

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
NOTICE OF PROCUREMENT OF HVAC EQUIPMENT
BID # 22-1011**

PLEASE TAKE NOTICE that the West Valley-Mission Community College District ("District") has issued bid documents, contract documents and related documents (collectively "Contract Documents") for the procurement of HVAC equipment ("the Equipment") for the District's Mission College Campus, IS Building and Gymnasium Building.

1. **The Equipment.** The scope and requirements for the Equipment, including delivery requirements, are set forth in the Contract Documents. Equipment furnished by the successful Vendor will be installed by others. After completion of installation, the successful Vendor is required to complete Equipment start-up and training services.
2. **Obtaining Contract Documents.** The Contract Documents must be obtained from the District by contacting Donna Breckenridge at (408) 741-2504. There is no deposit or other costs for obtaining the Contract Documents.
3. **Submittal of Bid Proposal.**
 - 3.1. District Forms. Bid Proposals must be submitted in strict conformity to the requirements of Contract Documents and on forms furnished by the District where applicable. Bid Proposals must conform with, and be responsive to, the requirements set forth in the Contract Documents.
 - 3.2. Bid Security. Each Bidder must submit Bid Security conforming to the requirements set forth in the Contract Documents concurrently with submission of the Bidder's Bid Proposal.
 - 3.3. Latest Date/Time for Submission of RFP Responses. The latest date and time for submission of Bid Proposals is 2:00 P.M., April 7, 2011. The District will only consider Bid Proposals submitted to the District at or prior to the date/time set forth above.
 - 3.4. Location for Submission of RFP Responses. Responses to the RFP must be submitted to:
West Valley Mission Community College District
Department of General Services
Warehouse and Facilities Building
14000 Fruitvale Ave.
Saratoga, California 95070
Bid Proposals will be deemed submitted to the District only if actually delivered to the District's Department of General Services, at the above-identified address.
 - 3.5. Sealed Bid Proposals. Bid Proposals must be submitted in sealed envelopes with the exterior of such envelope prominently marked to: (i) the Bid Number assigned to this procurement; and (ii) identify the firm submitting the Bid Proposal.
4. **Mandatory Pre-Bid Meeting.** The District will conduct a Mandatory Pre-Bid meeting beginning at 10:00 A.M. on April 1, 2011 at the office of the District's Department of General Services, located in the Warehouse & Facilities Building on the District's West Valley College campus, 14000 Fruitvale Ave. Saratoga, California, 95070. The Bid Proposal of a Bidder whose representative does not attend the entirety of the Mandatory Pre-Bid Meeting, as reflected in the check-in/check-out log maintained by the District, will be rejected for non-responsiveness.
5. **Award of Contract.** The Contract to furnish the Equipment will be awarded only by action of the District's Board of Trustees. If award of the Contract is made, it will be to the responsible Bidder submitting the lowest priced responsive Bid Proposal for all Equipment subject to this procurement.
6. **District Reservation of Rights.** The District reserves the right to waive minor and inconsequential irregularities or informalities in the bidding process or in a Bid Proposal. The District reserves the right to reject all Bid Proposals.

Advertise: San Jose Post March 23, 2011 and March 30, 2011

