

NOTICE INVITING BIDS

December 2008

Sealed Bids for **Graffiti Removal and Steam Cleaning Services** will be received by the City of Lake Forest at the office of the City Clerk located at 25550 Commercentre Drive, Suite 100, Lake Forest, California, 92630, until **2:00 PM on January 20, 2009**, at which time they will be publicly opened and read. Bids received after this time shall be rejected and returned unopened. Bids shall be submitted in sealed envelopes plainly marked on the outside **"Sealed bid for Graffiti Removal and Steam Cleaning Services - DO NOT OPEN WITH REGULAR MAIL."** Indicate date and time of submittal on the outside of the envelope.

CONTRACT WORK

The work shall include furnishing all labor and equipment necessary to provide graffiti removal and steam cleaning services for the City. All questions are to be referred to Robert L. Woodings, Public Works Director, or his designee at (949) 461-3480.

BID SCHEDULE

Advertise for bids **December 26, 2008, and January 2, 2008. Bid openings: 2:00 PM, January 20, 2009** at the office of the City Clerk. Bidders will be required to attend a mandatory pre-bid conference on **January 5, 2009 at 2:00 p.m.** in the El Toro Conference Room at City Hall located at 25550 Commercentre Drive, Suite 100, Lake Forest, California 92630. Failure to attend this meeting shall give cause to have your bid declared non-responsive.

BID DOCUMENT AVAILABILITY

Copies of the Contract Documents and Specifications are available from the City of Lake Forest, City Hall, 25550 Commercentre Drive, Lake Forest, California 92630, upon payment of a **\$25** nonrefundable fee, if picked up, or a payment of a **\$35** nonrefundable fee, if mailed.

BID PREPARATION

No bid will be considered unless it is prepared on the approved forms, and is submitted by a Contractor, and is in response to specifications which have been issued by the City of Lake Forest. Bids must be prepared in conformance with the Instructions to Bidders and submitted in a sealed envelope plainly marked on the outside.

BID SECURITY BOND

Bid security (cash, cashier's check, certified check, or Bidder's bond, payable and assigned to the City of Lake Forest) in an amount not less than ten percent (10%) of the total bid dollar amount and conforming to the prescribed bidding procedures is required to be submitted with each bid, as a guaranty to be forfeited should the Bidder, if awarded the Contract, fails to enter into the same, or fails to furnish, in a timely manner, the bonds and/or proof of insurance. In the event of failure to enter into such contract, said cash, cashier's check, certified check, or bond shall become the property of the City of Lake Forest. If the City of Lake Forest awards the contract to the next lowest Bidder, the amount of the lowest Bidder's security shall be applied to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest Bidder, if cash or a check is used, or to the surety on the Bidder's bond if a bond is used.

SUBCONTRACTOR LISTING LAW-DISPUTE RESOLUTION

Bidders are advised that any disputes between contractors and subcontractors involving the substitution of subcontractors under Public Contract Code Section 4100 et seq. will be returned to a third party hearing officer and the costs of the hearing officer will be split between the contractor and subcontractor.

CITY RIGHTS

The City of Lake Forest reserves the right, after opening bids, to reject any or all bids, or to make award to the lowest responsible Bidder and reject all other bids; to waive any informality in the bidding; to accept any bid or portion thereof; and to take all bids under advisement for a period of ninety (90) calendar days.

ROBERT L. WOODINGS, P.E.
Director of Public Works/ City Engineer