INVITATION TO BID

The Montecito Fire Protection District (MFPD) requests Competitive Sealed Bids for:

ITB# 2026-002
Repairs and Waterproofing for Deck and Stairway Leaks
Fire Station 92

1. Overview

1.1. General Project Description

At Station 92, located at 2300 Sycamore Canyon Road in Santa Barbara, the Montecito Fire Protection District seeks to make repairs to deck and exterior stairway leaks and make modifications to existing openings and columns that will help to mitigate the potential for future leaks.

This project will be completed as removal and repairs and will not be permitted through the County of Santa Barbara Building Department.

1.2. Invitation to Bid (ITB) Coordination

All communications concerning this ITB must be submitted via email to the Project Manager identified below. The Project Manager will be the point of contact for this ITB. Emails should also be copied to Ben Hauser, MFPD Battalion Chief, at
bhauser@montecitofire.com
and,

Anthony Hudley, MFPD Division Chief, at
ahudley@monticitofire.com

Dan Underwood, Underwood Management Resources, Inc.
dan@underwoodmgmt.com
805-451-6250

1.3. Associated Consultants / Team Members

MFPD has hired the following consultants to assist in the design, management, and coordination of this project:

- Project Management – Underwood Management Resources, Inc. (Dan Underwood)
- Architect – Pacific Architects (Bill Wolf)

MFPD reserves the right to share with any consultant of its choosing this ITB and all bids received in order to secure a second opinion. MFPD may also invite said consultant to participate in the bid evaluation process.

1.4. Bid Preparation Costs

MFPD will not pay any costs associated with the preparation, submittal, or presentation of any bid response.

1.5. ITB Amendment and Cancellation

MFPD reserves the unilateral right to amend this ITB in writing at any time. The MFPD also reserves the right to cancel or reissue the ITB at its sole discretion. If an amendment is issued, it will be provided to all registered Bidders.

1.6. Intent to Bid

Each Bidder that plans to submit a bid should register by email with the Project Manager. The email should indicate the Bidder's intent to respond to this ITB, and include:

- Company name
- Name and title of Bidder's main contact
- Bidder's main contact address, telephone number, and email address

The "Intent to Bid" email is **highly recommended** to ensure receipt of ITB amendments, responses to bidder questions, and other communications regarding the ITB. The Intent to Bid is not intended to bind Bidders to submitting a bid.

1.7. ITB Questions

Specific questions concerning the ITB should be submitted via e-mail to the Project Manager by the date identified in ITB Section 2.2. Copies of all questions and MFPD's responses will be emailed to all registered Bidders.

2. ITB Schedule

2.1. Site Visit Prior to Bid

Any prospective bidder may request a tour of the property by contacting the Project Manager and requesting a site tour. Prospective bidders shall not enter the site without receiving prior permission.

2.2. ITB Schedule

EVENT	DATE / TIME
ITB Issuance	October 9, 2026
Job Walk	11:15 am, October 19, 2026
Intent to Bid submittal (recommended)	October 23, 2026
Deadline for Bidder questions	October 23, 2026
Deadline for MFPD response to Bidder questions	October 27, 2026
Deadline for bid submittal	2:00 pm, November 5, 2026
Public bid opening	2:15 pm, November 5, 2026

The most appropriate and qualified bid will be presented to the Montecito Fire Protection Board of Directors (after the public opening) at the next regular board meeting.

3. Bid Submittal

3.1. General Instructions

MFPD discourages lengthy and costly bids. Bids should be prepared simply and economically and provide a straightforward, concise description of the Bidder's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this ITB. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary or desired.

3.2. Bid Package Submittal

Bid packages must be submitted no later than the date and time identified in Section 2.2. Bidders assume the risk of the method of delivery chosen. MFPD assumes no responsibility for delays caused by any delivery service. A Bidder's failure to submit a bid before the deadline may cause the bid to be disqualified and returned to sender unopened. Postmarks will not be accepted as proof of receipt.

Bidders must submit, in a sealed package, two (2) signed copies of the Bid Package and one electronic copy of the Bid Package. The electronic copy can be one single document or the bid and exhibits. Please submit in .pdf format.

The bid package should be marked "**Station 92 - Repairs and Waterproofing for Deck and Stairway Leaks**" and should be mailed, couriered, or hand delivered as follows:

Montecito Fire Protection District
Attn: Ben Hauser, Battalion Chief
595 San Ysidro Road
Santa Barbara, CA 93108

3.3. Bid Package Inclusions

The Bid Package submitted by Bidder shall include the following:

- Preliminary schedule from commencement to completion
- Cost proposal, provided on the Bid Form attached as Exhibit D, for a Stipulated Sum Contract, including:
    - Total project cost
    - Builder's Fee (profit, overhead, and insurance). This percentage will be applicable to both the contract scope of work and all change orders, if necessary
    - Breakdown of General Conditions
    - Hourly pricing for on-site supervision and any proposed self-performed work
    - Breakdown of costs by trade **(see section 3.8 for Prevailing Wage).**
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    - Exclusions for any scope of work not included in the bid. Bidders are required to submit a complete bid for the work anticipated in the construction documents and noted at the job walk and are expected to resolve any missing or unclear issues during the bid process prior to the Deadline for Bidder Questions as shown in 2.2. If Bidder is unable to resolve any issue, then Bidder shall clearly note any exclusions in the bid.
- Summary of Bidder strategy for management of the project
- Statement indicating the bid remains valid for at least 120 days
- Statement that the Bidder, or any individual who will perform work for the Bidder, is free of any conflict of interest (e.g., employment by MFPD).
- Confirmation the Bidder understands and is in full compliance with the scope of work and specifications, as outlined in Exhibit A (Scope of Work), Exhibit C (plans), and Exhibit E (Contract). Any deviation (not recommended) from the scope of work and specifications as described in these exhibits must be specifically identified in the Bid Package.
- Signature of a company officer empowered to bind the Bidder to the provisions of this ITB and any contract awarded pursuant to it.
- Completed and signed Bidder's Statement of Qualifications, Exhibit B (attached).
- At least three references for similar work done in the last five years.

- Evidence of insurance: General Liability ($1,000,000/$2,000,000), Automobile Liability ($1,000,000), Workers Compensation ($1,000,000)

3.4. Bid Errors

Bidders are liable for all errors or omissions contained in their bids. Bidders will not be allowed to alter bid documents after the deadline for submitting a bid.

3.5. Collusion

By submitting a response to the ITB, each Bidder represents and warrants that its response is genuine and made in the interest of or on behalf of any person not named therein; that the Bidder has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Bidder has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

3.6. Required Review and Waiver of Objections

Comments concerning ITB objections must be made in writing and received by MFPD no later than the "Deadline for Bidder Questions" detailed in Section 2.2. Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of MFPD, in writing, by the “Deadline for Bidder Questions”.

3.7. Proprietary Information

A copy of each bid will be retained for official files and will become public record after the award of a contract unless the bid, or specific parts of the bid, can be shown to be exempt by law (Government Code §6276). Each Bidder may clearly label part of a bid as "CONFIDENTIAL" if the Bidder thereby agrees to indemnify and defend MFPD for honoring such a designation. The failure to so label any information that is released by MFPD will constitute a complete waiver of all claims for damages caused by any release of the information.

3.8. Prevailing Wage

Contractors and subcontractors must be registered with the Department of Industrial Relations (DIR) at the time of bid, or else the bid may be rejected as non-responsive. (See Labor Code sections 1725.5 and 1771.1.) Each bidder must submit proof of contractor registration with DIR, e.g., a hard copy of the relevant page of the DIR's database found at:
https://services.dir.ca.gov/gsp?id=dir_contractors&table=x_cdoi2_letf_core_contractor_lookup.
This Contract is subject to monitoring and enforcement by the DIR pursuant to Labor Code Section 1771.4.

3.9. Licensed Contractors

Bidders and their proposed subcontractors shall hold such licenses as may be required by the laws of the State of California for the performance of the work specified. The selected Bidder will also be required to ensure that all subcontractors working on the project are holding valid licenses suitable for their trade.

4. Evaluation and Award

4.1. Bid Package Evaluation

The contract will be awarded to the lowest responsible bidder in accordance with the competitive bid procedures set out in the Public Contract Code section 20813. Bids will be evaluated based on the following:

- Bidder understanding of the work required and completeness of the Bid
- Responsiveness of the Bid to the ITB
- Compliance with the scope of work and specifications in Exhibits A, C, and E (value engineering recommendations can be provided but will not be evaluated by MFPD and its consultants until the award has been made)
- Project cost as proposed on the Bid Form (Exhibit D)
- Responses in Bidder's Statement of Qualifications (Exhibit B)
- Recent relevant references
- Ability to perform the work and respond to warranty requests

4.2. Bid Clarifications

MFPD reserves the right, at its sole discretion, to request bid clarifications or conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussions shall be to ensure full understanding of the Bids.

4.3. Execution

If the selected Bidder does not execute a contract with MFPD within thirty (30) business days after notification of selection, MFPD may give notice to that Bidder of their intent to select from the remaining Bidders or to call for new bids, whichever MFPD deems appropriate.

4.4. Right of Rejection

MFPD reserves the right, at its sole discretion, to reject any and all bids or to cancel this ITB in its entirety. Any bid received which does not meet the requirements of this ITB may be considered to be nonresponsive and the bid may be rejected. Bidders must comply with all of the terms of this ITB and all applicable State laws and regulations.

4.5. Variances

MFPD reserves the right, at its sole discretion, to waive technical variances in bids provided such action is in the best interest of MFPD. Where MFPD waives minor variances in bids, such waivers do not modify the ITB requirements or excuse the Bidder from full compliance with the ITB. Notwithstanding any minor variance, the MFPD may hold any Bidder to strict compliance with the ITB.

4.6. Binding Agreement

All legal rights and obligations between the Apparent Successful Bidder and the Fire District will come into existence if and only if a contract is approved by the MFPD Board and the same is fully executed by the parties. The legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in such fully executed agreement.

5. Rights of MFPD

5.1. MFPD Rights

MFPD reserves the right to:

- Make the selection based on its sole discretion and that it deems to be in the best interest of MFPD
- Reject any and all bids
- Issue subsequent Requests for Bids
- Postpone opening bids, if necessary, for any reason
- Remedy errors in the ITB process
- Approve or disapprove the use of particular subcontractors
- Negotiate with any, all, or none of the Bidders
- Accept other than the lowest offer
- Waive informalities and irregularities in the bids
- Enter into an agreement with another Bidder in the event the originally selected Bidder defaults or fails to execute an agreement with MFPD

6. Documents and Exhibits

- ITB Administrative (this document)
- Exhibit A – Scope of Work
- Exhibit B – Statement of Qualifications
- Exhibit C – Plans
- Exhibit D – Bid Form
- Exhibit E – MFPD Contract