



## NOTICE OF INTENT TO AWARD CONTRACT

Via Email  
October 04, 2021

C.I. Services, Inc.  
23052 Alicia Parkway #H374  
Mission Viejo, CA 92692

Attn: Art Jones  
ajones@cisroofing.com

Subject: San Bernardino Community College District ("District")  
**Valley College Campus Wide Roof Replacement NIB# CC01-3610-01**  
Construction Services NOITA

Please take notice, that pursuant to the Instruction for Bidders issued by the District in connection with the above referenced Project, this shall constitute the District's Notice of Intent to Award the Contract for the construction service for **Valley College - Campus Wide Roof Replacement NIB# CC01-3610-01**. The District intends to award the Contract for the Project in the amount of **\$398,000.00** to **C I Services, Inc.** as the responsible and responsive bidder. Approval of the Contract for the Project will be considered by the District's Board of Trustees at the monthly meeting of the District's Board of Trustees on **November 18, 2021** beginning at 4:00 pm. **C I Services, Inc.** is welcome to attend.

It is the District's Intent to Award the Contract provided that all of the following requirements are complied. Please furnish the following documents to the District as soon as possible, no later than **November 11, 2021 at 12:00 PM. (except Item 6 below)**

- 1) Contractor Form Agreement (official Agreement to be provided under separate cover) with your signature for final execution. (if applicable)Also, your corporate seal is required. Two (2) original wet signed construction contracts must be mailed to the District office (inclusive of original bonds and escrow). Further instructions will be provided when the Contractor Form Agreement is emailed to you. An electronic copy of the signed contract must also be submitted to [anbrown@sbccd.edu](mailto:anbrown@sbccd.edu) cc: (insert CM's email), and [mfitzpatrick@sbccd.edu](mailto:mfitzpatrick@sbccd.edu). All documents must be returned as a contract package.
- 2) All Performance and Payment bonds (hard copies must contain a seal) for the above total awarded amount shall be provided with the returned wet signed original contract and included in the electronic contract copy. **Refer to RFP for document templates**
- 3) A signed executed copy of the Guarantee form.

- 4) A completed W-9 Form and Supplier Information form (submit to [businessservices@sbccd.org](mailto:businessservices@sbccd.org), cc: [anbrown@sbccd.edu](mailto:anbrown@sbccd.edu) and [mfitzpatrick@sbccd.edu](mailto:mfitzpatrick@sbccd.edu)).
  - a. Supplier Information Form ([web link](#))
  - b. W-9 ([web link](#))
- 5) Proof of a Department of Industrial Relations registration (DIR #).
- 6) Certificate of Insurance per contract requirements. The COI needs **to be provided no more than one (3) day after contract execution, and before issuance of the Notice to Proceed (NTP)**.
- 7) Proof of active Construction Contractor License in the State of California.
- 8) Escrow Agreement for Security Deposits In Lieu of Retention. Provide and flag originals that require District signature. (if applicable)
- 9) Signed post-bid questionnaire. (if applicable)
- 10) Completed SBCCD COVID-19 Safety Plan.
- 11) Purchase Order (a pre-requisite to the issuance of the NTP, but issued after the contract is fully executed)

**NOTICE TO PROCEED (NTP) – WILL NOT** be issued until the above requirements are received, fulfilled, and approved by the Board of Trustees.

Please submit all questions and documents directly to:

**Greg Ochoa**

**Construction Manager**

[greg.ochoa@safeworkcm.com](mailto:greg.ochoa@safeworkcm.com)

**909-855-4226**