

Notice Inviting Bids

CAPISTRANO UNIFIED SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN that Capistrano Unified School District, acting by and through its Governing Board, hereinafter referred to as "District" will receive up to but no later than **10:00 AM on the 16th day of September, 2025** sealed bids for the award of a contract for the following:

Bid No. 2526-02 Pest Management

All bids shall be made and presented only on the forms presented by the District. Bids shall be received in the Office of Purchasing Department at the District Education Center at ***33122 Valle Rd., San Juan Capistrano, California 92675*** at the above stated time and place. Any bids received after the time specified above or after any extensions due to material changes shall be returned unopened to the non-responsive bidder. District's records shall be presumptive evidence of receipt.

Miscellaneous Information

Bids shall be received in the place identified above and shall be opened and publicly read aloud at the above-stated time and place. No bidder may withdraw any bid for a period of 60 (sixty) calendar days after the date set for the opening of bids. During this time, all Bidders shall guarantee prices quoted in their respective Bids.

To receive the official bid documents and addenda you must register on the District's website: <https://www.capousd.org/subsites/Purchasing/>. **Click on Doing Business-Active Procurements.**

Bid Security. Each Bid shall be accompanied by Bid Security in an amount of ONE HUNDRED DOLLARS (\$100.00), payable to the District as a guarantee that the bidder, if its proposal is accepted, shall promptly execute the Agreement form. Failure of any Bid to be accompanied by Bid Security in the form and in the amount required shall render such Bid to be non-responsive and rejected by the District.

Inquiries and Clarifications. This document is for informational purposes and shall not relieve the Bidder of the requirements to fully become familiarized with all the factors affecting the Bid. The Bidder is advised that all inquiries and clarifications about the bid documents, specifications, etc., shall be submitted to District in writing no later than **Tuesday, September 9, 10:00 AM**. District will respond via written addendum. Any requests made after such date shall not be responded to. Verbal communication by either party with regard to this matter is invalid. Inquiries shall be made in writing **to all persons** listed below:

Thomas Connolly, Supervisor, Purchasing at tjconnolly@capousd.org,
Gerardo Manjarrez Mata, Manager II, Maintenance & Operations at gemanjarrezmata@capousd.org, and
Francisco Torres Castaneda, Supervisor, Maintenance & Operations at ftorrescastaneda@capousd.org.

Each bid must strictly conform with and be responsive to the Contract Documents.

Waiver of Irregularities. District reserves the right to reject any or all Bids or to waive any irregularities or informalities in any Bid or in the bidding.