

**Peralta Community College District  
Request for Proposal 14-15/03  
Installation of Metering System for Monitoring Based Commissioning  
Program Under Prop. 39 & CCC/IOU**

The Peralta Community College District (PCCD), Oakland, California, through the Department of Purchasing, is hereby requesting proposals for the above mentioned services.

The successful vendor will be required to furnish all labor, material, equipment, supplies, and applicable taxes to complete all deliverable for this Request for Proposals this project.

**Proposal Information**

<b>Proposal Description</b>	<b>Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 &amp; CCC/IOU</b>
<b>Project Type</b>	<b>Public Works, Prevailing Wages &amp; Project Labor Agreement (PLA) Required</b>
<b>License Requirement</b>	<b>C10</b>
<b>Proposal Number</b>	<b>14-15/03</b>
<b>Proposal Issued</b>	<b>August 12, 2014</b>
<b>Project Number</b>	<b>1960</b>
<b>Department</b>	<b>Department of General Services</b>
<b>Scheduled Publication Dates</b>	<b>August 12, 2014 August 19, 2014</b>
<b>Mandatory Site Visit Date</b>	<b>August 20, 2014 9:00am</b> at Peralta Community College District Department of General Services Conference Room 333 East 8th Street Oakland, CA 94606
<b>Project Duration</b>	<b>30 days</b> This project is to be completed within the above number of calendar days from the date that the District issues a Notice to Proceed.
<b>Liquidated Damages</b>	<b>\$500 per day</b> The Contractor agrees to pay the District the above amount per calendar day in the event that the Contractor fails to complete the Contract within the Project Duration indicated above.
<b>Proposal Due Date</b>	<b>September 2, 2014 11:00am</b>

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Instructions for Submitting Proposals**

<b>Submittal Address</b>	Peralta Community College District Purchasing Department Attn: John Hiebert 501 5 <sup>th</sup> Avenue Oakland, CA 94606
<b>Submittal Copies</b>	One (1) Original copy clearly marked "Original" and three (3) Copies marked "copy".
<b>Submittal Envelope Requirements</b>	Proposal must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none"> <li>• Proposal Number and Name of Project</li> <li>• Name of Your Company</li> <li>• Address</li> <li>• Phone Number</li> </ul>
<b>Late Submittals</b>	<b>Proposals received after the time and date stated above shall be returned unopened to the vendor.</b>

**Questions about the Request for Proposals**

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by email as follows:

<b>Primary Contact</b>	<b>John Hiebert</b> Email: <a href="mailto:jhiebert@peralta.edu">jhiebert@peralta.edu</a>
<b>Question/RFI Due Date</b>	<b>August 25, 2014 at 4:00pm</b>
<b>Response Date</b>	<b>August 28, 2014</b>

**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  
Director of Purchasing

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**Attachments:**

Title		Must Be Returned with Proposal
1	Vendor Questionnaire and Certificate by Compliance	Yes
2	Environmentally Sustainable Procurement	Yes
3	Certificate Regarding Workers' Compensation	Yes
4	Statement of Equal Employment Opportunity	Yes
5	Small Local Business Enterprise/Small Emerging Local Business Enterprise Program	No
6	SLBE/SELBE Self Certification Affidavit	Yes, If applicable
7	Non-Collusion Affidavit	Yes
8	General Provisions	
9	Acknowledgement and Signature Form	Yes
10	Exhibit #1 – Price Proposal	Yes

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**I. Project Overview**

The Peralta Community College District (District) requires a web-based monitoring system for the trending and viewing of energy use for on several of its campuses: College of Alameda, Laney College, and Merritt College. . The monitoring system will include building kWh, heating hot water energy and chilled water energy (where applicable). The selected firm (vendor) will deliver a complete (turnkey) web-based monitoring system that provides easy tracking, accessibility, archiving, and retrieval of energy performance, at the whole building level. Table 1 below lists the buildings that require monitoring.

*Table 1  
PCCD Monitoring Building List*

<b>Bldg No.</b>	<b>Campus</b>	<b>Building</b>	<b>Square Footage</b>
1	Merritt College	Merritt College - Building R	53,889
2	Merritt College	Merritt College - Building P	44,537
3	Merritt College	Merritt College - Building A	46,201
4	Merritt College	Merritt College - Building D	75,493
5	Laney College	Laney College - Theater	44,537
6	Laney College	Laney College - Student Center	46,201
7	Laney College	Laney College - Library	75,493
8	Laney College	Laney College - Bldg A	53,889
9	Laney College	Laney College - Building B	43,002
10	Laney College	Laney College - Admin Tower	53,988
11	College of Alameda	Building A	34,084
12	College of Alameda	Library	41,536

**1.1 Project Description**

The CCC/ IOU (California Community Colleges/Investor Owned Utilities) Partnership offers incentives to install whole building monitoring equipment in support of their Monitoring Based Commissioning (MBCx) Program. MBCx is a unique combination of whole-building monitoring and retro-commissioning. Due to time constraints, the system must be installed and collecting accurate data by September 30, 2014 or before. The monitoring supports the retro-commissioning effort by providing a diagnostic tool, as well as by documenting energy savings in the near term and

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increasing savings persistence over the long term. In order to support the MBCx program, the installed metering solution should have the following attributes:

- Operate on a local area network (**LAN**) or wireless based system.
- The data should be trended at 15-minute intervals and stored for a minimum of two (2) years in a web-based location with easy remote access by the building owner and/or operator.
- The user must be able to download data from the system remotely, as well as be able to have the system automatically ftp (file transfer protocol) the data on a scheduled basis.
- The system must be well supported by the manufacturer, distributor, or installer. The selected firm will clearly describe the level of support, and provide written assurance and guarantee. Manufacturer must demonstrate longevity for future system expansion and replacement parts.

### **1.2 Recommended System or Equivalent**

The selected system must have a minimum warranty of five (5) years. The solution chosen is produced and hosted by Onset. This system is robust, economical, user friendly, and well supported. Firms may propose equivalent systems. The District will decide equivalence. At a minimum, the system will include the following components:

- Hobo U30 – The Hobo HOB0 U30-ETH is the backbone of the monitoring system. It is a web-based, 15-channel, data logging system, for a broad range of energy and measurement monitoring applications. It transmits data to the web via an Ethernet network connection for easy access from internet-enabled devices. In addition, alarms can be configured to generate text messages and emails when data goes out of range.
- kWh meter – For the building level energy use, a Wattnode, revenue grade kWh meter with 480V 3-phase energy meter and pulse output or equivalent is recommended.
- Btu Meter – Chilled Water and Heating Hot Water energy use supplied to the buildings must be monitored. For that purpose, a BTU meter must be installed, which consists of flow and temperature measurements. The flow measurement should be **ultrasonic**. The following options for Ultrasonic BTU meters that meet the program standard include: Onicon System 10, Fluxus 7407, and Dynasonic, or equivalent.
- Web-based Software – Centralized web-based location of the energy information. We recommend Onset as it provides a no-cost web-based account called HOBOLink for collection, storage, and viewing of all data monitored by the system. All of the data can be viewed or downloaded by anyone who has the password to the account, including energy managers, building engineers, third party consultants, etc.
- Architecture - The sensors (kWh meters and BTU meters) are to be connected to a U30 at each location. The U30 collects the data and transmits it over campus supplied Ethernet to HOBOLink, which again, is the web-based user portal for viewing and downloading data.

### **1.3 Campus and Building Description**

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A brief description of each campus is presented below. Final determination and verification must be made by the selected firm.

- 1.3.1 College of Alameda** The College Of Alameda campus is comprised of seven typical college campus buildings with classrooms, lab rooms, general and private administration office, conference rooms. Mechanical spaces, a library building and a student center building. Fifteen (15) KVA electrical service is supplied to the campus by Alameda Municipal Power which is then transformed 480V/277 (3- phase 4-wire) and distributed from the main switchboard located at Building C to distribution panels located at each individual building. The HVAC system is generally comprised of air handling units with heating coils and Direct Expansion cooling or no cooling. Heating Hot Water (HHW) is supplied to the campus from a centralized heat plant (located inside Building C) and is distributed by a primary loop that serves all buildings. Each building has secondary and tertiary HHW loop system. It also has an adjacent central plant that provides cooling for the building.
- 1.3.2 Laney College** The Laney College campus is comprised of seven college campus buildings with classrooms, laboratories, general and private administration office, conference rooms, mechanical spaces, a library building, and a student center building. Fifteen (15) KVA electrical service is supplied to the campus by Pacific Gas & Electric and is transformed 480V/277 (3- phase 4-wire) and distributed from the main switchboard located at Building C to distribution panels located at each individual building. The campus's HVAC system is generally comprised of air handling units with heating coils and cooling coils. Chilled Water (CHW) and Heating Hot Water (HHW) is supplied to the buildings from a centralized plant (located inside the E Complex) and is distributed by primary CHW and HHW loops that serve all buildings. Each building has secondary and sometimes tertiary water loop systems.
- 1.3.3 Merritt College** The Merritt College campus is comprised of seven college campus buildings with classrooms, laboratories, general and private administration offices, conference rooms, mechanical spaces, a library building, and a student center building. Fifteen (15) KVA electrical service is supplied to the campus by PG&E and is transformed 480V/277 (3- phase 4-wire) and distributed from the main switchboard located at Building C to distribution panels located at each individual building. The HVAC System is generally comprised of air handling units with heating coils and Direct Expansion cooling or no cooling. Heating Hot Water (HHW) is supplied to the campus from a centralized heat plant (located inside Building C) and is distributed by a primary loop that serves all buildings. Each building has secondary and tertiary HHW loop system. Currently a cooling plant is being constructed (adjacent to the existing HHW plant) to provide CHW to the campus buildings.

## **II. Scope of Services**

The intent of this scope is to describe the requirements for the installation of data logging equipment that monitors the electrical, cooling and heating demands of each building. Included in this document are the specifications of the recommended equipment and a description of the work required. The work scope described below must be installed and collecting accurate data by September 30, 2014 or before. The District has made reasonable attempts to ensure that the scope is complete and accurate. However, the District makes no guarantee that the scope is complete. The selected firm is obligated to ensure that the scope is complete and accurate. The goal is to provide the proper metering to meet the CCC/IOU MBCx program, for energy use reduction and monetary rebates.

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1. **kWh Metering** – For each building, one or more electrical meters will be installed, depending on the number of electric services serving the building. For each building, the metering solution will be capable of calculating the total kWh consumption in the building.
  - 1.1. Electrician to install:
    - 1.1.1. Connect 3-phase power meters to switch gear.
    - 1.1.2. Provide and install NEMA Enclosures and short conduit to be mounted outside electrical panel to enclose meters and/or logging equipment.
    - 1.1.3. Connect U30 (or equivalent) to Local Area Network via Ethernet cable.
    - 1.1.4. Install 110V conduit and receptacles, as required, to power logging equipment.
  
2. **BTU Metering** – For each building, one or more BTU meters will be installed, depending on the number of non-electric services serving the building (e.g hot water, chilled water, natural gas, etc.) For each building, the metering solution will be capable of calculating the total BTU consumption in the building.
  - 2.1. BTU meter scope for installation:
    - 2.1.1. Install BTU meters on heating hot water or chilled water supply to the building.
      - 2.1.1.1. BTU meter will consist of ultrasonic flow meter and supply and return temperature sensors.
    - 2.1.2. Connect Btu meter to U30 (or equivalent) and connect U30 to Local Area Network via Ethernet cable.
    - 2.1.3. Install 110V conduit and receptacles, as required, to power BTU meters or logging equipment.
  
3. **Web Interface and Data Collection** – Set up metering in software.
  - 3.1. Bidder to map each meter to the web-based monitoring software.
  - 3.2. Set up web-based interface, arranging each of the meters with their respective buildings and campus.
  - 3.3. If required, set-up scheduled ftp downloads for campus staff.

### **III. Submission Requirements**

Please respond to the following submission requirements clearly and concisely. PCCD will use your responses to objectively determine your capabilities and experience. Please label your responses 1 through 7, in the order presented below. Please limit your total response to 20 pages (excludes the required attachment forms provided with this RFI).

#### **Submittal Format:**

Responses may not be longer than 20 pages (single side or 10 pages front and back), printed on 8 ½" x 11" paper and formatted in no smaller than 10 point font. Each section shall be labeled according to the sections below. All submitted material must only be bound with one staple in the upper left corner. Please no binders or any other type of spiral binding. Submittals must be able to fit into a 9 x 11 ½ inch folder.

1. **Company Information/Executive Summary and Letter of Interest:** Provide a letter of interest/introduction signed by your firm's officer authorized to execute legal documents on the behalf of your firm. Provide the name of your company (including the name of any parent company), business address, email address, Federal Tax ID number, telephone and FAX

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numbers, and names and titles of key personnel and a brief history of your company. Provide a brief statement of who is authorized to submit the proposals on the behalf of your firm and why your firm is interested in this project. Please make sure that person signs and dates the statement.

- History, number of years in business in California, staff size
  - Location of office which will perform the work
  - Size of staff if applicable
  - Sole proprietors may submit proposal
2. **Qualification and Experience:** Provide a statement of qualification and relevant information about your company's knowledge and experience that qualifies your firm to submit a proposal in response to this RFP. This District must be able to determine if your firm is qualified to provide the requested consulting services. List relevant projects where your firm has provided metering and monitoring systems, and services, include at minimum the following:
- a. Site and/or Building name
  - b. Year project was completed
  - c. Project scope
  - d. Project cost
  - e. Describe installed system including;
    - i. Data points that were monitored
    - ii. Total number of logged points
    - iii. Described specific meters (data collection devices) that were installed
    - iv. Describe data collection interface and whether system was web-based or not
  - f. Describe obstacles encountered and how the obstacles were overcome
  - g. Describe data reliability for the system installed
  - h. List client names, contact person, and phone number for MBCx project information.
3. **Key Personnel:** Provide resumes for key project personnel. These individuals may not be pulled from the project without the District's approval.
4. **Project Schedule:** Submit a project schedule showing a completion date of September 30, 2014, or before. **The project must be completed no later than September 30, 2014.** Completion includes: (1) all meters installed, (2) all meters collecting the required data, (4) all data transmitted, and (5) all data retrievable. The project is not complete until it supplies the proper data in a manner that meets the requirements of the CCC/IOU MBCx program. The selected firm represents that it fully understands the CCC/IOU and Proposition 39 requirements.
5. **Firm Track Record:**
- A. Has your firm ever been let go by a client or replaced by another firm during any related project? If so, explain in detail.
  - B. Does your firm have any current or pending litigation on any projects? If so, please describe.
  - C. Has your firm defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?



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- D. Is your firm under investigation for any charge or claim for noncompliance with state laws and/or regulations? If yes, indicate the project name(s), nature of the charge(s) or claim(s) and current status.
6. **Fee:** Include in your proposal your detailed fee structure for performing the Scope of Services outlined in this RFP. Provide any reduced fees offered to governmental entities as well as and what are your standard hourly rates.
7. **Debarment:** Provide a statement that your company has not been debarred from providing services to any State or Federal Agency within the last five (5) years. Sign and Date your statement. If your firm has been debarred, you will need to provide background information and reason for the debarment. Provide the name and contact information for the Agency that debarred your firm. The District must review the reason and duration for the debarment before it can determine if your firm can be consider for this project.
8. **Insurance:** The Testing & Inspection firm(s) will be required to furnish Evidence of Insurance, naming the District and their designated agencies as additional insured and in accordance with the District's requirement for coverage. See Appendix A of the General Professional Services Agreement.
9. **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. Does your product or service promote the District's Environmentally Sustainable Procurement goal? Please use the attached Environmentally Sustainable Procurement form to describe how your product or service directly meets the District's goal. If your product or service does not directly meet the District's goal, then describe what initiatives your firm has taken to become more environmentally sustainable. The District will evaluate each response, and more points will be awarded to firms who products and services directly meet the District's Environmentally Sustainable Procurement goal.
10. **Required Forms:** The Vendor must fill out all forms included in the RFP (listed in the attachments section) and return them with your proposal. 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 16 page maximum for your response.)

#### **IV. Evaluation Criteria**

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.

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.

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**A. Selection Criteria:**

Submissions will be scored according to the following:

Item	Criteria	Points
1	<u>Proposals and Experience</u> Vendor's knowledge and experience working installing web-based monitoring system for trending and viewing of energy use.	20
2	<u>Client References</u> As evidence from your response to item 2 of Submission Requirements section.	20
3	<u>Fee</u> Submit itemized and total cost estimate and personnel fee schedule.	50
4	<u>Environmentally Sustainable Procurement</u> Does your product or service meet the District's Environmentally Sustainability initiatives? (Item 7 of Submission Requirements section.)	5
5	<u>SLBE</u> Does your company meet the District's definition of an SLBE or SELBE?	5
	Total	100

**B. Selection Procedure:**

A technical screening committee comprised of PCCD personnel and possibly external members will initially evaluate and score all submissions according to the scoring criteria above. Based on these evaluations and reviews, the top three (3) scoring submissions **may** be invited for an interview with the Vice Chancellor of General Services.

**Award will be based on best value, not necessarily lowest price.**

**C. Compensation:**

Following the selection process fees for services will be negotiated with the qualified individuals or firms and the Peralta Community College District. If an agreement on fees cannot be reached in a timely manner, the District will seek to reach an agreement with the next best qualified Respondent.

**V. Additional Requirements:**

**A. Cost of Participation in Selection Process**

Costs for developing responses to this RFP are entirely the responsibility of the firm and shall not be chargeable to the District.

**B. District Rights:**

The District reserves the right to waive any irregularities or required formalities or to amend or cancel, in part or entirety, this RFP if it is in the best interest of the District.

**C. 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.

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**D. Public Records:**

Except for materials exempted from disclosure such as Trade Secrets (as defined in California Civil Code 3426.1) that are specifically marked "Confidential" or "Proprietary", all material submitted in response to this RFP are deemed property of the District and public records upon submission to the District. The District is not liable or responsible for the disclosure of RFP Responses, or portion thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFP Response deemed exempt from disclosure hereunder, by submitting a response to the RFP, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising there from. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials.

**E. 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.

**F. False Statements**

False statements in a proposal will disqualify the proposal.

**G. Legal Proceeding Waiver**

The Vendor relationship to PCCD shall be that of independent contractor and not deemed to be agent of PCCD.

**H. Taxes**

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

**I. Grade of Service**

The Vendor must provide professional service and maintain appropriate personnel to provide expedient and courteous service.

**J. The Vendor's Liability**

The Contractor shall be responsible for any and all damages to the PCCD premises resulting from the negligent acts or willful misconduct of the Contractor agents or employees.

**K. 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.

**L. Award Consideration**

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

**M. 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 acknowledging the Addendum in the space provided on the RFP Acknowledgement and Signature Form. 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

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concerning material terms of the contract should be submitted in writing for consideration as an amendment.

**N. 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.

**O. 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.

**P. Award and Length of Contract**

The Board of Trustees shall not be bound to accept the lowest-quote fee. The Board will award the contract the firm select through the competitive process outlined in this RFP and recommended by the Vice Chancellor of General Service.

**Q. 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.

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**VI. Prevailing Wage Determination**

The Governing Board has obtained from the Director of the Department of Industrial Relations, the general prevailing rate of per diem wages in the locality in which the work is to be performed for each craft, classifications or type of worker needed to execute the contract, including employer payments for health and welfare, pension, vacation, apprenticeship and similar purposes. Copies of these prevailing rates are Internet accessible at <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm> or shall be made available at the District's Purchasing office to any interested party upon request during regular business hours.

The schedule of per diem wages is based upon a working day of eight hours. The rate for holiday and overtime work shall be at least time and one half.

It shall be mandatory upon the contractor to whom the contract is awarded, and upon any subcontractor under him, to pay not less than the specified rates to all workers employed by them in the execution of the contract. It is the contractor's responsibility to determine any rate change, which may have or will occur during the intervening period between each issuance of published rates by the Director of Industrial Relations

**Project Labor Agreement**

The Peralta Community College District has entered into a Project Labor Agreement (PLA) for all its Public Works construction projects, which requires that the successful General Contractor, and its field Subcontractors to sign the applicable Letter of Assent (LOA). The complete text including the terms and conditions, and the LOA, are included in the bid package for review by all Contractors bidding on this project. Contractors contemplating bidding on this project are strongly encouraged to review the complete PLA documents, but should at minimum be aware of the following:

- No work stoppages, strikes, sympathy strikes, slowdowns or lockouts are allowed during the execution of the work.
- There are provisions for alternative dispute resolution, depending on affected crafts.
- Based on a formula and certain basic requirements, a Contractor may use up to five (5) "core" workers, but all workers must be dispatched through the applicable union halls.
- There are goals for the utilization of local workers, utilizing the normal hiring hall procedures for dispatch.

A Contractor is not required to become signatory to a union to work on a project covered by the PLA, but is required to sign a Letter of Assent (LOA) agreeing to work under the terms of the PLA, on a project by project basis. Workers are not required to join a union but must be dispatched through a union hiring hall and must pay union initiation fees and dues when working on a project covered by the PLA.

The District's PLA Program Manager for this project is:

Mr. Jake Sloan of Davillier-Sloan—Labor Management Consultants

Please direct all PLA questions to the Primary Contact listed under Proposal Information, and the Primary Contact will forward your question to the PLA Program Manager, to be answered as part of the formal Addendum for this bid.



**PERALTA COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR PROPOSAL 14-15/03**

**Installation of Metering System for Monitoring Based Commissioning  
Program Under Prop. 39 & CCC/IOU**

**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**



**PERALTA COMMUNITY COLLEGE DISTRICT**

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The District is identifying vendor ownership as follows:

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

The District is identifying vendor workforce as follows:

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

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.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and termination practices. Use separate sheet if necessary.



## PERALTA COMMUNITY COLLEGE DISTRICT

### REQUEST FOR PROPOSAL 14-15/03

#### Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 & CCC/IOU

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What are you interested in providing the District? (e.g., construction, consulting, goods or services).

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<b>Main Headquarters Office(s) Address/Telephone</b>  (List all as applicable)	1.  2.  3.
--	------------------------

Total # of Employees \_\_\_\_\_

<b>Local Office(s) Address/Telephone</b>  (List all as applicable)	1.  2.  3.
--	------------------------

Total # of Employees \_\_\_\_\_

<b>Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract</b>  (Please use the Zip+4®) Use separate sheet as Necessary	1. 2. 3. 4. 5. 6.
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**PERALTA COMMUNITY COLLEGE DISTRICT  
REQUEST FOR PROPOSAL 14-15/03**

**Installation of Metering System for Monitoring Based Commissioning  
Program Under Prop. 39 & CCC/IOU**

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

Contractor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PERALTA COMMUNITY COLLEGE DISTRICT  
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**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  
REQUEST FOR PROPOSAL 14-15/03**

**Installation of Metering System for Monitoring Based Commissioning  
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**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



## PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 14-15/03

### Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 & CCC/IOU

#### 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 overall 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 responsible 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.



## PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 14-15/03

### Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 & CCC/IOU

- 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/SELBE 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.



PERALTA COMMUNITY COLLEGE DISTRICT
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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 with 3 columns: Certification Status, Preference, Preference Claimed (check only one). Rows include SLBE, SELBE, 25% of Subcontractors are SLBE/SELBE, and Not Applicable.

- 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.

RFP Number: \_\_\_\_\_ RFP Name: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed or typed name \_\_\_\_\_ Title \_\_\_\_\_



**PERALTA COMMUNITY COLLEGE DISTRICT  
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**Installation of Metering System for Monitoring Based Commissioning  
Program Under Prop. 39 & CCC/IOU**

**NON-COLLUSION AFFIDAVIT**

(To be executed by Proposer and submitted with your proposal)

State of California, County of \_\_\_\_\_

(Name) \_\_\_\_\_, being first duly sworn, deposes and

says that he or she is (title)\_\_\_\_\_ of

(company)\_\_\_\_\_ 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: \_\_\_\_\_





**PERALTA COMMUNITY COLLEGE DISTRICT  
REQUEST FOR PROPSAL 14-15/03**

**Installation of Metering System for Monitoring Based Commissioning  
Program Under Prop. 39 & CCC/IOU**

**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 tortious 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. INSURANCE REQUIREMENTS**

The Contractor shall maintain in full force and effect and cause its subcontractors to maintain, for the period covered by the Contract, the following insurance:

1. Comprehensive or commercial general liability insurance with limits not less than \$1,000,000 per each occurrence combined single limit for bodily injury and property damage, including coverage for contractual liability, personal injury, independent contractors, explosion, collapse and underground (XCU), broad form property damage, products liability, and completed operations.
  - a. Should any of the required insurance be provided under a form of coverage that includes an annual general aggregate limit or provides that claims investigation or legal defense costs be included in such annual general aggregate limit, such annual general aggregate limit shall be two times the occurrence limits stipulated.





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- c. In the event of any damage except earthquake and flood, it shall be the Contractor's responsibility to perform at its expense all required repair and replacement including damage to adjacent areas.
  - d. The Contractor shall be responsible for all losses not covered by the policy, excluding earthquake and flood, including the deductibles.
5. In the event that the Contractor employs professional engineering services, the Contractor shall require the retained engineers to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Agreement and any deductible not to exceed \$50,000 each claim. The Contractor shall provide the District with Certificates of Insurance for any such policy.
  6. In the event that the Contractor is performing abatement of hazardous or contaminated materials work or employs a subcontractor or entity for abatement of hazardous or contaminated materials, the Contractor shall furnish or require the subcontractor or entity to maintain environmental liability insurance with limits not less than \$1,000,000, policy written on an occurrence form, with any deductible not to exceed \$25,000, including coverage for Contractor's pollution legal liability for contaminated soils, asbestos, lead, underground storage tanks, and other hazardous materials which may be encountered at the site.

**B. INSURANCE BY OTHERS:**

For General Liability, Environmental Pollution Liability and Automobile Liability Insurance, the Contractor shall include as additional named insureds, the District, the Architect, the District's Consultants, and all authorized agents and representatives, and members, directors, officers, trustees, agents and employees of any of them.

**C. FORM OF POLICIES AND OTHER INSURANCE REQUIREMENTS:**

1. Before commencement of the Work of this Contract, certificates of insurance shall be furnished to the District, with complete copies of policies to be furnished to the District promptly upon request.
2. Approval of the insurance by the District shall not relieve or decrease the extent to which the Contractor or subcontractor of any tier may be held responsible for payment of any and all damages, except damage caused by earthquake or flood, resulting from its operations. All policies of insurance and certificates shall be satisfactory to the District.
3. Liability insurance shall be on an occurrence basis; and said insurance shall provide that the coverage afforded thereby shall be primary coverage (and non-contributory to any other existing valid and collectable insurance) to the full limit of liability stated in the declaration, and such insurance shall apply separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one (1) insured shall not operate to increase the insurer's limits of liability.



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4. Each such policy shall provide that no cancellation, non-renewal nor any reduction in its coverage shall occur without the carrier giving to the District at least thirty (30) days' written notice prior thereto. All notices shall be made to:

Sadiq B. Ikharo  
Vice Chancellor of General Services  
Peralta Community College District  
333 East 8<sup>th</sup> Street  
Oakland, CA 94606

5. The Contractor shall file with the District a certificate of the required new or renewed policy at least ten (10) days before the effective date of such cancellation, change or expiration, with a complete copy of new or renewed policy.
  6. If, at any time during the life of this Contract, the Contractor fails to maintain any item of the required insurance in full force and effect, all Work of this Contract may, at District's sole option, be discontinued immediately, and all Contract payments due or that become due will be withheld, until notice is received by the District as provided hereinbefore that such insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to the District.
  7. Any failure to maintain any item of the required insurance may, at District's sole option, be sufficient cause for termination of this Contract.
- D. Insurance companies shall be legally authorized, licensed and admitted through the California Department of Insurance to engage in the business of furnishing insurance in the State of California. All insurance companies shall have an "A-,VIII" in Bests Rating Guide and shall be satisfactory to the District.

**D CONTRACTOR ADDITIONAL INSURANCE REQUIREMENTS (For all projects)**

- A. Notice to the District: Further the policy will provide not less than thirty (30) days prior written notice to District's Program Administrator or its Designee of any material change in the insurance or cancellation or non-renewal.
- B. Additional Insured: The District will be endorsed as "additional insured" on Contractor's and Subcontractors' policy or policies. Contractor and Subcontractors shall furnish Certificates of Insurance evidencing said coverage before commencing work on the Project.
- C. Contractor Construction Equipment Insurance: Any policies maintained by the contractor and subcontractors on their owned and/or rented equipment and materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the Owner and all other indemnities named in the contract.



## PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PROPOSAL 14-15/03

### Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 & CCC/IOU

- D. Professional Liability Insurance (Errors & Omissions): In the event any contract specifications requires your firm to provide professional services, such as but not limited to, architectural, engineering, construction management, surveying, design, etc., a certificate of insurance must be provided prior to commencing work evidencing such coverage with a limit of not less than \$1,000,000. Any material change in limits, coverages or loss of aggregate limit due to outstanding claims must be reported to the District within 30 days of any such event.
- E. Environmental and Asbestos Abatement Coverages: If this Agreement involves the removal of asbestos, the removal/replacement of underground tanks or the removal of toxic chemicals and substances, the Contractor will be required to provide adequate coverages, with limits not less than \$1,000,000 per claim basis, for such exposures subject to requirements and approval of the District.
- F. Hold Harmless clause: Work done on the premises, or in connection with the prosecution of this contract by the Contractor, shall be at the Contractor's risk and the Contractor shall assume any and all liability and shall hold harmless the District, their agents, servants or employees, from claims or demands, cost expenses, loss or damage due to bodily injury, sickness or disease, including death to employees of the Contractor or any other person, or damage of property including loss of use thereof suffered by employees of the Contractor or any other person; arising out of the performance of the contract, whether such are based upon negligence of the District or any other person, firm, corporation or organization for whom such contract is being performed, their agents, employees or otherwise.

#### **E PROOF OF CARRIAGE OF INSURANCE**

- A. Before work is started, the Contractor shall forward to the Owner two copies of a Certificate of Insurance or Memorandum of Insurance, evidencing that all required Contractor Furnished Insurance is in force, executed by an authorized representative of the insurance company, and naming Owner as additional insured as outlined below.
- B. Certificates and insurance for contractor furnished insurance policies shall include the following clause:
- "This policy shall not be cancelled or reduced in required limits of liability or amounts of insurance until notice have been mailed to the District. Date of cancellation or reduction may not be less than Thirty (30) days after date of mailing notice."*
- C. Certificates of insurance for contractor furnished insurance policies shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, and cancellation and reduction notice.
- D. Certificates of insurance for contractor furnished insurance policies shall clearly state that the District is named as an additional insured under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.
- E. Contractor furnished policies will be written by an insurer of satisfactory character including a Best's rating of not less than A- VIII and an admitted carrier in the State of California. If requested by the District, a certified copy of the actual policies with



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appropriate endorsement(s) and other documents shall be provided to the District.

- F. In the event the contractor or any subcontractor fails to furnish and maintain required insurance or to furnish satisfactory evidence thereof, the Owner may procure and maintain such coverages for all parties on behalf of the contractor. Contractor shall furnish all necessary information and pay the premium cost to the District immediately upon presentation of a premium invoice.
- G. Subcontractors. Should a contractor engage a subcontractor, the same conditions will apply to each subcontractor. Each subcontractor must be covered by insurance of the same character and in the same amounts as the Contractor, naming the Contractor and the Owner as additional insureds. Copies of certificates of insurance for subcontractors must be filed with the District within thirty (30) working days after issuance of a Notice to Proceed and at least five (5) working days before the subcontractor begins work on the site. Failure to provide evidence of such insurance shall result in the subcontractor being excluded from the site until proper coverage is verified. The cost of any resulting delay will be borne by the contractor.

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:

Dr. Sadiq B. Ikhara  
Department of General Services  
Peralta Community College District  
333 East 8<sup>th</sup> Street  
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.

7. **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



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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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **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.

14. **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.

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

16. **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**



## PERALTA COMMUNITY COLLEGE DISTRICT

### REQUEST FOR PROPOSAL 14-15/03

#### Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 & CCC/IOU

### Acknowledgement and Signature Form

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 Vendor'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.

#### Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: \_\_\_\_\_

#### 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 on this proposal.

Vendor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**PERALTA COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR PROPOSAL 14-15/03**

**Installation of Metering System for Monitoring Based Commissioning Program Under Prop. 39 & CCC/IOU**

**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:

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Company: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Peralta Community College District**  
**Request for Proposal 14-15/03**  
**Installation of Metering System for Monitoring Based Commissioning Program**  
**Under Prop. 39 & CCC/IOU**

**Exhibit #1: Price Proposal for the Data Monitoring System Installation**

<b>Merritt College (MC)</b>			
<b>Facilities</b>	<b>Quantity</b>	<b>Unit</b>	<b>Cost Per Unit</b>
Building A		Each	\$
Building D		Each	\$
Building P		Each	\$
Building R		Each	\$
		<b>Sub-Total</b>	<b>\$</b>
<b>Laney College (LC)</b>			
Theater		Each	\$
Student Center		Each	\$
Library		Each	\$
Building A		Each	\$
Building B		Each	\$
Administrative Tower		Each	\$
		<b>Sub-Total</b>	<b>\$</b>
<b>College of Alameda (COA)</b>			
Building A		Each	\$
Library		Each	\$
		Sub-Total	\$
		Total (MC, LC, and COA)	\$
		<b>GRAND TOTAL:</b>	