

BID FORMS

BID ACKNOWLEDGEMENT

NAME OF BIDDER: HI-TOP ROOF

The undersigned hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract, including all plans, specifications, and all addenda, if any, for the following Project:

MO2025-0002 Newport Harbor High School – Gutter, Downspout & Tile Replacement Project

To the Newport-Mesa Unified School District, with its principal place of business at 2985 Bear Street, Costa Mesa, California 92626:

In response to the Notice Inviting Bids dated January 24th, 2025 and in accordance with the accompanying Instructions to Bidders, the undersigned hereby proposes to the District to furnish all labor, technical and professional services, supervision, materials and equipment, other than materials and equipment specified as furnished by the District, and to perform all operations necessary and required to construct the Project in accordance with the provisions of the Contract Documents, including all plans, specifications, and all addenda, and at the prices stated opposite the respective items set forth in the Bid Schedule.

This Bid constitutes a firm offer to the District which cannot be withdrawn for 90 days after the date set for opening of Bids, or until a Contract is executed by the District and a third party, whichever is earlier.

The undersigned certifies that it has examined and is fully familiar with all of the provisions of the Contract Documents and any addenda thereto; that it has carefully checked all of figures shown in its Bid Schedule; that it has carefully reviewed the accuracy of all statements in this Bid and attachments hereto; and that it understands and agrees that the District will not be responsible for any errors or omissions on the part of the undersigned in preparing this Bid.

If awarded a Contract, the undersigned agrees to execute and deliver to the District within ten (10) calendar days after date of receipt of Notice of Award, a signed Contract and the necessary Performance Bond, Payment Bond, and Certificates of Insurance and Endorsements.

The following Bid Forms, which have been completed and executed by the undersigned Bidder, are incorporated by this reference and made a part of this Bid:

1. Completed Bid Schedule form.
2. Bid Guarantee in the amount of not less than 10% of the Total Bid Price.
3. Completed Designation of Subcontractors form.
4. Completed Bidder Information and Experience form.

5. Fully executed Noncollusion Declaration form.
6. Completed Public Works Contractor DIR Registration Certification form.

Bidder certifies that it is now licensed in accordance with the provisions of the Contractor's License Law of the State of California:

License number 1038000
Expiration date AUGUST 31, 2026
License classification C39 & B GENERAL

If the Bidder is a joint venture, each member of the joint venture must include the above information.

The undersigned acknowledges receipt, understanding, and full consideration of the following addenda to the Contract Documents:

Addenda No. #1

[SIGNATURES NEXT PAGE]



NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 1

Newport Harbor High School – Gutter, Downspouts & Tile Replacement Project

Informal Bid No. MO2025-0002

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG. A
COSTA MESA, CALIFORNIA 92626

ADDENDUM NUMBER 1

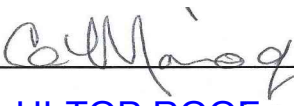
The following revisions and/or clarifications shall be made to the bid documents for the above-named work. All work described in the original bid documents and all applicable Sections of the original proposal bid shall be included in the contract, except as herein modified:

Acknowledgement of this Addendum shall be made below and submitted with the bid submission. If acknowledgement is not made the bid may be considered non-responsive.

- REPLACE: Replace Scope of Work document with new attached Scope of Work revision

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR BID.

Name: CHARLEEDA MARROQUIN

Signature: 

Firm Name: HI-TOP ROOF

Address: 15532 ILLINOIS AVENUE PARAMOUNT CA 90723

Telephone #: 323-359-8597

Fax #: _____

(END OF ADDENDUM NO.1)

NHHS: Gutter, Downspouts & Tile Replacement

Introduction

This project is located at Newport Harbor High School at 600 Irvine Ave, Newport Beach, CA 92663. This project consists of replacing gutters, downspouts and roof tiles.

Summary

This project involves the replacement of gutters, downspouts, and roof tiles as specified. The contractor is responsible for removing existing gutters and downspouts, installing gutters, downspouts, & roof tiles, with 100% all new gutters, downspouts & roof tiles, protect existing conduits. Roof tile replacement includes removing damaged tiles, installing a waterproof membrane, and securing new tiles to match existing ones. All materials, equipment, and samples must be provided for approval to deliver a turnkey finished product. Specifications and an aerial view highlighting the work areas are attached.

Scope of Work

Gutters And Downspouts Replacement:

- Contractor to demo all existing gutters and downspouts.
- Contractor to provide a detailed estimate for installing gutters and downspouts as specified along both sides of the building, as shown in the red and blue highlighted areas in the provided images.
- Contractor to install new sheet metal by matching the design, dimensions, and style of the gutters and downspouts on the adjacent building as shown in the attached image; Contractor to install new copper gutter system on the north side of the building as shown on the attached image and install a new downspout system to match existing material on site.
- Contractor to ensure white factory finish as shown in picture.
- Contractor to submit a metal sample to the District for approval prior to purchasing any materials.
- Contractor to install new gutters and downspouts based on stated specifications.
- Contractor to take all necessary precautions to protect in place existing conduits on the building while replacing downspouts. Ensure no damage is done to these conduits during the installation process.
- Contractor to match the style and material of the adjacent building of the area clouded in red on the provided site plan.

Roof Tile Replacement:

- Procure a total of 200 roof tiles to ensure adequate supply for the project.
- Replace only the damaged tiles, which are estimated to be approximately 130 units.

DUE TO MOBILIZATION COST, WE WILL NOT BE PROVIDING A DEDUCTIVE UNIT COST FOR TILES NOT REPLACED WITHIN THE 130 TILE ESTIMATE. THE CLIENT WILL KEEP THE 200 TILES ORDERED. -HI-TOP ROOF

NHHS: Gutter, Downspouts & Tile Replacement

EVERY ADDITIONAL TILE IS COST OF \$300 - HI-TOP ROOF

- Provide a sample of the proposed tile to the District for approval before purchasing. Ensure the replacement tiles match the existing tiles as closely as possible in color, texture, and style.
- Remove all cracked or broken tiles in the identified areas.
- Install a new SBS modified bitumen granular-surfaced, self-adhering membrane in the areas where tiles are removed to ensure proper waterproofing.
- Install the new tiles securely, matching the existing installation pattern and alignment.

Special Conditions

- Contractors are required to perform daily clean-up.
- Contractor to ensure the safety of all workers and perform this work in compliance OSHA regulations and maintain a safe working environment for all personnel and school occupants.
- Contractor to keep the work area coned/taped off to ensure the students and staff flow of traffic is protected from any debris.
- Contractor is required to stop work when close passing of students/staff occurs to ensure the safety of all individuals.
- Contractor to use their own means and methods as there is no access to the roof provided.
- The Contractor must communicate and coordinate all scheduling with the designated District Project Manager.
- Any deviations from the approved materials, scope, or schedule must be documented and submitted for approval before proceeding.
- Contractor to submit all material submittals prior to procurement and installation.
- Contractor to submit Baseline Schedule prior to mobilization.
- Contractor to submit Logistics plan for Construction Manager review and approval prior to mobilization. Plan to include: Aerial view and showcase but not limited to: Fencing, Porta Potty, Lay down area, Heavy Equipment location, access and routing.
- Contractor is responsible for submitting RFI's in a timely manner.
- For Estimates above \$ 25,000; Contractor must submit Performance & Payment Bonds and show it as a line item on their quote.
- Contractor to submit As-Built Drawings, O&M upon project completion.
- Contractor to protect Turf and Landscape irrigation.
- Contractor to submit Schedule of Values (SOV) prior to mobilization for Project Manager review & approval.
- Provide unit cost for the removal and replacement of each additional tile beyond the estimated 130 tiles. This unit price will be used to adjust the contract value for any increase in the number of tiles replaced.
- Provide a deductive unit cost for tiles not replaced within the 130-tile estimate.
- After project completion, deliver all unused tiles to the District for future use. Ensure the tiles are clean, undamaged, and properly stacked.

I hereby certify under penalty of perjury under the laws of the State of California that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

BIDDER:

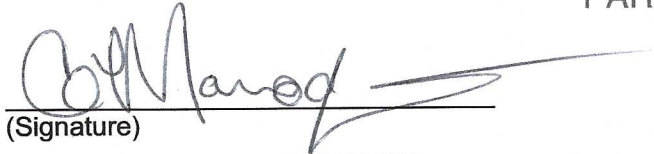
HI-TOP ROOF

(Company Name)

Bidder's Business Address:

15532 ILLINOIS AVENUE
PARAMOUNT CA 90723

By



(Signature)

CHARLEEDA MARROQUIN

(Type or print name)

FOUNDER & CFO

(Title)

Los Angeles California

(Where signed) (District, State)

(corporate seal)

Dated: Feb 12, _____, 20 25

State of Incorporation: _____

(If the Contractor is a corporation, two signatures of corporate officers are required.)

Names and addresses of all partners or joint venturers:

N/A

Statement of the authority of signatory to bind Bidder:

I Charleeda Marroquin as C.O.O. of Hi - Top Roof Inc. have the full authority to bind the company in contracts.

BID SCHEDULE

TOTAL BID PRICE + \$10,000 ALLOWANCE	
\$	110,823.00
TOTAL BID PRICE + \$10,000 IN NUMBERS	

The costs for any work shown or required in the Contract Documents, but not specifically identified as a bid line item are to be included in the related bid line items and no additional compensation shall be due to Contractor for the performance of the work.

All blank spaces appearing above must be filled in. Failure to fill in any blank spaces may render the Bid non-responsive. In case of discrepancy between the Unit Price and Item Cost set forth for a unit basis item, the Unit Price shall prevail and be utilized as the basis for determining the lowest responsive, responsible Bidder. However, if the amount set forth as a Unit Price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the Item Cost column, then the amount set forth in the Item Cost column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the Unit Price.

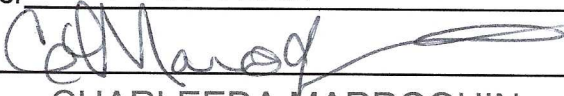
For purposes of evaluating Bids, the District will correct any apparent errors in the extension of unit prices and any apparent errors in the addition of lump sum and extended prices.

The estimated quantities for Unit Price items are for purposes of comparing Bids only and the District makes no representation that the actual quantities of work performed will not vary from the estimates. Final payment shall be determined by the District from measured quantities of work performed based upon the Unit Price.

The undersigned agrees that this Bid Schedule constitutes a firm offer to the District which cannot be withdrawn for the number of calendar days indicated in the Notice Inviting Bids from and after the bid opening, or until a Contract for the work is fully executed by the District and a third party, whichever is earlier.

If the Contract Documents specify alternate bid items, the District can choose to include any, all, or none of the alternate bid items in the Work. If the District selects any of the alternate bid items, the corresponding alternate bid prices shall be added to or deducted from Base Bid Price for the work. The District can award/select alternate bid items at any time(s).

Name of Bidder HI-TOP ROOF

Signature 

Name and Title CHARLEEDA MARROQUIN FOUNDER & CFO

Dated 2/12/25



February 11, 2025

Leeda Marroquin
Hi-Top Roof, Inc.
15532 Illinois Avenue
Paramount, CA 90723

Bid Date: February 13, 2025
Obligee: Newport-Mesa Unified School District
Surety: Merchants Bonding Company (Mutual)
Project: MO2025-0002 Newport Harbor High School – Gutter, Downspout & Tile Replacement Project.
Bid Estimate: \$110,823.00

Leeda,

Per your request, we are enclosing the executed Bid Bond running to **Newport-Mesa Unified School District**.

Please have an authorized representative of your company sign the bond, have the signature notarized with the appropriate notary acknowledgement attached, and seal the signature with the corporate seal, if available.

Although we have already done so, we encourage you to review the bond to ensure the accuracy of names, addresses, dates and amounts. This will avoid delay due to clerical errors when processing to the Obligee.

Should your bid exceed your estimate bid amount by more than 10% please notify us so that we may obtain approval from the surety company prior to bid.

If you would, please complete and return the bid results form below within five (5) days of the bid opening. Should you have any questions or need any additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lisa', is written over a circular blue stamp.

Lisa Saumur
Surety Account Manager
Phone: 949-679-2118

Email: lisa.saumur@mcgriff.com

Enclosure

Bid Results

Bidder

Amount

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

Your Place

BID GUARANTEE

BID BOND

[Note: Not required when other form of Bidder's Security, e.g., cash, certified check, or cashier's check, accompanies Bid.]

The makers of this bond are, Hi-Top Roof, Inc., as Principal, and Merchants Bonding Company (Mutual), as Surety and are held and firmly bound unto the Newport-Mesa Unified School District, hereinafter called the District, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the Principal submitted to District for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated February 13, 20 25, for MO2025-0002 Newport Harbor High School – Gutter, Downspout & Tile Replacement Project.

If the Principal does not withdraw its Bid within the time specified in the Contract; and if the Principal is awarded the Contract and provides all documents to the District as required by the Contract; then this obligation shall be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, hereby stipulates, and agrees that no change, extension of time, alteration, or addition to the terms of the Contract shall affect its obligation under this bond, and Surety does hereby waive notice of any such changes.

In the event a lawsuit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all litigation expenses incurred by the District in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this 11th day of February, 2025, the name and corporate seal of each corporation.

(Corporate Seal)

Hi-Top Roof, Inc.

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Merchants Bonding Company (Mutual)

Surety

By [Signature]

Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title Lisa Saumur, Attorney-in-Fact

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory

Name(s) of Signer(s)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPADISTRICT CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- ☐ Individual
- ☐ Corporate Officer

Title(s)

Title or Type of Document

- ☐ Partner(s) ☐ Limited
- ☐ ☐ General

Number of Pages

- ☐ Attorney-In-Fact
- ☐ Trustee(s)
- ☐ Guardian/Conservator
- ☐ Other:

Date of Document

Signer is representing:
Name Of Person(s) Or Entity(ies)

Signer(s) Other Than Named Above

NOTE: This acknowledgment is to be completed for Contractor/Principal.

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 20____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPADISTRICT CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- ☐ Individual
- ☐ Corporate Officer

Title(s)
☐ Partner(s)
☐ Limited
☐ General

- ☐ Attorney-In-Fact
- ☐ Trustee(s)
- ☐ Guardian/Conservator
- ☐ Other:

Signer is representing:
Name Of Person(s) Or Entity(ies)

Title or Type of Document

Number of Pages

Date of Document

Signer(s) Other Than Named Above

NOTE: This acknowledgment is to be completed for the Attorney-in-Fact. The Power-of-Attorney to local representatives of the bonding company must also be attached.

END OF BID BOND

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**CIVIL CODE § 1189**

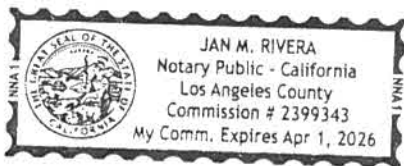
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)
On 02-11-2025 before me, Jan M. Rivera, Notary Public,
Date Here Insert Name and Title of the Officer
personally appeared Lisa Saumur
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Jan Rivera; Lisa Saumur; Lourdes Landa; Mark Rosskopf; Robert S Dennerline; Terri Amsbury

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



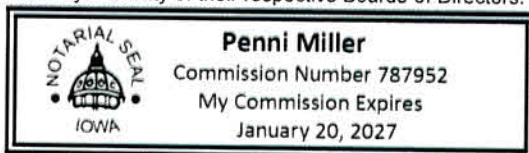
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of February, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

[Signature]
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 11th day of February, 2025.



William Warner Jr.
Secretary

DESIGNATION OF SUBCONTRACTORS

The subcontractor listed below will perform work or labor or render service to the successful Bidder in or about the construction of the work or improvement, or are subcontractors licensed by the State of California who will, under subcontract to the successful Bidder, specially fabricate and install a portion of the work or improvement according to detailed drawings contained in the Contract Documents, in an amount in excess of one-half of one percent (1/2 of 1%) of the Bidder's total bid. Notwithstanding the foregoing, if the work involves the construction of streets and highways, then the Bidder shall list each subcontractor who will perform work or labor or render service to the Bidder in or about the work in an amount in excess of one-half of one percent (0.5%) of the Bidder's Total Bid Price or \$10,000, whichever is greater. No additional time shall be granted to provide the below requested information.

In compliance with the Subletting and Subcontracting Fair Practices Act Chapter 4 (commencing at Section 4100), Part 1, Division 2 of the California Public Contract Code, the Bidder shall set forth below:

- (a) The portion of the work to be done by the subcontractor;
- (b) The name and the location of the place of business;
- (c) The California contractor license number; and
- (d) The DIR public works contractor registration number.

If a Bidder fails to specify a subcontractor or if a Bidder specifies more than one subcontractor for the same portion of work, then the Bidder shall be deemed to have agreed that it is fully qualified to perform that portion of work and that it shall perform that portion itself.

Portion of Work to be done by Subcontractor	Name of Subcontractor	Location of Business	CSLB Contractor License No.	DIR Registration Number
N/A	N/A	N/A	N/A	N/A
	HI-TOP WILL BE SELF-PERFORMING THE WORK			

Portion of Work to be done by Subcontractor	Name of Subcontractor	Location of Business	CSLB Contractor License No.	DIR Registration Number

BIDDER INFORMATION AND EXPERIENCE FORM

INFORMATION ABOUT BIDDER

(Indicate not applicable ("N/A") where appropriate.)

NOTE: Where Bidder is a joint venture, pages shall be duplicated and information provided for all parties to the joint venture.

- 1.0 Name of Bidder: HI-TOP ROOF
- 2.0 Type, if Entity: _____
- 3.0 Bidder Address: 15532 ILLINOIS AVENUE
PARAMOUNT CA 90723
- _____
- _____ 213-359-8597 _____
- Facsimile Number Telephone Number
- _____ info@hi-toproof.com _____
- Email Address
- 4.0 How many years has Bidder's organization been in business as a Contractor?
7 years
- 5.0 How many years has Bidder's organization been in business under its present name? 7 years
- 5.1 Under what other or former names has Bidder's organization operated?
N/A
- 6.0 If Bidder's organization is a corporation, answer the following:
- 6.1 Date of Incorporation: MAY 13, 2018
- 6.2 State of Incorporation: CALIFORNIA
- 6.3 President's Name: MARTHA GINES
- 6.4 Vice-President's Name(s): CHARLEEDA MARROQUIN
- _____
- 6.5 Secretary's Name: CHARLEEDA MARROQUIN
- 6.6 Treasurer's Name: CHARLEEDA MARROQUIN

7.0 If an individual or a partnership, answer the following:

7.1 Date of Organization: N/A

7.2 Name and address of all partners (state whether general or limited partnership):

N/A

8.0 If other than a corporation or partnership, describe organization and name principals: N/A

9.0 List other states in which Bidder's organization is legally qualified to do business.

N/A ONLY CALIFORNIA

10.0 What type of work does the Bidder normally perform with its own forces?

ROOFING

11.0 Has Bidder ever failed to complete any work awarded to it? If so, note when, where, and why:

NO

12.0 Within the last five years, has any officer or partner of Bidder's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

NO

13.0 List Trade References:

CALTRANS - RICO DE JESUS 760-920-8442

LA COUNTY - ADAM CORTEZ 626-217-2475

PARKS & REC - SAM 626-233-4603

SCIENCE CENTER - JOE GOMEZ 213-744-2096

14.0 List Bank References (Bank and Branch Address):

US BANK - 15943 PARAMOUNT BLVD, PARAMOUNT
CA 90723

15.0 Name of Bonding Company and Name and Address of Agent:

MERCHANT BONDING COMPANY

LISA SAUMUR

130 THEORY SUITE 200IRVINE, CA 92617

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LIST OF CURRENT PROJECTS (BACKLOG)

[**Duplicate Page if needed for listing additional current projects. **]

Project	Client Reference (agency name/contact info)	Description of Bidder's Work	Completion Date	Cost of Bidder's Work
METRO SKANSKA	CHRISTINE	TPO TASTALL ROOF	TBD	90,000
ANKOR	BECKY	TPO ROOF	TBD	200,000
MANHATTAN	CITY	GUTTERS	TBD	62,120

LIST OF COMPLETED PROJECTS – LAST THREE YEARS

[**Duplicate Page if needed for listing additional completed projects. **]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

Project	Client Reference (agency name/contact info)	Description of Bidder's Work	Completion Date	Cost of Bidder's Work
#09A0973 LEE VINNING RR	CALTRANS	REROOF	2/16/2024	272,500
LA COUNTY	PARKS & REC	REROOF	9/14/2023	50,000
WAB RR	CALIFORNIA SCIENCE CENTER	REROOF	1/27/2025	348,000

EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

1. List each person's job title, name, and percent of time to be allocated to this project:

LEEDA MARROQUIN, COO 40%

ALEC PARKS, FOREMAN

ALRONIL PACHECO, ADMIN 40%

2. Summarize each person's specialized education:

LEEDA - MANAGER WITH 13 YEARS OF COMMERCIAL ROOFING & GOVERNMENT CONTRACTS

ALEC PARK - SPECIALIZING COMMERCIAL / ROOF

ALRONIL PACHECO - 10 YEARS EXPERIENCE FIELD CIVIL ENGINEERING

3. List each person's years of construction experience relevant to the project:

LEEDA MARROQUIN - 13 YEARS

ALEC PARK

ALRONIL PACHECO - 5 YEARS CONSTRUCTION

4. Summarize such experience:

LEEDA - HANDS ON EXPERIENCE ROOFING INDUSTRY

ALEC - HANDS ON EXPERIENCE VARIETY OF ROOFING

ALRONIL - PROJECT MANAGEMENT EXPERIENCE

Bidder agrees that personnel named in this Bid will remain on this Project until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by the District.

Additional Bidder's Statements:

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

NON-COLLUSION DECLARATION

The undersigned declares:

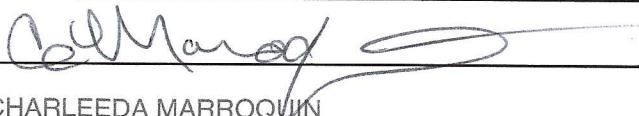
I am the MANAGER of HI-TOP ROOF INC, the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid Price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid Price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 2/11/2025 [date], at LOS ANGELES [District], CALIFORNIA [state].

Name of Bidder HI-TOP ROOF INC

Signature 

Name CHARLEEDA MARROQUIN

Title OPERATIONS MANAGER

PUBLIC WORKS CONTRACTOR DIR REGISTRATION CERTIFICATION

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. See <http://www.dir.ca.gov/PublicWorks/PublicWorks.html> for additional information.

No Bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

Bidder hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a contractor with the Department of Industrial Relations.¹

Name of Bidder: HI-TOP ROOF INC

DIR Registration Number: PW-LR-1001024981

DIR Registration Expiration: 06/30/2025

Small Project Exemption: Yes or X No

Unless Bidder is exempt pursuant to the small project exemption, Bidder further acknowledges:

1. Bidder shall maintain a current DIR registration for the duration of the Project.
2. Bidder shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the Project.
3. Failure to submit this form or comply with any of the above requirements may result in a finding that the Bid is non-responsive.

Name of Bidder HI-TOP ROOF INC

Signature 

Name and Title CHARLEEDA MARROQUIN C.O.O.

Dated 2/12/2025

¹ If the Project is exempt from the contractor registration requirements pursuant to the small project exemption under Labor Code Sections 1725.5 and 1771.1, please mark "Yes" in response to "Small Project Exemption."

EXHIBIT "A"

SERVICES / SCHEDULE

SEE ATTACHED SCOPE OF SERVICES AND SPECIAL CONDITIONS

EXHIBIT “B”

PLANS AND SPECIFICATIONS

SEE ATTACHED DRAWINGS AND SPECIFICATIONS

EXHIBIT "C"
SPECIAL CONDITIONS

Article 1. GENERAL

This Section supplements and/or modifies certain provisions of the General Conditions and both General and Supplementary Conditions shall be deemed to be a part of every Specifications Section, as if wholly embodied and repeated in every Section. The CONTRACTOR and subcontractor shall be held to have read and thoroughly familiarized themselves with their content.

Article 2. \$10,000.00 ALLOWANCE

Provide a \$10,000.00 allowance to be used at the discretion of the DISTRICT for unforeseen conditions. All work pertaining to the allowance must be approved by the DISTRICT. If work authorized is less than the allowance, a deductive change order will be issued. Work to be directed by the DISTRICT. The allowance shall be listed as a line item on the CONTRACTOR'S schedule of values.

ASBESTOS-FREE MATERIALS CERTIFICATION

The undersigned declares that he or she is the person who executed the bid for the _____ (hereinafter referred to as the "Project"), and submitted it to the **NEWPORT-MESA UNIFIED SCHOOL DISTRICT** (hereinafter referred to as the "District") on behalf of Hi-Top Roof Inc. (hereinafter referred to as the "Contractor").

To the best of my knowledge, information and belief, in completing the Contractor's Work for the Project, no material furnished, installed or incorporated into the Project will contain, or in itself be composed of, any materials listed by the federal or state EPA or federal or state health agencies as a hazardous material.

Any disputes involving the question of whether or not material installed with asbestos-containing equipment is settled by electron microscopy; the cost of any such tests shall be paid by the Contractor.

All work or materials installed by the Contractor which is found to contain asbestos, or work or material installed with asbestos-containing equipment, will be immediately rejected and this work shall be removed and replaced by the Contractor at no additional cost to the District. Decontamination and removal of work found to contain asbestos, or work installed with asbestos-containing equipment shall be done only under supervision of a qualified consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency.

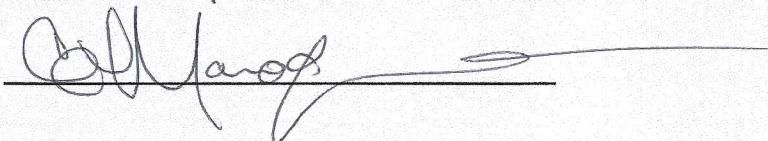
The ASBESTOS REMOVAL CONTRACTOR shall be an EPA accredited contractor qualified in the removal of asbestos and shall be chosen and approved by the Asbestos Consultant who shall have sole discretion and final determination in this matter.

The asbestos consultant shall be chosen and approved by the Architect or the District who shall have sole discretion and final determination in this matter. The work will be not accepted until asbestos contamination is reduced to levels deemed acceptable by the Asbestos Consultant.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this 12 day of February, 2025 at 1:05 pm.

Name of Bidder Hi-Top Roo Inc.

Signature 

Name and Title Charlesda Marroquin C.O.O.

Dated 2/12/25

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

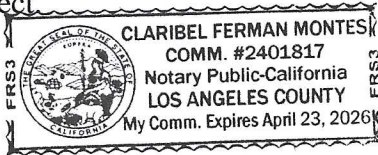
COUNTY OF Los Angeles

On February 12, 2025, before me, Claribel Ferman Montes, Notary Public, personally

appeared Charleeda Marroquin, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



Signature of Notary Public

WITNESS my hand and official seal.

[Signature]

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

☐ Individual

☒ Corporate Officer

C.O.O.
Title(s)

Construction Contract
Title or Type of Document

☐ Partner(s)

☐ Limited

☐ General

☐ Attorney-In-Fact

☐ Trustee(s)

☐ Guardian/Conservator

☐ Other:

Signer is representing:

Name Of Person(s) Or Entity(ies)

Hi Top Roof

Number of Pages

February 12, 2025
Date of Document

Signer(s) Other Than Named Above

RECYCLED CONTENT CERTIFICATION

The undersigned declares that he or she is the person who executed the bid for the

Newport Harbor High School Gutter, Downspout (hereinafter referred to as the "Project"), and submitted it to the **NEWPORT-MESA UNIFIED SCHOOL DISTRICT** (hereinafter referred to as the "District") on behalf of hereinafter referred to as the "Contractor").

Pursuant to Public Contract Code Section 10308.5, all contractors are required to certify in writing under penalty of perjury the minimum (if not exact) percentage of recycled content in materials, goods, or supplies offered or products used in the performance of their contract, regardless of whether the product meets the required recycled product percentage as defined in Sections 12161 and 12200. The recycled content shall include both post-consumer material and secondary material as defined in Public Contract Code Sections 12161 and 12200 shall apply.

I declare under penalty of perjury under the laws of the State of California that the following percentages of Post consumer Material and Secondary Material is in the materials, goods or supplies offered for, or products used in, the performance of the Contract for the Project:

0 % Post consumer Material 0 % Secondary Material.

Executed on this 12 day of February 2025, ^{am}~~2025~~ 10:5 pm

Name of Bidder Hi-Top Roof Inc.

Signature Charles Marroquin

Name and Title Charles Marroquin COO.

Dated 2/12/2025

Notary Acknowledgment

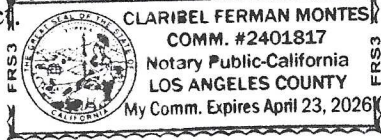
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF Los Angeles

On February 12, 2025, before me, Claribel Ferman Montes, Notary Public, personally appeared Charleeda Marroquin, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



Signature of Notary Public

WITNESS my hand and official seal.

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

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☒ Corporate Officer

C.O.O.
Title(s)

- ☐ Partner(s) ☐ Limited
☐ General
☐ Attorney-In-Fact
☐ Trustee(s)
☐ Guardian/Conservator
☐ Other:

Signer is representing:

Name Of Person(s) Or Entity(ies)

Hi Top Roof

DESCRIPTION OF ATTACHED DOCUMENT

Construction Contract
Title or Type of Document

Number of Pages

February 12, 2025
Date of Document

Signer(s) Other Than Named Above