December 3, 2018

**Invitation to Bid – Cool Roof for ISANA Nascent Academy**

**Site:** 3417 West Jefferson Bl., Los Angeles 90018

**SCHEDULE**

**Contractor Pre-Bid Walk Through:** All bidding contractors will survey the premises by appointment. Please make an appointment at Leslie@FirstNoteFinance.com

**Form of Submittals:** Bidder’s proposal, ready for customer signature.

**Questions and Answers:** Bidder questions shall be submitted by electronic mail by close of business on Thursday, December 20, 2018. Answers to all questions will be provided in writing to all interested parties on or before Thursday, November 27, 2018. Please send questions to Leslie@FirstNoteFinance.com

**Proposal Due Date:** Thursday, January 10, 2019 by 4:00 PM. Please send proposals to Leslie@FirstNoteFinance.com

**Contracting:** Approximately mid-February 2019. Bids may be rejected if not responsive or not submitted by the due date.

**Installation Schedules:** A single successful bidder will be selected to perform all of the work described herein. The project is scheduled to be implemented Summer Break, 2019.

**PROJECT DESCRIPTIONS**

Approximately 29,790 Square feet flat roof

**Scope:** Install white, reflective, spray-foam roof with insulating R-value of R-6. If a lower R-value is customary to your business, please bid an alternate price for the R-value you recommend, along with reasons why you recommend the lower R-value. If you recommend a hard coat, or any other options, please price them separately as add-alternates.

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Questions: Leslie Pluma, cell: (619) 481-9341, Leslie@FirstNoteFinance.com
ISANA Nascent Academy

3417 West Jefferson Bl., Los Angeles, CA 90018

Note: Illustration provided for information purposes only. Bidding contractor should use its best judgment based on its experience and its own on site measurements and observations.
RFP INFORMATION

**Funding:** is via California Proposition 39 and project funding is secured. This is a Prevailing Wage project.

**Jurisdiction:** The project is Division of State Architect exempt. It is regulated by the local jurisdiction:

Los Angeles Department of Building and Safety  
201 N Figueroa St, Los Angeles, CA  90012, Tel: (213) 473-3231

**Responsiveness:** Your complete and responsive bid is requested. Bids that are not responsive or incomplete, or are submitted after the due date and time, will be rejected. For your bid to be considered responsive and complete, the following turnkey services are required, and shall be accepted by the building owner (Client).

**Best Value:** Price of the solar project is important. A responsive bid will be evaluated based on the price submitted, and whether it meets the budget parameters of the approved Proposition 39 funding. However, price is not the only consideration. Bids will also be evaluated based on the (perceived) quality of materials and equipment, warranty considerations, and company reputation, track record, and project references. The Client will choose the successful bidder and a contract awarded based on its own calculation of Best Value, at its sole discretion. The Client’s decision will be final and Client withholds the right to reject any and all bids received without explanation.

**Prevailing Wage:** These projects are funded in whole or in part using Proposition 39 Clean Energy Jobs Act funding. This statute prohibits sole sourcing of contractors and requires documentation of Prevailing Wages. It also requires your firm to be registered with the CA Department of Industrial Relations, which involves paying them a $400 registration fee, in order to be eligible to be paid from Proposition 39 funding.

**No Payment for Bids:** A bidder will not be compensated for its costs of submitting a bid.

**Public RFP Process:** This is a public RFP process. All bids, offers, proposals, contracts, correspondence, and related documents are public documents and will not be kept confidential by ISANA. Once ISANA receives and evaluates the bids, management will present its analysis and recommendations to the ISANA Board of Directors at an open and public meeting.
Bid Submittal Requirements

1. **Company Profile:** Please submit a company profile including the following information:
   a. Company name, entity type, address, telephone, email.
   b. Number of employees,
   c. Number of years in business,
   d. Professional certifications,
   e. Number of commercial roofing projects completed in the last five years.
   f. Please provide the name of the company owner, president or CEO.
   g. Please provide the name and contact information of the designated project and/or construction manager for this project.

2. **Project Experience:** Please provide brief project descriptions for similar Design-Build projects your firm has performed.

3. **Project Schedule Narrative:** Please provide a narrative for your anticipated, proposed project schedule couched in terms of number of days from receiving a signed contract. Please indicate the amount of time you anticipate it will take to obtain a building permit, if needed. Please describe your installation approach.

4. **Project References:** Please provide references for three (3) completed projects, of the same approximate size and scope, including contact information for the client you were directly responsible to. Name, address, telephone, email, and a brief project description.

5. **Warranty:** Please provide a copy of your Standard Warranty.

6. **Product Information:** Please provide cut sheet information for the exact products proposed for this project.

7. **Bid Form:** Please complete the following Bid Form & Schedule of Values.
Bid Form: ISANA Nascent Academy

<table>
<thead>
<tr>
<th>Bid Form and Schedule of Values</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Project Advance</td>
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<tr>
<td>Engineering and Permits</td>
<td>$</td>
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<tr>
<td>Material and Equipment</td>
<td>$</td>
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<tr>
<td>Construction</td>
<td>$</td>
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<tr>
<td><strong>Total Fixed Turnkey Price:</strong></td>
<td>$</td>
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<tr>
<td><strong>R-Value:</strong></td>
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<td><strong>Sq. Ft:</strong></td>
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<tr>
<td><strong>Thickness:</strong></td>
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<tr>
<td>Deduct for Lower R-Value</td>
<td>$</td>
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<tr>
<td><strong>Add-Alternate for Hard Coat Option:</strong></td>
<td>$</td>
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<tr>
<td><strong>Add-Alternate for _____________________ Option:</strong></td>
<td>$</td>
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<tr>
<td><strong>Add-Alternate for _____________________ Option:</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Certification:** I, (name) _____________________________________, am qualified to make this bid-offer commitment on behalf of my company. The fixed, turnkey price provided is all-inclusive. I understand that this bid is provided to the client without expectation for compensation of any kind for the cost of preparing it, and that the Client (ISANA Nascent Academy), or its designated Energy Manager (First Note Finance inc) may reject this bid if it is not responsive, complete or submitted after the due date of 4:00 PM on Thursday, January 10, 2019.

_________________________   ____________________________
(signature)                       (date)

_________________________
(title)

Please submit your bid via email attachment on or before the date and time due to Leslie@FirstNoteFinance.com