



Request for Qualifications and Proposals
(RFQ/P)

ASPHALT REPAIR SERVICES
AT VARIOUS SCHOOL SITES

RFQ/P #24-1102-1

Responses Due: October 17, 2023

No later than 10:00:00 AM

Sacramento City Unified School District

Contracts Department

5735 47th Ave.

Sacramento, CA. 95824



Sacramento City Unified School District

Contracts Department
5735 47th Ave,
Sacramento, CA 95824
T: 916-643-9465

Bidder Information Sheet

If you downloaded this RFP/Q from our website, email this sheet to Purchasing Services to be added to our bidders list.

Attention: Tina Alvarez Bevens, Contract Analyst
Email: tina-alvarez-bevens@scusd.edu

Re: RFQ/P #24-1102-1 Asphalt Repairs at Various School Sites

Sacramento City Unified School District Bids/Proposals are available on-line. It is the responsibility of Respondents to email this sheet to Purchasing Services to ensure firm is added to Bidders list to receive Addenda to this RFQ/P.

Name: _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State/Zip Code: _____

Work Phone: _____

Fax: _____

Email: _____

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

TABLE OF CONTENTS

	<u>Page No.</u>
Bidder Information Sheet.....	1
Notice to Bidders.....	2
Table of Contents.....	3
Bidder’s Checklist.....	4
RFQ/P Schedule Summary.....	5
Scope of Services.....	6
Scope of Requirements.....	7
Statement of Qualifications.....	9
Evaluation Criteria.....	10
 ATTACHMENT A, Fee Proposal Sheet	
 ATTACHMENT B, Fingerprinting Certification	
 ATTACHMENT C, Service Agreement	
 Non-Collusion Declaration	
 Terms and Conditions	
 Specifications	

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

BIDDER'S CHECKLIST

Company Name: _____

Required items to submit with proposal:

~~Bidder~~-10.55 fap 6,19.310.55 (ai)-4.90.010.7on()Tj /TT1 1 Tf (h9.04 -0 0 11.04 Td [(B)2 (i)276 (

Sacramento City Unified School District
 Request for Qualifications and Proposals #2 4-1102-1
 Asphalt Repairs at Various School Sites

RFQ/P SCHEDULE SUMMARY

DATE	ACTION ITEM	TIME
September 29, 2023	Publish and advertise RFQ/P #24-1102-1 Asphalt Repairs at Various School Sites	
October 9, 2023	Last day to receive written questions from Respondents	2:00 pm
October 12, 2023	Last day for District to issue addenda to answer questions / clarifications	2:00 pm
October 17, 2023	Deadline for sr.08 rer.08 rer.08 rer.08	

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

INTRODUCTION #24

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

9. Job site must be cleaned upon completion.

SCOPE OF REQUIREMENTS

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

STATEMENT OF QUALIFICATIONS

1. General Information / Instructions – Statement of Qualifications

1.1. The District is inviting Statements of Qualifications and Pricing Proposals for Asphalt Repairs at Various School Sites, which shall require coordination, administration, consulting and advice, and related services.

1.2. The District seeks to identify teams with a record of excellence in efficient planning and service delivery. The firms must have extensive experience related to asphalt Services.

1.3. The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 1/2 x 11 paper and no more than ten (10) pages. The Statement of Qualifications must be submitted in a sealed envelope labeled "Statement of Qualifications" and must be submitted to the District Office, 1115 E. 11th Street, Sacramento, CA 95811. The Statement of Qualifications must be submitted by the deadline of 4:00 PM on October 6, 2023. The Statement of Qualifications must be submitted in a sealed envelope labeled "Statement of Qualifications" and must be submitted to the District Office, 1115 E. 11th Street, Sacramento, CA 95811. The Statement of Qualifications must be submitted by the deadline of 4:00 PM on October 6, 2023.

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

2.3. Firm Information – Provide a comprehensive narrative of the services offered by firm. The narrative should include all of the following:

A. A preliminary operations plan for Asphalt Repairs at Various School Sites

i. Process for Continuous Improvement

1. Explain the process to provide continuous improvement over the term of the contract (audits, outreach and communications, etc).

ii. Data Information Systems

B. A narrative presenting the Respondent's background including:

1. A description of the background and experience of key personnel to be assigned to the District - 6.g t -17. 7o0]TJ -17.(7n5fb)loeit 4BI4BI4BI

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

Questions, Interpretations, or Clarifications

Questions related to this RFP/Q shall be submitted in writing and emailed to Torrie Moreno, Facilities Project Technician at torrie-moreno@scusd.edu, Tina Alvarez Bevens, Contract Analyst at tina-alvarez-bevens@scusd.edu and cc: Jeff Winn, Manager of Facilities at jeffrey-winn@scusd.edu.

Specify "Question-RFQ/P 24-1102-1 Asphalt Repairs at Various School Sites" in the subject line. Responses to all questions received will be posted on the District's website, <https://www.scusd.edu/construction-projects-bids>, as an addendum, no later than Thursday, October 12, 2023.

Bidders are responsible for checking the website periodically for any updates or revisions to the RFQ/P.

BID PROTEST

Any bid protest by any bidder regarding any other bid must be submitted in writing to the District, before 5:00 p.m. of the THIRD (3rd) business day following the Notice of Intent to Award Contract is posted.

- a. Only a Bidder who has actually submitted a bid, and who could be awarded the contract if the bid protest is upheld, is eligible to submit bid protests.
- b. A bid protest must contain a complete statement of any and all bases for the protest and all supporting documentation. Materials submitted after the bid protest deadline will not be

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

ATTACHMENT A

Fee Proposal

Fee Proposal

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

ATTACHMENT B

CONTRACTOR CERTIFICATION of COMPLIANCE

Fingerprinting: Education Code section 45125.1 provides that any contractor providing school site administrative or similar services to a school district must certify that employees who may come into contact with pupils have not been convicted of a serious or violent felony as defined by law. Those employees must be fingerprinted and the Department of Justice (DOJ) must report to the Contractor if they have been convicted of such felonies. No person convicted may be assigned to work under the contract. Depending on the totality of circumstances including (1) the length of time the employees will be on school grounds, (2) whether pupils will be in proximity of the site where the employees will be working and (3) whether the contractors will be working alone or with others, the District may determine that the employees will have only limited contact with pupils and neither fingerprinting nor certification is required.

The District has determined that section 45125.1 is applicable to this Agreement, and that the employees assigned to work at a school site under this Agreement will have only limited contact with pupils, provided the following conditions are met at all times:

1. Employees shall not come into contact with pupils or work in the proximity of pupils at any time except under the direct supervision of school district employees.
2. Employees shall use only restroom facilities reserved for District employees and shall not use student restrooms at any time.
3. Contractor will inform all employees who perform work at any school or District site of these conditions and require its employees, as a condition of employment, to adhere to them.
4. Contractor will immediately report to District any apparent violation of these conditions.
5. Contractor shall assume responsibility for enforcement of these conditions at all times during the term of this Agreement.

If, for any reason, the Contractor cannot adhere to the conditions stated above, the Contractor shall immediately so inform the District and shall assign only employees who have been fingerprinted and cleared for employment by the Department of Justice. In that case, the Contractor shall provide to the District the names of all employees assigned to perform work under this Agreement. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this Agreement, and the District reserves the right to suspend or terminate the Agreement at any time for noncompliance.

Authorized Signature of Contractor

Date

Printed Name/Title

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
RFQ/P #24-1102-1
ASPHALT REPAIRS AT VARIOUS SCHOOL SITES

NON-COLLUSION DECLARATION
TO BE EXECUTED BY AND SUBMITTED WITH BID

I,

E- ---Ea.-Td-1.0 Td 7(E.12 7p)on;/TT2 1 Tf -0.005 2(F)-2 (l)-8.9 (ED)d (-)Tj 0.337 0 2(F)

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

ARTICLE 5. FINGERPRINTING REQUIREMENTS.

Education Code Section 45125.1 states that if employees of any contractor providing school site administrative or similar services may have any contact with any pupils, those employees shall be fingerprinted by the Department of Justice (DOJ) before entering the school site to determine that they have not been convicted of a serious or violent felony.

If the District determines that contact with students will occur during the performance of these services, Contractor will not perform services until all employees providing services have been fingerprinted by the DOJ and DOJ fingerprinting clearance certification has been provided to the District. Contractor will provide a complete list to the District of all employees cleared by the DOJ who will provide services under this contract. (how) rpripl o n t 4 9 (

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

If the Contractor cannot adhere to the conditions stated above for any reason, Contractor shall immediately so inform the District and shall assign only employees who have been fingerprinted and cleared for employment by the Department of Justice. In that case, the Contractor shall provide to the District the names of all employees assigned to perform work under this Contract. Compliance with these conditions, or with the fingerprinting requirements, is a condition of this Contract, and the District reserves the right to suspend or terminate the Contract at any time for noncompliance.

ARTICLE 6. MUTUAL INDEMNIFICATION.

Each of the Parties shall defend, indemnify and hold harmless the other Party, its officers, agents and employees from any and all claims, liabilities and costs, for any damages, sickness, death, or injury to person(s) or p[(per)-0.10.5()T/t,

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

ARTICLE 15. RULES AND REGULATIONS.

All rules and

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

ATTACHMENT C
SERVICES AGREEMENT

Date: _____ Place: Sacramento, California

Parties: Sacramento City Unified School District, a political subdivision of the State of California, (hereinafter referred to as the "District"); and ***INSERT DATA HERE*** (hereinafter referred to as "Contractor").

Recitals:

A. The District is a public school district in the County of Sacramento, State of California, and has its administrative offices located at the Serna Center, 5735 47th Avenue, Sacramento, CA 95824.

B. The District desires to engage the services of the Contractor and to have said Contractor render services on the terms and conditions provided in this Agreement.

C. The contract is entered into pursuant to a competitive Request for Qualifications/Proposals (RFQ/P) solicitation under District RFQ/P #24-1102-1.

D. The complete contract includes all contract documents, including the RFQ/P and the attachments thereto, Fingerprinting Certificate, Insurance Policies, Scope of Work, this Agreement and all modifications and amendments thereto, and by this reference are incorporated herein. The contract documents are complementary, and what is called for by any one shall be as binding as if called for by all.

In consideration of the mutual promises contained herein, the parties agree as follows:

ARTICLE 1. SERVICES.

The Contractor hereby agrees to provide to the District the services as described below:

Minor Routine Repairs:

1. Repair or replace damaged asphalt as needed throughout the District.
2. All repairs are to be completed following District-specified requirements.
3. All materials are to be District-specified materials and equipment.
4. Protect repair area from site personnel and students.

Large Repairs includes above and the following:

1. Open areas left open overnight must be covered and fenced in.
2. Locate utilities before starting work at each site (if applicable).

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

ARTICLE 6. INDEPENDENT CONTRACTOR.

Contractor's relationship to the District under this Agreement shall be one of an independent contractor. The Contractor and all of their employees shall not be employees or agents of the

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

Contractor further agrees and certifies that any employee providing services directly to any pupil(s) of the District whether qualifying as a Mandated Reporter as defined by California Penal Code §11165.7(a), or not, shall be provided annual training on child abuse and mandated reporting of child abuse or neglect utilizing an evidence-based training method which includes training on how to recognize conduct of adults which may trigger reasonable suspicion of abuse of children, i.e., “red-flag” or “grooming” behaviors.

Failure to adhere to the terms of this provision is grounds for termination of the Agreement (or MOU).

OR

INSERT DATA HERE

District has determined that services performed under

Sacramento City Unified School District
Request for Qualifications and Proposals #2 4-1102-1
Asphalt Repairs at Various School Sites

SACRAMENTO CITY
UNIFIED SCHOOL DISTRICT

***CONTRACTOR ***

By: _____
Jesse Castillo
Assistant Superintendent

By: _____
Insert Data Here
Insert Data Here

Date

Date