



Preparing Career Ready Graduates

Purchasing Services

Edward Collins, Executive Director
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January 15, 2021

Sent Via E-mail: johndoe@xyz.com

Mr. Steve Fuchs
Fuchs General Contracting
4677 Stetson Rd.
Clovis CA 93619

Regarding: **NOTICE OF AWARD**
Subject: **Informal Bid No. 21-26, Cooper Middle School Electrical Service Replacements**

Dear Mr. Steve Fuchs:

Your bid for the above stated project in the amount of \$197,750.00, consisting of the Base Bid, is accepted by the District's Executive Director of Purchasing subject to receipt of the following Documents:

- a) Performance Bond and Payment Bond enclosed for execution.
- b) Certificate of Insurance/Proof of Insurance (General/Auto/Builders Risk/Certificate of Workers' Compensation per DIV 00 73 16; Insurance Instructions attached.
- c) Agreement Contracts enclosed for execution; return two originals.
- d) Emergency contractor contact information form enclosed to be completed.
- e) A detailed estimate with breakdown of the Contract price for each Project or site per DIV 01 29 73.01.
- f) Optional if escrow account desired: Two Original Escrow Agreement forms executed by escrow agent and General Contractor (use District forms provided with Bid).
- g) Certified Payroll records will be required for the entire project from the initial work through completion and must be uploaded onto the DIR website (<https://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>) in accordance with SB854.

Such document(s) are required by the District within ten (10) calendar days after receipt of Notice of Award. Please deliver said documents to Fresno Unified School District, Purchasing Department, 4498 N. Brawley Avenue, Fresno, California 93722, ATTN: Toni Jorge. Contractor will not be allowed to begin work on the project site without District approval of these documents; even if the District releases a Notice to Proceed and Purchase Order to you. The Original Agreement will be mailed to you and a pdf of the entire contract documents will be e-mailed.

Sincerely,

Toni Jorge
Buyer III

c: K. Temple, A. Belanger, J. Duke, E. Collins, L. Eastby, Risk Mgmt, Bid File

INSTRUCTIONS FOR INSURANCE

CONTRACTOR, at CONTRACTOR'S expense, shall obtain and maintain insurance at all times during the prosecution of the Contract, in companies and through agencies approved by the DISTRICT and with limits not less than those stated hereinafter.

A. Acceptance of the Certificates of Insurance shall not relieve or decrease the liability of the CONTRACTOR.

B. Certificates of Insurance shall be originally signed by an authorized representative and shall be submitted in duplicate and shall contain transcripts from the policies authenticated by the proper office of the insurer evidencing, in particular, those insured, the extent of the insurance, the location of and the operation to which the insurance applies and thirty (30) day NOTICE OF CANCELLATION of the policy. Policy shall read "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED".

C. All of CONTRACTOR'S insurance policies shall name the FRESNO UNIFIED SCHOOL DISTRICT and the Architect/Engineer, and its employees and agents, as additional insured. Certificates of Insurance *must have attached Additional Insured Endorsement* (Insurance Services Officer form CG2010). Such policy(ies) of insurance shall be endorsed so that the CONTRACTOR'S insurance shall be primary and no contribution shall be required of the DISTRICT.

D. Insurance coverage's shall not be less than the following:

(1) Workers' Compensation in accordance with the provisions of Section 3700 of the Labor Code. CONTRACTOR shall sign and file with DISTRICT the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this contract." The form for this certificate is included as a part of the Contract Documents.

(2) Comprehensive General Liability coverage must be written on an occurrence, as opposed to claims made basis, with policy limits of no less than **\$2,000,000 CSL** (combined single limit), **BI** (bodily injury) and **PD** (property damage) and include coverage for the following:

- a. Premises – operations
- b. Contractual liability
- c. Products
- d. Completed operations
- e. Broad form PD and including X, C and U coverage, if applicable to the work

(3) Comprehensive Auto Liability insurance with limits of not less than **\$1,000,000 CSL, BI and PD**

(4) Builder's Risk Insurance. Prior to commencement of work, CONTRACTOR shall submit certificates evidencing that it has obtained , for the period of the Contract, Builder's Risk Completed Value insurance coverage upon the entire project which is the subject of this Contract, including work completed or in progress.