBMC ¹ and District Bond Manager	1. Provide a “print ready” copy of the Division 2-16 specifications and the plans (bid docs) to District Purchasing. District Purchasing will send Divisions 1-16 and the plans to the print shop for copies.
District Purchasing and District’s Printing Contractor	2. Print shop picks up the original “print ready” copy of Division 1-16 and the plans from the District Purchasing Dept. Copies are printed and delivered to GBMC at the appropriate campus.
GBMC	3. Distribution - <ul style="list-style-type: none"> • Distribute one complete set of bid docs at no charge to the following: those listed on the District’s list of 9 Builders Exchanges, District Purchasing, District Construction Manager, the architect and any prospective prime contractor who is licensed to perform the work as indicated in the Instructions For Bidders. • Upon their request, distribute a second set of bid docs at no charge to any prospective prime contractor who is licensed to perform the work as indicated in the Instructions For Bidders. • Maintain a log of bid document distributions and requests, also known as a “plan holders list.” The list should include date of document distribution, quantity distributed, amount paid, project number, project name, and requestor’s name, license number, address, phone, and fax information.
GBMC	4. For all other licensed contractors, subcontractors, or interested parties that would like a complete set of the documents, inform that requestors that they may purchase a set for \$100.00 ² (PREPAID and NON-REFUNDABLE) on a “will call” basis or they may access the documents from another source such as a Builders Exchange or a prime contractor. They may also view the documents at the campus GBMC office by making an appointment.
GBMC	5. Inform requestors that payment must be made in advance by company check, money order, or cashiers check payable to Foothill-De Anza Community College District. Contractors are liable for any processing or

¹ Gilbane Building Company/Maas Companies (GBMC)

² \$100.00 is the standard amount, but a higher or lower amount may be designated by District Purchasing Services with the agreement of District Facilities and Construction Management. The applicable amount will be designated in the legal advertisement that calls for bids.

**Procedure for Sale and distribution of Foothill-De Anza Community College
District Public Project Bid Documents
(Updated 4/18/08)**

	administrative fees associated with returned checks. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.
GBMC	6. Collect payment from the requestor in accordance with the bid documents prior to or at the time the requestor picks up the documents
GBMC	7. Request additional copies of the bid documents from the print shop in a timely manner so that requestors do not have to wait longer than 3 business days after payment to receive the requested documents.
GBMC	<p>8. Write out a formal receipt. The District's Bond Program Accountant will provide a receipt book to the GBMC Administrative Assistant at each campus. The receipt is to be filled out completely and include the Measure E project name; project number; requestor/contractor name; and the company's check number. Since GBMC is receiving payment, GBMC is responsible for signing the receipt.</p> <ul style="list-style-type: none"> ➤ Disbursement of the receipt is as follows: <ul style="list-style-type: none"> ○ white copy District's Bond Program Accountant ○ yellow copy Requestor/Contractor ○ pink copy Stays with the receipt log
GBMC	9. Keep checks received and receipt book in a locked drawer (audit requirement).
GBMC	10. GBMC will remit the checks received, as well as the white copy of the receipts, to the District's Bond Program Accountant, by the 25 th of each month.
District's Bond Program Accountant	11. Audit the transactions and send the checks and receipts to the District Accounting Office.
District Accounting Office	12. Deposits the funds in the appropriate account. In the event a check is returned from the bank for insufficient funds, the District Accounting Office promptly notifies the Bond Program Accountant.
District's Bond Program Accountant	13. District's Bond Program Accountant will attempt to collect on the debt. Advises GBMC not to accept additional company checks from the payer. Applies a \$25.00 service charge to all checks returned by the Bank.