REQUEST FOR PROPOSAL

Proposal No.: 13-14/03 Elevator Inspection and Maintenance Program

The Peralta Community College District (PCCD), Oakland, California, through the Office of Purchasing, is hereby requesting proposals for Elevator Inspection and Maintenance Program.

The successful vendor will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to provide Elevator Inspection and Maintenance Program.

Proposal Information

<table>
<thead>
<tr>
<th>Proposal Description</th>
<th>Elevator Inspection and Maintenance Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Type</td>
<td>Service</td>
</tr>
<tr>
<td>Proposal Number</td>
<td>13-14/03</td>
</tr>
<tr>
<td>Proposal Issued</td>
<td>June 12, 2013</td>
</tr>
<tr>
<td>Department</td>
<td>Purchasing Department</td>
</tr>
<tr>
<td>Mandatory Pre-proposal Meeting</td>
<td>June 20, 2013 at 10:00 AM 333 8th Street, Oakland, CA 94606 (Conference Room #1, General Services)</td>
</tr>
<tr>
<td>Scheduled Publication Dates</td>
<td>June 12, 2013; June 19, 2013</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>July 09, 2013 at 11:00 a.m.</td>
</tr>
</tbody>
</table>

Instructions for Submitting Proposals

<table>
<thead>
<tr>
<th>Submittal Address</th>
<th>Peralta Community College District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Purchasing Department</td>
</tr>
<tr>
<td></td>
<td>Attn: John Hiebert</td>
</tr>
<tr>
<td></td>
<td>501 5th Avenue</td>
</tr>
<tr>
<td></td>
<td>Oakland, CA 94606</td>
</tr>
<tr>
<td>Submittal Copies</td>
<td>One (1) Original copy clearly marked “Original” and three (3) Copies marked “copy”.</td>
</tr>
<tr>
<td>Submittal Envelope Requirements</td>
<td>Proposal must be sealed and have the following information clearly marked and visible on the outside of the envelope:</td>
</tr>
<tr>
<td></td>
<td>• Proposal Number</td>
</tr>
<tr>
<td></td>
<td>• Name of Your Company</td>
</tr>
<tr>
<td></td>
<td>• Address</td>
</tr>
<tr>
<td></td>
<td>• Phone Number</td>
</tr>
<tr>
<td>Late Submittals</td>
<td>Proposals received after the time and date stated above shall be returned unopened to the vendor.</td>
</tr>
</tbody>
</table>
How to Obtain Proposal Documents
Copies of the Proposal documents may be obtained at:

<table>
<thead>
<tr>
<th>Available</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Peralta Community College District Purchasing Department 501 5th Avenue Oakland, CA 94606 Monday through Friday 8:30 AM to 4:00 PM (510) 466-7225</td>
</tr>
<tr>
<td>Yes</td>
<td>By visiting our website at: <a href="http://www.peralta.edu">www.peralta.edu</a> and clicking on “Business Opportunities” under “Quick Links”, to download the bid packet.</td>
</tr>
</tbody>
</table>

Questions about the Proposal

| Primary Contact | John Hiebert  
Fax: (510) 587-7873  
Email: jhiebert@peralta.edu |
|-----------------|-------------------|
| Question/RFI Due Date | June 27, 2013 at 4:00 p.m.  
Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below. |
| Response Date | July 2, 2013  
All pertinent questions will be responded to via addendum faxed (or emailed) to all prospective bidders, and placed on the District’s website. Proposer who did not receive a copy of the addendum should download it from the District’s website. See “How to Obtain Proposal Documents” section for our web address. All addendums must be acknowledged on the RFP Acknowledgement and Signature form. |

Full Opportunity
The Peralta Community College District hereby affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE) shall be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation or religion in any consideration leading to the award of contract.

No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award.

Peralta Community College District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of Peralta Community College District.

Marie Hampton, Purchasing Compliance Manager
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Attachments:

<table>
<thead>
<tr>
<th>Title</th>
<th>Must Be Returned with Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Vendor Questionnaire and Certificate by Compliance</td>
<td>Yes</td>
</tr>
<tr>
<td>2  Bidder's Questionnaire</td>
<td>Yes</td>
</tr>
<tr>
<td>3  Certificate Regarding Workers’ Compensation</td>
<td>Yes</td>
</tr>
<tr>
<td>4  Statement of Equal Employment Opportunity</td>
<td>Yes</td>
</tr>
<tr>
<td>5  Small Local Business Enterprise/Small Emerging Local Business Enterprise Program</td>
<td>Yes</td>
</tr>
<tr>
<td>6  SLBE/SELBE Self Certification Affidavit</td>
<td>Yes, If applicable</td>
</tr>
<tr>
<td>7  Non-Collision Affidavit</td>
<td>Yes</td>
</tr>
<tr>
<td>8  Environmentally Sustainable Procurement</td>
<td>Yes</td>
</tr>
<tr>
<td>9  General Provisions</td>
<td></td>
</tr>
<tr>
<td>10 RFP Acknowledgement and Signature Form</td>
<td>Yes</td>
</tr>
<tr>
<td>11 PCCD Bid Worksheet</td>
<td>Yes</td>
</tr>
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</table>
I. Project Overview

Peralta Community College District (PCCD) is interested in developing a partnership with a qualified Elevator Maintenance Vendor (Vendor) to provide elevator inspections and monthly maintenance for elevators and lifts located throughout the District. PCCD elevators consist of both traction and hydraulic style elevators. The Vendor will regularly and systematically examine, adjust, lubricate, repair, and perform preventive maintenances on all elevators and lifts to keep equipment in safe, dependable operation. All maintenance should be performed per the manufacture's recommended maintenance intervals and per local enforced code, to maximize the equipment life and safety.

II. Scope of Services

A. General Services--Elevator Inspection and Maintenance Program
Perform inspection and maintenance of elevators and lifts per manufacture's recommended maintenance intervals and per local enforced code. The Vendor shall provide qualified, factory trained technicians to perform all maintenance and repairs. The maintenance must include all labor, parts, supplies, oil, lubricants and any other materials required to maintain the equipment in good and safe operating conditions. This includes systematically examining, maintaining, adjusting, lubricating, and when conditions warrant through normal wear and tear, repair or replace the following using quality parts and components:

1. Control Systems
2. Power Units
3. Hydraulic System Accessories
4. Car Equipment
5. Electrical
6. Hoistway and Pit Equipment
7. Rails and Guides
8. Door Equipment
9. Signals and Accessories
10. Geared and Gearless Machines
11. Hoist ropes
12. Pumps and Values

The above list is not all inclusive. The list is provided only as a sample of items PCCD would want inspected and repaired. The Vendor should include these items and detail their own recommended maintenance items in their proposal.

B. Frequency of Inspections
The Vendor shall inspect all PCCD elevators and lifts on a monthly base to make sure they are in good operating condition and perform the Preventive Maintenance per the manufacturers recommended maintenance intervals and per local enforced code.

C. Annual Safety Inspection
The Vendor must conduct an annual safety inspection of all equipment covered under this agreement. The cost for this inspection must be included in the maintenance rate quoted. After each annual inspection, the vendor shall provide an Elevator Inspection Report for each unit. The report must contain the findings of the inspection and recommendations, particularly those dealing with code deficiencies, hazards and safety, and substandard maintenance. The report must include cost and lead-time for all necessary repairs. This report must be given to the Facility Manager within ten working days of the inspection. Failure to adhere to these requirements will result in termination of the agreement.
D. Tests
As part of this contract, the Vendor will perform the following tests as by American Society of
Mechanical Engineers A-17.1 code.

2. Traction Elevators: An annual no load test.

E. Permits
It shall be the responsibility of the Vendor to notify the PCCD Facility Manager upon the lapse of any
and all Permits to operate an elevator for those elevators included in this contract.

F. State Inspection
The Vendor will make all repairs indicated in State inspection reports within thirty days of notice by
PCCD. The Vendor must provide a quote for these repairs for each elevator before beginning work.
If attendance is required at any inspections by the State of California, the Vendor's technician must be
present at these inspections. All costs for these services must be included in the maintenance fee.
The Vendor must maintain a history of inspections performed by the State for all equipment on this
contract. The vendor will be the liaison between the State Inspector and the District to assure timely
corrections as required.

G. Records
The Vendor shall maintain an accurate and complete log of all work performed and all routine
inspections for each piece of equipment covered under this agreement. The log shall include reason
for service, date, length of time spent, technician's name, and resolution. The Vendor shall keep all
work schedules on display in the respective elevator equipment rooms. All records must be provided
upon request of the PCCD Facility Manager.

H. Licenses
The successful vendor must hold all required local, state and federal licenses.

I. Replacement Parts
To insure timely completion of maintenance functions, Vendor shall maintain a parts inventory and
parts accessibility network to insure timely availability of replacement and materials.

J. Locations and Types of Elevators and Lifts
PCCD owns 23 Elevators and Lifts consisting of both traction and hydraulic style elevators. They are
located at the following locations:

A. Merritt College, 12500 Campus Drive, Oakland, CA 94619
B. Laney College, 900 Fallon Street, Oakland, CA 94607
C. College Of Alameda, 555 Alantic Avenue, Alameda, CA 94501

<table>
<thead>
<tr>
<th>Line</th>
<th>College</th>
<th>Location</th>
<th>Type</th>
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<th>State Number</th>
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<tbody>
<tr>
<td>1</td>
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<td>Armor</td>
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<td>4</td>
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<td>Hydraulic</td>
<td>Otis/Dover</td>
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<td>5</td>
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<td>Hydraulic</td>
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<td>Alameda</td>
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<td>Hydraulic</td>
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<td>7</td>
<td>Laney</td>
<td>Tower #2</td>
<td>Traction</td>
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<td>9</td>
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<tr>
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<td>Theatre</td>
<td>Handicap Lift</td>
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<td>23</td>
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<td>Building Q</td>
<td>Handicap Lift</td>
<td>National Wheel-O-Vator</td>
<td>129189</td>
</tr>
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</table>

**K. Normal Work Hours and Facility Access**

Vendor shall perform the work between the hours of 8 AM to 3:30 PM, Monday through Friday. Prior to performing any work Vendor shall notify the District Office a minimum of 24 hours in advance of start of work. Notification is to be made to the Physical Plant office, at 510-466-7341 or -7342.

**L. Emergency Service**

A 24-hour Information center is to be maintained by the Vendor to respond to any calls 24 hours a day, seven days a week for emergency repair or service. The Vendor must respond to emergency calls and be on-site within one and half (1.5) hours of receiving the call.

**M. Exclusions—Items not included in the maintenance**

The following are not included in this contract: Refinishing, repairing or replacement of car enclosure, gates and/or panels, door pull straps, hoistway enclosure, rail alignment, hoistway door, door frames, sills, hoistway gates, finished flooring, power feeders, switches, their wiring and fusing, car light diffusers, ceiling assemblies and attachments, smoke or heat sensors, intercoms, light tubes and bulbs, hydraulic cylinder, unexposed piping, disposal of or clean-up of waste oil or any contamination caused by leaks in the hydraulic cylinder or unexposed piping including any consequential damages.

The Vendor will not be obligated to make other safety tests, equipment adjustments, or to install new attachments whether or not recommended or directed by insurance companies, or by federal, state, municipal, ASME codes, or other governmental or non-governmental authorities. The Vendor will not be obligated to make changes or adjustments required by new or retroactive code changes. The Vendor will not be required to make renewals or repairs necessitated by fluctuations in the building AC power systems, extreme variations in the machine room temperature or tampering with the elevator equipment by unauthorized personnel.

The Vendor will not be required to make renewals or repairs necessitated by negligence or misuse of the equipment or any other cause beyond its control except ordinary wear and tear. In the event that any part of the equipment becomes obsolete or is no longer manufactured by the manufacturer, the cost to replace the obsolete part will be at the owner’s expense.

The Vendor will not install or substitute proprietary equipment to any elevator without prior written approval by the District.

**III. Submission Requirements**

PCCD has scheduled a Mandatory Pre-proposal meeting to review the submission requirements and to tour our elevators. The date and time of that meeting is listed on the cover page of this RFP. The meeting will start in the Physical Plant conference room located at 501 5th Ave, Oakland CA, 94606, and if necessary we can tour each site and elevator/lift.
Please respond to the following 6 submission requirements in a straightforward, concise delineation of your capabilities proposed to satisfy the requirement of the RFP. PCCD will use your responses to objectively determine your capabilities and experience. **Please label your responses 1 through 6, in the order presented below.** Please limit your total response to 12 pages (excludes the required attachment forms provided with this RFP).

1. **Company Information and Personnel:** Provide the name of your company (including the name of any parent company), business address, email address, Federal Tax ID number, telephone and FAX numbers, and names and titles of key personnel and a brief history of your company. Include in this section the resume of the Project Manager or principal point of contact for this contract and any other “key personnel” that would normally be performing work on this contract. Provide a brief statement of who is authorized to submit the proposal on the behalf of your firm. Please make sure that person signs and dates the statement.

2. **Knowledge and Experience:** Provide relevant information about your company’s knowledge and experience, including a list of three or more projects with brief descriptions that demonstrate your experience. At a minimum, the Vendor must have been actively performing elevator and lift inspection and maintenance services within San Francisco – Oakland Bay Area for over five (5) years. In this section, describe an overall history of the company and the type of work the company has been performing within the San Francisco – Oakland Bay Area. Include in this section the location of the company’s local office(s) that would be responsible for this work.

3. **Clients:** Provide names, addresses and contact information of three (3) current clients.

4. **Response Time and Maintenance Plans:** The Vendor will act as the Districts Emergency Responder for disabled elevators. Provide your response time to Emergencies and your plan to address these emergencies. Please state your hours of availability. Include in this section the procedure that would normally use for the inspection process including and associated documentation used to record the results of the inspection and your company’s Quality Assurance program. Please provide a detail of your own recommended maintenance items and plan. Your plan should be at minimum per manufacture’s recommended maintenance intervals and per local enforced code.

5. **Proposed Costs:** At minimum, the Vendor shall perform all Inspection, Preventative Maintenance, and Tests listed in the Scope of Work Section. Provide your pricing for this service on the attached PCCD Bid Work Sheet. Also attach your proposed fee schedule/hourly labor rates for any work not considered part of the scope of work of this RFP, to the PCCD Bid Work Sheet.

6. **Required Forms:**
The Vendor must fill out all forms included in the RFP (listed in the attachments section) and return them with your proposals. Failure of the Vendor to provide any information requested in the RFP, may result in rejection for non-responsiveness. (These required forms will not count against the 12 page maximum for your response.)

**IV. Additional Requirements:**

**Law Compliance**
The Vendor must comply with all laws, ordinances, regulations and codes of the Federal, state, and local governments which may in any way affect the preparation of proposals or the performance of the contract.

**Proposal Considerations**
PCCD has absolute discretion with regard to acceptance and rejection of proposals. In order to be considered the party submitting a proposal waives the right to bring legal proceedings challenging the Board’s choice of the award.

**False Statements**
False statements in a proposal will disqualify the proposal.
Legal Relationship
The Vendor relationship to PCCD shall be that of independent contractor and not deemed to be agent of PCCD.

Taxes
The Vendor will be responsible for all Federal, State and Local taxes.

Grade of Service
The Vendor must provide professional and quality service and maintain appropriate qualified personnel to provide expedient and courteous service.

The Vendor's Liability
The Vendor shall be responsible for any and all damages to the PCCD premises resulting from the negligent or willful acts of the Vendor's agents or employees.

Contract Termination
PCCD may terminate the agreement with the Vendor on thirty days notice for the failure of the Vendor to comply with any term(s) of the agreement between PCCD and the Vendor.

Award Consideration
Award of contract will be based on the information submitted as a result of this RFP.

Amendments
The Peralta Community College District may, at its sole discretion, issue amendments to this RFP at any time before the time set for receipt of proposals. The vendor’s are required to acknowledge receipt of any amendments (addenda) issued to this RFP by returning a signed acknowledgement of each amendment issued. Signed copies must be received on or before the time set for receipt of offers. The Peralta Community College District shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract, or site meeting, unless such representations are incorporated in writing as an amendment to the RFP or as part of the final contract. All questions or request for clarification concerning material terms of the contract should be submitted in writing for consideration as an amendment.

Withdrawal or Modification of Offers
The Vendor may modify or withdraw an offer in writing at any time before the deadline for submission of an offer.

Acceptance
Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the District based on initial submission without discussions or negotiations.

The District reserves the right to reject any or all offers and to waive informalities, minor irregularities, or other requirements in offers received, and/or to accept any portion of the offer if deemed in the best interest of the District. Failure of the vendor to provide in its offer any information requested in the RFP may result in rejection for non-responsiveness. Failure of the vendor to meet or exceed any stated minimums in the RFP may also result in rejection for reasons of non-responsiveness.

Award and Length of Contract
The Board of Trustees shall not be bound to accept the lowest-quote fee. The Board will award a one-year contract. PCCD will have the option to issue a one year annual renewable contract not to exceed a total period of 5 years (at the costs quoted in this proposal).

Representations
No representations or guarantees of any kind, either made orally, or expressed or implied, are made with regard to the matters contained in this document, including any attachments, letters of transmittal, or any other related documents. The Vendor’s must rely solely on its own independent assessment as the basis for the submission of any offer made.
V. Timeline and Evaluation Criteria

Projected Timeline
Below is the proposed timeline for this RFP.

- RFP Issued: June 12, 2013
- Pre-proposal Meeting and bid walk: June 20, 2013
- Response due: July 9, 2013
- District Review and Recommendation: July 2013
- Board Approval: TBD

Prior to contract award, the Peralta Community College District must be assured that the responder (vendor) selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with skills required, equipment/materials and financial resources sufficient to provide services called for under this contract. If during the evaluation process, the Peralta Community College District is unable to assure itself of the responder’s ability to perform under the contract, if awarded, the Peralta Community College District has the option of requesting from the responder, any information that the Peralta Community College District deems necessary to determine the responder’s capabilities. If such information is required, the responder will be notified and will be permitted five (5) working days to submit the requested information.

Evaluation Criteria
In awarding the contract, the district will evaluate a number of factors in combination. Please make sure you have submitted responses to all items listed in the Submission Requirements section, as your responses will be evaluated based on the weights (Points) listed below. Consultant interviews will be held solely at the option and discretion of the Peralta Community College District. The process for selection shall occur in the following sequence:

- Review Proposals
- Establish a “short list” of three or more firms
- Interview “short-listed” firms (at the option and discretion of the Peralta Community College District)
- Identify best qualified firm
- Award contract

<table>
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<th>Item</th>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>References, Resources, and Key Personnel</td>
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</tr>
<tr>
<td></td>
<td>Vendor’s capacity to provide professional service as evidenced by past</td>
<td></td>
</tr>
<tr>
<td></td>
<td>performance, resources, and from list of key personnel. (Items 1 and 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of Submission Requirements section.)</td>
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</tr>
<tr>
<td>2</td>
<td>Knowledge and Experience</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Vendor’s knowledge and experience as evidence from your response to item 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of Submission Requirements section.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Response Time and Maintenance Plans</td>
<td>15</td>
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<tr>
<td></td>
<td>As evidence from your response to item 4 of Submission Requirements section</td>
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<tr>
<td>4</td>
<td>Proposed Costs</td>
<td>60</td>
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<tr>
<td></td>
<td>As provided on the PCCD Bid Specification Worksheet</td>
<td></td>
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<tr>
<td>5</td>
<td>SLBE</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Does your company meet the District definition of an SLBE or SELBE?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
Peralta Community College District

VENDOR’S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

The following information is requested for information purposes only. It will not be used in determining bid award.

_____________________
Date

_________________________________
Firm Name

______________________________________
Telephone

__________________________  _______________________
Business Fax         Email Address          Website

__________________________  _______________________
Street Address         City/State          Zip Code+ 4®

Mailing Address         City/State          Zip Code + 4®

Type of Organization (Check one)   Individual ☐  Partnership ☐  Corporation ☐

Name of Owner(s)   State of Incorporation (if applicable)

Name of Partners   (I) Indicate   (G) General   (L) Limited

Local Address

Amount of Annual Business

The District is identifying vendor ownership as follows:

<table>
<thead>
<tr>
<th></th>
<th>Asian-American (Chinese, Japanese, Korean, Vietnamese)</th>
<th>Black or African-American</th>
<th>Latino (other than Mexican or Mexican-American)</th>
<th>Mexican or Mexican-American</th>
<th>Native – American</th>
<th>Pacific Islander, other Asian</th>
<th>White</th>
<th>Disabled</th>
<th>Veteran</th>
<th>Women</th>
<th>Subcontractor</th>
<th>Employee</th>
<th>Apprentice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total #</td>
<td></td>
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<td>% of assets</td>
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<td></td>
</tr>
</tbody>
</table>

The District is identifying vendor workforce as follows:

<table>
<thead>
<tr>
<th></th>
<th>Asian-American (Chinese, Japanese, Korean, Vietnamese)</th>
<th>Black or African-American</th>
<th>Latino (other than Mexican or Mexican-American)</th>
<th>Mexican or Mexican-American</th>
<th>Native – American</th>
<th>Pacific Islander, other Asian</th>
<th>White</th>
<th>Disabled</th>
<th>Veteran</th>
<th>Women</th>
<th>Subcontractor</th>
<th>Employee</th>
<th>Apprentice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total #</td>
<td></td>
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<tr>
<td>% of assets</td>
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</tr>
</tbody>
</table>
Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

<table>
<thead>
<tr>
<th>Main Headquarters Office(s) Address/Telephone</th>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List all as applicable)</td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
</tbody>
</table>

Total # of Employees ______

<table>
<thead>
<tr>
<th>Local Office(s) Address/Telephone</th>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List all as applicable)</td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
</tbody>
</table>

Total # of Employees ______

<table>
<thead>
<tr>
<th>Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract</th>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please use the Zip+4®) Use separate sheet as necessary</td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td>5.</td>
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<tr>
<td></td>
<td>6.</td>
</tr>
</tbody>
</table>
BIDDER'S QUESTIONNAIRE

Proposal Number: 13-14/03 Elevator Inspection and Maintenance Program

TO THE BIDDER:

In making its award the Board of Trustees will take into consideration Bidder's experience, financial responsibility and capability. The following questionnaire is a part of the bid. Any bid received without this completed questionnaire will be a basis for rejection of the bid. The Board of Trustees will use, but will not be limited to, the information provided herein for evaluating the qualifications of the bidder and his organization to carry out satisfactorily the terms of the contract. The questionnaire must be filled out accurately and completely and submitted with the bid. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the bid and may be grounds for the cancellation of any subsequent agreement executed as a result of the bid or bids involved.

A. DESCRIPTION OF BIDDER'S ORGANIZATION

1. Firm Name

2. Address

3. Telephone Number

4. Type of Organization
   a. Corporation
      Yes ___  No ___
      If yes, list officers and positions, and state in which incorporated.
      If Bidder Corporation is a subsidiary, give name and address of Parent Corporation.
   
   b. Partnership
      Yes ___  No ___
      List partner's names and residence addresses
      General Partners:

      Limited Partners:

Attachment 2, Page 1 of 2
c. Individual Proprietorship Yes ____ No ____

5. Ownership Classification (Optional – check any that apply)
   SBE ___ DBE ___ WBE ___ Local (within District) ___

6. How long have you been engaged in the contracting business under your present business name? _____

B. FINANCIAL AND CREDIT DATA

1. If your bid is considered for award, and if requested by the Board of Trustees, will you supply the following data? Yes ____ No ____
   a. Names and addresses of any banks where you regularly do business.
   b. The names and addresses of any banks, finance companies, dealers, suppliers, or others where you have notes or contracts payable.
   c. Give credit references, including at least three trade or industry suppliers with whom you regularly deal.

2. As in "1" above, would you submit on request a Balance Sheet for the past three (3) years?
   Yes ____ No ____

3. The following surety companies may be contacted as references as to the financial responsibility and general reliability of the bidder (provide name of surety company, person to contact and phone number):

___________________________________________________________________
___________________________________________________________________

I certify under penalty of perjury that the foregoing is true and correct. Executed at

________________________________________, California, on __________________, 20__.

Signature of Bidder ___________________________ Date ___________
CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) Be securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all subcontractors to do the same.

________________________________________
Contractor

By: ______________________________________

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.)
Peralta Community College District

Statement of Equal Employment Opportunity

I hereby certify that ______________________________________________________

(Legal Name of Vendor/Consultant/Contractor)

Will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The vendor’s questionnaire requests information for record keeping purposes only. The information requested will not be used as a basis for contract award.

However, after a contract is awarded to your company, the District requires your company to report:

a. Actual racial, gender and residential workforce composition of your company for the contract work.

b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.

c. Number of apprenticeship workforce for the contract work.

This report must be submitted to the District Department of General Services on a quarterly basis.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY: __________________________________________

Date

__________________________________________

Print Name
SMALL LOCAL BUSINESS ENTERPRISE and
SMALL EMERGING LOCAL BUSINESS ENTERPRISE PROGRAM

The District is committed to ensure equal opportunity and equitable treatment in awarding and managing its public contracts and has established an annual over program goal of twenty-five percent participation for small local businesses. To facilitate opportunities for small local business, the District will use a maximum 5% bidding preference for SLBE and SELBE firms. The preference is only used for computation purposes to determine the winning bidder, the contract is awarded at the actual bid amount. Please review the following guidelines to see if your firm qualifies for the preference.

The 5% bidding preference for an SLBE and SELBE firms are for construction, personal and professional services, goods and services, maintenance, repairs, and operations where responsibility and quality are equal. The preference will be 5% of the bid amount of the lowest responsive bidder, and may not exceed $50,000.00 for any bid.

A Non-SLBE/SELBE Prime Contractor who utilizes 25% of total bid amount, with SLBE or SELBE subcontractors (who meet the District’s Definition of an SLBE and SELBE), can also receive a maximum of 4% bidding preference, not to exceed $50,000.00 for any bid. (See below Subcontractor section.)

Definitions:

**SLBE**: A Small Local Business Enterprise is a business that has not exceeded gross annual revenue of 8.5 million dollars for a construction firm, or 6 million dollars for goods and non-professional services firm, or 3 million dollars for architecture, engineering and professional services firm, for the past three consecutive years and meets the below geographic location requirements.

**SELBE**: A Small Local Emerging Business Enterprise is a business that has not exceeded gross annual revenue of 1.5 million dollars for the past three consecutive years and meets the below geographic location requirements.

**Commercially Useful Function**: Shall mean a business is directly responsible for providing the materials, equipment, supplies or services to the District as required by the contract solicitation. The business performs work that is normal for its business services and carries out its obligation by actually performing, managing, or supervising the work involved. The business is not Commercially Useful if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SLBE or SELBE participation.

**Geographic Location Requirements**:

- The business must be located at a fixed, established commercial address located in the District’s market area of Albany, Alameda, Berkeley, Emeryville, Oakland, or Piedmont, and not a temporary or movable office, a post office box, or a telephone answering service.

- If the business has an office outside of the District’s market area as well as an office within the market area, the office within the District’s market area must be staffed on a full time permanent basis with someone employed by the business.

- If requested, the business that has an office outside of the District’s market area must provide proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) was within the District’s market area at least one (1) year prior to the date of contract award. The one-year requirement does not apply to businesses whose sole establishment is located within the District’s market area.
Subcontractors:

Non-SLBE/SELBE Prime Contractors who use subcontractors, who meet the district definitions of SLBE and SELBE, may receive a maximum of 4% bidding preference if the following conditions are met:

1. 25% of total bid amount is with Subcontractors who meet the District’s definition of an SLBE and SELBE. The Prime Contractor must list each Subcontractor on the Subcontractor List form, clearly identifying the SLBE and SELBE status and the Dollar Amount of work each subcontractor will perform.

2. The Subcontractors must provide a Commercially Useful Function.

3. The Prime Contractor must maintain the Subcontractor percentages (based on the quoted dollar amounts) indicated in the Subcontractor List form at the time the Contract is awarded and throughout the term of the Contract.

4. The Prime Contractor must fill out sign the SLBE/SELBE Self Certification Affidavit and return it with the bid documents, and 48 hours after the bid opening the Prime Contractor must submit signed SLBE/SELBE Self Certification Affidavit from each of the SLBE and SELBE subcontractors listed in the Subcontractor form. The Subcontractor must agree to provide the requested documentation to verify the SLBE/SEBLE status.

5. No Substitutions can be made to the SLBE and SELBE subcontractor without the prior written approval of the District. The District will approve a subcontractor substitution on the following conditions:
   a. A written statement from the subcontractor agreeing to the substitution.
   b. When the subcontractor has been given a reasonable opportunity to execute the subcontract, yet fails to, or refuses to execute the subcontract, or refuses to satisfy contractual obligations.
   c. When the subcontractor becomes insolvent.
   d. When the District determines the work performed by the subcontractor is not in accordance with the contract agreement, or the subcontractor is substantially and unduly delaying or disrupting the progress of work.

Firms that meet the District criteria for an SLBE and SELBE can complete the below self-certification affidavit signed under penalty of perjury. Firms claiming SLBE and SELBE status in the self-certification affidavit will be required to submit proof of residency and revenue 48 hours after bid opening. Such proof shall consist of a copy of a contract to perform work, to rent space or equipment, or for other business services, executed from their local address, and the firm’s tax returns for the past three consecutive years.
SLBE/SELBE SELF CERTIFICATION AFFIDAVIT

I certify under penalty of perjury that my firm meets the District’s definition of a Small Local Business Enterprise or a Small Emerging Local Business Enterprise and resides in the geographic location of the District’s market area and qualifies for the below preference. The maximum preference will be five percent of the bid amount of the lowest responsible bidder, and may not exceed $50,000.00 for any bid. The preference is only used for computation purposes to determine the winning bidder; the contract is awarded at the actual bid amount. The District’s Contract Compliance Office will determine whether this requirement has been fulfilled. Bidders may only claim one of the below preferences.

<table>
<thead>
<tr>
<th>Certification Status</th>
<th>Preference</th>
<th>Preference Claimed (check only one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLBE</td>
<td>5% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>SELBE</td>
<td>5% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>25% of Subcontractors are SLBE/SELBE</td>
<td>4% of lowest bid</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1. I acknowledge and am hereby advised that upon a finding of perjury with the claims made in this self certification affidavit the District is authorized to impose penalties which may include any of the following:

   a) Refusal to certify the award of a contract
   b) Suspension of a contract
   c) Withholding of funds
   d) Revision of a contract for material breach of contract
   e) Disqualification of my firm from eligibility for providing goods and services to the Peralta Community College District for a period not to exceed five (5) years

2. I acknowledge and have been advised and hereby agree that my firm will be required to provide proof (and if applicable, my SLBE and SELBE Subcontractors will provide proof) of the status claimed on this self-certification affidavit 48 hours after bid opening. Proof of status claimed includes tax returns from the previous three years and past contracts to determine the size and geographical location of my firm.

3. I declare that the above provisions are attested to under penalty of perjury under the laws of the State of California.

Bid Number: ___________________ Bid Name ________________________________

Signed ___________________________________________ Date ______________

Printed or typed name ________________________________ Title __________________

Name of Company ________________________________ Telephone ______________
Fax ____________________________________________
NON-COLLUSION AFFIDAVIT
(To be executed by Vendor/ Bidder and submitted with Bid/Proposal)

RFP: 13-14/03 Elevator Inspection and Maintenance Program

State of California

County of ______________

, being first duly sworn, deposes and says that he or she is _________________________ of ____________________________ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that 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, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that 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, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: ____________________

Signature

State of ________________________

County of ______________________

On ____________________ before me, ____________________________________________________________, personally appeared ____________________________________________________________, personally known to me or 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.

WITNESS my hand and official seal.

____________________________________________

____________________________________________

____________________________________________

Signature of Notary Public
ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

It is the policy of the Peralta Community College District (Board Policy 2.40, Environmental Sustainability), to purchase products or services that help to minimize the adverse effects on human health and the environment, when compared to other products and services that serve the same purpose with comparable efficacy. The District recognizes that environmentally responsible purchasing will help create and sustain markets for environmentally sustainable products, and is committed to encouraging the procurement of environmentally sustainable products, such as products with high recycled content, remanufactured products, FSC certified lumber, Energy Star rated equipment, low and no VOC paints, low-toxicity cleaning supplies and Green Seal approved chemicals, locally sourced organic/sustainably grown foods, compostable utensils, non-polystyrene food containers, non-petroleum based inks, and will promote contracting with businesses in close proximity, to reduce our carbon footprint and to promote the District’s SLBE program.

The District’s formal Environmental Sustainability Policy 2.40 is available for download at: http://www.peralta.edu/projects/4/Purchasing%20Procedures/BP_2_40_Environmental_Sustainability_Policy_FINAL_3-31-08.pdf.

Vendor Statement and Signature

The long-term goal of the District is to purchase products with zero waste, high recycled content, produced and delivered in an environmentally sustainable manner. Does your product or service promote the District’s Environmentally Sustainable Procurement goal?

_____Yes*  _____No  

*If yes, you are required to describe how your product or service that you are providing to the District will promote the District’s Environmentally Sustainable Procurement goal.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Contractor Name: ________________________  Title: ________________________________

Authorized Signature:
GENERAL PROVISIONS

Definition: The words Contractor means any Bidder, Vendor or Proposer who provides a good, service or construction to Peralta Community College District (PCCD).

1. ASSIGNMENT/DELEGATION: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

2. STATUS OF CONTRACTOR: The parties intend that CONTRACTOR, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONTRACTOR is not to be considered an agent or employee of DISTRICT and is not entitled to participate in any pension plans, insurance, bonus or similar benefits DISTRICT provides its employees.

3. INDEMNIFICATION:
   (a) CONTRACTOR agrees to accept all responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release DISTRICT, its officers, agents and employees, from and against any and all actions, claims, damages, disabilities or expenses including attorney's fees and witness costs that may be asserted by any person or entity, arising out of or in connection with the tortuous acts or errors or omissions of CONTRACTOR hereunder, whether or not there is concurrent passive or active negligence on the part of DISTRICT, but excluding liability due to the sole negligence or willful misconduct of DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

   (b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

4. INSURANCE: With respect to the performance of work under this Agreement, CONTRACTOR shall maintain and shall require all of its subcontractors to maintain insurance as described below:
   (a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. Said policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".

   (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than $1,000,000 combined single limit for each occurrence and $2,000,000 in the aggregate. Said insurance shall include, but not be limited to: premises and operations liability, independent contractor's liability, and personal injury liability.

   (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than $1,000,000 combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles.

   (d) Each said comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

      (1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) **Professional Liability** Not Applicable

(f) **Documentation:**

The following documentation shall be submitted to the DISTRICT:

1. Properly executed Certificates of Insurance clearly evidencing all coverage’s, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.

2. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

3. Upon DISTRICT’S written request, certified copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(g) **Policy Obligations:** CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) **Material Breach:** If CONTRACTOR, for any reason, fails to maintain insurance coverage that is required pursuant to this Agreement; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this Agreement and obtain damages from the CONTRACTOR resulting from said breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

5. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:**

A purchase order number must appear on all invoices and notices, bills and payments. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

DISTRICT:

Peralta Community College District
333 East 8th Street
Accounts Payable Department
Oakland, CA  94606

CONTRACTOR:

________________________________________
________________________________________
________________________________________
and when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded "certified", or "registered" with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to who notices, bills and payments are to be given by giving notice pursuant to this paragraph.

6. **MERGER:** This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

8. **TRANSFER OF RIGHTS:** CONTRACTOR assigns to DISTRICT all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by CONTRACTOR in connection with the project, if any. CONTRACTOR agrees to take such actions as are necessary to protect the rights assigned to DISTRICT in this Agreement, and to refrain from taking any action which would impair those rights. CONTRACTOR'S responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as CONTRACTOR may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of DISTRICT.

9. **NONDISCRIMINATION:** CONTRACTOR shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, disability, transgender status or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

10. **EXTRA (CHANGED) WORK:** Only the Chancellor or designee may authorize extra (and/or changed) work. The parties expressly recognize that DISTRICT and College personnel are without authorization to either order extra (and/or changed) work or waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

11. **CONFLICT OF INTEREST:** CONTRACTOR represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. CONTRACTOR further represents that in the performance of this Agreement, no person having such interest will be employed.

12. **OWNERSHIP OF WORK PRODUCT:** DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by CONTRACTOR prior to termination of this Agreement by DISTRICT or upon completion of the work pursuant to this Agreement.

13. **CONTRACTOR'S WARRANTY:** DISTRICT has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of CONTRACTOR'S work by DISTRICT shall not operate as a waiver or release.

14. **TAXES:** CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on those earnings.
15. **DUE PERFORMANCE:** Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

16. **NO THIRD-PARTY BENEFICIARIES:** There are no intended third-party beneficiaries of this Agreement.

17. **NO WAIVER OF BREACH:** The waiver by DISTRICT of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.

End of Section
RFP Acknowledgement and Signature Form

13-14/03 Elevator Inspection and Maintenance Program

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Bidder's Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work listed in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated in this proposal.

Vendor Name: ______________________ Title: _____________________________

Contact Person:______________________________

Address: ______________________________________

Telephone: ___________________ Fax: ________________________

Contractor License #: _______________ Expiration Date: ________________

Federal Tax Identification Number: ________________

Authorized Signature: _____________________________ Date: ___________

Decline Proposal:

We do not wish to submit a Proposal on this Project. Please state your reason below. Please also indicate if you would like to remain on our vendor list.

Reason: ____________________________________________
____________________________________________________
____________________________________________________

Company: __________________________ Address: __________________________

Name: __________________________ Signature________________________ Date: __________
Bid Work Sheet

13-14/03 Elevator Inspection and Maintenance Program

At minimum, the Vendor shall perform all Inspection, Preventative Maintenance, and Tests listed in the Scope of Work Section. Provide your pricing (for each elevator) for this service. All pricing is on an annual basis. Also attach your proposed fee schedules/hourly labor rates for any work not considered part of the Scope of Work of this RFP to this sheet.

Yearly Cost per Elevator/Lift:

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**Sub Total for Alameda**

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**Sub Total for Laney**

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**Sub Total for Merritt**

**Grand Total**

Vendor Name: ___________________________  Contact Person: ___________________________  Title: ___________________________

Authorized Signature: ___________________________  Date: __________

Attachment 11