

War Memorial Opera House Roof Replacement



Pre-Bid Meeting
April 23, 2025
10:00AM

Sourcing Event ID No: 0000010586



www.sfdpw.org

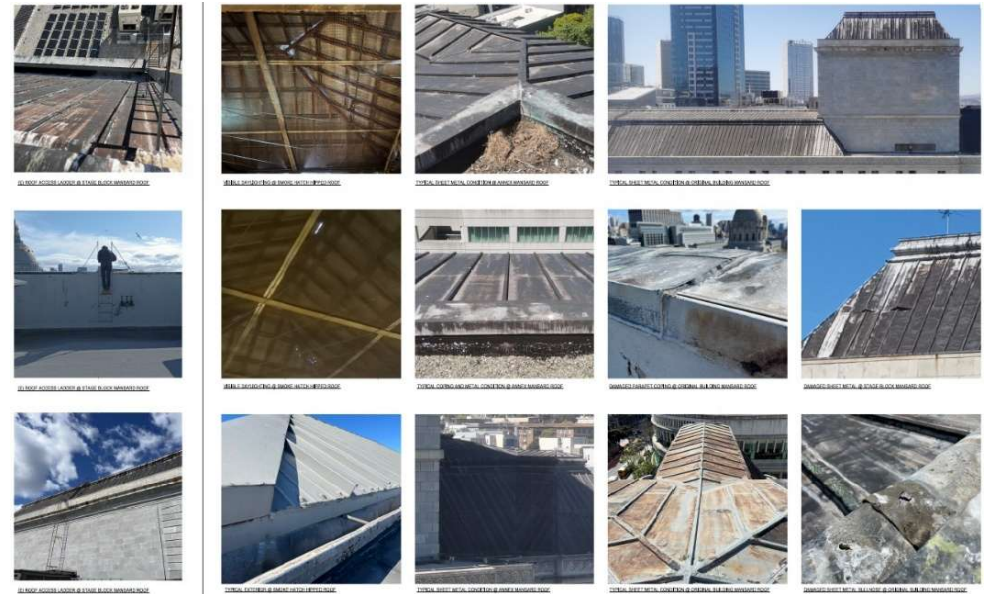
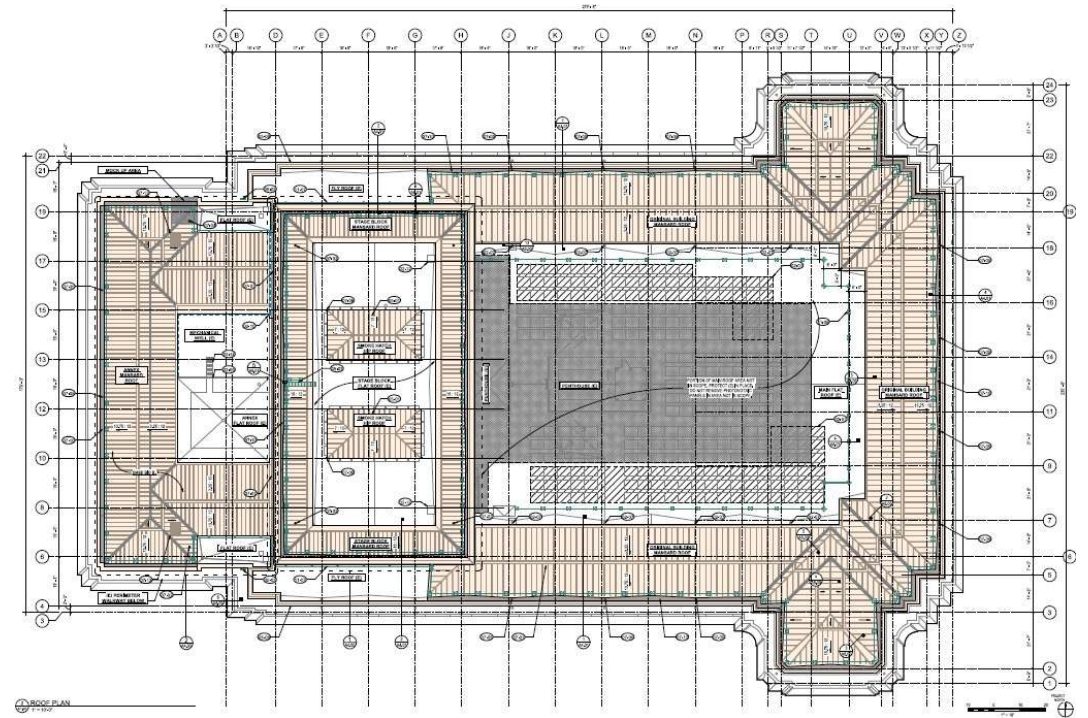
Agenda

1. Project Description
2. Contract Details
3. City Requirements
 - Contract Monitoring Division (CMD)
 - Office of Economic Workforce Development (OEWD)
 - Office of Labor Standards Enforcement (OLSE)
4. Contractor and Subcontractor Qualifications
5. Bid Items
6. Temporary Facilities and Controls
7. Material Reduction and Recovery Plan
8. Bidding Form Checklist
9. Bid/Quotation submission
10. Supplementary Bidding Forms
11. Q/A

1. Project Description

War Memorial Opera House is an occupied historic building located at 301 Van Ness Avenue, San Francisco in Civic Center that is home of the SF Opera since opening night in 1932. The theater has 3,146 seats plus standing room for 200 behind the orchestra and balcony sections. The existing roof at the Opera House consists of mansard roof at its perimeter and flat roof areas in the center. The intent of this project is to replace the existing mansard roofing at the Opera House. Some reroofing associated exterior repairs are being included in the project. Project scope consists of a base bid to replace the mansard metal roofing around the perimeter of the original building, and an alternate scope to design and install a fall protection system and roof access ladders. The building will be fully operational and open to public during construction.

Refer to Contract Drawings and Spec Section 01 11 00 SUMMARY OF WORK of the Project Manual.



2. Contract Details

Sourcing Event ID: 0000010568

Title: War Memorial Opera House Roof Replacement

Project Site Address: 301 Van Ness Avenue, San Francisco, CA 94102

Bid Submission Date: Wednesday, May 14, 2025 until 2:30:00 PM, PST.

Bids shall be submitted online via ShareFile. See Project Manual Section 00 21 13 for specific bid submission instructions.

ShareFile : <https://sanfranciscopublicworks.sharefile.com/i/i0233e83b3a74a80a>

Bid Opening: The bid opening will be conducted live online via Microsoft Teams.

Contract Administration will email the Microsoft Teams meeting information to all Plan Holders approximately 24 hours prior to Bid opening.

Duration: 310 consecutive calendar days from NTP to Substantial Completion.

60 consecutive calendar days from Substantial completion to Final Completion.

Liquidated Damages: \$2,500.00 for each calendar day that transpires with the work not Substantially Completed after the time limit for achieving substantial Completion, \$500.00 for each calendar day that transpires with the Project not Finally Completed after the time for achieving Final Completion. Refer to Project Manual 00 73 02.

Refer to Project Manual Section 00 21 13 for specific bid submission instruction.



2. Contract Details

Question on Bid Documents:

Send to Simon Chu at
simon.m.chu@sfdpw.org

Potential Bidders must complete a QBD form and submit no later than 10 calendar days before the bid opening date.

Refer to Project Manual Section 00 21 14

SECTION 00 21 14

QUESTION ON BID DOCUMENTS (QBD) FORM

Potential Bidders must complete this QBD Form and submit to the address below no later than 10 calendar days before the bid submission due date.

Project: WAR MEMORIAL OPERA HOUSE
 ROOF REPLACEMENT

Sourcing Event No. 0000010586

To: San Francisco Public Works
 Bureau of Project Management
 49 South Van Ness Avenue, Suite 1100
 San Francisco, CA 94103
 Telephone: (628) 271-2957
 Attention: Simon Chu
 Email: Simon.M.Chu@sfdpw.org

City Use Only	
QBD No.	
Received by:	
Date Received:	
Addendum Issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Sent Response:	

BIDDER'S QUESTION	
Company Name: _____	Date: _____
Contact Name: _____	Tel: _____
Title: _____	Fax: _____
<i>Check One Only (Use separate form for each specification and drawing question.)</i>	
<input type="checkbox"/> Spec. Section: _____	Paragraph(s): _____
<input type="checkbox"/> Drawing Sheet: _____	Detail(s): _____
Question:	

CITY'S REPLY	
<input type="checkbox"/> Mark this box if the QBD can be answered by Bidder's review of the documents. Reply with location(s) where the information can be obtained.	
Reply:	
By: _____	Date: _____
Bureau/Firm: _____	

The reply is an answer to a Bidder's question. The reply does not change the Bid Documents unless the information contained therein is issued in an Addendum. At the sole discretion of the City, the question and reply may be returned to the questioner and distributed to all bidding general contractors for informational purposes.



3. [Contract Monitoring Division \(CMD\) | James Chung | James.Chung@sfgov.org | 415-554-0640](#)
www.sfgov.org/cmd

Standard LBE Bid Discounts

- 10% to SF Micro and Small-LBEs
- 5% (if applicable) to SBA-LBEs

LBE Requirement

- **8% LBE subcontracting requirement**- only SF Micro and/or Small-LBE firms can be used to meet the 8% requirement
- LBE primes cannot count their self-participation towards the LBE requirement
- Bidders must meet the 8% LBE requirement at time of bid on document 00 43 3

*The mansard roof has been deemed a specially manufactured item. Refer to CMD Attachment 1, Section 3.01(B) for information on how LBE credit is applied to specially manufactured items.

Good Faith Efforts (CMD Form 2B)

Bidders will utilize one of the following three approaches to meet the good faith requirement with their bid:

- Approach A – Exceed the 8% LBE requirement by 35%
 - 35% of 8% is 2.8%. Bidders must commit at least **10.8%** (8% + 2.8%) to LBE subcontractors with their bid
- Approach B – Utilizing a new micro-LBE
- Approach C – Achieve at least 50 points

3. City Requirements

Office of Economic Workforce Development (OEWD)

Contact: Alana Toliver
alana.toliver@sfgov.org



FOR QUESTIONS, CONTACT CITYBUILD:
628.652.8400 (P)
CITYBUILD@SFGOV.ORG
WWW.OEWD.ORG

SAN FRANCISCO LOCAL HIRING POLICY FOR CONSTRUCTION FACT SHEET

OVERVIEW

- Applies to contracts for public work or improvement projects in excess of \$1,170,000.
- The mandatory participation level is 30% of all project hours within each trade to be performed by local residents.
- At least 50% of the project work hours performed by apprentices within each trade shall be performed by local residents.
- A local resident is defined as an individual who is domiciled within the City and County of San Francisco at least 7 days prior to commencing work on the project. An individual may have only one domicile, which is their principal residence and where they intend to return when they are absent.

GUIDELINES

- **Form 1: Local Hiring Plan:** Must be submitted to CityBuild within 15 days from Notice of Award. Contractors are required to identify trade(s) and estimated total and local work hours to be utilized on the project.

Pursuant to Chapter 82 of the San Francisco Administrative Code, all local hire forms must be submitted PRIOR to the Awarding Department issuing a Notice to Proceed (NTP).
- **City's Electronic Certified Payroll System:** All contractors will be required to submit certified payroll for all workers through the City's Electronic Certified Payroll System. An account is required to access the system.
- **Evaluation:** Compliance of the Policy requirements will be evaluated on the actual work hours reported through the City's Electronic Certified Payroll System.

PENALTIES

- The ordinance establishes various consequences of non-compliance with the policy, including the authority of assessment of penalties against contractors that do not meet the local hiring requirements.
- The penalty for failing to meet the local hiring requirement shall be the amount equal to the journeyman or apprentice prevailing wage rate for the primary trade used by the contractor for each hour the contractor fell short.
- Contractors may request a conditional waiver from local hiring requirements on a project-specific basis for "specialized trades," by receiving credit for local hiring on non-covered projects, sponsoring new apprentices, or making "direct-entry" hires.



3. City Requirements


Office of Labor Standards Enforcement (OLSE)

Contact: Anna Liu
anna.liu@sfgov.org
(415) 554-5404



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF LABOR STANDARDS ENFORCEMENT
PATRICK MULLIGAN, DIRECTOR

DANIEL LURIE, MAYOR



Labor Standards Fact Sheet

Information and requirements for contractors and subcontractors bidding on public works contracts in the City and County of San Francisco:

- Pay workers the correct prevailing wage rates for each craft, classification and type of work performed. *SF Administrative Code 6.22(e)(1); CA State Labor Code Section 1773 and 1774*
- Submit certified payroll reports and fringe benefit statements into the City's electronic payroll reporting system (LCPTracker). *SF Administrative Code 6.22(e)(6); CA State LC Section 1776*
- Maintain Office of Labor Standards Enforcement (OLSE) daily sign in sheets documenting all hours worked and the classifications of work performed. *SF Administrative Code 6.22(e)(7)(C)*
- Display OLSE provided posters at the jobsite, informing workers of Prevailing Wage requirements. *SF Administrative Code 6.22(e)(7)(D)*
- Furnish employees with itemized pay stubs and retain payroll records. *CA State Labor Code Section 226*
- Employ apprentices registered in a state-approved apprenticeship program and make apprenticeship training contributions. *CA State Labor Code Section 1777.5*
- Register with the California Department of Industrial Relations (DIR). *CA State Labor Code Section 1725.5*
- Comply with local labor laws including the *Minimum Compensation Ordinance, Health Care Accountability Ordinance, Health Care Security Ordinance, Fair Chance Ordinance and miscellaneous Prevailing Wage Ordinances* where applicable. *SF Administrative Code Ch. 14, Labor and Employment Code Articles 111, 121, 142 and 102.*

- All work is subject to compliance monitoring and enforcement by the San Francisco Office of Labor Standards Enforcement (OLSE). *SF Administrative Code 6.24 and 6.22(e)(7)(A)*
- OLSE Compliance Officers have the right to engage in random inspections of job sites and to have access to the employees of the contractor, employee time sheets, inspection logs, payroll records and employee paychecks. *SF Administrative Code 6.22(e)(7)(B)*
- Failure to comply with prevailing wage requirements shall result in a forfeiture of back wages due plus penalties of not less than \$50 per day per worker, and may result in disqualification as a contractor or subcontractor on any public work or improvement for the City and County of San Francisco for a period of up to five years. *SF Administrative Code 6.22(e)(8)(A); CA State Labor Code Section 1775*

City Hall, Room 430 1 Dr. Carlton B. Goodlett Place Tel. (415) 554-6573 Fax (415) 554-6291 San Francisco CA 94102-4685
Revised 4/20



Labor Standards Resources

The current prevailing wage rates are available on the Internet, from OLSE or the Awarding Department. For specific information about prevailing wage requirements you can visit the websites listed below:

OLSE Website	https://sf.gov/information/understanding-prevailing-wage <ul style="list-style-type: none"> • Prevailing Wage News • Public Works Requirements • Public Works Tools and Resources for Contractors • Links to Statutory Authority Regarding Prevailing Wage <ul style="list-style-type: none"> ➢ Labor and Employment Code Art.102 ➢ CA Labor Code sections pertaining to Public Works • Link to LCPtracker
DIR Prevailing Wage Rates (including Scope of Work, Travel, and Holiday Provisions)	http://www.dir.ca.gov/OPRL/PWD/
DIR Public Works Contractor Registration	https://www.dir.ca.gov/Public-Works/Contractor-Registration.html
DIR Public Works Manual	http://www.dir.ca.gov/dlse/PWManualCombined.pdf
Apprentice Wage Rates	https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp
Apprenticeship Programs, Requirements & Forms	http://www.dir.ca.gov/DAS/PublicWorksForms.htm
Contractors State License Status	https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/checklicense.aspx
Information on laws for non - trade employees performing work on City Contracts	www.sf.gov/olse <ul style="list-style-type: none"> • Minimum Compensation Ordinance (MCO) • Health Care Accountability Ordinance (HCAO) • Health Care Security Ordinance (HCSO) • Paid Sick Leave Ordinance (PSLO) • Paid Parental Leave Ordinance (PPLO) • Fair Chance Ordinance (FCO)

For more information, call OLSE at (415) 554-6573 or email prevailingwage@sfgov.org

2025 OLSE/LCPtracker Training Schedule

No fees or registration required

Payroll Reporting Training

Includes an overview of prevailing wage and Citywide PLA

(2nd Tuesday of the Month)

Tuesday, January 14, 2025*	Tuesday, July 08, 2025*
Tuesday, February 11, 2025*	Tuesday, August 12, 2025*
Tuesday, March 11, 2025*	Tuesday, September 09, 2025*
Tuesday, April 08, 2025*	Tuesday, October 14, 2025*
Tuesday, May 13, 2025*	Tuesday, November 11, 2025*
Tuesday, June 10, 2025*	No Training in December 2025

*Live webinars will be conducted on Microsoft Teams. Please visit OLSE's website for up-to-date information.
<https://sf.gov/take-payroll-training>

Time:

For City Staff - upon request - please email prevailingwage@sfgov.org
10:30 am - 12:00 pm - City Contractor & Subcontractors

Webinar:

Available 24/7 & covers the basics of submitting certified payrolls.
<https://sf.gov/take-payroll-training>

For certified payroll reporting training questions, please contact Jimmy Hewitt:
(415) 554-6211, james.hewitt@sfgov.org



San Francisco Labor Laws for City Contractors

Effective July 1, 2024

(Revised: December 2024)

Minimum Compensation Ordinance (MCO)

Wages and Paid Time Off (PTO)

For a company that has 5 employees or greater, anywhere in the world. Includes subcontractors.

Any employee who works on a City contract for services:

- **For-profit rate** is \$20.96/hour as of 7/1/24
- **Non-profit rate** is \$20.25/hour as of 7/1/24
- **Public Entities rate** is \$21.50/hour as of 7/1/2024; \$22.00/hour as of 1/1/25
- 0.04615 hours of Paid Time Off (PTO) per hour worked (can be used as vacation or sick leave, and is vested and cashed out at termination)
- 0.03846 hours of Unpaid Time Off per hour worked – allowed without consequence
- Employee must sign a “Know Your Rights” form
- Posting Requirement

Contact the MCO unit: mco@sfgov.org and (415) 554-7903

Health Care Accountability Ordinance (HCAO)

For a company that has > 20 workers (for profit)/ > 50 workers (nonprofit), anywhere in the world – Includes subcontractors

Any employee who works **at least 20 hours a week** on a City contract for services:

- Either:
 - A) Offer a compliant health plan with no premium charge to the employee. See Minimum Standards
 - OR
 - B) Pay \$6.75* per hour to SF General Hospital (not Healthy San Francisco and not a benefit to employees)
 - OR
 - C) Pay \$6.75* per hour to covered employee. N/A to SFO and San Bruno Jail locations. Employee must live outside of SF **and** work on a City contract outside of SF. See HCAO for more details.
- Employee must sign a “Know Your Rights” form
- Posting Requirement

* Rate changes every July 1

Contact the MCO unit: hcao@sfgov.org and (415) 554-7903

Health Care Security Ordinance (HCSO)

Any employee who works an **average of 8 hours a week** in the City of San Francisco (whether or not on a City contract) and is **not covered by the HCAO**:

- As of 1/1/2025, spend \$2.56* or \$3.85* (depending on your size) per hour on their health care (e.g. health insurance, or a contribution to Healthy San Francisco)
- Employee can only waive their rights:
 - o By signing an official HCSO voluntary waiver, and
 - o If they show they have insurance through another employer
- Posting Requirement

* Rate changes every January 1st

Contact the HCSO unit: hcsos@sfgov.org and (415) 554-7892

Fair Chance Ordinance (FCO)

Hiring Process

- You may not ask about criminal background in a job application or at the start of the hiring process
- Job announcements must include language specified by the law
- You may inquire into criminal background after an interview or once a conditional offer has been made
- If you intend to consider criminal background in your hiring decision, you must give the applicant the opportunity to provide evidence of rehabilitation or mitigating circumstances
- Posting Requirement

Contact the FCO unit: fco@sfgov.org and (415) 554-5192

Office of Labor Standards and Enforcement (OLSE)

City Hall Room, 430

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102



4. Contractor and Subcontractor Qualifications

Spec. 00 21 13

Bidder shall submit with its Bid:

- (i) a completed Bidder's Qualifications form (§ 00 45 13)
- (ii) a completed Bidder's Safety Record form (§ 00 45 14)

Bidder's Qualifications Statement: Prime Contractor

1. Submit sufficient information on the Bidder's Qualifications form (Section 00 45 13), and additional sheets as necessary, to demonstrate to the satisfaction of the City that the Prime Contractor has successfully completed a minimum of 3 building renovation or new building construction projects during the last 6 years with a minimum contract value of \$2,000,000 each.
 - a. At least one of these projects shall have a minimum contract value of \$8,000,000 with a minimum of 3 subcontracted trades.
 - b. At least one of these project shall involve at least 10,000 s.f. of reroofing and/or new roofing installation.
 - c. At least one of these projects shall involve work on a historic building.
2. Submit sufficient information on the Safety Prequalification Form and additional documentation as necessary (per Section 00 45 14 Bidder's Safety Record) to demonstrate to the satisfaction of the City that the Prime Contractor substantiates its record of safe performance on construction projects.

4. Contractor and Subcontractor Qualifications

Spec. 00 21 13

Experience Statements *(submit within 10 working days after the date of the City's notification of the lowest bidder):*

1. **Project Manager:** The "Project Manager" is the individual responsible for managing the overall contract for the work to be performed. The Project Manager shall demonstrate a minimum of 5 years of experience managing construction projects and have successfully completed at least 3 building renovation or new building construction projects of similar scope and complexity in the last 5 years with a minimum contract value of \$2,000,000 each.
 - a. At least one of these projects shall have a minimum contract value of \$8,000,000 with a minimum of 3 subcontracted trades.
 - b. At least one of these project shall involve construction on a public building owned or leased by a local city, county or state.
 - c. Management experience shall include but not limited to managing project schedule, budget and subcontractors

4. Contractor and Subcontractor Qualifications

Spec. 00 21 13

Experience Statements *(submit within 10 working days after the date of the City's notification of the lowest bidder):*

2. **Superintendent:** The "Superintendent" is the individual responsible for supervising the construction work to be performed. The Project Superintendent shall demonstrate a minimum of 8 years of experience serving as the superintendent for building construction and have successfully completed at least 4 building renovation or new building construction projects that include similar scope and complexity in the last 8 years with a minimum contract value of \$2,000,000.
 - a. At least one of these projects shall have a minimum contract value of \$8,000,000 with a minimum of 3 subcontracted trades.
 - b. At least one of these project shall involve at least 10,000 s.f. of reroofing and/or new roofing installation.
 - c. At one of these projects shall involve work on a historic building.
 - b. At least one of these project shall involve construction on a public building owned or leased by a local city, county or state.

Contractor and Subcontractor Qualifications

Spec. § 00 21 13

Experience Statements (*submit within 10 working days after the date of the City's notification of the lowest bidder*):

3. **Roofing Subcontractor:** The Roofing Subcontractor that will be performing the roofing work per specification Section 07 41 13 – *Modified Bituminous Roof*, Section 07 41 13 – *Metal Roof Panels*, and Section 07 55 56 – *Fluid-Applied Protected Membrane Roofing* shall demonstrate possession of a California C-39 Roofing Contractor license, installer certification from the specified roofing manufacturers, and have successfully completed 3 roofing projects in the last 5 years each with a minimum contract value of \$1,000,000 (of roofing work for Roofing Subcontractor).
 - a. At least one of these projects shall involve reroofing a historic building.
 - b. At least one of these project shall involve at least 10,000 s.f. of reroofing a metal roof and/or new metal roofing installation of similar scope and complexity.

5. Bid Items – Schedule of Bid Prices

Spec. 00 41 00

SCHEDULE OF BID PRICES

Bid Item No.	Bid Item	Amount
1	The Work per Plans and Specifications (Excluding bid items listed below)	\$ _____
2	Hazardous Materials Abatement Work	\$ _____
3	Allowance for Unforeseen Hazardous Materials Abatement	\$50,000
4	Allowance for Partnering Facilitation and Related Costs	\$15,000
TOTAL BID PRICE (Summation of All Bid Items):		\$ _____

5. Bid Items – Alternate

Spec. 00 41 00

Bid Alternate No.	Alternate	Amount
1	Fall Protection and Roof Access Ladders. ADD Lump Sum:	\$ _____

6. Temporary Facilities and Controls

Spec. 015000

Work Hours:

The building facility will be occupied and open to the public during the Work of this Contract. The Contractor shall take all necessary precautions and implement mitigation controls to minimize disruption to occupied areas. Contract shall maintain access to these areas at all times during construction including entrances, accessible path of travel, and egress.

Monday – Friday: 7 AM to 4 PM

Security Check-in: Contractor will need to sign in and out at the security desk at the staff entrance located at the northwest corner of the building everyday every time accessing the interior of the building. No access to the building interior through roof hatch and doors.

Site Access: If vehicular or pedestrian access is limited at any time during construction including access to properties adjacent to the limit of work, the contractor shall notify the city Representative in writing and obtain approval to closing vehicular or pedestrian access.

Construction Access and Staging Plan: Refer to Spec section 01 50 00 for details.



6. Temporary Facilities and Controls

Spec. 01 50 00

Freight Elevator Access:

- Elevators do not go up to the roof level. Level 4F is the highest floor level it can access. The roof is accessed from level 4F by stairs and ladder through a roof hatch.
- Contractor may use the freight elevator only with approval from the City while no events or activities occurring at the facility.

Work Scheduling:

Contractor shall coordinate its operation with the City and shall incorporate in its Progress Schedule activities for all special events that will require the Contractor to suspend its operation at the project site.

Work Blackout Dates:

There will be no construction work on those days, and contractor shall schedule the work around those Days. The work area must be clean, safe and secured from the public during the events. All heavy Equipment and materials shall be temporary relocated as required. The street around the facility shall Not be blocked or obstructed by any construction related items including but not limited to materials, Equipment, or vehicles. Vehicular and pedestrian traffic in the public right-of-way shall not be blocked Under any circumstances.



7. Material Reduction and Recovery Plan

Spec. 01 74 50

Contractor shall submit Material Reduction and Recovery Plan (MRRP), monthly summaries, supporting documentation and final report in Electronic format (Green Halo System Platform) :

<http://sfgov.wastetracking.com/>

Green Halo Tracking Number:

GH361-415-8552



Material Reduction and Recovery Plan

Spec. § 01 74 50

8. Bid Forms Checklist

Spec. 00 40 13

SECTION 00 40 13

BIDDING FORMS CHECKLIST

To be submitted with Bid for:

WAR MEMORIAL OPERA HOUSE ROOF REPLACEMENT
(San Francisco Public Works Sourcing Event ID No. 0000010586)

- A. Each Bidder shall submit with its Bid the following forms, properly completed and executed:
- Executed Bid Form (Section 00 41 00) with contractor's license number and expiration date.
 - Bid security equal to 10% of the Bid (Section 00 43 13).
 - Acknowledgment of Receipt of Addenda (Section 00 43 20).
 - Proposed Subcontractors Form (Section 00 43 36).
 - Proposed Subcontractors Form for Alternate Bid Items (Section 00 43 37)
 - Bidder's Qualifications (Section 00 45 13)
 - Bidder's Safety Record (Section 00 45 14)
 - Release and Waiver Agreement (Section 00 45 16).
 - Highest Prevailing Wage Rate Certification (Section 00 45 60).
 - Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 65).
 - Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70).
 - Non-collusion Affidavit (Section 00 45 80).
 - Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82).
 - FORM 2B: "Good Faith Efforts" Requirement Form and any required supporting documentation.
- B. Digital file of the Bid shall be submitted by following the instructions in Section 00 21 13 Appendix A. Submitted Bid shall be a single file in PDF format containing all pages of the Bid and named as "**Bid for Sourcing Event ID No. 0000010586 by <Bidder Name>.pdf**". Unreadable files or pages may result in a Bid being found non-responsive.
- C. The Director of the San Francisco Public Works reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid.
- D. Bids must be submitted no later than the date and time specified in the Advertisement for Bids, or as subsequently specified if changed by Addendum by following the instructions provided in Section 00 21 13 Instructions to Bidders.

END OF SECTION



9. Bid/Quotation Submission

Spec. 00 21 13 appendix A

Responses to the RFQ for the project shall be submitted online via ShareFile at the following URL:

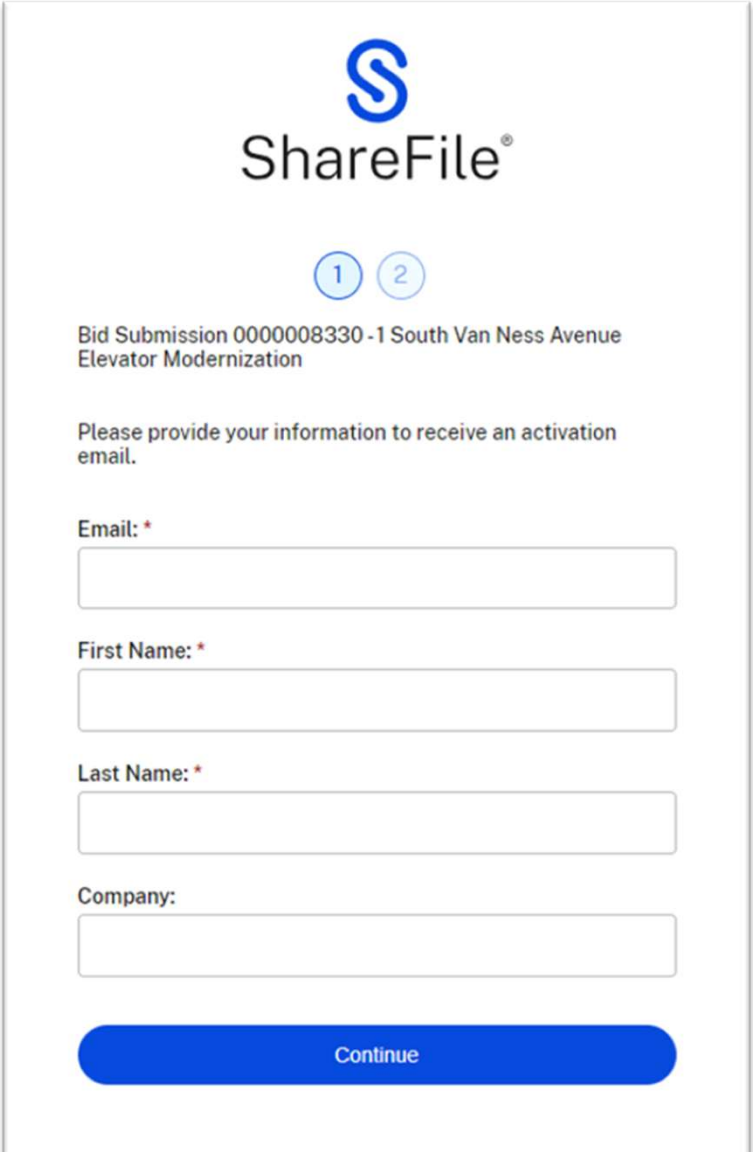
<https://sanfranciscopublicworks.sharefile.com/i/ib70b7820a6945b0a>

Submit as a single file in PDF format containing all pages of the Bid and named as “Bid for Sourcing Event ID No. 0000010586 by <Bidder Name>.pdf” by **May 14, 2025 until 2:30PM, PST**

Late submissions will not be considered

(please leave sufficient time for the document to upload)

Any questions please email: contractadmin.staff@sfdpw.org



The image shows a ShareFile registration form. At the top is the ShareFile logo (a blue 'S' in a circle) and the text 'ShareFile®'. Below the logo are two numbered steps in circles: '1' and '2'. The form title is 'Bid Submission 000008330 -1 South Van Ness Avenue Elevator Modernization'. Below the title is the instruction: 'Please provide your information to receive an activation email.' The form contains four input fields: 'Email: *', 'First Name: *', 'Last Name: *', and 'Company:'. Each field is followed by a white rectangular input box. At the bottom of the form is a blue rounded rectangular button with the text 'Continue'.

10. Supplementary Bidding Forms Spec. 00 49 00

SECTION 00 49 00

SUPPLEMENTARY BIDDING FORMS CHECKLIST

To be submitted after bid opening for:

WAR MEMORIAL OPERA HOUSE ROOF REPLACEMENT (San Francisco Public Works Sourcing Event ID No. 0000010586)

- A. No later than five (5) working days after the date of the City's notification of the bid results, the apparent low Bidder, and any other Bidder so requested, shall submit completed and properly signed the following CMD Forms to CMD Compliance Officer:
- FORM 3: CMD Non-Discrimination Affidavit.
 - FORM 6: CMD LBE Subcontractor Participation Affidavit.
 - FORM 6A: CMD LBE Trucking Form.
- Submit above forms by email to: James.Chung@sfgov.org with the subject line "Supplementary Bidding Forms for War Memorial Opera House Roof Replacement."**
- B. Within ten (10) working days after date of the City's notification of the lowest Bidder the apparent low Bidder and any other Bidder so requested shall submit the following completed forms and additional sheets as necessary:
- Experience Statement (Section 00 49 12).
Submit above forms by email to: Simon.M.Chu@sfdpw.org with the subject line "Supplementary Bidding Forms for War Memorial Opera House Roof Replacement."
 - Certification of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00 49 14), completed by each subcontractor, lower-tier subcontractor and supplier for lower tier covered transactions of \$25,000 or more.
 - Certificate of Subcontractor Regarding Apprenticeship Training Program form (Section 00 49 15).
Submit above forms to ContractAdmin.Staff@sfdpw.org with the subject line "Supplementary Bidding Forms for Sourcing Event ID No. 0000010586."
- C. **Escrow Bid Documents:** Within **ten (10) working days** after receiving notification of the award of Contract, Contractor shall submit a set of Escrow Bid Documents accompanied by a signed original Escrow Bid Documents Declaration form (Section 00 49 16) in a sealed container in accordance with Section 00 22 30 - Escrow Bid Documents
- D. **Local Hiring Requirements:** The Office of Economic and Workforce Development (OEWD) administers the City's Local Hiring requirements and are located at One South Van Ness Ave., 5th Floor, San Francisco, CA 94103. Contractors shall submit Local Hiring forms, as applicable, to OEWD within ten (10) working days of notice of Award. Refer to Section 00 73 30 for Local Hiring forms required to be submitted after Award of Contract. Should the Contractor not submit the required forms in the timeline specified, the Contractor may be found unresponsive and the Award of Contract may be rescinded.

Questions and submission of Local Hiring forms should be directed to the assigned OEWD CityBuild Compliance Officer. Additional questions may be sent to local.hire.ordinance@sfgov.org.

- E. Should the Contractor not submit the required forms in the timeline specified, the Contractor may be found unresponsive and the Award of Contract, if issued, may be rescinded.

END OF SECTION



11. Q & A

For questions, please use Question on Bid Documents (QBD) Form – Spec. § 00 21 14

Send questions to: Simon Chu, simon.m.chu@sfdpw.org

Bid Submission Date: Wednesday, May 14, 2025 until 2:30:00 PM, PST

Electronic Submission ONLY

