

5. Sites/Hours of Work:

The District currently has sites within the cities of Long Beach, Lakewood, Signal Hill and Catalina Island (see enclosed District facility map).

Normal District operating hours of work is 7:30 a.m. to 4:00 p.m., Monday through Friday. The working day is to start when the laborer arrives at the job site. Travel time to and from the job site will not be compensated for by the District. "Non-standard" work hours are subject to approval of the District Representative. All weekend work must be pre-approved by the District representative.

6. Payment:

All Requests for Payment to indicate the assigned purchase order number, work site and District Representative responsible for approval of all payments.

7. General Items:

The following procedures will apply to each Contractor:

- A. Contractor must visibly display a company identification card/badge at all times while on District property. Appropriate business attire is required at all times.
- B. Contractor must sign-in and sign-out with the school or office personnel if work is being performed during District working hours.
- C. Contractor shall be fully trained, versed, and certified (as required by the manufacturer) in the equipment that they are dispatched to service or install so as to provide effective service to the District and not jeopardize the equipment manufacturer's warranty.
- D. Contractor must provide his own, reliable transportation. The work requires the Contractor to travel between District sites on a daily basis.
- E. The District does not reimburse Contractor for mileage expenses.
- F. The District reserves the right to ban specific individuals at will and without cause from servicing District equipment. The Contractor will make all reasonable efforts to replace such an individual immediately, but in no case later than 48 hours.

8. Document Submittal:

For payment, at the completion of each project, the contractor shall submit all supporting documentation to the LBUSD project manager, including original material invoices (prior to % markup) and the total number of labor hours provided on the project.

3. Bid Summary: REPAIR OF INDOOR BLEACHERS - ALL MANUFACTURERS

Estimated Quantity	Description	Unit Price	Total Cost
1) 2,000 Hours	<b>Labor:</b> Provide an hourly charge for all work performed. Rate shall be inclusive of all costs.	\$ _____ Per Hour	\$ _____
2) Approximately \$50,000	<b>Materials:</b> Provide a cost for materials based on Contractor's cost plus a mark-up percentage.	Cost Plus _____ %	\$ _____
Total Bid (Lines 1 + 2)			\$ _____

4. **Time for Completion:** The District may give a notice to proceed within thirty (30) days of the award of the bid by the District. Once the Contractor has received the notice to proceed, the Contractor shall complete the work in the time specified in the Agreement. By submitting this bid, Contractor has thoroughly studied this Project and agrees that the Contract Time for this Project is adequate for the timely and proper completion of the Project. Further, Contractor has included in the analysis of the time required for this Project, rain days, and the requisite time to complete the punch list.

In the event that the District desires to postpone giving the notice to proceed beyond this thirty (30) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the District. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the postponement of giving the notice to proceed.

If the Contractor believes that a postponement will cause a hardship to it, the Contractor may terminate the contract with written notice to the District within ten (10) days after receipt by the Contractor of the District's notice of postponement. Should the Contractor terminate the Contract as a result of a notice of postponement, the District shall have the authority to award the Contract to the next lowest responsible bidder, if applicable.

5. It is understood that the District reserves the right to reject any or all bids and/or waive any irregularities or informalities in this bid or in the bid process. The Contractor understands that it may not withdraw this bid for a period of ninety (90) days after the opening of bids.
6. Attached is bid security in the amount of not less than ten percent (10%) of the bid: Bid bond (10% of the Bid), certified check, or cashier's check (circle one)
7. The required List of Designated Subcontractors is attached hereto.
8. The required Non-Collusion Declaration is attached hereto.