

**NOTICE INVITING SEALED BIDS**  
**IFB134408**

**NOTICE IS HEREBY GIVEN THAT** the City of Palo Alto will receive sealed bids for the performance of the work described as **Temporary Library Improvements Project**, Invitation for Bids (IFB) No. 134408 until the date, time, and place of Bid Opening for this project at:

**250 Hamilton Avenue Palo Alto, CA 94301 (City Council Conference Room, First Floor)**

**Bids Due On: Tuesday, November 17, 2009 at 3:00 p.m.**

(BIDS RECEIVED AFTER THE DATE AND TIME STATED ABOVE WILL BE REJECTED AS NONRESPONSIVE. IT IS HIGHLY RECOMMENDED THAT ALL BIDS BE HAND DELIVERED).

A pre-Bid Conference is scheduled for **Thursday, November 5, 2009**. The Conference shall begin promptly **at 10:30 a.m.** and shall be held at the job location Cubberley Community Center (by the Auditorium), located at 4000 Middlefield Road, Palo Alto, CA. **The Conference is not mandatory.** All prospective Bidders are encouraged to attend.

The Contract Documents, including instructions to bidders, drawings, technical specifications and bid forms, may be obtained from or examined at the Purchasing Office. There is a non-refundable fee of **\$52.00** for the plans and specifications for this project. The City will accept cash or a business, cashier's, or personal check made payable to the City of Palo Alto, or by credit card – only Visa and MasterCard accepted. Please contact Purchasing for details at (650) 329-2271.

Pick up documents from:

City of Palo Alto  
Purchasing and Contract Administration  
250 Hamilton Avenue, Mezzanine Floor  
Palo Alto, CA 94301

If mailing a check, please send to:

City of Palo Alto  
Purchasing and Contract Administration  
250 Hamilton Avenue, MS-MB  
Palo Alto, CA 94301

A general description of work is as follows:

The work to be performed, in general, consists of furnishing all labor, tools, equipment, materials, and transportation required to perform the Temporary Library Improvements Project. Work under contract includes, but not limited to, interior renovations of an existing building on a former high school campus known as the 'Cubberley Community Center' to temporarily house the Mitchell Park Library while their new building is under construction. Minor renovation work is planned for the interior, consisting of new flooring, interior non-load bearing walls, carpet tiles, sealed concrete floors, ceramic tiles, acoustical and gypsum board ceiling repairs, metal framing with gypsum board walls, new ADA restrooms, plumbing, partial HVAC system, general lighting, library operational systems; low voltage wiring and networks, including all incidental and related work as required by the General Requirements, Specifications, and Drawings in the Invitation for Bids (IFB) available upon request. Please contact the Purchasing and Contract Administration office at (650) 329-2271 for additional information.

Bid Submittal:

Bids must be submitted on the bid form provided by the City of Palo Alto. Bids of \$25,000 or greater must be accompanied by bidder's security (Bid Bond) in the amount of 10% of the bid amount.

The Bidder to whom the Contract will be awarded must, at the time of bid submittal, possess current licenses in the following classification issued by the California State Contractors License Board: **Class-A (General Engineering) or Class-B (General Building Contractor)**. Bidder's subcontractors must also be properly licensed.

Additional information:

Please direct inquiries regarding bidding procedure and legal requirements to the City's Purchasing Office, (650) 329-2271, by fax at (650) 329-2468, or email [jose.arreola@cityofpaloalto.org](mailto:jose.arreola@cityofpaloalto.org)