



## Business Services

### Contracts Office

5735 47th Avenue • Sacramento, CA 95824

(916) 643-2464

*Janea Marking, Chief Business and Operations Officer*

*Robert Aldama, Purchasing Manager II*

December 16, 2024

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Attn: Jeffrey Mussman, Member  
Brooke Electric, LLC  
PO Box 5311  
El Dorado Hills CA 95762

via email: [jeff@brookeelectric.com](mailto:jeff@brookeelectric.com)

**RE: Notice of Intent to Award  
Bus Electrification and Site Improvements  
403**

On behalf of the Sacramento City Unified School District, we are pleased to give you Notice of Intent to Award for 403, Bus Electrification and Site Improvements. Your contract date will be January 16, 2025 (Board Approval Date). Your contract amount will be **Two Hundred Forty-two Thousand Three Hundred Twenty-Six and 70/100 Dollars (\$242,326.70)**. At this time, we request that you begin preparing and forwarding all required submittals for the project in order to expedite start of construction (See General Conditions Section 00 72 00, ARTICLE 11 - SUBMITTALS). In the event a contract is not awarded, reasonable costs for submittal preparation will be reimbursed.

Your date to start construction activities and completion date will be indicated in the Notice to Proceed. As stated in Section 1.07 of the Instructions to Bidders, the following documents need to be submitted to the District no later than January 8, 2025.

1. Payment Bond for 100% of the contract sum, dated with the date of this letter (Use form attached). **Original must be overnighted and/or delivered to Serna-Contracts Office.**
2. Performance Bond for 100% of the contract sum, dated with the date of this letter (Use form attached). **Original must be overnighted and/or delivered to Serna-Contracts Office.**
3. Local contact for Surety, with name, phone number, and address to which legal notices may be sent.
4. Insurance Certificates as required by **Article 3 of the General Conditions and Special Provisions Section 00 73 00** for workers compensation, comprehensive general liability, automobile liability, and builders risk or installation floater policy as required by the specifications including copies of endorsements naming **Sacramento City Unified School District** as additional insured.
5. Agreement: To be executed by successful Bidder. This can be submitted electronically to Tina Alvarez Bevens at [tina-alvarez-bevens@scusd.edu](mailto:tina-alvarez-bevens@scusd.edu) in the Contracts Department.
6. Criminal Background Investigation/Fingerprinting Certification.
7. Worker's Compensation Certification
8. Prevailing Wage and Related Labor Requirements Certification.
9. Drug-Free Workplace Certification.
10. Tobacco-Free Environment Certification.
11. Hazardous Materials Certification.
12. Lead-Based Materials Certification.
13. Imported Materials Certification.
14. Disabled Veteran Business Enterprise Participation Certification.
15. The name and resume of the full-time superintendent for approval (Contractor's Agent).
16. Emergency contact names and numbers.
17. Copy of Safety Manual and name of Safety Supervisor.
18. The name of the person or persons authorized to sign documents for this project.

19. List of all subcontractors and suppliers (contact, address, phone and fax numbers) who have contracted with you on this project.
20. Fringe Benefit Statement Form for yourself and for all your subcontractors.
21. DAS 140 Form (copy) - Public Works Contract Award Information, for Prime and all Subcontractors (Only applicable to DSA projects).
22. Current W9
23. Escrow Agreement in Lieu of Retention (Contractor's Option)

A Pre-construction Conference will be scheduled in the near future by the Construction Manager. Please make sure your Project Superintendent and major subcontractors are present for this meeting.

We are looking forward to working with you on this project.

Sincerely,



Tina Alvarez-Bevens  
Contract Analyst

Cc: Planning and Construction  
Eric McMullen, Kitchell CEM