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Santa Ana College • Santiago Canyon College

February 2, 2015

INTENT TO AWARD TO CONTRACTOR

De La Torre Commercial Interiors, Inc.
Attn: Ed De La Torre
134 West Lincoln Avenue
Orange, CA 92865

RE: QUO15.001 Child Development Renovation at Santa Ana College and Santiago Canyon College

Dear Mr. Torre

This letter shall serve as a notice of intent to award the project, **QUO15.001 Child Development Renovation at Santa Ana College and Santiago Canyon College** for Services contract with **De La Torre Commercial Interiors, Inc.**

Please provide the documents outlined in the attached Awarded Contractor's Checklist of Mandatory Submittal. These documents are to be submitted to District Construction and Facility Planning for contract assembly and approval. When they are approved, a Purchase Order and Notice to Proceed will be issued to start the construction activities.

Please call the project manager, Joe Melendez at 714-480-7510, if you have any questions regarding this matter.

Sincerely,

Darryl Taylor
RSCCD Director
Facility Planning, District Construction & Support Services

Attached: Awarded Contractor's Checklist of Mandatory Submittals

Cc: File, Project Manger

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Lawrence R. "Larry" Labrado • Jose Solorio • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

AWARDED CONTRACTOR'S
CHECKLIST OF MANDATORY SUBMITTALS

(For Contractor's use and reference only. To be submitted to the District upon receiving the Award Letter.)

- ☐ Executed Construction Services Agreement (2 copies, sign but do not date)
- ☐ Labor and Material Payment Bond (2 copies, sign but do not date)
- ☐ Performance Bond (2 copies, sign but do not date)
- ☐ Prevailing Wages Certification
- ☐ Worker's Compensation Certification
- ☐ Guarantee
- ☐ Liability Insurance Certificate and Endorsement (naming the District as additional insured)
- ☐ Automobile Insurance and Endorsement (naming the District as additional insured)
- ☐ Contractor's Certificate Regarding Drug-Free Workplace
- ☐ Contractor's Certificate Regarding Alcoholic Beverage and Tobacco-Free Campus Policy
- ☐ Disable Veteran Business Enterprise Participation Statement
- ☐ Disable Veteran Business Enterprise Close-out Statement
- ☐ Minority Business Enterprise Participation Statement
- ☐ Minority Business Enterprise Close-out Statement
- ☐ Women Business Enterprise Participation Statement
- ☐ Women Business Enterprise Close-out Statement
- ☐ ~~Roof Project Financial Disclosure Certificate~~ (N.A. to this project)
- ☐ Asbestos & Other Hazardous Materials Certification
- ☐ ~~W-9 and 590 Form~~ *Disregard W-9 is on file*
- ☐ ~~Contractor's DIR Certification/Proof~~ *DIR Reg is on file* *sy 4/5/15*